

MONROE PUBLIC SCHOOLS



BOARD MEETING #22

November 22, 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 #22
Tuesday, November 22, 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:		
• November 8, 2016, Board Work Session		
• November 8, 2016, Closed Meeting		
• November 8, 2016, Board Meeting #21		
2. Reports and Updates	Mr. Yeo	8
• Contracted Services Recommendations		
3. Staff Resignation	Mrs. Everly	10
Move to approve the resignation from Monroe Public Schools of Stephanie Radovan-Cicero effective November 25, 2016.		
4. Consent Agenda – Staff Appointments	Mrs. Everly	12
Move that Agenda Items C.5 and C.6 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.		
5. Staff Appointment	Mrs. Everly	13
Move to approve the appointment of Cassandra Shook as the Accounting Supervisor with Monroe Public Schools effective December 1, 2016 and place on the appropriate salary level for this position upon completion of all pre-employment requirements.		
6. Staff Appointment	Mrs. Everly	15
Move to approve the appointment of Ashley Wagner as a Level 3 Computer Technician with Monroe Public Schools effective November 21, 2016, and place on the appropriate salary level for this position upon completion of all pre-employment requirements.		

<p>7. Teacher Tenure Recognition Move to confirm and endorse the granting of tenure and removal from probation for Christopher Dominguez on the appropriate anniversary date.</p>	<p>Mrs. Everly</p>	<p>18</p>
<p>8. iReady Academic Assessments – MMS Move to approve the purchase of the i-Ready Academic Assessments at a cost not to exceed \$11,300.00. This purchase will be funded utilizing the 2016-2017 curriculum budget.</p>	<p>Mrs. Everly</p>	<p>20</p>
<p>9. Special Education Testing Materials Move to approve the purchase of the Woodcock-Johnson testing materials from Riverside Publishing through Houghton Mifflin Harcourt in the amount of \$5,141.62. This purchase will be funded utilizing the 2016-2017 special education budget.</p>	<p>Mrs. Everly</p>	<p>22</p>
<p>10. School Data Analytical Tool Move to approve the purchase of the Eidex Focus Subscriber License and authorized user fees at a cost not to exceed \$11,432.00 plus \$250.00 per authorized user. Initial costs for the data analytical tool will be taken from the 2016/17 General Fund.</p>	<p>Mrs. Eighmey</p>	<p>27</p>
<p>11. Network Equipment Move to approve the purchase of two Cisco servers and switches from Presidio at a cost not to exceed \$51,736.92. This purchase will be funded by the Technology Millage.</p>	<p>Mr. Payne</p>	<p>36</p>
<p>12. Access Control Move to approve the purchase of Access Control for Custer 1, Custer 2, and Arborwood North from Red Letter Productions at a cost not to exceed \$22,400.00. This purchase will be funded by the security budget.</p>	<p>Mr. Payne</p>	<p>44</p>
<p>13. Board Policy 2020-R Administrative Organization – First Reading</p>	<p>Dr. Martin</p>	<p>50</p>
<p>14. Superintendent’s Comments</p>	<p>Dr. Martin</p>	
<p>15. Old Business</p>	<p>Mr. Yeo</p>	
<p>16. New Business</p>	<p>Mr. Yeo</p>	
<p>17. Public Commentary – Any Topic</p>	<p>Mr. Yeo</p>	

18. Adjournment

Mr. Yeo

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Move that the November 22, 2016, Board Meeting #22 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

- November 8, 2016, Board Work Session Minutes
- November 8, 2016, Board Meeting #21 Minutes

RECOMMENDATION

Move to approve the following minutes as submitted:

- November 8, 2016, Board Work Session
- November 8, 2016, Closed Meeting
- November 8, 2016, Board Meeting #21

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, November 8, 2016
6:30 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, Trustee Floreine Mentel, and Trustee Cynthia Taylor

Board Members Absent: Secretary Ryan Philbeck

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

Administrators Absent: David Payne

President Yeo called the meeting to order at 6:32 p.m.

Closed Session

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

Vote: Motion carried by a 6-0 hand vote at 6:32 p.m.

Adjournment of Closed Session and Reconvene

Motion by Mr. VanWasshenova; support by Dr. March that the closed session be adjourned and the special work session be reconvened into open session.

Vote: Motion carried by a 6-0 hand vote at 7:10 p.m.

Adjournment

Motion by Mr. VanWasshenova; support by Dr. March that the 6:30 p.m., November 8, 2016, Special Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 7:10 p.m.

Ryan Philbeck, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #21

November 8, 2016

7:00 p.m.

MINUTES

Roll Call and Call to Order

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

Board Members Absent: Secretary Ryan Philbeck

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

Administrators Absent: None

President Yeo called the meeting to order at 7:15 p.m.

Public Commentary-Agenda Items Only

Mr. Yeo asked the Board's permission to allow public commentary on non-agenda items.

Elaine McKenzie and Sarah Baker shared their concerns regarding a Monroe Public Schools bus driver. Mr. Yeo assured both parents that administration will follow up with their concerns. Mrs. Everly met with the parents after the Board meeting.

Approval of Minutes

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

- October 25, 2016, Board Work Session
- October 25, 2016, Board Meeting #20

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

Reports and Update

The Contracted Services Recommendations report was received.

Staff Resignation

Motion by Mrs. Taylor; support by Mr. VanWasshenova to approve the resignation from Monroe Public Schools of Wendy Stahura effective October 28, 2016.

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

Executive Administrator Appointment

Motion by Mr. Bunkelman; support by Mr. VanWasshenova to approve the appointment of Theresa Joseph as an Executive Director with Monroe Public Schools effective December 1, 2016, and place on the appropriate salary level for this position upon completion of all pre-employment requirements.

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

Consent Agenda – Teacher Appointments

Motion by Mrs. Taylor; support by Mr. Bunkelman that Agenda Items C.6 and C.7 be considered as a

Consent Agenda, and that the consent agenda items be approved as recommended.

- C.6 **Teacher Appointment** – Move to approve the appointment of Katherine Honomichl as a teacher with Monroe Public Schools effective November 9, 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 Cassondra Marsh as a teacher with Monroe Public Schools effective November 9, 2016, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

Coaching Recommendations

Motion by Mr. Bunkelman; support by Mr. VanWasshenova to approve the coaches listed below for the 2016/17 school year; as per the MCEA Master Agreement.

Last Name	First Name	Title	Sport	School	Season
Hoffman	Nate	Coach	Basketball - 7th Grade Boys	Monroe Middle	Winter
Dessauer	Tara	Coach	Basketball - 7th Grade Girls	Monroe Middle	Winter II
Hoffman	Nate	Coach	Basketball - 8th Grade Girls	Monroe Middle	Winter II
Paolino	Bethany	Head Coach	Basketball - Freshman Girls	MHS	Winter

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

Ratification of Administrator Contract

Motion by Mrs. Taylor; support by Mr. VanWasshenova to ratify the Master Agreement for October 27, 2016, through June 30, 2018, between the Michigan Federation of School Administrators and the Monroe Board of Education effective October 27, 2016.

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

Recommendation for Reinstatement

Motion by Mrs. Mentel; support by Mr. VanWasshenova to approve the recommendation of the Monroe Public Schools Reinstatement Committee that Student A and Student B be reinstated to Orchard Center High School for trimester two of the current school year upon approval of the Monroe Public Schools Board of Education.

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

Expressions and Generations of Sound - Chicago

Motion by Mrs. Mentel; support by Mr. Bunkelman to approve the Monroe High School Expressions and Generations of Sound trip to Chicago, Illinois, April 28-29, 2017, in accordance with board policies for field trips and excursions.

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

Consent Agenda – CTE Purchases

Motion by Mrs. Mentel; support by Mr. Bunkelman that Agenda Items C.12 and C.13 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

- C.12 **Portable Welding System** – Move to approve the purchase of a Portable Welding System from Airgas at a cost not to exceed \$5,583.57. Funds for this purchase will come from the Perkins Grant budget.
- C.13 **Automotive Alignment System** – Move to approve the purchase of an Automotive Alignment System from Equipment Distributors at a cost not to exceed \$27,275.34. Funds

for this purchase will come from the Perkins Grant budget.

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

District Vehicles Bid

Motion by Mrs. Mentel; support by Mrs. Taylor to accept the total bid of \$772,105.83 from Stanford Allen (\$161,717.83) and Capital City Midwest Transit (\$610,388.00) for the purchase of new vehicles and buses, and allow Mrs. Eighmey to seek options for financing and present to the Board in the next 30 days.

Discussion: Mr. Oley said it proved to be challenging to replace multiple buses on a yearly basis, so the district changed to the process of replacing them every three years. For the bus bids, Mr. Oley and Mr. Henry found it beneficial to utilize the cooperative purchasing program provided by Michigan School Business Officials. Bid requests were sent to multiple dealerships for the maintenance vehicles, but only three responded. Out of the three that were received, Stanford-Allen was the only local dealership that provided a bid.

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

Bus Trade-in – Midwest Transit

Motion by Mr. VanWasshenova; support by Mrs. Mentel to accept the proposal for trade-in from Midwest Transit in the amount of \$11,500.00, and consider any other offers received that would be equal to, or better than, the proposal from Midwest.

Discussion: Based on history, Mr. Oley thinks the amount offered from Midwest far exceeds what an individual could offer.

Vote: Motion carried by a 6-0 vote.

Superintendent Comments

Monroe High School's Drama Club will present its fall musical, Catch Me If You Can, this weekend with performances on Friday and Saturday at 7:30 p.m., and Sunday at 3:00 p.m., all in the MHS auditorium. Leads in the musical are juniors, Tristan Daniels and Josephine Nicols, and senior Zach Everly. The play is directed by teacher Alison Drougel, with musical support provided by music teachers Staci Dreger and Cate Windelborn. Teachers Carol Sliwka and Linda Chmiel also assisted, along with construction trades teacher Tom Bell, who directed his CTE students in the construction of the sets. Tickets can be purchased at the door.

Five community mini-libraries have been installed, four of which have already been stocked with books. These initial libraries are located on school property at Arborwood, Christiancy, Lincoln, Riverside and Custer. Dr. Martin thanked the construction trades class at MHS for constructing the units. He also thanked the maintenance department for assembling the mini-libraries onto posts and installing them.

Old Business

There was none at this time.

New Business

Mr. VanWasshenova asked about the lights that are burning in the parking lot by the Lincoln property. Mr. Oley stated that it is the district's property. He will look into it further to determine who owns the lights and if we utilize the parking lot.

Public Commentary-Any Topic

There was none at this time.

Adjournment

Motion by Mr. VanWasshenova; support by Mr. Bunkelman that the November 8, 2016, Board Meeting #21 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 8:00 p.m.

Ryan Philbeck, Secretary

ACCEPTANCE OF REPORTS AND/OR COMMITTEE REPORTS

REPORTS AND/OR COMMITTEE REPORTS

- Contracted Services Recommendations

Informational Report
Contracted Services Recommendations

For the 2016-17 School Year we will be working with EduStaff to provide Contracted Student Support Services. The following persons will be placed in the listed positions below by EduStaff upon completion of criminal history verifications.

ATHLETICS

Due to enrollments at the Freshman Girls Basketball level – we will not be filling this position for the 2016-17 season. Bethany Paolino who was originally approved to coach this sport has been displaced.

SOCIAL-EMOTIONAL SUPPORT TEAM

No changes to report

TECHNOLOGY SUPPORT TEAM

Ashley Wagner is being recommended for promotion to a Level 3 Tech position with Monroe Public Schools. Upon her approval this evening, she will be resigning from her position with EduStaff.

ANCILLARY SUPPORT

Mike Dazarow has been assigned to Monroe Middle School for the Student Resource Center Liaison role. He began in that position on November 8, 2016.

STAFF RESIGNATION

BACKGROUND

We have received a letter of resignation for the purpose of other employment from **Stephanie Radovan-Cicero** from her position as a secretary. Her resignation will be effective at the end of the day on November 25, 2016. Ms. Radovan-Cicero has been employed with our district since March 2016. She will be vacating a secretary position at Arborwood Campus.

ENCLOSURE

Letter of Resignation

RECOMMENDATION

Move to approve the resignation from Monroe Public Schools of Stephanie Radovan-Cicero effective November 25, 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	_____	_____	_____	_____

Holly Scherer

From: Stephanie Cicero
Sent: Friday, November 11, 2016 1:11 PM
To: Steve Pollzzie; Holly Scherer
Subject: Resignation

It is with unbelievable sadness that I am submitting my resignation (two week notice) from Monroe Public Schools, Arborwood Elementary Campus. I have honestly never loved working anywhere more than I have here (everywhere in the district that I have worked), but I can no longer economically do it. My reason for leaving is strictly financial and it was one of the hardest decisions that I have ever had to make. I want to thank everyone for making me feel so welcome and for always being so helpful whenever I needed something. I will miss Monroe Public Schools more than you can know.

Steph

Stephanie Radovan Cicero

Administrative Assistant
Monroe Public Schools
Arborwood Elementary Campus
734.265.4502
cicero@monroe.k12.mi.us

CONSENT AGENDA – STAFF APPOINTMENTS

ENCLOSURES

- C.5 Cassandra Shook
- C.6 Ashley Wagner

RECOMMENDATION

Move that Agenda Items C.5 and C.6 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

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

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

STAFF APPOINTMENT

BACKGROUND

On behalf of the administration I am recommending the appointment of Cassandra Shook as the Accounting Supervisor with Monroe Public Schools. This is a non-affiliated position.

Ms. Shook holds a Bachelor of Business Administration degree from Baker College and is currently pursuing her Master of Business Administration degree from same college. She was most recently employed as the Accounting Assistant for Mason Consolidated Schools.

Members of the interview panel included Julie Everly, Deputy Superintendent; Kathy Eighmey, Executive Director for Business and Finance; Danielle Complo, Payroll Supervisor; and Jamie Eighmey, Secretary.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Cassandra Shook as the Accounting Supervisor with Monroe Public Schools effective December 1, 2016 and place on the appropriate salary level for this position 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	_____	_____	_____	_____

Cassandra C. Shook



Education

Baker College: Center for Graduate Studies

January 2013 – Present

Master of Business Administration

- Major – Accounting
- Current GPA – 4.00

Baker College

April 2012

Bachelor of Business Administration

- Major – Accounting
- Cum Laude Honor Graduate

Employment

Mason Consolidated Schools, Erie, MI

November 2012 - Present

Accounting Assistant

- Process payroll for district on a bi-weekly basis using Sunguard/eFinance software
- Maintain payroll records and employee payroll files
- Responsible for filing all necessary federal, state, and local tax withholding information
- Report bi-weekly payroll information to the State of Michigan Office of Retirement Services
- Generate and balance quarterly and year end reports, including W-2 and 1099 processing
- Process cash receipts for all funds
- Process and generate accounts receivable billings
- Reconcile monthly bank statements and evaluate general ledger, revenue, and expense transactions
- Prepare monthly Financial Statements for Board of Education meetings
- Prepare monthly Cash Flow Report for the Director of Finance
- Budget and project for district wide salary, insurance, and benefit costs
- Prepare for annual audit and assist with fiscal year closing procedures

Kindred Hospital, Detroit, MI

January 2012 – April 2012

Payroll Benefits Coordinator Internship

- Process payroll for hospital staff on a bi-weekly basis using SAP software
- Confirm accuracy of time records and edit if necessary using Kronos software
- Complete new hire paperwork and enter new staff into payroll system
- Create personnel files for new staff
- Perform basic human resource functions

Kindred Hospital, Detroit, MI

May 2010 – November 2012

Staffing Coordinator

- Ensure adequate nursing staff is in building for patient needs and in accordance with budget constraints
- Post assignment sheets for staff and monthly schedules in compliance with company policy
- Enter charge pay, preceptor pay, and miscellaneous bonuses for payroll processing on a daily basis
- Process vacation requests and enter time into payroll system
- File documents and anecdotal notes in employee education files and employee health files

Instant Cash Advance Corporation, Wayne County, MI

January 2009 – May 2010

Customer Service Representative

- Utilized excellent customer service and receivable collection to assist in maximizing store profitability
- Fully trained as a Store Manager
- Contributed ideas for marketing fliers for monthly promotions for the Detroit Market

STAFF APPOINTMENT

BACKGROUND

On behalf of the administration I am recommending the appointment of Ashley Wagner as a Level 3 Computer Technician with Monroe Public Schools. This is a non-affiliated position.

Ms. Wagner is currently pursuing her Associate Degree in Liberal Arts with Oakland Community College. She was previously employed by EduStaff and assigned with our Monroe Public Schools Technology department since March 2015.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Ashley Wagner as a Level 3 Computer Technician with Monroe Public Schools effective November 21, 2016, and place on the appropriate salary level for this position 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	_____	_____	_____	_____

Ashley Marie Wagner



OBJECTIVE

To use my diverse skills and abilities in a fast paced position that challenges me to be better.

EDUCATION

Oakland Community College Royal Oak, MI 2012-2014

Earned 16 credits, GPA: 3.0 - Associates Degree in Liberal Arts

Oakland University Rochester, MI 2009-2012

Earned 36 credits, GPA: 3.0

Troy High School Troy, MI 2005-2009

Diploma, GPA: 3.2

WORK EXPERIENCE

Monroe Public Schools, Monroe, MI 03/2015 - Present

Level 2 Technician - Help Desk

- Answer phone calls and assist users over the phone
- Exercise extraordinary time management skills
- Calmly handle stressful situations
- Work with various vendors to obtain price quotes
- Create purchase orders using eFinance
- Perform basic PowerSchool tasks
- Keep track of inventory and replenish as needed
- Help maintain district webpage
- Assign tasks to other technicians according to priority

Staples, Clawson, MI 09/2010 - 08/2013

Copy Center "Print Pro" Supervisor

- Professionally solved problems that presented themselves
- Demonstrated superb organizational and time management skills
- Achieved goals set by corporate and by self
- Smoothly operated machines such as Xerox, laminators, and binding machines
- Developed professional relationships with customers
- Demonstrated extraordinary customer service skills
- Regularly followed direction from four managers
- Successfully operated a cash register

AMC Theaters, Rochester Hills, MI

02/2008 - 02/2011

Film Crew

- Demonstrated extraordinary customer service
- Successfully kept work area clean
- Handled food and drink on a daily basis
- Worked with large sums of money
- Successfully demonstrated teamwork in crews of six to ten employees
- Consistently was able to remain in control during high volume periods

SKILLS

- Proficient in Microsoft Office, including Word, PowerPoint, Excel, and Publisher
- Basic knowledge of PowerSchool, Active Directory, and CrossTec
- Can type on average 75 words per minute
- Six years of experience in customer service

References available upon request

TEACHER TENURE RECOGNITION

BACKGROUND

Teacher Tenure is granted under the Michigan Teacher Tenure Act when a teacher satisfactorily completes a probationary period. Under the revised statute, teachers hired since September of 1993 and prior to the 2011 amendment must complete a four-year probation period, unless they have received tenure in another Michigan district. Under that condition, a two-year probation must be served.

As of November 24, 2016, Christopher Dominguez will have completed his two-year probationary period with Monroe Public Schools.

On behalf of the administration, I am pleased to report that this teacher has earned good evaluations and recommendation from his supervisor(s). Even though tenure is granted under the statute, the Board of Education is asked to confirm and endorse the granting of tenure and removal from probation.

ENCLOSURES

Tenure Recommendation(s)

RECOMMENDATION:

Move to confirm and endorse the granting of tenure and removal from probation for Christopher Dominguez on the appropriate anniversary date.

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	_____	_____	_____	_____

Orchard Center High School

"We Are Centered on Your Success"

Orchard Knights

*1750 Oak Street
Monroe, Michigan 48161*

*Telephone: 734.265.3700
Fax: 734.265.3701*

November 7, 2016

To Whom It May Concern,

I am writing this letter in recommendation of Christopher Dominguez for continued employment with the Monroe Public Schools. Christopher has successfully completed his probationary period with the district and has been a productive teacher at Orchard Center High School.

Christopher has been a willing employee during his probationary period at Orchard Center High School. His dedication to his subject area and profession have been evident as well. He has been a contributing member of our teaching staff and has done his best to build positive relationships within the school. Christopher has done his best to understand the ways in which an alternative education setting must operate in order for all those involved to be successful. He has set a high standard of expectation and achievement for his students, and is passionate about both his work and the understanding of his students.

Christopher is dedicated to his work and the work of those around him. Therefore, I recommend Christopher Dominguez for continued employment with Monroe Public Schools after his probationary period has concluded. If you have any questions or concerns, please contact me at your convenience.

Sincerely,



Ryan Walentowski

Principal

Orchard Center High School

walentowski@monroe.k12.mi.us

734.265.3700

NOTICE OF NONDISCRIMINATION

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**MONROE MIDDLE SCHOOL
i-READY ACADEMIC ASSESSMENTS**

BACKGROUND

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

Over the past four years, we have utilized i-Ready Language Arts and Math Testing in grades 7-12. We have been very pleased with this implementation at our middle school and would like to continue this as it has been implemented.

ENCLOSURE(S)

- Quote from Curriculum Associates

RECOMMENDATION

Move to approve the purchase of the i-Ready Academic Assessments at a cost not to exceed \$11,300.00. This purchase will be funded utilizing the 2016-2017 curriculum budget.

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

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



P.O. Box 2001 • N. Billerica, MA 01862-0901
 Phone: 800-225-0248 • Fax: 800-366-1158
 Email: orders@cainc.com

Price Quote

Quote Date: 7/19/2016 • Valid for 30 Days
 Quote ID: 87170.4

F.O.B.: N. Billerica, MA 01862
 Shipping: Shipping based on MDSE total (min: \$12.99)
 Terms: Net 30 days, pending credit approval
 Fed. ID: #26-3954988

Prepared For
 Julie Everly
 MONROE PS
 1275 NORTH MACOMB
 MONROE, MI 48162
 734-265-3000
everly@monroe.k12.mi.us

CA Sales Representative
 JEFFREY TOMPKINS
 313-316-0141
jtompkins@cainc.com
 Created by: JEFFREY TOMPKINS
 Modified by: JEFFREY TOMPKINS

Please submit this quote with your purchase order.

Item #	Product Name	Qty	Retail Price	Unit Price	Total
RS13086.0	i-Ready Diagnostic Math Per Student License 1 Year	825	\$6.00	\$6.00	\$4,950.00
RS13088.0	i-Ready Diagnostic Reading Per Student License 1 Year	825	\$6.00	\$6.00	\$4,950.00
RS16927.0	i-Ready Prof Dev Onsite Helping all Learners Succeed One Session (up to 3 Hrs)	1	\$1,400.00	\$1,400.00	\$1,400.00
Special Notes			Merchandise Total		\$11,300.00
Tax exempt certificate must be on file at Curriculum Associates to honor the tax exempt status.			Voucher/Credit		\$0.00
			Estimated Tax		\$0.00
			Estimated shipping to US 48162:		\$0.00
			Merchandise Savings		\$0.00
			Total		\$11,300.00

**SPECIAL EDUCATION TESTING MATERIALS
FOR THE 2016/2017 SCHOOL YEAR**

BACKGROUND

Director of Special Education, Melissa Morton, is requesting permission to purchase the Woodcock-Johnson IV Achievement Form B and also the Woodcock-Johnson IV Achievement Standard and Extended Form B Test Record and Subject Response Booklets. These items are used for testing purposes and will be purchased from Riverside Publishing through Houghton Mifflin Harcourt.

ENCLOSURE(S)

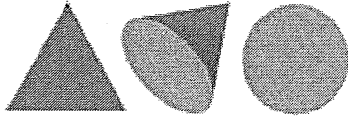
The cost proposal for all items in the amount of \$5,141.62.

RECOMMENDATION

Move to approve the purchase of the Woodcock-Johnson testing materials from Riverside Publishing through Houghton Mifflin Harcourt in the amount of \$5,141.62. This purchase will be funded utilizing the 2016-2017 special education budget.

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

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



Houghton Mifflin Harcourt

Cost Proposal

Prepared For

Monroe Public School District

1275 N Macomb St

Monroe MI 48162

For the Purchase of:

Woodcock-Johnson IV

Prepared By

Tom Smith

thomas.smith@hnhco.com

Coupon Code: RPCCLY30PB

PLEASE SUBMIT THIS PROPOSAL WITH YOUR PURCHASE ORDER.



Houghton Mifflin Harcourt

Coupon Code: RPCCLY30PB

Attention:
Melissa Zienert
zienert@monroe.k12.mi.us

HMH Confidential and Proprietary

Customer Experience
255 38TH Avenue, Suite L
St. Charles, IL 60174
FAX: 630-467-7192

AssessmentsOrders@hnhco.com

Proposal for
Monroe Public School District
Woodcock-Johnson IV

ISBN	Title	List Price	Discount %	Sale Price	Quantity	Purchase Amount
Materials and Services						
1588345 9780544935518	Woodcock-Johnson IV Achievement Form B without Case	\$799.00	10.0%	\$719.10	6	\$4,314.60
Total for Materials and Services						\$4,314.60
Total for -						\$4,314.60



Houghton Mifflin Harcourt

Coupon Code: RPCCLY30PB

HMH Confidential and Proprietary

Customer Experience
 255 38TH Avenue, Suite L
 St. Charles, IL 60174
 FAX: 630-467-7192
 AssessmentsOrders@hnhco.com

Proposal for
Monroe Public School District
Woodcock-Johnson IV

ISBN	Title	List Price	Discount %	Sale Price	Quantity	Purchase Amount
Grade K						
Materials and Services						
1622314 9780544936959	Woodcock-Johnson IV Achievement Standard & Extended Form B Test Record & Subject Response Booklets w/ISR Package (25)	\$165.25	10.0%	\$148.72	3	\$446.16
Total for Materials and Services						\$446.16
Total for Grade K						\$446.16

<i>Proposal Summary</i>		
Total Discounts:	10.00%	\$528.99
Subtotal Purchase Amount:	\$4,760.76	
Shipping & Handling (8.00%):	\$380.86	
Total Cost of Proposal (PO Amount):		\$5,141.62



Houghton Mifflin Harcourt

Coupon Code: RPCCLY30PB

Attention:
 Melissa Zienert
 zienert@monroe.k12.mi.us

HMH Confidential and Proprietary

Customer Experience
 255 38TH Avenue, Suite L
 St. Charles, IL 60174
 FAX: 630-467-7192
 AssessmentsOrders@hnhco.com

**Monroe Public School District
Woodcock-Johnson IV**

Total Cost of Proposal (PO Amount): \$ 5,141.62

This is a cost proposal only.

This cost proposal is subject to HMH's Standard Terms and Conditions ("Ts & Cs") below:

<http://www.hmhco.com/common/terms-conditions>

Ts & Cs are also found on HMH invoices.

HMH reserves the right to modify its Ts & Cs from time to time and agrees to notify you prior to such modifications becoming effective.

Date of Proposal: 11/16/2016

Proposal Expiration Date:12/31/2016



Houghton Mifflin Harcourt



Houghton Mifflin Harcourt

Coupon Code: RPCCLY30PB

Attention:
Melissa Zienert
zienert@monroe.k12.mi.us

HMH Confidential and Proprietary

Customer Experience
255 38TH Avenue, Suite L
St. Charles, IL 60174
FAX: 630-467-7192

AssessmentsOrders@hmhco.com

SCHOOL DATA ANALYTICAL TOOL

BACKGROUND

Section 102d of the 2016/17 State School Aid Act allocates \$1.5 million in reimbursements to districts and intermediate school districts for the licensing of school data analytical tools. This reimbursement is for districts that choose to use a data analytical tool and enter into a licensing agreement with one of the State approved vendors no later than December 1, 2016.

Monroe Public Schools has received quotes from Eidex and Munetrix. We have reviewed both of the products and believe Eidex Focus best meets the finance and academic data analytic needs of the school district.

The Eidex Focus Annual Subscriber License fee is \$2.00 per student or \$11,432 for 2016/17. In addition, there is a \$250 fee per authorized user. For the first year, Eidex agrees to refund the district the difference between the cost of the Annual Subscriber License fee and the reimbursement received by the State under Section 102d.

The License Agreement is for a term of three years. However, if the State does not adopt a reimbursement program for the 2017/18 fiscal year, the district may exercise a conditional early termination option.

ENCLOSURE

Quotes from Eidex and Munetrix

RECOMMENDATION

Move to approve the purchase of the Eidex Focus Subscriber License and authorized user fees at a cost not to exceed \$11,432.00, plus \$250.00 per authorized user. Initial costs for the data analytical tool will be taken from the 2016/17 General Fund.

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

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



November 4, 2016

Dr. Barry Martin
Superintendent
Monroe Public Schools
1275 N. Macomb Street
Monroe, MI 48162

EIDEX FOCUS SUBSCRIBER LICENSE AGREEMENT

Dear Barry,

Thank you for your decision to subscribe to EIDEX FOCUS. This letter agreement (“Agreement”) serves to memorialize the terms of your subscription to EIDEX FOCUS.

EIDEX LLC (“EIDEX”) agrees to license Monroe Public Schools (“Monroe”) to access and use EIDEX FOCUS software online for use only for the purpose and business of Monroe under the following terms:

1. Monroe’s Subscriber License will last for a term of three years from the date of your signature below.
2. Monroe agrees to pay an annual Subscriber License fee of \$11,432 for each year of the term, each annual license fee being due and payable as set forth herein throughout the term of this Agreement, regardless of whether you terminate your use of EIDEX FOCUS, or any Agreement associated therewith, prior to the expiration of the term of this Agreement, except as provided for in paragraph 4 below. Monroe’s purchase of this Subscriber License from EIDEX entitles Monroe to one Authorized User Account, which will be activated upon receipt by EIDEX of this Agreement signed by you. Your annual Subscriber License fee is based on Monroe’s 2016 student count of 5,716 and an annual per student rate of \$2.00. The first annual Subscriber License fee of \$11,432 is due and payable within 30 days of the date of your signature below. Subsequent annual Subscriber License fees of \$11,432 each are due and payable on the first and second anniversary dates of the date of your signature below.
3. EIDEX agrees to refund to Monroe any portion of your first annual Subscriber License fee of \$11,432 that is not reimbursed to you by the State of Michigan (“State”) under Section 102d of the 2016/2017 School Aid Act (“the Act”). In making this refund calculation, EIDEX will assume that the entire amount of the State’s reimbursement to Monroe under Section 102d of the Act is applied to your first annual EIDEX FOCUS Subscriber License fee, and that your request for reimbursement under Section 102d of the Act is based solely on this Agreement. This refund offer by EIDEX shall only apply to the first annual Subscriber License fee of \$11,432.
4. If, and only if, the State does not adopt a reimbursement program of any type by August 1, 2017 for Michigan school districts that license data analytics software for the 2017/2018 fiscal year, Monroe shall have the option to terminate this Agreement upon written notice to EIDEX by September 1, 2017. If this Agreement is terminated, the effective date of termination will be the first anniversary date of the date of your signature below, and Monroe shall have no further payment obligations to EIDEX. If Monroe does not exercise this conditional early termination option, Monroe will be obligated to pay Subscriber License fees of \$11,432 each due and payable on the first and second anniversary dates of the date of your signature below.



- 5. Your Subscriber License entitles Monroe to one Authorized User Account for a named and registered user and is subject to the EIDEX AUTHORIZED USER LICENSE AGREEMENT, the terms of which are incorporated into this Agreement. You have agreed to purchase two additional Authorized User Accounts for a fee of \$250 per user per year. The first annual additional Authorized User Account fee of \$500 is due and payable within 30 days of the date of your signature below. Subsequent annual additional Authorized User Account fees of \$500 each are due and payable on the first and second anniversary dates of the date of your signature below.
- 6. Authorized User Accounts must be registered with EIDEX and are personal to the authorized user. They are not seat licenses. Any Authorized User Account is transferrable to a new authorized user only by registration of the new authorized user with EIDEX, the deletion, by EIDEX, of the prior authorized user's credentials to the EIDEX FOCUS software and termination of the prior user's license, and the agreement of the new authorized user to the EIDEX AUTHORIZED USER LICENSE AGREEMENT. You agree not to permit non-authorized users to access and use the EIDEX FOCUS software.

EIDEX agrees to provide training and support as follows:

- 1. One web-based training session upon activation of Monroe's Authorized User Accounts.
- 2. One web-based training and refresher session per year.
- 3. Unlimited phone and email support.

Thank you again for joining the EIDEX community of users.

Sincerely,

Doug LaFleur, PhD
President

Agreed: _____
Dr. Barry Martin, Superintendent
Monroe Public Schools

_____ Date

Agreed: _____
Jack Gunn, CEO
EIDEX LLC

_____ Date

August 11, 2016

Ms. Kathy Eighmey
Director of Business and Finance
Monroe Public Schools
1275 North Macomb St
Monroe, MI 48162-3128

Dear Ms. Eighmey:

Thank you for your interest in a subscription to Munetrix. Our pricing is enrollment based, and the yearly investment is identified below. As a web-based service, there is no installation required on your part, including for any updates. All you will need is a browser to open the tool, login and begin using it.

School name: Monroe Public Schools

Contact Name: Ms. Kathy Eighmey

Type: District

Contact Phone: 734-265-3050

Enrollment: 5900

Contact Email: eighmey1@monroe.k12.mi.us

License Fee: \$5,423.00
Premium Edition

Setup & Training Fee: \$500.00
1st Year Only

A copy of our Subscription Agreement is included with this quotation. We will provide up to five User Seats per the Subscription Agreement, but we recommend no more than two "Fiscal Editors" for data integrity purposes. The other User Seats are for your Superintendent, a Demographic Editor (all but financial) and for your IT support person. All will be asked to read and accept the Terms of Use upon registration, a copy of which can be obtained from Munetrix.com. If additional user seats are required, a fee of \$250 per seat may apply.

We look forward to the opportunity to welcome you to our growing family. If you would like to learn more about the system prior to making a decision, feel free to go to the Resources Link at Munetrix.com and watch some of our tutorial videos, or contact us directly.

If you would like to proceed with the purchase of a subscription, please print and sign the appropriate pages to this document and fax to 248-683-5826, or scan/email to: subscription@munetrix.com. Next, go to www.munetrix.com, and register using the link at the top of the homepage. We will verify your role, synchronize your credentials to activate your user license and invoice you simultaneously.

Sincerely,

Bob Kittle
President & Co-founder
248-499-8355

bob@munetrix.com

- We would like to purchase a Premium Edition subscription to Munetrix
- We are only interested in Transparency Edition Subscription at this time
- We would like to sign up for a 3-year subscription and save 3% with a guaranteed Rate Lock

Authorized Signature: _____

THIS OFFER IS VALID FOR 60 DAYS

PRICING OPTIONS - SCHOOL EDITION

TRANSPARENCY: (\$998 + \$.50 per student)

The base subscription package to Munetrix is our original Transparency Module and includes the following features – which is what is represented in the quoted price outlined on the Cover Letter.

- Transparency Compliance (Meet State of Michigan Section 18 requirements)
- District User Audit Reports (Audit of compliance status, visitors etc)
- Guest User Link (Links to Munetrix dynamically)
- Citizen's Guide to Finances (Makes your data understandable to all)
- Customizable Dynamic Dashboard (Great for quick trend analysis)
- Peer Group/Cohort Comparisons (Custom benchmark groupings)
- Shared Services "Collaboratorium" (Learn from and share best practices with others)
- Budget Builder (allows for up to 5 scenarios per year to be tested)
- Contacts Database (for collaboration with others)
- The Munetrix DebtManager™ (Databased Auditor Workpaper tool for all Debt)

\$3,948

SUBSCRIPTION OPTION UPGRADES:

Since many Munetrix users want additional tools and analytics, we offer a series of Premium items over and above the "Base" subscription package. There is a modest incremental fee for these, and if you are interested in the packages, please indicate so by checking the corresponding box and we will invoice you accordingly

PREMIUM – Add another \$.25 per student to the base fee (\$998 + \$.75 per student for "All in" package)

- Enhanced and detailed analytics (includes educational performance, benefits, free & reduced, operations and more)
- Dynamic Check Register (Filterable and searchable)
- Overlapping Debt Report (From the Municipal Advisory Council of Michigan)
- Investor Report (5-year audit summary for bond underwriters or advisors)
- Forecast Builder (simplifies multi-year budgets even further)
- The Munetrix® ProjecTracker™ (Project and task management)
- The Emergency Preparedness Manager (EPM) (A simple way to manage fire, tornado and lock down drills and coordinate with the County EMC and/or Local Coordinators) (1)
- Student Migration Map (see where your students are coming from or going to)
- Early warning "Stress Tester"
- All APPS and upgrades are included at no cost

\$5,423

(1) The EPM can be purchased al-la-cart. Please call us for more information at 248-499-8355

CONFIRMATION

- Please sign me up for the Premium Edition and bill me for the total package!
- We would like to discuss other support services with you and create a custom package. Please contact us.

AUTHORIZED USERS: (Please provide this information)

Fiscal Editor Name: _____

Fiscal Editor Title: _____

Email: _____

Administrator Name: _____

Administrator Title: _____

Email: _____

Demographic Editor Name: _____ (NOT REQUIRED)

Demographic Editor Title: _____

Email: _____

IT Coordinator Name: _____ (NOT REQUIRED)

IT Coordinator Title: _____

Email: _____

Emergency Preparedness Manager Coordinator

- A separate agreement for users is included below if this option is chosen

MUNETRIX SUBSCRIPTION AGREEMENT

THIS MUNETRIX SUBSCRIPTION AGREEMENT (the "Agreement") is made by and between MUNETRIX, LLC a Michigan Limited Liability Company whose address for purposes of this Agreement is 3297 Five Points Drive Auburn Hills, MI 48326 (the "Company") and Monroe Public Schools whose address is 1275 North Macomb St, Monroe, MI 48162-3128 (the "Licensee").

WHEREAS, MUNETRIX, LLC, offers subscriptions to the Munetrix "Municipal Metrics" financial transparency database (the "Tool") for the benefit of Administrators, Finance Officers, Business Managers, and Elected Officials, whereby they may subscribe to and be issued rights to use the Tool for fiscal transparency or business management practices;

NOW, THEREFORE, the parties hereby agree as follows:

1. Subscription. As a condition to the Agreement, the Licensee shall pay the Company an annual fee (the "License Fee") within a commercially reasonable time following the Company's receipt of the executed Subscription Agreement, the Company agrees to provide the Licensee with full access to Editing Rights to the Munetrix Tool (the "Tool") through the Company's website (Munetrix.com).

The annual subscription will have a start date coinciding with the later of the signing of this agreement, or upon registering for use of the Tool after being granted access by the company. The end date will be the first day of the following month of the subsequent year (the "Term"). Payment is due within 30 days of a) receipt of invoice and/or b) registration for use of the Tool.

The Parties agree that the term shall automatically be renewed for successive one-year periods, and the Licensee shall pay the company a subsequent License Fee for each renewal period within 30 days of receipt of the renewal invoice. If the Licensee fails to pay the subsequent License Fee, this Agreement, and the licensed access to the Tool, shall automatically terminate. The Licensee acknowledges that the License Fee may increase in subsequent renewal periods. The Company agrees to notify the Licensee at least 60 days prior to the renewal date if any increase in the License Fee will be implemented, and if a "Rate Lock" option is available.

2. Users. The Subscription shall provide up to five Authorized Users of the Licensees organization the right to use the Tool during the Term. For the purposes of this Agreement, the term "Authorized Users" shall mean any chief school finance officers, chief administrators, support staff, or other employees of the Licensee that are elected or appointed during the time the Tool is being utilized and who agree to be bound by Munetrix's Terms of Use, and/or designated by the Local Government's Chief Administrative Officer.

At least one of these Users is for full fiscal editing, one for administration, one for demographic or background editing, and one for IT support. In the case the Licensee desires to have additional User Seats, a fee of \$250 per additional user will be charged to your district.

3. Licensee and User's Responsibilities. The Licensee and User shall (i) be responsible for the accuracy, quality and legality of its data entered into the Tool (or any database that utilizes the Tool) and of the means by which such data is acquired, (ii) use commercially reasonable efforts to prevent unauthorized access to or use of the Tool, and notify the Company promptly of any such unauthorized access or use, and (iii) use the Tool only in accordance with the Terms of Use and applicable laws and government regulations.

The Licensee and its Users shall not (a) make the Tool available to anyone other than Authorized Users, unless otherwise allowed or authorized per this agreement, (b) sell, resell, rent or lease the Tool, (c) use the Tool to store or transmit infringing, libelous, or otherwise unlawful or tortious material, or to store or transmit material in violation of third-party privacy rights, (d) use the Tool to store or transmit viruses or malicious code, (e) interfere with or disrupt the integrity or performance of the Tool or any third-party data contained therein, or (f) attempt to gain unauthorized access to the Tool or their related systems or networks and (g) discontinue, decommission or otherwise notify Munetrix to decommission any Authorized Users from having access to the Tool upon termination of their employment from the Licensee's organization.

4. Company Responsibilities. At a minimum of once per year, and as long as State Agencies continue to provide access to bulk data downloads, the company keep the system current with the most recent data available. The company will also maintain the service in terms of security and up-time in accordance with industry standards in place at the signing

of this Agreement.

Public safety, traffic safety, certain educational performance and other data will be refreshed by the Company annually, and basic system enhancements will occur periodically at no additional charge. These updates will be in the form of slight modifications that make the system more user-friendly or intuitive, and may include various additions to data or charts that can help a municipality or the general public understand the data better. No version downloads are required by the Licensee; these updates will automatically appear once released for production and a User Notification will appear upon the Licensees next log-in. The Notification feature is TURNED ON as the Tool's default setting, and this preference may be changed by the Licensee using the system's settings.

5. **Terms of Use.** The Licensee agrees to be bound by (and comply with) and agrees to cause its Authorized Users to be bound by (and comply with) Munetrix's Terms of Use. For the purpose of this Agreement, the "Terms of Use" shall mean those certain terms of use that are set forth on Munetrix's website and relate to the usage of Munetrix's site, tools, and products, as modified from time to time. To the extent that there is any direct conflict between the terms of this Agreement and the Terms of Use, the terms of this Agreement shall control and prevail.
6. **Guest User Link.** As a condition to this Agreement, the Licensee agrees to place an approved Munetrix Citizens Guide to Finances guest user link or other means to hyperlink the Munetrix Tool to their websites homepage.
7. **Limitation of Liability.** The liability of the Company arising out of or related to this Agreement or the Tool shall not exceed the amount of the most recent Subscription Fee paid by the Licensee under this Agreement.
8. **Relationship of the Parties.** The parties to this Agreement are independent contractors. This Agreement does not create a partnership, franchise, joint venture, agency, fiduciary or employment relationship between the parties.
9. **Assignment.** Licensee may not assign any of its rights or delegate any of its duties under this Agreement without the prior written consent of the Company.
10. **Severability.** If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, the provision shall be modified by the court and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this Agreement shall remain in effect.

In addition to any other rights and remedies that the parties might have at law or in equity, the Company reserves the right to suspend or cancel the Licensee's Subscription and access to the Tool in the event that the Licensee breaches (or threatens to breach) any term of this Agreement.

11. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, e-mail, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement. Use of the system is also deemed an acceptance of the agreement.
12. **Governing Law.** This Agreement shall be bound by the laws of the State of Michigan without regard to its conflicts of law provisions.
13. **Entire Agreement.** This Agreement along with the Terms of Use constitutes the entire agreement between the parties and supersedes all prior and contemporaneous agreements, proposals or representations, written or oral, concerning its subject matter. No modification, amendment, or waiver of any provision of this Agreement shall be effective unless in writing and signed by the party against whom the modification, amendment or waiver is to be asserted.

The Licensee agrees to the provisions of this agreement and by signing authorizes the transaction to be executed as of the Effective Date.

LICENSEE SIGNATURE:

By: _____

Name: *Ms. Kathy Eighmey*

Title: *Director of Business and Finance*

Date: _____

Munetrix - Emergency Preparedness Manager Subscription Agreement

By signing below, the undersigned acknowledges a desire to use the Munetrix Emergency Preparedness Manager (the "EPM Program") as an additional product to the undersigned's current subscription agreement with Munetrix.

The EPM Program is designed to help schools schedule and report certain fire, severe weather, and security lockdown drills. Munetrix does not, however, represent that use of the EPM Program will ensure compliance with all applicable legal requirements or that using the EPM will assure that your district or its students are free of any harm should unfortunate events occur. Licensed users are urged to independently consult with their own counsel to determine compliance or risks associated with fire, tornado or lockdown events. The EPM is a planning tool designed to help manage a schedule for training purposes.

Munetrix will not be liable for any loss, damage, or claim relating to the user's legal compliance or the undersigned use of the EPM Program. The use of the EPM Program will be subject to all of the terms and conditions of the undersigned's existing subscription agreement with Munetrix, including, without limitation, Munetrix's Terms of Use which are available at Munetrix's website.

Subscriber's Name: _____

Title: _____

District Name: _____

Signature: _____

Date: _____

NETWORK EQUIPMENT

BACKGROUND

See attached memo from David Payne for details.

ENCLOSURE(S)

Memo from Mr. Payne
Quotes from Presidio

RECOMMENDATION

Move to approve the purchase of two Cisco servers and switches from Presidio at a cost not to exceed \$51,736.92. This purchase will be funded by the Technology Millage.

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

Technology Department

1275 N. Macomb St

Monroe MI, 48162

MEMO

To: Dr. Barry Martin

From: David Payne

Date: 11-17-16

Subject: Network Equipment Purchase

We are recommending the approval to purchase the following network equipment from Presidio at a cost not to exceed \$51,736.92. If approved this would be funded by the Technology Millage. We are requesting the purchase of two Cisco servers and switches. As we continue to utilize more and more multimedia, our storage requirements continue to grow. This would allow us to meet our current and future needs as well as give us additional room for data backups. Both of these quotes were taken from the statewide REMC contract and were competitively bid via this process.

Monroe Public Schools Cisco C240 Quote

045773 Version 1
10/24/2016

Submitted by:

Mike Martin
248-679-3227 (office)
mgmartin@presidio.com

Todd Steichen
248.679.3241 (office)
tsteichen@presidio.com

3yr Maintenance

Presidio is a REMC vendor and is utilizing REMC pricing with additional discount for the quote

Part Number	Description	Qty	Price	Ext. Price
Products				
UCSC-C240-M4L	UCS C240 M4 LFF 12 HD w/o CPU,mem,HD,PCIe,PS,railkt w/expdr	2	\$1,472.75	\$2,945.50
CON-3SNTP-C240M4L	3YR SNTC 24X7X4 UCS C240 M4 LFF 12 HD w/o CPU,mem	2	\$1,304.24	\$2,608.48
UCS-SD240GBKS4-EB	240 GB 2.5 inch Enterprise Value 6G SATA SSD (boot)	4	\$394.31	\$1,577.24
UCSC-RAILB-M4	Ball Bearing Rail Kit for C220 M4 and C240 M4 rack servers	2	\$94.60	\$189.20
UCSC-MLOM-CSC-02	Cisco UCS VIC1227 VIC MLOM - Dual Port 10Gb SFP+	2	\$644.57	\$1,289.14
UCSC-PSU2V2-1200W	1200W / 800W V2 AC Power Supply for 2U C-Series Servers	4	\$322.07	\$1,288.28
CAB-9K12A-NA	Power Cord, 125VAC 13A NEMA 5-15 Plug, North America	4	\$0.00	\$0.00
UCSC-PCI-1C-240M4	Right PCI Riser Bd (Riser 1) 2onbd SATA bootdrvs+ 2PCI slts	2	\$63.64	\$127.28
UCSC-SCCBL240	Supercap cable 250mm	2	\$0.00	\$0.00
UCSC-HS-C240M4	Heat sink for UCS C240 M4 rack servers	4	\$0.00	\$0.00
UCSC-MRAID12G	Cisco 12G SAS Modular Raid Controller	2	\$282.08	\$564.16
UCSC-MRAID12G-2GB	Cisco 12Gbps SAS 2GB FBWC Cache module (Raid 0/1/5/6)	2	\$604.15	\$1,208.30
R2XX-RAID6	Enable RAID 6 Setting	2	\$0.43	\$0.86
C1UCS-OPT-OUT	Cisco ONE Data Center Compute Opt Out Option	2	\$0.00	\$0.00
UCS-CPU-E52623D	3.00 GHz E5-2623 v3/105W 4C/10MB Cache/DDR4 1866MHz	4	\$617.05	\$2,468.20
UCS-MR-1X162RU-A	16GB DDR4-2133-MHz RDIMM/PC4-17000/dual rank/x4/1.2v	16	\$258.00	\$4,128.00
UCS-HD8T7KL4K	8 TB 12G SAS 7.2K RPM LFF HDD (4K)	24	\$1,169.17	\$28,060.08

Products Subtotal: **\$46,454.72**

Cisco C240 Quote

Prepared by:

Presidio
Mike Martin
248-679-3227
Fax 248-773-0451
mgmartin@presidio.com

Inside Sales Rep
Todd Steichen
248.679.3241
tsteichen@presidio.com

Prepared for:

Monroe Public Schools
1275 N. Macomb Street
Monroe, MI
Kevin Hauser
hauser@monroe.k12.mi.us
(734) 265-3162

Information:

Ref ID: 045773
Version: 1
Delivery Date: 10/24/2016
Expiration Date: 12/23/2016

Summary

Description	Amount
Products	\$46,454.72

Total: \$46,454.72

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Product will be invoiced when delivered.

Signature

Date



Monroe Public Schools Cisco Quote

042255 Version 1
8/29/2016

Submitted by:

Mike Martin
248-679-3227 (office)
mgmartin@presidio.com

Todd Steichen
248.679.3241 (office)
tsteichen@presidio.com

Part Number	Description	Qty	Price	Ext. Price
Products				
WS-C2960X-48TS-L	Catalyst 2960-X 48 GigE, 4 x 1G SFP, LAN Base	2	\$2,055.55	\$4,111.10
CAB-16AWG-AC	AC Power cord, 16AWG	2	\$0.00	\$0.00
PWR-CLP	Power Retainer Clip For Cisco 3560-C and 2960-C Compact Swit	2	\$0.00	\$0.00
C2960X-STACK	Catalyst 2960-X FlexStack Plus Stacking Module	2	\$585.55	\$1,171.10
CAB-STK-E-0.5M	Cisco FlexStack 50cm stacking cable	2	\$0.00	\$0.00

Products Subtotal: **\$5,282.20**

Cisco Quote

Prepared by:

Presidio
Mike Martin
248-679-3227
Fax 248-773-0451
mgmartin@presidio.com

Inside Sales Rep
Todd Steichen
248.679.3241
tsteichen@presidio.com

Prepared for:

Monroe Public Schools
1275 N. Macomb Street
Monroe, MI
Kevin Hauser
hauser@monroe.k12.mi.us
7342653162

Information:

Ref ID: 042255
Version: 1
Delivery Date: 08/29/2016
Expiration Date: 10/28/2016

Summary

Description	Amount
Products	\$5,282.20

Total: \$5,282.20

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Product will be invoiced when delivered.

Signature

Date

ACCESS CONTROL

BACKGROUND

See attached memo from David Payne for details.

ENCLOSURE(S)

Memo from Mr. Payne
Quotes from Red Letter Productions Inc. and Security Designs Inc.

RECOMMENDATION

Move to approve the purchase of Access Control for Custer 1, Custer 2, and Arborwood North from Red Letter Productions at a cost not to exceed \$22,400.00. This purchase will be funded by the security budget.

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

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



Monroe Public Schools

Technology Department

1275 N. Macomb St

Monroe MI, 48162

MEMO

To: Dr. Barry Martin

From: David Payne

Date: 11-17-16

Subject: Access Control

We are recommending the purchase of access control from Red Letter at a cost not to exceed \$22,400.00. If approved this project will be funded by the security budget. This project will include access control at Arborwood North, Custer 1, and Custer 2. 14 doors in total will be setup and installed when the project is completed. We received two proposals; one from Red Letter Productions for \$22,400.00 and one from Security Designs for \$24,920.52. Both vendors have completed work for the district so we feel comfortable going with the lower bidder. This project would extend the access control project that we have already completed at Arborwood South and Riverside.



Red Letter Productions Inc.
 4596 Meridian Rd
 Addison, MI 49220
 (517) 264-5488
 brad@redletter.biz
 www.redletter.biz

ADDRESS

David Payne
 Monroe Public Schools
 Technology Department
 1275 N Macomb Street
 Monroe, MI 48162

ESTIMATE 1075

DATE 11/04/2016



DESCRIPTION	QTY	RATE	AMOUNT
CUS1, CUS2 and AWN Door Access Control w/ Video Insight			
Access Control System (Per Door) - Surfacemount Box, Control Baord, HID Reader, Misc Calbes, Installation and Programing.	14	1,600.00	22,400.00

TOTAL \$22,400.00

Accepted By

Accepted Date



Security Designs Inc.
Securing your world

14700 Farmington Road, Suite 110
Livonia, MI 48154
(734) 421-0077
Fax: (734) 421-0099

Arborwood North
1135 Riverview Ave.
Monroe, MI 48162
November 2, 2016

Access Control System

<u>Item</u>	<u>Description</u>
1.	1- PW Series Intelligent Controller
2.	1- PW Series Cable Package
3.	3- PW Series Dual Reader Boards
4.	1- PW Power Supply
5.	1- IC Enclosure
6.	5- Proximity Readers
7.	1- SMP Power Supply
8.	1- Labor & Materials

Purchase & Installation: \$8,628.30

Upon acceptance of this proposal, net payment is due within 30 days of project completion.
Security Designs Inc. standard warranty on the equipment and services provided in this proposal is one (1) year from the commencement of the warranty period.

Authorized By: _____ Date: _____ P.O #: _____.



Security Designs Inc.

Securing your world

14700 Farmington Road, Suite 110
Livonia, MI 48154
(734) 421-0077
Fax: (734) 421-0099

Custer 1
5003 W. Albain Rd.
Monroe, MI 48161
November 4, 2016

Access Control System

<u>Item</u>	<u>Description</u>
1.	1- PW Series Intelligent Controller
2.	1- PW Series Cable Package
3.	3- PW Series Dual Reader Boards
4.	1- PW Power Supply
5.	1- IC Enclosure
6.	6- Proximity Readers
7.	1- SMP Power Supply
8.	1- Labor & Materials

Purchase & Installation: \$9,276.46

Upon acceptance of this proposal, net payment is due within 30 days of project completion.
Security Designs Inc. standard warranty on the equipment and services provided in this proposal is one (1) year from the commencement of the warranty period.

Authorized By: _____ Date: _____ P.O #: _____.



Security Designs Inc.
Securing your world

14700 Farmington Road, Suite 110
Livonia, MI 48154
(734) 421-0077
Fax: (734) 421-0099

Custer 2
5001 W. Albain Rd.
Monroe, MI 48161
November 2, 2016

Access Control System

<u>Item</u>	<u>Description</u>
1.	1- PW Series Intelligent Controller
2.	1- PW Series Cable Package
3.	2- PW Series Dual Reader Boards
4.	1- PW Power Supply
5.	1- IC Enclosure
6.	3- Proximity Readers
7.	1- SMP Power Supply
8.	1- Labor & Materials

Purchase & Installation: \$7,015.76

Upon acceptance of this proposal, net payment is due within 30 days of project completion.
Security Designs Inc. standard warranty on the equipment and services provided in this proposal is one (1) year from the commencement of the warranty period.

Authorized By: _____ Date: _____ P.O #: _____.

Section 2000 – General School Administration

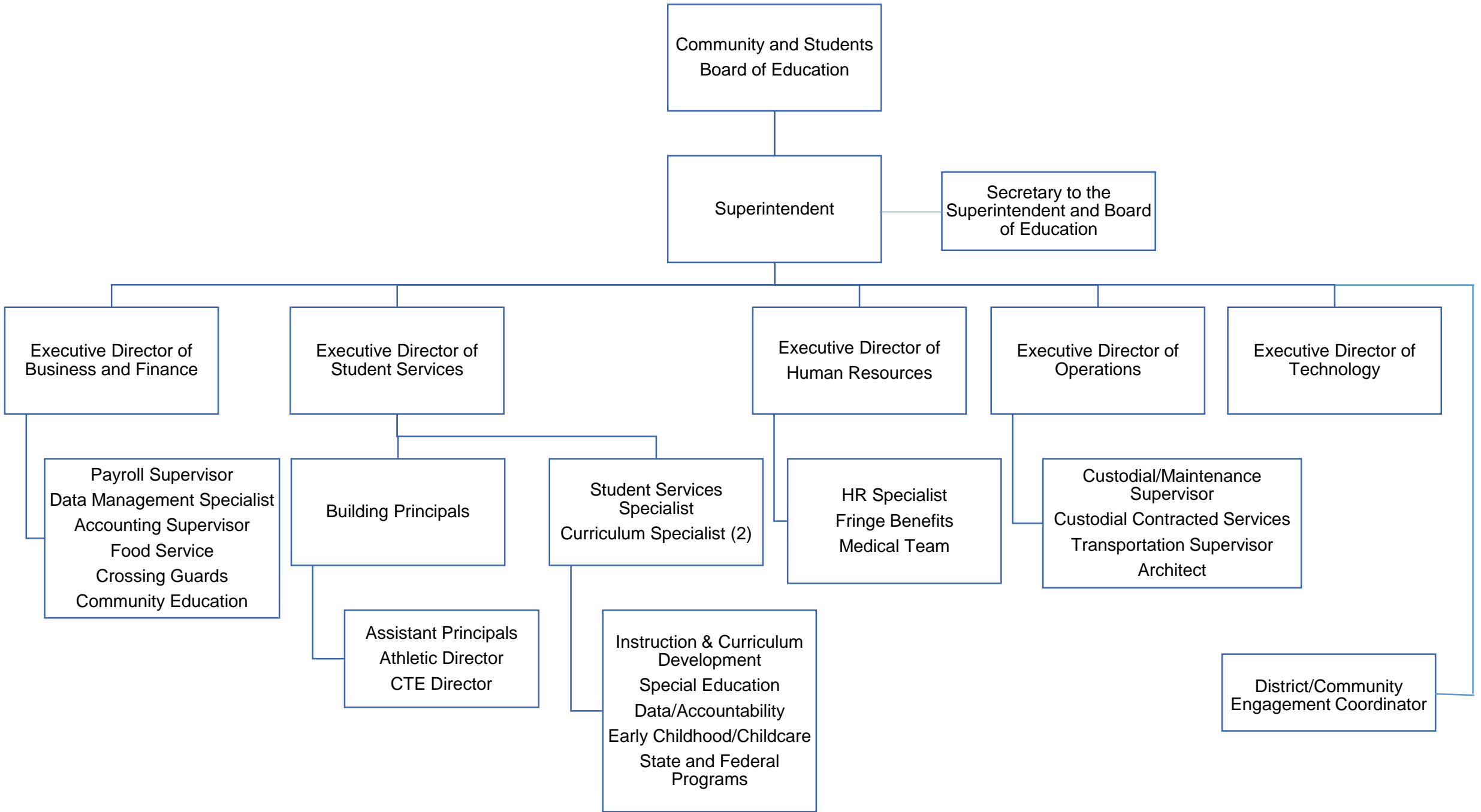
2020-R Administrative Organization

2020-R

Revised: March 24, 2015 (effective 7/1/15)

November 22, 2016 (first reading)

June 23, 2015 (effective 7/1/15)



ADJOURNMENT

RECOMMENDATION

Move to adjourn the November 22, 2016, Board Meeting #22.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____