

MONROE PUBLIC SCHOOLS



BOARD MEETING #13

July 12, 2016

7:00 p.m.

BOARD OF EDUCATION

MR. ROBERT YEO, PRESIDENT

MR. LAWRENCE VANWASSHENOVA, VICE-PRESIDENT

MR. RYAN PHILBECK, SECRETARY

DR. TEDD MARCH, PARLIAMENTARIAN

MR. MATTHEW BUNKELMAN, TRUSTEE

MRS. FLOREINE MENTEL, TRUSTEE

MRS. CYNTHIA TAYLOR, TRUSTEE

SUPERINTENDENT OF SCHOOLS

DR. BARRY N. MARTIN

“Monroe Public Schools is committed to being the premier education organization in the region. We are devoted to promoting high expectations for all in a state-of-the-art 21st century curriculum. We recognize that the students and communities we serve are our customers, and we promise to make all decisions in their best interest.”

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

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #13
Tuesday, July 12, 2016
7:00 p.m.

AGENDA

Page

A. Roll Call and Call to Order	Mr. Yeo	1
1. Pledge of Allegiance to the Flag	Mr. Yeo	
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:		
• June 28, 2016, Board Work Session		
• June 28, 2016, Budget Hearing		
• June 28, 2016, Board Meeting #12		
2. Reports and Updates	Mr. Yeo	11
• Contracted Services Recommendations		
3. Staff Resignation	Mrs. Everly	13
Move to approve the resignation from Monroe Public Schools of Nathan Nestor effective August 31, 2016.		
4. Consent Agenda – Staff Appointments	Mrs. Everly	16
Move that Agenda Items C.5 – C.11 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.		
5. Administrator Appointment	Mrs. Everly	17
Move to approve the appointment of Scott Hoppert as an administrator with Monroe Public Schools effective August 15, 2016, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		
6. Clerical Appointment	Mrs. Everly	21
Move to approve the appointment of Nicole Kansier as a secretary with Monroe Public Schools effective August 15, 2016, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------|
| <p>7. Clerical Appointment
 Move to approve the appointment of Rebecca Mills as a secretary with Monroe Public Schools effective August 15, 2016 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.</p> | <p>Mrs. Everly</p> | <p>23</p> |
| <p>8. Teacher Appointment
 Move to approve the appointment of Bethany Martin as a teacher with Monroe Public Schools effective August 31, 2016, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.</p> | <p>Mrs. Everly</p> | <p>25</p> |
| <p>9. Staff Appointment
 Move to approve the appointment of Coleen Billings as an executive secretary with Monroe Public Schools effective July 13, 2016, and place on the appropriate salary level for this position, and upon completion of all pre-employment requirements.</p> | <p>Mrs. Everly</p> | <p>27</p> |
| <p>10. Teacher Appointment
 Move to approve the appointment of _____ as a teacher with Monroe Public Schools effective August 31, 2016, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.</p> | <p>Mrs. Everly</p> | <p>32</p> |
| <p>11. Teacher Appointment
 Move to approve the appointment of _____ as a teacher with Monroe Public Schools effective August 31, 2016, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.</p> | <p>Mrs. Everly</p> | <p>33</p> |
| <p>12. Retainer Agreement – Collins & Blaha
 Move to approve the retainer agreement between Monroe Public Schools and the legal firm of Collins & Blaha for the school years of 2016 through 2019 at a cost of \$30,797.00 for each of these three school years as described in the presented agreement for legal services related to negotiations.</p> | <p>Dr. Martin</p> | <p>34</p> |
| <p>13. Health Science Textbooks – CTE Department
 Move to approve the purchase of textbooks and workbooks for the Health Science program from Goodheart-Willcox at a cost</p> | <p>Mrs. Everly</p> | <p>38</p> |

not to exceed \$8,218.03. Funds for this purchase will come from the CTE added cost budget.

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----|
| 14. Cafeteria Painting | Mrs. Eighmey | 41 |
| Move to approve the cafeteria painting at Custer I Elementary and Monroe Middle School by A & A Painting at a cost not to exceed \$5,060.00. Cost for this project will be paid from the Food Service Fund. | | |
| 15. Superintendent's Comments | Dr. Martin | |
| 16. Old Business | Mr. Yeo | |
| 17. New Business | Mr. Yeo | |
| 18. Public Commentary – Any Topic | Mr. Yeo | |
| 19. Adjournment | Mr. Yeo | 44 |
| Move that the July 12, 2016, Board Meeting #13 of the Monroe Public Schools Board of Education be adjourned. | | |

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

- June 28, 2016, Board Work Session Minutes
- June 28, 2016, Budget Hearing Minutes
- June 28, 2016, Board Meeting #12 Minutes

RECOMMENDATION

Move to approve the following minutes as submitted:

- June 28, 2016, Board Work Session
- June 28, 2016, Budget Hearing
- June 28, 2016, Board Meeting #12

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, June 28, 2016
5:30 p.m.

MINUTES

Roll Call and Call to Order

Board Members Present: President Robert Yeo, Parliamentarian Dr. Tedd March (arrived at 5:49 p.m.), Trustee Matthew Bunkelman, Trustee Floreine Mentel, and Trustee Cynthia Taylor

Board Members Absent: Vice President Lawrence VanWasshenova, 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 5:36 p.m.

Focus School Update

When there is an achievement gap between the top 30% of students and the bottom 30% of students in certain sub groups, a school is designated as a Focus School. This is Manor's third year as a Focus School, and the second year for Custer and Waterloo. Mrs. Everly shared pre- and post-achievement data for each school. The Lucy Calkins reading and writing pilot project growth comparisons was also shared.

2015/16 Budget Amendment

Kathy Eighmey reviewed the proposed 2015/16 Budget Amendment. The BOE will vote on the amendment at tonight's BOE meeting.

Items of note:

- Sinking Fund expenses were increased because projects will crossover fiscal years 2015/16 and 2016/17.
- Increased total revenue by \$1,380,587. Reflected in this change are the proceeds from Capital Lease along with increases in the State Aid Foundation, At Risk, Adult Education, Technology Millage and Perkins Grant along with a decrease in Property Taxes.
- Increased total expenses by \$755,393. Reflected in this change are increases in Contracted Subs, Middle College Tuition and the Phone/Technology Lease along with decreases in Health Insurance, Natural Gas and Science Curriculum. Note that the Science Curriculum will be purchased in 2016/17.
- The General Fund, Ending Fund Balance is \$4,692,223. This leaves the Ending Fund Balance at 8.03%.

2016/17 Proposed Budget

Kathy Eighmey reviewed the proposed 2016/17 Proposed Budget. The BOE will vote on the proposed budget at tonight's BOE meeting.

Items of note:

- Budget Assumptions were reviewed.
Legislative Changes –
Foundation Allowance Increase @ \$120/Student
MPERS Retirement Basic Rate @ 24.94%
Health Insurance Hard Cap Increase @ 2.5%
Non-Legislative Changes
Projected Enrollment Decrease of 135 Students
Staffing Changes
Contract Changes
Science Curriculum Purchase
- Projections for fiscal years 2016/17 and 2017/18 were reviewed. There is a deficit projected for both fiscal years.

Adjournment

Motion by Mrs. Taylor; support by Dr. March that the 5:30 p.m., June 28, 2016, Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 5-0 hand vote at 6:43 p.m.

Ryan Philbeck, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Budget Hearing

June 28, 2016

6:45 p.m.

MINUTES

Roll Call and Call to Order

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

Board Members Absent: Vice President Lawrence VanWasshenova, 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 6:49 p.m.

2016/2017 Budget Hearing

For the General Fund, 18 mills levied on non-homestead and non-qualified agricultural property for operating purposes; and 6 mills levied on commercial personal property for operating purposes. For the Sinking Fund, 1 mill levied on all property to be used for building and site sinking fund purposes.

General Fund

Beginning Fund Balance	\$ 4,692,223
Revenue	55,932,039
Expenses	57,050,397
Ending Fund Balance	3,573,865

Food Service Fund

Beginning Fund Balance	\$ 876,051
Revenue	2,865,545
Expenses	2,889,855
Ending Fund Balance	851,741

Sinking Fund

Beginning Fund Balance	\$ 1,396,574
Revenue	1,793,800
Expenses	2,407,850
Ending Fund Balance	782,524

Building & Site Fund

Beginning Balance	\$ 4,920
Revenue	10
Expenses	-
Ending Fund Balance	4,930

Adjournment

Motion by Mr. Bunkelman; support by Mrs. Mentel that the June 28, 2016, Budget Hearing of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 6:53 p.m.

Ryan Philbeck, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #12

June 28, 2016

7:00 p.m.

MINUTES

Roll Call and Call to Order

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

Board Members Absent: Vice President Lawrence VanWasshenova, 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 7:00 p.m.

Public Commentary-Agenda Items Only

There was none at this time.

Approval of Minutes

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

- June 14, 2016, Special Board Meeting (3 sets)
- June 14, 2016, Closed Meeting (3 sets)
- June 14, 2016, Board Meeting #11

Vote: Motion carried by a 5-0 roll call vote.

Reports and Update

The Contracted Services Recommendation report was received.

Staff Resignations

Motion by Mr. Bunkelman; support by Mrs. Taylor to approve the resignations from Monroe Public Schools of Suzanne Maniaci effective June 30, 2016, and Angela Ashcraft effective August 15, 2016.

Vote: Motion carried by a 5-0 roll call vote.

Consent Agenda – Staff Appointments

Motion by Mrs. Mentel; support by Dr. March that Agenda Items C.5 – C.8 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

- C.5 **Administrator Appointment** – Move to approve the appointment of Ryan Walentowski as an administrator with Monroe Public Schools effective August 15, 2016, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.
- C.6 **Teacher Appointment** – Move to approve the appointment of Allison Beard as a teacher with Monroe Public Schools effective August 31, 2016, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.
- C.7 **Teacher Appointment** – Move to approve the appointment of Carley Osgood as a teacher

with Monroe Public Schools effective August 31, 2016, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

- C.8 **Maintenance Appointment** – Move to approve the appointment of Johnnie Luna as a Classification 1 Skilled Trades with Monroe Public Schools effective June 29, 2016, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

Vote: Motion carried by a 5-0 roll call vote.

Reinstatement Recommendation

Motion by Mrs. Mentel; support by Mrs. Taylor to approve the recommendation of the Monroe Public Schools Reinstatement Committee that Student A be reinstated to Orchard Center High School for the 2016-2017 school year and enroll in the Summer Learning Academy starting June 27, 2016.

Vote: Motion carried by a 5-0 roll call vote.

Final Amended 2015/16 Budgets

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

Vote: Motion carried by a 5-0 roll call vote.

2016/17 Proposed Budgets

Motion by Mr. Bunkelman; support by Mrs. Taylor to adopt the 2016/17 proposed budgets for General, Food Service, Sinking Fund and Building and Site funds as presented. Furthermore, the Board has determined that the non-homestead millage rate be established at 18 mills non-homestead and 6 mills commercial personal property for operating purposes and an additional 1 mill be levied for Building and Site Sinking Fund on all property as approved by referendum in 2013.

Vote: Motion carried by a 5-0 roll call vote.

State Aid Note Program

Motion by Mrs. Taylor; support by Dr. March that the Board of Education approve the District's participation in the Michigan Finance Authority 2016 State Aid Note Program as presented.

Vote: Motion carried by a 5-0 roll call vote.

Sodexo Food Service Contract

Motion by Mr. Bunkelman; support by Mrs. Taylor to extend the food service management contract of Sodexo for the 2016/17 school year.

Vote: Motion carried by a 5-0 roll call vote.

Monroe Adult Education Diploma

Motion by Mrs. Mentel; support by Mr. Bunkelman to approve the creation of a Monroe Adult Diploma to be awarded to adult students who successfully complete all necessary requirements via the Michigan Merit Curriculum while participating in programs and services offered at the Learning Bank of Monroe Public Schools as of September 7, 2016, and continuing as long as the service is necessary and can be supported by the district through the auspices of the Learning Bank and the adult education program housed there. Funding for this service will be provided through state Section 107 adult education funds.

Discussion: Mrs. Mentel commented that the new GED test is for people who plan to go on to college. The Monroe Adult Education diploma will fill the need for people in our community who need a diploma in order to obtain employment.

Vote: Motion carried by a 5-0 roll call vote.

Edgenuity – E2020

Motion by Mr. Bunkelman; support by Dr. March to approve the three year renewal with a total cost of \$67,500.00. This program will allow high school students the opportunity for credit recovery and an online blended learning that will assist in capturing credits toward earning a high school diploma. Funds for this purchase will come from each respective year's general fund curriculum budget.

Vote: Motion carried by a 5-0 roll call vote.

Championship Boards and Banners – MHS Gym

Motion by Mrs. Taylor; support by Mr. Bunkelman to approve the purchase of new championship boards and banners for the Monroe High School gym from Steve's Custom Signs, Inc. at a cost not to exceed \$7,896.16. Funds for this project will be taken from the 2016/17 Athletic budget.

Vote: Motion carried by a 5-0 roll call vote.

Science Curriculum – Grades Y5-12

Motion by Mr. Bunkelman; support by Mrs. Taylor to approve the purchase of STEMscope, Vernier Software & Technology, Flinn and Frey Scientific at a cost not to exceed \$325,000. Funds for this purchase will come from each building's general fund curriculum budget.

Discussion: Mrs. Everly acknowledged our technology department because the STEMscope portion of this purchase is an online curriculum resource. Building administration has been diligent in providing devices for students through their Title I funds, and the infrastructure support from the technology department has allowed us to recommend this as the first official online adoption of a core curricular area.

Vote: Motion carried by a 5-0 roll call vote.

Schoolzilla Renewal

Motion by Mr. Bunkelman; support by Mr. Yeo to approve renewal of a one year subscription for Schoolzilla at a cost not to exceed \$42,215.00. Funds for this purchase will come from the 2016/17 general fund curriculum budget.

Vote: Motion carried by a 5-0 roll call vote.

Asbestos Abatement at SMT

Motion by Mrs. Mentel; support by Mrs. Taylor to accept the lowest bid of \$25,500.00 from Midwest Environmental of Toledo, Ohio, to remove and dispose of items specified on the provided bid form and reject all other bids. Money for this purchase will come from the Site Sinking Fund.

Discussion: Mr. Oley noted that it's required by law to have a consultant on standby during this work, which will cost an additional \$6,000. He will bring this to the Board at the next meeting.

Vote: Motion carried by a 5-0 roll call vote.

Superintendent Comments

Dr. Martin recognized Mrs. Everly and Mrs. Wallace for the amount of work they put into the Schoolzilla renewal.

We have over 400 students enrolled in the Summer Learning Academy. Because of adjustments made with some of our 31a money, there are no students on a waiting list. We also have community outreach locations at our elementary buildings for students to get help in reading and math. The people who staff the outreach locations in our elementary schools also do literacy activities for any child at the nearest community location that we have designated.

Congratulations to Katelyn Tayler and Fenndher Hernandez who will attend the prestigious Congress of Future Science and Technology Leaders. This is a summer Congress where you must be invited to participate.

The ISD has removed the last of its materials and furniture out of SMT as part of the demolition preparation. We will remove our items this week, some of which may be used in other buildings.

Monroe Middle School had 161 students on the All-A honor roll for the fourth quarter. There were 88 eighth graders and 73 seventh graders.

Last week we celebrated our sixth class of AIM honorees with a banquet at the St. George Cultural Center. Fifty-nine students made their AIM goals for the third trimester of the most recently completed school year.

We want to recognize Mrs. Mentel who was honored by the Monroe County Board of Commissioners for her many years of service to our community.

Four seats on our Board of Education will be up for election this fall. There is information on our website produced by the Michigan Association of School Boards to help people who may want to consider a run for the Board. The final day to file is Tuesday, July 26.

Old Business

Dr. March asked about the time frame for the pool demolition. Mr. Oley stated they should be onsite the second week of July. The SMT demolition will likely start the first week of August, and we are on schedule to complete light pole project at Bunkelman Field.

New Business

There was none at this time.

Public Commentary-Any Topic

There was none at this time.

Adjournment

Motion by Mr. Bunkelman; support by Dr. March that the June 28, 2016, Board Meeting #12 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 5-0 hand vote at 7:45 p.m.

Ryan Philbeck, Secretary

Board Meeting #13
July 12, 2016
Item #C.2

ACCEPTANCE OF REPORTS AND/OR COMMITTEE REPORTS

REPORTS AND/OR COMMITTEE REPORTS

- Contracted Services Recommendations

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 Rachel Gardner from her position as School Climate Liaison at Raisinville. Her resignation was effective at the end of the 2015-16 school year.

TECHNOLOGY SUPPORT TEAM

No New updates

ANCILLARY SUPPORT

We have received a letter of resignation from Rachel Palmer, School Nurse, for the purpose of other employment. Her effective date was June 24, 2016.

STAFF RESIGNATION

BACKGROUND

We have received a letter of resignation for the purpose of other employment from **Nathan Nestor** from his position as a teacher. His resignation is effective August 31, 2016. Mr. Nestor has been employed with our district for the past 3 years. He will be vacating the CTE Construction Trades teaching position at Monroe High School.

ENCLOSURE

Letter of Resignation

RECOMMENDATION

Move to approve the resignation from Monroe Public Schools of Nathan Nestor effective August 31, 2016.

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	_____	_____	_____	_____

Gayle Lambert

From: Barry Martin
Sent: Friday, July 01, 2016 9:52 AM
To: Gayle Lambert
Subject: Fwd: Letter of Resignation

Sent from my iPhone

Begin forwarded message:

From: Nathan Nestor <nestor@monroe.k12.mi.us>
Date: July 1, 2016 at 9:47:18 AM EDT
To: Barry Martin <martin@monroe.k12.mi.us>, Julie Everly <everly@monroe.k12.mi.us>
Cc: William Ferrara <ferrara@monroe.k12.mi.us>, Sandra Kreps <kreps@monroe.k12.mi.us>
Subject: Letter of Resignation

June 30, 2016

Dr. Barry Martin

Superintendent

Monroe Public Schools

Dear Dr. Martin,

Please accept this letter as notice of my resignation from my position as Construction Trades Instructor at Monroe High School. This would be effective at the beginning of the 2016-2017 school year.

I received an offer to serve as the Construction Trades Instructor of Southgate Community Schools and after careful consideration; I realize that this offer is too exciting for me to decline. It also will allow me to be closer to home and be able to spend more time with my family.

It has been a pleasure working for the district and the CTE team over the last three years. Building a home for the district has been an honor to give back to the community as well as working for Habitat for Humanity. I truly enjoyed coming to work everyday and watching students grow into young adults on a daily basis. I wish the most success with the program in the future.

Dr. Martin, thank you again for the opportunity to teach for Monroe Public Schools. I wish you and the entire staff all the best in the future.

Sincerely,

Nathan Nestor

CONSENT AGENDA – STAFF APPOINTMENTS

ENCLOSURES

- C.5 Scott Hoppert, Administrator Appointment
- C.6 Nicole Kansier, Clerical Appointment
- C.7 Rebecca Mills, Clerical Appointment
- C.8 Bethany Martin, Teacher Appointment
- C.9 Coleen Billings, Staff Appointment
- C.10 TBA, Teacher Appointment
- C.11 TBA, Teacher Appointment

RECOMMENDATION

Move that Agenda Items C.5 – C.11 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	_____	_____	_____	_____

ADMINISTRATOR APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Scott Hoppert as an administrator with Monroe Public Schools. This administrator will be assigned as the principal at Raisinville Elementary School for the 2016/17 school year.

Mr. Hoppert holds a Bachelor of Education from the University of Toledo. He served as an administrator for the Summer Learning Academy during the summers of 2014 and 2015. During his 25 year career with Monroe Public Schools he has served as a teacher and most recently a school improvement coach at Monroe Middle School.

Members of the interview panel were: Barry Martin, Superintendent; Julie Everly, Deputy Superintendent; Ian Cooke and Amy Pabin, Teachers; Terry Joseph and Lisa McLaughlin, Administrators; and Robert Yeo, Board Member.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Scott Hoppert as an administrator with Monroe Public Schools effective August 15, 2016, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

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

SCOTT HOPPERT

Summary

Veteran teacher and School Improvement Coach, with extensive and varied experience in education, and advanced training in coaching, committed to aiding colleagues in expanding their capacity in all areas of their professional practice with the ultimate goal being the creation of a rich and rigorous educational experience for all students.

Employment

Administrator - Monroe Public Schools Summer Learning Academy

July-August 2015

July-August 2014

Worked with the SLA team to identify students in need of summer intervention, develop an inquiry based curriculum, secure resources, oversee instruction to address the specific needs of students who had otherwise experienced limited success in a traditional classroom setting.

School Improvement Coach – Monroe Middle School

November 2012 - Present

Worked with classroom teachers to build capacity with regard to craftsmanship, efficacy, collaboration, and interdependence as it pertains to their professional practice. Work closely with building administration to develop and present professional development tied closely to both school and district goals. Work with specific curricular departments to develop instructional units, create common assessments and rubrics, and gather data with regard to student achievement as it pertains to instruction.

Social Studies Teacher - Monroe Public Schools

September 1990 – November 2012

Monroe Middle School
Cantrick Middle School
Monroe High School

Developed and implemented lesson plans, activities and assessments designed to address individual student needs, district goals, and state social studies standards with the ultimate goal of fostering greater understanding and creating lifelong learners.

Education

University of Toledo - Toledo, Ohio

Bachelor of Education
Comprehensive secondary social studies concentration

Certifications

State of Michigan Professional Certificate
Secondary Social Studies (CX) 6-12

Cognitive Coaching Seminars 2013

Professional Experience

Curriculum

Worked as part of a team of teachers that developed and implemented the project based learning "iTeam" model at Monroe Middle School.

Worked with MMS leadership team to implement the use of learning targets.

Worked with MMS teacher introducing of backward design strategies.

Worked with curriculum departments at MMS to create common assessments and rubrics.

Worked with MMS Social Studies department to implement new 7th grade curriculum for the 2014-15 school year.

Worked with MMS ELA department to prepare roll out of Calkins reading and writing units.

Worked with MMS Science department to integrate NGSS into science curriculum.

Worked with MMS Math department to implement Connected Math program.

Worked with National Park Service to create River Raisin Battlefield curriculum.

Data Management

MMS Schoolzilla Power User

Managed Person Inform data system at MMS.

Assisted teachers and administrators in gathering and managing building data.

Coordinated iReady testing at Monroe Middle School.

Assisted leadership team in coordinating MSTEP testing at MMS.

Interpretation and analysis of multiple data sources to guide decision making at the building and district level.

Professional Learning

Worked with MMS leadership team to establish PLCs.

Established teacher book study program at MMS.

Established Learning Walk Peer Visitation Program at MMS.

Worked with building leadership team to develop and deliver building wide professional development.

Reading Apprenticeship Team Leader.

Attended Walloon Institute.

Professional Reading

The Five Disciplines of PLC Leaders - Timothy Kanold

Academic Conversations - Jeff Zwiers

Assignments That Matter - Eleanor Dougherty.

Understanding By Design - Grant Wiggins & Jay McTighe

The Art and Science of Teaching - Robert Marzano

So What Do They Really Know? - Cris Tovani

Differentiation: From Planning to Practice - Rick Wormeli

Teach Like A Champion 2.0 - Doug Lemov

Comprehension and Collaboration - Stephanie Harvey, Harvey Daniels

School Improvement

Member of the MMS building and MPS district school improvement teams.
Participated in three Plan-Teach-Debrief experiences with MMS staff and Lucy West.
Participated in the observation and analysis of plan-teach-debrief sessions with Lucy West and multiple MPS teachers.
Created materials/training to support classroom discourse strategies.
Worked with MMS leadership team to create school vision and mission statements and four year school improvement plan..
Member of the Monroe Middle School MTSS team.
Member of MMS PBIS committee.
Worked with leadership team to develop AdvancEd school improvement plan.
Member of MMS anti-bullying committee.
Past Social Studies department chairperson at Cantrick Middle School and Monroe Middle School.
MDE FAME Coach.

Coaching Training

Certified Cognitive Coach.
Participated in multiple Ontological Coaching training study groups, including the "Train the Trainer" Group.

Professional Memberships/Presentations

ASCD Institutional Membership.
Past member NCSS/MCSS.
Presenter at MAMSE conference conducting sessions on topics including Single Gender Classroom, Advisory Activities and Student Led Conferences.
Member of the MAMSE state conference organizing committee 2004.
Former member: MAMSE Board of Directors.
2002 MAMSE Region 2 Educator of the year.

References

Mr. Dan Newby

Ontological Leadership Trainer, Coach, and Mentor
UnLearn-ReLearn
Sliema, Malta

Mr. Jeff La Roux

Director of Secondary Education
Qingdao Amerasia International School
Qingdao, China

Ms. Jessica Shultz

Principal
Carlson High School
Gibraltar, Michigan

CLERICAL APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Nicole Kansier as Classification II Secretary with Monroe Public Schools. Ms. Kansier will be assigned as a Secretary at Manor Elementary for the 2016-17 school year.

Ms. Kansier is a high school graduate and has taken some coursework at Monroe Community College. She was most recently a self-employed photographer. Ms. Kansier has been active at Manor elementary leading the Parent Lighthouse Team, assisting with the Student Lighthouse Team, and acting as Site Leader/Head Coach for the Girls on the Run team.

Members of the interview panel were: Barry Martin, Superintendent; Terry Joseph, Principal; Kelly E. Smith, School Improvement Coach; and Marjorie Servis, Secretary.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Nicole Kansier as a secretary with Monroe Public Schools effective August 15, 2016, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

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

NIKKI KANSIER



Photographer/Owner

Six years of progressive experience in business operations, photography and design, serving Southeast Michigan and Northwest Ohio for NicoleLee Photography, LLC. Accomplished in streamlining business management with advertising, social media marketing and networking, scheduling and client satisfaction. Proficient in Microsoft Office and open source variants, Adobe Photoshop, Adobe Elements and Graphic Design (Web-Print-Typographic Design-Innovation). Excellent interpersonal skills that established a repeat clientele which provided business growth and acknowledgement as a locally-published and awarded photographer. Well-versed in client and professional communications. Strong, creative and decisive leader with effective analytical, organizational, team building and motivating, and planning skills.

PROFESSIONAL EXPERIENCE

INSIDE OUT HOME RECREATIONS, LLC. NORTHWOOD, OHIO
2000-2010

Retail Support Coordinator

Plan, direct and coordinate the activities involved in company wide sales transactions. Contribute to company goals of inventory turnover, control and accuracy. Communicate company wide sales, orders, deliveries, transfers and transactions between all retail locations and departments. Ensure proper receiving procedures for company wide purchases in POS system; including accurate and detailed billing information. Responsible for implementing POS file changes and database updates. Manage all warehouse and retail shipping discrepancies. Reconcile transfer orders with appropriate retail sale paperwork and POS transactions to ensure accuracy. Assist in resolving vendor grievances, shortages, overages and freight claims. Support company's efforts to ensure delivery of Inside Out Brand Promise.

ACADEMIC EXPERIENCE

MONROE COUNTY COMMUNITY COLLEGE, MONROE, MICHIGAN
2000-2002 General Studies

CLERICAL APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Rebecca Mills as Classification II Secretary with Monroe Public Schools. Ms. Mills will be assigned as a part-time Secretary at Manor Elementary for the 2016-17 school year.

Ms. Mills is a Monroe High School graduate. She has at least 12 years of experience as a secretary. Ms. Mills was most recently employed with Michigan Vehicle Solutions.

Members of the interview panel were: Barry Martin, Superintendent; Terry Joseph, Principal; Kelly E. Smith, School Improvement Coach; and Marjorie Servis, Secretary.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Rebecca Mills as a secretary with Monroe Public Schools effective August 15, 2016 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

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

Rebecca T. Mills



Objective:

To utilize my secretarial experience and abilities, to help maintain a professional working environment with efficiency and functionality.

Skills:

- Familiarity using MS office software and operating modern office equipment
- Experience in handling office practices and record-keeping techniques
- Adept multitasker with the ability to handle a high number of tasks with speed and accuracy
- Reliable, punctual and an active listener
- Ability to communicate effectively at all levels
- Friendly, caring, energetic with the ability to maintain a positive attitude in any circumstance

Education:

Monroe High School, Monroe, MI..... 1982

- Diploma

Work History:

Michigan Vehicle Solutions, Southgate, MI.....2004-Present

- Answer, screen and route all incoming calls
- Responsible for ordering all office supplies and maintaining the inventory log
- Data entry
- Scheduling and organizing drivers for brake testing vehicles
- Perform administrative duties including, copies, faxing, filing and managing all incoming and outgoing mail
- Liaise with other departments

Jefferson Public Schools, Monroe, MI.....1995 - 2002

Substitute Playground Aide

- Maintained and monitored a safe play environment for the children
- Physically and verbally interacted with children throughout the day
- Re-directed children to encourage safe, positive behaviors

Substitute Cafeteria Worker

- Prepared/served breakfast and lunch to students and faculty staff
- Provided assistance to cafeteria and other faculty staff as needed
- Washed kitchen utensils, trays and performed regular cleaning tasks

Volunteer Work:

- Soup kitchen
- PTO Secretary for 3 years at *North Elementary School*, Newport, MI
- Director of children's youth program (2nd-6th grade) at *Community Lutheran Church*, Flat Rock, MI

References:

- Joette Cook.....
- Paula Prewitt.....
- Mario Dusaj.....

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Bethany Martin as a teacher with Monroe Public Schools. This teacher will be assigned as an elementary teacher for the 2016/17 school year.

Ms. Martin holds dual bachelor’s degrees from Eastern Michigan in liberal arts in elementary teaching and in elementary education mathematics. She completed her student teaching in December 2015. Ms. Martin was most recently employed with EduStaff and was assigned as a Student Achievement Team Liaison at Arborwood Elementary this past spring.

Members of the interview panel were: Lisa McLaughlin, Terry Joseph, Meghan Gibson, Mary Ann Cyr, Steve Pollzzie, and Ronda Meier, Administrators; Amanda Iocoangeli, Jennifer Abrams, Andrea Wylie, Mary Wolf, Teachers; and Amy Pabin, Parent.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Bethany Martin as a teacher with Monroe Public Schools effective August 31, 2016, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

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

BETHANY L. MARTIN

OBJECTIVE

- To obtain an elementary teaching position at Custer Elementary School so I will be able to create a student-centered learning environment where students acquire knowledge through inquiry and discoveries.

EDUCATION & CERTIFICATION

- February 2016* **State of Michigan Elementary Provisional Certificate**
- Endorsement in Middle School Mathematics
- December 2015* **Eastern Michigan University, Ypsilanti, MI. 48197**
- Bachelor of Science, Liberal Arts in Elementary Teaching, 3.98 GPA
 - Bachelor of Science, Elementary Education Mathematics, 3.98 GPA
- March 2015* **Certified Project Wild Instructor**

PROFESSIONAL EXPERIENCE

- December 2015-
Present* **Student Achievement Team Liaison, Arborwood Elementary, Monroe, MI. 48162**
- Led before-school Dream Box workshops and clarified concepts for students
 - Targeted at-risk kindergartners using intervention strategies (tier one and two)
 - Administered leveled literacy interventions to at-risk students after school
- September 2015-
December 2015* **Fifth Grade Student Teacher, Jackman Road Elementary, Temperance, MI. 48182**
- Created daily lesson plans (including differentiation) that implemented technology use for science (75 students), spelling, reading, and language arts
- June 2015-
August 2015* **Summer Latchkey Program, Bedford Public Schools, Temperance, MI. 48182**
- Supervised and counseled students by planning daily activities and routines
- March 2015-
Present* **Substitute Teacher, Monroe County Intermediate School District, Monroe, MI. 48161**
- Applied necessary teaching and management strategies to execute lesson plans with students of varying skill levels in grades pre-school through twelfth grade
- January 2015-
April 2015* **Fifth Grade Field Experience, Burns Park Elementary, Ann Arbor, MI. 48104**
- Collaborated with teacher to tutor students in reading, mathematics, and science
- January 2014-
April 2014* **Second Grade Field Experience, Harvest Elementary, Saline, MI. 48176**
- Guided small group instruction with remedial mathematics and reading lessons
- January 2012-
Present* **Pharmacy Technician, Crary Drug, Temperance, MI. 48182**
- Performed necessary pharmaceutical tasks related to the day-to-day operations

CURRENT ACTIVITIES

- National Education Association Member, United States
- Michigan Reading Association Member, State of Michigan
- Monroe County 4-H Leader, Monroe, MI.
- Sigma Alpha Lambda Honors Society, Eastern Michigan University Chapter
- River of Life Community Church Sunday School Teacher, Dundee, MI.

AWARDS

- Eastern Michigan University Outstanding Achievement Recognition for Excellence in Elementary Mathematics Education
- Monroe Community College President's Academic Achievement Award
- Michigan State Awards Winner in Leisure Education and Communications

**references available upon request*

STAFF APPOINTMENT

BACKGROUND

On behalf of the administration I am recommending the appointment of Coleen Billings as an executive secretary with Monroe Public Schools. This is a non-affiliated position. Ms. Billings will serve in the role of Child Accounting Specialist for the district.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Coleen Billings as an executive secretary with Monroe Public Schools effective July 13, 2016, and place on the appropriate salary level for this position, and upon completion of all pre-employment requirements.

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

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

Coleen Ann Billings

Objective

I have worked in many departments. Learned AR, AP, Marketing, Inventory Control, Order Department, Customer Service. I have also learned all office equipment. Worked with children with behavior problems, medical problems. Worked with teachers, special education staff and parents. I was a PTO member, Cheerleading Coach, MEAP coordinator and Spelling Bee Coordinator. Volunteered on many district committees. Helped with many programs in the building. Judge for the District Spelling Bee.

Summary of Experience

1/4/2016 – Present Monroe Public Schools Monroe, MI

ADMINISTRATIVE ASSISTANT STUDENT SERVICES

I am responsible for the Child Care & Kids Club accounts payables, payroll and input of students in Procure. I am responsible for Special Education IEP's. Inputting them into the Powerschool. Putting in sub requests for IEP Meetings, etc. I am also responsible for the Homebound Students, making sure have all the paperwork and getting teachers for those students, doing their pay sheets, keeping a record of those students and files for them. I am responsible for Scechs and inputting them into a data base. I am responsible for helping with the M-Step and Mi-Access. I am also a part of the curriculum department and helping with kindergarten registration and the summer learning academy. I order supplies for Child Care & Kids Club and Special Education. I help with the switchboard.

10/19/2015-1/4/2016 Monroe Public Schools Monroe, MI

SECRETARY CTE DEPARTMENT

I am responsible for handling the purchase orders, receiving the orders, keeping the CTE budgets and blanket purchase orders on target. Handling conference request forms, field trip request forms, monthly credit card reports. Helping students who come in to the Student Services Center. Answering the phones, answering questions. Helping all the CTE teachers, updating the CTEIS site.

2/25/2015-10/19/2015 Monroe Public Schools Monroe, MI

SECRETARY TRANSPORTATION DEPT

- I help with dispatching during bus times for the school district. I order the fuel for the district busses and gasoline for the district fleet of vehicles. I keep the DOT and License for drivers up to date. I handle the Bus Misconduct forms. I order supplies and uniforms. I

answer phones from parents, staff members, principals. I help coordinating the end of the year BBQ for Transportation & Operations.

9/01/2011 – 2/23/2015 FOE Ypsilanti Eagles Ypsilanti, MI

Bartender Night Mgr.

- I make and serve refreshments, take food orders, cook and serve food. I also handle the Lottery machine, Lottery Pull Tabs, register and night closing of the club. Took care of Father-In-Law with Alzheimer's and Father with Cancer (all appointments were during the day).

9/28/08 - 6/30/11 Laid Off Willow Run Comm. Schools Ypsilanti, MI

Head Management Support 12 Months

- I first started out as Support to the Athletic Director/Dean of Students. Inputting discipline records into Powerschool. I also coordinated buses for athletic events. Arranged for payment for refs and umpires and time keepers. After 9 days I was moved from the Middle School to the High School to the Principal's Management Support. There I was in charge of administrative reports, teacher absences in AESOP system. Monthly reports, setting up pre and post evaluations. Ordering of school supplies, maintaining student data base. Principal's calendar, appointments. Phone calls, greeting visitors. Coordinating the hall monitors. Worked on many special committees for the superintendent. Helped in the Human Resources department getting all current employee files and past employee files in an organized manner. Collected the data for the end of the year report and submitted the SID report. Submitted bi-weekly payroll for High School. Responsible for programs for awards assemblies, honors assembly and graduation ceremony. Responsible for the check requests, agendas for the extra-curricular activities. Gathering data, coordinating all data and producing spreadsheets and graphs. Attending meetings. Confidential principal matters. Staff directories, fan outs, staff handbook, student agendas. Coordinating school activities with the district building use coordinator. Sorting mail, handling fees and fines. Printing report cards and progress reports. Handling student medicines. Helped input student absences, count day reports. Helped to keep track of suspensions, especially Special Education Students. Promoted from Assistant Management Support to Head Management Support 12 Month 11/2010, salary and title change, not job responsibilities. Went to Powerschool training for 3 days in Petosky, Mi.

1/1996 - 9/28/08 Willow Run Comm. Schools Ypsilanti, MI

LRE Para educator

- I have worked with at risk students in reading and math. I have worked with behavior problem students. Coordinator of MEAP testing in our school. Accelerator Reading and Math programs with students. Discipline programs. Computer work. Technical Assistant for our school. Did secretarial job when secretary was absent. Coordinated spelling bee in building. Cheerleading coach.

Member of PTO for many years. Helped in lunch room with students and in kitchen with food service. Have certificates on CRP and First Aid Training, CPI Training.

11/1976 - 11/1994 Unistrut Corporation Wayne, MI

Customer Service Representative

- I did all the confirmation letters on when orders would be shipping, or drawings going out that needed approval. In charge of billing the order, tracking the order. Customer complaints. Checking on short shipments and sending replacements. Reconciling inventory. Many other departments in the years I worked at Unistrut included: Order Department, Accounts Receivables, Accounts Payables, Branch Accounting, Marketing Department, Inventory Control (Shipping Department), Customer Service. Belonged to Secretaries Employee Group. Helped coordinate many of the company picnics. Went to seminars on Good Customer Service Skills.

6/1975 - 11/1976 Kresge's Westland, MI

Cafeteria & Deli Food Service

- Learned all the food service preparations and serving requirements. Learned cleaning of the grills and deep fryers. Worked in the deli. Learned the operation of the slicer and cleaning it. Learned the cash register.

Education

6/1976 Wayne Memorial High School Wayne, MI

Diploma

- High School classes, took a lot of secretarial classes, computer programming and data processing classes. Food service classes. Was a member of the Pep Club, Synchronized Swimming Club (Sea Sprites).

7/2007 Washtenaw Comm. College Ann Arbor, MI

Certificate

- Work Keys Para educator Test

Professional

3/1/2015 – Present Monroe Secretary Union

Memberships

9/28/08 – 6/30/2011 Willow Run Management Support - Union

1/1996 - 9/28/08 Willow Run Paraeducator Organization - Union

References

Kelly Webb – Jackson Public Schools [REDACTED]

Robert Galardi - Educators Resource Group [REDACTED]

Glenna Hale – Speech St Joe's [REDACTED]

Letter of Reference Dr. Doris Hope-Jackson - Willow Run Community Schools-Past

Robert Galardi - Educators Resource Group

Larry Gray -

Kelly Webb – Jackson Public Schools-Past

Kevin Van Riper – Willow Run Community Schools-Past

Gary Canty - Willow Run Community Schools-Past

Awards received 12/2007 - Employee of the Month Silver Star Award

4/2008 - Outstanding Employee

TEACHER APPOINTMENT

BACKGROUND

TBA

ENCLOSURE(S)

RECOMMENDATION

Move to approve the appointment of _____ as a teacher with Monroe Public Schools effective August 31, 2016, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

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

TEACHER APPOINTMENT

BACKGROUND
TBA

ENCLOSURE(S)

RECOMMENDATION
Move to approve the appointment of _____ as a teacher with Monroe Public Schools effective August 31, 2016, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

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

**RETAINER AGREEMENT
COLLINS & BLAHA, P.C.**

BACKGROUND

For the past nine years Monroe Public Schools has engaged in a retainer agreement with the legal firm Collins & Blaha, P. C. for district negotiations services. These agreements have been in three year increments, the most recent of which expired at the end of this school year. The next agreement would be for the school years of 2016-2019 with no increase in price. The agreement is enclosed.

ENCLOSURE(S)

Retainer agreement between Monroe Public Schools District Board of Education and Collins & Blaha, P.c.

RECOMMENDATION

Move to approve the retainer agreement between Monroe Public Schools and the legal firm of Collins & Blaha for the school years of 2016 through 2019 at a cost of \$30,797.00 for each of these three school years as described in the presented agreement for legal services related to negotiations.

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	_____	_____	_____	_____

**RETAINER AGREEMENT BETWEEN MONROE PUBLIC SCHOOL
DISTRICT BOARD OF EDUCATION
AND
COLLINS & BLAHA, P.C.**

IT IS HEREBY AGREED by and between the Board of Education of the Monroe Public School District (hereinafter referred to as the Board) and COLLINS & BLAHA, P.C., that the following negotiation services shall be provided by GARY COLLINS, WILLIAM BLAHA, or mutually agreeable associates(s) as prescribed herein.

COLLINS & BLAHA, P.C. agrees to provide negotiation services to the Board as follows:

- A. COLLINS & BLAHA, P.C. agrees to review all proposals from the Monroe Federation of School Administrators; Monroe City Education Association; Monroe City Education Secretarial Association; International Union of Operating Engineers, Local 547 (Assistants); Monroe City Education Support Personnel (Custodial/ Maintenance); and, Teamsters, Local 214 (Transportation) and make recommendations to the Board regarding these proposals.
- B. COLLINS & BLAHA, P.C. agrees to advise the Board on new contract language.
- C. COLLINS & BLAHA, P.C. agrees to consult with the Board regarding the parameters of negotiation which shall be set by the Board.
- D. COLLINS & BLAHA, P.C. agrees to cooperate with the Board's General Counsel when conditions require.
- E. COLLINS & BLAHA, P.C. agrees to aid the Board in determining its bargaining positions.
- F. COLLINS & BLAHA, P.C. agrees to provide advice in the following services:
 - 1. Negotiations
 - 2. Contract interpretation
 - 3. Employee discipline and discharge
 - 4. Grievance administration
 - 5. Arbitration representation
 - 6. Representation for the District with such other unions and associations as may be established by employees of the Board during the life of this contract or any extension thereof.

7. Contract administration advice relative to the following unions and associations:
 - a) Monroe Federation of School Administrators
 - b) MEA/NEA (Monroe Office Employees)
 - c) Monroe City Education Association
 - d) International Union of Operating Engineers (Assistants)
 - e) Monroe City Education Support Personnel (Custodial/Maintenance)
 - f) Teamsters, Local 214 (Transportation)

The Board will furnish at no cost to COLLINS & BLAHA, P.C., the following:

- A. The Board agrees to grant the necessary authority to the negotiator to negotiate the contract and to establish guidelines and mandates.
- B. The Board agrees to furnish necessary clerical assistance in developing data and information required in negotiating and servicing the contracts.
- C. The Board agrees to provide the necessary administrative assistance and information to develop positions and service the contracts.
- D. The Board agrees to furnish administrative assistance and information during negotiations as required by local conditions, including naming the other members of the negotiating team.

IT IS FURTHER AGREED that for these services the Board agrees to pay COLLINS & BLAHA, P.C. fees and expenses according to the following schedule:

- A. The Board agrees to pay for the services herein described, an annual fee of \$30,797 for services from July 1, 2016 to June 30, 2017; \$30,797 for services from July 1, 2017 to June 30, 2018; \$30,797 for services from July 1, 2018 to June 30, 2019.
Such payment will cover services for up to 200 hours per year. Any additional time required will be billed at a flat rate of \$150.00 per hour.
- B. In addition to the fees established in (A) above, it is further agreed that the Board will pay the necessary out of pocket expenses of COLLINS & BLAHA, P.C. for mileage, meals, and lodging as required.

- C. Collins & Blaha agree to send a bill for the annual amount in the first month of each contract year. The Board will forward half of the amount in July and the remainder in January of each contract year.

IT IS FURTHER AGREED that this Retainer Agreement is for labor consulting services related to the above referenced contracts, and does not include any legal services which may be performed on behalf of the School District.

IT IS FURTHER AGREED that payment to COLLINS & BLAHA, P.C for the services listed herein shall be promptly made by the Board upon request.

IT IS FURTHER AGREED that during the life of this contract the Board or Mr. Collins, on behalf of his firm, may terminate this agreement by providing notice of at least six months.

ON BEHALF OF
COLLINS & BLAHA, P.C.

Date: _____

ON BEHALF OF THE
MONROE PUBLIC SCHOOL DISTRICT

Date: _____

(mon-ret-2016)

HEALTH SCIENCE TEXTBOOKS

BACKGROUND

Mr. William Ferrara, CTE Director, is requesting approval to purchase textbooks for the Health Science program. These textbooks are the updated version of the publication already in use.

ENCLOSURE(S)

Memo from Mr. Ferrara
Quote from Goodheart-Willcox Publisher

RECOMMENDATION

Move to approve the purchase of textbooks and workbooks for the Health Science program from Goodheart-Willcox at a cost not to exceed \$8,218.03. Funds for this purchase will come from the CTE added cost 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 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 #020 15.16

TO: Julie Everly, Deputy Superintendent, MPS
FROM: Bill Ferrara, Director, CTE
DATE: June 24, 2016
RE: **Purchase Approval – HEALTH SCIENCES TEXT BOOKS**
ENCL: (1) Goodheart-Wilcox Publisher Quote
(2) Copy, Purchase Order Form

I'm requesting our Board Of Education's approval for the purchase of text books to be used by our Health Sciences students at MHS. These texts are the updated version of the publication already in use, as required by the MDE Office of Career and Technical Education, (OCTE), every five years, or when new editions are published.

Total Requested: **\$8,218.03**, CTE Added Cost funds

Respectfully,

Bill Ferrara, Director
Career & Technical Education

cc
Sandy Kreps, Principal, MHS
Kathy Eighmey, Director Business and Finance



Goodheart-Willcox Publisher

18604 West Creek Drive • Tinley Park • Illinois 60477-6243
 Phone: 1.800.323.0440 • Fax: 1.888.409.3900
 www.g-w.com • custserv@g-w.com

Duns No. 00517-6706
 U.S. Fed I.D. 36-2135994
 Canada BN: 855264339

Bill To:

MONROE PUBLIC SCHOOL DISTRICT
 1275 NORTH MACOMB
 PO BOX 733
 MONROE MI 48161-0733

QUOTE

Account Number 0004816102
Quote Number 12409018
Quote Date 6/08/16

Ship To:

MONROE HIGH SCHOOL
 ATTN: BILL
 901 HERR RD
 MONROE MI 48161-9702

Please refer to your Account Number and Process Number on all correspondence.

Process No.	Process Date	Purchase Order Number		Shipped Via		Expiration Date
12409018	6/08/16	060816 #12409018 QUOTE		*** U.P.S. GROUND ***		9/15/16
ISBN	Quantity	Item	Title (©)	List Price	Disc. %	Net Extended Price
978-1-61960-605-0	80	TXT	INTRO TO HEALTH SCIENCE (2016)	106.64	25.00	6398.40
978-1-61960-609-8	2	TE	INTRO TO HEALTH SCIENCE (2016) *DESK COPY			.00
978-1-61960-612-8	1	RCD	INTRO TO HEALTH SCIENCE (2016) *DESK COPY			.00
978-1-61960-613-5	1	TS	INTRO TO HEALTH SCIENCE (2016) *DESK COPY			.00
978-1-61960-614-2	1	PP	INTRO TO HEALTH SCIENCE (2016) *DESK COPY			.00
978-1-61960-607-4	1	OIR	INTRO TO HEALTH 6YR EMAIL(2016) *DESK COPY			.00
978-1-61960-610-4	80	WB	INTRO TO HEALTH SCIENCE (2017)	26.64	25.00	1598.40
Sub-Total		Sales Tax		Shipping Charge		PAY THIS AMOUNT
7996.80		.00		221.23		

Shipping Charges are good for 30 days from date of quote.

Page Number 1 of 1

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|---------------------------------|------------------------------|----------------------------------|
| BDL Bundle | OT Online Textbook | TAW Teacher's Annotated Workbook |
| GWO Online Course | PP PowerPoint | TE Teacher's Edition |
| LM Lab Manual | RCD Instructor's Resource CD | TS Exam View Test Software |
| OG Observation Guide | SDG Software Design Guide | TXT Textbook |
| OIR Online Instructor Resources | SG Study Guide | WB Workbook |
| OSC Online Student Center | SHP Shop Manual | |

CAFETERIA PAINTING

BACKGROUND

We are updating some of the school cafeterias with paintings of colorful shapes and designs. The Arborwood South cafeteria has been completed and the work was done by A & A Painting. We have received quotes from A & A Painting to paint the Custer I Elementary and Monroe Middle School cafeterias. The painting for Custer I Elementary is estimated to cost \$1,850.00. The painting for Monroe Middle School is estimated to cost \$3,210.00.

ENCLOSURE

Estimates from A & A Painting

RECOMMENDATION

Move to approve the cafeteria painting at Custer I Elementary and Monroe Middle School by A & A Painting at a cost not to exceed \$5,060.00. Cost for this project will be paid from the Food Service 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	_____	_____	_____	_____

A&A Painting Owner Wayne Schramm
 180 N Thomas Rd
 Saginaw,MI 48609

Estimate

Date	Estimate #
3/29/2016	259

Name / Address
SODEXO,ING & AFFILIATES
P.O. Box 352 Buffalo, N.Y. 14240

Project

Description	Qty	Rate	Total
Custer Elementary 5003 W. Albain Monroe, MI 48161 Paint wall facing kitchen with Sodexo colors and apply graphics design and paint doors Price for labor & material \$1,850.00		1,850.00	1,850.00

		Total	\$1,850.00
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A&A Painting Owner Wayne Schramm
 180 N Thomas Rd
 Saginaw,MI 48609

Estimate

Date	Estimate #
3/29/2016	260

Name / Address
SODEXO,ING & AFFILIATES P.O. Box 352 Buffalo, N.Y. 14240

Project

Description	Qty	Rate	Total
Monroe Middle School 503 Washington St. Monroe MI 48161 Paint walls in cafeteria with Sodexo cream with orange band at the top. Paint wall facing kitchen with graphics design Walls in stacks area with graphics design Paint 4 doors two side Price for labor & material, fuel and travel time \$3,210.00		3,210.00	3,210.00

Total		\$3,210.00
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ADJOURNMENT

RECOMMENDATION

Move to adjourn the July 12, 2016, Board Meeting #13.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____