

# MONROE PUBLIC SCHOOLS



**BOARD MEETING #3**  
**February 14, 2017**  
**7:00 p.m.**

## **BOARD OF EDUCATION**

**MR. LAWRENCE VANWASSHENOVA, PRESIDENT**  
**MRS. FLOREINE MENTEL, VICE-PRESIDENT**  
**MRS. CYNTHIA TAYLOR, SECRETARY**  
**MRS. CHERYL SWEENEY, PARLIAMENTARIAN**  
**MR. MATTHEW BUNKELMAN, TRUSTEE**  
**MR. ROBERT NICHOLS, TRUSTEE**  
**MRS. ROSALIE PASKO, TRUSTEE**

## **SUPERINTENDENT OF SCHOOLS**

**MRS. JULIE M. EVERLY**

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

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

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

**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

Board Meeting #3

Tuesday, February 14, 2017

**7:00 p.m.**

**AGENDA**

		<u>Page</u>
<b>A. Roll Call and Call to Order</b>	Mr. VanWasshenova	1
1. Pledge of Allegiance to the Flag		
<b>B. Public Commentary – Board Agenda Items Only</b>	Mr. VanWasshenova	
1. <b>Acceptance of Reports and/or Committee Reports</b>	Mr. VanWasshenova	2
• Contracted Services Recommendations		
• January 23, 2017, Board Curriculum Committee Meeting Minutes		
<b>C. Discussion and Action Items</b>		
1. <b>Approval of Minutes</b>	Mr. VanWasshenova	7
Move to approve the minutes of the following as submitted:		
• January 23, 2017, Special Board Meeting (2 sets)		
• January 23, 2017, Closed Meeting		
• January 24, 2017, Board Work Session		
• January 24, 2017, Board Meeting #2		
• January 24, 2017, Special Work Session		
• February 7, 2017, Special Board Meeting		
2. <b>Bylaws and Policy Issues</b>	Mrs. Everly	18
Move to approve amended Board Polices 7170 and 7175 as presented effective February 14, 2017.		
3. <b>Staff Resignation</b>	Mrs. Flynn	26
Move to approve the resignation from Monroe Public Schools of Amy Poley effective at the end of the day on February 24, 2017.		
4. <b>Teacher Appointment</b>	Mrs. Flynn	28
Move to approve the appointment of Kim Gluski as a teacher with Monroe Public Schools effective February 15, 2017, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		
5. <b>Coaching Recommendations</b>	Mrs. Flynn	32
Move 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
Davis	Jim	Coach	Softball - Varsity Girls	MHS	Spring
Finnegan	Patrick	Assistant Coach	Track - 7/8 Boys	Monroe Middle	Spring
Hochradel	Scott	Coach	Tennis - JV Girls	MHS	Spring
Matusik	Robert	Coach	Tennis - Varsity Girls	MHS	Spring
Motyka	Ron	Assistant Coach	Track - 7/8 Girls	Monroe Middle	Spring
Mydloski	James	Head Coach	Track - Varsity Girls	MHS	Spring
Nye	Justin	Assistant Coach	Track - Varsity Girls	MHS	Spring
Pilgrim	Kevin	Head Coach	Track - 7/8 Girls	Monroe Middle	Spring
Schade	Doug	Coach	Golf - JV Boys	MHS	Spring
Scoles	Mark	Head Coach	Track - Varsity Boys	MHS	Spring
Sellers	Ernie	Coach	Softball - JV	MHS	Spring
Wood	Bobby	Assistant Coach	Track - Varsity Boys	MHS	Spring

6. **Consent Agenda – Overnight Student Conferences** Mrs. Joseph 33  
Move that Agenda Items C.7 – C.9 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.
7. **BPA State Leadership Conference** Mrs. Joseph 34  
Move to approve the attendance of five Monroe High School students at the BPA State Leadership Conference in Grand Rapids, Michigan, in accordance with board policies for field trips and excursions.
8. **DECA State Conference** Mrs. Joseph 48  
Move to approve the attendance of five Monroe High School students at the DECA State Career Development Conference in Detroit, Michigan, in accordance with board policies for field trips and excursions.
9. **Upward Bound** Mrs. Joseph 77  
Move to approve the attendance of ten Monroe High School students at the 2017 MI-CAPP Student Leadership Summit in Grand Rapids, Michigan, February 24-26, 2017. This trip will be in accordance with board policies for field trips and excursions.
10. **Addendum to Listing Agreement** Mrs. Everly 90  
Move to approve the Addendum to the Listing Agreement with Coldwell Banker Haynes Real Estate, Inc. The expiration date is to be extended to August 10, 2017.
11. **Vehicle Financing** Mrs. Eighmey 92  
Move to award the vehicle financing bid to Education Plus Credit

Union at the fixed rate of 1.65% for three years and reject all other bids.

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|---|-------------------|-----|
| <b>12. CSD-1 Testing on District Boilers</b><br>Move to accept the bid of \$5,752.50 from Sieb Plumbing & Heating of Monroe, Michigan, to complete all CSD1 testing on all thirty-nine (39) district boilers. Money for this purchase will come from the Operations Budget. | Mr. Oley          | 110 |
| <b>13. Bus Camera Systems</b><br>Move to accept the bid of \$9,786.00 from 247 Security Inc. of Alpharetta, Georgia, for the purchase and installation of new camera systems. Funds for this purchase will be taken from Transportation Capital Outlay Funds.               | Mr. Oley          | 113 |
| <b>14. Superintendent's Comments</b>  | Mrs. Everly       |     |
| <b>15. Old Business</b>   | Mr. VanWasshenova |     |
| <b>16. New Business</b>   | Mr. VanWasshenova |     |
| <b>17. Public Commentary – Any Topic</b>  | Mr. VanWasshenova |     |
| <b>18. Adjournment</b><br>Move that the February 14, 2017, Board Meeting #3 of the Monroe Public Schools Board of Education be adjourned.   | Mr. VanWasshenova | 117 |

**ROLL CALL**

	<u>Present</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____
Mrs. Mentel	_____	_____
Mr. Nichols	_____	_____
Mrs. Pasko	_____	_____
Mrs. Sweeney	_____	_____
Mrs. Taylor	_____	_____
Mr. VanWasshenova	_____	_____

Board Meeting #3  
February 14, 2017  
Item #B.1

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

### **REPORTS AND/OR COMMITTEE REPORTS**

- Contracted Services Recommendations
- January 23, 2017, Board Curriculum Committee Meeting Minutes

**Informational Report**  
**Contracted Services Recommendations**

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

**ATHLETICS**

Last Name	First Name	Title	Sport	School	Season
Hedglen	John	Coach	Baseball - Varsity	MHS	Spring
Taylor	Jennifer	Coach	Cheerleading - 7th & 8th	Monroe Middle	Winter
Hoppe	Brandon	Coach	Golf - Varsity Boys	MHS	Spring
Winger	Nicole	Coach	Softball - 7th Grade	Monroe Middle	Spring
Favreau	Steve	Coach	Softball - 8th Grade	Monroe Middle	Spring
Pitcher *	Deb	Head Coach	Track - 7/8 Boys	Monroe Middle	Spring

\* Ms. Pitcher, as a retired teacher, will fall on the contracted pay scale, but will need to be direct paid by Monroe Public Schools.

**SOCIAL-EMOTIONAL SUPPORT TEAM**

Kim Gluski, pending her approval as a teacher with Monroe Public Schools, will be resigning from her position as Student Service Provider at Monroe Middle School. This would be effective February 15, 2017.

Kyle Bryant has submitted his letter of resignation from the position of School Climate Liaison at Custer Elementary for the purpose of other employment. His resignation will be effective February 14, 2017.

Ben Notario has submitted his letter of resignation from his positions of School Climate Liaison and Family Engagement Liaison at Raisinville for the purpose of other employment. His resignation will be effective February 16, 2017.

Hollis LaBeau has submitted her letter of resignation from the position of Student Service Provider at Arborwood for the purpose of other employment. Her resignation will be effective February 21, 2017.

Melanie Menard has submitted her letter of resignation from the position of Student Service Provider at Arborwood for the purpose of other employment. Her resignation will be effective February 22, 2017.

**TECHNOLOGY SUPPORT TEAM**

No changes to report

**ANCILLARY SUPPORT**

No changes to report

# Monroe Public Schools Board Curriculum Committee



Date of Meeting: January 23, 2017  
Next Meeting: February 27, 2017

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- 1) **Call to Order:**
- 2) **In Attendance:** Montyne Barbee, Matt Bunkelman, Julie Everly, Cindy Flynn, Terry Joseph, Natalie LaBeau, Katelyn McBride, Floreine Mentel, Rosalie Pasko, Grant Prater, Cheryl Sweeney, Ryan Walentowski, Holly Wallace
- 3) **Public Commentary:** None
- 4) **MMS Partnership with Val Kiley, Founder of daVinci's Brain:** We are working on establishing a partnership with Val Kiley. She uses her degree in occupational therapy along with 3DP and Makerspace creative design technology to engage with children and youth in a social and emotional learning program. We are working on a program that will start at Monroe Middle School. Typically, occupational therapists look at a problem with mobility or flexibility. Currently, there is research that supports looking at occupational therapy in a much broader view; possibly looking at developmental delays that may have been missed at a specific time to support a child's growth.

Matt Bunkelman shared that Val likes to look at students and try to identify whether or not a student has been mislabeled and the possibility that they may need additional support. She is also interested in looking at partnerships with business leaders in the community and the ISD.

- 5) **Dreambox Review:** Terry Joseph identified that several people were invited to share with our curriculum committee about Dreambox and how it is used in the schools. Currently all of our elementary schools are using Dreambox. Monroe Middle School is also using it and there is a pilot program at OCHS. This math program is an adaptive online program that students work through in a "game like" platform to achieve high levels of learning different math concepts. There is not a specific path that a student has to navigate to get through the program. Since it is intuitive the program will step a student back if they are struggling with a specific content area.

- ❖ **Orchard Center High School Pilot Program:** Ryan Walentowski shared that in the past year they focused on ELA and reading. They recognized they needed to take a look at the other curriculum areas, and through different conversations they realized there is a high school component to Dreambox. Katie McBride shared how it is used in her classroom and how much the kids



are enjoying it. The students who have tested at a lower grade level can use it and work at their level to learn more. There is also enough versatility to use it with equations that are much more in depth. Dreambox works in a way that gives strategies to use and develop the student skills.

Cindy Flynn shared her experience from working at the middle school and how well the students have embraced it. The teachers are very supportive of Dreambox and they have seen growth in math as well.

Holly Wallace went over the different reports that are built into Dreambox. She shared with the group how to read the report and to clearly look at the specific content they are working on.

Natalie LaBeau, one of our elementary teachers, went over how to read another report and shared with the group how she uses this report for her students. She also shared how you can assign different lessons for individual students or the whole classroom. They can assign by content standards or by the lesson that they are working on. If she feels that the student needs to continue with a specific content area, the teacher has the ability to move the “game” to that area.

We have had a lot of feedback from parents regarding Dreambox. They really appreciate the teachers sharing how their children are doing with Dreambox and how it directly relates to the classroom assignments. It helps them understand what is being taught and also worked on in the classroom.

Terry shared how to read one of the reports that Dreambox provided to Monroe Public Schools. The report showed how Dreambox can help with closing the gap.

We have discovered that when students are working at a proficient level in Dreambox, they are also proficient on the MStep test.

Matt also wondered about a parent portal for parents to log in to show they are assisting their children with the program. He wondered about offline content and how well that works. Currently they do not have offline content.

6) **Lucy Calkins Units of Study for Reading Update:** Holly Wallace updated the group on the additional Lucy Calkins units that were approved by the Board and purchased in December. She also shared with the new board members the background with the Lucy Calkins Units of Study. The additional units of study were received as soon as teachers returned from Christmas break. They have been distributed, so the teachers are currently studying them. We have gotten feedback from the teachers, and they are very appreciative that they have the units now to study. A variety of study groups have been set up to assist teachers how to use the units of study. The teachers that are just receiving them will have time to learn, observe, and understand how to use them from the teachers that have been using them in the pilot program.

The way we adopted the Lucy Calkins Units of study is a clear indication of what we have learned from other adoptions. We did a pilot program for two years and the

enthusiasm for the program grew throughout the district. Teachers who were not participating in the pilot program were requesting to be a part of the program!

Matt Bunkelman suggested that once our new Community Engagement person is identified, it would be a good practice for them to come to the Curriculum Committee meetings to learn about what is going on in the classrooms so they are better prepared for questions and comments to the public.

- 7) **Old Business:** We are piloting a program called Instructional Performance Enhancement that teachers can submit artifacts of their teaching or lesson planning to show that they are above and beyond, and possibly receive a stipend. We have extended the deadline for entering their name as a participant. We feel that the timing was difficult with the break and getting back to school.

The Universal Breakfast Program has started at the middle school. In three days we doubled the numbers for the middle school students eating breakfast. Waterloo will be starting it in February. Data is available that shows at the high school level a program called Second Chance is very beneficial. This offers breakfast foods to students from a kiosk between first and second hour.

- 8) **New Business:** Cheryl Sweeny inquired about how many AP classes, and how many there would be for the coming year. There was conversation regarding the benefit of AP or dual enrollment at Monroe County Community College. There are different standards that colleges look at. Some colleges prefer the AP courses since they know the college board has developed the standards for those classes, whereas, the standards may not be as specific for a community college class.

Matt Bunkelman also wanted to know what writing style is used at Monroe High School. Grant Prather a Monroe High School student stated they are currently using Modern Language Association (MLA).

- 9) **Adjournment:** Terry Joseph adjourned the meeting at 6:20.

**APPROVAL OF MINUTES**

**ENCLOSURES**

- January 23, 2017, Special Board Meeting Minutes (2 sets)
- January 24, 2017, Board Work Session Minutes
- January 24, 2017, Board Meeting #2 Minutes
- January 24, 2017, Special Work Session Minutes
- February 7, 2017, Special Board Meeting Minutes

**RECOMMENDATION**

Move to approve the following minutes as submitted:

- January 23, 2017, Special Board Meeting (2 sets)
- January 23, 2017, Closed Meeting
- January 24, 2017, Board Work Session
- January 24, 2017, Board Meeting #2
- January 24, 2017, Special Work Session
- February 7, 2017, Special Board Meeting

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Nichols	_____	_____	_____	_____
Mrs. Pasko	_____	_____	_____	_____
Mrs. Sweeney	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____

**MONROE BOARD OF EDUCATION**

Special Board Meeting

January 23, 2017

**6:30 p.m.**

**MINUTES**

**Roll Call and Call to Order**

Board Members Present: President Lawrence VanWasshenova, Vice President Floreine Mentel, Secretary Cynthia Taylor, Parliamentarian Cheryl Sweeney, Trustee Matthew Bunkelman, Trustee Robert Nichols, and Trustee Rosalie Pasko

Board Members Absent: None

Others Present: Julie Everly, Terry Joseph, Cindy Flynn, Lorie Steinhauser, Jeff McVeigh, Brian Winsjansen

Mr. VanWasshenova called the meeting to order at 6:43 p.m.

Mrs. Steinhauser stated that the mother of student 0123a requested an adjournment. The mother is unable to attend tonight's hearing and she is trying to secure counsel. Mr. McVeigh and the mother will work out a date for a future hearing.

**Recommendation**

Motion by Mrs. Mentel; support by Mrs. Taylor to adjourn tonight's hearing based on mother's request.

Vote: Motion carried by a 7-0 roll call vote at 6:44 p.m.

**Adjournment**

Motion by Mr. Bunkelman, support by Mrs. Mentel to adjourn the January 23, 2017, Special Board Meeting of the Monroe Public Schools Board of Education at the request of student's mother.

Vote: Motion carried by a 7-0 hand vote at 6:46 p.m.

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**Cynthia Taylor, Secretary**

**MONROE BOARD OF EDUCATION**

Special Board Meeting

January 23, 2017

**6:30 p.m.**

**MINUTES**

**Roll Call and Call to Order**

Board Members Present: President Lawrence VanWasshenova, Vice President Floreine Mentel, Secretary Cynthia Taylor, Parliamentarian Cheryl Sweeney, Trustee Matthew Bunkelman, Trustee Robert Nichols, and Trustee Rosalie Pasko

Board Members Absent: None

Others Present: Julie Everly, Terry Joseph, Cindy Flynn, Lorie Steinhauser, Ronda Meier, Brian Winsjansen, student (0123b), student's parents

Mr. VanWasshenova called the meeting to order at 6:49 p.m.

**Closed Session**

Motion by Mr. Bunkelman; support by Mrs. Mentel to convene in closed session for the purpose of conducting a student disciplinary hearing. Open Meeting Act; Section 8 (b).

Vote: Motion carried by a 7-0 roll call vote at 6:49 p.m.

**Reconvene Board Meeting**

Motion by Mrs. Mentel; support by Mr. Bunkelman that the closed session adjourn and the 6:30 p.m., January 23, 2017 Special Board Meeting reconvene.

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

**Recommendation**

Motion by Mr. Bunkelman; support by Mrs. Taylor to follow administration's recommendation to suspend student for time already served.

Vote: Motion carried by a 7-0 roll call vote at 7:12 p.m.

**Adjournment**

Motion by Mrs. Mentel, support by Mr. Nichols that the January 23, 2017, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 7:14 p.m.

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**Cynthia Taylor, Secretary**

# MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Work Session  
Tuesday, January 24, 2017  
5:30 p.m.

## MINUTES

### Roll Call and Call to Order

Board Members Present: President Lawrence VanWasshenova (arrived at 5:33 p.m.), Vice President Floreine Mentel, Secretary Cynthia Taylor, Parliamentarian Cheryl Sweeney, Trustee Matthew Bunkelman (arrived at 5:35 p.m.), Trustee Robert Nichols, and Trustee Rosalie Pasko

Board Members Absent: None

Administrators Present: Julie Everly, Katherine Eighmey, Cindy Flynn, Terry Joseph, Jerry Oley, David Payne

Administrators Absent: None

Others Present: Montyne Barbee, Holly Wallace, Melissa Morton

Vice President Mentel called the meeting to order at 5:32 p.m.

### Cross Indicator Analysis

Melissa Morton, Special Education Director, presented a report that is being shared with every school board in the county. Ms. Morton is also Monroe's CIMS coordinator, which stands for Continuous Improvement Monitoring System. There are several indicators that special educators have to follow for compliance. Every year the state chooses which ones to monitor more closely. If we are not in compliance with any of the indicators chosen by the state, then we are required to prepare a corrective action plan or, in some cases, a student level corrective action plan.

The first indicator chosen by the state was Timely IEPs. The IEP team must ensure that a child's IEP is reviewed periodically, but not less than annually, to determine whether the annual goals for the child are being achieved. The second indicator is Child Find, which means all children residing in the State who are in need of special education and related services, are identified, located, and evaluated. The third indicator is Early Childhood Transition, which is the percent of children referred prior to age three, found eligible and having an IEP developed and implemented by their third birthday.

Ms. Morton stated that Monroe Public Schools had 9 late IEPs out of 947 that were completed. After investigating the nine late IEPs, it was determined that only two were actually late. MPS was 100% compliant with Child Find and Early Childhood Transition. Data for this report is based on the 2013/14 and 2014/15 school years.

Whenever we are out of compliance, an action plan must be developed. Training for staff will be provided to review IDEA language and interpretation of the annual IEP rule. Also, case managers will utilize the homepage report in the special education documentation system, TIENET, in order to monitor compliance due dates.

The group discussed the process for notifying substitute teachers about students in their classroom who receive special education services. Principals emphasize with teachers the importance of including information in their sub plans on students who receive special services and/or students with specific health needs. Ms. Morton indicated that individuals who sign up to sub through EduStaff are offered training to help them support students with accommodations.

### **Focus School Update**

Custer, Manor and Waterloo were designated Focus Schools by the State based on each school's MEAP data, which showed a large gap between their top 30 percent and their bottom 30 percent of students. Manor was identified as a Focus School in 2013 (2012/13 MEAP data); Custer and Waterloo in 2014 (2013/14 MEAP data). Being designated a Focus School doesn't mean the students are performing at a low level of proficiency. The same students are not measured every year; therefore, it doesn't indicate growth. Focus Schools must be identified for at least two years to be eligible to exit. However, the cohort cannot be released from the Focus School list until they've been with their cohort for four years. Changes in state assessments have impacted Focus School status and identification.

Some of the key pieces of our district school improvement plan include implementing instructional strategies that close achievement gaps for targeted groups of students; increase parental engagement in their children's learning; increase the use of technology in the classroom to support student learning; and promote a positive school climate where students and staff are accepting of cultural and individual differences. All schools provide intervention and enrichment time for students, as well as extended day learning. In a Focus School, for example, a principal may assign his or her enrichment liaison to the bottom 30% of students who may be struggling in a subject area that was designated as concern based on MEAP data.

Pre and Post Assessment Data for the first trimester showed similar growth between the bottom 30% and the top 30% of student achievement. In order to be removed from Focus School status, the lowest achieving 30% of students would have to make more growth in all areas than the top 30%. All of this data comes from Schoolzilla, which gives teachers the ability to export data into Excel and arrange students into groups of similar ability levels. The data in Schoolzilla can also be filtered in different ways, i.e. if we wanted to compare girls to boys in the top and bottom 30%, or how our economically disadvantaged compare to our non-economically disadvantaged students.

Thanks to Schoolzilla, teachers and principals are discussing data at least two times a month. We have developed a districtwide data protocol, which means if a teacher is involved in a data meeting at MHS, it will be very similar to a data meeting at Raisinville.

### **Adjournment**

Motion by Mrs. Mentel; support by Mrs. Taylor that the 5:30 p.m., January 24, 2017, Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 6:59 p.m.

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**Cynthia Taylor, Secretary**

# MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #2

January 24, 2017

7:00 p.m.

## MINUTES

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

Board Members Present: President Lawrence VanWasshenova, Vice President Floreine Mentel, Secretary Cynthia Taylor, Parliamentarian Cheryl Sweeney, Trustee Matthew Bunkelman, Trustee Robert Nichols, and Trustee Rosalie Pasko

Board Members Absent: None

Administrators Present: Julie Everly, Katherine Eighmey, Cindy Flynn, Terry Joseph, Jerry Oley, David Payne

Administrators Absent: None

President VanWasshenova called the meeting to order at 7:04 p.m.

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

There was none at this time

### **Approval of Minutes**

Motion by Mrs. Taylor; support by Mrs. Pasko to approve the minutes of the following meetings as submitted:

- January 9, 2017, Board Work Session
- January 10, 2017, Board Work Session
- January 10, 2017, Board Meeting #1
- January 17, 2017, Special Board Meeting (3 sets)
- January 17, 2017, Closed Meeting (2 sets)

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

### **Acceptance of Reports and/or Committee Reports**

The Contracted Services Recommendations report was received.

### **Administrator Appointment**

Motion by Mr. Bunkelman; support by Mrs. Taylor to approve the appointment of Michael Foley as an administrator with Monroe Public Schools effective February 6, 2017, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

### **Superintendent's Comments**

Mrs. Everly highlighted several upcoming events around the district. These events can also be found on our website.

Monroe High School's HOSA group traveled to the Jackson Career Center this past weekend, and several of them placed for their event. Gold medal winners were Lydia Malik and Brooke Shugarman for Health



Career Display; and Ali LaFountain in Sports Medicine. Also, we had two students represent MHS at the All State Choir event in Grand Rapids – Christian Guy and Zach Everly.

Mrs. Everly introduced the Kohler family – Mark, Beth and Cameron. Cameron was Monroe High School’s Homecoming King this past fall. Mrs. Kohler highlighted some of Cameron’s experiences in Monroe Public Schools.

**Old Business**

There was none at this time.

**New Business**

There was none at this time.

**Public Commentary-Any Topic**

There was none at this time.

**Adjournment**

Motion by Mrs. Mentel; support by Mrs. Taylor that the January 24, 2017, Board Meeting # 2 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 7:21 p.m.

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**Cynthia Taylor, Secretary**

# MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Special Work Session  
Tuesday, January 24, 2017  
7:30 p.m.

## MINUTES

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

Board Members Present: President Lawrence VanWasshenova, Vice President Floreine Mentel, Secretary Cynthia Taylor, Parliamentarian Cheryl Sweeney, Trustee Matthew Bunkelman, Trustee Robert Nichols, and Trustee Rosalie Pasko

Board Members Absent: None

Administrators Present: Julie Everly, Katherine Eighmey, Cindy Flynn, Terry Joseph, Jerry Oley, David Payne

Administrators Absent: None

President VanWasshenova called the meeting to order at 7:30 p.m.

### **Vehicle Purchase and Financing**

On November 8, 2016, the Board approved the purchase of new vehicles and buses, and to allow Mrs. Eighmey to seek options to finance the purchase. The purpose of this work session was to give our new Board members some background information on this topic.

Mrs. Eighmey discussed the different types of financing that have been used in the district.

- An equipment loan purchase is when the equipment is purchased up front and payments are made over a period of time.
- Cash flow borrowing is done annually. State Aid is paid October through August; cash flow borrowing takes place in August.
- A capital lease is when payments are made annually just like a loan. We take ownership of the equipment at the end of the lease.
- An operating lease is more of a rental agreement.

The finance history from 2007 to current and the bus and maintenance vehicle inventory was shared with Board members. The manufacturer suggested life span of a bus is 10 years. We have exceeded that time period with several buses, and in some cases, it's been doubled. Mr. Oley attributes this to the excellent preventative maintenance provided by First Vehicle. As buses age, a lot of money is invested to keep them road worthy. Every year, our buses have to pass an inspection by the Michigan State Police under Public Act 187, which specifies the condition of a bus. Several of the older buses are used as sub buses, and a lot of them have rust spots. It was very expensive to get them up to par to pass inspection this past summer. If we adhere to a schedule, we should replace four or five buses a year; we are still below that number. The average cost of a new bus is \$75,000, and the average cost of a special needs bus is \$100,000.

Warranties on new buses are similar to vehicles. The most dependable buses are International, and they typically come in as the lowest bidder. Experience tells us how long these buses will last, and part of their longevity is because of preventative maintenance. We used to have a fleet of 76 buses, and now we have a fleet of 65 with 59 on the road. The extra buses are kept as a backup when preventative maintenance is

being performed or in the event of a breakdown. Every bus goes through a cycle of preventative maintenance every 4,000 miles. If a bus is pulled in for preventative maintenance in the morning, it will be back on the road in the afternoon.

The group discussed rust inspection and whether or not tire replacement is part of the contract with First Vehicle. The discussion then moved to non-contracted work, some of which can be performed by a utility worker. Non-contracted work can include anything from washing a bus to repairing a seat. Unfortunately, we didn't have a utility worker between May and July of 2016. First Vehicle performed non-contracted work during that time, and the cost was substantial. We recently hired a gentleman and he is doing a great job. We would like to maintain his position to avoid paying First Vehicle for non-contracted work. Our transportation supervisor is cognizant of the repairs our utility worker should complete. This prevents a charge by First Vehicle for non-contracted work. First Vehicle is not obligated to repair rust, but they can at a cost. There have been amendments to the contract over the years, but in the past 20 years, no one has bid against them; this is a very specialized service. The current contract expires in June 2017. Some districts repair their buses internally; some have chosen to privatize their bus fleet; and smaller districts use local vendors.

The vehicles are ordered and the Board asked Mrs. Eighmey to explore financing options. The question is should we borrow the money or pay cash? If we finance the buses, we will not have to take a large amount from the fund balance. Moreover, in the event of an emergency, we would have the cash on hand if needed. At the end of February, Mrs. Eighmey will present a budget amendment to the Board. A result of paying for the vehicles, and with our student loss this year, the fund balance could be down to five percent. Mrs. Eighmey stated that the interest rate of 1.65% gives us a safety net for a couple of years to see if our student enrollment decreases further. It is a fixed rate with no early pay off fee. Mr. VanWasshenova thinks a 10% fund balance is excessive. Why should we add additional cost (interest) if we do not have to? When the Board met to set their goals, they agreed on a 7% fund balance. If we pay for the vehicles and buses, the fund balance would be 5.9%. Interest for this loan, over a three-year period, would be \$20,000.

Mr. Bunkelman feels comfortable financing the buses, but not the vehicles. Mrs. Mentel agrees; she would rather have money in reserve. Mr. Nichols' concern is if we finance the buses, will we spend the money foolishly down the road. Mrs. Everly stated that when we think about negotiating with our employees, we think of the fund balance, as well as student enrollment and recruitment. We need to continue to attempt to give our people something when they come to the table. Borrowing the money to pay for the buses gives us the ability to take care of our employees; we cannot borrow money to pay employee raises. We cannot afford to let our teacher turnover rate get any higher. Studies show that it takes eight years for a teacher to master a classroom.

### **Adjournment**

Motion by Mr. Bunkelman; support by Mrs. Taylor that the 7:30 p.m., January 24, 2017, Special Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 9:20 p.m.

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**Cynthia Taylor, Secretary**

**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

Special Board Meeting  
Tuesday, February 7, 2017  
**5:30 p.m.**

**MINUTES**

**Roll Call and Call to Order**

Board Members Present: President Lawrence VanWasshenova, Vice President Floreine Mentel, Secretary Cynthia Taylor, Parliamentarian Cheryl Sweeney, and Trustee Robert Nichols

Board Members Absent: Trustee Matthew Bunkelman, Trustee Rosalie Pasko

Administrators Present: Julie Everly, Cindy Flynn, Terry Joseph

Administrators Absent: Katherine Eighmey, Jerry Oley, David Payne

Others Present: Jeff McVeigh, Brian Winsjansen, Jeremy Chisholm

President VanWasshenova called the meeting to order at 5:30 p.m.

Mr. Chisholm stated there was not a request for a closed session on file. The student (0207a) nor any family members were present. Mr. McVeigh presented information to the Board supporting the administration's recommendation. A video of the incident was shared with the Board.

**Recommendation**

Motion by Mrs. Taylor; support by Mr. Nichols to uphold administration's recommendation to expel the student.

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

**First Reading of Amended Board Policies 7170 and 7175**

Mrs. Everly stated that we recently had a very successful Title I State and Federal Program audit. In order to receive a perfect report from the auditors, a few minor changes were recommended. Board members received a copy of the recommended changes. Mrs. Everly indicated that the Policy Committee is supportive of the changes. Mr. VanWasshenova noted the error on 7170-R will be corrected.

**Second Reading of Amended Board Policies 7170 and 7175**

Motion by Mrs. Taylor; support by Mrs. Mentel to waive the second reading of Board Policies 7170 and 7175.

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

**Public Commentary-Any Topic**

There was none at this time.

**Adjournment**

Motion by Mrs. Mentel; support by Mrs. Taylor that the February 7, 2017, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 5-0 hand vote at 5:52 p.m.

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**Cynthia Taylor, Secretary**

**BYLAWS AND POLICY ISSUES**

**BACKGROUND**

We had a very successful Title I program audit, and in order to receive a perfect report from the auditors, a few minor changes were recommended. The Board conducted the first reading of the amended policies at a Special Board Meeting on February 7, 2017. At that meeting, the Board voted to waive the second reading of the amended polices, and bring it to the Board for approval on February 14, 2017.

**RECOMMENDATION**

Move to approve amended Board Polices 7170 and 7175 as presented effective February 14, 2017.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Nichols	_____	_____	_____	_____
Mrs. Pasko	_____	_____	_____	_____
Mrs. Sweeney	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____

## **Section 7000 – Instructional Program**

7170 Federal Program Administration (Cf. 7175)

7170

Federally funded programs are a vital and necessary adjunct to the educational program of the District's schools.

### Title I Programs

The Board shall ensure that the District's Title I programs operate in accordance with federal laws and conditions. The Superintendent is responsible for administering the District's Title I programs; assessing the educational needs of all students, particularly the needs of educationally deprived children, developing appropriate communication channels between all parties, developing in-service training for parent(s)/guardian(s) and staff, and developing appropriate evaluation procedures. The requirements of the Elementary and Secondary Education Act (ESEA) shall be followed, and rules and regulations promulgated to ensure that the District is in compliance.

Approved: March 24, 2015

Amended: February 14, 2017

LEGAL REF: 20 USCA 6316, 20 USCA 6318 (No Child Left Behind Act)

## **Section 7000 – Instructional Program**

7170-R Federal Program Administration

7170-R

In order to meet the federal guidelines established for Title I programs fully, the administration shall: Provide timely notification to parent(s)/guardian(s) about their child's Title I selection, instructional objectives, progress reports, achievement levels on state academic assessments as soon as possible after the test is taken; establish dates and sites for parent/guardian-teacher conferences; help promote parent(s)/guardian(s) participation in school activities; consult with parent(s)/guardian(s) about how the District can work with parent(s)/guardian(s) to achieve Title I program objectives; and solicit parent(s)/guardian(s) suggestions in the planning, development, and operation of the program.

Each school served by a Title I program shall schedule an annual meeting at a convenient time to provide parent(s)/guardian(s) of Title I students an opportunity to participate in the design and implementation of the Title I program and to provide information concerning the right of parent(s)/guardian(s) to be involved. All parent(s)/guardian(s) of Title I students shall be invited to this meeting.

Each school served by a Title I program shall jointly develop with parents of participating students a school-parent compact that outlines how parents, staff and students will develop a partnership to help children achieve the State's high academic standards. The school-parent compact shall be discussed, during parent-teacher conferences, as it relates to the individual child's achievement.



## Section 7000 – Instructional Program

7175 Parent(s)/Guardian(s) Involvement Policy (Cf. 7170)

7175

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

A. **Relationships with Families**

- ( ) Cultivating school environments that are welcoming, supportive, and student-centered; <sup>4</sup>
- ( ) Providing professional development for school staff that helps build partnerships between families and schools; <sup>2,3,4</sup>
- ( ) Providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers; <sup>2,3</sup>
- ( ) Providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities. <sup>3</sup>

## Section 7000 – Instructional Program

7175 Parent(s)/Guardian(s) Involvement Policy (Cf. 7170)

7175-2

### B. Effective Communication

- ( ) Providing information to families to support the proper health, safety, and well-being of their children;
- ( ) Providing information to families about school policies, procedures, programs, and activities; <sup>2,3,4</sup>
- ( ) Promoting regular and open communication between school personnel and students' family members; <sup>1,4</sup>
- ( ) Communicating with families in a format and language that is understandable, to the extent practicable; <sup>2,3</sup>
- ( ) Providing information and involving families in monitoring student progress; <sup>3</sup>
- ( ) Providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions; <sup>2,3,4</sup>
- ( ) Preparing families to be involved in meaningful discussions and meetings with school staff. <sup>2,3,4</sup>

### C. Volunteer Opportunities

- ( ) Providing volunteer opportunities for families to support their children's school activities; <sup>1,3</sup>
- ( ) Supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events. <sup>3,4</sup>

## Section 7000 – Instructional Program

7175 Parent(s)/Guardian(s) Involvement Policy (Cf. 7170)

7175-3

### D. **Learning at Home**

- ( ) Offering training and resources to help families learn strategies and skills to support at-home learning and success in school;  
1,2,3,4
- ( ) Working with families to establish learning goals and help their children accomplish these goals; <sup>1</sup>
- ( ) Helping families to provide a school and home environment that encourages learning and extends learning at home. <sup>1,2,4</sup>
- ( ) Coordinating and integrating family involvement strategies with other programs, such as those for early learning, preschool, and limited English proficiency programs.

### E. **Involving Families in Decision Making and Advocacy**

- ( ) Involving families as partners in the process of school review and continuous improvement planning; <sup>3,4</sup>
- ( ) Involving families in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families. <sup>2,3,4</sup>

### F. **Collaborating with the Community**

- ( ) Building constructive partnerships and connecting families with community-based programs and other community resources; <sup>2,3,4</sup>
- ( ) Coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development. <sup>2,3,4</sup>

## **Section 7000 – Instructional Program**

7175 Parent(s)/Guardian(s) Involvement Policy (Cf. 7170)

7175-4

### Implementation

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the District plan.

### Migrant Education Program (MEP) Parent(s)/Guardian(s) Involvement

Parent(s)/Guardian(s) of students in the MEP will be involved in, and regularly consulted, about the development, implementation, operation, and evaluation of the program.

### Limited English Proficiency (LEP) Parent(s)/Guardian(s) Involvement

In accordance with federal law, parent(s)/guardian(s) of LEP students will be provided notice regarding their child's placement in and information about the District's LEP program. Parent(s)/Guardian(s) will be notified about their rights regarding program content and participation including the right to choose among programs if alternatives are available. The notice must also include an explanation of the value of the program in terms of academic development, mastery of English, and the achievement of promotion and graduation standards. The notice will also include an explanation of the right to remove the child from an LEP program and to place the child in the regular program.

## **Section 7000 – Instructional Program**

7175 Parent(s)/Guardian(s) Involvement Policy (Cf. 7170)

7175-5

The notice must be in a format that families can comprehend and, if possible, in a language that is understood by the family.

Approved: March 24, 2015

Amended: February 14, 2017

LEGAL REF: MCL 380.1294; Sec. 1112, 1118 ESEA

<sup>1</sup>Indicates State Requirements

<sup>2</sup>Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

<sup>3</sup>Indicates Title I Section 1118 parent involvement requirements

<sup>4</sup>Indicates State Board Parent and Family Involvement Policy recommendations

**STAFF RESIGNATION**

**BACKGROUND**

We have received a letter of resignation for the purpose of other employment from **Amy Poley** from her position as Community Education Coordinator. Her resignation will be effective at the end of the day on February 24, 2017.

**ENCLOSURES**

Letter of Resignation

**RECOMMENDATION**

Move to approve the resignation from Monroe Public Schools of Amy Poley effective at the end of the day on February 24, 2017.

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

	<u><b>Aye</b></u>	<u><b>Nay</b></u>	<u><b>Abstain</b></u>	<u><b>Absent</b></u>
Mr. Bunkelman	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Nichols	_____	_____	_____	_____
Mrs. Pasko	_____	_____	_____	_____
Mrs. Sweeney	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____

February 10, 2017

Human Resources  
Monroe Public Schools  
1275 N. Macomb Street  
Monroe, MI 48162

Please accept this letter as notice of my resignation from my position as Director of Community Education. My last day of employment will be February 24, 2017.

I have accepted an offer to serve as Recreation Programmer for the City of Monroe Parks and Recreation Department doing exactly what I love, which is serving the community.

I have spoken to Kathy Eighmey regarding additional hours that may be needed after February 24 as Daddy/Daughter Dance will be taking place on March 4, and some of my building agent duties may need my attention.

It has been a pleasure working at Monroe Public Schools over the last 13 years and I have enjoyed the many positions I have held during this time.

Sincerely,



Amy Poley

**TEACHER APPOINTMENT**

**BACKGROUND**

On behalf of the administration and the interview panel I am recommending the appointment of Kim Gluski as a teacher with Monroe Public Schools. This teacher will be assigned as part-time robotics teacher at Waterloo Elementary for the 2016/17 school year.

Ms. Gluski holds a Bachelor of Science in Social Work from Eastern Michigan University and has completed a Post Bachelor of Science in Elementary Education also from Eastern Michigan University. She was most recently employed as a Student Service Provider at Monroe Middle School.

Members of the interview panel were: Meghan Gibson, Principal; Staci Dreger and Shellie Metz, Teachers; and Barbara Dean, Parent.

**ENCLOSURE(S)**

Resume

**RECOMMENDATION**

Move to approve the appointment of Kim Gluski as a teacher with Monroe Public Schools effective February 15, 2017, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

	<u><b>Aye</b></u>	<u><b>Nay</b></u>	<u><b>Abstain</b></u>	<u><b>Absent</b></u>
Mr. Bunkelman	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Nichols	_____	_____	_____	_____
Mrs. Pasko	_____	_____	_____	_____
Mrs. Sweeney	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____



## Education

**Eastern Michigan University, Ypsilanti, MI**

December 2008

Post Bachelor of Science in Elementary Education, Reading BT Endorsement, Structures of the Disciplines Minor

**Eastern Michigan University, Ypsilanti, MI**

August 2006

Bachelor of Science in Social Work

**Monroe County Community College, Monroe, MI**

May 2004

Associate of Science

## Experience

**31a Student Service Provider** May 2015-Present

Monroe Middle School, Monroe, MI

- Provide social, emotional, behavioral, and academic support to a caseload of approximately 235 students who qualify for 31a services
- Collaborate with support, instructional staff, parents, and guardians to ensure that student's needs are being met
- Monitor student's grades and provide academic interventions
- Communicate with students, parents, guardians, and staff using a variety of electronic and verbal communication styles
- Participate in weekly staff meetings to help develop intervention plans for students who are in high behavior tier levels
- Developed a community resource binder

**Developmental Education Adjunct Faculty** October 2008-September 2016

Developmental Education Department, Baker College, Allen Park, MI

- Collaborated with instructional designers and English instructors to develop a 12 credit hour course aimed at helping underprepared students increase their middle school level reading, writing, and math skills
- Utilize student centered learning and blended learning methodologies to help underprepared adult students improve their reading, writing, and math skills
- Create mini-lessons for small groups of students based on their performance in various skill areas on Pearson reading and writing computer software programs
- Provide tutoring services to students in the academic resource center
- Ensure alignment of curriculum and assessment activities with taxonomy

## Kim Templin-Gluski

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- Synthesize innovative and professional knowledge of learning theories and curriculum design strategies
- Collaborate with faculty to identify innovative strategies to enhance learning
- Serve as a liaison between the curriculum development team and adjunct faculty
- Provide tutorials to students using Baker College software programs
- Use smartboard technology to create lessons that actively engage students
- Deliver interactive learning activities to underprepared students designed to increase reading comprehension and writing skills
- Proficient using Microsoft Office Software programs such as Microsoft Word and PowerPoint
- Knowledge and experience using student information systems such as SOLAR, STAR, and Blackboard
- Communicate with students, faculty, and staff using a variety of electronic and verbal communication styles

**Mentor, Content Expert, Curriculum Development** October 8, 2009- December 20, 2013

Westwood Cyber High School, Inkster, MI

- Mentored and taught a caseload of 12-16 at-risk high students in an online setting from enrollment to graduation
- Collaborated with project manager to create an individualized learning and success program plan for each student
- Created a reading elective course
- Developed curriculum that aligned with state standards and common core standards
- Utilized a variety of learning techniques and strategies to help each student obtain proficiencies in underprepared subject areas
- Advised and counseled students on curriculum requirements that are necessary in order to obtain a high school diploma
- Helped develop orientation materials which included handouts and a keynote presentation
- Taught on-site new student orientation sessions focused on how to operate and effectively utilize Mac computer software for program success
- Ensured correct completion of all required paperwork and program agreements
- Provided students with guidance related to college planning and attendance at college recruitment events
- Maintained accurate daily attendance records for each student
- Completed and maintained weekly caseload reports detailing the number of projects each student completed, attendance, and concerns related to student progression
- Created curriculum for a reading elective course
- Proficient in using the FirstClass database, PowerTeacher, and PowerSchool software programs

**Jr. High Youth Group Intern** August 2008-October 2010

First Presbyterian Church, Trenton, MI

## Kim Templin-Gluski

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- Coordinated a 6-8<sup>th</sup> grade youth group program for members of the church and youth in local communities
- Maintained accurate and up-to-date records regarding program participants health history and emergency contact information
- Organized monthly events for program participants
- Organized and delivered meetings to inform parents about upcoming events
- Scheduled weekly meetings and events for program participants
- Supervised and trained an adult volunteer staff

### **Volunteer Resources Intern** January 2006-August 2006

American Red Cross, Ann Arbor, MI

- Organized and helped a volunteer staff create a Chapter Quarterly Newsletter to send to donors
- Helped develop program information for volunteer orientation sessions
- Taught volunteer orientation sessions and helped ensure that volunteers were connected with opportunities related to their areas of interest
- Created and received funding for a grant proposal that allowed youth volunteers to enjoy activities with residents at the Lurie Terrace apartment complex in Ann Arbor
- Participated in fundraising events to help raise money for American Red Cross programs

### **Community Interaction**

**Pioneer Girls Mentor** September 2008-Present

**First Presbyterian Church of Trenton, Trenton, MI**

Pioneer Girls is a Christian mentoring program that is similar to Big Brothers Big Sisters.

**COACHING RECOMMENDATIONS**

**BACKGROUND**

The following are Coaching Recommendations for the 2016/17 school year spring season. All pre-employment information has been completed.

Last Name	First Name	Title	Sport	School	Season
Davis	Jim	Coach	Softball - Varsity Girls	MHS	Spring
Finnegan	Patrick	Assistant Coach	Track - 7/8 Boys	Monroe Middle	Spring
Hochradel	Scott	Coach	Tennis - JV Girls	MHS	Spring
Matusik	Robert	Coach	Tennis - Varsity Girls	MHS	Spring
Motyka	Ron	Assistant Coach	Track - 7/8 Girls	Monroe Middle	Spring
Mydloski	James	Head Coach	Track - Varsity Girls	MHS	Spring
Nye	Justin	Assistant Coach	Track - Varsity Girls	MHS	Spring
Pilgrim	Kevin	Head Coach	Track - 7/8 Girls	Monroe Middle	Spring
Schade	Doug	Coach	Golf - JV Boys	MHS	Spring
Scoles	Mark	Head Coach	Track - Varsity Boys	MHS	Spring
Sellers	Ernie	Coach	Softball - JV	MHS	Spring
Wood	Bobby	Assistant Coach	Track - Varsity Boys	MHS	Spring

**RECOMMENDATION**

Move to approve the above listed coach (es) for the 2016/17 school year; as per the MCEA master agreement.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Nichols	_____	_____	_____	_____
Mrs. Pasko	_____	_____	_____	_____
Mrs. Sweeney	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____

**CONSENT AGENDA – OVERNIGHT STUDENT CONFERENCES**

**ENCLOSURES**

- C.7 BPA State Leadership Conference
- C.8 DECA State Conference
- C.9 Upward Bound Student Leadership Conference

**RECOMMENDATION**

Move that Agenda Items C.7 – C.9 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

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

	<u><b>Aye</b></u>	<u><b>Nay</b></u>	<u><b>Abstain</b></u>	<u><b>Absent</b></u>
Mr. Bunkelman	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Nichols	_____	_____	_____	_____
Mrs. Pasko	_____	_____	_____	_____
Mrs. Sweeney	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____

**BUSINESS PROFESSIONALS OF AMERICA  
STATE LEADERSHIP CONFERENCE**

**BACKGROUND**

Joni Weaks and Anne Knabusch, Monroe High School teachers and BPA advisors, wish to petition the Board of Education for permission to take five (5) Monroe High School students to Grand Rapids, Michigan, to attend the BPA State Leadership Conference. This overnight trip will be held at the Amway Grand Hotel, Davenport University, and DeVos Place Convention Center in Grand Rapids, Michigan, March 16-19, 2017. These students studied their area of concentration and will compete in different areas of business. They will also attend conference while there.

Monroe Public Schools CTE funds will be used to defray the cost of this trip and all aspects of the trip will be in accordance with related Board policies.

**ENCLOSURE(S)**

Monroe Public Schools – Abbreviated Field Trip and Excursion Check List Form.  
The complete packet is housed in the office of the Executive Director of Student Services.

**RECOMMENDATION**

Move to approve the attendance of five Monroe High School students at the BPA State Leadership Conference in Grand Rapids, 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	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Nichols	_____	_____	_____	_____
Mrs. Pasko	_____	_____	_____	_____
Mrs. Sweeney	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____

Monroe Public Schools  
Field Trip Information Form

overnight

Date of Trip: March 16-19, 2017 (BPA)

Grade/Team/Organization Making Request: MHS Business Prof. of America

Destination: Amway Grand Plaza Hotel Club

Address: 187 Monroe Ave. NW

City: Grand Rapids State: MI Zip: 49503

Means of Transportation: CTE Van

Number of Students and Adults Involved: 2 adults, 5 students

Exact Loading Location: MHS Teachers' Parking Lot

Estimated Time of Departure: 2:30 pm

Estimated Time of Departure from Destination: 11:30 am

Expected Time of Arrival: 2:30 pm

Purpose of Trip: State Leadership Conference for BPA

Faculty Supervisor: Joni Weaks & Anne Krabusch  
all day on 3/17

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

Principal's Signature: [Signature] Date: 2/2/17

Approved  Denied

Assistant Superintendent's Signature: [Signature] Date: 2.7.17

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:

State Leadership Conference  
for Business Professionals  
of America  
Anway Grand Plaza Hotel  
Grand Rapids, MI 49503

School(s): Monroe High School

Chaperones: Anne Knabusch  
Joni Weaks

Method of Transportation: CTE Van

Date of Departure: 3/16/17

Time of Departure: 2:30

If overnight, number of nights: 3

Date of Return: 3/19/17

Time of Return: 2:30

Number of Students Participating: 5

Number of Staff Supervising: 2



## 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:

students have competed at the  
regional level on their business  
skill sets - now preparing for  
state competition.

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

it aligns with our gap  
analysis skills

Follow-up classroom lessons:

discussion on evaluations  
or judges' comments

- Contract(s) with agent(s) making travel/accommodation arrangements Hotel Reg.  
+ BPA Reg.
- Detailed Itinerary
- Funding sources Bill Ferrara
- Chaperones N/A - 2 advisors
- Arrangements made for students with financial hardship N/A covered
- If private vehicle(s) used, Form EEAE-F-3 (Board Policy Manual) attached.

Anne Krabusch

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

Number of Other Adults Assisting: 0

Number of School Days Student will be Attending Trip: 1

Cost Per Child: approx 300

Cost Per Chaperone: approx 300

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes  No   
Chaperones: Yes  Advisors No

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

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

January 24, 2017

Mr. William Ferrara  
CTE Director  
Monroe High School  
Monroe, MI 48161

Dear Bill:

Mrs. Knabusch and I would like to take the following students to the state leadership conference for Business Professionals of America. The SLC will be held in Grand Rapids on March 16-19, 2017. All proper paperwork has been filed and parent permission slips were given to students. Anne Knabusch will be driving the CTE van and has filled our appropriate paperwork.

The costs will be as follows:

Registration for BPA conference - \$84 per person \* 7 = \$588.00  
(paid for by CTE credit card)

Food (Our BPA club account will distribute funds for each person from all of our fundraising events held this year) \$100 \* 7 = \$700.00

Hotel Amway Grand Plaza – 3 rooms deposit = \$300.00  
The remainder will be paid for with CTE credit card on 3/16/2017  
Along with parking fees (approximately \$50) \_\_\_\_\_

CTE van – gas  
CTE credit card will be used to purchase gas \_\_\_\_\_

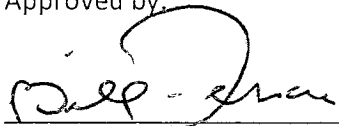
Please sign below if you approve of the overnight trip to Grand Rapids. Thank you.

Respectfully submitted,



Joni Weaks

Approved by:

 2/2/17  
William Ferrara, CTE Director date

## Schedule of Events

(Please note that times and locations are subject to change.)

A: Amway Grand Plaza Hotel   DU: Davenport University   CC: DeVos Place Convention Center

### Special Information for Judged Events

**Student arriving late for scheduled contest:** If a student is late due to the fact that he/she was competing in another contest, they should receive an assessment event pass from the contest administrator of the contest they were involved in. Once the assessment event pass is submitted to the contest administrator of the contest for which the student arrives late, the student will be allowed to compete in a different or the last time slot. The rescheduled time will be based upon what is convenient for judges and the administration of that contest. If a student arrives late due to oversleeping or any other type of carelessness, that student will not be allowed to compete. Administrators will submit any assessment events passes received during their contest to the CEAC Representative at the end of the competition. (Scheduled contest are contests which involve appointment times.)

**Judged Event Finals Postings:** On Saturday, listings of finalists for those contests having finals will be posted at the location where the final round will be held. Finalists will be posted between 12:30-1:30 p.m.; therefore, please bring all necessary materials with you when you review the finals listing. In addition, finalists will be posted on our website at [www.michiganbpa.org/mobile](http://www.michiganbpa.org/mobile). Results from Friday preliminary events will be posted on our website at [www.michiganbpa.org/mobile](http://www.michiganbpa.org/mobile). Results will **NOT** be posted at Courtesy Corps.

### Business Professionals of America-Michigan Association 2017 State Leadership Conference Schedule of Events

DAY/DATE/TIME	EVENT	SITE
<b>Thursday, March 16</b>		
8:00am-10:00pm	State Executive Council Meeting	A
11:00am-12:00pm	BPA & Grand Rapids Staff Meeting	A
12:00pm-8:00pm	Luggage Holding	A
5:00pm-9:00pm	Registration/Courtesy Corps (Additional satellite check-in will be provided at all hotels on Thursday)	A
7:00pm-8:45pm	Assessment Events Headquarters	A
7:00pm-9:00pm	Exhibitor Display Setup	A
8:00pm-9:30pm	Special Event: "Minute to Win It" Hosted by State Executive Council (Open to all delegates)	A
9:00pm-9:45pm	Administrators/Proctors/Graders Meeting for all computer and non-judged events	A
10:00pm-10:30pm	Alumni/Volunteer Staff Meeting	A

DAY/DATE/TIME	EVENT	SITE
11:00pm	Curfew – Advisors will conduct room check/students in their assigned room	All Hotels
<b>Friday, March 17</b>		
7:00am-4:00pm	Assessment Events Headquarters	A
7:00am-7:00pm	Registration/Courtesy Corps	A
7:30am-4:00pm	Davenport University Shuttle Bus Pickup (near Sales & Catering Office)	A
8:00am-9:30am	Financial Analyst Team Preparation (Preliminaries)	A
8:00am-6:00pm	Luggage Holding	A
8:00am-6:00pm	Coat Check	A
8:15am-8:45am	Judges & Administrators Meeting for Financial Analyst Team and Presentation Management Individual	A
8:30am-9:30am	Banking & Finance	A
8:30am-9:30am	PC Servicing & Troubleshooting	A
8:30am-10:00am	Fundamental Word Processing	DU
8:30am-10:00am	Intermediate Word Processing	DU
8:30am-10:00am	C++ Programming (Session 1) Java Programming (Session 1) Visual Basic/C# Programming (Session 1)	A
8:30am-10:30am	Advanced Word Processing	DU
8:30am-10:30am	Fundamentals of Web Design	DU
9:00am-9:45am	Judges & Administrators Meeting for Broadcast News Production Team Computer Animation Team Economic Research Team Global Marketing Team Video Production Team	A
9:00am-10:00am	Parliamentary Procedure Concepts (Team members only)	A
9:00am-7:00pm	Grading Room	A
9:00am-Finish	SEC Candidate Interviews	A
9:15am-4:00pm	Presentation Management Individual (Preliminaries) Section 1 Section 2 Section 3 Section 4	A A A A
9:45am-10:45am	Computer Security	A
10:00am-10:30am	Judges & Administrators Meeting for Parliamentary Procedure Team	A
10:00am-12:00pm	Advanced Accounting (Special scheduling only)	A

DAY/DATE/TIME	EVENT	SITE
10:00am-12:00pm	Fundamental Accounting (Special scheduling only)	A
10:00am-4:00pm	Exhibits Open	A
10:00am-5:00pm	Broadcast News Production Team	A
10:00am-5:00pm	Economic Research Team	A
10:00am-5:00pm	Global Marketing Team	A
10:00am-5:30pm	Computer Animation Team	A
10:00am-5:30pm	Video Production Team	A
10:15am-11:45am	C++ Programming (Session 2) Java Programming (Session 2) Visual Basic/C# Programming (Session 2)	A
10:30am-12:30pm	Advanced Spreadsheet Applications	DU
10:30am-12:30pm	Fundamental Spreadsheet Applications	DU
10:30am-12:30pm	Integrated Office Applications	DU
10:30am-3:00pm	Parliamentary Procedure Team (Preliminaries) Preparation (Section 1) Demonstration (Section 1) Preparation (Section 2) Demonstration (Section 2)	A A A A
11:00am-11:45am	Legacy Launcher #1	A
11:00am-11:45am	Legacy Launcher #2	A
11:00am-12:00pm	Computer Network Technology	A
11:00am-12:00pm	Personal Financial Management	A
11:30am-2:00pm	Judges Luncheon (By Invitation Only/Ticket Required)	A
12:30pm-1:30pm	SQL Database Fundamentals	A
12:30pm-2:00pm	Administrators & Proctors Meeting for all Saturday Judged Events	A
12:30pm-2:30pm	Advanced Office Systems & Procedures	DU
12:30pm-2:30pm	Basic Office Systems & Procedures	DU
12:30pm-2:30pm	Database Applications	DU
12:30pm-5:00pm	Financial Analyst Team (Finals/Demonstration)	A
1:00pm-1:45pm	Legacy Launcher #3	A
1:00pm-1:45pm	Legacy Launcher #4	A
1:00pm-2:00pm	Proctors Meeting for Open Event Personnel & Staff	A
1:00pm-2:30pm	Payroll Accounting	A
2:00pm-2:45pm	Legacy Launcher #5	A
2:00pm-2:45pm	Legacy Launcher #6	A
2:30pm-3:30pm	Systems Administration Using Cisco	A
2:30pm-4:30pm	Administrative Support Team	DU
2:30pm-4:30pm	Legal Office Procedures	DU
2:30pm-4:30pm	Medical Office Procedures	DU

DAY/DATE/TIME	EVENT	SITE
3:00pm-5:00pm	Advanced Accounting (for non-Financial Analyst Team members)	A
3:00pm-5:00pm	Fundamental Accounting (for non-Financial Analyst Team members)	A
4:00pm-5:00pm	Network Administration Using Microsoft	A
4:00pm-7:00pm	Parliamentary Procedure Team (Finals) Preparation Demonstration	A A
6:30pm-7:00pm	Annual Business Meeting (Voting Delegates/Chapter Presidents must be seated for roll call by 6:15pm. This meeting will be held to conduct all the official business of the annual conference.)	CC
7:30pm-9:00pm	Opening Session/Parade of Presidents (Special Awards, Candidate Speeches, Statesman Torch Awards)	CC
11:00pm	Curfew – Advisors will conduct room check/students in their assigned room	All Hotels
<b>Saturday, March 18</b>		
7:30am-10:00am	Test Distribution (Assessment Events Headquarters)	A
8:00am-5:00pm	Courtesy Corps	A
8:00am-5:00pm	Coat Check	A
8:00am-8:30am	Judges Breakfast/Orientation (By Invitation Only/Ticket Required)	A
8:00am-4:30pm	Small Business Management Team Preparation Demonstration	A A
8:45am-12:30pm	Human Resource Management (Preliminaries) Preparation Section 1 Section 2 Section 3	A A A A
9:00am-12:00pm	Advanced Interview Skills (Preliminaries)	CC
9:00am-12:00pm	Extemporaneous Speech (Preliminaries) Preparation Section 1 Section 2 Section 3	A A A A
9:00am-12:00pm	Interview Skills (Preliminaries)	CC
9:00am-12:00pm	Prepared Speech (Preliminaries) Section 1 Section 2 Section 3	A A A
9:00am-12:30pm	Graphic Design Promotion (Preliminaries)	A

DAY/DATE/TIME	EVENT	SITE
9:00am-12:45pm	Administrative Support Research Project (Preliminaries)	A
9:00am-12:45pm	Economic Research Individual (Preliminaries)	A
9:00am-12:45pm	Entrepreneurship (Preliminaries) Section 1 Section 2 Section 3	A A A
9:00am-1:30pm	Digital Media Production (Preliminaries) Section 1 Section 2 Section 3	A A A
9:00am-2:00pm (Last student admitted at 1:00pm)	Open Events Administrative Support Concepts Business Meeting Management Concepts Business Spelling Computer Programming Concepts Financial Math & Analysis Information Technology Concepts Management/Marketing/Human Resource Concepts Merit Scholar Parliamentary Procedure Concepts	CC
9:00am-4:00pm	Exhibits Open	A
9:00am-4:00pm	Presentation Management Team	A
9:00am-4:30pm	Web Site Design Team	A
10:00am-10:45am	Legacy Launcher #7	A
10:00am-10:45am	Legacy Launcher #8	A
10:00am-2:00pm	Presentation Management Individual (Finals)	A
10:00am-3:00pm	College Fair	A
10:00am-5:00pm	Grading Room	A
11:00am-11:45am	Legacy Launcher #9	A
11:00am-11:45am	Legacy Launcher #10	A
11:30am-2:30pm	Judges Luncheon (By Invitation Only/Ticket Required)	A
12:15pm-1:15pm	Judges Orientation (Finals Judges Only)	A
1:00pm-1:45pm	Legacy Launcher #11	A
1:00pm-1:45pm	Legacy Launcher #12	A
1:30pm-4:30pm	Advanced Interview Skills (Finals)	A
1:30pm-4:30pm	Extemporaneous Speech (Finals) Preparation Demonstration	A A
1:30pm-4:30pm	Interview Skills (Finals)	A
1:30pm-4:30pm	Prepared Speech (Finals)	A
1:45pm-4:45pm	Administrative Support Research Project (Finals)	A



DAY/DATE/TIME	EVENT	SITE
1:45pm-4:45pm	Economic Research Individual (Finals)	A
1:45pm-4:45pm	Entrepreneurship (Finals)	A
1:45pm-4:45pm	Graphic Design Promotion (Finals)	A
2:00pm-4:30pm	Human Resource Management (Finals) Preparation Demonstration	A A
2:15pm-5:00pm	Digital Media Production (Finals)	A
2:30pm-2:45pm	Campaign Rally Setup (State Officer Candidates & Campaign Managers only)	A
2:45pm-4:00pm	“MEET THE CANDIDATES” Campaign Rally (First 30 minutes for Voting Delegates only)	A
6:30pm-9:00pm	Dinner Session (Doors open at 6:15pm) (2016-2017 State Officer Farewells, New Chapter Initiation, Scholarship, Barbara Chambers Outstanding Advisor Award, Honorary Lifetime Award, 2017-2018 State Officer Installation)	CC
9:00pm-9:30pm	Reception: 2017-2018 State Executive Council Officers, Advisors & Parents	A
9:00pm-9:30pm	Advisor Open Forum	A
9:30pm-10:30pm	Region 1 Advisors Meeting	A
9:30pm-10:30pm	Region 3 Advisors Meeting	A
9:30pm-10:30pm	Region 4 Advisors Meeting	A
9:30pm-10:30pm	Region 5 Advisors Meeting	A
9:30pm-10:30pm	Region 6 Advisors Meeting	A
9:30pm-10:30pm	Region 7 Advisors Meeting	A
9:30pm-10:30pm	Region 8 Advisors Meeting	A
9:30pm-10:30pm	Region 9 Advisors Meeting	A
9:30pm-10:30pm	Region 10 Advisors Meeting	A
9:30pm-11:30pm	Dance Sponsored by Northwood University	CC
12:00 midnight	Curfew – Advisors will conduct room check/students in their assigned rooms	All Hotels
<b><u>Sunday, March 19</u></b>		
6:00am-3:00pm	Luggage Storage	A
7:45am-8:45am	Advisors Meeting	A
9:15am-Finish	Awards Session	CC

MONROE PUBLIC SCHOOLS

Transportation Request Form

Request forms must be submitted ten days prior to trip date for approval.

Request forms must be approved before forwarding to the Transportation Department.

Date of Request \_\_\_\_\_

Date of Trip \_\_\_\_\_

Grade or Group Making Request \_\_\_\_\_

Total Number of People to be Transported \_\_\_\_\_

Is a Lift Bus Needed? \_\_\_\_\_

Name of School \_\_\_\_\_

Exact Loading Location \_\_\_\_\_

Destination \_\_\_\_\_

Bus Requested at Loading Location By \_\_\_\_\_

Estimated Departure Time from Monroe \_\_\_\_\_

Expected Arrival Time at Location \_\_\_\_\_

Expected Departure Time from Location \_\_\_\_\_

Expected Arrival Time at Loading Location \_\_\_\_\_

Event or Purpose of Trip \_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_

Budget Account Number to be Charged: \_\_\_\_\_

Organization to be Billed: \_\_\_\_\_

\*\*\*\*\* If the account number line is left blank, total price of trip will be charged to budget of school requesting trip.

\*\*\*\*\* Account number line must be filled in even if trip is to be charged to field trip budget.

Principal or Director Approval: Anne Knabush

Central Administration Approval: \_\_\_\_\_

Assigned to Driver: Anne Knabush

White: Transportation

Yellow: School

Pink: Originator

*sample of given to students*

Monroe Public Schools  
PARENTAL PERMISSION FORM  
(Out-of-State/Overnight/Out-of-Country Travel)

EXPLANATION AND DATES:

Departure Date/Day Thursday, March 16, 2017 Return Date/Day Sunday, March 19, 2017

A group of students and adult chaperones are planning a trip to: City Grand Rapids  
State MI Country USA (daily itinerary must be attached).

The purpose of this trip is State Leadership Conf. and the group sponsoring the trip is MHS Business Professionals of America

This form serves as the district's official notification for the parents of students involved and, by signing, acknowledges the fact that the student's parents approve of their child taking said trip. This form must be signed and returned before any student will be allowed to travel with the group.

Please fill in the information requested below as thoroughly and completely as possible.

GENERAL INFORMATION:

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_ Emergency Phone \_\_\_\_\_

MEDICAL INFORMATION

Family Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Last Tetanus Shot \_\_\_\_\_ Allergies (if any) \_\_\_\_\_

Current medication (if any) \_\_\_\_\_ Recent illness or surgeries (within past six months) \_\_\_\_\_

Other pertinent information \_\_\_\_\_

Your child will be in the care of (staff member name) \_\_\_\_\_

S/he has your permission to seek emergency medical care for your child as needed.

INSURANCE INFORMATION:

Insurance Company \_\_\_\_\_ Contract No. \_\_\_\_\_

Name of Policy holder \_\_\_\_\_ Policy Number: \_\_\_\_\_

MEDICAL ACKNOWLEDGMENT:

I/we hereby give consent for emergency medical treatment and/or admission, as necessary, to any hospital for my/our child.

SIGNATURES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Parent(s)/Guardian(s))

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

\* must hav. notarize

**DECA STATE CONFERENCE**

**BACKGROUND**

Monroe High School teacher and DECA advisor, Jeff Brown, wishes to petition the Board of Education for permission to take five (5) Monroe High School students to Detroit, Michigan, to participate in the DECA State Career Development Conference. This overnight trip will be held at Cobo Center and the group will be staying at the Detroit Marriot, from Friday, March 10, through Sunday, March 12, 2017. The Monroe High School students learn marketing, small business ownership and intro to business marketing in DECA. The students competing in this competition will report back to all marketing students at MHS and they will begin preparation for the next competition.

No Monroe Public Schools funds will be used to defray the cost of this trip and all aspects of the trip will be in accordance with related board policies.

**ENCLOSURE(S)**

All information for the DECA State Conference along with an itinerary of the events. The complete packet is housed in the office of the Executive Director of Student Services.

**RECOMMENDATION**

Move to approve the attendance of five Monroe High School students at the DECA State Career Development Conference in Detroit, 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	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Nichols	_____	_____	_____	_____
Mrs. Pasko	_____	_____	_____	_____
Mrs. Sweeney	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____

overnight

# Monroe Public Schools Field Trip Information Form

Date of Trip: 3/10/17 - 3/12/17

Grade/Team/Organization Making Request: DECA

Destination: DETROIT, MI MARRIOTT

Address: 100 RENAISSANCE DR

City: DETROIT State: MI Zip: 48243

Means of Transportation: CTE VAN

Number of Students and Adults Involved: 7

Exact Loading Location: MHS STAFF LOT

Estimated Time of Departure: 11:45 AM 3/10/17

Estimated Time of Departure from Destination: 12:00 AM

Expected Time of Arrival: 1:00 pm 3/10/17

Purpose of Trip: DECA STATE CONFERENCE

Faculty Supervisor: JEFF BROWN

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

Principal's Signature: [Signature] Date: 2/6/17

Approved  Denied

Assistant Superintendent's Signature: [Signature] Date: 2.7.17

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:

SEE ATTACHED

School(s):

Monroe High School

Chaperones:

JEFF BROWN

Method of Transportation:

Date of Departure: 3/10/17

Time of Departure: 11:45 AM

If overnight, number of nights: 2

Date of Return: 3/12/17

Time of Return: 3:00 PM

Number of Students Participating: 5

Number of Staff Supervising: 1

Number of Other Adults Assisting: 0

Number of School Days Student will be Attending Trip: 1/3 DAY

Cost Per Child: 025.<sup>00</sup>

Cost Per Chaperone: 0

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes  No   
Chaperones: Yes  No

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

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

Updated: 09/12/06

# 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:

Daily lessons prepare DECA members for competition in marketing related competitions which align with State + National standards.

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

Students compete in marketing related competitions which align with curriculum standards.

Follow-up classroom lessons:

Report to all marketing and DECA members at MHS.

- 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



## DECA State Conference Costs:

The costs will be as follows:

Registration for DECA Conference = \$80 per person \* 6 = \$480.00  
(paid for by CTE added cost fund)

Hotel – 3 rooms = \$1,050.00  
(1/2 paid for by CTE added cost funds and 1/2 reimbursed  
by the DECA student account at MHS)

Each DECA student/family will pay \$25.00

CTE van – gas  
CTE added cost funds will be used to purchase gas  
Parking Fees approximately \$50.00

Food = students are responsible for their own food bill.

Students have many opportunities to **fund raise** including  
MHS Food Court days. Students also pay an annual member-  
ship for DECA = \$10.00 which goes in to the DECA student  
account at MHS.

# Monroe High School DECA

*An Association of Marketing Students*

1/23/17

Mrs. Sandy Kreps  
Monroe High School  
901 Herr Road  
Monroe, MI 48161

Dear Sandy:

This is the Monroe High School DECA chapter's written request that you allow us to attend the 2017 DECA State Career Development Conference in Detroit, Michigan. Please consider allowing us to attend this educational conference from Friday, March 10<sup>th</sup> (11:42 AM) – Sunday, March 12<sup>th</sup>, 2017 (3:00 PM.)

DECA is a co-curricular, student-centered organization specifically designed to provide activities that will motivate Monroe High School students to learn marketing, management and entrepreneurial competencies that will prepare them to become skilled, employable workers in the field of marketing.

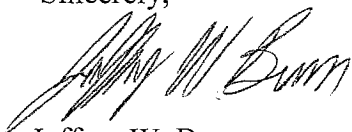
The purpose of DECA is to provide learning opportunities to marketing education students through goal-oriented chapter activities. The focus of these activities is always upon developing greater understanding and appreciation of marketing, management and entrepreneurship. These activities contribute to occupational competence by promoting greater understanding and appreciation for the responsibilities of citizenship in our private and free enterprise system.

Our DECA chapter is to the marketing education program what a civic or professional organization is to a group of businesspeople. Chapter activities are recognized as a part of the total educational program because they develop leadership skills, professional attitudes, business competency, citizenship characteristics, and social growth of the individual. These same activities serve me, your marketing teacher/DECA advisor, as a teaching tool by creating student interest in all phases of marketing, management and entrepreneurship.

Find enclosed, with this request for approval, a detailed agenda of our plans during the DECA State Career Development Conference. This will be an invaluable trip for the students attending. They will report back to their non-attending DECA members. Winners at the State level will automatically qualify to attend the International Conference held in Anaheim, CA.

With your approval, I would like to present this trip to the MPS Board of Education. Thank you.

Sincerely,



Jeffery W. Brown  
DECA Advisor

Cc: Bill Ferrara

State Career Development Conference

March 10-12, 2017



*Detroit, Michigan*

Congratulations to all that competed at the conference!

Download the 2016 Finalist and Champions List ([http://mideca.org/wp-content/uploads/16scdc\\_finalists.pdf](http://mideca.org/wp-content/uploads/16scdc_finalists.pdf))

The 2017 conference will be held in Downtown Detroit on March 10-12, and it promises to be one of the most exciting, competitive and FUN Michigan DECA events of the year! You will have the opportunity to meet and compete with over 4,000 Michigan DECA members from throughout the state and also meet important and influential business professionals. The SCDC is a time for you to develop your occupational and leadership skills as well as meet other fun and energetic Michigan DECA members.

After participating in competitive events during the day, you will have free time to meet and socialize with other Michigan DECA members. Members will also elect the new Michigan DECA State Executive Council who will lead us into another exciting DECA year.

The Michigan DECA SCDC gives you the opportunity to meet DECA members from around the state, interact with important business representatives, and last but not least, compete for a chance to represent Michigan DECA at the International Career Development Conference, held in Anaheim, California on April 25-30!

A tentative Conference Program will be available in February.

### **Conference Registration**

The fee will cover two meal vouchers for the Cobo Center food court (can be used anytime during the weekend), registration materials, entertainment on Saturday evening (to be announced) and conference administrative expenses.

### **Eligibility**

Only students that are competing at the State Conference may attend the conference. Delegates may not enter more than one event (i.e. Individual, Written, or Chapter event). The only exceptions are the Merit Award Program and School Based Enterprise, if competition times do not conflict.

### **Refunds**

Refunds will be given only if Michigan DECA is notified of the cancellation in writing. Cancellations must be submitted on the Refund Request Form to receive your chapter's refund.

### **Substitution Policy**

Chapter Advisors have volunteered to double check each State Conference registration to be sure that chapters are following the substitution policy

(<http://mideca.org/competition/substitutions/>) and that the correct qualifiers from the District Conferences are advancing on to the State Conference.

### Written Events

All written event entries (including the Merit Awards Program, Chapter Awards Program and written projects advancing from a district conference) must be completed and received by 10:00 a.m. on Saturday, February 18, 2017 for written event screening. Events will not be accepted after 10:30 a.m. Chapter advisors that are attending screening to assist are welcome to bring their chapter's projects with them. All other entries must be mailed or dropped off at our office before the screening. Please keep in mind that EMU does not receive ANY deliveries on Saturdays (even if you pay extra for overnight or Saturday delivery), so if you're shipping any projects make sure that they are scheduled to arrive by Wednesday, February 15, 2017 in case the package needs to be re-routed or re-delivered to our office. See Written Event Screening (<http://mideca.org/teachers/screening/>) for more information.



### Presentations using the Internet:

Students will not be able to use the hotel or convention center internet for their event presentations, because that would involve asking someone else to help them with their equipment. (*Refer to the event's presentation guidelines.*) You may use an internet aircard or personal hotspot with your own computer if you have one. But we caution that it could be difficult to receive and maintain a connection due to so many people using cell phones while at the conference. If you lose connection, you will not be given additional time. Our suggestion is to save anything that you might want to reference directly onto the computer.

### Economics and Marketing Mathematics Applied Academics Certification

Delegates are required to take one (both are optional) of the tests on Saturday. A

certificate will be awarded to those who achieve minimum proficiency on the test. The top ten participants will receive special recognition.

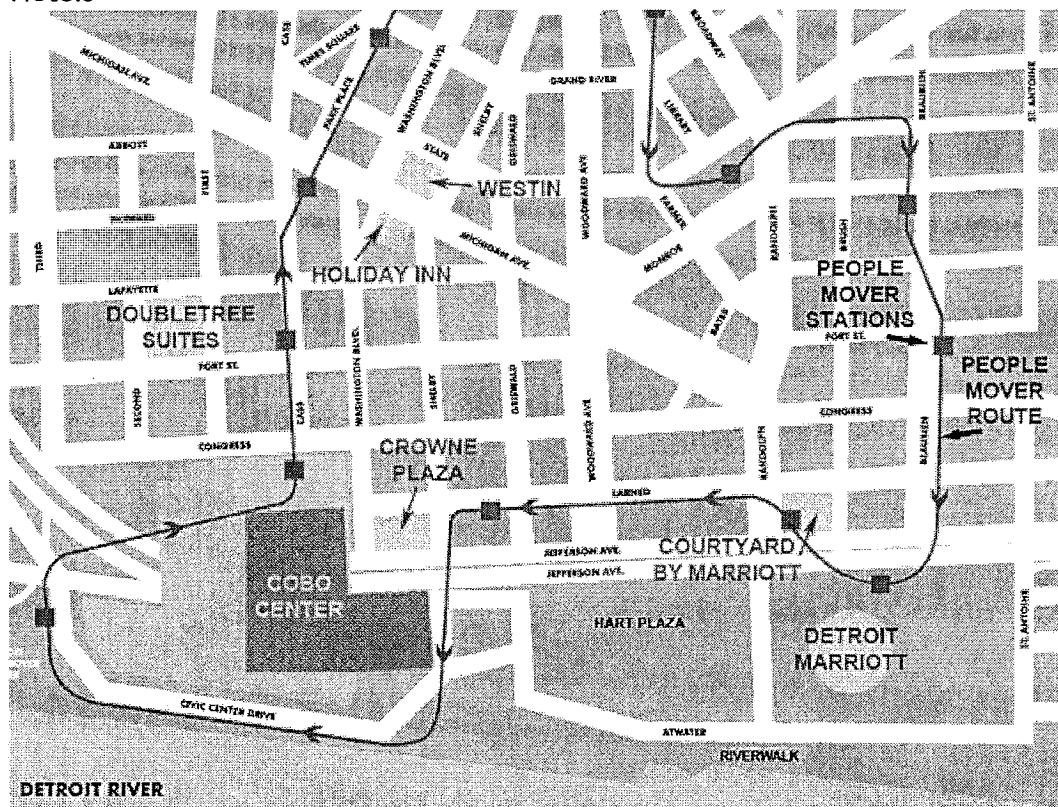
### Dress During the Conference

Business attire is required for all scheduled sessions and activities. During free time, shirts must have sleeves and no bare midriff. Skirts and shorts must be at least fingertip length. *No cargo pants, jeans (denim material), T-shirts, sweatshirts, flip-flop sandals, or athletic shoes of any form will be allowed during the competition or at sessions!* Delegates' clothing must be neat and in good repair in order to compete, attend the sessions, or be allowed on stage. Delegates wearing any of these items will be sent to change, before being allowed to compete or attend any conference sessions. Please refer to the Michigan DECA Dress Code (<http://mideca.org/conferences/dresscode/>) for more information.

### Schedule

Conference registration will start at 11:00am on Friday. The first student activity will start at 2:00 p.m. Please be aware and prepared that if your event orientation is early, you may not be able to check into your hotel room to change until after 3:00pm.

### Hotels



Michigan DECA Policy requires that all competitors stay at one of the official conference hotels. Conference Registration will not be accepted for schools that are not staying at one of the official hotels.

- Detroit Marriott, 100 Renaissance Center Drive, Detroit, MI 48243 313-568-8000
- Courtyard Detroit Downtown, 333 East Jefferson Avenue, Detroit, MI 48226 313-222-7700
- Crown Plaza Detroit Downtown Riverfront, 2 Washington Blvd., Detroit, MI 48226 313-965-0200
- Westin Book Cadillac Detroit, 1114 Washington Blvd., Detroit, MI 48226 313-442-1600
- Holiday Inn Express & Suites, 1020 Washington Blvd., Detroit, MI 48226 313-887-7000
- DoubleTree Suites by Hilton, 525 W. Lafayette Blvd., Detroit, MI 48226 313-963-5600

Parents and family members are welcome to stay with Michigan DECA in our hotels, but they are considered part of the Michigan delegation, so they must also register for the conference and pay the registration fee. They will need to be included on the chapter's registration form and adhere to the same deadlines.

#### State Conference T-Shirts

Michigan Alumni DECA is selling State Conference T-shirts again this year. The shirts will be designed around the conference theme, and will be heavyweight, 100% cotton T-shirts. Pre-orders of shirts on the conference registration form, you will receive a discounted price. Please consider ordering your shirts when you register for the conference, as in past years we were completely sold out by early Saturday afternoon! This fundraiser is designed help Alumni Division so they can sponsor a competitive event to provide more travel scholarships for qualifiers to attend the International Career Development Conference.

#### Name Badges & Wrist Bands

All delegates (adult and student) must wear their name badges and wrist bands at all times. No one will be admitted to conference activities without a name badge and wrist band. If a delegate loses their wrist band or name badge, a replacement may be obtained in the conference headquarters for \$5.00 each. Delegates will be required to show identification for a replacement name badge, or must have their Advisor with them.

#### Curfew

All students must be in their own room at curfew. No chapter activities (meetings, practice sessions, etc.) may be conducted after curfew, even if it takes place in their Advisor's room. Room service will not deliver after curfew. All advisors/chaperones are required to conduct room checks at curfew and patrol the floors of the hotel after curfew on Friday and Saturday evenings. Trying to manage a large number of students is a difficult task, therefore we need every advisor's support and assistance.

**Code of Conduct & Medical Treatment Authorization Forms**

Each delegate, student and adult, must sign the Code of Conduct & Medical Treatment Form (<http://mideca.org/wp-content/uploads/coc.pdf>). This form must be hand-carried to the conference by the Chapter Advisor. Do not send them to the Michigan DECA office.

No alcoholic beverages or drugs may be possessed by any delegate at the conference. This is a school function. Delegates may not enter the lounges at the hotels. Students suspected of being under the influence of alcohol will be required to take a breath alcohol test as specified by state law. A uniformed police officer will be on site during the evening hours of the conference.

**Private Autos at the Conference**

The use of private automobiles will not be permitted after arrival at the conference. Car doors shall be locked upon arrival, and the keys turned over to the chapter advisor.

**Voting Delegates**

The role of a voting delegate is an important one. Voting delegates are required to attend the candidate speeches and are encouraged to meet each candidate prior to the election session. All Voting Delegates must attend the conference as a competitor.

**Number of Voting Delegates per Chapter**

Voting for next year's state officer team will take place at the State Conference. According to the Michigan DECA Constitution, each chapter is allowed one voting delegate per 40 members or a major fraction thereof. The appropriate number of voting delegate ribbons will be included in your chapter's registration materials. The advisor will distribute the ribbons to the voting delegates for their chapter. Voting Delegates must wear their ribbon to vote. Replacement ribbons will not be provided once a chapter has picked up their registration materials at the conference.

- 1 voting delegate for chapters that have 1 to 61 members
- 2 voting delegates for chapters that have 62 to 101 members
- 3 voting delegates for chapters that have 102 to 141 members
- 4 voting delegates for chapters that have 142 to 181 members
- 5 voting delegates for chapters that have 182 to 221 members
- 6 voting delegates for chapters that have 222 to 261 members
- 7 voting delegates for chapters that have 262 to 301 members
- 8 voting delegates for chapters that have 302 to 341 members

**Certificates of Excellence**

Michigan DECA will issue Certificates of Excellence to all competitors that receive an average score above 70% during competition. The certificates will be mailed to chapter advisers several weeks after the conference.



**Conference Assistance**

To have a successful conference, each advisor will need to assist with the conference. All advisors will be pre-assigned by the event chairperson to work a competitive event. All individuals are required to assist during their assigned time. Because this assistance is important, advisors who do not assist during their entire assigned time, will have letters stressing the importance of their assistance and their absence sent to their school principal. Advisors and chaperones must attend all general and award sessions with their students, to assure proper dress and conduct (behavior) during the sessions.

**Advisor Reception & Recognition**

The Michigan Marketing Educators (MME) and Michigan DECA will host a reception and recognition session for all advisors.

**Chaperones**

All chaperones attending the conference will also be responsible to assist with conference management and supervision. Please select your preference for the area you would like each of your chaperones to assist with on the registration form. All chaperones are required to pay the conference registration fee.

**Supervision**

At least one (1) adult must attend and pay the registration fee for every ten (10) student delegates attending. Advisors and chaperones must attend all general and award sessions with their students, to assure proper dress and conduct (behavior) during the sessions.

Complete information about the conference can be found in the 2014-2015 Advisors Michigan DECA Guide, which will be mailed at the beginning of the school year.

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**Planning Ahead? Future dates and location:**

- March 9-11, 2018 – State Career Development Conference, Detroit, Michigan
- March 8-10, 2019 – State Career Development Conference, Detroit, Michigan
- March 6-8, 2020 – State Career Development Conference, Detroit, Michigan

# MICHIGAN DECA STATE CONFERENCE

March 10 - 12, 2017 - Detroit, MI

## Registration Packet

<b>What</b> State Career Development Conference
<b>When</b> March 10-12, 2017
<b>Where</b> Detroit, MI
<b>Who</b> Michigan High School DECA members
<b>Cost</b> \$150.00
<b>Deadline</b> February 8, 2017
<b>Why</b> Build your Network! You'll earn skills and will serve your community. Network with highly successful students from across Michigan.
<b>How</b> Fill out Registration Packet and return to Mr. Brown call 604-205-3670 with any questions.

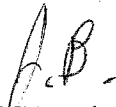
### CONTENTS:

Letter to Parents  
Conference Highlights and Agenda  
Delegate Code of Conduct  
MHS Permission Forms

RETURN ALL FORMS TO MR. BROWN BY February 8, 2017

# Monroe High School DECA Chapter

901 Herr Road, Monroe, MI 48161 (734) 265-3671

TO: DECA Parents   
FROM: Jeff Brown, DECA Advisor  
DATE: January 23, 2017  
SUBJECT: 2017 DECA State Career Development Conference

By now you already know your daughter or son qualified for the State DECA Conference by finishing in the top 10 overall in their event at the District V DECA Conference. (There were over 900 delegates participating at our district conference.) Five Monroe High School students are qualified to attend the DECA State Conference. Monroe High School students really demonstrated that they are learning business skills in their marketing education class and at their Co-op training stations. You are also receiving this letter because your daughter or son indicated to us that they wanted to participate in the State DECA Conference on March 10-12, 2017.

Please sign the enclosed permission slips and attach \$125.00 payable to MHS DECA if you want your daughter/son to participate in the DECA State Conference.

We will continue our preparation for the State Conference in our marketing classes. Students will take one online examination that covers marketing, management, and economics. They will role play two impromptu business case problems during the day on Saturday. All judges are business professionals who will donate their time on Saturday to work with students. Students will be entered in the economics and math competition on Saturday afternoon also.

Students should meet us at Monroe High School's Flagpole entrance at 11:42 AM on Friday, March 10, for departure. (School is in session on this day, they will be excused for the remainder of the day for an educational field trip.) Students must have business attire for the competition part of the conference. DECA discourages students from wearing any denim type clothing at the conference, however, other types of casual clothing may be worn during times students are not competing or attending meetings. The use of personal automobiles or visitation by friends not registered at the conference is forbidden. We should return to MHS's Flagpole entrance sometime between 2:00-3:00 PM on Sunday, March 12, 2017.

The chaperone will be Jeff Brown (marketing teacher at MHS). 2,800 other high school students from approximately 150 Michigan High Schools will be in attendance at the State DECA Conference. Michigan DECA has planned many fun and entertaining activities in addition to the competitive events. Michigan DECA employs a large security staff just for this conference to insure the safety and enjoyment of all students.

Winners in each event will be crowned as Michigan State Champions. Michigan State Champions will receive an automatic bid to participate in the International DECA Conference in Anaheim, California during the last week of April, 2017. At this point in time our main focus is the State Conference. (The International Conference will only be discussed when or if there are Monroe High School delegates qualified to participate.)

Michigan DECA is sponsored by the Michigan State Department of Education and supported by student dues and various corporate pledges. National DECA is sponsored by the U.S. Department of Education and is one of the largest youth groups in North America with over 200,000 members. I am the volunteer sponsor for the Monroe High School DECA Chapter because it motivates our students to learn marketing, management, and business concepts. DECA is an extension of our curriculum taken to the application level of the learning process.

If you have any questions or concerns about our plans to attend the State DECA Conference, please call me at Monroe High School, 265-3671. **Thanks again for your continued support.**

P.S. Please fill out the enclosed permission forms and give them to your daughter/son with a \$125.00 check made payable to MHS DECA. Thank you.

For more information go to [www.mideca.org](http://www.mideca.org)

WEBSITE ↗

Monroe Public Schools  
Field Trip Permission Form

School: MONROE HIGH SCHOOL  
Date of Trip: MARCH 10-12-2017  
Departure Time: MARCH 10 11:45 AM  
Return Time: MARCH 12 3:00 PM  
Group/Class Taking Trip: DECA  
Destination: DETROIT MARRIOTT

❖ This form serves as the district's official notification for the parent(s)/guardian of students involved and, by signing, acknowledges the fact that the student's parent(s)/guardian approves of their child taking said trip. This form must be completed and signed before any student will be allowed to travel with the group.

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

Teacher: MR. BROWN

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

Telephone # (Home): \_\_\_\_\_ Telephone # (Emergency): \_\_\_\_\_

Insurance Co.: \_\_\_\_\_

Name of Policy Holder: \_\_\_\_\_

Contract #: \_\_\_\_\_

Parental Acknowledgment:

I/We hereby give consent to allow our child to make this trip and further consent for any necessary emergency medical treatment and/or admission, to any hospital for my/our child.

Signatures:

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

\_\_\_\_\_  
Parent(s)/Guardian

❖ Return to Your Child's Classroom Teacher

Monroe Public Schools  
PARENTAL PERMISSION FORM  
(Out-of-State/Overnight/Out-of-Country Travel)

EXPLANATION AND DATES:

Departure Date/Day FRI. 3/10/17 Return Date/Day SUN. 3/12/17

A group of students and adult chaperones are planning a trip to: City DETROIT

State MI Country USA (daily itinerary must be attached).

The purpose of this trip is DECA STATE CONF. and the group sponsoring the trip is DECA

This form serves as the district's official notification for the parents of students involved and, by signing, acknowledges the fact that the student's parents approve of their child taking said trip. This form must be signed and returned before any student will be allowed to travel with the group.

Please fill in the information requested below as thoroughly and completely as possible.

GENERAL INFORMATION:

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_ Emergency Phone \_\_\_\_\_

MEDICAL INFORMATION

Family Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Last Tetanus Shot \_\_\_\_\_ Allergies (if any) \_\_\_\_\_

Current medication (if any) \_\_\_\_\_ Recent illness or surgeries (within past six months) \_\_\_\_\_

Other pertinent information \_\_\_\_\_

Your child will be in the care of (staff member name) \_\_\_\_\_

S/he has your permission to seek emergency medical care for your child as needed.

INSURANCE INFORMATION:

Insurance Company \_\_\_\_\_ Contract No. \_\_\_\_\_

Name of Policy holder \_\_\_\_\_ Policy Number: \_\_\_\_\_

MEDICAL ACKNOWLEDGMENT:

I/we hereby give consent for emergency medical treatment and/or admission, as necessary, to any hospital for my/our child.

SIGNATURES:

\_\_\_\_\_  
\_\_\_\_\_  
(Parent(s)/Guardian(s))

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
\_\_\_\_\_  
Notary Public  
My commission expires \_\_\_\_\_

Fill-out

 MICHIGAN **DECA** Code of Conduct/Medical Treatment Authorization

X

Name \_\_\_\_\_ Chapter Monroe High School  
Conference DECA State Conference Conference Date March 10-12, 2017

Attendance at any DECA sponsored conference or activity is a privilege. The following conduct policies will apply to all delegates: students, adults, and any other authorized persons attending the conference. This form must be signed by each student, and the student's parent or guardian, attending a DECA conference or activity (including, but not limited to; conferences, meetings, workshops, etc.) and brought to the conference by the chapter advisor.

Delegates shall abide by the rules and practices of DECA at all times, including to and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in Michigan DECA. Determination of penalties for violations will be at the discretion of Michigan DECA. Additional penalties may be imposed by the local school district.

**The following shall be regarded as major violations of the DECA Code of Conduct and will result in the student being sent home and not being allowed to participate in any DECA activities for the remainder of the school year. Determination of other penalties for violations will be at the discretion of Michigan DECA, the DECA chapter advisor or local school district.**

1. Alcohol, drugs, and tobacco: A student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medication prescribed by a physician for an individual student and must be on record with the advisor. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol or chemical substances in any form (including tobacco), at any time, or under any circumstances, on public or private properties. All local and state laws concerning personal behavior will be honored.
2. Willful companionship: Being in the willful companionship of someone who violates any portion of the Code of Conduct, or failing to report any direct knowledge (other than hearsay) of the Code of Conduct violations.
3. Personal conduct: Conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); throwing objects out the window or into the hallway; other serious violations of personal conduct regulations.
4. Private transportation: No driving or riding in a private automobile during a conference, unless accompanied by an authorized advisor (delegates are required to stay at state selected hotels). Occasionally a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. Once a driving/riding delegate has arrived at the conference site, s/he shall not be in a private automobile again until leaving the site at the end of the conference.
5. Abusive behavior and lewd conduct: A student shall not engage in any lewd, indecent, sexual or obscene act or expression. **A student shall not engage in written, verbal, physical or electronic activities that may lead to harassment, hazing or bullying.** The use of **any harassment** against anyone on the basis of race, color, creed, national origin, ancestry, age, gender, sexual orientation, or disability is prohibited.
6. Violations of the student's school district code of conduct.

 MICHIGAN  
**DECA** Code of Conduct/Medical Treatment Authorization

**Should a code of conduct violation occur for the following items, regardless of when exposed, the violating student(s) may be sent home and may not be allowed to participate in any DECA activities for the remainder of the school year. Determination of other penalties for violations will be at the discretion of Michigan DECA, the DECA chapter advisor or local school district.**

7. Conference Conduct: Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time). Delegates displaying rude or unprofessional behavior during conference sessions or activities will be subject to disciplinary action.
8. Curfew: Failing to be in your assigned sleeping room from the curfew time designated until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering or receiving any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
9. Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
10. Personal Conduct: Failing to keep adult advisors informed of activities and whereabouts at all times; participating in unapproved social activities; having a member of the opposite sex in a room if no adult chaperone is present or for behavior unbecoming of a delegate.
11. Hotel Conduct: Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e., phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations; inappropriate noise or verbal abuse; and not demonstrating respect for other hotel guests not participating with the DECA conference.
12. Unregistered individuals are not permitted at DECA conferences.
13. Cell phones and electronic devices are not permitted at meetings or conference activities, sessions, or competitions. Students may use them during free-time.
14. The chapter advisor shall be responsible for their chapter delegates' conduct. Delegates that do not follow the Code of Conduct may subject their entire delegation to be sent home at the individual's and/or chapter's expense.
15. Advisors are responsible for room checks. No group or chapter activities are to be scheduled by advisors after curfew.
16. Delegates shall allow Michigan DECA to use conference photographs, video footage, and their names for promotional purposes.

*Michigan DECA will not discriminate on the basis of race, color, creed, national origin, ancestry, age, gender, marital status, weight, sexual orientation or disability. Any student requiring an accommodation as a result of a disability should contact their chapter advisor or arrange such accommodation.*



**MICHIGAN DECA Code of Conduct/Medical Treatment Authorization**

As parent/guardian, I have reviewed the Delegate Code of Conduct with our son/daughter, and he/she agrees to abide by the rules. The Chapter Advisors and/or Michigan DECA has the right to send the delegate home from the activity, at my expense, provided that he/she has violated the Delegate Code of Conduct and I have been notified of the violation and transportation arrangements.

The delegate has my permission to attend the Michigan DECA activity. I understand the delegate will be supervised by the DECA chapter advisor. I, the parent/guardian, will not hold the school, the advisor, the Board of Education, Michigan DECA, nor the conference staff responsible for any injuries while attending or while en-route to and from the DECA sponsored activity.

In the event of accident or illness requiring emergency medical treatment, occurring while in attendance at this DECA activity, I, the undersigned parent/guardian hereby authorizes the DECA chapter advisor to procure suitable medical treatment for the below signed delegate, and I will provide for the payment of those costs on behalf of the named delegate. I also expect the DECA chapter advisor to contact me by telephone, as soon as possible, if medical services are necessary.

DECA State Conference March 10-12, 2017

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Conference or Activity Date

Monroe High School

---

Name of School

---

Name of Delegate Date of Birth

---

Address City State Zip

---

Daytime Phone Evening Phone

---

Emergency Contact Phone

Please list any medications or physical limitations: \_\_\_\_\_

---

FILL-IN

X  
X

Parent/Guardian's Signature Date

---

Delegate's Signature Date

*[Signature]* 1/24/17

---

Advisor's Signature Date

---

Principal's Signature Date

---

Insurance Company Policy Number

The DECA Chapter Advisor must bring a signed form for each delegate to each conference.

It is recommended that this form be notarized for out-of-state travel.

# State Conference Judge Needs

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Cobo Center  
Detroit, Michigan

## Friday, March 10, 2017

### Written Events - 10:00 a.m. - 7:00 p.m. 80 Judges Needed

- Business Operations Research Events
- Community Service Project
- Chapter and Merit Awards
- Creative Marketing Project
- Entrepreneurship Written Events
- Financial Literacy
- International Business Plan
- Learn and Earn Project
- Public Relations Project

Individuals will be matched to judge Saturday's Individual and Team Events based on job function/activity; instead of occupational area. This is done so judges can use their expertise; to evaluate students based on the performance indicators of the event and not the occupational area. Potential judges should indicate the functional areas that they have the most expertise and/or interest.

## Saturday, March 11, 2017

### Morning Events - 8:30 a.m. - 2:00 p.m. 300 Judges Needed

- Business & Management
- Customer Service
- Economics
- Financial Analysis
- Marketing
- Marketing Information Management
- Pricing
- Product/Service Management
- Professional Development
- Promotion
- Selling

### Afternoon Events - 12:00 noon - 5:00 p.m. 260 Judges Needed

- Business Law and Ethics
- Business and Management
- Marketing Information Management
- Product/Service Management
- Promotion

**Total Judges Needed: 640**

# Michigan DECA State Career Development Conference Information

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March 10-12, 2017  
Detroit, Michigan



## Deadline Summary:

- |                             |   |
|-----------------------------|---|
| January 13, 2017            | • Scholarship Applications due online to DECA, Inc.   |
| January 20, 2017            | • School Based Enterprise Gold Certification & Gold Re-Certification due to DECA, Inc.  |
| January 27, 2017            | • Officer Candidate Screening Registration Form Due   |
| February 1, 2017            | • First Day to Submit State Conference Housing Forms<br><b><i>Any chapters that submit housing forms before this date will be penalized</i></b><br>• ICDC Academy Applications due to Michigan DECA. <i>Faxed copies will not be accepted.</i>  |
| February 6-17, 2017         | • Written events must be uploaded to Turnitin for plagiarism review<br><b><i>All written events, (except for Chapter Awards Projects) must be uploaded by the chapter advisor to avoid point penalties and/or disqualification.</i></b>   |
| February 9, 2017            | • Last Day to Submit State Conference Housing Forms<br>• Conference Registration due to Michigan DECA<br>• Silver & Gold Merit Award Project Names due to Michigan DECA<br>• State Conference T-shirt Orders due<br>• Second Semester Memberships due to National DECA                        |
| February 4, 2017            | • Officer Candidate Screening, Interview & Testing - Lansing, Michigan  |
| February 18, 2017           | • Written Event Screening at Eastern Michigan University <ul style="list-style-type: none"><li>• All Written Events - <i>including those advancing from the District Conference</i></li><li>• Gold Merit Award Project Documentation</li><li>• Chapter Awards Program Documentation</li></ul> |
| February 22 - March 2, 2017 | • Online Testing Window   |

***All dates are when items are received, not postmarked***

# State Conference Hotel Information

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Student housing is based on four (4) to a room. If a chapter does not have multiples of four (4) delegates of the same sex, the chapter may fill a room by contacting other chapters, or absorb the additional cost (per person) for occupancy less than four (4). Chapters need to house the majority of their delegation in quad rooms so Michigan DECA can ensure that there will be adequate room for all delegates. Students will not be permitted to be in a single room.

If you make arrangements with another school to fill a quad room, only one school should list the student on the housing form; this school should be designated as responsible for prepayment of the shared room. The other school(s) should then pay the designated school. Please note that the hotel cannot guarantee that the shared room will be near both schools' hotel rooms.

The same procedure will be in place if advisors from two different schools plan to room together. Remember to check with your intended roommate first. Each year, reservations are received where an advisor did not confirm with the second advisor. Also, remember to **register your spouse** if they will be staying with you during the conference.

In the event a delegate cancels and you are unable to re-assign your delegates or arrange for a delegate(s) from another chapter, you are responsible for full payment of that portion of the assigned room. In the event a delegate does not show up for a reserved room, the same condition applies.

There will be no state tax charged on the room, if a copy of your school's Tax Exempt Certificate is included with your housing form and if the payment is in the form of a school issued check or school credit card. The 9% local tax has been included in the room rate.

Chapters are responsible for their parking charges. Self parking rates range from \$15-25 per day.

## Definition of Room Types

- A **King Room** will consist of one king bed. Up to two individuals can stay in this room with only one bed.
- A **Triple Room** will consist of a king bed and a roll-a-way/sofa sleeper, or at the hotel's choosing, two double beds. Three individuals can stay in this room with the two beds.
- A **Double/Double Room** will consist of two double beds. Four students or two adults can use this room type. If two adults want to have separate beds, they must request this type of accommodations. Due to a limited number of rooms, two students cannot use this room type.

## Important Points to Remember:

- **Michigan DECA Policy requires that all competitors stay at one of the official conference hotels. Conference Registration will not be accepted for schools that are not staying at one of our official hotels.**
- Special requests are based upon the availability according to the housing order.
- The hotel will accept housing changes until 5:00 p.m. on Monday, March 7, 2016. After that time, there will be a \$25.00 fee per change (name or room) and there will be no refunds for cancellations.
- **Please note that check-in time is 3:00 p.m., so all sleeping rooms may not be available upon arrival. Delegates should plan accordingly if they are competing Friday afternoon.**

**Incidental Charges:** All incidental charges, (i.e. telephone, room service, parking and movies) must be paid before checking out. All incidental calls will be restricted so no outside calls can be placed unless a credit card imprint is left at the front desk at time of check-in. Hotel operators have been instructed not to connect outside or room-to-room calls after curfew.

# State Conference Hotel Information

Michigan DECA has established these procedures to allow for the same opportunity to conference hotels regardless of when each district conference was held. This will also reduce the number of changes that are submitted to the hotel once the initial housing list has been submitted to the hotel. By reducing the number of changes made, the hotel will be able to block rooms to maximize the use of the hotel's available double/double rooms.

1. Michigan DECA will begin accepting housing lists on February 1, 2017. Chapters that submit their lists prior to February 1st will be placed in the next housing district as described below.
2. Between February 1 and 9, Michigan DECA will acknowledge receipt of each school's housing list. No hotel assignments will take place until the week of February 13.
  - A. Schools that have submitted their housing list will be placed in a rotational order based on the district that they are located. For the 2017 State Conference, hotels will be assigned to chapters in the following district order: 6, 5, 8, 7, 1, 2, 3, 4.

The rotational order will change each year. The last two districts in the order from the previous year will move up to the front of the rotation. For example, the 2018 State Conference hotels will be assigned to chapters in the following district order: 4, 3, 6, 5, 8, 7, 1, 2.
  - B. Once all chapters that have sent their housing list in by February 11 have been assigned on February 13, the remaining schools will be assigned based on when the housing list has been received.
3. Michigan DECA will assign schools to a hotel based on the housing order and the school's hotel preferences, until the inventory for a particular hotel has been exhausted. They will then be assigned to the next hotel that meets their needs. Once a school has been assigned, the housing manager will send a hotel confirmation and invoice that indicates the schools placement for the conference.

## State Conference Hotels

Advisors should review the rates and hotel facilities to rank, in order, your preferred hotel selections. The hotel will email an invoice for your housing charges. Remember that incomplete housing forms will be returned to the advisor to correct, and will be processed last.

- HOTELS
- Detroit Marriott, 100 Renaissance Center Drive, Detroit, MI 48243 313-568-8000
  - Courtyard Detroit Downtown, 333 East Jefferson Avenue, Detroit, MI 48226 313-222-7700
  - Crown Plaza Detroit Downtown Riverfront, 2 Washington Blvd., Detroit, MI 48226 313-965-0200
  - Westin Book Cadillac Detroit, 1114 Washington Blvd., Detroit, MI 48226 313-442-1600
  - Holiday Inn Express & Suites, 1020 Washington Blvd., Detroit, MI 48226 313-887-7000
  - DoubleTree Suites by Hilton, 525 W. Lafayette Blvd., Detroit, MI 48226 313-963-5600

Room reservations are to be made by using the housing registration form. The housing form will be available on the Michigan DECA website by January 15, 2017.

Please e-mail completed forms directly to Michigan DECA.

# State Conference Registration

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Conference registration must be received at Michigan DECA by February 9, 2017.

**Registration Fee:** The fee will cover two meal vouchers for the Cobo Center food court, registration materials, entertainment on Saturday evening (to be announced) and conference administrative expenses.

**Late Fee:** A late fee of \$15.00 per delegate up to a maximum of \$200 per chapter will be assessed for any registration and/or payment received after February 9, 2017.

**Supervision:** At least one (1) adult must **attend and pay** the registration fee for every ten (10) student delegates attending.

**Eligibility:** Only students that are competing at the State Conference may attend the conference. Delegates may not enter more than one event, i.e. Individual, Team, Written, or Chapter. *The only exceptions are the Gold Merit Award Program and School Based Enterprise, as long as competition days and times do not conflict.* Each delegate's role(s) at the conference **must be listed on the registration form**. Refer to the Event Codes tab in the Excel registration form.

**Refunds:** Refunds will be given only if Michigan DECA receives the Refund Request Form to receive your chapter's refund.

<b>If Notified by:</b>	<b>Amount of Refund</b>
February 20	\$80.00
March 1	\$40.00
After March 1	No Refund

**Substitution Policy:** Chapter Advisors have volunteered to double check each State Conference registration to be sure that chapters are following the substitution policy (page 54) and that the correct qualifiers from the District Conferences are advancing on to the State Conference. You should fully explain to students that they will not be able to compete if one member of the team is unable for any reason to attend the next level of competition.

**Parents and Family Members:** Parents and family members are welcome to stay with your chapter in your assigned hotel, but they are then considered part of the Michigan delegation, so they must also register for the conference and pay the registration fee. They will need to be included on the same registration form as the chapter, and adhere to the same deadlines, even if they are paying their portion on their own. All monies should be paid to the chapter, who in turn pays Michigan DECA and the assigned hotel.

# State Conference Highlights

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The conference registration will start at 11:00 a.m., with the first student activity at 2:00 p.m. A tentative program will be included in the February issue of *Spotlight on DECA* and will be posted on the Michigan DECA web site. Delegates are responsible to read the conference program to know their event times.

*The following is a list of activities that will take place at the State Career Development Conference:*

**Economics Applied Academics Certification:** Delegates are required to take the test on Saturday. A certificate will be awarded to those who achieve minimum proficiency on the test. The top ten participants will receive special recognition.

**Marketing Mathematics Applied Academics Certification:** Delegates are required to take the test on Saturday. A certificate will be awarded to those who achieve minimum proficiency on the test. The top ten participants will receive special recognition.

**Meals:** Two meal vouchers will be provided for the Cobo Center food court. Other meals will be the responsibility of each delegate/chapter.

**Advisor Reception & Recognition:** The Michigan Marketing Educators (MME) and Michigan DECA will host a reception and recognition session for all advisors on Saturday evening.

**Dress During the Conference:** Business attire is required for all scheduled sessions and activities. During free time, shirts must have sleeves and no bare midriff. Skirts and shorts must be at least fingertip length. **No cargo pants, jeans (denim material), T-shirts, sweatshirts, leggings, flip-flop sandals, or athletic shoes of any form will be allowed during the competition or at sessions!** Delegates' clothing must be neat and in good repair in order to compete, attend the sessions, or be allowed on stage. Delegates wearing any of these items will be sent to change, before being allowed to compete or attend any conference sessions. Please refer to the Michigan DECA Dress Code for more information.

**Seating at Sessions:** Schools that achieve two of the three goals of DECA's membership campaign will have reserved seating at the State Conference. Refer to the membership campaign guidelines (on page 5) for more information. Seating for other schools will not be assigned. One seat will be allocated for each paid delegate.

- **Opening Session:** There will be one Opening Session on Friday evening.
- **Saturday Entertainment Session:** A special session will be held at Cobo Center from 9:00 to 10:30 p.m. It will include the following: Alumni Division recognition, Collegiate Division information, the Announcement of the New State Officers, the top 10 scores in the Economics and Marketing Math tests, Announcement of the International Conference Academies participants and our dynamic keynote speaker.
- **Sunday Award Session will recognize:** The conference program will list the order that the events will be awarded and approximate times.

**Name Badges & Wrist Bands:** All delegates (adult and student) must wear their name badges and wrist bands at all times. No one will be admitted to conference activities without a name badge and wrist band.

If a delegate loses their wrist band or name badge, a replacement may be obtained in the conference headquarters for \$5.00 each. Delegates will be required to show identification for a replacement name badge, or must have their Advisor with them.

# State Conference Competition

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**Leadership & Teamwork Event:** Each chapter can enter only one team in the Leadership and Teamwork Event. These competitors will not be able to compete in any other event. Leadership & Teamwork teams will consist of three (3) participants. All participants in the Leadership & Teamwork Event will take the Principals of Business Core exam online as part of their competition.

**The Individual and Team Decision Making Events** will have two (2) judged activities on Saturday.

Each participant is expected to have a pen or pencil and a calculator for each event. Other items (workbooks, notebooks, handouts, etc.) are not allowed. **Cell phones, smartphones, iPads, iPods, PDAs, programmable calculators and graphing calculators may not be used.**

**Cell phones (including smartphones and smartwatches) cannot be used during competition. This includes during prep-time, waiting for judges, and during competition in role-play events.**

## WRITTEN EVENTS

All chapter advisors with a student entering a Written Event, Chapter Awards Project, or Merit Award Project, need to attend and assist (or pay the screening fee) with the Written Event Screening on Saturday, February 18, 2017 at Eastern Michigan University. This includes written projects that have advanced on from a district conference. Advisors assisting may bring their events to the screening.

Advisors with written events who are unable to attend the screening will be required to pay a screening fee.

All shipped packages should be sent to be received by Wednesday, February 15, 2017 and sent so it can be tracked. Events will not be accepted after 10:30 a.m. on February 18, 2017. **Late events will NOT be accepted, no matter the reason.** *Please note, there is no delivery service on Saturday to the Eastern Michigan University campus from any carrier, even if you pay extra for this service. This includes overnighted package deliveries.*

All written events (except the Chapter Awards Program) will also need to be uploaded to TurnItIn by the chapter advisor between February 6-17, 2017 so that it can be reviewed for plagiarism. All written events that have not been submitted to TurnItIn by the deadline will be penalized 10 points, and given 3 days to be submitted. If not submitted within the 3 day extension window, the entry will be disqualified. *Complete details on the process will be announced in January.*

All written events must follow the Michigan DECA Written Event Guidelines in addition to the national guidelines. The first page of each event must be the signed Statement of Assurances Form or fifteen (15) penalty points will be assessed. **This form should be typed or word processed. An electronic form is available on the Michigan DECA web site.**

All content must be original work of the DECA members member(s) listed on the Statement of Assurances. No part of the written project can be previously entered into competition or submitted in another DECA competitive event.

**All Written Events** will compete on Friday, from 3:00 p.m. to 7:00 p.m. Written Event participants will have their orientation and interview on Friday. There will be one interview with one or two judges. All written event participants are required to take either the math or economics evaluation.



**UPWARD BOUND  
STUDENT LEADERSHIP CONFERENCE  
FEBRUARY 24 – 26, 2017**

**BACKGROUND**

Upward Bound Program Director from Monroe High School, Anthony Quinn, wishes to petition the Board of Education for permission to take ten Monroe High School and two Airport High School students along with two adult chaperones to the MI-CAPP Student Leadership Summit in Grand Rapids, Michigan. The conference will take place February 24-26, 2017; the group will be staying at the Doubletree by Hilton in Grand Rapids, Michigan. The students will spend their day in workshops aimed at raising their self-perception, consciousness, leadership and motivation for continued academic achievement.

This is a federally approved trip for the Upward Bound Program covered by the U.S. Department of Education. Funding for this comes from the Upward Bound Grant; no student monies will be used.

**ENCLOSURE(S)**

Monroe Public Schools – Abbreviated Field Trip & Excursion Check List Form and the trip packet. The complete packet will be house in the office of the Executive Director of Student Services.

**RECOMMENDATION**

Move to approve the attendance of ten Monroe High School students at the 2017 MI-CAPP Student Leadership Summit in Grand Rapids, Michigan, February 24-26, 2017. This trip will be in accordance with board policies for field trips and excursions.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Nichols	_____	_____	_____	_____
Mrs. Pasko	_____	_____	_____	_____
Mrs. Sweeney	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____

# Monroe Public Schools Field Trip Information Form

Date of Trip: February 24, 2017 - February 26, 2017

Grade/Team/Organization Making Request: Monroe County Community College  
Upward Bound Program

Destination: Doubletree by Hilton

Address: 4747 28<sup>th</sup> Street, SE

City: Grand Rapids State: MI Zip: 49512

Means of Transportation: Bluelakes Charters and Tours

Number of Students and Adults Involved: 11 MHS students and 2 adults

Exact Loading Location: Monroe High School

Estimated Time of Departure: 12:30 pm on February 24, 2017

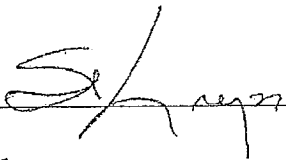
Estimated Time of Departure from Destination: From Grand Rapids 11:30 am

Expected Time of Arrival: Monroe County Community College, Lot 4, 3:00 pm on  
Feb 26, 2017

Purpose of Trip: MI-CAPP Student Leadership Summit

Faculty Supervisor: Dannielle Lambert, MHS Academic Skills Coordinator for UB

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

Principal's Signature:  Date: 1-19-17

Approved  Denied

Assistant Superintendent's Signature:  Date: 1.24.17

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:

Doubletree by Hilton, 4747 28<sup>th</sup> St. SE, Grand Rapids, Michigan 49512

2017 MI-CAPP Student Leadership Summit

School(s): UB - Monroe High School and UB - Airport High School

Chaperones: Dannielle Lambert (MHS) and Charles Friedline (AHS)

Method of Transportation: Bluelakes Charter and Tours

Date of Departure: 2/24/2017

Time of Departure: 1:30 pm

If overnight, number of nights: 2

Date of Return: 2/26/2017

Time of Return: 2:00 pm

Number of Students Participating: 10 (MHS) and 2 (AHS)

Number of Staff Supervising: 1 MHS and 1 AHS

Number of Other Adults Assisting: 0

Number of School Days Student will be Attending Trip: 0

Cost Per Child: \$170.00

Cost Per Chaperone: \$170.00

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes  No   
Chaperones: Yes  No

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

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

Updated: 09/12/06

## **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:

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

**Students will spend the day in workshops aimed at raising their self-perception, consciousness, leadership and motivation for continued academic achievement.**

Follow-up classroom lessons:

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- 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

To: Ms. Julie Everly and MPS Board of Education Members

From: Cheryl Prenkert, Administrative Assistant  
MONROE COUNTY COMMUNITY COLLEGE – UPWARD BOUND PROGRAMS

Subject: Upward Bound, MI-CAPP Student Leadership Conference

Date: February 24, 2017 – February 26, 2017

cc: Anthony Quinn, Dannielle Lambert

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The Upward Bound/TRIO Student Leadership Conference is a yearly event. Those students, who are invited to attend, participate in team building activities with other students from across the state. They will also attend workshops covering topics such as leadership, goal setting, stress management, and financial strategies for paying for college.


This year, we are requesting that you grant us permission to attend the 2017 MI-CAPP Student Leadership Conference in Grand Rapids, Michigan with our students. We will leave on Friday, February 24, 2017 at approximately 12:30 PM. and will return on Sunday, February 26, 2017 at approximately 4:00 P.M. We plan to take a total of 12 students (2 from AHS and 10 from MHS). Our chaperones include Mr. Charles Friedline and Ms. Dannielle Lambert.

The following supporting documents include more details about the planned trip. All funding is provided by the U.S. Department of Education via the Monroe County Community College Upward Bound Award/Grant. No funding will be necessary from Monroe Public Schools, Airport Community Schools, or the students themselves (except in the case of personal souvenir spending), nor will there be any fund-raising activities in relation to the costs of this event.

We thank you for your time and consideration of this matter. Please do not hesitate to contact any of our program staff with questions.

Dr. Anthony Quinn – (734) 384-4279 [Aquinn@monroeccc.edu](mailto:Aquinn@monroeccc.edu)  
Charles Friedline – (734) 869-7199 [cfriedline@airport.k12.mi.us](mailto:cfriedline@airport.k12.mi.us)  
Dannielle Lambert – (734) 265-3446 [lambertd@monroe.k12.mi.us](mailto:lambertd@monroe.k12.mi.us)

Sincerely,



Cheryl Prenkert  
Administrative Assistant  
Monroe County Community College Upward Bound Programs



MONROE COUNTY  
COMMUNITY COLLEGE

enriching lives

January 4, 2017

Dear Upward Bound Parent/Guardian,

Your student has been selected by the MCCC's Upward Bound Program to attend the 2017 MI-CAPP Student Leadership Conference. Students will spend the day in workshops aimed at raising their self-perception, consciousness, leadership and motivation for continued academic achievement.

All MCCC Upward Bound students who will be participating in the conference are expected to turn in a **Travel Release Form** and a **notarized Parental Permission Form** (these forms are included with this letter).

Additional forms, "Code of Conduct" form signed and the "Statement of Acceptance" section signed by both parent/guardian and student will be given to the student at a later date.

Details of the Conference are:

**Dates:** Friday, February 24, 2017 through Sunday, February 26, 2017

**Departure/Return Times:** February 24 – depart from MHS @ 2:00 pm

February 26 – Return to MCCC (Lot 4) @ about 2:30 pm  
(parent/guardian responsible to pick up student at MCCC)

**Location:** Doubletree by Hilton

4747 28<sup>th</sup> St. SE

Grand Rapids, MI 49512

**Cost:** There is no cost to students for conferences registration, meals and hotel accommodations. They would need their own money for vending machines and/or miscellaneous items they may want to purchase during their stay.

If there are any questions or concerns, please feel free to contact Dr. Quinn at (734) 384-4279, Ms. Lambert at (734) 265-3446 or Mr. Friedline at (734) 869-7199.

Sincerely,

Cheryl Prenkert  
Administrative Assistant  
MCCC – Upward Bound Program

Main Campus ■ 1555 South Raisinville Road ■ Monroe, MI 48161-9746 ■ 1-734-242-7300

Whitman Center ■ 7777 Lewis Avenue ■ Temperance, MI 48182 ■ 1-734-847-0559

[www.monroecollege.edu](http://www.monroecollege.edu)



12154 N. Saginaw Road  
 Clio, Michigan 48420  
 Phone: 810-686-4287  
 Fax: 810-686-9772  
 Toll Free: 800-282-4287  
 Website: www.bluelakes.com  
 Email: info@bluelakes.com

**Charter Confirmation / Customer Invoice**

Confirmed: 12/21/16  
 Charter No. : 248089

Cheryl Prenkert  
 Monroe County Community College  
 Monroe, MI

SalesRep: Nate Cupp  
 Order Date: 12/19/16  
 Phone:  
 Contact Phone: 734-384-4106

Thank you for selecting *Blue Lakes Charters and Tours* for your upcoming trip. We are committed to providing you with the very best service possible. This Confirmation serves as your contract for your transportation needs shown below. We must receive your signed and dated copy of this confirmation by the due dates shown below. Please review the following information to confirm our understanding of the services we will provide.

Group Name: Monroe County Community College

Service Start Date: Friday, February 24, 2017      Service End Date: Sunday, February 26, 2017

Friday, February 24, 2017		to		Sunday, February 26, 2017	
Spot Time: 11:30 am	Monroe, MI	to	Grand Rapids, MI	UnitType: 40Coach	Dispatch #: 60006
Leave Time: 12:00 pm	Monroe County Community College 1555 S Raisinville Rd		Doubletree by Hilton 4747 28th Street, SE		
			Friday, February 24, 2017	Drop Time: 3:00 pm	
Sunday, February 26, 2017		to		Sunday, February 26, 2017	
Spot Time: 11:00 am	Grand Rapids, MI	to	Monroe, MI	UnitType: 40Coach	Dispatch #: 60007
Leave Time: 11:30 am	Doubletree by Hilton 4747 28th Street, SE		Monroe County Community College 1555 S Raisinville Rd		
			Sunday, February 26, 2017	Drop Time: 2:30 pm	

Line Item Description	# Coaches	Qty	Rate	Charge
40 Passenger Coach One Way 2/24 Drop Off	1	1.00	\$995.00	\$995.00
40 Passenger Coach One Way 2/26 Return	1	1.00	\$995.00	\$995.00
Driver Gratuity is not included in the price.	2	1.00	\$0.00	\$0.00

\*\*\*40 passenger is the smallest available\*\*\*

Due Dates	Payment is due..	Amount	Date Received	Transport Charge:	\$1,990.00
01/10/17	Deposit	\$200.00		Amount Paid	\$0.00
02/10/17	Final Payment	\$1,790.00		Balance Due:	\$1,990.00

Driver is instructed to abide by the above itinerary, unless otherwise advised by this office. In an emergency, should this itinerary be changed by the chartering party extra mileage and waiting time will be billed at prevailing tariff rates, at completion of the trip.

If you have not already done so, please send us an itinerary complete with addresses to insure the success of your trip.

Please call if you have any questions.

  
 Charter Party Authorized Signature      Date: 1-5-17

Nate Cupp  
 810-686-4287 1323  
 nate@bluelakes.com

Because fuel costs constitute a significant portion of the cost of the services provided hereunder, customer agrees that Blue Lakes Charters and Tours may increase the rates hereunder proportionately to adjust for any increase in such fuel costs. Your trip is based on current fuel costs.



Your signature above acknowledges that you understand and agree to the general terms and conditions by visiting the following link: [www.bluelakes.com/termsandconditions.html](http://www.bluelakes.com/termsandconditions.html) You are also required to inform your group that Federal Law mandates passengers remain seated while the motorcoach is in motion.

**\*\* AFTER HOURS EMERGENCY NUMBERS: 800-294-4766 or 800-218-9781 \*\***

## 2017 SLS Tentative Schedule

Friday, February 24, 2017	
Time	Event/Location
3:00-7:00PM	Check In
5:15-6:00PM	Student Ambassador Meeting Location TBA
6:00-7:00PM	Welcome/Ice Breaker Location TBA
6:45- 7:30PM	Dinner (Pizza) Location TBA
7:30-10:00PM	Funtivity
10:00PM	Students Return to Hotel Rooms
10:30PM	Pre-College: LIGHTS OUT (College/Adult: Quiet on the Floor)
Saturday, February 25, 2017	
7:00-8:00AM	Check In
8:00-9:20AM	Breakfast/Plenary Session
Concurrent Sessions	
Pre College Sessions	
9:30-10:20AM	PC #1      PC #2      PC #3      PC #4      College #1      College #2
10:30-11:20AM	PC #1      PC #2      PC #3      PC #4      College #1      College #2
12:30-1:20PM	PC #1      PC #2      PC #3      PC #4      College #1      College #2
1:30-2:20PM	Lunch/Plenary Session
2:30-3:50PM	Concurrent Sessions
4:00-4:20PM	Workshop #1      Workshop #2      Workshop #3      Workshop #4
4:30-5:45PM	Conference Wrap-up (?)
6:00-8:00PM	Dress for Dinner
8:00-11:00PM	MI-CAPP Educational Foundation Banquet
11:15PM	Dance
11:30PM	Back in Rooms – Prep for next day
11:30PM	Pre-College: LIGHTS OUT (College/Adult: Quiet on the Floor)
Sunday, February 26, 2017	
9:00-10:30AM	Breakfast
Outstanding Student Leadership Awards	
Closing Remarks/Conference Evaluations	

# Monroe County Community College

1555 S Raisinville Rd. Monroe, MI 48161

## TRAVEL RELEASE (MHS UB Student)

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

I certify that I am the parent or legal guardian of \_\_\_\_\_  
Student's Name

And that he/she has my permission to utilize alternate means of transportation, other than a Monroe Public School Bus, to and from and around the Lansing, MI area for the

Event: 2017 MI-CAPP Student Leadership Summit and TRIO Day Event, as the case may be.

Dates: Friday, February 24, 2017 thru Sunday, February 26, 2017

Location: Doubletree by Hilton

4747 28<sup>th</sup> St. SE, Grand Rapids, Michigan 49512

I further understand that my son/daughter will not be transported in a Monroe Public School bus, but will be riding in a charter bus provided by Blue Lakes Charter and Tours.

By signing this Travel Release, I agree to release and hold harmless the Monroe County Community College, Monroe Public School District, its employees, agents, officers and elected officials, both, jointly and individually, from any and all liability caused by, or related to, the above-stated transportation.

This form must be on file in the Upward Bound Office two (2) weeks prior to the aforementioned Event.

\_\_\_\_\_  
Printed name of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

Monroe Public Schools  
PARENTAL PERMISSION FORM  
(Out-of-State/Overnight/Out-of-Country Travel)

EXPLANATION AND DATES:

Departure Date/Day February 24, 2017 Return Date/Day February 26, 2017

A group of students and adult chaperones are planning a trip to: City Grand Rapids, Michigan  
Country USA (daily itinerary must be attached).

The purpose of this trip is 2017 MI-CAPP Student Leadership Summit and the group sponsoring  
the trip is Monroe County Community College Upward Bound Program.

This form serves as the district's official notification for the parents of students involved and, by signing,  
acknowledges the fact that the student's parents approve of their child taking said trip. This form must be signed  
and returned before any student will be allowed to travel with the group.

Please fill in the information requested below as thoroughly and completely as possible.

GENERAL INFORMATION:

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_ Emergency Phone \_\_\_\_\_

MEDICAL INFORMATION

Family Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Last Tetanus Shot \_\_\_\_\_ Allergies (if any) \_\_\_\_\_

Current medication (if any) \_\_\_\_\_ Recent illness or surgeries (within past six months) \_\_\_\_\_

Other pertinent information \_\_\_\_\_

Your child will be in the care of (staff member name) Anthony Quinn, Dannielle Lambert, UB Staff

S/he has your permission to seek emergency medical care for your child as needed.

INSURANCE INFORMATION:

Insurance Company \_\_\_\_\_ Contract No. \_\_\_\_\_

Name of Policy holder \_\_\_\_\_ Policy Number: \_\_\_\_\_

MEDICAL ACKNOWLEDGMENT:

I/we hereby give consent for emergency medical treatment and/or admission, as necessary, to any hospital for  
my/our child.

SIGNATURES:

\_\_\_\_\_  
\_\_\_\_\_  
(Parent(s)/Guardian(s))

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
\_\_\_\_\_  
Notary Public  
My commission expires \_\_\_\_\_

**RETURN TO MS. LAMBERT/UB OFFICE BY February 7, 2017**

**MEDICAL INFORMATION**

Student Name: \_\_\_\_\_

Student Cell Phone: \_\_\_\_\_

**Student is allergic to:**

\_\_\_ bee/wasp stings \_\_\_ shell fish \_\_\_ peanuts/peanut oil \_\_\_ milk products \_\_\_ egg products

\_\_\_ Other (please specify): \_\_\_\_\_

**Student is allergic to the following medication:**

\_\_\_ Penicillin \_\_\_ Aspirin Other (please specify): \_\_\_\_\_

**Student is subject to:**

\_\_\_ frequent fainting \_\_\_ heart condition/high blood pressure \_\_\_ headaches (chronic)/body pain

\_\_\_ sleep walking/disorder \_\_\_ epileptic seizures Other (please specify): \_\_\_\_\_

**MEDICATION RELEASE**

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_ hereby give permission for UPWARD BOUND STAFF & CHAPERONES to administer the following medications if necessary: (Check if applicable)

\_\_\_ Tylenol \_\_\_ Benadryl \_\_\_ Aspirin \_\_\_ Ibuprofen/Motrin \_\_\_ Cold/Sinus \_\_\_ Antacid/Pepto Bismol

Please list any medications that your child will need to take while on any trip with Upward Bound. All medications must be in their original containers and properly labeled with the student's name, medication name, dosage amount, and administration time. Students will be allowed to self-administer asthma relief/control inhalers and eye medications. Remember to also list any non-prescription items such as vitamins or herbal supplements.

Medication Name	Dosage	Administration Time(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____

**MEDICAL TREATMENT RELEASE**

If the parents and/or authorized physician cannot be reached at the time of an emergency and if immediate observation or treatment is urgent in the perception of the program authorities, I authorize that my son/daughter be taken to the hospital for emergency medical treatment. I agree to reimburse the program for any medical costs that might be incurred by my son/daughter while on the trip.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**ADDENDUM TO LISTING AGREEMENT**

**BACKGROUND**

On August 10, 2016, a decision was made to list the following properties owned by Monroe Public Schools for sale:

- Administration Building - \$700,000
- Christiancy - \$180,000
- Navarre Field - \$395,000
- South Monroe Townsite - \$250,000
- Lincoln - \$120,000

A six-month contract was signed with Coldwell Banker, listing agent, Tom Fritz. The expiration of the contract has approached.

The renewal of this listing is for another six months which would expire on August 10, 2017.

**ENCLOSURE(S)**

Addendum to Listing Agreement

**RECOMMENDATION**

Move to approve the Addendum to the Listing Agreement with Coldwell Banker Haynes Real Estate, Inc. The expiration date is to be extended to August 10, 2017.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Nichols	_____	_____	_____	_____
Mrs. Pasko	_____	_____	_____	_____
Mrs. Sweeney	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____



**H a y n e s**

## **Addendum to Listing Agreement**

Date: January 24, 2017

Concerning "Exclusive Sales Agency Contract" dated August 10, 2016

By Coldwell Banker Haynes Real Estate, Inc as Broker and Monroe Public Schools as Seller.

It is expressly agreed that, notwithstanding any other provisions of the contract;

1. The expiration date is to be extended to August 10, 2017
2. Broker is CBC Haynes, LLC

Seller: \_\_\_\_\_

**FINANCING FOR SCHOOL VEHICLE PURCHASE**

**BACKGROUND**

The Board of Education approved the purchase of seven (7) school buses and the Board authorized seeking bids to finance the purchase. The details of the financing are as follows:

Purchase Cost: \$610,388  
Repayment: 3 year/annual payments

Proposals were solicited from six financial institutions. We received responses from four.

<b><u>Financial Institution</u></b>	<b><u>Rate</u></b>
Education Plus Credit Union	1.650%
American Capital	2.734%
Monroe Bank & Trust	2.900%
Summit Funding Group	4.700%

**ENCLOSURE**

Rate quotations  
Resolution

**RECOMMENDATION**

Move to award the vehicle financing bid to Education Plus Credit Union at the fixed rate of 1.65% for three years and reject all other bids.

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

	<b><u>Aye</u></b>	<b><u>Nay</u></b>	<b><u>Abstain</u></b>	<b><u>Absent</u></b>
Mr. Bunkelman	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Nichols	_____	_____	_____	_____
Mrs. Pasko	_____	_____	_____	_____
Mrs. Sweeney	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____



Monroe Public Schools  
Business Office

1275 North Macomb Street  
Monroe, Michigan 48162

Phone: 734-265-3050  
Fax: 734-265-3001

Mrs. Katherine Eighmey, Executive Director of Business & Finance  
Lynetta Tyson, Administrative Assistant



KE Memo #036-16/17

January 10, 2017

Education Plus Credit Union  
Attn: Denise Fox  
15470 S. Telegraph Road  
Monroe, MI 48161

Dear Ms. Fox,

Monroe Public Schools is seeking bids to provide financing for the purchase of maintenance vehicles and buses. The District is interested in two financing options, one in which the entire purchase is financed and one which involves financing the buses, but not maintenance vehicles. Both options will be presented to the Board for consideration. Details of the financing are as follows:

Option 1: Financing of Entire Purchase

Total Financed: \$772,105.83 tax exempt, non-bank qualified  
Terms: 3 years annual P/I payments

1.70

Option 2: Financing of Bus Purchase

Total Financed: \$610,388 tax exempt, non-bank qualified  
Terms: 3 years annual P/I payments

1.65

In addition, the District would prefer a financing that permits early payoff without penalty.

Please provide your quotes via fax, US mail, or email no later than Wednesday, January 18, 2017 to:

Katherine Eighmey  
Monroe Public Schools  
1275 N. Macomb Street  
Monroe, MI 48162  
Phone: 734-265-3050  
Fax: 734-265-3001  
Email: [eighmey1@monroe.k12.mi.us](mailto:eighmey1@monroe.k12.mi.us)

Thank you for your consideration in this matter.

Sincerely,

*Katherine Eighmey*

Katherine Eighmey  
Executive Director of Business and Finance

KE/t

*Annual or monthly  
1st print 1-18-18  
e-mail her*

OPTION 1

<b>RegZ Calculator</b>	
Interest Accrual Basis	0 - ACT/ACT
Loan Amount	\$772,105.83
Fees/Points	
Payment Type	IP
Loan Advance Date	01/18/2017
Skip Start Date	
Number of Payments	3
Balloon Payment Amount	
Interest Rate	1.700
Frequency	Annually
Insurance Code	0 NO INSURANCE
1st Payment Date	01/18/2018
Number of Skips	
Payment Amount	
Call Term	

<b>Calculation Results</b>	
<b>Payments</b>	
Amount Financed	\$772,105.83
2 Standard Payments of	\$266,168.10
Final Payment of	\$266,168.10
Final Payment Date	01/18/2020
Balloon Payment of	\$0.00
Balloon Payment Date	
Total Payments	\$798,504.30
Total Finance Charge	\$26,398.47
Disclose APR	1.700
<b>Insurance</b>	
Credit Life Coverage	\$0.00
Premium	\$0.00
Disability Coverage	\$0.00
Monthly Coverage Premium	\$0.00
Total Premium	\$0.00
<b>Other Payments</b>	
Monthly Payment	
24 Bi-Weekly Payment	
48 Weekly Payment	
Semi-Monthly Payment	
26 Bi-Weekly Payment	
52 Weekly Payment	

Calculate	Amortize	Exact Term	Project
Cancel	Finish		

REGZ PROJECTIONS

266,168.10 Annually on 772,105.83 at 1.70%

212

YMT	DATE	PRINCIPAL	INTEREST	INS'CE	A/C BALANCE	PROGRESSIVE
1	18JAN18	253042.30	13125.80	....	519063.53	13125.80 INT
2	18JAN19	257344.02	8824.08	....	261719.51	21949.88 INT
3	18JAN20	261719.51	4448.63	....	0.00	26398.51 INT

Payments of 266,168.10  
 and a Final Payment 266,168.14 on  
 (Points = 1.70, A.P.R. = \$0.00%)

-----Totals-----	
Amount Finances	772,105.83
Finance Charge	26,398.51
Payback Amount	798,504.34

OPTION 2

**RegZ Calculator**

Interest/Accrual Basis	0 - ACT/ACT	Interest Rate	1.650
Loan Amount	\$610,388.00	Frequency	Annually
Fees/Points		Insurance Code	0 NO INSURANCE
Payment Type	IP	1st Payment Date	01/18/2018
Loan Advance Date	1/18/2017	Number of Skips	
Skip Start Date		Payment Amount	
Number of Payments	3	Call Term	
Balloon Payment Amount			

**Calculation Results**

<b>Payments</b>	
Amount Financed	\$610,388.00
2 Standard Payments of	\$210,213.44
Final Payment of	\$210,213.42
Final Payment Date	01/18/2020
Balloon Payment of	\$0.00
Balloon Payment Date	
Total Payments	\$630,640.30
Total Finance Charge	\$20,252.30
Disclose APR	1.650

<b>Insurance</b>	
Credit Life	\$0.00
Coverage	\$0.00
Premium	\$0.00
Disability	\$0.00
Coverage	\$0.00
Monthly Coverage	\$0.00
Premium	\$0.00
Total Premium	\$0.00

<b>Other Payments</b>	
Monthly Payment	
24 Bi-Weekly Payment	
48 Weekly Payment	
Semi-Monthly Payment	
26 Bi-Weekly Payment	
52 Weekly Payment	

Buttons: Calculate, Amortize, Exact Term, Project, Cancel, Finish

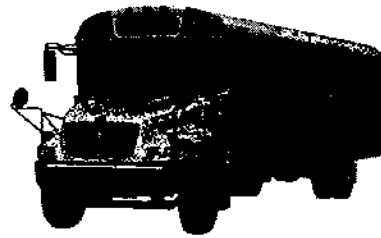
210,213.44 Annually on 610,388.00 at 1.65%

YMT	DATE	PRINCIPAL	INTEREST	INS'CE	A/C BALANCE	PROGRESSIVE
1	18JAN18	200142.04	10071.40	....	410245.96	10071.40 INT
2	18JAN19	203444.38	6769.06	....	206801.58	16840.46 INT
3	18JAN20	206801.58	3411.77	....	0.00	20252.23 INT

Payments of 210,213.44  
 and a Final Payment 210,213.35 on  
 Points = 1.65, A.P.R. = \$0.00%)

-----Totals-----

Amount Finances	610,388.00
Finance Charge	20,252.23
Payback Amount	630,640.23



January 16th, 2017

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

Dear Katherine:

Thank you for the opportunity to propose lease figures for your upcoming equipment acquisition. As you know, American Capital is a leader in providing equipment lease and finance options for Schools and Municipalities.

Our expertise in the Education/Municipal Leasing Marketplace is noted by dozens of administrators ranging from Superintendents to Business Managers to Directors of Technology.

The lease options listed below are based upon final credit approval and spread over like term market indexes. Your first annual lease payment would be due at closing.

Equipment Cost	Term	Payment Amount	Fees Being Charged
\$772,105.83	3 Years, Non Bank Qualified	\$264,246.06/yr	\$0
\$610,388.00	3 Years, Non Bank Qualified	\$209,042.63/yr	\$0

- Escrow is not required, but may be a good idea if delivery will be delayed. There are no escrow fees.

Your absolute satisfaction and positive relationship with American Capital is extremely important to us. If you have any questions, please ask. Our team looks forward to working further with Monroe Public Schools.

Regards,

Jason Marquardt  
Executive Vice President



Service Associate Member of ASBO



Jason Marquardt- Executive Vice President  
2015 Ogden Avenue, Suite 400, Lisle, IL 60532  
(P) 630-512-0066 x118  
[jmarquardt@americancapital.com](mailto:jmarquardt@americancapital.com)  
[www.americancapital.com](http://www.americancapital.com)

## Katherine Eighmey

---

**From:** Jason Marquardt <jmarquardt@americancapital1.com>  
**Sent:** Wednesday, January 18, 2017 10:01 AM  
**To:** Katherine Eighmey  
**Subject:** re[2]: quote request

Katherine

Non Bank Qualified Pricing...

\$772,105.83 cost= 2.664%

\$610,388 cost= 2.734%

Jason Marquardt  
Executive Vice President  
American Capital  
630-512-0087 (direct)  
630-512-0066 x118 (main)  
630-512-0070 (fax)  
[jmarquardt@americancapital1.com](mailto:jmarquardt@americancapital1.com)

----- **Original Message** -----

**From:** Katherine Eighmey <[eighmey1@monroe.k12.mi.us](mailto:eighmey1@monroe.k12.mi.us)>  
**To:** 'Jason Marquardt' <[jmarquardt@americancapital1.com](mailto:jmarquardt@americancapital1.com)>  
**Cc:**  
**Date:** Wed, 18 Jan 2017 14:14:46 +0000  
**Subject:** **RE: quote request**

Jason,

Thank you very much for your proposal. What is the interest rate for each of the options?

Kathy

-----  
**From:** Jason Marquardt [<mailto:jmarquardt@americancapital1.com>]  
**Sent:** Monday, January 16, 2017 10:35 AM  
**To:** Katherine Eighmey <[eighmey1@monroe.k12.mi.us](mailto:eighmey1@monroe.k12.mi.us)>  
**Subject:** re: quote request

Katherine

Good morning. Thanks again for the opportunity. Our proposal is attached. Please let me know if you have any questions.

Jason Marquardt  
Executive Vice President



102 E. FRONT STREET  
MONROE, MICHIGAN 48161  
TELEPHONE: (734) 241-3431

January 13, 2017

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

Dear Ms. Eighmey,

Monroe Bank & Trust is pleased to propose the following term options for the purchase of either maintenance vehicles and buses or buses alone. Term and conditions are as follows:

***Borrower:*** Monroe Public Schools

**Option 1: Financing of Entire Purchase**

***Loan Amount:*** \$772,105.83

***Purpose:*** Purchase of maintenance vehicles and buses

***Terms:*** 2.9% (fixed) for 3 years; annual principal and interest payments.

***Collateral:*** Assignment of promissory note/ title retaining contract.  
Backed by full faith and credit pledge of Monroe Public Schools

***Loan Fees:*** None

***Prepayment Penalties:*** None

**Option 2: Financing of Bus Purchase**

***Loan Amount:*** \$610,388

***Purpose:*** Purchase of and buses

***Terms:*** 2.9% (fixed) for 3 years; annual principal and interest payments.

***Collateral:*** Assignment of promissory note/ title retaining contract.  
Backed by full faith and credit pledge of Monroe Public Schools

***Loan Fees:*** None

***Prepayment Penalties:*** None



**Both Options-**


***Funding Conditions:***

- 1) The loan is subject to Monroe Bank & Trust formal credit approval.
- 2) A letter from the district's attorney stating that this loan is qualified as tax exempt, non- bank qualified.
- 3) Any additional supporting documents to be prepared by the School district's attorney as needed.

This offer is good for a period of 30 days following the date of the letter provided we receive acceptance of the terms of the proposal.

We are pleased to offer this proposal to you. If you have any questions, please give me a call at 734-242-2965.

Sincerely,



Wendy Timmins  
VP, Commercial Loan Officer

**Acceptance and Acknowledgement**

I, Katherine Eighmey, Director of Business and Finance for Monroe Public Schools, hereby accept the terms and conditions as stated in the proposal letter of Monroe Bank & Trust dated January 13, 2017.

Monroe Public Schools

\_\_\_\_\_  
By: Katherine Eighmey, Director of Business and Finance

\_\_\_\_\_  
Date

Spam Summary      User Rules

Logged in as eighthmey1@monroe.k12.mi.us    Logout

### Spam Summary

Last 7 Days

--Select Action --

TO

FROM

SUBJECT

DETAILS

RECEIVED

eighthmey1@monroe.k12.mi.us

wendy.timmits@mbandt.com

Bid proposal

Blocked Category www.facebook.com - forums: social\_networking

1-13-2017 11:38 am



## Lease/Finance Proposal

<b>Lessee(s):</b>	Monroe Public Schools
<b>Lessor:</b>	Summit Funding Group, Inc.
<b>Lessor's Cost:</b>	Up to \$800,000
<b>Equipment:</b>	(1) One Ton Truck; (1) 3/4 Ton Truck; (3) Vans; (5) Conventional Buses; and (2) Special Needs Buses
<b>Supplier(s):</b>	One or more Equipment manufacturers, distributors, suppliers, vendors, sellers, or licensors selected by Lessee. Lessor is not a Supplier.
<b>Term:</b>	36 months
<b>Lease Rate Factor:</b>	.029842
<b>Monthly Base Rent:</b> (Per \$100,000 Financed)	\$2,984.20
<b>End-of-Term Options:</b>	Purchase all of the equipment for \$1.00
<b>Base Rent Commencement Date:</b>	Estimated to be the first day of the calendar month after the last item of Equipment is delivered to and accepted by Lessee.
<b>Indexing:</b>	The Lease Rate Factor is based on the U.S. Swap Rate of 1.64% ("Swap Rate"). The Swap Rate is the Interest Rate for Swaps that most closely approximates the Term. Pricing may be adjusted upward in direct proportion to increases in the Swap Rate to preserve Lessor's economics prior to lease commencement and will then fix for the term of the lease. Lessor will notify Lessee of any pricing change before the Base Rent Commencement Date.
<b>Progress Payments:</b>	Lessor may, but is not obligated to, reimburse Lessee (without interest) for deposits Lessee made with Suppliers and/or pay Suppliers some or all of Lessor's Cost before the Base Rent Commencement Date. These reimbursements and payments may be made in Lessor's sole discretion and, if made, will be subject to the terms and conditions of all agreements and documents requested by Lessor.
<b>Asset Tracking System:</b>	Lessee may use Lessor's proprietary CARE Asset Tracking System. CARE is a web-based system that is simple to use and has the ability to track assets at various locations over multiple lease agreements. Assets can be found by lease agreement number, location, description, and many other variables. CARE can be used by Lessee's personnel from any location with Internet access. Data from CARE can be downloaded to a local computer in many file formats for additional sorting and analysis.
<b>Net Lease:</b>	Delivery, installation, inspection, appraisal, titling, registration, filing, insurance, maintenance, repair, taxes (other than Lessor's net income taxes), and all other costs, fees, charges, and expenses will be paid or reimbursed by Lessee.



- Insurance:** Lessee will obtain and maintain all risk property insurance, comprehensive liability insurance, and all other insurance coverages requested by Lessor. These coverages will be in amounts acceptable to Lessor, will name Lessor and its assigns as lender's loss payees and additional insureds, and will have all other endorsements requested by Lessor.
- Transaction Expenses:** All out of pocket legal, valuation, due diligence and other transaction expenses incurred by Lessor directly associated with underwriting the transaction will be paid by Lessee whether or not the transaction is completed as the expenses are to be incurred on behalf of the Lessee.
- Good Faith Deposit:** Lessee will provide a Good Faith Deposit in the amount of \$10,000 ("Deposit") with this Proposal. From the date of receipt of the Deposit and all financial and equipment information required by Lessor, Lessor will be provided thirty (30) business days to formally approve the transaction. Upon approval, Lessor will apply the Deposit to transaction expenses with the balance being applied to the first payment under the lease. If the lease is not approved by Lessor within thirty (30) business days Lessor will promptly return the Deposit to Lessee less any out of pocket expenses incurred by Lessor. If Lessor approves the transaction and Lessee does not fund the lease with Lessor, for any reason, the Deposit will be considered a processing fee earned by Lessor. Lessee agrees that the terms of this paragraph are bargained-for and reasonable.
- Assignment of Rights in the Equipment:** Lessee assigns and transfers to Lessor all of Lessee's rights, including the right to take title, but none of Lessee's obligations, under the purchase orders, invoices, supply contracts, and similar documents relating to the Equipment.
- Security Interest:** Lessee grants to Lessor a first-priority security interest in and to the Equipment and the cash, noncash, insurance, and other proceeds thereof. Lessee authorizes Lessor to prepare, execute, endorse, deliver, file, and record, on its own behalf and as Lessee's agent and attorney-in-fact, all Uniform Commercial Code financing statements, notices, MSOs, certificates of title, and other documents that Lessor reasonably desires. Lessee will ensure that Lessor's interest in the Equipment will have priority and seniority over the interest of all third parties.
- Confidentiality:** This Proposal and the terms and conditions herein are "Confidential Information" subject to any confidentiality and/or nondisclosure agreement entered into between Lessee and Lessor. If Lessee and Lessor have not entered into a confidentiality and/or nondisclosure agreement then Lessee understands and agrees that it will hold the Confidential Information in confidence and may not disclose it to any person or entity (except Lessee's directors, officers, employees, legal counsel, and financial advisors with a bona-fide need to know) without Lessor's prior written consent.
- Conditions:** This Proposal is not a commitment. Lessor's intent to enter into the transaction is conditioned upon (i) written credit approval (ii) no material adverse change in Lessee's or any Guarantor's business, prospects, assets, liabilities, or financial condition, (iii) no material adverse change in the domestic or international leasing, finance, capital, or syndication markets, (iv) inspection, appraisal, and approval of the Equipment by Lessor's asset management team, (v) execution and delivery of all agreements and documents requested by Lessor, and (vi) the satisfaction of all other conditions requested by Lessor.



**Miscellaneous:**

The parties agree that the Sections captioned "Good Faith Deposit," "Assignment of Rights in the Equipment," "Security Interest," "Confidentiality," "Conditions," "Miscellaneous," and "Expiration Date" are bargained for, reasonable, and create legally enforceable representations, warranties, certifications, covenants, liabilities, obligations, and indemnities. The remaining Sections are informational, nonbinding, and neither party may enforce or attempt to enforce the provisions thereof.

To help the government fight the funding of terrorism and money-laundering activities, federal law may require Lessor to obtain, verify, and record information that identifies Lessee and any Guarantor. Lessee will provide this information to Lessor upon request.

This Proposal may be executed in one or more counterparts. Signatures of the parties transmitted by fax or e-mail will be original signatures for all purposes.

**Expiration Date:**

Lessor reserves the right to amend, supplement, or terminate this Proposal if it is not signed and returned by Friday, January 27, 2017.

Thank you for reviewing this Proposal. We look forward to establishing a long and mutually beneficial relationship. Please do not hesitate to call me with any comments or questions.

Best regards,

*William Houg Jr.*

William Houg Jr.

Senior Account Manager

Office: (513) 813-2115 x110

Cell: (909) 486-8520

Email: [whoug@4sfg.com](mailto:whoug@4sfg.com)

**Monroe Public Schools**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**MONROE PUBLIC SCHOOLS  
COUNTIES OF MONROE  
STATE OF MICHIGAN**

**RESOLUTION AUTHORIZING AND AWARDED  
INSTALLMENT PURCHASE AGREEMENT FOR DISTRICT EQUIPMENT**

---

A regular meeting of the Board of Education (the "Board") of Monroe Public Schools (the "District") was held in the District, on February 14, 2017, at \_\_\_\_\_ p.m.

The meeting was called to order by \_\_\_\_\_, President.

**Present:** Members \_\_\_\_\_  
\_\_\_\_\_

**Absent:** Members \_\_\_\_\_

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

**WHEREAS**, Section 11a of the Revised School Code, MCL 380.11a, and Section 1 of the Purchase of Lands and Property for Public Purposes Act, MCL 123.721, authorizes the purchase of property and the payment therefore by installment purchase contract; and

**WHEREAS**, the District wishes to purchase certain equipment from Capital City Midwest Transit Equipment (the "Vendor") as identified on the attached **Exhibit A** (the "Equipment"), which bids were previously approved by the Board on November 8, 2016; and

**WHEREAS**, it is in the interest of education at the District to purchase the Equipment pursuant to Installment Purchase Agreements which are to be assigned to a bank or qualified financial institution; and

**WHEREAS**, the District has solicited bids from banks and/or financial institutions regarding the assignment of the Installment Purchase Agreements to a bank; and

**WHEREAS**, the District has received the following bids from qualified financial institutions in the aggregate amount of \$610,388, for a term of three (3) years:

Education Plus Credit Union	1.650%
American Capital	2.734%
Monroe Bank & Trust	2.900%
Summit Funding Group	4.700%

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The bid of Education Plus Credit Union as above stated is hereby accepted. Education Plus Credit Union shall be the assignee of the Installment Purchase Agreements executed with the Vendor.

2. The Equipment shall be acquired from the Vendor for the aggregate amount of \$610,388 pursuant to the terms of the Installment Purchase Agreement at the interest rate of 1.65% fixed at the time of closing, all of which shall be assigned to Education Plus Credit Union as set forth herein.

3. The Superintendent or Executive Director of Business and Finance, or their authorized designee, shall execute the Installment Purchase Agreements, the Assignment, IRS Form 8038-G and all other documents necessary to complete the transaction herein contemplated.

4. The District pledges for payment of principal and interest under the Installment Purchase Agreements funds from state aid received by the District for its operations, or to the extent of any deficiency, monies in its general fund. The District shall set aside sufficient sums from these sources to pay the principal and interest under the Installment Purchase Agreements as they become due. However, the District is not authorized to levy taxes in excess of constitutional and statutory limitations.

5. The Installment Purchase Agreements shall be non-bank qualified tax-exempt obligations of the District.

6. The Board hereby covenants that, to the extent permitted by law, it shall take all actions within its control necessary to maintain the exclusion of the interest on the Installment Purchase Agreements from adjusted gross income for general federal income tax purposes, including, but not limited to, actions relating to the rebate of arbitrage earnings, if applicable, and the expenditure and investment of proceeds and monies deemed to be proceeds.

7. Pursuant to the requirements of MCL 123.721, the outstanding balance of all purchases authorized hereunder do not exceed 1¼% of the taxable value of the real and personal property in the School District and shall not exceed such amount as of the date of closing.

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

Ayes: Members \_\_\_\_\_

Nays: Members \_\_\_\_\_

Motion declared adopted.

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Cynthia Taylor, Secretary  
Board of Education  
Monroe Public Schools

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 regular meeting held on February 14, 2017, 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.

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Cynthia Taylor, Secretary  
Board of Education  
Monroe Public Schools



**EXHIBIT A**

**Vendor**

**Equipment**

Capital City Midwest Transit Equipment      Seven (7) New 71-Passenger School Buses

**CSD-1 TESTING ON DISTRICT BOILERS**

**BACKGROUND**

See attached memo from Jerry Oley for details.

**ENCLOSURES**

Memo from Mr. Oley  
Bid from Sieb Plumbing

**RECOMMENDATION**

Move to accept the bid of \$5,752.50 from Sieb Plumbing & Heating of Monroe, Michigan, to complete all CSD1 testing on all thirty-nine (39) district boilers. Money for this purchase will come from the Operations Budget.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Nichols	_____	_____	_____	_____
Mrs. Pasko	_____	_____	_____	_____
Mrs. Sweeney	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____



# MONROE PUBLIC SCHOOLS

4920 W. Albain Rd. Monroe, MI 48161

www.monroe.k12.mi.us

## Operations

Phone 734-265-3333  
Fax 734-265-3301

## Jerry Oley

Executive Director of Operations

## Tim Salenbien

Custodial/Maintenance Supervisor

## Frank Henry

Transportation Supervisor

## Transportation

Phone 734-265-3300  
Fax 734-265-3301

February 10, 2017

**To:** MPS Board of Education  
**From:** Jerry Oley  
Director of Operations  
**Re:** CSD-1 Testing on District Boilers

Annual CSD-1 (Control and Safety Device) testing is required in the State of Michigan on all commercial boiler applications. Quotes were requested to test the thirty-nine (39) district boilers. This number includes some kitchen equipment and hot water heaters in the district that require testing.

Quote requests were sent out and one quote was obtained and is summarized as follows:

Sieb Plumbing, Heating & Air Conditioning Monroe, MI	\$5,752.50
--	------------

It is my recommendation the low bidder **Sieb Plumbing, Heating & Air Conditioning** of Monroe, MI be awarded the contract for CSD-1 testing for a total of **\$5,752.50** and all other bids be rejected.

Funds for CSD-1 testing will be taken from the Operations Budget.

If you need further information, please let me know.

## NOTICE OF NONDISCRIMINATION

It is the policy of Monroe Public Schools not to discriminate on the basis of race, color, national origin, gender, age, disability, religion, height, weight or marital status in its programs, services, employment, or any other activities. For information contact the office of the Superintendent of Schools, 1275 N. Macomb St., Monroe, MI 48162, 734-265-3010.

**PROPOSAL**  
**SIEB**  
**PLUMBING, HEATING & AIR CONDITIONING**  
**"Serving You Since 1868"**  
**303 East Front Street- Monroe, MI 48161**  
**Phone (734) 241-8898 Fax (734) 241-9067**

Monroe Public Schools  
Operations Center  
4920 W. Albain Rd.  
Monroe, MI 48161

2/8/2017

ATTN: Tim Salenbien

Quotation to perform annual CSD-1 testing on district boilers-

Testing shall include all safety controls on boilers and efficiency test with printout where applicable.

Price per boiler for above of **\$147.50**

Pricing of 39 boilers as listed \$5752.50

Pricing may be adjusted accordingly should quantities change.

Thank you,

Fred Calkins  
Service Manager

**PLEASE SIGN AND RETURN ONE COPY AND RETAIN ONE COPY FOR YOUR RECORDS.**

WE PROPOSE hereby to furnish material and labor – complete in accordance with above specifications, for the sum of: \_\_\_\_\_ Dollars (\_\_\_\_\_)

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike Manner according to standard practices. Any alteration or deviation from above Specifications involving extra costs will be executed only upon written order and Will become an extra charge over and above the estimate. All agreements Contingent upon strikes, accidents or delays beyond our controls. Owner to Carry fire, tornado and other necessary insurance. Our workers are fully Covered by Workman's Compensation Insurance.

**ACCEPTANCE OF PROPOSAL-** The above prices, specifications And conditions are satisfactory and are hereby accepted. You are Authorized to do the work as specified. Payment will be made as outlines Above.

Date of Acceptance \_\_\_\_\_

AUTHORIZED  
SIGNATURE \_\_\_\_\_

Note: This proposal may be withdrawn by us if not accepted within 60 days.

SIGNATURE \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

**BUS CAMERA SYSTEMS**

**BACKGROUND**

See attached memo from Jerry Oley for details.

**ENCLOSURES**

Memo from Mr. Oley  
Bid from 247 Security Inc. of Alpharetta, Georgia

**RECOMMENDATION**

Move to accept the bid of \$9,786.00 from 247 Security Inc. of Alpharetta, Georgia, for the purchase and installation of new camera systems. Funds for this purchase will be taken from Transportation Capital Outlay Funds.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Nichols	_____	_____	_____	_____
Mrs. Pasko	_____	_____	_____	_____
Mrs. Sweeney	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____



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## Frank Henry

Transportation Supervisor

## Transportation

Phone 734-265-3300  
Fax 734-265-3301

February 9, 2017

**To:** Board of Education  
Monroe Public Schools

**From:** Jerry Oley  
Director of Operations

**Re:** Bus Camera Systems

As you know, cameras on Monroe Public Schools buses are an important facilitator for investigation of misconduct or vandalism on each bus. A new camera system was installed on all buses with regular runs in August of 2016. Cameras were not installed on seven of the sub buses. Since sub buses are used on a regular basis, we believe it necessary to have the new system installed on those buses. Since 247 Security Inc. provided and installed the system currently in use and we have been pleased with the product and service, they were invited to provide a quote for the additional seven cameras needed.

The quote is for seven video systems including installation.

**247 Security Inc.** – (Alpharetta, GA) \$9,786.00

I recommend **247 Security Inc.** of Alpharetta, GA be awarded the bus camera contract for the seven sub buses for a total of **\$9,786.00**. (This amount is a \$7,350 savings from the regular prices for these cameras including installation.)

Funds for this purchase will be taken from Transportation Capital Outlay Funds.

JAO/ks

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12 Volt Precision LLC  
PO Box 770243  
Lakewood, OH 44107  
(216)712-1243  
Tyler.Anderson@12VoltPrecision.com



# ESTIMATE

**ADDRESS**  
Monroe City Schools

**ESTIMATE #** 1017  
**DATE** 02/10/2017

---

ACTIVITY	QTY	RATE	AMOUNT
<b>247 Install</b> Zues DVR 4 Camera Installation	7	250.00	1,750.00
Monroe, MI	TOTAL		<b>\$1,750.00</b>

Accepted By

Accepted Date

# 247

SECURITY

247Security Inc.  
 4400 North Point Parkway  
 Alpharetta, GA 30022 U.S.A  
 Tel: 1-866-693-7492 | Fax: 770-753-4567

# 247 Quotation

Date 10-Feb-2017  
 Quote # QN7312  
 Expires 11-May-2017  
 Sales Rep ADAM ROETHER  
 End-User Monroe Public School District  
 Customer Federal Tax ID 38-6002820

**Bill To**  
 Monroe Public Schools Transportation  
 Attn: Frank Henry  
 4920 W Albain Road  
 Monroe MI 48161  
 United States

**Ship To**  
 Monroe Public Schools Transportation  
 Attn: Frank Henry  
 4920 W Albain Road  
 Monroe MI 48161  
 United States

Part Number	Description	Qty	Unit Price	Amount
ZEUSPW-000-1	8-CHANNEL DVR WITH WIFI, WITHOUT STORAGE	7	982.00	6,874.00
DHD-500	DUAL HYBRID DRIVE (32GB SDHC, 500GB SATA HARD DRIVE)	7	320.00	2,240.00
CAB-PWR-500	12.5FT POWER CABLE FOR 500 SERIES	7	23.00	161.00
LBL-WRN-E	5.5" X 4" WARNING LABEL ENGLISH VERSION	7	2.00	14.00
DVR-KEY	DVR KEY	7	0.00	0.00
WIFI-ANT-KIT	WIFI ANTENNA WITH 15FT CABLE WITH YELLOW BRACKET	7	50.00	350.00
CAB-CAM-15	STP CAT5E 24AWG 4P COPPER WIRE, BOTH END WITH MOLEX 4.2MM PITCH 6R HOUSING AND TER., GROMMET, 15FT	14	23.00	322.00
CAB-CAM-35	STP CAT5E 24AWG 4P COPPER WIRE, BOTH END WITH MOLEX 4.2MM PITCH 6R HOUSING AND TER., GROMMET, 35FT	7	25.00	175.00
CAB-CAM-50	STP CAT5E 24AWG 4P COPPER WIRE, BOTH END WITH MOLEX 4.2MM PITCH 6R HOUSING AND TER., GROMMET, 50FT	7	26.00	182.00
CAB-EMR2-15	EVENT MARKER 2 WITH 15FT CABLE	7	33.00	231.00
CAB-PWR-500	12.5FT POWER CABLE FOR 500 SERIES	7	23.00	161.00
CAB-DIO-15	15FT DIGITAL I/O CABLE	7	20.00	140.00
HDQ3600C	HDQ Shield Camera w/o IR, 3.6mm mega pixel lens, 72.2° HFOV	7	162.00	1,134.00
HDQ2900I	HDQ camera with IR, 2.9mm mega pixel lens, 96.5° HFOV	14	162.00	2,268.00
HDQ3600I	HDQ camera with IR, 3.6mm mega pixel lens, 72.2° HFOV	7	162.00	1,134.00

Subject to additional shipping charges, which may vary.

Subtotal 15,386.00  
 Discount Item (Discount) -7,490.00  
 Shipping Cost (FedEx Ground®) 140.00  
 Total \$8,036.00  
 USD



QN7312



**ADJOURNMENT**

**RECOMMENDATION**

Move to adjourn the February 14, 2017 Board Meeting #3.

**HAND VOTE**

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

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