

MONROE PUBLIC SCHOOLS



BOARD MEETING #16

August 23, 2016

7:00 p.m.

BOARD OF EDUCATION

MR. ROBERT YEO, PRESIDENT

MR. LAWRENCE VANWASSHENOVA, VICE-PRESIDENT

MR. RYAN PHILBECK, SECRETARY

DR. TEDD MARCH, PARLIAMENTARIAN

MR. MATTHEW BUNKELMAN, TRUSTEE

MRS. FLOREINE MENTEL, TRUSTEE

MRS. CYNTHIA TAYLOR, TRUSTEE

SUPERINTENDENT OF SCHOOLS

DR. BARRY N. MARTIN

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

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

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #16
Tuesday, August 23, 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:		
• August 9, 2016, Special Work Session		
• August 9, 2016, Closed Meeting		
• August 9, 2016, Board Meeting #15		
2. Reports and Updates	Mr. Yeo	7
• Contracted Services Recommendations		
• August 1, 2016, Board Personnel Committee Meeting Minutes		
• August 15, 2016, Board Curriculum Committee Meeting Minutes		
3. Staff Resignations	Mrs. Everly	14
Move to approve the resignations from Monroe Public Schools of Krystal Clawson, effective August 9, 2016; Victoria Sweet effective August 29, 2016; Janice Clemens effective August 31, 2016; and Dr. Barry Martin effective December 31, 2016.		
4. Consent Agenda – Staff Appointments	Mrs. Everly	19
Move that Agenda Items C.5 – C.9 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.		
5. Clerical Appointment	Mrs. Everly	20
Move to approve the appointment of Tammy Everson as a secretary with Monroe Public Schools effective August 24, 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	23
Move to approve the appointment of Tammy Clark as a		

secretary with Monroe Public Schools effective August 24, 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. Teacher Appointment
Move to approve the appointment of Jeremy Kimberlin 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>27</p> |
| <p>8. Teacher Appointment
Move to approve the appointment of Melissa B. Smith 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>30</p> |
| <p>9. 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>10. Ratification of the Custodial-Maintenance Master Agreement
Move to ratify the Master Agreement for August 3, 2016, through June 30, 2018, between the Monroe City Educational Support Personnel Association Custodial-Maintenance and the Monroe Board of Education effective August 3, 2016.</p> | <p>Mrs. Everly</p> | <p>34</p> |
| <p>11. Policy Amendment
Move to approve Board Policy 8351 Suspensions or Expulsions Required by Statute as amended effective August 23, 2016.</p> | <p>Dr. Martin</p> | <p>35</p> |
| <p>12. AP Chemistry Textbook Purchase – MHS
Move to approve the purchase of the <i>AP CHEMISTRY</i> textbooks from Cengage Learning at a cost not to exceed \$6,280. Funds for this purchase will come from the allocated 2016-2017 curriculum budget.</p> | <p>Mrs. Everly</p> | <p>39</p> |
| <p>13. Grade 7 Social Studies Curriculum - MMS
Move to approve the seventh grade social studies curriculum purchase of TCI History Alive! at a cost not to exceed</p> | <p>Mrs. Everly</p> | <p>42</p> |

\$19,431.70. Funds for this purchase will come from the allocated 2016-2017 curriculum budget.

14. Superintendent's Comments

Dr. Martin

15. Old Business

Mr. Yeo

16. New Business

Mr. Yeo

17. Public Commentary – Any Topic

Mr. Yeo

18. Adjournment

Mr. Yeo

44

Move that the August 23, 2016, Board Meeting #16 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

- August 9, 2016, Special Work Session Minutes
- August 9, 2016, Board Meeting #15 Minutes

RECOMMENDATION

Move to approve the following minutes as submitted:

- August 9, 2016, Special Work Session
- August 9, 2016, Closed Meeting
- August 9, 2016, Board Meeting #15

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

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

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Special Work Session
Tuesday, August 9, 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 (arrived at 5:49 p.m.), Trustee Matthew Bunkelman, Trustee Floreine Mentel, and Trustee Cynthia Taylor

Board Members Absent: Parliamentarian Dr. Tedd March

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

Administrators Absent: None

President Yeo called the meeting to order at 5:41 p.m.

Closed Session

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

Vote: Motion carried by a 5-0 hand vote.

Adjournment of Closed Session and Reconvene

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

Vote: Motion carried by a 6-0 hand vote at 7:01 p.m.

Adjournment

Motion by Mr. Philbeck; support by Mrs. Taylor that the 5:30 p.m., August, 9, 2016, Special Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 7:01 p.m.

Ryan Philbeck, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #15

August 9, 2016

7:00 p.m.

MINUTES

Roll Call and Call to Order

Board Members Present: President Robert Yeo, Vice President Lawrence VanWasshenova, Secretary Ryan Philbeck, Trustee Matthew Bunkelman, Trustee Floreine Mentel, and Trustee Cynthia Taylor

Board Members Absent: Parliamentarian Dr. Tedd March

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

Administrators Absent: None

President Yeo called the meeting to order at 7:09 p.m.

Public Commentary-Agenda Items Only

There was none at this time.

Approval of Minutes

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

- July 26, 2016, Board Work Session
- July 26, 2016, Board Meeting #14

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

Consent Agenda – Staff Appointments

Motion by Mr. VanWasshenova; support by Mr. Bunkelman that Agenda Items C.3 – C.6 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

- C.3 **Teacher Appointment** – Move to approve the appointment of Nichole Antolak 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.4 **Teacher Appointment** – Move to approve the appointment of Lauren Servis 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.5 **Teacher Appointment** – Move to approve the appointment of Jenifer St. Louis 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.6 **Teacher Appointment** – Move to approve the appointment of Tom Bell 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. By approval of said teaching assignment, we also move to approve the resignation of Tom Bell from his Maintenance position with Monroe Public Schools

effective August 30, 2016.

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

Ratification of the MEA Master Agreement

Motion by Mr. Bunkelman; support by Mr. Philbeck to ratify the Master Agreement for August 2, 2016, to August 15, 2018, between the Monroe City Education Association (MEA) and the Monroe Board of Education effective August 2, 2016.

Discussion: Mrs. Everly expressed her pleasure in working with the negotiating team; Mr. Pocs and his team did a fabulous job. She looks forward to working with this group in years to come because of the collaboration and productivity that was achieved during these sessions.

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 9000 – General Public and Organization Relations as written effective August 9, 2016.

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

Choral Risers and Acoustic Sound Shell - MHS

Motion by Mrs. Taylor; support by Mr. VanWasshenova to approve the purchase of the choral performance risers and sound shell from StageRight at a cost not to exceed \$22,690.00. Funds for this purchase will come from the allocated 2016-2017 curriculum budget.

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

Fully Automatic Timing System

Motion by Mr. VanWasshenova; support by Mrs. Mentel to approve the purchase of the Fully Automatic Timing Lynx Scholastic Package, from everythingtrackandfield.com, not to exceed \$4,995.00 plus shipping and handling. Funds for this purchase will come from the Athletic Budget.

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

2016-17 District and School Improvement PD Plan

Motion by Mrs. Mentel; support by Mr. Bunkelman to approve the 2016-2017 District and School Improvement Professional Development Plan at a cost not to exceed \$75,000.00. This expenditure will be funded utilizing the allocated 2016-2017 general fund budget.

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

Superintendent Comments

Four MHS students are working as paid interns this summer at the Monroe County Planning office. These students received free Geographical Information System training this spring after teacher Russ Columbus received a training grant from the National Science Foundation. Monroe High was the only local school offering this opportunity and is only one of three across Michigan that has students working in the paid internships.

Waterloo teacher Cheryl Bindus recently returned from Boston where she studied at the Museum of Science as an Engineering is Elementary (EiE) professional development scholarship recipient. She received instruction on how to teach the award-winning EiE curriculum, and she engineered an impressive solar oven. Another Waterloo teacher, Amanda Iacoangeli, also received a scholarship to attend these same sessions later in the school year.

For 47 years, Dick and Marjorie Sieb have provided a scholarship to a graduating senior football student athlete. This year their scholarship support has been given to Marlon Martin Jr., who will be attending Albion College. He will be studying civil engineering and mathematics. Our thanks to Mr. and Mrs. Sieb for their nearly half-century of support for our graduating scholar athletes.

Congratulations to Scott Burns of Fifth Third Bank who has been elected to a one-year term as president of the Education Foundation of Monroe Public Schools. Monroe Bank & Trust's Jennifer Tucker has been elected vice president of the group.

The Monroe High School vocal program, under the direction of Cate Windelborn, is holding choir camp at MHS during the week of August 22.

The Back Pack Coalition, which is associated with the Salvation Army of Monroe, will hand out back packs full of school supplies this Saturday. Nearly half of the 1,200 back packs will end up in the hands of MPS students.

Old Business

There was none at this time.

New Business

There was none at this time.

Public Commentary-Any Topic

Mrs. Mentel commented that the Planning Commission was very happy to have the interns this summer.

Adjournment

Motion by Mr. VanWasshenova; support by Mr. Bunkelman that the August 9, 2016, Board Meeting #15 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 7:34 p.m.

Ryan Philbeck, Secretary

Board Meeting #16
August 23, 2016
Item #C.2

ACCEPTANCE OF REPORTS AND/OR COMMITTEE REPORTS

REPORTS AND/OR COMMITTEE REPORTS

- Contracted Services Recommendations
- August 1, 2016, Board Personnel Committee Meeting Minutes
- August 15, 2016, Board Curriculum Committee Meeting Minutes

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

Hollis Labeau has been selected for the Student Service Provider position at Arborwood Campus. Hollis will vacate a School Climate Liaison position which will need to be filled.

We have received a resignation from Heidi Stoll from her position as Student Service Provider at Manor due to relocation effective July 26, 2016.

We have received a resignation from Katie King from her position as Student Service Provider at Custer due to other employment effective July 27, 2016.

TECHNOLOGY SUPPORT TEAM

No new updates

ANCILLARY SUPPORT

We have received a letter of resignation from Angela Leslie-Riggs as of August 4, 2016. She will vacate a Medical Assistant position.

Monroe Public Schools Board Personnel Committee Meeting Minutes

Date of Meeting: August 1, 2016

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

Next Meeting: September 12, 2016

1. **Call to Order:** The meeting was called to order at 5:02 PM
2. **Public Commentary:** None
3. **Staffing Updates:** Mrs. Everly reported 35 days until school starts and shared the staffing updates for committee review. The secondary buildings are right on track with their student scheduling processes. The staffing note sheet shared indicates all the positions in the district, with TBA showing positions that we are still working to fill. Interviews are scheduled this week for the Spanish vacancy. The other positions we are watching a little closer are the School Nurse and CTE Construction Trades positions.

Mr. Yeo thanked Dr. Martin for the teacher salary comparisons that were provided. Mrs. Everly noted that many of our teachers are moving for reasons other than money – family reasons, closer to home, etc.

Mrs. Scherer reported that the assistant bid day packets have been sent out and we are now starting to get a trickle of assistants that are not planning to return, which is common for this time of year. Mrs. Everly also shared that with the number of positions that we posted for bid day, we will have 11 fewer positions than we have assistants. Ironically last year we had so many vacancies and as a result this year many of the principals have chosen to use their Title 1 and 31-a allotments differently, which has reduced a number of assistant positions. In addition, Mrs. Everly reported a proposed plan to eliminate the TMS assistant positions, which were district funded, and use those funds to offset the proposed Liaison position.

Mrs. Everly shared that there has been a focus in the secretary arena in the last few weeks, noting transfers and assignment changes due to recent resignations. She shared that Coleen Billings would serve in the role of Child Accounting and that Carol Wilson would be joining our central office team in a clerical role. Jennifer Devenish has moved to MHS, Shonna Wener to Raisinville, and Cheryl Delker to Custer. We will have new clerical hires for Manor, Raisinville, and Custer. We are also currently reviewing the needs for the clerical opening at Fenmoor.

4. **District Police Liaison:** Mrs. Everly shared some thinking from the Central Office team and the Building Administrators and requested feedback from the committee on this item. As the committee is aware we currently have two Police Liaison officers. We have a County Officer, Joe Hammond, housed at Monroe High School, and a City Police Officer, Brian Winsjansen, housed at Monroe Middle School. Administration is interested in thinking together about adding another district police liaison.

The thinking on this is we'd like to have our liaisons become more active in our proactive efforts. Discussion was held on what a typical day for the liaison officer looks. Mrs. Everly would propose to do try this approach for one year with the plan to have some pre and post measurements, particularly at the elementary level. Mrs. Eighmey reported the average cost for a police liaison to be between \$75,000-100,000. She shared that discussions with principals were to bring the liaisons together to talk about goals and priorities and how to schedule 'teaching' opportunities. The committee does support this one year trial and suggests that administration present to board as a whole for comments.

5. **Public Relations Coordinator:** Dr. Martin reminded the committee that Mr. Vergiels was planning to retire in the fall. He would like to take this opportunity to review the position, duties and salary and shared a draft job description for the position for discussion. Mrs. Eighmey shared the marketing budget is \$70,000 for staffing (that included salary and administrative fees). The group agreed that Mr. Vergiels has done a good job with setting up initial meetings for Dr. Martin and a few board members with key community players, the group would like to see this be more of an ongoing system. The committee continues to feel strongly that the Administration needs to be the district spokesperson; but also supports the idea of this position. Suggestion was made to incorporate "foster business school partnerships/relations in the community" into the job description and that engagement was another big piece. Other key elements for this position would be to understand the culture of schools and boards; know and understand the community, to be able to navigate social media in terms of things schools need to know in a proactive manner. Dr. Martin thanked the community for their input and will take these recommendations into consideration.
6. **Old Business:** None
7. **New Business:** Mrs. Taylor shared that she'd had concern from a staff member about the results of a recent job interview choice. Committee had some discussions about degree vs. experience and the importance both. Mrs. Everly shared that we have had success in finding great qualified internal candidates to choose from.

Mrs. Everly reported that negotiations are scheduled this week. A closed session is scheduled for the August 9th meeting to update the board as a whole on that process.

8. **Future Agenda Items:** None
9. **Next Meeting:** September 12, 2016 at 5:00 PM
10. **Adjournment:** The meeting was adjourned at 6:25 PM

Monroe Public Schools Board Curriculum Committee



Date of Meeting: August 15, 2016
Next Meeting: September 19, 2016

- 1) **Call to Order:** Julie Everly called the meeting to order at 5:04 p.m.
- 2) **In Attendance:** Matt Bunkelman, Kelly Davis, Julie Everly, Sandy Kreps, Natalie Maas, Barry Martin, Chessi Oetjens, Pat Trout, Holly Wallace, Misty Wohlfeil,
- 3) **Public Commentary:** None
- 4) **Tech Fest Presentation:** Kelly Davis and Chessi Oetjens reported to the group. When Kelly and Chessi first did a call out for volunteers, they had hopes of 15 people responding that may be interested in becoming a “Chrome Captain”, they had 48. They had a difficult time choosing people who could help lead the way for our 1 to 1 24/7 initiative because there were so many experienced staff members ready to lead. The team currently has 15 people getting the Google certification, which is a difficult certification to accomplish. The majority of the Chrome Captains that were chosen have already been leaders in the district in the technology arena. The Chrome Captains will lead individual schools and be there for anyone who may have questions or who may need support in a specific area.

Matt Bunkelman inquired about the number of students and families who won't have internet. The district has conducted surveys to see what the availability is to our students, and we have found that we need to ask more questions. Some of our students and families can easily get to the internet, and others only have access occasionally.

Matt Bunkelman also wondered if we have looked into community outreach mobile internet units or a possible partnership with local businesses to help fund these mobile units for areas that need assistance.

TechFest starts tomorrow. 26 teachers are presenting. 176 participants have signed up. Each teacher presenting designed their own presentation and session. Everyone is looking forward to the keynote speaker.

We have had requests from outside the district to join our TechFest. In the future, we may look at opening this opportunity up to teachers and staff outside of our district. We will have to determine what a fair and equitable fee would be to charge to outside participants.

- 5) **High School Updates:** Sandra Kreps reported to the group the updates and changes that are being discussed by the task teams for Monroe High School.

- **Grading:** The task team was put together in the fall to review how our grading is done. Natalie Maas, a 2016 graduate, reported to the group. She took quite a few AP classes in her high school career and she couldn't understand why her classmates weren't taking advantage of this opportunity to take AP classes. When she asked other students, she found out that they were afraid to sacrifice their GPA if they didn't do well. She felt it was an unfortunate situation and needed to be looked at from the administrators. If the classes were weighted then a student could take the class without the fear of hurting their GPA. Weighting gives students a little more confidence and an assurance to protect the G.P.A.

Mrs. Trout has done a lot of investigative work with other school districts and also colleges. She wanted to find out what their opinions were with AP classes and G.P.A.s being weighted or not weighted. She would like to see the AP classes made available to 9th and 10th grade students if they are ready for it.

Matt Bunkelman requested that Mrs. Trout send the State Board of Education an email regarding the weighted grades and see what their opinion is.

Julie stated that we would like to have this start for the incoming Freshman class for this year, this change will affect the graduating class of 2020.

- **Graduation Requirements:** Monroe High School used to have a passing percentage of 90, which was 27 credits out of 30 possible, to receive a MHS diploma. This was before the additional half credit for TFT was implemented in 2012-13. With the additional half of a credit per year for the TFT the students can now earn 32 credits but the credit requirement for graduation did not increase. The credit requirement of 27 is still the credit requirement to graduate which puts the passing percentage to graduate at 84% which is 27 out of 32 credits for successful completion. Now the students can fail more classes and still graduate. The team feels that students perceive this as an allowance to fail. We want the students to rise to the expectations of learning as research and experience has told us will happen. This change will need to be phased in. The class of 2017 and 2018 are too far along in their high school career to implement this improvement. For the graduating class of 2019, we would like to change the credit expectation to 28 out of 32 attempted for 87% and with an understanding that we are changing the rules after they have started in high school and make sure the students have the support they need to achieve that. For the class of 2020 we would like the credits for graduation to be 29 out of 32 credits, which would restore it to a 90% academic expectation. We would like to implement the 90% passing expectation this year for the Freshmen and Sophomore classes. Appropriate support will be given to those sophomores who are credit deficient.
- **Attendance:** Monroe High School has adjusted the attendance policy to not provide a certain number of allowed absences. Good attendance is expected. We will convey to the students that they will miss out on learning when they are not in school. We will not withhold grades if they are absent. We expect the classes to be rigorous and the students to feel they will miss out on learning if they are not in class. We will also expect all students to make up the work that they have

missed. We will provide support according to the attendance pyramid of interventions to students who are chronically absent.

6) **Old Business:** None

7) **New Business:** Matt Bunkelman would like to assemble a team of elementary and middle school teachers and administrators to start a conversation of teaching the social construct of race. He would like to start the conversation early and possibly have mini lessons on how we are all part of the same race “the human race” all the differences are cultural or ethnic.

8) **Adjournment:** Julie Everly adjourned the meeting at 6:55 p.m.

STAFF RESIGNATIONS

BACKGROUND

We have received a letter of resignation for the purpose of retirement from **Barry Martin** from his position as Superintendent. His resignation will be effective December 31, 2016. Dr. Martin has been employed with our district for the past 30 years.

We have received a letter of resignation for the purpose of other employment from **Victoria Sweet** from her position as a teacher. Her resignation is effective August 29, 2016. Ms. Sweet has been employed with our district for the past 9 years. She will be vacating a CTE –Drafting & Design teaching position at Monroe High School.

We have received a letter of resignation for the purpose of other employment from **Krystal Clawson** from her position as a teacher. Her resignation was effective August 9, 2016. Ms. Clawson has been employed with our district for the past 8 years. She will be vacating a School Improvement Coach position at Raisinville.

We have received a letter of resignation for personal reasons from **Janice Clemens** from her position as Fringe Benefits Coordinator. Her resignation will be effective August 31, 2016. Mrs. Clemens has been employed with our district for the past 7 years.

ENCLOSURES

Letter of Resignation

RECOMMENDATION

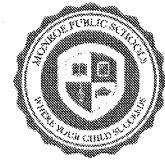
Move to approve the resignations from Monroe Public Schools of Krystal Clawson, effective August 9, 2016; Victoria Sweet effective August 29, 2016; Janice Clemens effective August 31, 2016; and Dr. Barry Martin effective December 31, 2016.

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	_____	_____	_____	_____



Dr. Barry N. Martin, Superintendent
Monroe Public Schools



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Monroe Public Schools Board of Education
Monroe Public Schools
1275 N. Macomb
Monroe, Michigan 48162

August 23, 2016

Board Members,

I am writing this letter to officially inform the Board of Education that I am announcing my retirement from Monroe Public Schools. My effective retirement date will be January 1, 2017. I began my career in education in December of 1972 and by ending my career in public education in December of 2016, I will have dedicated forty-four years of my life to the education of students, both in Michigan and Ohio.

It has been a distinct pleasure serving as your superintendent, and I wish nothing but the best for the future of Monroe Public Schools. As a Board, a superintendent could not have wished for a more cooperative, supportive and forward thinking group of individuals.

I hope that over the past thirty years I have been able to contribute substantially to the overall growth and success of this school district. It has been a rewarding and fulfilling experience, one in which I have always felt encouraged and supported. It has been a pleasure to come to work every day.

Sincerely,

A handwritten signature in black ink that reads "Barry N. Martin".

Dr. Barry N. Martin
Superintendent
Monroe Public Schools

August 3rd, 2016

Victoria Sweet
20321 Inkster Road
Brownstown, MI 48174

To Whom It May Concern,

It is my intention to resign my position with Monroe Public Schools contingent on approval of the Annapolis school district's BOE and signed contract.

Sincerely,

Victoria Sweet

Holly Scherer

From: Krystal Clawson
Sent: Tuesday, August 09, 2016 10:05 AM
To: Holly Scherer; Julie Everly; Barry Martin
Subject: Letter of Resignation

August 9, 2016

Dear Dr. Martin,

Please accept this letter as my formal resignation from my position with Monroe Public Schools. I have been offered a position that will greatly benefit my family, and after much prayerful consideration, I must accept.

I greatly appreciate the opportunities that Monroe has given me over the last eight years. I treasure the relationships and memories that have been created along the way.

Sincerely,

Krystal Clawson

Holly Scherer

From: Jan Clemens [REDACTED]
Sent: Tuesday, August 09, 2016 1:15 PM
To: Holly Scherer
Cc: [REDACTED]
Subject: Resignation

Holly Scherer
Monroe Public Schools
1275 N. Macomb Street
Monroe MI 48162

August 9, 2016

Dear Holly:

Please accept this letter of resignation from my Human Resources position as of August 31, 2016. Due to ongoing health conditions, I am no longer able to fulfill my duties as the Benefit Coordinator.

It has been a pleasure working with you over the past 7 ½ years.

I wish you the very best always.

Sincerely,

Jan Clemens

CONSENT AGENDA – STAFF APPOINTMENTS

ENCLOSURES

- C.5 Tammy Everson, Clerical Appointment
- C.6 Tammy Clark, Clerical Appointment
- C.7 Jeremy Kimberlin, Teacher Appointment
- C.8 Melissa B. Smith, Teacher Appointment
- C.9 TBA, Teacher Appointment

RECOMMENDATION

Move that Agenda Items C.5 – C.9 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

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

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

CLERICAL APPOINTMENT

BACKGROUND

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

Ms. Everson has a high school diploma and has taken additional coursework with Monroe County Community College and Central Michigan University. She was most recently employed as a classroom and lunch assistant with our district.

Members of the interview panel were: Barry Martin, Superintendent; Lisa McLaughlin and Scott Hoppert, Principals; Ronda Meier, Assistant Principal; Shonna (Jill) Wener and Karen Garling, Secretaries.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Tammy Everson as a secretary with Monroe Public Schools effective August 24, 2016, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

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

TAMMY L. EVERSON



EMPLOYMENT OBJECTIVE

My goal is to obtain a position in which I can work independently and with a team to provide a safe and productive environment for all staff and students while making a positive impression on children's lives.

EMPLOYMENT HISTORY

MONROE PUBLIC SCHOOLS

Attendance Assistant

Teacher's Assistant

Lunch Aide

IKO Manufacturing

Accounting Manager

- paid all the bills for products and labor
- dealt with contractors on hours and pay
- figured all use taxes and exempt items
- kept track and balanced petty cash
- wrote letters for upper management
- set up hotels for traveling business executives and company owners
- talked with vendors regarding due dates and possible discounts

Sensational Beginnings

Customer Service Manager

- talked with customers and took care of issues with respect and in a timely manner
- scheduled up to 20 employees on a daily basis to cover 2 shifts
- constantly trained current and new employees
- advised employees on the proper way to handle situations at hand
- talked to vendors regarding damaged merchandise that needed to be replaced or parts that were needed
- dealt with ups to resolve monetary values of lost or damaged packages

SCHOOL EXPERIENCE

MONROE COUNTY COMMUNITY COLLEGE

1986-1988 Accounting and Business Office Management

CENTRAL MICHIGAN UNIVERSITY

1985-1986 General Studies and Public Speaking

ST. MARY ACADEMY

1981-1985 College Prep Courses and Advanced Mathematics

REFERENCES

Available upon request

CLERICAL APPOINTMENT

BACKGROUND

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

Ms. Clark is a high school graduate and holds and Administrative Assistant Certificate from Dorsey Business School. She was most recently employed by DAC Outdoor Maintenance as an office manager.

Members of the interview panel were: Barry Martin, Superintendent; Lisa McLaughlin and Scott Hoppert, Principals; Ronda Meier, Assistant Principal; Shonna (Jill) Wener and Karen Garling, Secretaries.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Tammy Clark as a secretary with Monroe Public Schools effective August 24, 2016, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

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

OBJECTIVE: To obtain a career position with Monroe Public Schools where I can utilize my administrative and management skills.

EXPERIENCE:

**D.A.C. Outdoor Maintenance
April 2008 – Present**

Office Manager

My responsibilities for this family owned business include:

- Accounts Payable/Accounts Receivable
- Collaboration with the Certified Public Account
- Client Management and communication
- Ordering and maintaining of supplies and parts

**Monroe County Chamber of Commerce
September 2012 – September 2015**

Event Coordinator 2013-2015

At The Chamber, I was responsible for all aspects of 50+ events a year including creating, planning and implementation.

- Management: create and maintain timelines, budgets and checklists for every event
- Budget Projections: anticipate revenue and expenses prior to events
- Sponsorship Development: secure sponsorship revenue per event and annually
- Event Promotion: oversee marketing materials needed for events and distribution of each
- Website Management: enter and update events on Chamber Master software
- Manage Reservation and Ticket Sales for all events
- Administration aspects to implement each event
- Oversee volunteers and Ambassadors assisting with events
- Create and compile survey results to improve future events

Customer Service Representative 2012-2013

Provided administrative support to the *Home Builders and Remodelers Association of Monroe County* and *The Chamber of Commerce*. My responsibilities include:

- Member communications and customer support via all means of communications
- Process membership applications and database management
- Administrative support to Executive Director
- Create newsletter content
- Maintain office organization for both The Chamber and HB&RA
- Website Management
- Event preparation and support
- Financial data – QuickBooks
- Attend meetings and events
- HB&RA Home Show support

**Shoreline Corporation, Monroe, Michigan
November 2007 – September 2012**

Assistant Property Manager; Certified Occupancy Specialist

As the APM, in a 208-unit Section 8 HUD Housing complex I am flexible as every day is different. I worked with the public including low-income families, elderly and disabled and all of their support teams. My main responsibilities include:

- On a daily basis I worked with the public via phone, office walk-ins and scheduled appointment
- Responsible for scheduling appointments to coordinate within needed timeframes
- Assisting applicants with applications and research data for credit, criminal and landlord background checks
- Move in new tenants; executing government paperwork, working one-on-one with tenants and their new lease
- Annual and Interim Recertification- interview and assist tenants and process and complete government paperwork with changes and verifications
- Resolve all tenant issues: complaints, problems, clarifications on government paperwork

- Annual Inspections of Property to prep for HUD and MISHDA inspections
- Maintenance Work Orders: intake of issue, work within OneSite (computer software) to organize the order, assigning order and following through to completion
- Overseeing Maintenance and Cleaning Staffs
- Working with outside contractors
- Accounts Payable/Accounts Receivable
- Construct and Produce two (2) monthly community newsletters using MS Publisher
- Organize community informational meetings, expos and community dinners
- Special Training: Fair Housing; TRACS; HUD Today and Bedbug Management

**Airport Community Schools, Carleton, Michigan
August 1998 – May 2005**

Office Assistant 2002 – 2005

Provided administrative operations at Sterling Elementary to 300+ students, teachers, staff, parents and community.

- Greeting anyone entering the office and handling their variety of situations which involved parents, students, teachers, support staff and outside contractors
- Front entrance security of anyone entering the school
- Maintaining a multi-line phone system
- Verifying, recording and data entry of attendance
- Created the monthly school newsletter in MS Publisher
- Nursing duties included: handling all injuries, illnesses, distribution and record keeping of medication and communication with students' doctor's office regarding medication
- Work directly with the office staff and principal as a team
- Checked in parcels, processed and distributed all incoming mail
- Coordinated and cross-referenced student information for the school-wide grandparents' tea
- Maintaining confidentiality in this position was a must. On a daily basis I would work with student CA-60 records and personal information including truancy offices, child protective services, student emergency files and medical records

Technology Aide 1998 – 2002

Technology Aide at both Sterling Elementary and Eyer Elementary, my responsibilities included overseeing the operations of the libraries and computer/technology classes.

- The library portion of this position consisted of organizing volunteers on a weekly basis; record keeping; billing and receiving payments; ordering supplies and books and data entry. Each school's enrollment was 300+ students. During my time in this position, I successfully computerized the library inventory at both schools.
- My responsibilities for the computer/technology portion included: scheduling computer classes and organizing set up of daily class computers. I maintained all technology equipment within the buildings when issues would arise including communications to the district technology department. During this time, I represented my two elementary schools at the monthly Technology Committee meetings for the District.

**EHCO Associates, Inc., Monroe, Michigan
February 1996 – June 1998**

Administrative Assistant/Office Manager

Management of the office including supporting the president of the company, all supervisors, and field staff. Daily responsibilities included:

- Supervised multi-line phone system; controlled petty cash; researched and ordered supplies
- Constructed and update all files
- Organized, typed and distributed all written communications
- Issued contracts and purchase orders
- Processed the incoming and outgoing mail
- Handled all necessary work for the billing and paying the subcontractors
- Ran blueprints, assisted staff and secured the building at night
- I also temporarily had taken on additional responsibilities of the bookkeeper during her leave of absence which included: payroll, accounts payable/accounts receivable; made weekly tax payments and balanced the checking accounts.

EDUCATION:

**Dorsey Business Schools - - Southgate, Michigan - - Administrative Assistant
Trenton High School - - Trenton, Michigan - - Business Courses**

COMPUTER EXPERIENCE:

My computer experience is spread out on many levels; from fixing computer problems to teaching others how to use them. My preference is working in Microsoft Word, Excel, Publisher and PowerPoint. I also, enjoy learning new computer programs.

COMMUNITY INVOLVEMENT:

- **Raisinville Elementary School PTO Secretary**
Prepare and maintain the records of the organization including: correspondence, minutes of the PTO membership meetings, by-laws and committee membership rosters. Prepare and send correspondence as directed by the President. Assist and implement events to benefit the students and community of the school.
 - **LEADERSHIP MONROE, Alumni 2012-2013 Graduate**
As a LM Alumni member, I assist with community events when needed
 - **Pack 561 Cub Scouts Webelos Den Leader**
As Den Leader, I oversee the events, lessons and planning to provide enriching experiences to 10 year old boys
 - **Monroe County Great Start Coalition Tier 2 Committee**
As a past member of the Tier 2 Committee, I attended monthly meetings and volunteered where needed as an advocate for early childhood in our community.
 - **MOMS Club of Monroe, Michigan
President of the 2007 – 2008 Executive Board**
My position as president details overseeing operations of this non-profit chapter. I was in charge of directing the Monthly Membership Meetings and the Monthly Board Meetings including all research and agendas. I was the spokesperson for our chapter to the community and to the directors within this International Organization. My duties also included overseeing all of our Committee Coordinators within our chapter. I successfully organized and held many events including: monthly MOMS Night Out, Year-End Banquet, and several road rallies.
- Newsletter Editor**
As newsletter editor, I was responsible for creating and publishing our monthly newsletter, using MS Publisher, I have completely redesigned and expanded this vital communication tool for our membership.

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Jeremy Kimberlin as a teacher with Monroe Public Schools. This teacher will be assigned as an English teacher at Monroe High School for the 2016/17 school year.

Mr. Kimberlin holds a Bachelor of Education from University of Toledo. He completed his student teaching at Monroe High School during the 2014-15 school year. He was most recently employed as an instructor with Fremont Ross High School in Ohio.

Members of the interview panel were: Sandy Kreps, Principal; Cathy McDonald, Assistant Principal; Sara Staten and DJ Freese, Teachers, and Penni Pawlicki, Parent.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Jeremy Kimberlin 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	_____	_____	_____	_____

Jeremy Kimberlin



TEACHING EXPERIENCE:

Fremont Ross High School Fremont, Ohio August 2015 - Current
ELA Instructor

Responsibilities: 1) Plan and implement daily lessons based on State Standards and District Pacing Guide 2) Create lesson goals for students deconstructed from the State Standards 3) Teach four courses of Junior English 4) Teach one course of Senior English 5) Collaborate with the Co-teacher when planning and implementing lessons 6) Communicate with Support teachers regarding student progress 7) Contact parents to discuss student progress on a regular basis 8) Attend IEP and SAT meetings 9) Advise the Journalism class while publishing the school newspaper 10) Use InDesign to create the District Newsletter.

Monroe High School Monroe, Michigan August 2014-May 2015
Student Teaching

Responsibilities: 1) Plan and implement daily lessons deconstructed from the Common Core 2) Instruct multiple classes of Junior and Senior English 3) Collaborate with grade level PLC members 4) Identify students' area of strengths and areas of deficiencies 5) Attend Steering Committee meetings 6) Assist students before and after school.

Wildwood Environmental Academy Toledo, Ohio August 2013-May 2014
Methods Teaching

Responsibilities: 1) Teach select lessons to 9-12th grade English classes 2) Find new materials for my mentor teacher 3) Work with students with a variety of socioeconomic and cultural backgrounds 4) Monitored tests for students with IEP's.

EDUCATION:

- **University of Toledo: Bachelor of Education** August 2012- May 2015
Major: *Adolescent and Young Adult Literature*
Concentration: *Integrated Language Arts*
Graduated: *Cum Laude*
GPA: 3.97
- **Monroe County Community College: Associates of Science** August 2009 - May 2011
GPA: 3.1

PROFESSIONAL DEVELOPMENT:

- A.L.I.C.E Training University of Toledo January 2015
- A.L.I.C.E Training Monroe High School January 2015
- Technology Fair University of Toledo January 2015
- Creating Engaging Prompts for Classroom Writing Monroe High School February 2015
- Student Diversity University of Toledo February 2015
- ACT Test Proctor Training Monroe High School February 2015
- Legal and Safety Issues University of Toledo March 2015
- Importance of Feedback Monroe High School March 2015
- A.L.I.C.E. Training Fremont Ross High School January 2016
- Educational Technologies Fremont Ross High School February 2016

AWARDS/RECOGNITION:

- Shapiro 3000 Level Literature Prize, 2014
- Shapiro 2000-4000 Level: Writing or Linguistics Prize, 2013
- Dean’s List, Fall 2013
- President’s List: Fall 2014, Spring 2014, Spring 2013, Fall 2012

QUALIFICATIONS & STRENGTHS:

- Successfully passed the Ohio Department of Education English Language Arts examination.
- Successful passed the Ohio Department of Education Assessment of Profession Knowledge: Adolescent to Young Adult (7-12) examination.
- Ohio Licensure in Adolescent and Young Adult (7-12) Integrated Language Arts.
- Over 1000 hours of Student Teaching experience in High School Setting.
- Development of English Language Arts curriculum for general education.
- Strong verbal and written communication skills.
- Highly detail-oriented with excellent analytical and organizational skills.
- Superior prioritizing and operating proactively.
- Enjoys and works incredibly well either as a team member or independently.
- Positive, energetic, caring, kind, and understanding individual.
- Creative and resourceful.
- Knowledgeable on PC based systems.
- Knowledgeable on Mac based systems.

OTHER WORK EXPERIENCE:

**Little Brown Jug
Line Cook**

Maybe, Michigan

May 2014 – February 2015

Responsibilities: 1) Maintaining a sanitary work station 2) Training new members of the kitchen staff in both policies and procedures 3) Managing shifts – monitoring the progress of the kitchen, creating a positive work environment, ensuring tasks are done in a timely manner 4) Multitasking between Stations 5) Working as a team with a common goal.

**Northside Bar and Grill
Line Cook**

Monroe, Michigan

October 2013 – August 2014

Responsibilities: 1) Maintaining a sanitary work station 2) Working as part of a team 3) Engaging with customers 4) Promoting a positive work environment.

**Little Brown Jug
Kitchen Manager**

Maybe, Michigan

June 2011 – October 2013

Responsibilities: 1) Maintaining a sanitary work station 2) Training new members of the kitchen staff in both policies and procedures 4) Multitasking between stations 5) Ordering supplies 6) Hiring 7) Promoting a positive environment.

**Grafton Inn
Line Cook**

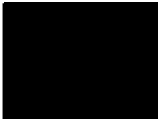
Carleton, Michigan

March 2006 – March 2011

Responsibilities: 1) Cooking for large banquets 2) Working as part of a team 3) Managing multiple tasks in a timely manner.

REFERENCES:

- Kevin McQuade Methods Instructor/Field Supervisor – University of Toledo
- Marcella Kehus Department Chair/ Method Instructor – University of Toledo
- Lisa Villarreal Mentor Teacher – Monroe High School
- Gracy Lloyd Principal/Evaluator – Fremont Ross High School



TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Melissa B. Smith as a teacher with Monroe Public Schools. This teacher will be assigned as an Encore teacher at Orchard Center High School for the 2016/17 school year.

Ms. Smith holds a Bachelor of Arts degree in Art Education from Olivet College and has 18 credits of graduate work toward her master’s degree with the University of Toledo. She previously taught at Orchard Center High School through the Monroe-Mason Consortium. Ms. Smith was most recently employed as an Interventionist at Orchard.

Members of the interview panel were: Ryan Walentowski, Principal; Katelyn McBride and Lisa Baranowski, Teachers; and Joan Baer, Parent.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Melissa B. Smith 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	_____	_____	_____	_____

Melissa B. Smith

Excerpts from Letters of Recommendation

"... it is a joy to work with individuals who bring fresh ideas and insights into a classroom. Mrs. Smith is such a teacher."

-Jim Hightower
Senior Lecturer
Field Supervisor
University of Toledo

"... Melissa's strong teaching skills and love for her students make her an outstanding candidate."

-Stephanie Cavanaugh
Director
Orchard Center High

"Melissa models the concept of a student centered classroom for our entire staff."

-Heather Brescol
Academic Advisor
Orchard Center High School

"Melissa's art classes and character education classes are known for providing healthy creative outlets in addition to enriching curriculum. For many students, her classes have been truly therapeutic and inspiring."

-Mary Zagorski,
Special Education
Teacher Consultant

Summary of Qualifications

Cooperative, resourceful, enthusiastic teaching professional with a genuine interest in fostering students' cognitive and personal growth

Skilled in the design of a standards-based, student-centered art curriculum that is developmentally appropriate and maximizes student success

Combines strong passions for aesthetics and the at-risk learner to motivate and inspire students in a safe, fun and challenging environment

Education & Certification

UNIVERSITY OF TOLEDO, Toledo, Ohio (2003- 2008)

18 credits graduate work in Art Education

OLIVET COLLEGE, Olivet, Michigan (May 1999)

**Bachelor of Arts in Art Education (LX) K-12
English (BA) 6-12**

MARYVILLE UNIVERSITY, St. Louis, Missouri (1982-1983)

Four terms or coursework in Studio Art

LANSING COMMUNITY COLLEGE, Lansing, Michigan 1979-1980

Three terms of vocal music study on full scholarship

Educational Experience

• High School Art Teacher

ORCHARD CENTER HIGH SCHOOL, Monroe, Michigan (April 2001- Feb 2013)

Developed the first visual art program at Orchard Center High School. Designed the curriculum for a full range of 2-D and 3-D classes such as Art Foundations, Printmaking, Beginning and Advanced Drawing, Painting, Sculpture, Book and Paper Arts, Craft in Art, and Serigraphy.

Initiated and developed the Character Education program at Orchard Center High School using Vicki Phillips' "Personal Development" curriculum

Trained as a CFG coach and served as an instructional leader by facilitating school-wide professional learning communities using Critical Friends Group protocols (2002 to 2010)

Implemented successful Levelled Literacy Intervention program at OCHS (2015-16)

• Seminar Lecturer

UNIVERSITY OF TOLEDO, Toledo, Ohio (November 2004– 2013)

Presented Fall and Spring seminar lectures to groups of university art education students during their field experience on the topic of At-Risk Education

*Related
Experience*

Other Professional Training

Board Member and
Fundraising Chair,
Grand Ledge
Cooperative Nursery
(1988-1991)

CFG Training under Brenda Lanolos, Director, Center of Reform for Education (C.O.R.E.) and National School Reform Faculty, University of Toledo

- **Critical Friends Group Coaches Summer Institute** June 23-27, 2003
- **Critical Friends Group Coaches Summer Institute II** August 1-5, 2004
- **Critical Friends Group Advanced Coaches Training** Oct-May 2005
- **100 hours District-wide CFG Training** under Rick Weigel, Director of Curriculum, Erie-Mason Consolidated Schools (2003-2006)

Brownie Leader,
Grand Ledge, MI
(1985-1988)

HOPE FOUNDATION Graduate, Courageous Leadership for School Success
Third Annual Midwest Summit, Toledo OH, June 23-25, 2004

Educational Consultant Academy, **Pat Quinn, R.T.I., Milwaukee, WI** July 11-12, 2012

Educational Consultant Academy 2 , **Pat Quinn, R.T.I., Milwaukee, WI** July 9-10, 2013

Cub Scout Leader,
Grand Ledge, MI
(1992-1995)

Professional Organizations

Michigan Art Educators Association (1998-present)

N.A.R.E.N. (National At-Risk Education Network) (2002-2010)

Art Educators of Monroe County (2001-2013)

Youth Choir Director,
First United Methodist
Church, Grand Ledge,
MI (1993-1996)

Community Involvement

Member, Agora Chorale, Monroe County Community College (2013-present)

Member, Monroe Community Players

Judge, War of 1812 Bicentennial Adult Art Contest (2009-2012)

Judge, Monroe Artist Guild Members Shows

Professional References

Dennis Rottenbucher

Director, Monroe County Adult Education Consortium (retired)

[REDACTED]
[REDACTED]

Kim Berry

Administrative Assistant Senior, U of M Humanities Dept.

[REDACTED]
[REDACTED]

Mary Zagorski

Special Ed Consultant

[REDACTED]
[REDACTED]

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of _____ as a teacher with Monroe Public Schools. This teacher will be assigned as a Drafting and Design teacher at Monroe High School for the 2016/17 school year.

Members of the interview panel were: William Ferrara, CTE Director; Tom Bell and Tim Smith, Teachers, and Stephanie Cherry, Dean of Students.

ENCLOSURE(S)

Resume

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	_____	_____	_____	_____

RATIFICATION OF THE CUSTODIAL-MAINTENANCE MASTER AGREEMENT

BACKGROUND

The Master Agreement for August 3, 2016, through June 30, 2018, between the Monroe City Educational Support Personnel Association and the Monroe Board of Education is being submitted for approval and ratification by the Board.

RECOMMENDATION

Move to ratify the Master Agreement for August 3, 2016, through June 30, 2018, between the Monroe City Educational Support Personnel Association Custodial-Maintenance and the Monroe Board of Education effective August 3, 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	_____	_____	_____	_____

POLICY AMENDMENT
8351 SUSPENSIONS OR EXPULSIONS REQUIRED BY STATUTE

BACKGROUND

When reviewing the MASB template for Board Policy 8000 on students, it was not made evident that section 8351 on required expulsions did not include language from our previous policy allowing for exceptions to expulsion in weapons cases. It would be in the best interest of the Board to retain these options as allowed by current statute and suggest that they be added into the new policy. Enclosed is the language from the new policy with the exception language added and would be how the new policy would read if approved.

ENCLOSURE(S)

Policy 8351 Suspensions or Expulsions Required by Statute

RECOMMENDATION

Move to approve Board Policy 8351 Suspensions or Expulsions Required by Statute as amended effective August 23, 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	_____	_____	_____	_____

Section 8000 – Students

8351 Suspensions or Expulsions Required by Statute (Cf. 5205)

8351

The Board will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment.

Weapons, Arson, Criminal Sexual Conduct

In compliance with state and federal law, the Board shall expel any student who possesses a dangerous weapon in a weapon-free school zone in violation of state law or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device.

Such an expulsion is mandatory, unless the pupil establishes, in a clear and convincing manner, at least one of the following, for weapons possession:

- a) The object or instrument possessed by the pupil was not possessed by the pupil for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- b) The weapon was not knowingly possessed by the pupil.
- c) The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
- d) The weapon possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

Section 8000 – Students

8351 Suspensions or Expulsions Required by Statute (Cf. 5205)

8351-2

Physical and Verbal Assault

The Board shall permanently expel a student in grade six or above if that student commits physical assault at school against a District employee, volunteer, or contractor.

The Board shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student.

The Board shall suspend or expel a student in grade six or above and may discipline, suspend or expel a student in grade five and below for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor.

Bomb Threats

The Board shall suspend or expel a student in grade six or above and may discipline, suspend or expel a student in grade five and below for a period of time as determined at the Board's discretion if the student makes a bomb threat or similar threat directed at the District's school building(s), property, or at a school-related activity.

Definitions of physical and verbal assault, and 'at-school' can be located in policy 8320.

Alternative Services

An expelled or suspended student may be enrolled in the District's Alternative Education Program upon the Superintendent's recommendation and Board approval. Students who are expelled for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor and are enrolled in a program operated for expelled students shall be physically separated at all times during the school day from the general student population.

The District may provide appropriate instructional services at home for an expelled student who is not placed in an Alternative Education Program. The type of instructional services provided shall be similar to that provided to homebound or hospitalized students and shall be contracted for in the same manner.

Section 8000 – Students

8351 Suspensions or Expulsions Required by Statute (Cf. 5205)

8351-3

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

A student who has been expelled under this policy for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may apply for reinstatement in accordance with procedures set forth in 8350-R.

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may also petition the Board for reinstatement.

The Superintendent shall ensure that Board policies and District guidelines regarding a student's right to due process are adhered to when dealing with a possible suspension or expulsion under this policy.

Approved: May 25, 2016

LEGAL REF: MCL 380.1308; 380.1310; 380.1310a; 380.1311; 380.1311a

**MONROE HIGH SCHOOL
AP CHEMISTRY TEXTBOOK PURCHASE**

BACKGROUND

The purchase of new Advanced Placement Chemistry books will assist us in fulfilling the College Board requirements for offering the advanced placement course. One of the requirements is the use of a textbook that has been published within the last 10 years. Our current book is over ten years old and does not meet this requirement. The fully updated Ninth Edition of Steven and Susan Zumdahl's *CHEMISTRY* was published in 2014. Rather than focusing on rote memorization, *CHEMISTRY* uses a thoughtful approach built on problem-solving. For the Ninth Edition, the authors have added a new emphasis on critical systematic problem solving, new critical thinking questions, and new computer-based interactive examples to help students learn how to approach and solve chemical problems--to learn to think like chemists--so students can apply the process of problem solving to all aspects of their lives. The new textbook purchase includes the online version of the book as well as supplemental resources, which will be available for students to login and use.

ENCLOSURE(S)

Quote from Cengage Learning outlining purchase.

RECOMMENDATION

Move to approve the purchase of the *AP CHEMISTRY* textbooks from Cengage Learning at a cost not to exceed \$6,280. Funds for this purchase will come from the allocated 2016-2017 curriculum 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	_____	_____	_____	_____



Confidential Price Quote (1914650)

8/18/2016

Pricing on this Proposal Guaranteed: **9/15/2016****Presented To:** Holly Wallace, wallace@monroe.k12.mi.us**Prepared By:** Megan Fileccia, (586) 260-3691, megan.fileccia@cengage.com

SHIP TO: Monroe Public School District Holly Wallace 1275 North Macomb Street Monroe, MI 48162 USA	BILL TO: Monroe Public School District Holly Wallace 1275 North Macomb Street Monroe, MI 48162 USA	Cengage Learning ATTN: Order Fulfillment 10650 Toebben Drive Independence, KY 41051 (800) 354-9706 Fax: (800) 487-8488 SchoolCustomerService@Cengage.com
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Quoted Products: Ap chemistry

Qty	Product	Price	Quoted Price	Total
1	Chemistry (AP® Edition), 9th: AP Teacher's Resource Guide Zumdahl 9th Edition [Hardside & Quant B&E, 2014] 9781133612063 / 1133612067	\$10.25	\$0.00	FREE
1	Study Guide for Zumdahl/Zumdahl's Chemistry, 9th Zumdahl/Zumdahl 9th Edition [Hardside & Quant B&E, 2014] 9781133611509 / 1133611508	\$96.00	\$0.00	FREE
1	Chemistry (AP® Edition), 9th: AP Lab Manual Zumdahl 9th Edition [Hardside & Quant B&E, 2014] 9781133611493 / 1133611494	\$62.00	\$0.00	FREE
1	Chemistry (AP® Edition), 9th: Teacher's Resource Manual to AP Lab Manual Zumdahl 9th Edition [Hardside & Quant B&E, 2014] 9781133611295 / 113361129X	\$10.25	\$0.00	FREE
1	Student Solutions Guide for Zumdahl/Zumdahl's Chemistry, 9th Zumdahl/Zumdahl 9th Edition [Hardside & Quant B&E, 2014] 9781133611998 / 1133611990	\$101.25	\$0.00	FREE
1	Chemistry (AP® Edition), 9th: Test Bank Zumdahl 9th Edition [Hardside & Quant B&E, 2014] 9781133612018 / 1133612016	\$10.25	\$0.00	FREE
1	Inquiry Based Learning Guide for Zumdahl/Zumdahl's Chemistry, 9th Zumdahl/Zumdahl 9th Edition [Hardside & Quant B&E, 2014] 9781133611523 / 1133611524	\$35.25	\$0.00	FREE
1	Chemistry (AP® Edition), 9th: Annotated Teacher's Edition Zumdahl 9th Edition [Hardside & Quant B&E, 2014] 9781133611271 / 1133611273	\$239.75	\$0.00	FREE
32	Fast Track to a 5 for Zumdahl/Zumdahl's Chemistry, 9th Zumdahl 9th Edition [Hardside & Quant B&E, 2014] 9781133611516 / 1133611516	\$37.25	\$37.25	\$1,192.00
32	Bundle: Chemistry (AP® Edition), 9th + OWL with eBook and Online Fast Track to a 5 Instant Access (6-year access) Zumdahl 9th Edition [Hardside & Quant B&E, 2014] 9781305335547 / 1305335546 <i>print + 192 Codes to Owl (online homework) eBook and digital fast track to a 5</i>	\$159.00	\$159.00	\$5,088.00

Sub-Total: \$6,280.00

+ Estimated Shipping and/or Process Fee: \$0.00

TOTAL: \$6,280.00

Total Savings: \$565.00

Tax and freight charges will be applied to invoice where applicable.

Please attach a copy of the quote to the Purchase Order.

Thank you for your interest in Cengage Learning products.

All information embodied in this document is strictly confidential and may not be duplicated or disclosed to third parties outside recipient's organization without prior written consent of Cengage Learning.

**MONROE MIDDLE SCHOOL
 GRADE 7 SOCIAL STUDIES CURRICULUM**

BACKGROUND

To better align content to the Michigan Social Studies Expectations and k-12 curriculum, the seventh grade social studies teachers have revised their curriculum maps for the 2016-2017 school year. To implement the changes, they are requesting to purchase Michigan TCI’s *History Alive!* Teacher Subscription, which is an online teacher’s manual written for Michigan’s middle schools. *History Alive!* raises historical literacy and develops a love of learning history. Students make connections with their own lives while mastering social studies standards. Two student books along with supplementary materials are required for the Michigan version. *History Alive! The Ancient World* introduces students to the beginnings of the human story. As they explore the great early civilizations of Egypt and the Near East, India, China, Greece, and Rome, students discover the secrets of these ancient cultures that continue to influence the modern world. *History Alive! The Medieval World and Beyond* explores the legacy of civilizations from Europe, Africa, and the Middle East to Asia and the Americas.

ENCLOSURE(S)

See the attached cost proposal with the breakdown for each item.

RECOMMENDATION

Move to approve the seventh grade social studies curriculum purchase of TCI History Alive! at a cost not to exceed \$19,431.70. Funds for this purchase will come from the allocated 2016-2017 curriculum 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	_____	_____	_____	_____



Created Date 8/18/2016
Quote Number 00011714

Expiration Date 10/18/2016

Account Name MONROE PUBLIC SCHOOL DISTRICT
Contact Name Holly Wallace
Email wallace@monroe.k12.mi.us
Phone 7342653000
Ship To 1275 N. Macomb St
MONROE, MI 48161
UNITED STATES

Prepared By Michelle Ly
Email mly@teachtci.com
Company Address PO Box 1327
Rancho Cordova, CA 95741

Product Code	Product	List Price	Qty	Ext. Total	Gratis	Delivery
216-0	HA! Ancient World © 2017: Placards	\$75.00	4	\$300.00	<input type="checkbox"/>	Ship
235-1	HA! Medieval World & Beyond © 2017: Interactive Student Notebook	\$7.00	4	\$28.00	<input type="checkbox"/>	Ship
233-7	HA! Medieval World & Beyond © 2017: Placards	\$75.00	4	\$300.00	<input type="checkbox"/>	Ship
236-8	HA! Medieval World & Beyond © 2017: Spanish ISN	\$7.00	2	\$14.00	<input type="checkbox"/>	Ship
234-4	HA! Medieval World & Beyond © 2017: Student Edition	\$75.00	70	\$5,250.00	<input type="checkbox"/>	Ship
MIAM17T-03	HA! The Ancient & Medieval Worlds (Michigan) © 2017: Teacher Subscription (3 Yrs)	\$544.00	4	\$2,176.00	<input type="checkbox"/>	Ship
218-4	HA! The Ancient World © 2017: Interactive Student Notebook	\$7.00	4	\$28.00	<input type="checkbox"/>	Ship
219-1	HA! The Ancient World © 2017: Spanish ISN	\$7.00	2	\$14.00	<input type="checkbox"/>	Ship
217-7	HA! The Ancient World © 2017: Student Edition	\$75.00	140	\$10,500.00	<input type="checkbox"/>	Ship

Totals

Shipping Rate (%) 5	Subtotal	\$18,610
	Shipping	\$821.70
	Grand Total	\$19,431.70

Notes

SHIPPING

- Shipping and Handling fees do not apply to teacher and student subscriptions.

FULLFILLMENT OF ORDERS:

- All subscription purchases will be sent to the email address above unless otherwise noted.
- TCI's Subscription and Business Terms apply to all orders. View details at: <http://www.teachtci.com/subscription-and-business-terms.html>.

CONDITIONS OF OFFER:

- To insure you receive the pricing quoted here, please include a copy of this proposal with your order at the time of purchase. Adjustments will not be made after order has been fulfilled.
- Please apply sales tax, if applicable, to subtotal.

ADJOURNMENT

RECOMMENDATION

Move to adjourn the August 23, 2016, Board Meeting #16.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____