

# MONROE PUBLIC SCHOOLS



**BOARD MEETING #18**  
**September 27, 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 #18  
Tuesday, September 27, 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:		
• September 13, 2016, Special Work Session		
• September 13, 2016, Board Meeting #17		
2. <b>Reports and Updates</b>	Mr. Yeo	8
• Contracted Services Recommendations		
• September 19, 2016, Board Curriculum Committee Meeting Minutes		
3. <b>Clerical Appointment</b>	Mrs. Everly	12
Move to approve the appointment of Johna Szakovits as a secretary with Monroe Public Schools effective October 3, 2016, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		
4. <b>Teacher Appointment</b>	Mrs. Everly	14
Move to approve the appointment of _____ as a teacher with Monroe Public Schools effective _____ and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		
5. <b>Monroe Middle School – Overnight Field Trip</b>	Mrs. Everly	15
Move to approve the attendance of a group of Monroe Middle School 8 <sup>th</sup> grade students to Washington D.C. and New York City. This trip will be in accordance with board policies for field trips and excursions.		
6. <b>Superintendent’s Comments</b>	Dr. Martin	

- |   |         |    |
|---|---------|----|
| 7. <b>Old Business</b>                  | Mr. Yeo |    |
| 8. <b>New Business</b>                  | Mr. Yeo |    |
| 9. <b>Public Commentary – Any Topic</b> | Mr. Yeo |    |
| 10. <b>Adjournment</b>                  | Mr. Yeo | 32 |
- Move that the September 27, 2016, Board Meeting #18 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**

- September 13, 2016, Special Work Session Minutes
- September 13, 2016, Board Meeting #17 Minutes

**RECOMMENDATION**

Move to approve the following minutes as submitted:

- September 13, 2016, Special Work Session
- September 13, 2016, Board Meeting #17

**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, September 13, 2016  
**5:30 p.m.**

**MINUTES**

**Roll Call and Call to Order**

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

Board Members Absent: None

Administrators Present: Barry Martin, Julie Everly, Katherine Eighmey, Jerry Oley (arrived at 6:43), Lisa McLaughlin, and Cindy Flynn

Administrators Absent: David Payne

Others Present: Joe Hammond

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

**Additional SRO**

At the August 1, 2016, Personnel Committee meeting, the group discussed adding another district police liaison officer. The purpose of this Special Work Session was to present the information to the whole board.

Mrs. Everly explained that the idea was developed by looking at data from a number of behavioral incidents and end-of-year debriefing with administrators and members of the social/emotional team. There was a lot of discussion about police liaisons having very little time to be proactive with our younger students and their families. The SROs helped with attendance issues, but only after a pattern was established. This led administrators to wonder if an SRO spent a majority of his time in our elementary buildings with clear and measurable goals, would there be a reduction in behaviors we see at the secondary level, and also change the perception of law enforcement in general.

Currently, Officer Winsjansen is stationed at Monroe Middle School and on call for Orchard, Manor, and Arborwood Campus. Officer Hammond is at Monroe High school and is responsible for Custer, Raisinville, and Waterloo.

Officer Hammond shared some stats from the last two school years. He indicated that when he's not writing police reports, he spends a great deal of time doing interventions in the cafeteria and hallways, and when he receives information about things that may happen, he intervenes in those situations. Some teachers have asked him into their classroom to speak on certain topics; he has done cyber bullying presentations for PTOs; and he is scheduled to provide ALICE training at Raisinville. However, it is difficult for him to be out of the building for any length of time during the school day. One of his goals when he started this position was to spend time in the elementary buildings, but has since realized it's not possible. Another positive aspect of having an SRO in the elementary buildings is that it would become part of the norm for parents and students to see him/her there, not just when there is a problem.

Dr. March suggested dividing the schools more equally to provide Officer Hammond additional time in the elementary buildings. Mrs. Everly said it would be problematic to have Officer Hammond out of the high school on a routine basis.

Mrs. Flynn talked about the relationships Officer Winsjansen builds with the middle school students and the support he provides to the social/emotional team. In addition, he spends time at Orchard, and he recently provided assistance to the crossing guards at Arborwood. However, something major usually happens when he's out of the building.

The responsibilities of the school climate liaison are to monitor student attendance and the climate initiatives for the school improvement plan. Mr. Bunkelman doesn't see a need for police presence in the elementary buildings when we have climate liaisons there to identify the problem before police presence is needed. Mr. VanWasshenova suggested adding more climate liaison positions in the elementary buildings instead of an additional SRO. Several board members expressed concern over the cost of adding an SRO.

A situation was shared when a police presence was needed in an elementary building and the response time was 45 minutes. If there was an elementary SRO, the response time would be drastically reduced. There are times when you have to buffer between an irate parent and a parent who is there reading to kids. The frequency of this occurrence, and the number of students being exposed to it, is creating quite a dynamic. Mr. Bunkelman asked if an authoritarian position would reduce these situations, or would restructuring the social/emotional support team be the answer. Mr. Yeo said the Board wants to provide what is necessary, but is struggling with the cost.

Mrs. Flynn said the middle school uses a team approach, and Officer Winsjansen becomes part of the team when it becomes a police matter. Investigations at the middle school typically take a great deal of time. Having the SRO in the building is a deterrent for poor behavior. Consequently, the tone of the building is different when he's not present.

In light of tonight's discussion, there are key issues that need to be addressed. Mr. VanWasshenova feels the safety issue is different than the proactive aspect.

Dr. Martin stated that the climate liaisons and student service providers are vital to our operation. They have been able to identify situations before they happen and have built relationships with students and their families, but we need to have the legal resource as well. Our community is changing significantly, and we need to do something to show our kids they have choices. Our current SROs don't have time to provide that service, but if we added an additional person, he could work with those students to let them know they do have other choices. We want to be proactive, but we don't want the perception that our buildings are unsafe.

### **Adjournment**

Motion by Mr. Bunkelman; support by Dr. March that the 5:30 p.m., September 13, 2016, Special Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 7:10 p.m.

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**Ryan Philbeck, Secretary**

# MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #17

September 13, 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, Parliamentarian Dr. Tedd March, Trustee Matthew Bunkelman, Trustee Floreine Mentel, and Trustee Cynthia Taylor

Board Members Absent: None

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

Administrators Absent: None

President Yeo called the meeting to order at 7:14 p.m.

### **Public Commentary-Agenda Items Only**

There was none at this time.

### **Approval of Minutes**

Motion by Mr. VanWasshenova; support by Dr. March to approve the minutes of the following meeting as submitted:

- August 23, 2016, Board Meeting #16

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

### **Reports and Update**

The Contracted Services Recommendations report was received. Mr. VanWasshenova asked if we could have a workshop to discuss the contracted services employees, and especially the turnover rate of the social-emotional support personnel. Before having the workshop, Dr. Martin would like to gather some data to see if there's a trend with these employees. We will tentatively schedule the workshop for October 11.

### **Staff Resignations**

Motion by Mrs. Taylor; support by Mrs. Mentel to approve the resignations from Monroe Public Schools of Nicole Antolak, Keith Hanlon and Katie Worosz effective August 30, 2016.

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

### **Consent Agenda – Teacher Appointments**

Motion by Mr. VanWasshenova; support by Mrs. Taylor that Agenda Items C.5 – C.9 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

- C.5 **Teacher Appointment** – 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.
- C.6 **Teacher Appointment** – 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.
- C.7 **Teacher Appointment** – 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.
- C.8 **Teacher Appointment** – 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.
- C.9 **Teacher Appointment** – 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.

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

### **Frontline Professional Growth Software**

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

Discussion: Mr. Bunkelman asked if we will have to pay the MLP Oasys and the Elevate annual subscription fees of \$15,000 every year. Mrs. Everly said there will be a renewal cost every year, just as there was with TalentEd. A portion of this will be dependent upon the number of new administrators, and once the administrators are trained, there will not be a reoccurring cost. Mrs. Taylor asked why we are switching programs. Mrs. Everly said we haven't been happy with TalentEd since its adoption four years ago. Our teachers and administrators found TalentEd to be very cumbersome. Frontline will interface with PowerSchool and sync every 24 hours, which will eliminate the task of manually loading staff every year.

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

### **Secondary Academic Assessments**

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

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

### **Board Policy Amendment – 2<sup>nd</sup> Reading and Approval**

Motion by Dr. March; support by Mrs. Mentel to approve Board Policy 8351 Suspensions or Expulsions Required by Statute as amended effective September 13, 2016.

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

### **Superintendent Comments**

We have completed the fifth day of school today and things appear to be running smoothly. After some last minute additions, we have a full teaching staff and our curriculum is in place. The buildings are in excellent condition. Students have been arriving at school on time and have been getting home safely. Technology is moving forward with the Chromebook distribution and other curricular support systems, as well as the new phone system.

Monroe Township Clerk Bob Schnurr and Monroe City Clerk Michele LaVoy will be at MHS during the lunch hour on September 27 to register eligible students to vote in the presidential election. In addition, Mrs. LaVoy will make registration stops at Orchard Center High School and the Learning Bank.

This Thursday, the Monroe High School Marching Band and Monroe High School Orchestra make their tour through our five elementary schools. The visit coincides with the decision elementary students and their families will make about being involved in music and learning an instrument. The orchestra and the marching band will play various tunes as the elementary children gather outside in parking lots and playgrounds to listen. The MHS cheerleaders are also at each stop to keep the spirit up among the kids.

Last Tuesday, Bess the Book Bus from Tampa, Florida, came to Arborwood, sponsored by the local Citgo gas stations in Monroe. When "Bess" visited, students attended a short assembly where they were encouraged to read and learned how much fun it could be to read. At the end of the short talk, every one of our Arborwood kids from kindergarten through second grade were allowed to go onto "Bess" and select a book for free.

Homecoming events start next Monday at Monroe High School. The week culminates with the homecoming football game on Friday, September 23, where the king and queen and prince and princess will be announced. They will preside over the homecoming dance the next night, September 24, at Monroe High School.

Hats off to the Athletic Department and Monroe Football Mothers group for a wonderful Military Appreciation Night which was held at last Friday's football game. It was a very moving tribute and a wonderful job by everyone involved.

### **Old Business**

Dr. March asked why the three teachers resigned. Mrs. Everly stated that Nicole found a job in her home district; Keith's family relocated; Katie found something closer to her home; and all three saw increases in pay.

Mr. Yeo complimented all who were involved in getting the lights up and going at Bunkelman Field. He has received many positive comments.

### **New Business**

There was none at this time.

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

There was none at this time.

### **Adjournment**

Motion by Mr. VanWasshenova; support by Mrs. Mentel that the September 13, 2016, Board Meeting #17 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 7:36 p.m.

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**Ryan Philbeck, Secretary**

**ACCEPTANCE OF REPORTS AND/OR COMMITTEE REPORTS**

**REPORTS AND/OR COMMITTEE REPORTS**

- Contracted Services Recommendations
- September 19, 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**

BJ Hoppe has been chosen for the Girls Diving Coach position.  
Garrett Gilliam has been chosen for the JV Boys Tennis position.

**SOCIAL-EMOTIONAL SUPPORT TEAM**

Kent Brinson Jr. has been chosen for the Post-Secondary Planner role at Monroe Middle School. He began in that assignment on September 22<sup>nd</sup>. He vacated a school climate liaison position at MHS.

Levi Phillips has been chosen for the Arborwood School Climate Liaison position. He began in this assignment on September 19<sup>th</sup>.

**TECHNOLOGY SUPPORT TEAM**

Nichole Simon has been chosen for an Entry Level Tech/Help Desk/Mail Run position, she will start on September 28, 2016.

Garrett Gilliam has been chosen for the Mail Run position, he will start on October 4, 2016.

**ANCILLARY SUPPORT**

Amanda Poore has been chosen for the Technology Liaison position at Monroe Middle School. She began in this assignment on September 19<sup>th</sup>.

Kyle Bryant has been chosen for the In-House Suspension Liaison position at Monroe Middle School. He began in this assignment on September 19<sup>th</sup>.

## Monroe Public Schools Board Curriculum Committee



**Date of Meeting:** September 19, 2016  
**Next Meeting:** October 17, 2016

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- 1) **Call to Order:** Call the meeting to order at 5:08
- 2) **In Attendance:** Julie Everly, Barry Martin, Larry VanWasshenova, Holly Wallace
- 3) **Public Commentary:** None
- 4) **School Startup:** Julie Everly reported that the beginning of the school year has brought some interesting information forward! On Friday, we reviewed the enrollment numbers for the elementary buildings and realized we need to hire a teacher. With hiring one additional teacher, we will be able to relieve 9 overloads at Arborwood.
- 5) **District and School Improvement:** Julie Everly stated that the administrators are studying the MIExcel Blueprint for Rapid Turnaround to increase student achievement. In the districts that have seen a rapid increase in student achievement, they have noted that the central office administrators are very involved. Conversations are created when everyone is analyzing data, defining goals, looking at research, brainstorming strategies, and creating the action plan. One of the many suggested tools is using email and using it in a more direct way. In the subject line stating what information you need, whether it is for your information or if a response is needed.

Much of what the framework recommends, we already have in place. Currently, we are using this as a tool to audit our programs while checking to see if we can do better. We also want to be certain we are not totally out of line with their recommendations.

Holly Wallace shared some of the great ways teachers, coaches, and principals are using Schoolzilla. With all of our data collection and engaging in the data protocol, we are very optimistic with the feedback regarding the ease of use for Schoolzilla.

The student pre and post assessment data is available in Schoolzilla. There are several different ways to view this information. A principal has the option to view their whole school and compare students by grade level or in the individual classrooms. They also have the option to drill down with an individual student and look at them more closely. Teachers can look at the individual students or at their classroom as a whole. Schoolzilla has indicators that are different colors that represent the scores for the pre/post assessment scores.

Once a teacher has the information for the pre/post assessments in PowerSchool, it is available in Schoolzilla the next day. The principals can see their whole building and all the data entered.

The MStep report is also available. The data can be looked at in different ways by the district, individual school, or even student leveled data. The PSAT and SAT test results will also be available in Schoolzilla.

Another tool that is available in Schoolzilla is the Common Assessment chart, which will provide all of the students' assessment data for each year. Teachers and principals can look at each year of data that we have, as well as the current year information.

- 6) **Old Business:** Julie Everly and Holly Wallace have been collaborating on the Student Growth Performance Enhancement Pilot. The details of this project will be forthcoming.
- 7) **New Business:**
- 8) **Adjournment:** Julie Everly adjourned the meeting at 5:46

**CLERICAL APPOINTMENT**

**BACKGROUND**

On behalf of the administration and the interview panel I am recommending the appointment of Johna Szakovits as Classification II Secretary with Monroe Public Schools. Ms. Szakovits will be assigned as a secretary at Fenmoor/Operations for the 2016-17 school year.

Ms. Szakovits has a high school diploma and took business coursework at Owens Tech College and the University of Toledo. She also holds her Work Keys testing. Ms. Szakovits was most recently employed as a Paraprofessional/Administrative Assistant with Bedford Public Schools.

Members of the interview panel were: Jerry Oley, Director of Operations; Frank Henry, Transportation Supervisor; Ryan Walentowski, Principal; and Kahlene Stotts, Secretary.

**ENCLOSURE(S)**

Resume

**RECOMMENDATION**

Move to approve the appointment of Johna Szakovits as a secretary with Monroe Public Schools effective October 3, 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	_____	_____	_____	_____

Johna S. Szakovits



**Objective:**

I would like to obtain an administrative assistant, secretarial or paraprofessional position in an office or school setting.

**Employment History:**

**Bedford Public Schools  
Temperance, MI  
9/2008 - present**

**Paraprofessional/Admin. Assistant**

Assist the students with the instructional activities as planned by the teacher. Performed classroom record keeping, organizing of materials, and preparing instructional materials.  
\*Substitute Secretary, Door Monitor, Playground and Lunchroom Aide

**Anthem Blue Cross and Blue Shield  
Toledo, OH  
8/1996 - 11/2001**

**Quality Improvement Specialist**

Perform office visits for Physician in the Northwest Ohio Region for renewal of credentials.

**Blue Cross and Blue Shield of Ohio  
Toledo, OH  
1/1986 - 11/1995**

**Customer Service Rep/Claims Adjustor**

As a customer service representative, I answered question from members regarding claims. As a claims adjustor, I adjusted claims that were paid with errors.

**Education:**

Diploma  
Major: Business  
Roy C. Start High School  
OH

Major: Business  
Owens Tech College  
OH

Major: Business  
University of Toledo  
OH

Work Keys Test

**Honors and Activities:**

Vice President of Bedford Football Moms Association. Treasurer of Bedford T-Bird Football/Cheer. Involved with Monroe Road Elementary PTA.



**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 an elementary teacher for the 2016/17 school year.

Members of the interview panel were: Steve Pollzzie, Principal; Andrea Wylie and Michael Buckley, Teachers; Andrew Hoppert and Megan Angerer, Deans of Students.

**ENCLOSURE(S)**

Resume

**RECOMMENDATION**

Move to approve the appointment of \_\_\_\_\_ as a teacher with Monroe Public Schools effective \_\_\_\_\_ 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	_____	_____	_____	_____

**MONROE MIDDLE SCHOOL  
 WASHINGTON D.C. and NEW YORK CITY  
 OUT OF STATE OVERNIGHT TRIP**

**BACKGROUND**

Monroe Middle School Principal, Cindy Flynn, would like to petition the Board of Education for permission to escort a group of eighth grade students to Washington D.C. and New York City. The group will leave on Thursday, May 18, 2017, and return to MMS on Sunday morning, May 21, 2017. The travel plans have been arranged through Corporate Travel of Dearborn Heights, Michigan.

Monroe Public School funds will not be used to defray the cost of this trip. The students will have fund raising opportunities and there will be the possibility of scholarships for students from donations.

**ENCLOSURE(S)**

Monroe Public Schools – Abbreviated Field Trip & Excursion Check List Form along with the complete itinerary from Corporate Travel Service, Inc.

**RECOMMENDATION**

Move to approve the attendance of a group of Monroe Middle School 8<sup>th</sup> grade students to Washington D.C. and New York City. This trip will be in accordance with board policies for field trips and excursions.

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

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

# Monroe Public Schools Field Trip Information Form

Date of Trip: 5/18/17-5/21/17

Grade/Team/Organization Making Request: 8<sup>th</sup> Grade Class Trip

Destination: Washington DC/NYC

Address: 503 Washington St.

City: Monroe State: MI Zip: 48161

Means of Transportation: Hired Motorcoach

Number of Students and Adults Involved: Range of 100 to 200, 2 buses to 4

Exact Loading Location: 6<sup>th</sup> Street side at Monroe Middle School

Estimated Time of Departure: 5:00 am 5/18/17

Estimated Time of Departure from Destination: 10:00 pm 5/20/17

Expected Time of Arrival: 9:00 am 5/21/17

Purpose of Trip: To enhance the context and depth of the Monroe Middle School Social Studies curriculum.

Faculty Supervisor: Kevin Pilgrim

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

Principal's Signature: Cindy Reynolds Date: 9-12-16

Approved  Denied

Assistant Superintendent's Signature: [Signature] Date: 9-15-16

Approved  Denied

# MONROE PUBLIC SCHOOLS

## ABBREVIATED FIELD TRIP & EXCURSION CHECK LIST FORM

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

### FIELD TRIP DESCRIPTION:

Destination and Description of Trip:

The intent of the Monroe Middle School 8<sup>th</sup> Grade  
Class trip to Washington DC / NYC is  
to help students develop context for our  
legislative and financial centers.

School(s): Monroe Middle School

Chaperones: Kevin Pilgrim James Drew

Additional names will be added as  
demand requires.

We strive for 1 to 4 chaperones to student ratio.

Method of Transportation: Hired Motorcoach

Date of Departure: 5/18/17

Time of Departure: 5:00 am

If overnight, number of nights: 3

Date of Return: 5/21/17

Time of Return: 9:00 am

Number of Students Participating: And Parents: 100 to 200

Number of Staff Supervising: 4 to 8

Number of Other Adults Assisting: 25 to 50

Number of School Days Student will be Attending Trip: 2

Cost Per Child: \$ 599

Cost Per Chaperone: \$ 649

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes

No

Chaperones: Yes

No

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

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

Updated: 09/12/06

# TOUR ITINERARY



## EDUCATIONAL TOURS BY CORPORATE TRAVEL

NAME OF SCHOOL: Monroe Middle School  
DESTINATION: Washington, DC and New York City  
START DATE OF TRAVEL: May 18, 2017  
END DATE OF TRAVEL: May 21, 2017

This Itinerary is tentative.

### May 18, 2017 (Thursday)

04:30 a.m. Motor coaches report for boarding at Monroe Middle School,  
503 Washington, Monroe MI  
05:00 a.m. Depart school and drive to Washington, DC  
Stop in Shanksville to visit the Flight 93 Memorial  
Lunch included using \$10.00 cash allowance en route  
05:00 p.m. Dinner included at Vie de France  
06:00 p.m. Meet your guides for an illuminated tour of Lincoln, Vietnam, Korean,  
and WWII memorials  
09:00 p.m. Depart for hotel  
09:45 p.m. Check in at Dulles area hotel  
10:00 p.m. Security on duty

### May 19, 2017 (Friday)

07:00 a.m. Bus 1 & 2 -Breakfast included at the hotel  
07:30 a.m. Bus 3 & 4 – Breakfast included at the hotel  
08:10 a.m. Depart hotel for Washington, DC  
09:15 a.m. White House photo stop  
10:00 a.m. Visit the Smithsonian Museums or National Archives (public viewing line). Lunch  
included using \$10.00 cash allowance while at the Smithsonians.  
12:00 p.m. Visit the Library of Congress  
12:40 p.m. Take the tunnel to the Capitol Visitors Center  
01:00 p.m. Begin your tour of the U.S. Capitol  
02:00 p.m. Photo stop at the Supreme Court  
02:30 p.m. Meet your guides  
03:45 p.m. Tour Arlington National Cemetery  
05:30 p.m. Visit the 911 Memorial  
06:00 p.m. Dinner at the Pentagon City Mall using \$10.00 cash allowance  
07:00 p.m. Begin your Illuminated tour of Monuments.  
Tour to include FDR, Jefferson, and MLK Jr memorials.  
09:00 p.m. Depart for Hotel.  
09:45 p.m. Arrival at Hotel.  
10:00 p.m. Security on duty.

**May 20, 2017 (Saturday)**

06:30 a.m.	Bus 1 & 2 - Breakfast included at the hotel
07:00 a.m.	Bus 3 & 4 – Breakfast included at the hotel
07:30 a.m.	Check-out of hotel Please bring your luggage to the motor coaches
08:00 a.m.	Departure for New York City Lunch included using \$10.00 cash allowance en route
02:30 p.m.	Arrival time in New York City, meet your local certified guides for your afternoon NYC highlights sightseeing tour
06:30 p.m.	Boarding begins at the Chelsea Pier for your dinner cruise
07:00 p.m.	Dinner cruise begins on The Spirit of New York
10:00 p.m.	Depart for School Rest stops made en route

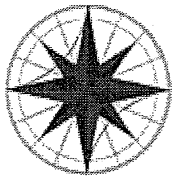
**May 21, 2017 (Sunday)**

09:00 a.m.	Arrival time at Monroe Middle School.
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(B, L, D) Indicates included meals: breakfast, lunch and dinner.

Special Notes:

- Please attach luggage tags to your luggage. You are responsible for transporting your luggage at the hotel.
- You will be given a wristband which is to be worn during the entire tour. It provides you with an emergency number should you get separated from your group.
- Please know that we have every expectation of visiting all sights listed. Sometimes unexpected circumstances cause delays such as weather, long lines at sights, motorcades, dignitary visits, etc.



# CORPORATE TRAVEL

August 1, 2016

Monroe Middle School  
Kevin Pilgrim  
503 Washington St  
Monroe, MI 48161

RE: Overnight Motor coach Tour Agreement

Dear Mr. Pilgrim,

Thank you for selecting an educational tour from Corporate Travel Service. We are grateful you have allowed Corporate Travel Service, a Michigan based company and a member of SYTA (Student Youth Travel Association), the opportunity to operate your planned student tour. Our entire staff looks forward to serving you in a caring and professional manner.

The information below serves as the final agreement for your tour to Washington, D.C. and New York City.

**Dates of Travel:**            **May 18-21, 2017**

**Inclusions:**

- Round trip deluxe motor coach transportation
- Two night accommodations at a Dulles area hotel
- Two full American breakfasts at the hotel
- Two lunch cash allowances of \$10.00 each
- One boxed lunch
- One dinner at Vie de France
- One dinner cash allowances of \$10.00 each
- One evening dinner cruise with DJ aboard the Spirit of New York
- Stop en-route – Flight 93 Memorial / Shanksville
- Two ten-hour sightseeing tours of Washington, D.C. with licensed step-on guide
- Four-hour sightseeing tour of New York City with licensed step-on guide
- Wreath for presentation at Arlington – school to obtain appointment
- Security each evening – 10:00 p.m. – 4:00 a.m., one security guard per motor coach
- Services of two Corporate Travel Tour Managers beginning and ending at Monroe Middle School
- Gratuities to step on guides and motor coach drivers
- 24-Hour Emergency number provided to all participants on tour (wristband)

**Supplement:**

You have elected to include a school supplement of **\$20.00** per person. These funds will be used to cover outstanding student occupancy balances and school incidental expenses such as t-shirts, teacher substitutes, etc. Most schools elect to take this option to cover forced triple or double occupancies, that is, those that are not elected on the reservation form by the participant but are required due to an uneven number of male and female students not evenly fitting into quad occupancies. Any balance of funds collected and not needed to cover these triple and double occupancies will be returned to the school after the trip is paid in full.



\* Overnight tour prices are per person according to room type and are determined with the final rooming list from your school: a "Single" room is one person in a room with one bed, a "Double" is two persons in a room with two beds, a "Triple" is three persons in a room with two beds, and a "Quad" is four persons in a room with two beds. There is an additional fee for rollaway beds in any room type. Rollaway beds are subject to availability.

Please initial: \_\_\_\_\_

**Tour Manager:**

Your tour prices listed above *do* include (2) CTS Tour Managers.

\* Tour Managers: Our tour manager will meet your group at your school and remain with you until the tour returns. By signing this agreement you agree that the sole responsibility of the tour manager is to accompany your school and coordinate details of the itinerary with the suppliers at the destination, e.g. confirming arrival and departure times. The tour manager acts solely as a liaison between the group and the various attractions and suppliers at the destination to ensure as smooth a travel experience as possible. The tour manager will assist with: arrival and departure procedures at each attraction and destination, monitoring the service quality of the tour, and in the event of an emergency, coordinating appropriate action including seeking instruction from the main office. By signing this agreement you agree that the tour manager is not a chaperone and is not in any way responsible for ensuring the health or safety of any individual traveler on this tour.

\_\_\_\_ I have elected not to include a tour manager on our tour and understand that I will be provided with a contact sheet providing emergency contact numbers, as well as contacts for each included aspect of the tour.

Please initial: \_\_\_\_\_

**Overnight Hotel Security:**

Overnight hotel security is included in your package. Unless specified otherwise, there will be one security guard for every motor coach. The security guard(s) will be on duty from approximately 10pm to 4am each night.

Please initial: \_\_\_\_\_

**Swimming at Hotel Pools:**

Some hotels utilized on the trip have swimming pools. Some hotels provide lifeguards for certain hours and some do not provide them at all. On some occasions, your school or group provides a lifeguard for some hours. Under no circumstances may a minor swim in a hotel pool when a lifeguard is not physically present at the pool. Any such swimming is a violation of the contract with Corporate Travel Service and is completely at the sole risk of the traveler. Corporate Travel Service is not responsible for death or injury occasioned while a minor is utilizing a hotel pool or pool facilities, whether or not a lifeguard is present.

Please initial: \_\_\_\_\_

**Complimentary Tours:**

Corporate Travel will provide 1 complimentary tour for every 15 paying passengers; the sixteenth (16<sup>th</sup>) passenger travels at no cost. The complimentary tours are based on double occupancy with two (2) passengers sharing the room. Those electing single occupancy will be charged an additional fee.

**Tour Cost:**

	Quad Occupancy	Triple Occupancy	Double Occupancy	Single Occupancy
Price per person	\$599.00	\$629.00	\$689.00	\$859.00

All rates are based on a minimum of 48 paying passengers per motor coach (4). If your group falls below the minimum number a charge of \$242.44 will be assessed for each empty seat. Rates are subject to change.

**Payment Schedule:**

Please know that proposed inclusions are subject to availability at the time we receive your deposit. If an inclusion is not available, we will suggest suitable alternatives.

<b>First Payment: *</b>	\$175.00 per person due on or before 12/01/16
<b>2nd Payment:</b>	\$175.00 per person due on or before 02/17/17
<b>3<sup>rd</sup> Payment:</b>	\$175.00 per person due on or before 3/19/17
<b>Final Payment:</b>	Due on or before 4/18/17

\*Final/Late Payments: We are unable to accept personal checks in our office after April 18, 2017. We will accept cash, school checks, bank checks, and money orders only. Payments must be prompt in order for us to meet obligations with our suppliers. Late payments may result in space being cancelled and cancellation fees being assessed. Payments received after final due date will incur a \$20 late fee.

**Note:** All fundraising monies and donations must be received no later than **60 days** prior to departure. Any money received afterwards may not be reflected on final invoices and any refunds due as a result will be mailed after the trip returns.

**Form of Payment:**

Checks may be made payable to Corporate Travel Service, and mailed directly to Corporate Travel with the appropriate reservation forms by the first scheduled payment deadline. There is a \$25 bank fee for all returned checks. Note: In order to accurately identify payments, please mark the name of the student on each check. **NOTE: With this option, all fundraising monies must be submitted to Corporate Travel with a list of participants, and the amount to be applied to their account no later than 90 days prior to departure.**

**Booking Methods:**

- Online booking: [www.ctscentral.net/booking](http://www.ctscentral.net/booking) - Trip Code #11898 & Group Code #1944
- Reservation forms: forms must be completed with full legal name. Passengers 16 years and older may be required to present government issued photo identification at some attractions. Incomplete reservation forms will be returned and reservation will not be confirmed until complete information is submitted.

Note: everyone traveling must register, including teachers, staff members, and chaperones. Complimentary passengers need to fill out a reservation form

**Rooming List and Bus Manifest: Group Leader Portal**

Rooming list and bus manifest must be submitted via your dedicated group leader portal no later than March 19, 2017. It is your responsibility to clearly communicate any special requests and/or requirements e.g.: adjoining rooms, mobility impairment, dietary restrictions with your dedicated account manager. Please be aware that we will make every effort to accommodate your requests, but special arrangements cannot always be guaranteed. *As of this year, we are mandating no room list changes after May 11, 2017, one week prior to departure.*

**Cancellation Policy:**

All cancellations must be received in writing. Penalties will be per the fax or postmark date.

From date of deposit to 1/18/17	<b><i>\$50.00 per seat Administrative Fee</i></b>
From 1/19/17 to 2/17/17	<b><i>\$179.70 penalty per seat</i></b>
From 2/18/17 to 3/19/17	<b><i>\$359.40 penalty per seat</i></b>
Cancellations received less on or after 3/20/17	<b><i>No Refund.</i></b>

**Note:** Corporate Travel reserves the right to cancel any reservation if payments are not made according to the payment schedule. A \$25 fee will be assessed to any reinstated reservation.

**Cancellation Insurance:**

Travel Insurance is optional, but highly recommended. The cost varies with the price of the trip and age of the traveler. Insurance covers many aspects of travel, including trip cancellation and medical coverage. It must be purchased within 14 days of depositing on your trip to get the best coverage. Please call Travel Guard International, toll free at 1-877-248-8992 to purchase. Give the operator ID #23611545. Ask for the policy with "Cancel for Any Reason" coverage.

**Special Request:**

In the 2016-2017 school season, we are requesting a cell phone number for the head chaperone. This will be given to the motor coach company as well as an "on call" Corporate Travel staff member allowing an open line of communication on the day of departure. Cell phone number: \_\_\_\_\_

**Deviating Passengers:**

In order to insure the safety of passengers and a quality touring experience, deviating passengers are prohibited. All travel must be as a group via the air and motor coach arrangements made by Corporate Travel Service. *We cannot be responsible for persons following in a car or meeting the group at the destination.*

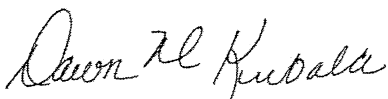
**Final Documents:**

Final documents are generally ready (2) weeks prior to trip departure date and will be released to the group when account is in good standing.

Thank you for booking with Corporate Travel Service, Inc. *Please sign and date below to acknowledge your approval of the above terms, conditions, and inclusions. Return a copy of this signed contract by August 15, 2016, to hold confirmed space.*

Corporate Travel Representative:

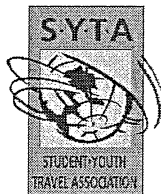
Group Leader/Teacher:



Dawn Kubala  
Educational Tour Consultant  
Date: 8/1/16

Kevin Pilgrim  
Monroe Middle School  
Date: \_\_\_/\_\_\_/\_\_\_

cc: Ops File/AJR  
Educational Tour Consultant



## DC/NYC 2017 8th Grade Field Trip required documents/information:

### **Full Compliance with Board of Education Policy IICA - Field Trip & Excursions Forms:**

Attached to field trip request

### **Signed parent permission forms for each student participant (IICA - FI)**

Parent registration form provided by Corporate Travel attached to request.

### **Field Trip Permission Forms (F-II)**

Medical Release Form provided by Corporate Travel. Document attached to request.

### **Compliance with Educational Academic Field Trip regulations - Standard Practice Bulletin I-11**

Yes

### **Written request to appropriate building principal**

Documents submitted and will be signed by time of board approval

### **Written description of field trip to parents AND Detailed itinerary:**

Itinerary provided by Corporate Travel attached to request.

### **Written approval by building principal**

Signature provided on attached trip application

### **List of approved chaperones**

Monroe Middle School educators Kevin Pilgrim and James Drew are currently on the list to chaperone. Two additional Monroe Middle School staff members will be added to the list for each bus that is added to the trip. The number of busses taken will be determined by the number of students/parents signed up for the trip. Parents signing up for the trip must pay for the trip and pass the criminal background check.

### **Identification of funding source**

All trips will be funded by Monroe Middle School parents

### **Signed private vehicle use (for transporting students - EEAE-F-3)**

NA

### **Description of arrangements made for students with financial hardship**

This will be dealt with on a case by case basis. Scholarships will be pursued throughout the trip planning process.

**All necessary signed contracts/agreements with participating travel agents**

Corporate Travel contract for this trip has been attached to this request

**Emergency telephone numbers for all participants**

All numbers will be gathered as permission slips/parent applications are turned in

**Description of this trip and congruency with course curriculum**

The intent of the Monroe Middle School 8th Grade class trip to Washington DC/NYC is to help students develop context for our legislative and financial centers.

**Emergency Contingency Plan included, if method of transportation is flying**

NA

**Turn in Criminal History forms, on non-staff chaperones, to the Superintendent's Office prior to any deposits being made to any travel agent.**

Criminal History Forms will be submitted to the superintendent's office as they are collected.



Medical Release Form

Student's Name: \_\_\_\_\_

Parent/Legal Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #s: Home: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Work: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Cell: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Other: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

List all Known Medical Conditions, Including food allergies and/or drug allergies.
Medical Conditions:
Allergies:

Please Note: ANY medications taken by your student on this trip must be accompanied by a doctor's note. This includes all over-the-counter medications.

In an Emergency, please contact: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Phone #s: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Or contact: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Phone #s: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_



Physician's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #s: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Primary Insurance Company: \_\_\_\_\_

Phone #s: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Billing Address: \_\_\_\_\_

Policy Holder's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

ID #: \_\_\_\_\_ Group/Policy: \_\_\_\_\_

**Statement of Consent:** (To be signed in the presence of a legalized notary public.)

In the event of an emergency or non-emergency situation requiring medical treatment, I, \_\_\_\_\_, hereby grant permission for any and all medical attention to be administered to my child, in the event of an accidental injury or illness, until such time as I can be contacted. This permission includes, but is not limited to, the administrations of first aid, the use of an ambulance, and the administration of anesthesia and/or surgery, under the recommendation of qualified medical personnel.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notarization:**

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

personally appeared before me in \_\_\_\_\_ County ( in the state of \_\_\_\_\_)

and, in my presence, signed this medical release form.

Name of Notary Official: \_\_\_\_\_

Signature: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

Monroe Public Schools

Medication Authorization – (Temporary)

Student Name: \_\_\_\_\_ Grade/Team: \_\_\_\_\_

Parent's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Attending Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Physician's Address: \_\_\_\_\_

To be completed by physician:

Name of Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_

Time of Administration: \_\_\_\_\_

Anticipated Duration: Start date: \_\_\_\_\_

Stop date: \_\_\_\_\_

Possible Side Effects: \_\_\_\_\_

<b>INHALERS:</b>	<b>EPIPENS:</b>
Student may carry inhaler _____	Student may carry epipen _____
Student may NOT carry inhaler _____	Student may NOT carry epipen _____
<b>**STUDENTS THAT CARRY INHALERS AND/OR EPIPENS MAY NOT BE SUPERVISED DURING ADMINISTRATION**</b>	

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<p>I hereby request that my child be administered his/her prescribed medication by authorized personnel. I understand the medication will be administered exactly as per the instructions of my above named physician. I further agree that you may contact the physician who prescribed the medication and I hereby authorize him/her to release to the school officials any and all information concerning my child's condition and/or treatment.</p> <p>Parent/Guardian Signature: _____ Date: _____</p>
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\*\*Controlled substances such as Ritalin, Adderall, Concerta, etc. must be picked up by parents \*\*

\*\*Medication MUST be in its' ORIGINAL container\*\*

**ADJOURNMENT**

**RECOMMENDATION**

Move to adjourn the September 27, 2016, Board Meeting #18.

**HAND VOTE**

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

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