

MONROE PUBLIC SCHOOLS



BOARD MEETING #19

October 11, 2016

7:00 p.m.

BOARD OF EDUCATION

MR. ROBERT YEO, PRESIDENT

MR. LAWRENCE VANWASSHENOVA, VICE-PRESIDENT

MR. RYAN PHILBECK, SECRETARY

DR. TEDD MARCH, PARLIAMENTARIAN

MR. MATTHEW BUNKELMAN, TRUSTEE

MRS. FLOREINE MENTEL, TRUSTEE

MRS. CYNTHIA TAYLOR, TRUSTEE

SUPERINTENDENT OF SCHOOLS

DR. BARRY N. MARTIN

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

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

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #19
Tuesday, October 11, 2016
7:00 p.m.

AGENDA

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A. Roll Call and Call to Order	Mr. Yeo	1
1. Pledge of Allegiance to the Flag	Mr. Yeo	
B. Public Commentary – Agenda Items Only	Mr. Yeo	
C. Discussion and Action Items		
1. Approval of Minutes	Mr. Yeo	2
Move to approve the minutes of the following meetings as submitted:		
• September 27, 2016, Work Session		
• September 27, 2016, Board Meeting #18		
2. Reports and Updates	Mr. Yeo	7
• September 12, 2016, Board Personnel Committee Meeting Minutes		
• October 3, 2016, Board Personnel Committee Meeting Minutes		
• Contracted Services Recommendation		
3. Resignations	Mrs. Everly	14
Move to approve the resignations from Monroe Public Schools of Jennifer St. Louis effective August 30, 2016; Kim Burkey effective October 7, 2016; and Jill Sauve effective October 13, 2016.		
4. Consent Agenda – Staff Appointments	Mrs. Everly	17
Move that Agenda Items C.5 – C.7 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.		
5. Maintenance Appointment	Mrs. Everly	18
Move to approve the appointment of Timothy Hildebrand as a Classification 2 General Maintenance/Grounds with Monroe Public School with a late October (TBA) effective date and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		

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|--|---------------------|-----------|
| <p>6. Teacher Appointment
 Move to approve the appointment of Conor Kuriwchak as a teacher with Monroe Public Schools effective October 12, 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>20</p> |
| <p>7. Teacher Appointment
 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.</p> | <p>Mrs. Everly</p> | <p>22</p> |
| <p>8. Acceptance of 2015/16 Financial Audit
 Move to accept the 2015/16 Financial Audit as prepared by the firm of Cooley, Hehl, Wohlgamuth & Carlton, of Monroe, Michigan.</p> | <p>Mrs. Eighmey</p> | <p>23</p> |
| <p>9. Camp Kimball – Manor School
 Move to approve the Manor 6th grade trip to Camp Kimball in Reading, Michigan, in accordance with board policies for field trips and excursions.</p> | <p>Mrs. Everly</p> | <p>24</p> |
| <p>10. Consideration of Proposed Contract to Employ Julie Everly as Superintendent Effective Jan. 1, 2017
 Move to approve the Resolution Approving Contract as presented.</p> | <p>Mr. Yeo</p> | <p>40</p> |
| <p>11. Superintendent’s Comments</p> | <p>Dr. Martin</p> | |
| <p>12. Old Business</p> | <p>Mr. Yeo</p> | |
| <p>13. New Business</p> | <p>Mr. Yeo</p> | |
| <p>14. Public Commentary – Any Topic</p> | <p>Mr. Yeo</p> | |
| <p>15. Adjournment
 Move that the October 11, 2016, Board Meeting #19 of the Monroe Public Schools Board of Education be adjourned.</p> | <p>Mr. Yeo</p> | <p>43</p> |

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 27, 2016, Work Session Minutes
- September 27, 2016, Board Meeting #18 Minutes

RECOMMENDATION

Move to approve the following minutes as submitted:

- September 27, 2016, Work Session
- September 27, 2016, Board Meeting #18

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

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

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Work Session

Tuesday, September 27, 2016

5:30 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, and Trustee Floreine Mentel

Board Members Absent: Secretary Ryan Philbeck, Trustee Cynthia Taylor

Administrators Present: Barry Martin, Julie Everly, Katherine Eighmey

Administrators Absent: Jerry Oley, David Payne

President Yeo called the meeting to order at 5:42 p.m.

Preliminary Audit Report

Heidi Galati and Deb Sabo of Cooley, Hehl, Wohlgamuth & Carlton, and P.L.L.C. presented copies of the audit report to board members followed by a discussion. The audit will be brought to the board for approval at the October 11, 2016, Board meeting.

Focus School Update

Mrs. Everly gave a brief 4th quarter update on our Focus Schools and shared a framework provided by the state offering support to Focus Schools, which will include free professional development for all of our teachers. We will focus on the problem solving protocol using multiple measures of data during the district school improvement session on Wednesday, September 28. Because of time constraints, more detailed information will be shared in Board Briefs.

Adjournment

Motion by Mr. Bunkelman; support by Dr. March that the 5:30 p.m., September 27, 2016, Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 5-0 hand vote at 7:08 p.m.

Ryan Philbeck, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #18

September 27, 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, and Trustee Floreine Mentel

Board Members Absent: Secretary Ryan Philbeck, Trustee Cynthia Taylor

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

Administrators Absent: None

President Yeo called the meeting to order at 7:12 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:

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

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

Reports and Update

The Contracted Services Recommendations report and the September 19, 2016, Board Curriculum Committee Meeting Minutes were received.

Clerical Appointment

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

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

Teacher Appointment

Motion by Mr. Bunkelman; support by Mr. VanWasshenova to approve the appointment of John Vergowven as a teacher with Monroe Public Schools effective September 29, 2016, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

Monroe Middle School – Overnight Field Trip

Motion by Mrs. Mentel; support by Dr. March to approve the attendance of a group of Monroe Middle School 8th grade students to Washington D.C. and New York City. This trip will be in accordance with board policies for field trips and excursions.

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

Superintendent Comments

Congratulations to Monroe High School seniors, Nialah Laister-Jones and Cameron Kohler, who last Friday were named Homecoming Queen and King and reigned over the Homecoming Dance on Saturday night.

The Frenchtown Fiddlers released their first-ever CD of 11 songs of music. The CD is called “Fiddlin’ Favorites” and features American, Irish and Scottish fiddle tunes. The CD was recorded at Monroe Middle School last May and produced by a professional sound studio. The fiddlers are an after-school community performing group comprised of middle and high school-aged musicians.

Our thanks go out to the Fultz family who will be donating a large amount of art-related objects that can be sold in our fundraisers. Fultz Gallery, which operated for several decades on W. Front St., is closing because the owners are retiring.

A number of Monroe High School students registered to vote today in a voter registration drive at Monroe High School. The drive was held in conjunction with National Voter Registration Day.

Wednesday, October 5, is student count day, which is the first of two count days during the school year. The fall count comprises 90% of our state funding for the school year.

Old Business

Mr. Oley noted that grass seed has been planted on the SMT property. The project is not closed yet, because the Monroe County Road Commission is requiring that we dig a small ditch line around the property to match some of the other areas. He is seeking bids for this project, which will cost approximately \$2,000-\$4,000.

Mr. Payne said the Chromebook distribution went well, thanks to a collaborative effort of teachers and administrators. As of tomorrow, all fifth through eighth grades students will have a Chromebook.

Dr. March asked about a drainage pipe issue at Arborwood that Mr. Oley had mentioned at a previous meeting. Mr. Oley stated that the issue has been resolved.

Mr. Bunkelman suggested that the Homecoming Queen and King be invited to a board meeting. Mrs. Everly will coordinate the invite.

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 Dr. March that the September 27, 2016, Board Meeting #18 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 5-0 hand vote at 7:35 p.m.

Ryan Philbeck, Secretary

Board Meeting #19
October 11, 2016
Item #C.2

ACCEPTANCE OF REPORTS AND/OR COMMITTEE REPORTS

REPORTS AND/OR COMMITTEE REPORTS

- September 12, 2016, Board Personnel Committee Meeting Minutes
- October 3, 2016, Board Personnel Committee Meeting Minutes
- Contracted Services Recommendations

Monroe Public Schools Board Personnel Committee Meeting Minutes

Date of Meeting: September 12, 2016

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

Next Meeting: October 3, 2016

1. **Call to Order:** The meeting was called to order at 5:07 PM
2. **Public Commentary:** None
3. **Staffing Updates:** Mrs. Everly shared the staffing notes, confirming with Mrs. Eighmey and Mrs. Scherer that the overall teacher reduction was 4.33 teacher FTE. Mrs. Everly noted that jobs indicating a TBA are positions we are looking to fill in the support ranks. She noted that overall we started the school year with a full roster of teachers. The good news is that we are very pleased with all of our new hires, and our new principals are doing well in their new roles too.

Mrs. Everly reported that Mr. Henry continues to work hard at filling our bus driver slots and getting those candidates trained and certified. The committee would like to continue to discuss ways to recruit and retain drivers, understanding that part-time hours (4.5-5 hours per day) and no health insurance are stumbling blocks. Mr. Yeo also reiterated concern that we continue to use outside bus companies for field trips and sporting events. The group had discussion on whether that was more contributable to lack of drivers or lack of buses. Mrs. Everly shared that in addition to identify drivers, Mr. Oley is working on a bus purchase to bring to the board. The committee would like to see better communication from the department to the community and the families.

Mrs. Everly shared that administration is also continuing to monitor teacher retention rates (see chart). Something that Gary Collins has asked us to keep an eye on. The group discussed the need to have further conversations with the teacher union about setting a date to help prevent these last minute disruptions with resignations.

Year	Retired	Resigned	Total	FTE	
2011/12	3	3	6	321.5	1.9%
2012/13	12	8	20	317.04	6.3%
2013/14	12	8	20	313.16	6.4%
2014/15	16	9	25	313.58	8.0%
2015/16	10	12	22	304.33	7.2%
2016/17	11	16	27	300	9.0%

The committee discussed the concerns with loss of staff and the institutional knowledge that goes along with that. They also talked about needs for succession planning, and automating of processes. The idea of where are the most important places to invest is something this group will be discussing further.

Dr. Martin reminded the group that along the line of succession planning, the transition plan with his retirement is something that needs further discussion. Mr. Yeo reported that he'd been having preliminary conversations with our attorney and Mrs. Everly to transition her from the role of Deputy Superintendent to Superintendent. He will be working with the attorney and the board and plans to prepare the formal resolution for this appointment to the first board meeting in October. The committee was also in support of moving forward with getting job duties lined up and/or posted for the positions of Curriculum and HR Directors.

4. **Old Business:** Mrs. Everly reminded the committee that the focus of tomorrow's workshop will be to further discuss the addition of a Liaison officer. Cindy Flynn and Lisa McLaughlin will be attending to share their perspective as Principals. Officer Hammond will also be present. The plan will be to give a picture to the board about what a typical day looks like, what aren't we getting to, and what we would like to see moving forward. Administration feels it's beneficial to focus on preventative pieces, being proactive and to be able to show families the network of support available in the community. The committee does continue to support this direction.

Mrs. Taylor asked for an update on the Community Engagement replacement. Dr. Martin reported that central office has done an initial screening of candidates and has identified candidates that they will be bringing in to speak with further. Mrs. Everly also shared that each identified candidate is being asked to provide work samples prior to their interview. Interviews are scheduled for 26th – Bob Yeo will represent board on the panel.

5. **New Business:** The committee discussed that the board will be going through evaluation training as required by law.
6. **Future Agenda Items:** None
7. **Next Meeting:** October 3, 2016 at 5:00 PM (Cindy Taylor will be unable to attend)
8. **Adjournment:** The meeting was adjourned at 7:00 PM

Monroe Public Schools Board Personnel Committee Meeting Minutes

Date of Meeting: October 3, 2016

Present: Robert Yeo and Larry VanWashenova
Barry Martin, Julie Everly, Kathy Eighmey, and Holly Scherer

Next Meeting: November 7, 2016

1. **Call to Order:** The meeting was called to order at 5:02 PM

2. **Public Commentary:** None

3. **Staffing Updates:** A copy of the latest staffing chart was shared. Mrs. Everly noted the only significant change is an additional teacher resignation. She also shared the retention rates updated with this latest resignation. The committee agrees that money isn't always the driving force for resignations, many have reasons such as location or position that are more desirable to the individual.

TEACHERS							
Year	Retired	Resigned	Total	other comments	FTE		
2011/12	3	3	6	reduced 18.5 positions	321.5	1.9%	
2012/13	12	8	20	also 4 offered, didn't accept recall	317.04	6.3%	
2013/14	12	8	20	also 4 offered, didn't accept recall	313.16	6.4%	
2014/15	16	9	25		313.58	8.0%	
2015/16	10	12	22		304.33	7.2%	
2016/17	11	17	28	(updated 9/28/2016)	300	9.3%	
ADMINISTRATORS (union and exempt)							
2011/12	5	1	6	reduced 1 position (CC&P)	27	22.2%	
2011/12	1	3	4		26	15.4%	
2012/13	0	2	2		26	7.7%	
2013/14	1	1	2		26	7.7%	
2014/15	3	2	5	reduced 2 positions (Arborwood AP and Community Ed)	24	20.8%	
2015/16	2	4	6	reduced 1 position (Asst. Sup)	23	26.1%	
2016/17	1	1	2	(updated 9/28/2016)	23	8.7%	

In terms of retention, Mrs. Everly noted that the FTE column shows how administration has been diligent about right-sizing in response to enrollment levels. She also shared that we started tracking retention of Administrators, but those results aren't showing quite the same pattern as we have with teachers. Mrs. Everly shared that we currently have a very strong instructional leadership team, with the biggest regret being that we don't have enough principal jobs for all of our very qualified Assistant Principals to move to.

4. **Transportation Staffing:** Mr. Oley joins the group this evening to provide clarification on a couple transportation areas. The first topic was field trips and the question about why MPS buses/drivers aren't always used for field trips and athletic events. Mr. Oley shared that transportation is able to provide this service to the buildings with buses and drivers available for trips between 9 am and 1:30 pm. In order to fully staff all trips and athletic events, it would require the department to hire 4-6 additional drivers, as well as add to the fleet of buses, which would be an expense upwards of \$300,000. Mr. Oley pointed out that the additional cost would be a big piece and probably not something prudent for the district to do at this time.

The group agrees that MPS buses should be first priority for all trips when that is possible, there is a comfort level of using our buses and our drivers and that would be the preference. Mrs. Everly agreed to communicate to the building offices and parent organizations of this preferred method of transportation with a reminder that they should call MPS transportation first. The committee also discussed the need to better communicate to the public the rationale for why we do occasionally need to contract services.

Mr. Oley shared that he feels a far greater need to replace buses in our daily fleet. Mr. Yeo asked how big our current bus fleet is. Mr. Oley reported we have 58 buses and an additional 10 extra sub buses. He is currently speaking with a vendor about replacements for up to 8 of our current buses that are due for retirement. He will be putting together a request for purchase to bring to the board in the very near future.

The second challenge the district and this committee have been discussing is the need to recruit, hire and retain bus drivers. It was noted that at the state level, bus drivers have been added to the critical shortage list. Mr. Oley reported that the investment in a new driver is about \$3000-4000 as we put them through safety school, cover the cost of the initial physical; and pay during the training period. The challenges we are facing are new rules and regulations in both the safety training and the physical exams that are making it difficult for drivers to pass; along with the costs for additional testing that many drivers simply can't afford. He did report that once a driver gets to permanent status, the retention is generally good. He reported the pay is \$13.75 to sub; average driver is \$16.25. Currently the contract only provides health benefits for drivers working over 30 hours, which is something that he suggest be revisited. Mr. Oley shared that the ideal would be to have a pool of 5-6 sub candidates to be on call on a daily basis. The committee will support additional discussions on long term planning efforts and suggested administration bring back concrete ideas through the negotiations process to make these driver positions more appealing.

5. **Central Office Reorganization:** Dr. Martin requested reaffirmation from the committee for the administration to post the positions of Executive Director of HR and Executive Director of Student Services (formerly Curriculum). Student services encompasses curriculum as well as state/federal programs and special education services. It would be the desire of administration that the candidates possess a Master's degree. These positions are currently contained on the board approved organizational chart. Mr. Yeo concurred that the committee has previously given approval to post and seek candidates for these roles.

Dr. Martin also suggested that the organizational chart would need to be revised to address the desire of the board to transition Mrs. Everly into the role of Superintendent and to eliminate the Deputy Superintendent Position. Mr. Yeo's intent is to bring a resolution for the Board to vote on Tuesday and officially appoint Mrs. Everly to that role. Mrs. Everly noted one additional recommendation on the chart would be to retitle the Ex. Secretary to Deputy Superintendent to be named Student Services Specialist and align that position with the HR Specialist now in place.

Mr. VanWashenova suggested that updates to the organizational chart be deferred until January to reflect the structure that will be in place at that time. Mrs. Everly shared that she was in full support of the proposed organizational chart and is looking forward to finding the correct persons to fill each role. She shared that this proposed structure with this line of Executive Directors and appropriate supporting roles would give us the coverage where we need it the most. This structure allows for people to be specialist in their areas which will allow them to adapt to any goals that the new board may desire to have. The committee concurred and updates to the chart will be brought to board for vote in December.

6. **Community Engagement Coordinator Update:** Dr. Martin and Mrs. Everly have been contemplating this position following the interview and the follow-up conversations with candidates. In thinking further about the position, they are bringing to this committee a recommendation to restructure and re-post the Community Engagement Coordinator as a Monroe Public School direct paid position. By doing so, from the employee stand point, it would be enticing to have opportunity to earn a pension, and also be able to qualify for medical benefits. Mrs. Everly noted that administration would certainly entertain any of the candidates who interviewed for the contracted position to reapply and is also interested in what other candidates may have an interest based on the new structure. Mr. Yeo agree that it's important to find the right person and would support the administration's option to restructure the posting as needed.
7. **Old Business:** None
8. **New Business:** None
9. **Future Agenda Items:** None
10. **Next Meeting:** November 7, 2016 at 5:00 PM
11. **Adjournment:** The meeting was adjourned at 6:35 PM

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

Jermaine Lehr has turned in his resignation from the JV Head Baseball Coach.

SOCIAL-EMOTIONAL SUPPORT TEAM

Kyle Bryant has been selected for the Custer School Climate Liaison. He began in this role on October 10, 2016.

TECHNOLOGY SUPPORT TEAM

No changes to report

ANCILLARY SUPPORT

With Kyle Bryant changing roles to the Custer School Climate Liaison as noted above, he will be vacating the Monroe Middle School In-House Suspension Position.

STAFF RESIGNATIONS

BACKGROUND

We have received a letter of resignation for the purpose of other employment from **Kim Burkey** from her position as a teacher. Her resignation was effective at the end of the day on October 7, 2016. Ms. Burkey has been employed with our district for the past 22 years. She will be vacating an elementary teaching position at Raisinville.

We have received a letter of resignation for the purpose of other employment from **Jill Sauve** from her position as Accounting Supervisor. Her resignation will be effective at the end of the day on October 13, 2016. Ms. Sauve has been employed with the district for the past three years at the Administration Building.

We have received notification that **Jennifer St. Louis** has declined the offer of employment to be the PE/Robotics Teacher at Waterloo. Due to health reasons she was unable to start in this role as originally planned.

ENCLOSURES

Letters of Resignation

RECOMMENDATION

Move to approve the resignations from Monroe Public Schools of Jennifer St. Louis effective August 30, 2016; Kim Burkey effective October 7, 2016; and Jill Sauve effective October 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	_____	_____	_____	_____

9/26/16

Dear Dr. Martin,

Please accept this letter as my formal letter of resignation from Monroe Public Schools, as I have accepted an administrative position with Taylor Public Schools. I have given them an estimated start date of two weeks from today, or as soon as you see fit.

I cannot thank you and MPS enough for the 23 years I have learned, grown, and taught in this district. I have many fond memories from all the buildings, positions, staffs, families, and students with whom I have worked.

Thank you again,

Kim Burkey

JILL SAUVE

September 28, 2016

Mrs. Katherine Eighmey
Monroe Public Schools
1275 N Macomb
Monroe, MI 48162

Dear Mrs. Eighmey:

Please accept this as official notification that I am resigning from my position as Accounting Supervisor with Monroe Public Schools. I have accepted a position with Plymouth Canton Community Schools as its Business Manager. My last day of work will be at the end of the work day on Thursday, October 13, 2016.

This is a bittersweet experience for me as I have truly enjoyed my time working with you and the other staff at Monroe Public Schools. I am incredibly grateful for the opportunities, guidance and support you have given me over the past three years. I wish you, Monroe Public Schools, and its employees the best in the future.

Sincerely,



Jill Sauve

CONSENT AGENDA – STAFF APPOINTMENTS

ENCLOSURES

- C.5 Timothy Hildebrand, Maintenance Appointment
- C.6 Conor Kuriwchak, Teacher Appointment
- C.7 TBA, Teacher Appointment

RECOMMENDATION

Move that Agenda Items C.5 – C.7 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

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

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

MAINTENANCE APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Timothy Hildebrand into a Classification 2 General Maintenance/Grounds position with Monroe Public Schools.

Mr. Hildebrand is a high school graduate and holds certification in welding. He was most recently employed as a Machine Operator with Wurtec.

Members of the interview panel were: Jerry Oley, Director of Operations; Tim Salenbien, Custodial-Maintenance Supervisor; Mike Murchie and Tom Tippery, Maintenance.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Timothy Hildebrand as a Classification 2 General Maintenance/Grounds with Monroe Public School with a late October (TBA) effective date 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	_____	_____	_____	_____

Timothy Hildebrand



WORK EXPERIENCE

Machine operator

Wurtec - January 2013 to Present

Tech

Secor auto car - August 2011 to April 2013

EDUCATION

High school diploma

SKILLS

Contracting work (1 year)

CERTIFICATIONS

Welding Certification

TEACHER APPOINTMENT

BACKGROUND

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

Mr. Kuriwchak holds a bachelor’s degree from Grand Valley State University. He was most recently employed with Trillium Academy in Taylor.

Members of the interview panel were: Scott Hoppert, Principal; Cheryl Huffman and Jessica Harmon, Teachers; and Renea Wilson, Parent.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Conor Kuriwchak as a teacher with Monroe Public Schools effective October 12, 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	_____	_____	_____	_____

Conor Kuriwchak

Career Objective

To teach and care for children in an empowering way that is understanding of all students' learning needs. To create a classroom community of acceptance and excitement, as well as keep abreast of new technological and professional advancements to maintain the highest professional standard.

Education

Grand Valley State University

Bachelor of Arts

Allendale, Michigan

- » Language Arts (Major) - Elementary Education (Minor)
- » Certified K-5 All Subjects (6-8 All Subjects/Self Contained)

Teaching Experience

Aug. 14 – Present Trillium Academy

4th Grade Math & Science Teacher/PTO Teacher Representative

Taylor, MI

» I am currently a fourth grade math and science educator at Trillium Academy. In addition to my own daily instruction, I also plan and instruct several hours of in-class intervention each week, as well as serve as a Teacher Representative for the PTO.

Jan. 14 – May 14

Huron Schools – Brown Elementary

Long-Term Substitute & Title I Math Tutor

New Boston, MI

» I was a long-term substitute in a first grade classroom at Brown Elementary. I provided fun, innovative instruction for a variety of students, ranging from DRA 1 through DRA 30+. Furthermore, I assessed students mathematically (including a group of second grade Title I students), and based my instruction on each student's learning needs.

April 13 – June 13

Kenowa Hills Public Schools – Alpine Elementary

Substitute Teacher and MAP Assessment Proctor

Comstock Park, MI

» I subbed throughout the building at Alpine Elementary. I also co-administered MAP Testing for grade levels K-5.

Jan. 13 – April 13

Kenowa Hills Public Schools – Alpine Elementary

1st Grade Student Teacher

Comstock Park, MI

» I completed my student-teaching experience in a first grade classroom at Alpine Elementary within Kenowa Hills.

Aug. 12 – Dec. 12

Wyoming Public Schools – Wyoming Intermediate School

5th Grade Teacher Assistant

Wyoming, MI

» I was a Teacher Assistant in a 5th grade classroom at Wyoming Intermediate School. I performed various duties to maintain and run a classroom efficiently. I taught lessons in all subject areas and familiarized myself with curriculum requirements.

Aug. 11 – May 12

Grand Rapids Public Schools – Palmer Elementary & Sibley Elementary

Volunteer Reading and Math Tutor

Grand Rapids, Michigan

» I was a volunteer tutor at Palmer Elementary School and Sibley Elementary School in Grand Rapids, MI. Whenever available, I volunteered several hours per week and planned lessons that responded to the learning needs of my students.

Work Experience

Junior Varsity Volleyball Coach – St. Mary Catholic Central HS (August 13 – Present)

Youth Volleyball Camp Coach – Total Sports Complex (October 14 – Present)

Campus Ambassador – Grand Valley State University (Summer 2012)

Resident Assistant – Grand Valley State University (August 09 – June 10)

Customer-First Specialist – American Eagle Outfitters (August 09 – April 12)

TEACHER APPOINTMENT

BACKGROUND

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

Members of the interview panel were: William Ferrara, CTE Director; Tom Bell and Tim Smith, Teachers; and Stephannie Cherry, Dean 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>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	_____	_____	_____	_____

ACCEPTANCE OF 2015/16 FINANCIAL AUDIT

BACKGROUND

The Business Office, central administration and Board Finance Committee of the Whole have reviewed in detail the financial report with representatives of Cooley, Hehl, Wohlgamuth & Carlton, CPA’s on September 27, 2016.

It is the opinion of the auditors and the Board of Education that the financial statements present fairly, in all material respects, the financial position of each of our funds as of June 30, 2016.

ENCLOSURE(S)

Reports were given in advance of the meeting.

RECOMMENDATION

Move to accept the 2015/16 Financial Audit as prepared by the firm of Cooley, Hehl, Wohlgamuth & Carlton, of Monroe, Michigan.

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	_____	_____	_____	_____

**MANOR ELEMENTARY SCHOOL
YMCA CAMP KIMBALL
OCTOBER 20-21, 2016**

BACKGROUND

Terry Joseph, Manor School principal, would like to petition the Board of Education for permission to take 6th grade students to Camp Kimball, a YMCA facility, in Reading, Michigan. While at camp they will develop an interest, appreciation, knowledge and concern for natural communities, complementing the science curriculum and team building. Families are responsible for the cost of their child to attend the camp; however, in the event of a hardship, Manor PTO will cover the cost to ensure 100 percent participation.

ENCLOSURE(S)

Monroe Public Schools Abbreviated Field Trip and Excursion Check List Form and a two day schedule are enclosed. The complete packet will be housed in the office of the Deputy Superintendent.

RECOMMENDATION

Move to approve the Manor 6th grade trip to Camp Kimball in Reading, Michigan, 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: October 20 & 21, 2016

Grade/Team/Organization Making Request: Manor Elementary 6th grade

Destination: YMCA Camp Kimball

Address: 4502 Berlin Dr, P

City: Reading State: MI Zip: 49274

Means of Transportation: Trinity Transportation

Number of Students and Adults Involved: 48 students, 2 teachers,

Exact Loading Location: Manor Elementary

Estimated Time of Departure: 8:00 am 10-20-16

Estimated Time of Departure from Destination: 2:15 pm 10-21-16

Expected Time of Arrival: 9:45 am

Purpose of Trip: To develop interest, appreciation, knowledge & concern for natural communities, complementing science curriculum & team building.

Faculty Supervisor: Mary Wolf / Heide KucharSKI

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

Principal's Signature: [Signature] Date: 10.5.16

Approved Denied

Assistant Superintendent's Signature: [Signature] Date: 10/4/16

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:

YMCA Camp Kimball (4502 Berlin Dr., Reading MI 49274)
The goal of Camp Kimball field trip is for students to
develop interest, appreciation and knowledge & concern for
natural communities. All lessons involve each student in the
learning process and compliment MPS curriculum.

School(s): Manor Elementary

Chaperones: Mary Wolf

Meide Kuchariski

Others TBD - parents approx. 8 parents

Method of Transportation: Trinity Transportation

Date of Departure: 10 / 20 / 16

Time of Departure: 8:00

If overnight, number of nights: 1

Date of Return: 10 / 21 / 16

Time of Return: 4:00

Number of Students Participating: ~ 48

Number of Staff Supervising: 2

Number of Other Adults Assisting: _____

Number of School Days Student will be Attending Trip: 2

Cost Per Child: \$60.00

Cost Per Chaperone: 25.00

PTO assists with Hardship
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 *All Students Must have a notarized permission to go. Forms due back 10-10-16*
- 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 - *Families* *Students pay, however PTO helps with hardship.*
- Signed private vehicle use (for transporting students - EEAE-F-3)
- Description of arrangements made for students with financial hardship
- All necessary signed contracts/agreements with participating travel agents
- Emergency telephone numbers for all participants
- Description of this trip and congruency with course curriculum
- Emergency Contingency Plan included, if method of transportation is flying.
- Turn in Criminal History forms, on non-staff chaperones, to the Superintendents Office prior to any deposits being made to any travel agent.

Updated: 09/12/06

MONROE PUBLIC SCHOOLS FIELD TRIP CHECK LIST

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

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

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

Pre-trip lessons:

Newton's Laws of Motion - review 5th grade science content
Leadership Principles & Goal Setting

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

Canoe Explorers - students will learn first hand the

concepts of encroachment & succession as the canoe through Long Lake. Additionally environment concepts such as habitat, niche are taught.

Pendulum Physics - students test Newton's laws of motion on a 40 ft. high giant swing.

Follow-up classroom lessons:

During 2nd and 3rd trimesters student further develop these concepts through the study of transfer of energy and environmental science.

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

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

Lead Teacher: Angela Astorian, Nancy White

of Students:

Total Number:

75
48
Sill

Grades

Kimball Camp YMCA Nature Center

2nd 21 2015
October 22 - 25, 2014

Thursday

Friday

10:00 a.m.	Arrival / Unload Buses	7:00 a.m.	Wake Up
10:05 a.m.	Rules of the Camp	7:30 a.m.	Flagpole / Gophers
10:15 a.m.	Unpack In Cabins	7:45 a.m.	Breakfast / Prep for Main Events**
10:45 a.m.	Main Event Rotation #1	8:15 a.m.	Main Event Rotation #4
12:00 p.m.	Gophers / Meal Spiel	10:15 a.m.	Free Time: Rotations Group 1-High Ropes (\$10 each) Group 2-Goliath Group 3-Archery
12:10 p.m.	Lunch / Prep for Main Events**	11:45am	Flagpole/Gophers
1:00 p.m.	Main Event Rotation #2	12:00pm	Lunch
3:00 p.m.	Break**	12:45 p.m.	Free time: Rotations Group 1 – High Ropes (\$10 each) Group 2 – Goliath Group 3 – Archery
3:15 p.m.	Main Event Rotation #3	2:00 p.m.	Leave
5:15 p.m.	Flagpole/Gophers		
5:30 p.m.	Dinner		
6:30 p.m.	Michigan Country		
7:45 p.m.	Square Dance		
9:00 p.m.	Campfire with S'mores		
10:00 p.m.	Night Hikes/Lights Out		



Phone: (734) 284-9229

4624 13th St.
Wyandotte, MI 48192

Fax: (734) 283-8418

Confirmation

Trip #: 12714

Trip Date: 20-Oct-2016

Manor Elementary
1731 W Lorain St
Monroe, MI
Contact: Mary Wolf

Phone: (734) 265-4700

Booked Date: 22-Sep-2016
Total Vehicles: 2
Total Passengers: 0
Sales Person: Natalie Lozon

MC-Deluxe 56 PAX 1 x \$692.00 = \$692.00

Pick Up	20-Oct-2016 7:15 AM	Manor Elementary	1731 W Lorain St Monroe, MI 48162
Drop Off	20-Oct-2016 9:00 AM	YMCA - Camp Kimball	4444 Long Lake Rd Reading, MI 49274

MC-Deluxe 56 PAX 1 x \$692.00 = \$692.00

Pick Up	20-Oct-2016 7:15 AM	YMCA - Camp Kimball	4444 Long Lake Rd Reading, MI 49274
Drop Off	20-Oct-2016 9:00 AM	Manor Elementary	1731 W Lorain St Monroe, MI 48162

Notes to Client

Full payment due 10/6/16

Total: \$1,384.00

Balance is due on 06-Oct-2016

Your cost is based on the services detailed above and is subject to change in accordance to actual times and your actual itinerary. If a specific service agreement is in effect between the customer and Trinity Transportation, the service agreement will supersede the general terms and conditions.

*Trinity Inc. reserves the right to charge a cleaning and damage fee*****Fuel surcharge may apply*

You, as the chartering party, are responsible for the driver(s) lodging in appropriate accommodations on overnight trips. The cost of bridge tolls, highway tolls, entrance or other fees (e.g., parking, etc.) are not included in the cost of this charter. Trinity Inc. reserves the right to lease equipment from other companies in order to fulfill this agreement.

Trinity Inc. shall not be liable for items left on the vehicles or loss of time due to mechanical failure or inclement weather. Assignment of drivers and/or vehicles cannot be guaranteed.

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

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

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



Phone: (734) 284-9229

4624 13th St.
Wyandotte, MI 48192

Fax: (734) 283-8418

Confirmation

Trip #: 12714

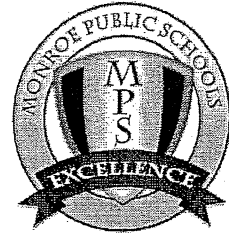
Trip Date: 20-Oct-2016

How are we doing? Visit our website: www.trinitytransportation.com and complete our customer satisfaction survey.

Signature: _____ Date: _____

Monroe Public Schools

Manor Elementary School
1731 West Lorain Street
Monroe, MI 48162
734-265-4700



Dear Sixth Grade Families,

Thank you for allowing your sixth grader the opportunity to participate in our Outdoor Environmental Education program at YMCA Camp Kimball located in Reading, Michigan. We are scheduled to leave Manor School on Thursday, October 20th and will return on Friday October 21st. Our goal at camp is to provide an environment that encourages, strengthens and builds team spirit. We will work on developing our common beliefs, mission and goals for the 2016-17 academic school year, along with enriching students' academics with real life experiences in environmental sciences and problem solving.

Informational Meeting: The sixth grade teachers will host a student meeting and a separate parent meeting at 4pm on Monday, September 12th to discuss camp details in more depth. We hope you join us for this meeting.

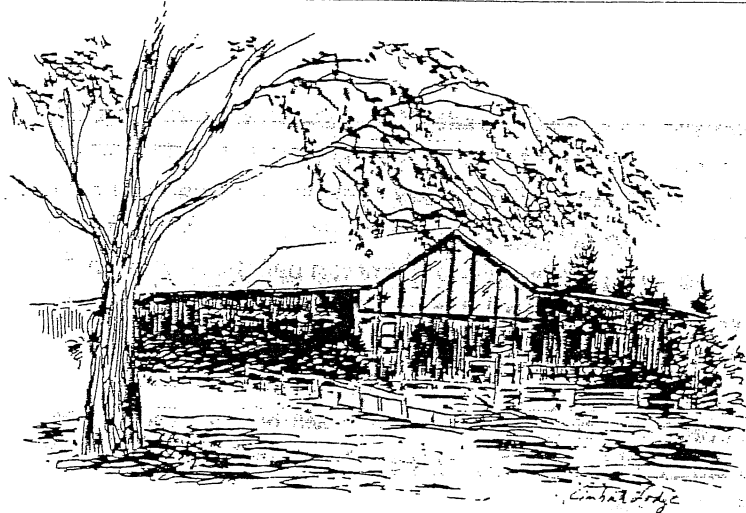
Cost: Although our Manor PTO will be paying for over half of the cost of this trip, we are asking that each student contribute \$60.00. This is the amount needed to cover the remaining cost for your son/daughter to attend this enriching out of classroom experience with their peers. Money should be turned into the classroom teacher by Friday, October 7th.

Chaperones: Parent chaperones are required for this trip. We need to have one adult for every ten students. If you are interested in attending this overnight trip with your son/daughter please read the attached responsibilities and expectations of the chaperone and complete the chaperone request form ASAP. Chaperones are asked to pay \$25.00

Additional Information: Please read the attached information and return the student **Health Form** and **Permission Slips** as soon as possible. Contact us if you have any concerns.

Sincerely,
Manor Elementary 6th Grade Teachers

Kimball Camp YMCA Nature Center



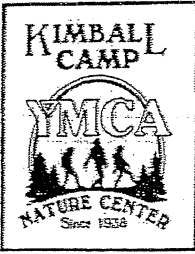
Parent Pack

Outdoor Education

School Name: Manor Elementary
Lead Teacher: Wolf / Kucharski
Program Dates: October 20-21



Kimball Camp YMCA Nature Center
4502 Berlin Dr. • Reading, Michigan 49274
(517) 283 - 2168 ext. 104 • (517) 283 - 3759 (Fax) • program@kimballcamp.com



Kimball Camp YMCA Nature Center

HCCF Give Where You Live

4502 Berlin Dr.
Reading, MI 49274

Phone: (517) 283-2168
Fax: (517) 283-3759

office@kimballcamp.com
www.kimballcamp.com



Summer and Winter Camps, Year-Round Retreat Center, Outdoor Education, Leadership Development

Dear Parent,

Your child will soon take part in an exciting learning adventure at Kimball Camp Y.M.C.A. Nature Center's Outdoor Education program. This packet is designed to provide you with general information about the program and how you can help your child prepare for his or her Outdoor Education experience.

The purpose of coming to Kimball Camp Y.M.C.A. is to provide an opportunity for students to experience the out-of-doors through a variety of experiential hikes, games and other activities. We hope the experience will be a growing and stretching time for everyone involved.

We are looking forward to you child's visit to Kimball Camp Y.M.C.A. Nature Center. If you have any questions, please call me at (517) 283 - 2168.

Sincerely,

Harold Campbell
Executive Director
Kimball Camp, Y.M.C.A. Nature Center

Kimball Camp YMCA Nature Center endeavors to put Christian faith and principles into practice through programs that build healthy spirit, mind and body for all in an environment which fosters a wholesome relationship between man and God's creation.

Lodging

Your child will stay in one of our eight comfortable, heated cabins with a nearby facility containing the restroom and showers. Approximately ten students will be housed in each cabin with one cabin counselor (either a teacher, parent or carefully selected high school student) to supervise them. Children are responsible for bringing their own sleep bag and blankets.

Meals

Kimball Camp YMCA's food service staff will serve carefully planned, nutritiously balanced meals in our dining hall. If your child requires a special diet, please contact your child's teacher as soon as possible so that arrangements can be made. If your child has severe food allergies or a medical condition-imposed diet plan, foods may be sent with the child and prepared by our food service staff.

Each crew group will serve as a "gopher" for at least one meal. Gopher duties include setting up and clearing the table, as well as helping with dining hall clean up.

Medical Emergencies

In case of sickness or accident, you will be notified as soon as possible. The Hillsdale Community Health Center is 12 miles away and the Branch County Community Health Center is 13 miles away. Local ambulance service connects the camp with these facilities.

Snacks

Any necessary snacks will be provided by Kimball Camp YMCA as part of your child's Outdoor Education program. We ask that students do not bring additional snacks. No food, gum or pop is allowed in cabins.

Staff Supervision

The program staff at Kimball Camp YMCA consists of Crew Leaders who have been specifically trained to guide your child through their Outdoor Education experience. The professional staff at Kimball Camp will supervise and coordinate the entire program to make sure that each student has an enjoyable educational experience. Teachers and staff from your school will also conduct various activities and make sure your child is well-supervised at all times.

Visiting

It is generally discouraged for parents to visit with their children unless they are a chaperone for the trip. All visitors must register with the office upon their arrival and the length of time for a visit will be at the discretion of the teachers.

Weather and Clothing

Your child should be prepared for a wide-range of weather conditions. Have your child bring lots of old, warm clothing in case of cold, and waterproof rain gear for damp weather. If your child can stay dry, he/she will have a great time, even in the rain. An extra pair of shoes is strongly recommended. Please also include lighter clothes for warmer weather conditions.

What To Bring List...

The following is a list of items your child should bring to camp. Please be sure that ALL of your child's belongings have their name or initials on them, so we can return them if they are lost. Since the majority of your child's time will be spent outside, old, comfortable clothing is recommended (please do not send new clothes). Please be aware of the weather for the week that your child will be attending camp. We hold classes outdoors during all seasons and all types of weather, including rain, snow, mud and whatever else the natural environment provides.

“There is no such thing as bad weather, only inappropriate clothing choices.” - Michael Horak

<p><u>All Seasons:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Boots (waterproof) - Tight boots cause cold feet! <input type="checkbox"/> Hat (if needed) <input type="checkbox"/> Jacket <input type="checkbox"/> Jeans <input type="checkbox"/> Pajamas <input type="checkbox"/> Rain Poncho / Rain Coat <input type="checkbox"/> Shirts (long and short sleeve) <input type="checkbox"/> Shorts (if warm enough) <input type="checkbox"/> Shoes (2 pairs – close-toed for Ropes Courses) <input type="checkbox"/> Socks (minimum 2 pair/day) <input type="checkbox"/> Sweater <input type="checkbox"/> Underwear <p><u>Winter Gear:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Long Underwear (top and bottom) <input type="checkbox"/> Mittens (2 pair) <input type="checkbox"/> Scarf <input type="checkbox"/> Shoes (extra pair for boot room) <input type="checkbox"/> Snowsuit or Snowpants <input type="checkbox"/> Stocking Cap (not earmuffs) <input type="checkbox"/> Sweater, Turtleneck or Vest <input type="checkbox"/> Winter Boots (with-liners) <input type="checkbox"/> Winter Coat or Parka <input type="checkbox"/> Wool Socks (at least 2 pair) <p>Remember: In winter, wool or fleece layers are best!</p> <p><u>Sleeping Gear:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Pillow <input type="checkbox"/> Sleeping Bag (rolled, tied, in garbage bag) <input type="checkbox"/> Stuffed Animal 	<p><u>Optional Items:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Binoculars <input type="checkbox"/> Day Pack or Waist Pack <input type="checkbox"/> Disposable Camera* <input type="checkbox"/> Flashlight <input type="checkbox"/> Insect Repellant - Non-aerosol, please! <input type="checkbox"/> Laundry Bag (recommended) <input type="checkbox"/> Stationary/Journal, Pencils, Stamps <input type="checkbox"/> Sunglasses <input type="checkbox"/> Sunscreen <input type="checkbox"/> Water Bottle <p>*Please do not send expensive cameras.</p> <p><u>Personal Items:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Comb / Brush <input type="checkbox"/> Deodorant <input type="checkbox"/> Hair Ties <input type="checkbox"/> Shampoo <input type="checkbox"/> Soap <input type="checkbox"/> Toothbrush / Toothpaste <input type="checkbox"/> Towels and Washcloth <p><u>Please Leave At Home:</u></p> <ul style="list-style-type: none"> ✓ Candy, Food, Gum, Pop, Snacks ✓ CD / Tape Players ✓ Curling Irons / Hair Dryers ✓ Electronic Games / Radios / TVs ✓ Fireworks ✓ Knives/Hatchets ✓ Pets ✓ Anything else not allowed at school
--	---

Packing: Students will carry luggage from the drop-off point to their cabins in one trip; please pack in something easy to carry - such as a backpack, duffel bag with shoulder strap, etc.

Kimball Camp YMCA is classified as a field trip and all school rules are enforced. Campers bringing knives, guns, etc. will be subject to the school's disciplinary policy, including expulsion from school.

Kimball Camp YMCA is NOT responsible for lost or stolen items!

Field Trip Health Form

Student's Name: _____ Date of Birth: _____ Age: _____

Parent's/Guardians Name(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Email: _____

Name of Health Insurance: _____ Policy #: _____

Date of Last Tetanus Booster: _____

In case of an emergency, if unable to reach parents, contact:

Name: _____ Relation: _____

Home Phone: _____ Work Phone: _____

Health Information:

Yes No

Is the student taking medication presently?.....
If yes, please explain:

Does the student have allergic reactions to anything?.....
If yes, please explain:

- | | | |
|--|--|--|
| Special dietary needs?..... | | |
| Asthmatic?..... | | |
| Diabetic?..... | | |
| Recent exposure to contagious disease?..... | | |
| Sleepwalking?..... | | |
| Bedwetting?..... | | |
| Fainting?..... | | |
| Other information or directions from parent (physical, emotional, educational challenges): | | |

For promotional purposes, I hereby authorize the use and reproduction by Kimball Camp YMCA Nature Center of photographs taken of me or my child at Kimball Camp without compensation to my child or I. (Please initial.) _____

I hereby give my permission for non-prescription medication (aspirin substitute, etc.) to be given to my child if deemed advisable by teachers. In case of emergency, I also give permission to the physician selected by my child's teacher to hospitalize, secure treatment for and/or to order injection, anesthesia or surgery for my child named above. *Any direction to the contrary should be specified at the bottom of this form and signed.* I understand that, should a medical emergency arise, every effort will be made to contact me before such treatment is given.

Parent or Guardian Signature: _____ Date: _____

Additional \$10.00 Fee: High Ropes

High ropes will challenge your son/daughter as he or she practices individual goal setting and learns about encouragement and peer support. Students are encouraged to expand their comfort level as they challenge obstacles 40-feet off the ground! Trained Kimball Camp Instructors will facilitate the experience.

My child _____ (student name) would like to participate in this activity. By signing below I agree to pay the additional \$10.00 fee.

My child _____ (student name) would like to participate in this activity, but we cannot afford to pay the additional _____ fee at this time.

My child _____ (student name) is NOT interested in participating in this additional activity.

I would like to donate to help another student to participate in this event.

**CONSIDERATION OF PROPOSED CONTRACT TO EMPLOY
JULIE EVERLY AS SUPERINTENDENT
EFFECTIVE JANUARY 1, 2017**

ENCLOSURE
Resolution Approving Contract

RECOMMENDATION
Move to approve the Resolution Approving Contract as presented.

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
COUNTY OF MONROE
STATE OF MICHIGAN**

RESOLUTION APPROVING CONTRACT

A meeting of the Board of Education (the "Board") of the Monroe Public Schools was held on the 11th Day of October, 2016.

The meeting was called to order by _____.

PRESENT: Members _____

ABSENT: Members _____

The following preamble and resolution were offered by member _____ and supported by member _____.

WHEREAS, The Board has determined that it is in the best interest of the District and its pupils to adopt the agreement negotiated between Deputy Superintendent Julie Everly and the Board President;

NOW THEREFORE, BE IT RESOLVED:

1. The Board of Education of Monroe Public Schools hereby approves the agreement Board President, attached hereto and thereby incorporated; and directs the President or his designee to execute the attached agreement in attestation of the Board's approval.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution hereby are rescinded.

Ayes: Members _____

Nays: Members _____

Resolution declared adopted.

Ryan Philbeck, Secretary
Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Monroe Public Schools, Monroe County, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a meeting held on October 11, 2016 the original of which resolution is a part of the Board's minutes and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Ryan Philbeck, Secretary
Board of Education

ADJOURNMENT

RECOMMENDATION

Move to adjourn the October 11, 2016, Board Meeting #19.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____