

# MONROE PUBLIC SCHOOLS



**BOARD MEETING #17**  
**September 13, 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.”*

#### **NOTICE OF NON-DISCRIMINATION**

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

**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

Board Meeting #17  
Tuesday, September 13, 2016  
**7:00 p.m.**

**AGENDA**

**Page**

<b>A. Roll Call and Call to Order</b>	Mr. Yeo	1
1. Pledge of Allegiance to the Flag	Mr. Yeo	
<b>B. Public Commentary – Agenda Items Only</b>	Mr. Yeo	
<b>C. Discussion and Action Items</b>		
1. <b>Approval of Minutes</b>	Mr. Yeo	2
Move to approve the minutes of the following meetings as submitted:		
• August 23, 2016, Board Meeting #16		
2. <b>Reports and Updates</b>	Mr. Yeo	6
• Contracted Services Recommendations		
3. <b>Staff Resignations</b>	Mrs. Everly	8
Move to approve the resignations from Monroe Public Schools of Nicole Antolak, Keith Hanlon and Katie Worosz effective August 30, 2016.		
4. <b>Consent Agenda – Teacher Appointments</b>	Mrs. Everly	12
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. <b>Teacher Appointment</b>	Mrs. Everly	13
Move to approve the appointment of Ashley Ciacelli as a teacher with Monroe Public Schools effective September 7, 2016, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		
6. <b>Teacher Appointment</b>	Mrs. Everly	16
Move to approve the appointment of Charlotte 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><b>7. Teacher Appointment</b>  Move to approve the appointment of Michelle McKenzie as a teacher with Monroe Public Schools effective September 1, 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>19</p>
<p><b>8. Teacher Appointment</b>  Move to approve the appointment of Shellie Metz as a teacher with Monroe Public Schools effective September 7, 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>22</p>
<p><b>9. Teacher Appointment</b>  Move to approve the appointment of Kelly Wilson 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><b>10. Frontline Professional Growth Software</b>  Move to approve the purchase of Frontline Professional Growth software at a cost not to exceed \$25,163.00. Funds for this purchase will come from the allocated 2016-2017 human resource general fund budget.</p>	<p>Mrs. Everly</p>	<p>27</p>
<p><b>11. Secondary Academic Assessments</b>  Move to approve the purchase of the Secondary Academic Assessments as presented at a cost not to exceed \$18,810.00. This expenditure will be funded utilizing the 2016-2017 curriculum budget.</p>	<p>Mrs. Everly</p>	<p>30</p>
<p><b>12. Board Policy Amendment – 2<sup>nd</sup> Reading and Approval</b>  Move to approve Board Policy 8351 Suspensions or Expulsions Required by Statute as amended effective September 13, 2016.</p>	<p>Dr. Martin</p>	<p>32</p>
<p><b>13. Superintendent’s Comments</b></p>	<p>Dr. Martin</p>	
<p><b>14. Old Business</b></p>	<p>Mr. Yeo</p>	
<p><b>15. New Business</b></p>	<p>Mr. Yeo</p>	
<p><b>16. Public Commentary – Any Topic</b></p>	<p>Mr. Yeo</p>	

**17. Adjournment**

Mr. Yeo

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Move that the September 13, 2016, Board Meeting #17 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 23, 2016, Board Meeting #16 Minutes

**RECOMMENDATION**

Move to approve the following minutes as submitted:

- August 23, 2016, Board Meeting #16

**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

Board Meeting #16

August 23, 2016

7:00 p.m.

## MINUTES

### **Roll Call and Call to Order**

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

Board Members Absent: Secretary Ryan Philbeck

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

Administrators Absent: None

President Yeo called the meeting to order at 7:03 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:

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

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

### **Reports and Update**

The Board Personnel Committee Meeting Minutes for August 1, 2016, and the Board Curriculum Committee Meeting Minutes for August 15, 2016, were received, as well as the Contracted Services Recommendations report.

In reference to the Personnel Committee Meeting Minutes, Mr. VanWasshenova asked if the additional police liaison would be approved by the Board. Mrs. Everly stated that the liaison officers maintain their employment with the sheriff's department and/or the city police, but we can ask for Board approval if so desired. It was decided to have a work shop prior to bringing the request to the Board in order to give principals the opportunity to share their vision of how this new position would fit as a positive behavior support in the school.

### **Staff Resignations**

Motion by Mrs. Taylor; support by Mr. Bunkelman 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.

Discussion: Mr. Yeo appreciates the years of service and positive impact these employees had in our district, and more specifically, he thanked Dr. Martin for the positive impact he has had on our district with the many different roles he held throughout the years.

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

### **Consent Agenda – Staff Appointments**

Motion by Mr. VanWasshenova; support by Mrs. Mentel 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 **Clerical Appointment** – 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.
- C.6 **Clerical Appointment** – 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.
- C.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.
- C.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.

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

### **Ratification of the Custodial-Maintenance Master Agreement**

Motion by Mr. Bunkelman; support by Dr. March 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.

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

### **Policy 8351 Suspensions or Expulsions – Amendment –First Reading**

The Board recently approved Section 8000 Students, and in that section it refers to Policy 8351 Suspensions or Expulsions. The new policy did not include the four exceptions to expulsion in weapons cases that can be utilized by the Board. It would be in the best interest of the Board to amend Policy 8351 to include the four exceptions. This amendment will be brought to the next board meeting for a second reading and approval.

### **AP Chemistry Textbook Purchase - MHS**

Motion by Mr. VanWasshenova; support by Mr. Bunkelman 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.

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

### **Grade 7 Social Studies Curriculum - MMS**

Motion by Mr. VanWasshenova; support by Mrs. Mentel 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.

Discussion: Monroe Middle School teachers Rachel Kowalczyk and Jackie Pecora were part of a group that met throughout the summer to bring our social studies curriculum up to date. Mr. Bunkelman asked if they



could give a presentation at a curriculum committee meeting. Mrs. Everly will work out a date for them to present.

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

### **Café Door Replacement - AWS**

Motion by Mr. VanWasshenova; support by Mrs. Mentel to accept the bid of \$4,600.00 from Tanner Supply Co. of Toledo, Ohio, for the replacement of the café doors and reject all other bids. Money for this purchase will come from Site Sinking Fund.

Discussion: The doors being replaced do not have any sound value to them, and with the increased number of students that will be in the cafeteria, we're trying to reduce the amount of noise in the hallways.

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

### **Public Commentary-Any Topic**

Michelle Hatfield commented on the denial of her school of choice application.

### **Superintendent Comments**

School open houses will begin tomorrow night with Orchard at 5:00 p.m. Monroe High School registration days began today and will conclude on Thursday with the New Trojan Retreat. Elementary open houses are next Wednesday, and MMS will have their open house next Thursday. The Learning Bank will have its new student orientation on September 7 and 8.

Our annual TechFest was held last week at Monroe High School. A record 171 teachers participated in the various computer related classes. Twenty-one of our teachers presented lessons, so it was very good to see our people share their technology skills with their teaching peers from around the district. In all, 36 different topics were taught and some were taught by the vendors who produced the products. Congratulations to two of our teachers, Chessi Oetjens and Kelly Davis, who coordinated the event supported by our Technology Department.

Congratulations to Monroe High graduate Chris Murphy for being one of only 112 students to be chosen to participate in a graduate program in Beijing, China. More than 3,000 students applied. He leaves for China this week and we wish him all the best.

### **Old Business**

There was none at this time.

### **New Business**

There was none at this time.

### **Adjournment**

Motion by Mr. VanWasshenova; support by Mrs. Taylor that the August 23, 2016, Board Meeting #16 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 7:42 p.m.

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**Ryan Philbeck, Secretary**

**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**

Robert Anderson will be the new Varsity Girls Soccer Coach for 2017 spring season.

**SOCIAL-EMOTIONAL SUPPORT TEAM**

Mary Ringel has resigned from her School Climate Liaison role at Custer as of August 22, 2016.

Jasmine Norman has resigned from her Post Secondary Planner role at Monroe Middle School as of August 26, 2016.

Ryan VanSlambrouck will be resigning from his role as Orchard High School Dean of Students effective September 2, 2016.

Diana Staten will be resigning from her position as Student Service Provider at Raisinville effective October 28, 2016.

Amanda Miller has been selected to fill the role of Technology Liaison at Monroe High School. She began on September 7, 2016.

**TECHNOLOGY SUPPORT TEAM**

No new updates

**ANCILLARY SUPPORT**

Barbara Higgins has accepted the School Nurse position.

Angela Leslie-Riggs has rescinded her resignation and will be returning this school year as one of the District Medical Assistants.

**STAFF RESIGNATIONS**

**BACKGROUND**

We have received a letter of resignation for the purpose of other employment from **Katie Worosz** from her position as a teacher. Her resignation was effective August 30, 2016. Ms. Worosz has been employed with our district for the past 15 years. She will be vacating an elementary teaching position at Custer.

We have received a letter of resignation for the purpose of other employment from **Keith Hanlon** from his position as a teacher. His resignation was effective August 30, 2016. Mr. Hanlon has been employed with our district for the past year. He will be vacating an elementary teaching position at Waterloo.

We have received notification that **Nicole Antolak** has declined the offer of employment to be an elementary teacher at Raisinville.

**ENCLOSURES**

Letters of Resignation

**RECOMMENDATION**

Move to approve the resignations from Monroe Public Schools of Nicole Antolak, Keith Hanlon and Katie Worosz effective August 30, 2016.

**MOTION:** \_\_\_\_\_ **SUPPORT:** \_\_\_\_\_ **ACTION:** \_\_\_\_\_

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

August 23, 2016

Dear Dr. Martin,

Please accept this as formal notice of my resignation from the position of Second Grade Classroom Teacher at Custer 1 Elementary School, effective August 30, 2016.

After much consideration, I have decided to accept another job opportunity. My new position will allow me to work closer where I reside and is the best decision for my family.

Working for Monroe Public Schools the past fifteen years has been a wonderful experience. I feel privileged to have been part of such a professional group of educators and will miss all of my colleagues.

I appreciate both the professional and personal growth opportunities that have been provided to me during my time with Monroe Public Schools.

I wish you and the rest of the exemplary staff of Monroe Public Schools continued success in the future.

Sincerely,

  
Katie L. Worosz

August 30, 2016

To Whom It May Concern,

I, Keith Hanlon, submit my resignation as a teacher with Monroe Public Schools effective immediately.

A handwritten signature in cursive script that reads "Keith Hanlon". The signature is written in black ink and is positioned above a horizontal line.

Keith Hanlon

(other employment)  
Selina Schools

## Gayle Lambert

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**From:** Holly Scherer  
**Sent:** Friday, September 09, 2016 7:55 AM  
**To:** Gayle Lambert  
**Subject:** FW: Resignation

Begin forwarded message:

**From:** Nichole Antolak <[antolak@monroe.k12.mi.us](mailto:antolak@monroe.k12.mi.us)>  
**Date:** August 24, 2016 at 4:04:44 PM EDT  
**To:** Holly Scherer <[scherer@monroe.k12.mi.us](mailto:scherer@monroe.k12.mi.us)>  
**Subject: Resignation**

Hi Holly,

I was offered a position in Flat Rock School District. This is my dream job. With that being said, I am regretfully resigning from Monroe School District. I have not yet signed my contract for Monroe. I do not know if that makes any difference. Let me know any other steps I need to take on your end.

Thank you so much for the opportunity,  
Nichole Antolak

**CONSENT AGENDA – TEACHER APPOINTMENTS**

**ENCLOSURES**

- C.5 Ashley Ciacelli
- C.6 Charlotte Martin
- C.7 Michelle McKenzie
- C.8 Shellie Metz
- C.9 Kelly Wilson

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



**TEACHER APPOINTMENT**

**BACKGROUND**

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

Ms. Ciacelli holds a Bachelor of Education in Early Childhood from University of Toledo. She completed her student teaching with Bedford Schools in fall, 2015. Ms. Ciacelli was most recently employed with EduStaff and assigned as an Interventionist at Arborwood Elementary.

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 Ashley Ciacelli as a teacher with Monroe Public Schools effective September 7, 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><b>Aye</b></u>	<u><b>Nay</b></u>	<u><b>Abstain</b></u>	<u><b>Absent</b></u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

# Ashley Ciacelli



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## Certification & Education

- **Bachelor of Education in Early Childhood Education, Expected December 2015**  
**University of Toledo- Toledo, Ohio, United States**  
Concentration: Social Studies  
Overall GPA: 3.8  
Ohio licensure expected June, 2016
- **Monroe County Community College – Monroe, MI, United States**  
**(2010-2012)**

## Related Experience

### Interventionist (January 2016-June 2016)

#### Monroe Public Schools, Monroe, MI

- Arborwood Elementary Campus
- Tier 1 intervention in a kindergarten class of 27
  - o Collaborated with teacher on lesson plans and whole group instruction
  - o Assisted with district curriculum, including Lucy Calkins reading curriculum
- Tier 2 intervention
  - o During academy times implemented LLI reading program
  - o Worked with students in small groups in reading and writing
- Tier 3 intervention
  - o After school, implemented LLI reading program with at risk students during Camp Arborwood

### Student Teaching (August 2015-December 2015)

#### Bedford Public Schools, Temperance, MI

- Jackman Road Elementary School
- Educated 23 first grade students
- Followed and implemented lesson plans from district curriculum, including: Wonders Literacy, Battle Creek Science, and Everyday Math
- Attended faculty and staff meetings
- Created and implemented student led centers for both math and reading
- Attended Parent Teacher Conferences
- Developed an effective discipline strategy based on positive reinforcement

### Methods Teaching (January 2014-May 2015)

- January 2014- May 2015: Co taught Kindergarten – Mason Elementary School (Erie, MI)

- August 2014- December 2014: Co taught Second Grade - Whittier Elementary School (Toledo, OH)
- January 2014-May 2014: Co taught Preschool - Jefferson's Early Childhood Center (Monroe, MI)
- Experiences at all grade levels include:
  - Learned and improved classroom management
  - Created a minimum 12 lesson plans and implemented plans
  - Developed a unit plan, video taped unit and created a commentary based on the unit plan
  - Gained strategies
  - Learned and implemented NGSS (Next Generation Science Standards)

### **Summer Camp Instructor August 2014-October 2014**

Jefferson's Recreation Center, Monroe, MI

- Created and implemented activities for children ages 5-10

### **Writing Fellow**

Monroe County Community College, Monroe, MI

- Completed Advanced English
- Tutored and assisted students on both research and non-research papers

### **Honors**

- **Dean's List**  
Spring, 2012, Fall 2012, Spring 2013, Fall 2013, Fall 2014, Spring 2015
- Graduated Cum Laude

### **Professional Development**

#### **Lucy Calkins Development**

- Completed January-April 2016

#### **Protecting God's Children**

- Completed September 2015

#### **Wonders Development**

- Completed August 2015

#### **Atlas Development**

- Completed October 2015

\*References available on request

**TEACHER APPOINTMENT**

**BACKGROUND**

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

Ms. Martin holds a bachelor’s degree from the University of Toledo with major in special education intervention. She completed her student teaching this past spring at Douglas Road Elementary. Ms. Martin was previously employed by PESG, LLC as a substitute teacher.

Members of the interview panel were: Terry Joseph and Steve Pollzzie, Principals; Karla Howey and Andrea Wylie, Teachers; and Melissa Stewart, Parent

**ENCLOSURE(S)**

Resume


**RECOMMENDATION**

Move to approve the appointment of Charlotte 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	_____	_____	_____	_____

# Charlotte Martin



## Objective

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Seeking employment as a Special Education Intervention Specialist for students with mild to moderate needs.

## Education

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The University of Toledo, OH 2013 – 2016  
Major(s): Special Education Intervention Specialist - mild to moderate, B.A.  
Graduated Magna cum Laude

Monroe County Community College 2012 – 2013  
Area of study - Special Education

Western Michigan University 2011 – 2012  
Pre Major - General Education Studies

## Relevant Experience

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**Professional Educational Services Group LLC**, Ann Arbor, Michigan – May 2016 – June 2016

Substitute Teaching

Responsibilities as follows:

- Instruct class by following lesson plans left by the classroom teacher
- Use Positive Behavior Support Programs (PBS)
- Effectively manage classroom behavior
- Create a safe and productive learning environment for students

**Douglas Road Elementary**, Lambertville, Michigan – Jan 2016 – May 2016

Student Teaching

Responsibilities as follows:

- Planning daily math, reading, and writing lessons for the k-3 resource room.
- Participating in weekly district wide special education meetings.
- Actively participating in IEP and BIP meetings and the writing of IEP's.
- Creating a positive behavior intervention support plan within the classroom
- Finding ways to integrate technology into daily classroom activities and progress monitoring.

**Summit Academy Toledo Learning Center**, Toledo, Ohio - Jan 2015 – Dec 2015

Student Intern

After completing a semester long methods placement; employed as an Intervention Specialist Intern with students in grades 7-8.

Responsibilities as follows:

- Giving individualized instructions to students, including reading tests aloud.
- Creating or finding worksheets or class activities online.

- Instructing the class when the intervention specialist was absent (under supervision of sub).
- Assisting with the behavior management of the students.
- Relaying student Information between administrators and teachers.

**Autism Model School, Toledo, Ohio - May 2015 - Aug 2015**

Paraprofessional

On completion of method placement in an elementary class room; was employed as a paraprofessional. Responsibilities as follows:

- Teach the SRA corrective reading, reasoning and writing, and number worlds programs to small groups of students.
- Assist with behavior management.
- Attend meetings and training regarding school improvement and behavior management techniques.

**Bearcat Industries, Petersburg, Michigan - Jun 2011 - Oct 2013**

Direct Care

Worked as a member of a direct care team to provide care to a non-verbal 21 year-old autistic male

Responsibilities as follows:

- Assisting with daily hygiene tasks.
- Managing intense aggressive and self-injurious behaviors using the methods taught and approved.
- Facilitating the use of assistive communication devices.
- Administering the individuals prescribed medications.

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### Awards and Achievements

- Graduated Magna cum Laude.
- University of Toledo's Special Education Outstanding Graduate 2016
- Member of Phi Theta Kappa Honors Society.
- Facilitated a successful pen pal writing program improving letter writing skills.
- Created a successful positive behavior intervention support plan within a k-3 resource room.

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### Skills

- Monitoring and assessing student progress using a variety of different techniques including diagnostic, formative, and summative assessments.
- Effectively communicating and collaborating with parents, teachers and administrators regarding student's needs, goals, progress, strengths, weaknesses and more.
- Proficient with use of different technologies including but not limited to: SMART boards, iPads, Chromebooks, and desktop / laptop computers.
- Experienced in reading curriculum including McGraw Hill's Wonders and Wonders Works and SRA's Correcting Reading.
- Creating memorable and engaging lesson plans that align with the Common Core State Standards.
- Writing IEP goals and objectives that meet the individual student's needs enabling the student to be involved and make progress in the general education curriculum.
- American Sign Language.

**TEACHER APPOINTMENT**

**BACKGROUND**

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

Ms. McKenzie holds a Bachelor of Arts in Language and International Trade from Eastern Michigan University. She is currently in the process of completing her master’s degree in Spanish Language from the same University. She holds dual certification in Spanish and German. Ms. McKenzie was most recently employed with Global-LT (Language Training) in Troy, Michigan.

Members of the interview panel were: Delsie Sissoko, Assistant Principal; Michelle Achauer, Katlyn Martin and Allison Kwasniak, Teachers; and Jennifer Devenish, Parent.

**ENCLOSURE(S)**

Resume

**RECOMMENDATION**

Move to approve the appointment of Michelle McKenzie as a teacher with Monroe Public Schools effective September 1, 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	_____	_____	_____	_____

MICHELLE J. MCKENZIE



PROFILE

Hard-working, creative and highly motivated professional educator with extensive linguistic skills and background in the Spanish and German languages, possessing Michigan 6-12 Spanish and German Teaching Certificate. Seeking to utilize these attributes in a professional educational environment to enhance and promote student learning and acquisition of target language fluency.

PROFESSIONAL EXPERIENCE

- Global-LT (Language Training), Troy, Michigan 2015 – Present
  - Private Contractor: Spanish, German, English Instructor and Tutor
- Wayne-Westland Community School District, Westland, Michigan 2012 – 2013
  - Share-time High School Spanish Teacher
- Garden City Public Schools, Garden City, Michigan 2006 – 2011
  - High School German and Spanish Teacher
  - Long-term Substitute High School Spanish Teacher
  - Share-time High School Spanish Teacher, p.m. classes
  - K-12 Substitute Teacher, all subject areas, a.m. classes
- Private Contract, Livonia, Michigan 2007 – 2008 & 2001 - 2004
  - German Instructor and Tutor
- United States Army 1983 - 1987
  - Helicopter Technical Supply Specialist
  - Squad Leader
  - Student: German Language; *Defense Language Institute (DLI)*
    - Passed German Linguist Proficiency Exam (“Pro-Test”)

EDUCATION

- Eastern Michigan University, Ypsilanti, Michigan
  - Master of Arts in Spanish Language (inclusive Spanish for Business) Dec. 2016
  - Graduate Certificate in German for Business Practices Dec. 2016
  - Michigan Secondary Teacher Certification, German / Spanish (Majors) 2006
  - Bachelor of Arts in Language and International Trade 1999
    - Specialized in the German Language and International Business / Marketing
    - Graduated Magna Cum Laude, 3.82 G.P.A
- Dale Carnegie Institute, Farmington, Michigan 2001
  - Communication and Public Speaking Certification



**SELECTED ACCOMPLISHMENTS*****Project Management***

- Completed and submitted requisitions for parts and supply orders for 5,000 various parts, totaling \$5 million annually in purchases.
- Identified, ordered, and ensured 10 to 15 difficult to locate and high dollar critical parts, worth \$5,000 to \$50,000 each, were on-hand at all times to maintain unit combat readiness.
- Created inventory system to track 500 to 1000 helicopter parts worth \$500,000. Delineated orders and information through the chain of command, conducted uniform and quarter inspections and ensured cooperative, harmonious teamwork with a squad of ten soldiers. Passed two entrance exams to obtain entrance into the Defense Language Institute and received Top Secret security clearance.
- Translated and transcribed recorded Spanish conversations to English; transcriptions were to be utilized in court for legal purposes,
- Utilized German language skills for U.S Army to interface with German public.

***Education***

- Graduate 6-Week Study Abroad in the Spanish Language (Avila, Spain 2014)
- Taught high school German and Spanish foreign language classes (Level I through IV).
- Created student proficiency assessments relative to oral and written communication skills in the target language, as well as reading and listening comprehension.
- Maintained timely lines of communication with students, parents, administrators and colleagues.
- Substitute taught K-12, all subject areas, Alternative Education and School for Autism.
- Taught both children and adults in the German and Spanish languages as well as math.

**EXPERTISE**

- Spanish translator on mission trips to Latin America: Columbia (2006), Ecuador (2010), Guatemala (2015)
- Microsoft Office: Word, Excel, and PowerPoint
- Certified Personal Fitness Trainer, Group Fitness Instructor, “Spinning” and “Barre” Instructor

**VOLUNTEER LEADERSHIP****Northridge Church**, Plymouth, Michigan

- Translator and Mission Trip Volunteer
- Spanish Instructor
- Café Customer Service Representative

**OakPointe Church**, Novi, Michigan

- High School Youth Small Group Leader

**TEACHER APPOINTMENT**

**BACKGROUND**

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

Ms. Metz holds a Bachelor of Science degree from Wayne State University and a Master of Arts in Reading from Eastern Michigan University. She obtained tenure with Monroe Public Schools in 2003. Ms. Metz was most recently employed with EduStaff and assigned as an Interventionist at Arborwood.

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 Shellie Metz as a teacher with Monroe Public Schools effective September 7, 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	_____	_____	_____	_____

**Shellie M. Metz**

████████████████████  
 ████████████████████  
 ████████████████  
 ████████████████████

**OBJECTIVE**

I am seeking a teaching position in Monroe County. I am interested in dedicating myself to students and the district, while providing a high level learning experience.

**EDUCATION**

<i>Eastern Michigan University</i>	
RDNG 503: Elementary Literacy Assessment: Meeting Individual Needs	2007
<i>Monroe Community College</i>	
Developing Your Small/Micro Business Series	2004
<i>Eastern Michigan University</i>	
Master of Arts in Reading	2002
<i>Wayne State University</i>	
Bachelor of Science in Elementary Education	1998

**AWARDS**

Grant of \$500 to purchase career ed. materials/media center at Riverside	2001
Grant of \$500 to purchase career ed. materials/media center at SMT	2002

**PROFESSIONAL EXPERIENCE**

**Monroe Public Schools** **Jan. 2016-Present**

**Elementary Interventionist Liaison**

Providing Tier 1 and Tier 2 reading intervention and support to classrooms and students. Running a before and after school group.

**Monroe Public Schools** **Sept. 2014-Jan. 2016**

**Industrial Technology Teacher, Monroe Middle School**

Set up Industrial Technology classroom in middle school. Providing students with 20+ STEM based projects, including a focus on computer programming.

**Building/PD Substitute, Intervention, Custer Complex** **2013-14**

Filling in for classroom teachers during meetings or PD, working with struggling students in reading, writing and math, grades K-6. Extended day program in computer lab/Dreambox software. Custer Elementary Complex.

**Substitute Teaching via EduStaff or PCMI** **2010-Present**  
Monroe & Wayne County, All Grade levels with a focus on elementary & middle schools.

**Raisinville Elementary** **2010- 2011**  
**Technology Media Specialist**  
Long-term substitute (for Kim Burkey) technology media teacher  
Raisinville Elementary

**Monroe Public Schools** **1999-2003**  
**K-8 Technology Media Specialist,**  
Taught library and computer skills to students in three building, managed 3 libraries, taught teachers technology skills, solve technology problems in buildings. Parochial and public school buildings.

**Relume Technologies** **1995-1999**  
**Position: Office Manager**  
Applied for government grants, computer graphics, scientific & patent research, computer applications, web site design & development, product development, managed patent portfolio, photography, CAD, many more projects.

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### **CERTIFICATION STATUS**

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Michigan Professional Certificate  
Elementary All Subjects (K-8 Self Contained)  
Reading Specialist (BR) K-12  
Science (DX) 6-8

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### **CONFERENCES**

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Middle School Writing (3 credits)	2015
Classroom Management (3 credits)	2014
Michigan Reading Association Conference	2008
Be Their Hero Summit/Sound Beginnings	2008
Washtenaw Reading Council presents Mary Bigler	2007
Be Their Hero Summit/Science Learning, Everyday	2007
Be Their Hero Summit/Jim Gill Professional Development Workshop	2006
Michigan Association for Computer Users in Learning (MACUL)	1999-2002

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### **Extra-Curricular**

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I was a judge at the 2015 VEX Robotics competition at MCCC.

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**TEACHER APPOINTMENT**

**BACKGROUND**

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

Ms. Wilson holds a Bachelor of Science from Eastern Michigan University. She was most recently employed by EduStaff and assigned as a Reading Interventionist at Raisinville Elementary.

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 Kelly Wilson 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	_____	_____	_____	_____

# Kelly Wilson

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## Education & Certification

Eastern Michigan University  
**Bachelor of Science**

Major: Integrated Science

Graduated: April 2009  
Minor: Reading

### Michigan Provisional Teaching Certificate

Elementary K-5 All Subjects (K-8 All Subjects Self Contained Classroom)

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## Work Experience

Raisinville Elementary School

January 2016- Present

### Reading Interventionist

- Taught **K-6 grade** students who needed supplemental literacy education
- Assessed the accomplishments of students on a regular basis with running records
- Collaborated with the classroom teacher

Toledo Christian School

August 2010- October 2013

### Third Grade Teacher

- Planned, prepared and delivered instructional activities for all core subjects
- Observed and evaluated student performance and development
- Managed student behavior by establishing and enforcing rules and procedures

Raisinville Elementary School

December 2009- March 2010

### Long Term Substitute Teacher

- Taught all core subjects in a **5<sup>th</sup> grade** classroom for 12 weeks
- Assigned and corrected daily work and homework assignments

Arborwood Elementary School

September- October 2009

### Long Term Substitute Teacher

- Taught all core subjects in a **1<sup>st</sup> grade** classroom for 6 weeks
- Implemented classroom rules and procedures as the position began the first day of school

Monroe Public Schools

May- June 2009

### Homebound Teacher

- Collaborated with instructional staff and parents to adapt classroom work to provide the students with an individualized learning plan until they are able to return to the classroom
- 

## Reference

Natalie Hanlon (Green)

Dexter Community Schools

**FRONTLINE PROFESSIONAL GROWTH SOFTWARE**

**BACKGROUND**

In the spring a committee of school and district staff members consisting of Cindy Flynn, Lisa McLaughlin, Sandy Kreps, Holly Scherer, Ryan Walentowski, and Julie Everly came together to perform an assessment of the needs of the district regarding staff evaluation. The needs were analyzed in relationship to what the current system Talent Ed Perform offers, and, as a result, the committee launched a study on other products that districts are utilizing for this purpose.

The results of this study have led to the recommendation that the district transitions to Frontline Education for this service. Frontline Education provides school district’s with the means to implement, store, and analyze staff evaluation within an organized workflow framework. It is licensed to accommodate the Charlotte Danielson Framework for Teaching and Learning which is our teacher evaluation tool. The design behind the Frontline forms and work flow promotes growth and goal setting for all employees.

The purchase of this software will replace TalentEd. The system will support our compliance with all evaluation requirement for the State of Michigan, as well as, be user friendly for our employees.

**ENCLOSURE(S)**

See the attached cost proposal with the breakdown for the system.

**RECOMMENDATION**

Move to approve the purchase of Frontline Professional Growth software at a cost not to exceed \$25,163.00. Funds for this purchase will come from the allocated 2016-2017 human resource general fund 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	_____	_____	_____	_____



1400 Atwater Drive Malvern, PA 19355

# Professional Growth Customer Agreement

CD9793  
08/31/2016

P: 610-722-9745 | F: 888-492-0337

### Customer:

Monroe Public Schools  
PO BOX 733  
MONROE MI 48161-0733

**Contact:** Julie Everly  
**Title:** Assistant Superintendent  
**Phone:** (734) 265-3000  
**Email:**

### Agreement Details:

**Pricing Expiration:** 10/16/2016  
**Account Manager:** Marilyn Numan

**Initial Term:** 2016-2017 / 2017-2018  
**Startup Cost Billing Terms:** One-Time, Invoiced after signing  
**Subscription Start Date:** 30 days after signed date  
**Subscription Billing Terms:** Annually  
**Cancellation Terms:** 30 Days Written Notice

### Pricing Overview:

<b>Startup Cost: One-Time cost due at signing</b>	<b>\$4,500.00</b>
<b>Annual Subscription: Recurring Cost</b>	<b>\$26,933.00</b>
<b>10 % Discount on OASYS + PDMS Licenses</b>	<b>(\$1,770.00)</b>
<b>Revised Total Annual Recurring Costs</b>	<b>\$25,163.00</b>

Itemized Description	Unit Price	Qty	Total
MLP Oasys Annual Subscription - Danielson 2011/2013	\$25.00	300	\$7,500.00
MLP Oasys Annual Subscription - Non-Instructional Users	\$18.00	300	\$5,400.00
Focus for Observers - Annual Subscription with Initial Assessment	\$349.00	17	\$5,933.00
MLP Oasys System Setup	\$1,500.00	1	\$1,500.00
PDMS Instructional Users	\$16.00	300	\$4,800.00
PDMS System Setup	\$1,500.00	1	\$1,500.00
PG Multi-Product Discount - 10 % on OASYS & PDMS Software Licenses	(\$1,770.00)	0	(\$1,770.00)
ETS Video Library User	\$4.00	300	\$1,200.00
Elevate Annual Subscription	\$7.00	300	\$2,100.00
Elevate System Setup	\$1,500.00	1	\$1,500.00

**Amount Due at Signing (Startup Cost) \$4,500.00**

BY SIGNING BELOW, CUSTOMER CERTIFIES THAT IT HAS READ AND AGREES WITH THE ADDITIONAL TERMS ATTACHED HERETO AND INCORPORATED HEREIN AND SHALL BE BOUND BY THE SAME. Customer also agrees that the terms and conditions of this Agreement and the Additional Terms are confidential information of Frontline Technologies Group, LLC. ("Frontline") and are not to be shared with any third party without the prior written consent of Frontline.

### Customer: Monroe Public Schools

Name:

Signature:

Title:

Date:

### Frontline Technologies Group, LLC

Name:

Signature:

Title:

Date:

**Tax Exempt?** If yes, please provide your exemption number and include a copy of your exemption certificate.

**Tax Exempt Number:**



## ADDITIONAL TERMS:

1. **Subscription.** Customer is purchasing a non-exclusive, non-transferable, non-assignable, terminable subscription ("Subscription") for use of Frontline's Professional Growth Software(s) ("Software") by Customer and those users Customer registers on the Software as "Designated Users."
2. **Term.** The Subscription shall begin upon the execution of this Agreement and continue through the Initial Term, set forth on the first page of this Agreement. If neither party has given the other at least thirty (30) days written notice of its intent not to renew prior to the end of the Initial Term, or any Renewal Term, the Subscription shall automatically renew for the next year (each, a "Renewal Term").
3. **Payment.**
  1. The Startup Cost set forth on the first page of this Agreement will be invoiced to Customer by Frontline upon execution of this Agreement; but if Customer terminates this Agreement before completion of the implementation process, Frontline will refund the Startup Cost on a pro-rata basis, based on a six (6) week setup schedule. If for any reason Frontline's personnel travel to Customer's facility, Customer shall be responsible for the reasonable costs of transportation, lodging, meals and the like for Frontline's personnel.
  2. The Annual Subscription, set forth on the first page of this Agreement, will be invoiced to Customer by Frontline based on the Customer Sign Date plus the number of days stated in the Subscription Start Date, set forth on the first page of this Agreement. Frontline will render a detailed invoice, showing the Annual Subscription item unit price multiplied by the quantity, as set forth on the first page of this agreement, to yield the actual annual subscription (the "Actual Annual Subscription"). The quantities of any Annual Subscription item of this Agreement are merely illustrative and are based on Customer's usage estimates. Should the number of users change significantly during Startup or during the Initial Term, Frontline will recalculate the Actual Annual Subscription and render an invoice for the difference.
  3. Before the start of any Renewal Term, Frontline will calculate the Annual Subscription by multiplying the actual users entered into the Software by the applicable subscription item unit price, as amended from time to time, to yield the Actual Annual Subscription. Should the number of users on the Software change significantly during any Renewal Term, Frontline will recalculate the Actual Annual Subscription and render an invoice for the difference.
  4. Frontline reserves the right to increase any of the fees after the Initial Term, by providing at least thirty (30) days prior written notice of same to Customer.
  5. The Startup Cost, Annual Subscription and any other applicable fees do not include any local or state sales or use taxes, any assessment of which shall be paid by the Customer. Without limiting the foregoing, Customer shall promptly pay to Frontline any amounts actually paid or required to be collected or paid by Frontline pursuant to any statute, ordinance, rule or regulation of any legally constituted taxing authority. If the Customer claims tax exempt status or the right to remit taxes directly, the tax exempt number must be entered on the first page of this Agreement and the Customer shall indemnify and hold Frontline harmless for any loss occasioned by its failure to pay any tax when due.
4. **Software Assistance.** Frontline shall provide Customer with commercially reasonable: (a) assistance in the initial installation and setup of the Software, and (b) ongoing email assistance and emergency telephone assistance regarding the use of the Software during the Initial Term and any Renewal Term during normal EST business hours Monday through Friday with a four(4) hour response time; but: (i) emergency telephone assistance rendered by Frontline shall only be to Customer's Software Administrator; and (ii) Frontline shall not be required to provide "help desk" support for any questions or assistance that is not directly related to Software.
5. **Software Operation.** Customer acknowledges and agrees that it must properly enter data, information and confidential settings within the Software in order for the Software to operate properly. Customer shall be responsible to verify the accuracy of any of the Customer's data, forms, workflow and confidential settings entered on the Software. Frontline does not accept any liability, arising from the inaccuracy of scoring, completeness, use of or reliance on the information contained in the extract of data from web-based SaaS products procured under this Agreement.
6. **Software Administrator.** At all times, Customer must have an employee who has obtained the Software administrator certified training from Frontline and who is certified by Frontline as a Software administrator ("Software Administrator"). If the Software Administrator ceases to serve as such, Customer shall promptly, at its expense, have a new employee obtain Frontline Software administrator certification and be designated as a Software Administrator.
7. **Subscription Restrictions.**
  1. Customer shall not assign, transfer, pledge, sub-license or otherwise encumber or dispose of any of Customer's rights or obligations under this Agreement.
  2. The Subscription does not extend to any individual or entity not a party to this Agreement, any employees of Customer who are not either the Designated Users or the Software Administrator, or any business, school or operation acquired by Customer by merger, consolidation, purchase, operation of law or otherwise, unless Frontline agrees in writing to the extension or assignment of the Subscription. No right is granted for the use or access of the Software by any third party. A transfer of control or ownership of Customer shall be considered a prohibited transfer of Customer's Subscription.
  3. Frontline may assign this Agreement to any third party acquiring all or substantially all of Frontline's assets or stock.
  4. Information regarding Customer's users acquired by Frontline shall be confidential Aggregated data not relating to individual users of Customer acquired by Frontline in the course of performing this Agreement will be the sole property of Frontline.
8. **Integration.** In the event Customer integrates the Software and a third-party product or service, whether with or without Frontline's assistance, Customer understands and agrees: (a) that Frontline is authorized to provide Customer data to a specific third party or permit such third party to have access to Customer's data, as required to accomplish the integration services; and (b) Frontline is not responsible for, does not warrant, support, or make any representations regarding: (i) third-party products or services, (ii) Customer's data in the possession of third parties, including, without limitation, a third party's storage, use or misuse of Customer data, or (iii) Customer's uninterrupted access to a third party's services due to circumstances outside of the control of Frontline.
9. **Ownership of Customer Content.** Customer represents and warrants that it is the owner of the content it has selected for use in connection with the Software, or has obtained permission for such use from the owner of the content, including but not limited to, evaluation frameworks and/or rubrics uploaded into the Software. As to any content or data made available to Frontline, Customer represents that it has notified and obtained consent from all necessary persons (including but not limited to parents, students, teachers, interns, aides, principals, other administrative personnel, and classroom visitors), and has taken all other actions that may be necessary to ensure that use of the products, services, or related materials provided or produced hereunder complies with all applicable laws and regulations as well as school or district policies.
10. **Third Party Products.** Customer may elect to use ETS Classroom Video Library ("ETS"). ETS may contain links or other access to other third party products or services. Customer's use of any third party's products and/or services is at Customer's own risk, and subject to the ETS Terms of Use found on their website at: [http://www.etsvideo.mylearningplan.com/terms.html/#/](http://www.etsvideo.mylearningplan.com/terms.html#/). In the event of a conflict between this Agreement and any ETS agreement or the ETS Terms of Use, this Agreement governs.
11. **Indemnity.** Customer shall indemnify Frontline and its officers, directors, employees, and agents and hold them harmless from all claims, expenses, and losses arising from or related to use of content Customer has selected for use in connection with the Software.
12. **Limitation of Liability.**
  1. **THE MAXIMUM LIABILITY OF FRONTLINE, ITS EMPLOYEES, AGENTS, REPRESENTATIVES, ATTORNEYS, OFFICERS AND DIRECTORS, FOR ALL DAMAGES, CLAIMS OR LOSSES WHATSOEVER, INCLUDING THOSE RELATING TO ANY ERROR, FAILURE, MALFUNCTION, OR DEFECT OF THE SOFTWARE, ANY BREACH OF THIS AGREEMENT AND ANY NEGLIGENCE OR OTHER MALFEASANCE BY FRONTLINE SHALL NOT EXCEED THE AMOUNT OF FEES ACTUALLY PAID BY CUSTOMER TO FRONTLINE DURING THE PAST TWELVE (12) MONTH PERIOD.**
  2. Upon termination of this Agreement for any reason, the provisions of this Section shall survive termination and continue in full force and effect.
13. **Termination.**
  1. **Customer may terminate this Agreement within 30 days of signing. Should Customer terminate this Agreement within 30 days of signing, Customer will not be liable for the Startup Cost detailed in the Pricing Overview.**
  2. Customer may terminate this Agreement at any time, for any reason or no reason, on thirty (30) days prior written notice to Frontline. In the event Customer terminates this Agreement pursuant to this Section, Frontline shall be entitled to retain all monies received from Customer pursuant to this Agreement, to be paid for fees due up to the termination; and shall be relieved of further obligations to Customer. Frontline shall return to Customer, on a pro-rata basis, any fees paid in advance by Customer that were not earned as of the date of termination.
  3. Frontline may terminate this Agreement for any breach by Customer.
  4. Upon termination or expiration of this Agreement, Customer may request a copy of its data that is in Frontline's possession. Upon receipt of Customer's written request, data-scrambling techniques can be employed to remove Customer's, and their End User's, personally identifiable data stored in Frontline's products.
14. **Public Disclosure.** Customer grants to Frontline the right to publicly disclose the fact that Customer is using the Software, for Frontline's advertising and other promotional purposes.
15. **Copyright and Trademarks.** All intellectual property pertaining to the Software, including trademarks and copyrights, is and shall remain the sole property of Frontline and its affiliated companies.
16. **Entire Agreement.** This Agreement states the entire understanding reached between the parties hereto with respect to the subject matter contained herein and supersedes all prior or contemporaneous agreements, understandings, representations and warranties between the parties, and may not be amended except by written instrument executed by the parties hereto.

**SECONDARY ACADEMIC ASSESSMENTS**

**BACKGROUND**

As part of the school and district improvement process we continually evaluate our collection for analysis of student achievement data. Within our schools, we have implemented systematic common assessments that allow our staff team to routinely collect student achievement data. This data is utilized to plan individual student instruction, as well as, evaluate the effectiveness of our curriculum. When making important decisions such as this, it is critical to have multiple sources to compare data sets for consistent, reliable findings.

At our high schools we, again, would like to utilize the PSAT in the same pre/post format for grades 9 through 11. The state-sponsored SAT will serve as the post-assessment in grade 11. We believe this assessment is closer in alignment with our college and career ready culture, will prepare our students for the 11<sup>th</sup> grade college entrance SAT, and will position our students to reap greater benefits from scholarships.

**ENCLOSURE(S)**

College Board – PSAT fee structure.

**RECOMMENDATION**

Move to approve the purchase of the Secondary Academic Assessments as presented at a cost not to exceed \$18,810.00. This expenditure will be funded utilizing the 2016-2017 curriculum budget.

**MOTION:** \_\_\_\_\_ **SUPPORT:** \_\_\_\_\_ **ACTION:** \_\_\_\_\_

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

## Paying For the Test

Schools order tests and send payments to the College Board; students do not.

### Fees

Schools pay these fees:

- PSAT/NMSQT or PSAT 10 test books: \$15
- Unused test books: \$4 for each unused test book exceeding 20 percent of the total ordered
- International shipping surcharge: \$4 per test

### Fees

Fees are paid by schools. The cost to a student may be different if the school covers all or part of the cost. Students should check with their school to find out their test fees.

In 2016-17, the fee for PSAT/NMSQT and PSAT 10 test books is \$15 each

The 2016-17 fee for PSAT 8/9 test books is \$10 each.

Monroe High School and Orchard Center High School PSAT Order			
	9th Grade	10 <sup>th</sup> /11thGrade	Cost
PSAT 8/9	465		\$4,365.00
PSAT/NMSQT		1020	\$14,445.00
Total Test Cost			\$18,810.00

**POLICY AMENDMENT  
SECOND READING AND APPROVAL  
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 September 13, 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

**ADJOURNMENT**

**RECOMMENDATION**

Move to adjourn the September 13, 2016, Board Meeting #17.

**HAND VOTE**

MOTION: \_\_\_\_\_ SUPPORT: \_\_\_\_\_ ACTION: \_\_\_\_\_

TIME: \_\_\_\_\_