

# MONROE PUBLIC SCHOOLS



**BOARD MEETING #4**  
**February 28, 2017**  
**7:00 p.m.**

## **BOARD OF EDUCATION**

**MR. LAWRENCE VANWASSHENOVA, PRESIDENT**  
**MRS. FLOREINE MENDEL, 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 #4  
Tuesday, February 28, 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
• February 8, 2017, Board Physical Resource Committee Meeting Minutes		
• Contracted Services Recommendations		
<b>C. Discussion and Action Items</b>		
1. <b>Approval of Minutes</b>	Mr. VanWasshenova	6
Move to approve the minutes of the following as submitted:		
• February 14, 2017, Closed Meeting		
• February 14, 2017, Board Work Session Minutes		
• February 14, 2017, Board Meeting #3 Minutes		
• February 21, 2017, Special Board Meeting Minutes (3 sets)		
• February 21, 2017, Closed Meeting (3 sets)		
2. <b>Staff Resignations</b>	Mrs. Flynn	16
Move to approve the resignations from Monroe Public Schools of Montyne Barbee effective February 16, 2017, and Ronald Poupard effective February 28, 2017.		
3. <b>Recommendation for Reinstatement</b>	Mrs. Joseph	19
Move to approve the recommendation of the Monroe Public Schools Reinstatement Committee that Student A remain in the Expelled Students Program for the remainder of the 2016-2017 school year. If Student A meets all agreed upon conditions, Student A will be reinstated, in good standing, at the end of the 2016-2017 school year.		
4. <b>MHS Student Council State Leadership Conference</b>	Mrs. Joseph	20
Move to approve the attendance of nine Monroe High School students at the Michigan Association of Student Councils State Leadership Conference in Grand Rapids, Michigan, in accordance with board policies for field trips and excursions.		

- |  |                          |           |
|--|--------------------------|-----------|
| <p><b>5. Vex Robotic Classroom and Competition Kits</b><br/> Move to approve the purchase of the VEX Robotic Classroom and Competition kits at a cost not to exceed \$7,389.86. This purchase will be funded using the available Perkins Grant funds and has been approved by the Region 25 Perkins Coordinator as part of an additional new 51c Perkins Grant funding stream for the 2016/17 school year.</p> | <p>Mrs. Joseph</p>       | <p>34</p> |
| <p><b>6. K-12 Science Leveled Book Purchase</b><br/> Move to approve the purchase of Science Leveled books for a total cost not to exceed \$90,000.00. The total amount of this purchase will be covered by the 2016-2017 Curriculum Budget, 31a Fund, and the Early Literacy Grant.</p>   | <p>Mrs. Joseph</p>       | <p>37</p> |
| <p><b>7. ELA Book Purchase</b><br/> Move to approve the ELA book purchase for a total cost not to exceed \$120,000.00. The total amount of this purchase will be covered by the 2016-2017 Curriculum Budget, 31a Fund, and the Early Literacy Grant.</p>   | <p>Mrs. Joseph</p>       | <p>38</p> |
| <p><b>8. Classroom Library Purchase</b><br/> Move to approve the purchase of supplementary classroom libraries. The total cost for the books will not exceed \$140,000 all of which will be covered by the current year's Curriculum Budget, 31a Funds, and Early Literacy Grant.</p>  | <p>Mrs. Joseph</p>       | <p>39</p> |
| <p><b>9. Superintendent's Comments</b></p>   | <p>Mrs. Everly</p>       |           |
| <p><b>10. Old Business</b></p>   | <p>Mr. VanWasshenova</p> |           |
| <p><b>11. New Business</b></p>   | <p>Mr. VanWasshenova</p> |           |
| <p><b>12. Public Commentary – Any Topic</b></p>  | <p>Mr. VanWasshenova</p> |           |
| <p><b>13. Adjournment</b><br/> Move that the February 28, 2017, Board Meeting #4 of the Monroe Public Schools Board of Education be adjourned.</p>   | <p>Mr. VanWasshenova</p> | <p>40</p> |

**ROLL CALL**

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

Board Meeting #4  
February 28, 2017  
Item #B.1

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

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

- February 8, 2017, Board Physical Resource Committee Meeting Minutes
- Contracted Services Recommendations

# Physical Resource Committee

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*Wednesday, February 8, 2017 @ 4:30 PM*

## Minutes

Present: Matt Bunkelman, Floreine Mentel, Robert Nichols, Rosalie Pasko, Cindy Flynn, Kathy Eighmey, Julie Everly, Jerry Oley, George O'Dell

Mr. Oley discussed the following Priority 1, 2017 Sinking Fund Construction Projects. These projects are all planned for this summer.

- Administration Building – Reconstruct Main Parking Lot
  - Entrance/Exit to the parking lot will be repaired.
  - Professional signage will be added.
  - Additional parking spaces will be added.
- Administration Building – Replace East & Center Roofs
  - Will improve energy efficiency of the building.
- Arborwood South – East Parking & Traffic Loop
  - Parent loop will be added.
  - Eighty four additional parking spaces will be added
  - Mr. Bunkelman would like to save the existing basketball hoops that are in the parking lot area. Mr. Oley will look into this.
- Arborwood South – Corridor Sound/Access Control Doors
  - Will enable the use of access cards to gain entrance to the building.
  - In trying to reduce noise levels in the hallways, Mr. Oley has contacted a specialist to evaluate the noise level in the building.
- Arborwood South – Replace Corridor Lay-in Ceilings & LED Lights/Egress/Exits
  - When completing the project, will look to reduce the likelihood that asbestos abatement will be needed.

- Custer I – Reconstruct South Staff Parking Lot (between Custer I and II)
  - Would like to address this if money permits.
- Custer II – Reconstruct Front Walk/Curb & Pave Bus Drive
  - Currently, there are problems with the curbs.
- MHS – Tuck Point Masonry
  - This has been ongoing maintenance for the past 3 – 4 years.
- Orchard Center – Replace Roof
  - Replacing the oldest section of the roof.
- Raisinville – Rebuild North Parking Lot
  - This project will address needed additional parking spaces and lighting.
- Riverside – Replace Hall, Gym and Classroom Roofs
- Waterloo – Rebuild 2 Parking Lot Catch Basins

Discussion regarding MHS Heating/Cooling system.

- Mr. Nichols expressed the need for air conditioning in the MHS gym. Mr. Oley indicated that the entire heating/cooling system at MHS needs to be addressed in future projects.

Discussion regarding Board Room Configuration.

- Two potential room configurations were distributed.
- This project is estimated to cost \$83,660.00.
- If we plan to move ahead with this project, one of the Priority 1, 2017 Sinking Fund Projects will have to be removed from this year's list.

Discussion regarding Monroe Public Schools vacant properties.

- Mrs. Everly distributed: property layouts and listing prices, BOE policy on surplus lands and the Monroe City Parks and Recreation Master Plan 2014-2018.
- Mr. VanWasshenova was unable to attend this meeting. He prepared comments concerning the sale, of some of the properties, to the city. Mrs. Everly shared Mr. VanWasshenova's comments.
- Mr. Bunkelman expressed desire to work with the City of Monroe. He would like to see what the city has planned for the new parks. He suggested that there be a meeting between the City of Monroe and MPS.
- Mr. Bunkelman suggested discussing the Navarre Field sale with SMCC and the City of Monroe.
- Mrs. Eighmey mentioned that she had a conversation with SMCC. She expressed that MPS would be interested in an offer from SMCC for the purchase of Navarre Field. She provided SMCC with the contact information for the MPS realtor, Tom Fritz. SMCC indicated that they did not have the means right now, to purchase the property. MPS receives \$8100.00 from SMCC and \$4400.00 from the Timberwolves in rent for Navarre Field.
- Any proceeds from the sale of the properties will go into the General Fund unless otherwise directed by the Board.
- It was concluded that an additional workshop, devoted to this topic, is needed.

**Informational Report**  
**Contracted Services Recommendations (Revised)**

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**

No changes to report

**SOCIAL-EMOTIONAL SUPPORT TEAM**

Lauryn Reau has been selected for the Raisinville Family Engagement Liaison and the School Climate Liaison.

Alicia Allen has been selected for the Monroe Middle School Student Service Provider position.

**TECHNOLOGY SUPPORT TEAM**

No changes to report

**ANCILLARY SUPPORT**

No changes to report



**APPROVAL OF MINUTES**

**ENCLOSURES**

- February 14, 2017, Board Work Session Minutes
- February 14, 2017, Board Meeting #3 Minutes
- February 21, 2017, Special Board Meeting Minutes (3 sets)

**RECOMMENDATION**

Move to approve the following minutes as submitted:

- February 14, 2017, Closed Meeting
- February 14, 2017, Board Work Session Minutes
- February 14, 2017, Board Meeting #3 Minutes
- February 21, 2017, Special Board Meeting Minutes (3 sets)
- February 21, 2017, Closed Meeting (3 sets)

**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 BOARD OF EDUCATION

Work Session

Tuesday, February 14, 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 (arrived at 5:26 p.m.), Parliamentarian Cheryl Sweeney, Trustee Matthew Bunkelman (arrived at 5:18 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: Paula Murray, Holly Scherer

President VanWasshenova called the meeting to order at 5:15 p.m.

### Closed Session

Motion by Mrs. Mentel; support by Mr. Nichols to convene in closed session for the purpose of attorney-client privilege. (Open Meetings Act, Section 8h.)

Vote: Motion carried by a 5-0 hand vote at 5:15 p.m.

### Adjournment of Closed Session and Reconvene

Motion by Mrs. Mentel; support by Mr. Bunkelman that the closed session be adjourned and the special work session be reconvened into open session.

Vote: Motion carried by a 7-0 hand vote at 5:45 p.m.

### MMS Football

Prior to the 2014 football season, MMS had four teams (two 7<sup>th</sup> grade and two 8<sup>th</sup> grade). Since then, there has only been one team for each grade level; however, the same number of students participate, which has made it difficult for all students to get playing time and develop their skills. Varsity football coach, Nick Notario, shared that by adding two teams, it would greatly reduce the number of kids waiting on the sideline to play, and when students receive more playing time, it keeps them engaged and interested in the sport, which will help feed the program in the upper grades.

Currently, Monroe Middle School football teams play at Navarre Field. Mr. Bunkelman suggested developing fields at Custer and/or Arborwood. The visibility of teams at the elementary level might encourage students to be part of the team when they reach the middle school. He also questioned whether or not the district is going to sink money into Navarre Field, and if so, will SMCC and the Timberwolves help pay for the renovations.

Mrs. Everly will contact Dr. Ray to confirm the added cost of two additional teams. Mr. Nichols and Coach Notario feel that the dollar amount shared this evening was high. The same number of students will

participate; therefore, the teams will not need additional equipment. Mrs. Everly will update Board members via Board Briefs, and if the amount requires approval, it will be on the February 28<sup>th</sup> agenda.

### **District Finances**

Mrs. Eighmey shared information about the district finances with Board members. She explained sources of school aid and how the district receives its foundation allowance. The current foundation allowance is \$7,511, which is a combination of state aid and local property taxes. Even though the foundation allowance has increased, our student enrollment has declined. Mrs. Eighmey shared general fund revenue and expenses, and she will go more in depth at the Finance Committee of the Whole meeting on February 28<sup>th</sup>.

Mr. VanWasshenova asked when the non-homestead property tax is adjusted. Mrs. Eighmey stated that she receives preliminary taxable value numbers from the county at the beginning of the year. As the county makes changes, it is posted on the taxable value website.

The district receives 11 state aid payments starting in October and ending in August. We receive local tax revenue starting in December and our county settlement in May. The foundation allowance remains the same, but per pupil funding can change. As students move between districts, we receive a portion or lose a portion of the allowance.

Mr. Bunkelman reiterated the fact that we need to increase our involvement with the city and townships as far as their planning and development. He feels the district needs to be proactive and explore how to generate revenue by increasing commercial and residential development.

Mr. Nichols asked for clarification on the purchased services expenditure. This includes third party custodians, social/emotional support services, and substitute teachers. Mrs. Taylor asked for a breakdown of the purchased services. Mrs. Everly will include this information in Board Briefs, and the Personnel Committee will include it as an agenda item at their next meeting.

### **District Property**

Mrs. Everly had a conversation with Tom Fritz, and he assured her that he would bring forward any offers he receives. She also spoke with Vince Pastue and he informed her that he's working on some other ideas and will bring those forward should the city council authorize him to do so. Mr. Fritz is actively seeking developers to form partnerships, and he understands our interest is to bring more students into the district. He has done some advertising online and met with developers. The Board would like to meet with him to discuss a marketing plan before extending his contract.

Mr. Bunkelman suggested inviting SMCC to partner with the district to improve Navarre Field. He also suggested working with SMCC and the city to develop a plan for renovations to make the property a more viable option.

### **Adjournment**

Motion by Mrs. Mentel; support by Mrs. Taylor that the 5:15 p.m., February 14, 2017, Special Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 7:02 p.m.

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**Cynthia Taylor, Secretary**

# MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #3

February 14, 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 7:08 p.m.

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

Mr. Ferrara informed the Board that February is CTE month and thanked them for their support of the CTE program.

### **Reports and Update**

The Contracted Services Recommendations report and the January 23, 2017, Board Curriculum Committee Meeting minutes were received.

### **Approval of Minutes**

Motion by Mrs. Mentel; support by Mrs. Pasko to approve the minutes of the following meetings 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

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

### **Bylaws and Policy Issues**

Motion by Mrs. Mentel; support by Mrs. Taylor to approve amended Board Policies 7170 and 7175 as presented effective February 14, 2017.

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

### **Staff Resignation**

Motion by Mr. Bunkelman; support by Mrs. Taylor to approve the resignation from Monroe Public Schools of Amy Poley effective at the end of the day on February 24, 2017.

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

**Teacher Appointment**

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

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

**Coaching Recommendations**

Motion by Mr. Bunkelman; support by Mrs. Taylor 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

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

**Consent Agenda – Overnight Student Conferences**

Motion by Mrs. Mentel; support by Mrs. Taylor that Agenda Items C.7 – C.9 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

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

Discussion: Mr. Bunkelman and Mrs. Mentel requested a presentation from these groups when they return from their conference.

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

**Addendum to Listing Agreement**

Motion by Mrs. Pasko; support by Mrs. Mentel to table the Addendum to Listing Agreement to a later date.

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

**Vehicle Financing**

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

Discussion: Mr. VanWasshenova said this is a nice compromise to finance the buses and pay for the vehicles. Mr. Nichols agreed with Mr. VanWasshenova's assessment of the financing. He also liked having the option to pay off the loan at any time without penalty.

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

### **CSD-1 Testing on District Boilers**

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

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

### **Bus Camera Systems**

Motion by Mrs. Taylor; support by Mrs. Sweeney 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.

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

### **Superintendent's Comments**

Mrs. Everly shared the program from the Athletic Hall of Fame induction ceremony that was held a couple of weeks ago at Monroe High School. The event was very well attended by the community.

Congratulations to the CTE staff who participated in the CTE Expo. The event was very well attended by current 8<sup>th</sup> grade students.

The jazz band had a fulfilling day on Saturday at the University of Michigan campus. Not only were students able to participate in their events, they also had time to tour the campus.

Sixth grade students at Custer have dramatically increased their multiplication and division scores. A team of 6<sup>th</sup> grade teachers from Custer explained what I.E. time is and shared with Board members how they plan and collaborate I.E. time.

Mrs. Everly congratulated Board member Mrs. Mentel and her husband who recently celebrated their 60<sup>th</sup> wedding anniversary.

### **Old Business**

There was none at this time.

### **New Business**

Motion by Mr. Bunkelman; support by Mrs. Pasko to authorize the attorney go up to the specified amount to settle the outstanding worker's comp case.

Vote: Motion carried by a 7-0 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 14, 2017, Board Meeting #3 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 7:41 p.m.

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**Cynthia Taylor, Secretary**

**MONROE BOARD OF EDUCATION**

Special Board Meeting

February 21, 2017

**5:30 p.m.**

**MINUTES**

**Roll Call and Call to Order**

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

Board Members Absent: Vice President Floreine Mentel

Others Present: Julie Everly, Terry Joseph, Cindy Flynn, Jeremy Chisholm, Cathy McDonald, Sandra Kreps, Joe Hammond, student (0221a), student's mother

President VanWasshenova called the meeting to order at 5:36 p.m.

**Closed Session**

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

Vote: Motion carried by a 6-0 hand vote at 5:36 p.m.

**Reconvene Board Meeting**

Motion by Mr. Bunkelman; support by Mrs. Sweeney that the closed session adjourn and the 5:30 p.m., February 21, 2017, Special Board Meeting reconvene.

Vote: Motion carried by a 6-0 hand vote at 5:57 p.m.

**Recommendation**

Motion by Mrs. Taylor; support by Mrs. Pasko to suspend the student for 19 days. The student will be allowed to complete trimester 2 exams at the discretion of administration.

Vote: Motion carried by a 6-0 roll call vote at 5:58 p.m.

**Adjournment**

Motion by Mr. Bunkelman; support by Mrs. Taylor that the February 21, 2017, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 5:58 p.m.

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**Cynthia Taylor, Secretary**



**MONROE BOARD OF EDUCATION**

Special Board Meeting

February 21, 2017

**5:30 p.m.**

**MINUTES**

**Roll Call and Call to Order**

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

Board Members Absent: Vice President Floreine Mentel

Others Present: Julie Everly, Terry Joseph, Cindy Flynn, Jeremy Chisholm, Cathy McDonald, Sandra Kreps, Joe Hammond, student (0221b), student's parents

President VanWasshenova called the meeting to order at 6:01 p.m.

**Closed Session**

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

Vote: Motion carried by a 6-0 roll call vote at 6:01 p.m.

**Reconvene Board Meeting**

Motion by Mr. Bunkelman; support by Mrs. Taylor that the closed session adjourn and the 5:30 p.m., February 21, 2017 Special Board Meeting reconvene.

Vote: Motion carried by a 6-0 roll call vote at 6:30 p.m.

**Recommendation**

Motion by Mrs. Taylor; support by Mr. Bunkelman to suspend the student for 19 days. The student will be allowed to complete trimester 2 exams at the discretion of administration.

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

**Adjournment**

Motion by Mr. Bunkelman; support by Mrs. Taylor that the February 21, 2017, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

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

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**Cynthia Taylor, Secretary**

**-0MONROE BOARD OF EDUCATION**

Special Board Meeting

February 21, 2017

**5:30 p.m.**

**MINUTES**

**Roll Call and Call to Order**

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

Board Members Absent: Vice President Floreine Mentel

Others Present: Julie Everly, Terry Joseph, Cindy Flynn, Jeremy Chisholm, Cathy McDonald, Sandra Kreps, Joe Hammond, student (0221c), student's parents

President VanWasshenova called the meeting to order at 6:35 p.m.

**Closed Session**

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

Vote: Motion carried by a 6-0 roll call vote at 6:35 p.m.

**Reconvene Board Meeting**

Motion by Mr. Bunkelman; support by Mrs. Pasko that the closed session adjourn and the 5:30 p.m., February 21, 2017 Special Board Meeting reconvene.

Vote: Motion carried by a 6-0 roll call vote at 6:59 p.m.

**Recommendation**

Motion by Mr. Nichols; support by Mrs. Taylor to suspend the student for 19 days. The student will be allowed to complete trimester 2 exams at the discretion of administration. When student returns to school, weekly phone check-ins will be made to monitor progress to make sure student is working towards graduation.

Vote: Motion carried by a 6-0 roll call vote at 7:02 p.m.

**Adjournment**

Motion by Mr. Bunkelman; support by Mrs. Taylor that the February 21, 2017, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 7:03 p.m.

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**Cynthia Taylor, Secretary**

**STAFF RESIGNATIONS**

**BACKGROUND**

We have received a letter of resignation for the purpose of other employment **Montyne Barbee** from her position as an Administrator. Ms. Barbee has worked for our district for the past 15 years, most recently as a Curriculum Specialist. Her resignation was effective at the end of the day on February 16, 2017.

We have received a letter of resignation for the purpose of retirement from **Ronald Poupard**. Mr. Poupard has worked for our district for the past 20 years as a Custodian, most recently at Monroe Middle School. His resignation is effective February 28, 2017

**ENCLOSURES**

Letters of Resignation

**RECOMMENDATION**

Move to approve the resignations from Monroe Public Schools of Montyne Barbee effective February 16, 2017, and Ronald Poupard effective February 28, 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	_____	_____	_____	_____

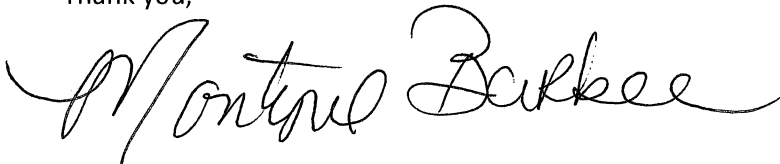
February 15, 2017

Ms. Everly,

Please accept this letter as my formal letter of resignation from Monroe Public Schools. I have accepted an administrative position with Plymouth-Canton Community Schools. As agreed upon by the Human Resource Director my last day with Monroe Public Schools will be February 20, 2017.

I am thankful to Monroe Public Schools for the 16 years I have had the honor of working and learning alongside some amazing educators. I have had the opportunity to learn and grown at the elementary, secondary, and district level. I leave MPS with a grateful heart and memories of a tremendously talented staff, caring families, and brilliant students.

Thank you,

A handwritten signature in cursive script that reads "Montyne Barbee". The signature is written in black ink and is positioned above the printed name.

Montyne Barbee

[REDACTED]  
[REDACTED]

February 14, 2017

Ms. Julie Everly, Superintendent  
Monroe Public Schools  
1275 N. Macomb Street  
Monroe, MI 48162

Dear Ms. Everly:

Regretfully, I am hereby submitting my resignation as head custodian from Monroe Public Schools effective February 28, 2017 for the purpose of retirement. While I had planned to work at least three more years at Monroe Public Schools, I must retire due to the workplace harassment that I have endured which has created health problems.

Sincerely,



Ron Poupard

**RECOMMENDATION FOR REINSTATEMENT**

**BACKGROUND**

On Tuesday, February 21, 2017, the Monroe Public Schools Reinstatement Committee met to review requests for reinstatement.

**RECOMMENDATION**

The Reinstatement Committee, after a complete review, is recommending that Student A remain in the Expelled Students Program. Student A must achieve and maintain a C average or better in all classes, all point charts for the remainder of the 2016-2017 school year must be passing, continued good attendance, and continue to meet all requirements from the signed ESP contract. With all of these conditions met, Student A will be reinstated, in good standing, at the end of the 2016-2017 school year.

**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	_____	_____	_____	_____

**MHS STUDENT COUNCIL  
MICHIGAN ASSOCIATION OF STUDENT COUNCILS  
STATE LEADERSHIP CONFERENCE**

**BACKGROUND**

Cathy McDonald and Garry Knapp would like to petition the Board of Education for permission to take nine (9) students to the Michigan Association of Student Councils State Leadership Conference. The MASC is being held at the Amway Grand in Grand Rapids, Michigan, from March 24-26, 2017. The students and chaperones will stay at the Amway Grand Hotel. The students are responsible for paying \$279.61, and the remainder of the cost is being paid for by the MHS Student Council.

**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 nine Monroe High School students at the Michigan Association of Student Councils 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

Date of Trip: March 24-26, 2017

Grade/ Team/ Organization Making Request: MHS Student Council

Destination: Amway Grand Plaza Hotel (MASC State Leadership Conference)

Address: 187 Monroe Ave. NW City: Grand Rapids

State: MI Zip: 49503

Means of Transportation: 2-3 Private Vehicles Number of

Students and Adults Involved: Approximately 12-15

Exact Loading Location: MHS Teacher Parking Lot

Estimated Time of Departure: 1:00 pm Estimated

Time of Departure from Destination: 12:00 pm

Expected Time of Arrival: 5:00 pm

Purpose of Trip: To attend the Michigan Association of Student Councils (MASC)  
State Leadership Conference.

Faculty Supervisor: Garry Knapp

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

Principal's Signature: \_\_\_\_\_

S. Knapp

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

12-7-16

Approved Denied

Assistant Superintendent's Signature: \_\_\_\_\_

Shirley Joseph

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

AKG

\_\_\_\_ Approved

Denied

2.7.17



**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:

Student Council members will attend the MASC State Leadership Conference in Grand Rapids, MI. Please see the conference itinerary for the full description of the Conference.

School(s): Monroe High School

Chaperones Garry Knapp and Cathy McDonald

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Method of Transportation: Private Vehicles—Garry Knapp, Cathy McDonald

Date of Departure: 03/24/17

Time of Departure: 1:00 pm

If overnight, number of nights: Two (2)

Date of Return: 03/26/17

Time of Return: 4:00 pm

Number of Students Participating: Nine (9)

---

Number of Other Adults Assisting: \_\_\_\_\_

Number of School Days Student will be Attending Trip: \_\_\_\_\_

Cost Per Child: \_\_\_\_\_

Cost Per Chaperone: \_\_\_\_\_

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)
- ~~NA~~ Description of arrangements made for students with financial hardship
- ~~NA~~ All necessary signed contracts/agreements with participating travel agents
- Emergency telephone numbers for all participants
- Description of this trip and congruency with course curriculum
- ~~NA~~ Emergency Contingency Plan included, if method of transportation is flying.
- ~~NA~~ 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

Number of Staff Supervising: Two (2)

Number of Other Adults Assisting: 0

Number of School Days Student will be Attending Trip: 1/5<sup>th</sup> of a day

Cost Per Child: \$279.61 Cost Per Chaperone: • \$279.61



**MONROE PUBLIC SCHOOLS**

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MONROE HIGH SCHOOL STUDENT COUNCIL  
901 Herr Road  
Monroe, MI 48161  
734-265-3652/FAX 734-265-3401

January 12, 2017

Dear Student Council Parent(s)

The MASC (Michigan Association of Student Councils) State Leadership Conference is right around the corner. The conference will be held at the Amway Grand Hotel in Grand Rapids, MI on March 24-26, 2017. This will be an amazing opportunity for your child to network with students from other Michigan schools, get motivated by amazing keynote speakers, and gain leadership skills that will last a lifetime.

Enclosed are a few forms that need to come back to me; Field Trip Permission Form, a Student Medical/Behavior Agreement (please have the medical form notarized). **Please, these forms must be returned to me by Tuesday, January 31.** Also included is Hotel Information and Policies (Hotel phone number is: 616-774-2000), the Dress Code for the conference, and the agenda is included so you can see just how busy your child will be! You can get additional information about the conference at [www.mascmahs.org/states](http://www.mascmahs.org/states).

Mrs. Cathy McDonald (MHS Assistant Principal) and I are the two chaperones attending the conference. We will both be driving our vehicles and will depart from the MHS staff parking lot at 1:00 pm on Friday, March 24th.

Please feel free to call me (265-3652) if you have any questions. Thank you for allowing your child to participate in this exciting event!

Sincerely,

A handwritten signature in black ink, appearing to read "Garry Knapp".

Garry Knapp, Student Council Advisor

**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, 734-265-3070



## Monroe Public Schools

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MONROE HIGH SCHOOL  
901 Herr Road  
Monroe, MI 48161  
734-265-3400 / FAX 734-265-3401

December 14, 2016

Dear Student Council Parent(s):

Your child has expressed interest in attending the MASC (Michigan Association of Student Councils) State Leadership Conference that will be held at the Amway Grand Plaza Hotel in Grand Rapids, MI, from March 24-26, 2017. This will be an amazing opportunity for your child to network with students from other Michigan schools and gain leadership skills.

At this time, I do not know the exact cost of the trip because I do not know exactly how many students will attend. What I do know is the student registration fee is \$149 per person. The registration fee includes all meals on Saturday and breakfast on Sunday, conference materials, and admission to all events. The registration fee does not include the hotel lodging, which will run between \$126-141 per room, per night. When I know the exact amount I will send another parent letter with the total cost (which will not exceed \$200).

I am asking that each MHS student council member interested in going pay a deposit of \$100. Checks can be made payable to Monroe High School. The deposit needs to be turned in by **Friday, January 6, 2017**. Since we can only take 12 students our process of consideration will be in this order after paying the deposit: freshman, sophomore, junior, and senior members. All student council members are aware of this process and have agreed to it. If your son/daughter cannot attend and their deposit has been paid, we will refund your deposit up until March 4, 2017. After March 4<sup>th</sup> your deposit *will not* be refunded.

You can get additional information about the conference through the following website: <http://mascmahs.org/states>. Please feel free to call me if you have any questions at 265-3652. Thank you for your time!

Sincerely,

**Garry Knapp**

Garry Knapp, Student Council Advisor

#### 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, 734-265-3070

# 2017 State Conference Master Schedule

## **Friday March 24th**

4:00pm | Conference Registration Opens  
4:00-6:45pm | Mixers (Senior Videos)  
6:15-6:45pm | Adviser Welcome  
7:00-7:45pm | Opening Ceremony  
8:00-8:30pm | Congressional Medal of Honor  
8:45-10:00pm | General Session (Olympic Games)  
10:00-10:15pm | Tranquility  
10:15-10:30pm | Return to Rooms  
11:00pm | Lights Out

## **Saturday March 25th**

8:00-8:30am | Breakfast  
8:30-8:45am | Announcements  
8:45-9:45am | Keynote Speaker #1 (Camille Yameen)  
9:45-10:45am | Structured Activity #1  
11:00-12:05pm | Student Showcase Presentations  
12:15-1:10pm | Lunch  
1:15-2:15pm | Keynote Speaker #2 (Molly Kennedy)  
2:20-3:10pm | Structured Activity #2  
3:25-4:30pm | Student Showcase Presentations  
4:45-5:20pm | School Reflection Time  
5:30-6:30pm | Break/Change/Pictures  
6:45-7:30pm | Dinner  
7:30-8:30pm | Awards Presentation  
8:30-9:15pm | Change for Dance  
9:15-10:35pm | Student Dance  
10:35-10:45pm | Tranquility  
10:45-11:00pm | Return to Rooms  
11:20pm | Lights Out

## **Sunday March 26th**

8:00-8:30am | Breakfast  
8:30-8:45am | Announcements  
9:00-9:30am | School Reflection Activities  
9:45-10:45am | Speaker (Mark Black)  
10:45-11:15am | Closing Ceremony

Monroe Public Schools  
Field Trip Permission Form

School: Monroe High

Date of Trip: March 24-26

Departure Time: 1:00pm

Return Time: 4:00pm

Group/Class Taking Trip: Student Council

Destination: Amway Grand Plaza Hotel -- Grand Rapids, MI

❖ 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: \_\_\_\_\_

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

## MASC State Conference Costs

REGISTRATION	Rate	Number	Total Cost
Student Registration Fee	\$149.00	11	\$1,639.00
Chaperone Registration Fee	\$149.00	2	\$298.00

HOTEL	Rate per Night	# of Nights	# of Rooms	Total Cost
Amway Grand Plaza, Grand Rapids	\$153.69	2	3	\$922.14
Chaperone rooms	\$137.34	2	2	\$549.36

MILEAGE	Rate	Miles	Total
Knapp Minivan	0.54	170	\$183.60
McDonald Flex	0.54	170	\$183.60

FOOD ALLOWANCE	Number	Allowance	Total
Dinner on Friday	10	\$20.00	\$ 200.00

<b>COST</b>				<b>\$3,975.70</b>
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<b>Amount Paid Per Student</b>		9	\$100.00	\$900.00
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<b>Student Council Cost</b>				<b>\$3,075.70</b>
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<b>Cost Per Person</b>			<b>11</b>	<b>\$279.61</b>
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ROOM #1

ROOM #2

ROOM #5


Garry Knapp  
(chaperone)

ROOM #3

ROOM #4

Cathy McDonald  
(chaperone)





MASC/MAHS Student Leadership  
 Phone: 517-327-5315  
 info@mascmahs.org  
 MASC/MAHS User Login

Search

ABOUT US   EVENTS & PROGRAMS   AWARDS   MEET OUR MEMBERS   GET INVOLVED   RESOURCES

## Conference Policies and Information

### Adviser and Chaperone Policy

At the MASC/MAHS Michigan Student Leadership State Conference, schools are responsible for the supervision and actions of the student delegation that they bring. It is for that purpose that our organization has set the following policy to help ensure student safety and satisfaction in the experience.

- Each school is required to have one paid adviser or chaperone for the first 12 (twelve) students in your delegation.
- Each additional 8 (eight) students require another adviser or chaperone.

We encourage advisers or chaperones in attendance to be teachers or activity advisers of the school that they are supervising in order to maintain school standards and behavior, but this is not required.

Our host, Lake Orion High School, has worked hard to put together an adviser's lineup of content that will run alongside the student schedule when students are not directly with their group (as in the case of small group activities or student showcase sessions). Otherwise, advisers and chaperones are expected to be monitoring and supervising their group at all times. Since an adviser/chaperone is responsible for the group in the case of an emergency, we ask that they adhere to the same protocol that we ask the students to model. Consuming alcohol/tobacco, leaving the conference site, or inappropriate behavior in any manner is not acceptable during the conference.

### Hotel Information and Policies

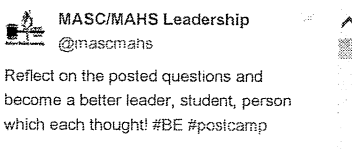
Please use this link to download a Amway Grand Housing Form. This form must be sent to the resort in order to reserve hotel rooms.

MASC/MAHS Michigan Student Leadership is proud of the reputation that we have established as an upstanding student organization that venues are glad to see year after year. Our presence at the Amway Grand is welcomed due to the reputation that we have garnered. It is for that reason that we ask advisers and chaperones to review the hotel policies to make sure that there are no issues once arriving in Grand Rapids.

- Male and female delegates are not to be in the same lodging room at any time. An adviser or chaperone cannot override this policy. To ensure that a pleasant and safe conference is maintained, we ask that the nightly evening timeframe be respected. The first violation of this rule will see the affected participants sent home from the conference.
- Evening timeframes are set as an agreement between the host school, MASC/MAHS Michigan Student Leadership, and the Amway Grand staff. Once the timeframe for "lights out" has elapsed, the Amway Grand and MASC/MAHS Michigan Student Leadership staff will monitor noisy or disruptive rooms. If complaints filed, warnings breached, or damage incurred causes the resort to evict your participants, MASC/MAHS Michigan Student Leadership will support the decision.
- Workout facilities and the pool/spa area ARE NOT available for use by student participants at anytime while staying at the Amway Grand. Delegates found in this area of the resort will be in violation of their participant commitment and may be asked to leave the conference.
- Decisions on behalf of the Amway Grand Hotel and/or the MASC/MAHS Michigan Student Leadership Director are final, and registration fees/hotel deposits will not be refunded. This is highlighted in both the participant and adviser agreements.

- STATES HOMEPAGE
- REGISTRATION
- AGENDA
- COSTS, PAYMENT & TIMELINE
- HOTEL ACCOMMODATIONS
- CONFERENCE POLICIES
- REQUIRED FORMS
- STATE CHARITY
- FAU


Tweets by @mascmahs



MASC/MAHS Leadership  
@mascmahs

Reflect on the posted questions and become a better leader, student, person which each thought! #BE #postcamp

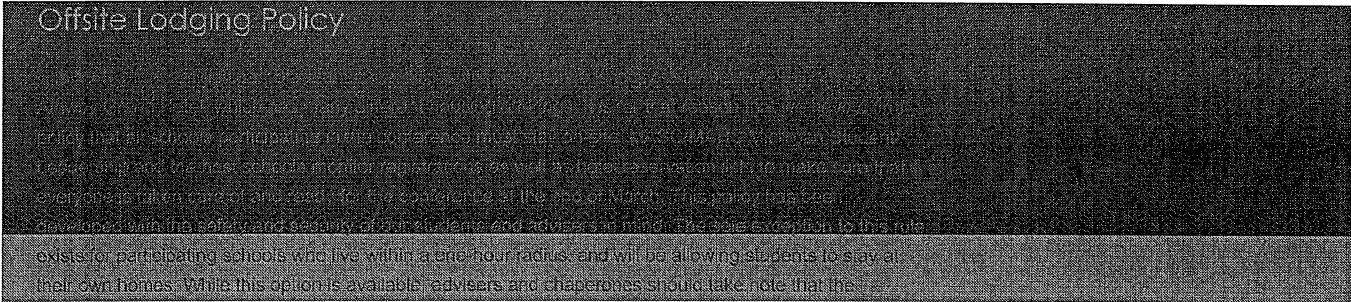
Embed   View on Twitter



MASC/MAHS MICHIGAN STUDENT LEADERSHIP  
2,118 likes

Like Page   Share

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conference program begins early and will continue late, as the majority of our participants will be staying on-site. Day rates for the conference are not available, and those who commute will be required to register for the conference as a full participant. Unregistered participants will not be accepted at the conference venue.

### Dress Code

Students should be prepared to change if their outfit is in question by any conference staff member, or host school adult. We promise that we will be respectful and discreet - but "I don't have any other options" is not a valid excuse for an inappropriate outfit.

- Full-length pants are expected due to the professional nature of the conference. Please refrain from wearing shorts and exercise pants during conference or banquet times. Torn or ripped clothing would not be appropriate for the setting, and we highly discourage skirts for the conference, due to activities that will require moving around. Comfortable shoes are a must!
- Students will have a brief period to change before Saturday's evening activities. The following guidelines are in place for the Saturday evening celebration (dinner, activity, banquet, celebration):  
 Pants for gentlemen must rest at the waist, no lower. All ladies' tops must have straps (no strapless tops or dresses). Midriffs may not be showing, and chest exposure must be at a conservative level. Skirt or dress length should be at mid-thigh.

### How Can I Share a Ride or Rooms?

We continue to look for ways to pave opportunities for schools with small delegations and limited funds to participate in our MASC/MAHS Michigan Student Leadership leadership programs. One key way in doing this is to encourage networking for advisers and students, and to share hotel rooms, or busses/vans to the conference site. If you are looking to communicate with others to share resources, please email us at [info@mascmahs.org](mailto:info@mascmahs.org).

### Did We Miss Anything? Need Additional Info?

Please feel free to contact the MASC/MAHS Michigan Student Leadership Student Leadership office at any time for additional information. A member of our staff will be happy to assist you. We can be reached at (517) 327-5315 Monday - Friday between the hours of 8 a.m. and 5 p.m. or via email at [info@mascmahs.org](mailto:info@mascmahs.org).




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The purpose of MASC/MAHS Student Leadership is to further develop student leaders into productive members of their own community and, ultimately, the community they choose to live in.

MASC/MAHS Student Leadership  
 1001 Centennial Way, Suite 100 • Lansing, MI 48917  
 P: 517-327-5315 • F: 517-327-5360 • @mascmahs



# STUDENT Medical/Behavior Agreement

## Part One: Medical Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Parent/Guardian Name(s): \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent/Guardian Phone: \_\_\_\_\_ Type:  Cell  Home  Work

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Type:  PPO  HMO  Medicaid  Other \_\_\_\_\_

Insurance Carrier Address: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Group Number (If Applicable): \_\_\_\_\_

Policy Holder Name: \_\_\_\_\_ Policy Holder DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Current medical conditions (in case of emergency): \_\_\_\_\_

Past medical history (i.e. surgeries, hospitalizations, injuries. Please disclose what may be currently relevant.): \_\_\_\_\_

Allergies to medications, foods, materials: \_\_\_\_\_

I agree that licensed health care staff and/or MASC/MAHS staff members may administer the following medications in the event of an emergency:

- Tylenol (or generic)  Motrin (or generic)  Advil (or generic)  Benedryl (or generic)  Antacids/Tums  NONE

Are there any over-the-counter medications that should NOT be administered? (leave blank if answer is "no"): \_\_\_\_\_

By checking this box and signing on the reverse of this form, I, the parent/ legal guardian of \_\_\_\_\_ authorize the Michigan Association of Student Councils and Honor Societies in conjunction with the student's registered adviser/chaperone to obtain emergency medical care for my child in the event such care is necessary. I understand that, if possible, I will be contacted in the event my child requires medical attention. I grant to a licensed health care provider or accredited hospital permission to perform any medical and/or surgical procedures that are essential for the treatment of my child and agree to be responsible for payment for such care. I release MASC/MAHS, MASSP, its employees, and agents from any damages, liability, or loss resulting from their securing in good faith medical care for my child.



# STUDENT Medical/Behavior Agreement

## Part Two: Behavior Agreement

Our purpose is to have a fun and safe event for all attendees; therefore we have set a few guidelines that must be followed to accomplish our goal. Please read each statement carefully, and then sign at the bottom. We also need the signature of your parent/guardian. You must submit this signed form at event check in. **No form? No event.** Your participation, agreement, and cooperation are appreciated by MASC/MAHS. Thank you for allowing us to help provide a wonderful event! As a student leader, you set the example other students follow, please be a positive example!

Each student participant is expected to respect the rights of all other students, advisers/chaperones, MASC/MAHS staff and hotel guests. Any student exhibiting irresponsible behavior that endangers the health, safety, or welfare of others will be sent home immediately at his/her expense.

- Each student is expected to act as a leader at all times, as s/he is representing his/her school. Our mission is to help give student leadership a good name. Remember that the event is an extension of a school-sponsored activity. School rules apply! In this light, building administrators will be contacted in the event of an incident, and the building code of conduct may apply.
- Students are required to attend each session of the program. Only the MASC/MAHS staff can release you from a specific activity. If you should need to return to your room for any reason during our outlined schedule, your adviser/chaperone **MUST** travel with you. Exceptions will be rare, do not assume that you will have access to your room in between sessions. No one will be admitted into the lodging areas of the hotel in between banquet and dance time. This policy cannot be overridden by an adviser, exceptions will only be made by the Student Leadership Director in the case of an emergency.
- Students are required to be in their assigned hotel rooms each evening at the designated time. Students are reminded that quiet times must be observed in hotel corridors and rooms at all times. The hotel will have other guests and we must be considerate of them. Students are to be thoughtful and respectful of hotel guests and hotel staff. Times will be well communicated and exceptions will not be made. Understand that hotel regulations are at the discretion of the hotel. If you or your group are asked to leave the hotel, you will not be able to participate in the remainder of the event, and registration fees will not be refunded for any reason.
- The possession or use of any tobacco products, alcoholic beverages, and illegal drugs is prohibited. Violation of this rule, regardless of the circumstances, will result in the offender being sent home. The adults from the school involved and the MASC/MAHS Student Leadership Director will review the violation. If a student is sent home, his/her parent(s)/guardian(s) will be required to provide or pay for transportation and there will be no refunding of event fees.
- The MASC/MAHS dress code was created and approved by multiple stakeholders. Please review the details on the "policies" page of the MASC/MAHS website. Those wearing inappropriate outfits will be asked to change, and students should be prepared with something more conservative in the case that the event staff in conjunction with the student's adviser makes this decision.
- All students are required to wear their event name tag throughout the event. This is your entry to activities, meals, etc. A wristband may also be provided to you at the beginning of the event. Do not remove the wristband, or you will not be permitted into activities.
- During the event, absolutely no guys in girls' rooms and no girls in guys' rooms. Violation of this rule will result in all offenders being sent home. Advisers agree to not over-rule this for any reason.
- All cell-phones, 2-way radios, texting/paging devices are to be left in your room throughout the day. If you must carry it with you, leave it on silent or off. If use of the device becomes a distraction for those around you or a presenter, you will be asked to turn the device off and leave it with your adviser.
- Workout facilities and the pool/spa area are not available for use by students at any time. Students found in this area will be in violation of this participant commitment and may be asked to leave the event.

I authorize MASC/MAHS and MASSP (and any of its partners or affiliates) to use photographs and digital images from the event in future website features, promotional materials, or future publications in a safe and tasteful manner. I understand that if I decline this release, no images of the signed will be used by MASC/MAHS, partners, or affiliates.       **DECLINE**

*I have reviewed and discussed the behavior agreement with my student. I understand that in the event that the agreement has not been followed, as the parent and/or guardian of my student, I will be responsible for arrangements for him/her to return home. I understand that there will be no refund of event or hotel deposits or payments.*

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**VEX ROBOTIC CLASSROOM AND COMPETITION KITS**

**BACKGROUND**

Mr. William Ferrara, Director of the CTE program would like to petition the Board of Education for permission to purchase six (6), VEX Robotics Classroom and Competition Kits, associated programming hardware and two (2), EDR Video Trainers. The addition of this equipment will enable our STEM Engineering Design and Robotics program students to gain a working knowledge of automated robotics design and programming. These items will also assist in preparing our students to enter local robotics competitions that are focused on using this equipment.

**ENCLOSURE(S)**

One quote from DEPCO Enterprises LLC, of St. Joseph, Michigan. Due to the specificity of these kits, it is very difficult to receive a quote from another vendor for the exact kit and items.

**RECOMMENDATION**

Move to approve the purchase of the VEX Robotic Classroom and Competition kits at a cost not to exceed \$7,839.86. This purchase will be funded using the available Perkins Grant funds and has been approved by the Region 25 Perkins Coordinator as part of an additional new 51c Perkins Grant funding stream for the 2016/17 school year.

**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 HIGH SCHOOL CAREER & TECHNICAL EDUCATION

Bill Ferrara, Director

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Reda Biniecki, Administrative Assistant 901 Herr Road Monroe, MI 48161 Ph. 734.265.3450 Fax 734.265.3451

CTE MEMO 009.1617

TO: Terry Joseph, Director, Student Services  
FROM: Bill Ferrara, Director, CTE  
DATE: February 13, 2017  
RE: **Purchase Approval, VEX Robotics Classroom and Competition Kits, (6)**  
ENCL: (1) DEPCO Enterprises, LLC quote, \$7,839.86

Hi Terry,

We are requesting Board Of Education approval for the purchase of six, (6), VEX Robotics Classroom and Competition Kits, associated Programming Hardware and two, (2), EDR Video Trainers. The addition of this equipment will enable our STEM Engineering Design, and Robotics program students gain a working knowledge of automated robotics design and programming practices and procedures. Our students will also be prepared to enter local robotics competitions that are focused on using this equipment. I'm requesting the approval of the DEPCO Enterprises, LLC quote, due to the competitive cost, and the availability of support from their sales office in St. Joseph, MI. Funds to be used have already been approved by the Region 25 Perkins Coordinator, as a part of an additional new 51c Perkins Grant funding stream for the 2016/17 school year.

Total Requested: **\$7,839.86**

Respectfully,

Bill Ferrara

cc  
Kathy Eighmey, Director Business and Finance  
Sandy Kreps, Principal, MHS

**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.

**School** Monroe High School  
**Name** Mike Mountain  
**Title** Instructor  
**Address** 901 Herr Rd  
**City, ST, ZIP** Monroe, MI 48161  
**Phone**

**Quote Number** 2/7/2017  
**17-089**

[mountain@monroe.k12.mi.us](mailto:mountain@monroe.k12.mi.us)

PART #	Vex EDR	PRICE	QTY	TOTAL
276-3000	Classroom and Competition Super Kit	1,049.99	6	6,299.94
276-2186	Programming Hardware kit	49.99	6	299.94
210-5515	VEX EDR Video Trainer	499.99	2	999.98
		Subtotal		7,599.86
		Est. Shipping	240	240.00
		<b>Total</b>		<b>7,839.86</b>

Thank you for letting DEPCO help with your educational needs.  
 DEPCO is an Equal Opportunity Employer  
 Prices are effective for 30 days after which they are subject to change without notice.

**NOTE: Orders can be emailed to the following address.**  
[orders@depcolc.com](mailto:orders@depcolc.com)

**K-12 SCIENCE LEVELED BOOK PURCHASE**

**BACKGROUND**

The Science Leveled Book purchase is part of the School Improvement work to provide highly effective workshop instruction to improve student achievement in reading Science. Collections have been carefully selected by classroom teachers on the Y5-12 district Science committees to support the NGSS standards and supplement the newly purchased digital STEMscope curriculum. Classrooms will receive 1-4 copies of each book title so that teachers can integrate independent reading and reading book clubs, as laid out in the Lucy Calkins’ Reading units, into Science. Research shows that many students do poorly in Science because they cannot read and comprehend information from their textbooks; this purchase will allow students access to “just right” books that they can successfully read, comprehend and learn Science concepts.

**RECOMMENDATION**

Move to approve the purchase of Science Leveled books for a total cost not to exceed \$90,000.00. The total amount of this purchase will be covered by the 2016-2017 Curriculum Budget, 31a Fund, and the Early Literacy Grant.

**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	_____	_____	_____	_____



**ELA BOOK PURCHASE**

**BACKGROUND**

The ELA book purchase is part of the School Improvement work to provide highly effective workshop instruction to improve student achievement in reading. Each grade level book collection will be used to effectively teach the Lucy Calkins Units of Study for Reading. Collections have been carefully selected by classroom teachers on the Y5-12 district ELA committees to supplement the newly purchased units and revised curriculum documents. Lucy Calkins states, “The research on reading achievement is unequivocal and long-standing, and it shows clearly that reading is . . . everything. Children’s reading engagement, including the amount and variety of what they read, is directly linked not just to reading achievement, but also to overall academic achievement.” Lucy Calkins’ Units of Study cannot be taught effectively without a rich library of texts for students to read independently and in small book clubs. For this reason, we are proposing the purchase of classroom trade book sets.

**RECOMMENDATION**

Move to approve the ELA book purchase for a total cost not to exceed \$120,000.00. The total amount of this purchase will be covered by the 2016-2017 Curriculum Budget, 31a Fund, and the Early Literacy Grant.

**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	_____	_____	_____	_____

**CLASSROOM LIBRARY PURCHASE**

**BACKGROUND**

Richard Allington has done considerable research about what schools can do to achieve reading proficiency for all students. In his book *What Matters Most for Struggling Readers*, he states that the most important thing students need is ongoing access to an abundance of just-right books. Just-right books build fluency; fluency builds reading volume, and reading volume increases reading proficiency. Irene Fountas and Gay Su Pinnell define a just right book as: one that a student can read independently; one that a student is interested in reading; and one in which a student can comprehend. Researchers suggest that a quality classroom library contains at least 1,500 quality books that match readers’ interests and reading levels.

Monroe Public School has hired a considerable amount of new teachers within the last two years. These new teachers have not yet built classroom libraries to support the 25-30 students in their classrooms, and experienced teachers report that they do not all have adequate libraries to support *all* of the reading levels of student in their classroom. To build toward the 1,500 books recommended by researchers, we propose that we provide stipends to buildings to purchase just-right books for their classrooms. The stipends would be distributed based on the needs of each building, with an emphasis on new teachers.

Buildings would be ordering from a variety of companies including, but not limited to: Heinemann Raintree, Reading Recovery, Booksource, and Scholastic. Each of these companies offers a variety of high-quality leveled books that teachers can choose from to match the readers’ levels and interests. These books would be used during Reader’s Workshop for independent reading and guided reading groups. The total amount of the stipends would not exceed \$140,000.00 including shipping costs.

**RECOMMENDATION**

Move to approve the purchase of supplementary classroom libraries. The total cost for the books will not exceed \$140,000 all of which will be covered by the current year’s Curriculum Budget, 31a Funds, and Early Literacy Grant.

**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	_____	_____	_____	_____

**ADJOURNMENT**

**RECOMMENDATION**

Move to adjourn the February 28, 2017, Board Meeting #4.

**HAND VOTE**

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

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