

MONROE PUBLIC SCHOOLS



BOARD MEETING #5

March 14, 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.”

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

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #5
Tuesday, March 14, 2017
7:00 p.m.

AGENDA

		<u>Page</u>
A. Roll Call and Call to Order	Mr. VanWasshenova	1
1. Pledge of Allegiance to the Flag		
B. Public Commentary – Board Agenda Items Only	Mr. VanWasshenova	
1. Acceptance of Reports and/or Committee Reports	Mr. VanWasshenova	2
• February 27, 2017, Board Curriculum Committee Meeting Minutes		
• February 27, 2017, Board Personnel Committee Meeting Minutes		
• February 28, 2017, Board Finance Committee of the Whole Meeting Minutes		
• March 7, 2017, Board Policy Committee Meeting Minutes		
• Contracted Services Recommendations		
C. Discussion and Action Items		
1. Approval of Minutes	Mr. VanWasshenova	18
Move to approve the minutes of the following as submitted:		
• March 7, 2017, Board Meeting #4 Minutes		
2. First Reading/Discussion of Board Policy Amendments	Mrs. Everly	22
• 1300 Meetings		
• 7950 Schools of Choice		
• 8515 Head Lice		
3. Staff Resignations	Mrs. Flynn	30
Move to approve the resignations from Monroe Public Schools of Rebecca Mills effective March 1, 2017, Denise Shugarman effective June 14, 2017, and Stella Tucker effective July 31, 2017.		
4. Memorandum of Understanding – Monroe County Technical and Career Early College Program	Mrs. Everly	35
Move to approve the Monroe County Technical and Career Early College Program (MCTCEC) as presented.		
5. 2016/2017 Budget Amendment	Mrs. Eighmey	43
Move to adopt the amended 2016/17 fund budgets for the General, Food Service, and Building and Site Sinking funds		

as presented.

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| 6. Portable Welding System
Move to approve the purchase of a Portable Welding System from Airgas at a cost not to exceed \$6,635.67. Funds for this purchase will come from the Perkins 61c Grant Budget and CEPD 44. | Mrs. Joseph | 53 |
| 7. Embroidery Machine
Move to approve the purchase of an Embroidery Machine from Sewing Machines Plus at a cost not to exceed \$7,918.96. Funds for this purchase will come from the Added Cost CTE Budget. | Mrs. Joseph | 60 |
| 8. Superintendent's Comments | Mrs. Everly | |
| 9. Old Business | Mr. VanWasshenova | |
| 10. New Business | Mr. VanWasshenova | |
| 11. Public Commentary – Any Topic | Mr. VanWasshenova | |
| 12. Adjournment
Move that the March 14, 2017, Board Meeting #5 of the Monroe Public Schools Board of Education be adjourned. | Mr. VanWasshenova | 71 |

ROLL CALL

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

Board Meeting #5
March 14, 2017
Item #B.1

ACCEPTANCE OF REPORTS AND/OR COMMITTEE REPORTS

REPORTS AND/OR COMMITTEE REPORTS

- February 27, 2017, Board Curriculum Committee Meeting Minutes
- February 27, 2017, Board Personnel Committee Meeting Minutes
- February 28, 2017, Board Finance Committee of the Whole Meeting Minutes
- March 7, 2017, Board Policy Committee Meeting Minutes
- Contracted Services Recommendations

Monroe Public Schools Board Curriculum Committee



Date of Meeting: February 27, 2017
Next Meeting: March 20, 2017

- 1) **Call to Order:** Terry Joseph called the meeting to order at

- 2) **In Attendance:** Jennifer Abram, Emily Bundon, Matt Bunkelman, James Davis, Julie Everly, Scott Hochradel, Terry Joseph, Sandra Kreps, Laura Lavender, Scott McCloskey, Floreine Mentel, James Mydloski, Bob Nichols, Rosalie Pasko, Eric Rausch, Lisa Sears, Delsie Sissoko, Cheryl Sweeney, Holly Wallace

- 3) **Public Commentary:** None

- 4) **Monroe High School AP Classes:** The Monroe High School task team that was developed for Advanced Placement Course review was present to speak to the curriculum committee. College Board is the governing body for Advanced Placement Courses (AP), Scholastic Assessment Test (SAT), Preliminary Scholastic Assessment Tests (PSAT), and Khan Academy. In partnership with Khan Academy the PSAT results are used for individual student learning plans for all MHS students through MHS/PSAT/College Board Partnerships. National Merit Scholarship (PSAT qualifier) is the largest scholarship competition in the US.

Four year universities prefer AP classes over dual enrollment or direct college classes. They know that the AP course curriculum follows the expectations of College Board so it is consistent. The State of Michigan awarded College Board the contract for the high school assessments for five years. The PSAT is given to all freshmen in the fall as an assessment to determine their knowledge base. The students take the PSAT again in the spring of their freshman year. This is a wonderful tool to track data. The PSAT is a qualifier for the National Merit Scholarship which is the largest scholarship competition in the US.

Each AP course has its own curriculum, program, and expectations. Scott McCloskey stated that he would like to see every student take an AP course. He feels that an AP course is the best of the school. In his opinion, it is so much more than a class; it is helping develop positive habits and mind work. Once the student finishes the course they can pay to take the final exam, and the student can earn college credits if their score is a 3, 4, or 5.

Eric Rausch said it is a great way to prepare students even when they don't earn the credits. They have learned a lot about how to handle a college course and how you need

to prepare for this type of class. He feels it is very rewarding when a student comes back from the AP test and tells him that they knew how to do every one of the problems.

Jim Davis spoke to the AP courses that are currently being offered and the ones that will be adopted soon. He said, currently, the majority of the AP courses are only offered in the student's junior and senior years. They are considering opening up these classes for younger students with the right aptitude and or possibly the proper prerequisites.

One of the reasons the timing is perfect for adopting more AP courses and allowing students to take them earlier is because the current middle school schedule allows the students to take a couple classes that earn high school credits. The middle school students are able to enter high school with some of their credits already out of the way which frees up space for their scheduling.

Matt Bunkelman is wondering if all the core classes are challenging enough.

Jim Mydloski stated that the students that are taking the AP offerings are ready for them. There are times when they only have a few students in a specific course but it allows those students to continue to push forward. He feels every student should take AP Statistics!

Matt Bunkelman is wondering if new teachers are coming to us prepared to teach AP courses or are they being groomed for those positions.

Scott Hochradel clarified some of the questions regarding how and why there is room for additional AP courses at the high school. He said it is attributed to the classes that the middle school students can take and earn high school credits; this allows for more opportunities. He also stated that when a college looks at a student's transcript they want to see that they have taken AP classes; they prefer more rather than less. Colleges are focused on a variety of classes and not the student's GPA.

- 5) **MRA Presentation for Lucy Calkins Units of Study:** Julie Everly introduced the group that is presenting at the Michigan Reading Association conference. She said that it is very difficult to become a presenter for the MRA conference since they take pride in knowing they are only offering the best and most informative sessions possible. It is quite an honor to be a presenter since they have a very rigorous selection process. MRA doesn't hesitate to say no to a group; that's why we are so very proud of our group that is presenting.

The group started the presentation with some background information on the history of the ELA Committee and their work. We have gone from ELA consultants, to creating reading units and writing units; then the committee members were coming together to discuss curriculum work. They were also responsible for developing the reading and writing curriculum calendars. This is a calendar that shows a teacher what they should be teaching and how quickly they should be moving through the curriculum calendar. They also made sure it was equitable for the teachers to be able to follow the curriculum calendar. At the end of the school year the ELA curriculum committee comes together to be sure that nothing needs to be changed within the curriculum calendar.

A group of teachers went to the National Council of Supervisors of Mathematics conference in Boston, Massachusetts. They went to a presentation that was presented by Cambridge Public Schools and they were so impressed that they came back to Monroe to recreate what they had learned. They learned that Cambridge had teacher leaders collaborating once a month, studying academic conversations, observing each other teach, debriefing, live PD in the classroom, teachers looking for feedback, application, and a clear commitment level.

This created a new focus for the ELA committee and they started making the changes.

With a model of “Empowering Teacher Collaboration” and working together to determine what the best practices are for teaching students. The ELA curriculum committee started studying the Lucy Calkins Units of Study in Reading. Then the Reading Pilot was launched. By the time Lucy Calkins Units of Study for Reading and Writing were adopted as our curriculum so many teachers knew about them or they had been personally involved with the pilot program.

The ELA Pilot Program, its creation, and how Monroe Public Schools elementary teachers and coaches implemented, from start to finish, and the Lucy Calkins Reading and Writing Units of study will be included in the MRA presentation.

- 6) **K-12 Book Purchase Proposal:** Time did not allow for this presentation. Board members had questions and asked for clarification on the book purchase. There was much discussion about the number and variety of books a student needs to have access to in the classroom.
- 7) **Old Business:** None
- 8) **New Business:** Matt Bunkelman would like the curriculum committee to dive a little deeper into curriculum problems and possibly create a subcommittee. Dive deeply into one curriculum problem at a time. Take time to really focus on each problem and what the needs are in each building. Start in the elementary schools and move up accordingly.
- 9) **Adjournment:** Terry Joseph adjourned the meeting at 5:50

Monroe Public Schools Board Personnel Committee Meeting Minutes

Date of Meeting: February 27, 2017

Present: Floreine Mentel, Bob Nichols, Rosalie Pasko, Cindy Taylor, Larry VanWasshenova
Cheryl Spicer, Matt Bunkelman

Julie Everly, Cindy Flynn, Terry Joseph, Kathy Eighmey and Holly Scherer

Next Meeting: March 27, 2017

1. **Call to Order:** The meeting was called to order at 5:55 PM
2. **Public Commentary:** None
3. **Staffing Updates:**
 - **Personnel Department Highlights:** Mrs. Flynn shared the attached information which includes a breakdown of employees by group, information on union affiliations and contract expirations, along with a general overview of the personnel department responsibilities. She reported that negotiations with the bus drivers and clerical groups will be starting shortly as both of those contracts expire at the end of this school year. She also introduced the idea that administration plans to have further discussions on how to compensate the EduStaff employees that have remained loyal to the district.
 - **Community Engagement Coordinator Position:** Mrs. Flynn reported that another screening round will be held for the Community Engagement Position. The top two candidates are being brought back for this round and will be asked to participate in two performance tasks so that the screening panel can review some work samples. The group discussed concerns with retention issues and socio-economic factors in general impacting the city of Monroe and how essential it will be that the focus of this Community Education Coordinator be to promote and highlight the programs and service already being provided within the district.
 - **Recruitment & Teacher Fairs:** Discussion was held on the upcoming job fairs and the need to be diligent about early recruiting due to the low number of teacher education graduates and the concerns surrounding this teacher shortage. Mrs. Flynn reported that the district currently posts jobs through “Handshake” which is a job posting site that most of the major universities, as well as several smaller colleges, subscribe to. Mrs. Flynn reported that we will be registered to send 3 recruiters to the EMU job fair which is one of the largest in our area and Mrs. Everly added that most of the graduates from the smaller universities will enroll to attend the larger job fairs.
 - **Summer Learning Academy:** Mrs. Joseph shared that the plan for programming this year will extend beyond the typical 6-weeks. Plans this year will include high school credit recovery and expansion of the jump start program, in addition to our Y5-12 summer learning academy. Last year jump start was offered for the Y-5/K students and this year will expand to include students transitioning from 6th to MMS and 8th to MHS. Throughout the whole summer outreach programs will be available at some libraries, community centers, and elementary buildings where students will have access to dream box and reading materials. Mrs. Sissoko has been chosen to lead Summer Learning Academy this year and posting for additional positions will be going on shortly.

- Administrator Internships: Mrs. Flynn shared that with one Administrator assigned to Summer Learning Academy, plans are being made to support that position through unpaid internships. This will be an opportunity for staff interested in seeking future administrator positions to have a vignette of time that they could come and work and get a preview into the life of an administrator. This experience could also continue into the school year for pockets of time. The idea will be to allow the person to gain experience and exposures for all grade levels; perhaps responsible for a capstone project, or an outreach location; to get them involved in school improvement work and other areas of administration that teachers wouldn't typically see. The plan will be to invite and recruit for these internships. Mrs. Flynn will plan to update the committee on these internships at the March meeting.
4. **Old Business:** Mrs. Taylor appreciated the list of contracted staff; but would like to see job descriptions and a list of their qualifications. Mrs. Scherer will add that item to the agenda for the March meeting.
 5. **New Business:**
 - Monroe Pride: The committee had lots of good conversation on the topic of recruitment, noting that there is so much more than just finding people to take a teaching job. Mr. Rosie Barnes was a guest at today's meeting and he pointed out the need to take back the Pride within Monroe Public Schools. To think about how to make MPS more attractive to students and teachers; to create a culture of success and bring that type of attitude into the schools, to promote all of our programming with music, arts, athletics, etc. Considering what is happening in our community and our state with socio-economic pieces, the need for the school to be an anchor in the community and partner with other agencies is critical. From this conversation some particular areas to think about further included:
 - Continue to build community based programs, ways to partner with local agencies and community leaders, and how to strengthen the connections between the district and the City of Monroe. Think about how to build the energy and encourage the broader perspective on what would make people want to come to Monroe (not just to the schools).
 - Review the results of the SEMCOG survey. Mrs. Mentel shared that survey was a look at the whole State of Michigan in terms of needs for the state.
 - Establishing an Athletic Task force with Dr. Ray to focus on what that program needs for it to ooze pride and success. Mr. Nichols and Mr. Barnes will be members of committee; Mrs. Mentel and Mrs. Spicer also volunteered. Possible conversations on coaches pay, Navarre field options, selling naming rights.
 - Mrs. Everly will be attending a workshop on beginning to prepare a community for a bond issue years' in advance.
 - Continuation formation of teams with positive energy and lifting up success stories that can be told over and over. Encouraging everyone to be agents for the district and community. Think about how to engage the Alumni Committee.
 - Think about the importance of getting students in young – think about daycare for staff, “Trojan tots” or early sports programs like “volley tots” – even as early as 6 weeks old.

- **Staff Committees:** Mrs. Flynn shared with the group the plan to combine our district Positive Action Committee and the Monroe Living Learning Council to focus on student teacher placements, recruitment, staff wellness, staff retention, and how to best utilize the members of these two committees into a united front.
 - **Succession Plan for Building Administrator Absences:** Mrs. Taylor expressed concern over a rumor of a contracted employee being used to cover when an administrator was out of their building. She requested to see a succession plan for when an Administrator would be out of the building, and she feels strongly that replacement should be an MPS employee who is qualified for the role. Mrs. Flynn shared that when she was at MMS she would ask certified staff for interest levels. The initial thoughts are that the Assistant Principal should be the initial back-up; with consideration given to other people who aspire to those positions or those the administration would want to gauge the ability of. More discussion on this for March meeting.
 - **Curriculum Specialist:** Mrs. Everly requested input on a new proposal to eliminate one of the Curriculum Specialist positions (vacated by Mrs. Barbee) and combine the duties of State and Federal programs (including Title I, II, III and 31a) with the Waterloo Principal position. Savings of \$60,000 with a reduction of one administrator. This is one of the effective models that has worked for the district in the past, and with the central office restructure and declining enrollment at Waterloo, administration feels this model could work again. This proposal would also be to bring Dr. Barry Martin back to help train the administration and work through the transition from now through early December at a cost not to exceed \$25,000. In addition, Mrs. Everly noted plans to move Stefanie McLeod and her role as Homeless Liaison over to Waterloo elementary to help support these title programs. Waterloo would then house all compensatory services such as homeless, Title, and ELL. The committee expressed no concerns or hesitation, so with that support administration will move forward with this plan.
6. **Future Agenda Items:**
- Monroe Pride Project/Athletic Task Force
 - Job Descriptions/Qualifications for EduStaff
 - Succession plans for when building administrators are absent
7. **Next Meeting:** March 27, 2017 at 5:30 PM.
8. **Adjournment:** The meeting was adjourned at 7:40 PM

Board of Education Orientation
Human Resources Department
 Staff Overview

1. Employment Categories:

- **Certified:** Those employees who must meet specific certification requirements as dictated by the state. These include teachers, counselors, building administrators, and central administrators.
- **Non-Certified:** Those employees who do not need to hold an educational certificate or license in order to be hired for a position.
- **Contracted (non-certified):** Those staff who are placed in Monroe Public Schools through a 3rd party contractor.

2. Employee Groups

- Exempt Administrators: (6) – Annual Contract, no union affiliation
- Administrators: Monroe Federation of School Administrators (18) – contract expires 06-30-2018
- Teachers: Monroe City Education Association (301 FTE) – contract expires 08-15-2018
- Assistants: International Union of Operating Engineers (102) – contract expires 06-30-2018
- Bus Drivers: Teamsters (48) – contract expires 06-30-2017
- Maintenance/Custodial: Monroe City Educational Support Personnel Association (26) – contract expires 06-30-2018
- Secretaries: Monroe City Educational Secretarial Association (30.375 FTE)
- Exempt Personnel: (28) – Annual Contract, no union affiliation (includes....)
 - Office Staff (8)
 - Technology (4)
 - Coordinators (2) – Kids Club and Community Ed
 - Learning Bank (6)
 - Building Health Liaisons (4)
 - Student Resource Center Liaisons (2)
 - District Paid Student Service Providers (2)
- Certified retire/rehires (10)
- Substitute Support Positions (90)

3. Contracted Personnel working w/in MPS

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| <ul style="list-style-type: none"> • First Vehicle (5) • Mulligans Maintenance (34) • Roberts Security (19) • EduStaff..... <ul style="list-style-type: none"> ○ Academic Data Specialist (1) ○ Accompanist (1) ○ Athletic Coaches (45) ○ Child Care & Preschool (16) ○ Community Education Office Assistant (1) ○ Crossing Guards (10) ○ OCHS Office Assistant (1) ○ Fleet Utility Worker (1) ○ Grant Funded Sub Teacher <ul style="list-style-type: none"> • Building PD Subs (10) • Enrichment Liaisons (5) • Interventionists (12) • Homebound Instructors/Tutors (3) • CTE Lab Facilitator (1) ○ Medical Team (3) | <ul style="list-style-type: none"> • Sodexo (78) • ISD (71) • MCCC Upward Bound (2) ○ Social-Emotional Team <ul style="list-style-type: none"> • Dean of Students (5) • District School Climate Liaison (1) • Positive School Climate Liaison (10) • Post-Secondary Planners (3) • McKinney Vento Coordinator (1) • Student Service Providers (12) • Family Engagement Liaison (1) • Student Persistence Liaison (1) ○ Student Resource Center Liaison (1) ○ Technology Liaisons (3) ○ Technology Support (16) ○ Substitute Teachers (215) |
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Board of Education Orientation
Human Resources Department
Department Responsibilities

1. Coordinate Selection Procedures:
 - Screening
 - Skill Test
 - Interview
 - Summary of Results
 - Superintendent Reviews
 - Recommendation to the Board
 - Experience Pay for Teachers
 - Maintain Applicant Database
 - Attend Job Fairs

2. Personnel Administration:
 - A) Maintain Job Application Files
 - B) Maintain Confidential Personnel Records
 - C) Salary and Benefit Records
 - D) Salary Adjustments
 - E) Maintain and Update Seniority Rosters
 - F) Monitor and approve all requests for additional compensation as provided in the master agreements.
 - G) Coordinate investigations on alleged sexual harassment.
 - H) Process staff complaints.
 - I) Coordinate response to student assault on staff members.
 - J) Pre-employment procedures:
 - a) criminal history check
 - b) physical examinations
 - c) drug testing
 - K) Maintain Blood borne Pathogens Files
 - L) Maintain Family Medical Leave Files
 - M) Maintain general information files
 - N) Maintain previous employee files
 - O) Provide employment verification information to outside services.

3. Labor Relations/Contract Administration:
 - A) Quality of Work Committees
 - B) Positive Action Committee
 - C) Employee Grievance Procedures
 - D) Oversee the implementation of contractual obligations.
 - E) Administer procedures for arbitration, MERC hearings, etc.
 - F) Monitor the appropriate implementation of employee discipline procedures, including the termination of employees.

4. Employee Performance Evaluation:
 - A) Administer the execution of formal employee evaluations according to the approved format and schedule and maintain copies for the personnel records.
 - B) Provide training necessary to conduct appropriate and meaningful performance evaluation.
 - C) Assist supervisors in preparing assistance and improvement plans for employees whose performance is less than satisfactory.

5. Staff Development and Training:
 - A) Goals and Objectives for training
 - B) Employee participation in planning.
 - C) Coordinate and facilitate the efforts of specific department directors related to staff development.

6. Wellness Program:
 - A) Coordinate the Positive Action Committee
 - B) Facilitate employee programs
 - C) Employee Assistance Program

7. Employee Absence/Substitutes:
 - A) Maintain absence records
 - B) Approval and processing for any requests for time off that require central office approval
 - C) Employ qualified substitutes when needed
 - D) Review absence reports and discuss areas of concern with the appropriate union leadership.

8. Collective Bargaining – Labor Agreements:
 - A) Identify and accumulate data necessary to district concerns.
 - B) Negotiating parameters from Board
 - C) Prepare information and backup for Labor Attorneys.
 - D) Recommend members of negotiating teams.
 - E) Direct the preparation and proofreading of negotiated settlements.

9. District Compliance
 - A) Monitoring, organizing, planning, and documentation needed to maintain legal status in all state and federal compliance areas related to the personnel function (including but not limited to):
 - a) School Safety Legislation/Staff Fingerprinting and Reporting Requirements
 - b) Completion of the Registry of Educational Personnel Reporting
 - c) Employee Insurance Bidding
 - d) Affordable Care Act
 - e) OSHA Record Keeping
 - f) Fair Labor Standards Act

10. Additional Assigned Responsibilities:
 - B) Superintendent’s Central Office Team
 - C) Professional Council
 - D) Board Personnel Committee
 - E) Monroe Living Learning Committee
 - F) Coordinate the District Medical Team
 - G) Participate in training provided by Michigan Association of School Personnel Administrators
 - H) Participate in training provided by Michigan Negotiators Association
 - I) Review requests for advertising and solicitations (flyer distributions)

Monroe Public Schools
Finance Committee of the Whole
February 28, 2017
5:15 PM

Present: Matt Bunkelman, Floreine Mentel, Robert Nichols, Rosalie Pasko, Cheryl Sweeney, Cindy Taylor, Larry VanWasshenova, Kathy Eighmey, Julie Everly, Cindy Flynn, Terry Joseph, Jerry Oley

Discussion of MPS District Properties

Tom Fritz realtor with Coldwell Banker Haynes Real Estate discussed the MPS properties that are up for sale.

Items of note:

- The Monroe Public School properties, that are for sale, are currently listed at their maximum market value.
- At the current list prices, the properties could take 5 years to sell. To sell the properties quickly the asking prices would have to be cut in half.
- The Christiency property was priced with the assumption that it contained 6 buildable lots that could sell at \$30,000 each. This is the most attractive parcel that MPS has for sale.
- Oaks of Righteousness has shown interest in the Lincoln School Property.
- It is in the best interest of MPS to see the properties developed as single family homes.
- There was discussion regarding upgrading Navarre Field. Mr. Oley was asked for an estimate on what it would cost to renovate this location.

2016/17 Budget Amendment

Kathy Eighmey reviewed the proposed 2016/17 Budget Amendment. Mrs. Eighmey is planning to bring the budget amendment to the BOE, for approval, on 3/14/17.

Items of note:

- Revenue Changes – There were increases in; Targeted Literacy Grant of \$65,551, MPSERS UAAL of \$372,620, At Risk 31a Grant of \$234,220, Renaissance Zone of \$50,655, Voc Ed Added Costs of \$59,620, Perkins Grant of \$80,764 and Bus Loan Proceeds of \$610,390. There were decreases of; \$121,700 in Property Taxes and \$842,965 in the State Aid Foundation. These decreases were as a result of a decrease in our student count. There was also a revenue decrease of \$100,660 in the County Special Ed Reimbursement
- Expense Changes – There were increases in; Middle College Tuition of \$207,600, MPSERS UAAL of \$372,620, 31a Technology Devices of \$300,000, Maintenance Vehicles of \$160,000, Buses of \$610,390 and the Targeted Literacy Grant of \$65,551.
- The FTE loss for this year was 264. We budgeted for an FTE loss of 135.

- Mrs. Eighmey discussed Governor Snyder's 2017/18 proposal for school funding. The governor's proposal would increase the foundation allowance for all students with an additional \$50.00 increase for each high school student. This proposal also includes an increase of At Risk funding.

Meeting adjourned 7:05

**MONROE PUBLIC SCHOOLS
BOARD POLICY COMMITTEE MEETING
MINUTES**

March 7, 2017

Present: Julie Everly, Floreine Mentel, Cheryl Sweeney, Lawrence VanWasshenova
Absent: None

1. Mrs. Everly called the meeting to order at 5:02 p.m.
2. **Public Commentary**
None
3. **Board Policy 1300 Meeting**
Board Policy 1300 speaks to regular meetings and when they are held. The committee agreed to change the wording to what is currently in practice. Regular Board meetings are held the second and fourth Tuesday of each month, rather than every other Tuesday as the policy states. This amendment will go before the Board on March 14, 2017, for a first reading.
4. **Board Policy 3150 Budget Fund Balance**
Board Policy 3150 states that “To make the foundational support of the District as effective as possible, the Board desires to maintain, in stable economic times, a fund balance of at least 10% of the District general fund annual operating expenditures.” During the Board’s goal setting session, they discussed having a 7% fund balance, rather than 10%. Several questions arose regarding what exactly is part of the fund balance and when is the District required to have that amount. Is it monthly or annually (June 30)? Mr. VanWasshenova feels that “general fund” is not specific enough, and he asked if it’s restrictive or unrestrictive. Does the fund balance reflect the sinking fund? Typically, a large portion of the sinking fund is earmarked for projects at the end of June. Mrs. Sweeney asked what the purpose of the policy is. Is it to follow State recommendations or is it to limit Board spending? Mrs. Everly stated that the Board chose 7% to be cautious with District funds, and not be tied directly to the State recommendation of 5%.

Mrs. Everly will take this feedback to Mrs. Eighmey, and they will develop a draft for the committee to review.
5. **Board Policy 8515 Head Lice**
Board Policy 8515 speaks to students not being admitted back to school with nits in their hair after being treated for head lice. This is no longer the recommendation of the Health Department nor State and Federal regulations. After being treated, some dead nits may remain in the hair, and they can be very difficult to remove. The parent will

be notified that their child has nits, but the child will not be sent home. This amendment will go before the Board on March 14, 2017, for a first reading.

6. **Board Policy 8350 Student Suspension and Expulsion**

The committee discussed language in this policy which states that the student and his/her counsel has the right to “confront and cross-examine” witnesses. The committee agreed to change this language to “ask questions of witnesses”.

Mrs. Sweeney suggested establishing parameters as to how a hearing should be conducted. As stated in the policy, the student has the right to present witnesses. However, the committee agreed that language should be added that the witnesses should not be repetitive. Mrs. Sweeney also recommended adding a point to reflect appropriate conduct and/or behaving in a civil fashion.

The committee discussed the role of the hearing officer. The policy states “The hearing officer shall be a member of the Board or a certified employee of the District.” Mrs. Everly believes the Board wanted an attorney present to create a layer between constituents and Board members, and by appointing a hearing officer to facilitate the hearing, it prevents a Board member having to mediate between the administration and a constituent. Mrs. Mentel likes being able to deliberate with Board members without administration and family being present. Mr. VanWasshenova is uncomfortable with this process because of the OMA. Mrs. Everly stated that Collins and Blaha were proponents of restructuring the hearings this way. From an education perspective, this has helped preserve the relationship between the school and the parent. The portion that refers to “or a certified employee of the District”, Mr. Chisholm, as the hired attorney of the Board, serves in that role. Mr. VanWasshenova referred to the Legal References at the bottom of the policy, and wondered if the Hearing Officer language came from the No Child Left Behind legislation or from the Michigan legislature and what the rationale was behind the language; can we or can’t we delegate the service. Mrs. Everly will consult with MASB for an interpretation of the language.

7. **Board Policy 7950 Schools of Choice**

Mrs. Everly explained to the group that we are part of a county wide schools of choice agreement, which supersedes what the State dictates. The group agreed to amend Board Policy 7950 to reflect our participation in the county wide agreement. This amendment will go before the Board on March 14, 2017, for a first reading.

8. **Board Policy 8040 School Admissions**

The county agreement states that a district cannot release more than 1.5% of the previous year’s student enrollment. In the past, we have exceeded the cap because of requests for one year releases for children to attend school in another district. Mrs. Everly feels the Board of Education should be involved in these decisions because of the funding the District loses when students are released. The committee agreed that in order for a child to be released after the School of Choice deadline, the family would have to provide proof of extreme hardship. Mrs. Everly will draft language to reflect tonight’s discussion and bring it to the next Policy Committee meeting.

9. **Old Business**

None

10. **New Business**

Mr. VanWasshenova asked to discuss Policy 3660 Purchasing Authority – Supplies, Materials, Equipment and Services. He believes that when the District has a large purchase of an operational service, the purchase should be put out for bid, and he doesn't think this is always the case. Informal quotes should be obtained for services between \$1,000 and \$4,000; and formal quotes for services between \$4,000 and \$10,000. This helps maintain oversight of expenditures, which is the job of the Board of Education. Mr. VanWasshenova suggested that "services" be inserted whenever the purchase of materials is referenced in the policy.

Mrs. Everly will discuss Mr. VanWasshenova's concerns with the Executive Cabinet and bring a response to the next Policy Committee meeting.

11. **Adjournment**

Mrs. Everly adjourned the meeting at 6:55 p.m.

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

Harvey (Chip) Jackson will again serve as the Middle School Supervisor for the spring season.

Walter (Bo) Lambert has accepted the 7th grade baseball position.

SOCIAL-EMOTIONAL SUPPORT TEAM

Rebecca Dwornick has been selected for the Custer School Climate Liaison role effective March 13, 2017.

Amanda Sharpe has turned in her resignation from the School Climate Liaison role at Orchard Center High School effective March 17, 2017.

TECHNOLOGY SUPPORT TEAM

Trevor Funchion is being recommended for a Level 2 Technology Support position effective March 13, 2017

ANCILLARY SUPPORT

No changes to report

APPROVAL OF MINUTES

ENCLOSURES

- February 28, 2017, Board Meeting #4 Minutes

RECOMMENDATION

Move to approve the following minutes as submitted:

- February 28, 2017, Board Meeting #4

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

Board Meeting #4

February 28, 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 7:09 p.m.

Public Commentary-Agenda Items Only

Monroe Public Schools parent and teacher, Tonya Schade, shared her support for the Board's allocation of funds to purchase books for school libraries.

James Drew, Monroe Middle School teacher, also shared his support of the book purchase to support their science and ELA curriculum.

Acceptance of Reports and/or Committee Reports

Motion by Mrs. Mentel; support by Mrs. Taylor to accept and file the reports as presented.

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

Discussion: Mr. Bunkelman requested "and the townships" be added to his comment "to work with the City of Monroe" in the Physical Resource Committee Meeting minutes.

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

Approval of Minutes

Motion by Mr. Bunkelman; support by Mrs. Taylor to approve the minutes of the following meetings 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)

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

Staff Resignations

Motion by Mrs. Taylor; support by Mrs. Mentel to approve the resignations from Monroe Public Schools of Montyne Barbee effective February 16, 2017, and Ronald Poupard effective February 28, 2017.

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

Recommendation for Reinstatement

Motion by Mrs. Mentel; support by Mrs. Taylor 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.

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

MHS Student Council State Leadership Conference

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

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

VEX Robotic Classroom and Competition Kits

Motion by Mrs. Taylor; support by Mrs. Pasko 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.

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

K-12 Science Leveled Book Purchase

Motion by Mrs. Taylor; support by Mrs. Mentel 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.

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

ELA Book Purchase

Motion by Mrs. Mentel; support by Mrs. Taylor 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.

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

Classroom Library Purchase

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

Discussion: Mr. Bunkelman commented that the District spends a considerable amount of money on books. However, he wanted to recognize the teachers and staff who spend a considerable amount of their money on books as well. Mr. Nichols praised the five teachers who presented the information for this book purchase at the Curriculum Committee meeting; their work is exemplary and they are a true credit to Monroe Public Schools. Mrs. Taylor said appreciation goes to every classroom teacher in the district who takes the time to match the proper books to the correct levels of our children to encourage them to read more. Mrs. Mentel thanked the teachers for their presentation and stated how important it is for children to have books at their reading level.

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

Superintendent's Comments

With the approval of the book purchases, Mrs. Everly commented that Monroe Public Schools is the most exemplary place to be as a student, a staff member, and a parent. Students provided a lot of feedback on what they like to read, and teachers spent an extensive amount of time organizing libraries and making the just right book purchase, both in interest and in skill level. Mrs. Everly thanked Board members for supporting the book purchases.

Mrs. Everly congratulated the Monroe United Hockey team for their victory over SMCC on Saturday.

Monroe Middle School's Advanced Communication and Art Club will partner with MPACT to record a television show for the District.

Mrs. Sissoko, who will be the administrator at Summer Learning Academy, said the SLA committee started planning last August and have met each month to prepare for this summer. A major accomplishment of the planning is that students will have the opportunity for academic support throughout the summer; from the last day of school to the first. In addition to providing Jump Start for Y5 and kindergarten students, we will provide it to 6th graders transitioning to 7th grade, and 8th graders transitioning to 9th grade. This will help identify our most at risk students, both academically and socially/emotionally, and provide them with a positive experience before the start of school.

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 February 28, 2017, Board Meeting #4 of the Monroe Public Schools Board of Education be adjourned.

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

Cynthia Taylor, Secretary

Board Meeting #5
March 14, 2017
Item #C.2

FIRST READING/DISCUSSION OF BOARD POLICY AMENDMENTS

BOARD POLICY AMENDMENTS

- 1300 Meetings
- 7950 Schools of Choice
- 8515 Head Lice

Section 1000 – Board Bylaws

1300 Meetings

1300

Organizational

The Board holds its organizational meeting in the first meeting in January. The meeting shall be called to order by the Superintendent who shall serve as presiding officer until the election of a temporary chairperson, who shall in turn serve until the election of a President.

The Board shall, at the organizational meeting:

- Designate depositories for school funds;
- Designate those persons authorized to sign checks, contracts, agreements, and purchase orders;
- Designate a day, place, and time for regular meetings which shall be held at least once every month;
- Designate those persons authorized to use the safe deposit box;
- Determine fee charged to individuals who request notice of Board meetings;
- Designate an administrator to assume specified responsibilities (or the Treasurer or of the Secretary);
- Designate the Electronic Transfer Officer (ETO) in accordance with policy 3300.

Regular

The Board holds at least one regular meeting each month. The regular meeting is held on ~~the second and fourth every other~~ Tuesday of each month at 7:00 p.m. at the administration building unless otherwise announced and posted. The District will post a notice of the regular meeting schedule at the entrance to the principal office of the Board and/or the principal office of the District within ten days after the organizational meeting.

Commented [GL1]: Recommended by the Policy Committee
3/7/17

Monroe Public Schools

Section 1000 – Board Bylaws

1300 Meetings

1300-2

The schedule of regular meetings or the regular meeting date may be changed by the Board as provided in current law.

Special Meetings

Special meetings of the Board may be called by the President (Chair) of the Board or by two Board members by providing the other Board members a written notice of the date, time, and place of the special meeting.

The notice may be served by delivering the notice to the Board member personally, or by leaving the notice at each member's residence with a person of the household at least 24 hours before the meeting is to take place. The District will also serve the notice by mail or email addressed to the member, at the member's address on file in the District office, at least 18 hours before the meeting is to take place. Either a Board member or an employee of the District may serve the notice.

Emergency Meetings

The Board may meet in emergency session in the event of severe and imminent threat to the health, safety or welfare of the public, when two-thirds of the members elected to, appointed, and serving on the Board decide that delay would be detrimental to the efforts to lessen or respond to the threat.

Information/Work/Study Sessions

Information/work or study sessions of the Board shall be held as called by the President. Such sessions shall be open to the public and properly posted as Board meetings. No action by the Board shall be taken at such meetings.

Adjourned Meetings

Meetings may be adjourned and reconvened as provided by law.

Approved: September 11, 2012

LEGAL REF: MCL 15.261-275; 168.302; 168.642; 380.1201, 380.1202

Monroe Public Schools

Section 7000 – Instructional Program

7950 Schools of Choice

7950

~~Should the District elect to participate in "Schools of Choice" the Superintendent shall cause to be published, for general public consumption, a notice of the grades, schools, special programs and the number of slots available in each, no later than the second Friday in August. District participation in "Schools of Choice," if any, shall not be in conflict with law or Michigan State Department of Education rules and regulations.~~

Should the District elect to participate in a legislatively approved local "Schools of Choice" option, the guidelines therein that agreement shall be followed. The District participates in the Monroe County Schools of Choice agreement.

Approved: March 24, 2015
LEGAL REF: MCL 388.1705, 1705c

Commented [GL1]: Recommended by the Policy Committee
3/7/17

Section 8000 – Students

8515 Head Lice Policy

8515

The School District will periodically conduct “head checks” to screen for head lice infestation. Designated school personnel trained to look for head lice will do this.

If a student is found to be infested with head lice, he/she will be sent home for treatment and a notification letter will be transmitted to the parent(s)/ guardian(s).

The student shall not be readmitted to school until the child, parent(s)/guardian(s) can show proof, acceptable to the Superintendent, of an approved treatment.

~~The student must remain nit free upon inspection at school.~~ If the student is found to still have nits after returning to school, the parent(s)/guardian(s) will be notified. ~~and the child will be sent home for nit removal.~~

Commented [GL5]: Recommended by the Policy Committee
3/7/17

Commented [GL6]: Recommended by the Policy Committee
3/7/17

Copies of this policy, along with District rules and regulations governing head lice control and advice to parent(s)/guardian(s) on head lice control in the home, will be distributed to students and parent(s)/guardian(s) in a manner to be determined by the Superintendent.

Approved: May 25, 2016

LEGAL REF: *Michigan Head Lice Manual*, Michigan Department of Education,
Michigan Department of Community Health, July 2004 – Version 1.0

Section 8000 – Students

8515-R Head Lice Policy

8515-R

District personnel shall review and follow the *Michigan Head Lice Manual*, Version 1.0, July 2004. Copies of the *Michigan Head Lice Manual* shall be available at each building.

Although head lice are highly contagious, District personnel are encouraged to use the following measures to reduce the number of outbreaks in the classrooms of the school:

- Encourage students not to share clothing and hair accessories.
- Give each student, particularly at the elementary grades, his or her own plastic bin for school supplies or provide individual lockers or separate hooks for clothing.
- Have children put their hats and scarves in their plastic bin, in the sleeve of their own coat, or in a zip-lock bag.
- Encourage children with long hair to keep it tied or braided, especially during the months of August to November, when infestation is most likely.
- Have children lay their heads on their own blanket or towel during rest time.
- Make certain carpeted surfaces are vacuumed regularly and the vacuum bags are disposed of away from the classroom setting.
- Do not keep stuffed animals, “dress-up clothing,” or hats in the classroom for children to share.
- Any headphones used by more than one student must be cleaned, wiped down, or sprayed after use by each child. Older students can be taught to do these things themselves after each use.
- Reinforce these precautions before vacation or holiday times when students are away from school.
- Provide education to children and parent(s)/guardian(s) about lice.

Monroe Public Schools

Section 8000 – Students

8515-R Head Lice Policy

8515-R-2

- Be alert to telltale scratching that might indicate head lice. If a student is suspected of having head lice, the parent(s)/guardian(s) is to be contacted immediately and the child should have a “head check” by a trained staff member to confirm if lice are present.
- Infested children are to be sent home until proof of treatment is submitted and subsequent “head checks” show no infestation.
- Discourage “random” or repetitive treatments. Parent(s)/Guardian(s) should always be advised to consult their physician or health officials before treating a child a second or third time. Over the counter remedies are types of pesticides, which can be neurologically toxic to children if misused.
- In no case are school personnel to administer head lice medication, either over the counter or prescriptions, to students. School District personnel may demonstrate, however, to parent(s)/guardian(s) or students the use of non-medicinal means of live lice removal such as use of a “Robi-Comb.”™

When Dealing With Parent(s)/Guardian(s)

- Understand that no parent(s)/guardian(s) wants to hear that their child has head lice and some may become quite upset. It is up to school personnel to deal with the situation factually and to anticipate parent(s)/guardian(s) concerns and accusations they may make.
- School personnel should try to maintain control of the situation by adopting a calm, neutral stance with the objective of calming the person down so they can be educated and informed on how to manage and treat the infestation.
- Use information about head lice prevention and control, stressing the fact that head lice are not carriers of other diseases and head lice infestations are not indicative of an “unclean” or “unwholesome” atmosphere in the home.

Monroe Public Schools

Section 8000 – Students

8515-R Head Lice Policy

8515-R-3

- Realize that parent(s)/guardian(s) may try to place “blame” on the school or on specific other children in the classroom for causing the infestation. Avoid any discussion of other children or families focusing, instead, on information about the infestation.
- Understand that what the parent(s)/guardian(s) needs the most is information about head lice; what they are, how they spread, how to treat them, how to “de-louse” the home. The sooner the parent(s)/guardian(s) learn the facts; the sooner the need to blame someone will diminish or disappear.
- Direct them to call their doctor or the local health department if they have any questions about lice that handout information does not cover.

Monroe Public Schools

STAFF RESIGNATIONS

BACKGROUND

We have received a letter of resignation for personal reasons from **Rebecca Mills** from her clerical position. Ms. Mills has worked for our district since August 2016. She was most recently assigned to Manor Elementary. Her resignation was effective March 1, 2017.

We have received a letter of resignation for the purpose of other employment from **Christina (Campbell) Payne** from her clerical position. Ms. Payne has been employed with our district for the past 16 years, most recently at Monroe Middle School. Her resignation will be effective March 17, 2017.

We have received a letter of resignation for the purpose of retirement from **Denise Shugarman**. Ms. Shugarman has been a teacher with Monroe Public Schools for the past 29 years. Her resignation is effective at the end of the 2016/17 school year.

We have received a letter of resignation for the purpose of retirement from **Stella Tucker** from her clerical position. Ms. Tucker has been employed with our district for the past 34 years; the last 14 years as a secretary at Monroe High School. Her resignation will be effective July 31, 2017.

ENCLOSURES

Letters of Resignation

RECOMMENDATION

Move to approve the resignations from Monroe Public Schools of Rebecca Mills effective March 1, 2017; Christina (Campbell) Payne effective March 17, 2017; Denise Shugarman effective June 14, 2017; and Stella Tucker effective July 31, 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	_____	_____	_____	_____

March 1 2017

To whom it may concern:

I'm giving my resignation for personal reasons
as of March 1st 2017.

Rebecca Mills

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

March 10, 2017

Mrs. Christina Payne
[REDACTED]
[REDACTED]

Dear Ms. Everly,

It is with mixed emotions that I submit to you this letter of resignation from my current position as a Class II Administrative Assistant at Monroe Middle School effective Friday, March 17, 2017. I was recently offered a new employment opportunity outside the district and have decided to accept the offer.

I want to extend my sincere appreciation for the many opportunities and experiences that Monroe Public Schools has given me over the years. I have thoroughly enjoyed working with the students, staff, and families in our community. I am willing to help with the transition of my duties if needed so that the process continues to function smoothly after my departure.

On a personal note, I want to thank you for your continued support and your friendship over the years. I appreciate and respect you as a professional and as a friend. You have definitely made my stay more pleasant and for that I will always be grateful.

Best Regards,



Christina Payne

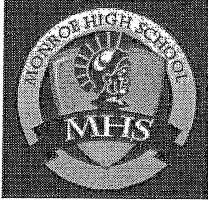
cc: Jeff McVeigh, Principal – MMS
Holly Scherer, Human Resources- MPS
Danielle Complo, Payroll- MPS

March 6, 2017

To: Julie Everly, Cindy Flynn, Holly Scherer, and Board
of Education

After 29 years of teaching with Monroe Public
Schools, I have decided to retire at the end of the
2016-17 school year.

Sincerely,
Denise Shugarman



Monroe Public Schools

MONROE HIGH SCHOOL
901 Herr Road
Monroe, MI 48161

March 7, 2017

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

To Whom It May Concern:

It is with great expectation to the new roads ahead, and the sadness at missing the students, teachers, secretaries, and the many friends I have made during my 30+ years at Monroe Public Schools. That I am announcing my intent to retire at the end of this year. My official date for retirement will be July 31, 2017.

Sincerely,

Stella Tucker

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.

**MEMORANDUM OF UNDERSTANDING
MONROE COUNTY TECHNICAL AND CAREER EARLY COLLEGE
PROGRAM**

BACKGROUND

Monroe Public Schools serves approximately 700 students annually through our Career Technical Education (CTE) programs. Monroe County Technical and Career (MCTC) Early College programs are intended to allow students the option to remain in a CTE program for a fifth year. This would be another college experience option for our high school students. Students who are interested in extending their high school one year in return for an Associate’s Degree, technical certificate or up to 60 transferable credit hours would be the ideal candidates for MCTC Early College.

This Memorandum of Understanding will formally declare our participation in the program, so Monroe Public Schools can be included in the Early College application with the State of Michigan.

ENCLOSURE(S)

- Memorandum of Understanding
- Attachment “A” – Sample 5-Year Educational Development Plan
- Attachment “B” – Assurances and Certifications

RECOMMENDATION

Move to approve the Monroe County Technical and Career Early College Program (MCTCEC) as presented.

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	_____	_____	_____	_____

MEMORANDUM of UNDERSTANDING

MONROE COUNTY TECHNICAL AND CAREER EARLY COLLEGE PROGRAM

This Memorandum of Understanding is entered into on the _____ day of _____ 2017 by and between Monroe County Intermediate School District, (hereinafter “MCISD”), Monroe County Community College, (hereinafter “MCCC”) and the following local constituent districts (hereinafter “LEAs”):

- Airport Community Schools
- Bedford Schools
- Dundee Community Schools
- Ida Public Schools
- Jefferson Schools
- Mason Consolidated Schools
- Monroe Public Schools
- Summerfield Schools
- Whiteford Agricultural Schools

The Monroe County Technical and Career Early College Program (hereinafter the “MCTCECP”) is designed and delivered through a collaborative partnership between MCISD, LEAs, and MCCC.

The MCTCECP prepares high school students for successful career and educational futures through a full integration of high school, postsecondary, and work-based learning experiences. In researching this educational model, studies have shown that Early Middle Colleges improve academic performance, self- concept, and high school and college/university completion rates.

The MCTCECP is a program for high school students to earn college credit by completing course work at their home high schools, within general education courses, career and technical education programs, on the MCCC campuses, and through online learning environments. The goal of the MCTCECP is to support all students, parents, citizens, and the region by providing an innovative and efficient educational program for accelerated learning that reduces the time and expense of education beyond high school.

MCISD, the LEAs and MCCC are Equal Opportunity institutions and comply with all applicable laws, including Title IX of the Education Amendments of 1972 and the Rehabilitation Act of 1973, which prohibit discrimination in employment, educational programs or admissions on the basis of age, sex, color, race, national origin, handicap, or other prohibited matters.

NOW THEREFORE, the parties to this Memorandum of Understanding (hereinafter “MOU”) mutually agree as follows:

1. **GOVERNANCE:** The MCTCECP Committee purpose is to collaborate best practices for the MCTCECP students. The MCTCECP Committee will consist of the MCISD CTE Director, at

least one person identified as the MCTCECP contact at each LEA and one person designated as the MCTCECP contact at MCCC. The LEAs will operate the MCTCECP for their high school students and provide wraparound services, such as guidance counseling, to their students. The MCISD will facilitate marketing of the MCTCECP and encourage collaboration between the county partners. The MCTCECP Committee shall meet quarterly or as determined by the Committee.

2. **TERM:** The term of this Agreement shall be July 1, 2017 through June 30, 2018 and shall renew yearly unless terminated as provided under this Agreement.
3. **STUDENT COURSE OF STUDY:** LEAs will determine student course pathways. LEAs will update student EDP's to reflect that pathway. Student completion of graduation credits will be determined by the LEA. LEAs agree that students enrolled in the MCTCECP will take one high school course that is math or math related in the 5th year. The math or math related course may be a dual credit course.
4. **PROVISION OF DUAL ENROLLMENT COURSES:** MCCC will award credit to eligible and enrolled students upon the successful completion of courses for which Programs of Studies have been evaluated and approved utilizing various delivery models. Courses shall be implemented and monitored in accordance with appropriate policies, procedures, and accreditation guidelines for dual/concurrent credit courses. MCCC will report in the Student Transcript and Academic Record Repository (STARR) enrollment database system.
5. **COURSE/ INSTRUCTIONAL COMPLIANCE:** MCCC is responsible for the assignment of its faculty, oversight of MCCC course selection and implementation of the courses in the LEAs to ensure course goals and standards are understood, that course guidelines are followed and that the same standards of expectation, competency, assessment and faculty evaluation are applied on all venues where MCCC offers courses. MCCC will monitor the quality of instruction in order to assure compliance with the standards established by MCCC, the state, and the Higher Learning Commission.
6. **DUAL ENROLLMENT / DIRECT CREDIT INSTRUCTIONS:** Instructors must meet the faculty credential requirements as set forth by MCCC and in accordance with the Higher Learning Commission. Instructors who wish to teach MCCC courses for credit must possess the requisite qualifications in their subject area, including the appropriate degree as well as teaching credentials, experiences, certifications, licenses, documentation and approvals as required by MCCC.
7. **FACILITIES:** Courses will be conducted at facilities provided by the LEA, MCISD, the MCCC, or at other approved venues. High school students and instructors of dual enrollment courses will have access to instructional and non-instructional resources available on the campuses of MCCC. Students and instructors of dual enrollment courses will receive an MCCC identification card.

8. **TUITION AND FEES:** MCCC tuition and fees will be paid in accordance with established guidelines. The LEAs will be responsible for arranging payment of tuition and mandatory fees such as, but not limited to course fees, technology fees and facility fees.
9. **BOOKS AND SUPPLEMENTAL MATERIALS:** All textbook (purchased or rented) and supplemental materials required for classes, will be the responsibility of the LEAs.
10. **TRANSPORTATION:** Students and parents are responsible for arranging transportation for their students to attend courses at MCCC.
11. **ENROLLMENT:** The LEA's, MCISD and MCCC will establish an application process for all students who are qualified and wish to enroll in MCTCECP. All MCTCECP students will, at a minimum, participate in an academic skills placement assessment approved by MCCC (Compass, Accuplacer or Multiple Measures of Assessment) and/or ACT/SAT.
12. **INSTRUCTIONAL CALENDAR:** High school courses will follow the LEA calendar and MCCC courses will follow the MCCC academic calendar.
13. **STUDENT CONFIDENTIALITY AND RESOURCES:** All rules regarding the records of students taking courses for credit under this agreement shall comply with the current MCCC policies. In addition, in order to comply with the Family Educational Rights and Privacy Act (FERPA), all students enrolled in the MCTCECP must complete a FERPA waiver from MCCC in order to allow the school district and parents/guardians access to student records and information relevant to the student's participation in the MCTCECP program.
14. **CONDUCT:** MCTCECP students must abide by LEA and/or MCCC's student code of conduct. Failure to do so may result in discipline, up to and including dismissal from the MCTCECP.
15. **SCHOOL BOARD POLICY:** LEA Boards of Education shall adopt the E/MC five-year design model and reflect that adoption in its board meeting minutes. Those board meeting minutes shall provide evidence that graduation requirements shall include a fifth year of college courses including at least one (1) high school course required for graduation that must be a math or math related course. LEAs shall forward those board meeting minutes to the Superintendent of MCISD. *(See Attachment "A" for sample five-year plan)*
16. **ASSURANCES BY LEAS:** Each LEA agrees to abide by the attached Assurances and Certifications. *(See Attachment "B")*
17. **TERMINATION OF AGREEMENT:** A party to this agreement may terminate its participation by providing written notification to the Superintendent of the Monroe County ISD at least one year prior to termination.

18. NOTICES: All notice, consents or other communications shall be in writing, signed by an authorized representative and mailed to:

**Stephen McNew, Superintendent
Monroe County ISD
1101 S. Raisinville Road
Monroe MI 48161**

19. INSURANCE: Each party shall be responsible for maintaining insurance adequate to cover claims for personal injury or property of students and/or third parties caused by that party, its employees, officers or representatives arising out of or related to the performance of this agreement.

20. AMENDMENTS: This Agreement may only be amended in writing, signed by all parties.

IN WITNESS WHEREOF: The parties listed below execute this agreement for the Monroe County Technical and Career Early College Program:

Monroe County ISD

Stephen McNew, Superintendent

Date:

Monroe County Community College

Kojo Quartey, President

Date:

Airport Community Schools

John Krimmel, Superintendent

Date:

Bedford Public Schools

Mark Kleinhans, Superintendent

Date:

Dundee Community Schools

Edward Manuszak

Date:

Ida Public Schools

Richard Carsten, Superintendent

Date:

Jefferson Schools

Craig Haugen, Superintendent

Date:

Mason Consolidated Schools

Andrew Shaw, Superintendent

Date:

Monroe Public Schools

Julie Everly, Superintendent

Date:

Summerfield Schools

Jack Hewitt, Superintendent

Date:

Whiteford Agricultural Schools

Valerie Orr, Superintendent

Date:

ATTACHMENT "A"

This is one example of what a 5-year plan may look like for a student. There are many factors that go into a plan and they are very individualized for each student. Some factors to consider:

- Your local high school graduation requirements
 - Your pupil accounting requirements
 - Availability of courses
- High school and college schedule
 - Student career plan may change
 - Credits earned in middle school

**SAMPLE 5-year Educational Development Plan
Welding Certificate**

	H.S. credits earned in M.S.	Grade 9	Grade 10	Grade 11	Grade 12	Grade 13 (MCCC)
ELA 4 credits required		English 9	English 10	English 11	English 12	Fall- ENGL 151 (3cr)
Math 4 credits required		Math 9	Math 10	Math 11	Math 12 Winter- MATH 119 (2cr) (MCCC)	Fall- MATH 124 (4cr) *final math or math related class require for HS graduation*
Science 3 credits required		Science 9	Science 10	Science 11		
Social Studies 3 credits required		World History	American History	Civics/Econ		Winter- HUMAN 151 (3cr)
Phys. Ed./Heath .5 credit of PE and .5 credit of Health required		Physical Education/ Health				
CTE pathway		Welding Fundamentals	SMAW & Oxygen Cutting/GMAW & Plasma Cutting	GTAW & Pipe		
CTE pathway @ MCCC					Fall- WELD 100 (4cr) WELD 110 (2cr) Winter- WELD 114 (6cr) (MCCC)	Fall- WELD 102 (6cr) Winter- WELD 103 (3cr) WELD 105 (3cr)
World Language 2 credits required		World Language 1	World Language 2			
Visual/Performing Arts 1 credits required			VPAA			
Electives				MATL 101 (3cr) (MCCC)		Winter- SOC 151(3cr)

Assurances and Certifications

Attachment "B"

1. The Early/Middle College (E/MC) Program will provide a unique environment for students, integrate a 'career and college readiness' curricula, and provide guidance and counseling specifically designed to support E/MC program students.
2. E/MC program students will be identified and flagged in the MSDS as Early/Middle College High School students participating in the Early/Middle College no later than the fall count day of 11th grade.
3. E/MC program students will not be moved in and out of the five-year cohort once identified.
4. E/MC program students will annually update their EDP to reflect E/MC academic plans and have a description of the E/MC program built into their EDP graduation requirements.
5. E/MC program students will be considered 'on-time' graduates by earning a high school diploma and an associate's degree, an E/MC (MEMCA) technical certificate, an industry/higher education recognized technical certificate, or 60 transferable credits.
6. E/MC program will ensure that at the time the E/MC begins operation, students will have access to USDA approved breakfast and lunch facilities daily, including Free and Reduced lunch access for those students who qualify.
7. It is understood that State School Aid Section 6(4)m requires that students must not be otherwise eligible for high school graduation to participate in a fifth year of high school and that Section 3(f) of the Postsecondary Enrollment Options Act and Section 3(g) of the Career and Technical Preparation Act require that students be enrolled in at least one (1) high school course required for graduation which must be a high school or dual enrollment math or math related course.
8. The E/MC program agrees to participate in MEMCA and the Early/Middle College Data Project each year as feasible.
9. The E/MC program agrees to present their Career and College Readiness Curriculum for approval by the MEMCA Leadership Council one year prior to its first E/MC cohort graduation.
10. The E/MC program will comply with all Michigan Department of Education requirements and requirements under any applicable rules, laws or public acts.
11. The Early/Middle College High School agrees to share these assurances with the school's lead administrator and with its Pupil Accounting personnel.

**ADOPTION OF AMENDED 2016/17 BUDGETS FOR
GENERAL, FOOD SERVICE, AND BUILDING AND SITE SINKING FUNDS**

BACKGROUND

Each year it is necessary to adjust district budget allocations to best reflect what we believe will be closest to the actual annual activity. This budget amendment was presented to the Board of Education at the Finance Committee of the Whole on 2/28/17.

ENCLOSURES

Proposed budget amendment resolution and budget detail summaries

RECOMMENDATION

Move to adopt the amended 2016/17 fund budgets for the General, Food Service, and Building and Site Sinking funds as presented.

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	_____	_____	_____	_____

**RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION OF
MONROE PUBLIC SCHOOLS, MONROE COUNTY, MICHIGAN**

WHEREAS, this resolution shall be the general appropriations act of Monroe Public Schools, Monroe County, Michigan, for the fiscal year 2016/17, an act to amend appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by Monroe Public Schools, Monroe County, Michigan.

WHEREAS, the total revenues and unappropriated fund balance estimated to be available for appropriations in the General Fund of the Monroe Public Schools, Monroe County, Michigan, for the fiscal year 2016/17 is as follows:

Revenues

Local	\$17,738,890
State	32,144,695
Federal	2,411,594
Incoming Transfers & Other Transactions	<u>4,058,140</u>
 Total Revenues	 \$56,353,319
 Fund Balance - July 1, 2016	 5,995,112
Less: Restricted/Assigned Fund Balance	<u>(234,161)</u>
 Fund Balance Available	 <u>5,760,951</u>
 Total Available to Appropriate	 <u><u>\$62,114,270</u></u>

WHEREAS, \$58,601,598 of the total available to appropriate in the **General Fund** is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures

Instruction:	
Basic Programs	\$26,410,246
Added Needs	7,017,572
Adult/Continuing Education	152,336
Support Services:	
Pupil	2,733,837
Instructional Staff	3,220,098
General Administration	646,230
School Administration	3,326,630
Business	820,865
Operations/Maintenance	5,763,690
Transportation	4,064,529
Central	2,400,785
Athletics	849,786
Community Services	690,936
Outgoing Transfers and Other Transactions	<u>504,058</u>
Total Appropriated	<u><u>\$58,601,598</u></u>

WHEREAS, no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

THEREFORE BE IT RESOLVED that the superintendent is hereby charged with the general supervision of the execution of the budget adopted by the board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

This act is to take effect on March 14, 2017

**MONROE PUBLIC SCHOOLS
GENERAL FUND
DETAIL BUDGET PROJECTIONS**

FOR FISCAL YEAR ENDING JUNE 30, 2017

	<i>Class Code #</i>	2015/16 ACTUAL REV/EXP	2016/17 ORIGINAL BUDGET 7/1/2016	ADJUSTMENTS	2016/17 REVISED FOR ADOPTION 3/14/2017
REVENUES:					
Local Sources	100's	\$17,245,055	\$17,859,620	(\$120,730)	\$17,738,890
State Sources	300's	\$33,218,452	\$32,149,293	(\$4,598)	\$32,144,695
Federal Sources	400's	\$2,178,071	\$2,349,716	\$61,878	\$2,411,594
TOTAL REVENUES		\$52,641,578	\$52,358,629	(\$63,450)	\$52,295,179
Incoming Transfers and Other Transactions	500's	\$4,784,351	\$3,573,410	\$484,730	\$4,058,140
TOTAL REVENUES, INCOMING TRANSFERS & OTHER TRANSACTIONS		\$57,425,929	\$55,932,039	\$421,280	\$56,353,319
EXPENDITURES:					
INSTRUCTIONAL EXPENSE	<i>Function Code #</i>				
Basic Programs	110's	\$25,781,425	\$26,136,341	\$273,905	\$26,410,246
Added Needs	120's	\$6,684,790	\$6,752,440	\$265,132	\$7,017,572
Adult/Continuing Education	130's	\$112,027	\$157,784	(\$5,448)	\$152,336
SUPPORT SERVICES					
Pupil	210's	\$2,581,786	\$2,538,360	\$195,477	\$2,733,837
Instructional Staff	220's	\$2,855,861	\$3,186,829	\$33,269	\$3,220,098
General Administration	230's	\$542,163	\$587,635	\$58,595	\$646,230
School Administration	240's	\$3,219,232	\$3,353,640	(\$27,010)	\$3,326,630
Business Administration	250's	\$867,258	\$835,200	(\$14,335)	\$820,865
Operation and Maintenance	260's	\$5,227,006	\$5,480,230	\$283,460	\$5,763,690
Pupil Transportation	270's	\$3,138,373	\$3,469,937	\$594,592	\$4,064,529
Central Services	280's	\$3,220,180	\$2,384,654	\$16,131	\$2,400,785
Athletics	290's	\$786,637	\$810,430	\$39,356	\$849,786
Community Services	300's	\$607,410	\$839,832	(\$148,896)	\$690,936
TOTAL EXPENDITURES		\$55,624,148	\$56,533,312	\$1,564,228	\$58,097,540
Payments to Other Governmental Agencies	400's	\$6,334	\$29,420	(\$13,027)	\$16,393
Debt Service	500's	\$978,197	\$487,665	\$0	\$487,665
Operating Transfers Out	600's	\$0	\$0	\$0	\$0
TOTAL APPROPRIATED		\$56,608,679	\$57,050,397	\$1,551,201	\$58,601,598
EXCESS REVENUE (APPROPRIATIONS)		\$817,250	(\$1,118,358)		(\$2,248,279)
FUND BALANCE, JULY 1		\$5,177,862	\$5,995,112		\$5,995,112
FUND BALANCE, JUNE 30		\$5,995,112	\$4,876,754		\$3,746,833

**RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION OF
MONROE PUBLIC SCHOOLS, MONROE COUNTY, MICHIGAN**

WHEREAS, this resolution shall be the general appropriations act of Monroe Public Schools, Monroe County, Michigan, for the fiscal year 2016/17, an act to amend appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by Monroe Public Schools, Monroe County, Michigan.

WHEREAS, the total revenues and unappropriated fund balance estimated to be available for appropriations in the **Food Service Fund** of the Monroe Public Schools, Monroe County, Michigan, for the fiscal year 2016/17 is as follows:

Revenue

Local	\$837,750	
State	139,605	
Federal	1,840,000	
Incoming Transfers & Other Transactions	0	
 Total Revenues		 \$2,817,355
 Fund Balance - July 1, 2016	958,096	
Less: Appropriated Fund Balance	0	
 Fund Balance Available		 <u>958,096</u>
 Total Available to Appropriate		 <u><u>\$3,775,451</u></u>

WHEREAS, \$2,890,940 of the total available to appropriate in the **Food Service Fund** is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures

Food Services	\$2,860,940
Outgoing Transfers & Other Transactions	<u>30,000</u>
Total Appropriated	<u><u>\$2,890,940</u></u>

WHEREAS, no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

THEREFORE BE IT RESOLVED that the superintendent is hereby charged with the general supervision of the execution of the budget adopted by the board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

This act is to take effect on March 14, 2017

MONROE PUBLIC SCHOOLS

FOOD SERVICE FUND

DETAIL BUDGET PROJECTION

FOR THE FISCAL YEAR ENDING JUNE 30, 2017

	<i>Class Code #</i>	2015/16 ACTUAL REV/EXP	2016/17 ORIGINAL BUDGET 7/1/2016	ADJUSTMENTS	2016/17 REVISED FOR ADOPTION 3/14/2017
REVENUES:					
Local Sources	100's	\$816,117	\$842,000	(\$4,250)	\$837,750
State Sources	300's	\$112,976	\$133,545	\$6,060	\$139,605
Federal Sources	400's	\$1,860,991	\$1,890,000	(\$50,000)	\$1,840,000
TOTAL REVENUES		\$2,790,084	\$2,865,545	(\$48,190)	\$2,817,355
Incoming Transfers and Other Transactions	500's	\$0	\$0	\$0	\$0
TOTAL REVENUES, INCOMING TRANSFERS & OTHER TRANSACTIONS		\$2,790,084	\$2,865,545	(\$48,190)	\$2,817,355
EXPENDITURES:					
	<i>Function Code #</i>				
Food Services	297's	\$2,742,524	\$2,859,855	\$1,085	\$2,860,940
TOTAL EXPENDITURES		\$2,742,524	\$2,859,855	\$1,085	\$2,860,940
Outgoing Transfers and Other Transactions		\$28,000	\$30,000	\$0	\$30,000
TOTAL APPROPRIATED		\$2,770,524	\$2,889,855	\$1,085	\$2,890,940
EXCESS REVENUE (APPROPRIATIONS)		\$19,560	(\$24,310)	(\$49,275)	(\$73,585)
FUND BALANCE, JULY 1		\$938,536	\$958,096		\$958,096
FUND BALANCE, JUNE 30		\$958,096	\$933,786		\$884,511

**RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION OF
MONROE PUBLIC SCHOOLS, MONROE COUNTY, MICHIGAN**

WHEREAS, this resolution shall be the general appropriations act of Monroe Public Schools, Monroe County, Michigan, for the fiscal year 2016/17, an act to amend appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by Monroe Public Schools, Monroe County, Michigan.

WHEREAS, the total revenues and unappropriated fund balance estimated to be available for appropriations in the **Building and Site Sinking Fund** of the Monroe Public Schools, Monroe County, Michigan, for the fiscal year 2016/17 is as follows:

Revenues

Local	\$1,787,100
Incoming Transfers & Other Transactions	<u>0</u>
Total Revenues	\$1,787,100
Fund Balance - July 1, 2016	1,168,075
Less: Appropriated Fund Balance	<u>0</u>
Fund Balance Available	<u>1,168,075</u>
Total Available to Appropriate	<u><u>\$2,955,175</u></u>

WHEREAS, \$2,402,850 of the total available to appropriate in the **Building & Site Sinking Fund** is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures

Improvements	\$2,225,000
Future Projects	0
Architect	175,000
Other Transactions	<u>2,850</u>
Total Appropriated	<u><u>\$2,402,850</u></u>

WHEREAS, no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

THEREFORE BE IT RESOLVED that the superintendent is hereby charged with the general supervision of the execution of the budget adopted by the board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

This act is to take effect on March 14, 2017

MONROE PUBLIC SCHOOLS

SINKING FUND

DETAIL BUDGET PROJECTION

FOR THE FISCAL YEAR ENDING JUNE 30, 2017

	2015/16 ACTUAL REV/EXP	2016/17 ORIGINAL BUDGET 7/1/2016	ADJUSTMENTS	2016/17 REVISED FOR ADOPTION 3/14/2017
REVENUES:				
Local Sources				
Property Taxes	\$1,790,275	\$1,789,700	(\$5,100)	\$1,784,600
Other Local Revenues	\$4,020	\$4,100	(\$1,600)	\$2,500
TOTAL REVENUES	\$1,794,295	\$1,793,800	(\$6,700)	\$1,787,100
Incoming Transfers and Other Transactions	\$33,377	\$0	\$0	\$0
TOTAL REVENUES, INCOMING TRANSFERS & OTHER TRANSACTIONS	\$1,827,672	\$1,793,800	(\$6,700)	\$1,787,100
EXPENDITURES:				
IMPROVEMENTS/REMODELING	\$3,024,274	\$2,225,000	\$0	\$2,225,000
ARCHITECT	\$175,162	\$180,000	(\$5,000)	\$175,000
FUTURE PROJECTS	\$0	\$0	\$0	\$0
FEES	\$2,505	\$2,850	\$0	\$2,850
TOTAL EXPENDITURES	\$3,201,941	\$2,407,850	(\$5,000)	\$2,402,850
Outgoing Transfers and Other Transactions	\$0	\$0	\$0	\$0
TOTAL APPROPRIATED	\$3,201,941	\$2,407,850	(\$5,000)	\$2,402,850
EXCESS REVENUE (APPROPRIATIONS)	(\$1,374,269)	(\$614,050)	\$0	(\$615,750)
FUND BALANCE, JULY 1	\$2,542,344	\$1,168,075		\$1,168,075
FUND BALANCE, JUNE 30	\$1,168,075	\$554,025		\$552,325

PORTABLE WELDING SYSTEM

BACKGROUND

Monroe High School CTE Director William Ferrara is requesting approval for the purchase of a new Portable Welding System. The addition of this equipment will enable the welding and automotive technology students to perform welding operations on projects outside of the welding lab and at any station in the automotive lab. This purchase will be funded using the Perkins 61c Grant budget, which has already been approved by MDE, Office of Career and Technical Education, and CEPD 44, Monroe County

ENCLOSURE(S)

Quotes from Airgas, Lincoln Electric, and Grainger

RECOMMENDATION

Move to approve the purchase of a Portable Welding System from Airgas at a cost not to exceed \$6,635.67. Funds for this purchase will come from the Perkins 61c Grant budget and CEPD 44.

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

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



MONROE HIGH SCHOOL CAREER & TECHNICAL EDUCATION

Bill Ferrara, Director

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

CTE MEMO 010.1617

TO: Terry Joseph, Director, Student Services
FROM: Bill Ferrara, Director, CTE
DATE: March 8, 2017
RE: **Purchase Approval, Portable Welding System**
ENCL: (1) Airgas Quote, \$6,635.67
(2) Lincoln Electric Quote, \$8,841.41
(3) Grainger quote, \$7,429.00

Hi Terry,

We are requesting Board Of Education approval for the purchase of a Portable Welding System. The addition of this portable equipment will enable our Welding and Automotive Technologies students to perform welding operations on projects outside the Welding Lab and at any workstation in the Automotive Lab. I'm requesting the approval of the Airgas quote, due to the lower cost for similar equipment, wheels/cart included, and the availability of local support. Funds to be used are coming from the Perkins 61c Grant budget, which has already been approved by MDE, Office of Career and Technical Education (OCTE), and CEPD 44, Monroe County.

Total Requested: **\$6,635.67**

Respectfully,

Bill Ferrara

cc
Kathy Eighmey, Director, Business and Finance
Sandy Kreps, Principal, MHS
Reda Biniecki, CTE Administrative Assistant

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.*



AIRGAS USA, LLC
 5527 ENTERPRISE BLVD
 TOLEDO OH 43612-3814
 T: 419-729-3807
 F: 419-729-4322

QUOTATION

Quote For: 1425866
 MONROE PUBLIC SCHOOLS
 MONROE HIGH SCHOOL MAINTENANCE
 901 HERR RD
 MONROE MI 48161-9744
 T: 734-265-3000

Sold To: 1440759
 MONROE PUBLIC SCHOOLS
 ADMINISTRATION BUILDING
 1275 N MACOMB ST
 MONROE MI 48162-3128
 T: 734-265-3000

Quote Number	2005953824
Quote Date	03/07/2017
Prepared By	Edward Satkowski
Contact Phone	419-729-3807
PO Number	
Release Number	
Ordered By	

Item	Material/Description	Plant	Order Qty	UM	Vol/Wt	UM	Unit Price	UM	Ext Price
10	LINK2382-4 WELDER RANGER 250 GXT ENGINE DRIVEN WITH ELECTRIC FUEL PUMP	N078	1	EA			3,598.32	EA	3,598.32
20	LINK1737-1 UNDERCARRIAGE ALL-TERRAIN HEAVY-DUTY PUNCTURE RESISTANT TIRES	N078	1	EA			506.04	EA	506.04
30	LINK1745-1 HOLDER WELDING GAS CYLINDER LPG TANK	N078	1	EA			173.35	EA	173.35
40	LINK2613-5 FEEDER WIRE LN-25 PRO STANDARD 15-110VDC 450A	N078	1	EA			1,755.57	EA	1,755.57
50	RAD64002123 TERMINAL 2-AF TWECO-STYLE FEMALE 45-DEGREE ANGLE ACCEPTS MALE END 2-MPC OR 4-MPC	N078	2	EA			14.18	EA	28.36
60	RAD64002102 CLAMP GROUND EG-300 300AMP STEEL #1 #2 CABLE SIZE ZINC-PLATED	N078	1	EA			7.02	EA	7.02
70	RAD64003506 CABLE WELDING SIZE 1/0 BLACK FLEX 50' COIL HEAVY DUTY SHRINK WRAPPED COIL 24 LB	N078	2	CX			123.16	CX	246.32
80	RAD64003505 CABLE WELDING SIZE 1 BLACK FLEX 25' COIL HEAVY DUTY SHRINK WRAPPED COIL 10 LB	N078	1	CX			49.08	CX	49.08
90	RAD64002060 HOLDER ELECTRODE PA-316 250AMP HEAVY DUTY SHOCK-PROOF NYLON HANDLE 3/16" 2/0 GROOVED JAW INCLUDES ALLEN WRENCH AND CABLE CONNECTION FERRULE	N078	1	EA			21.60	EA	21.60
100	RAD64002157 CONNECTOR CABLE BULK 2-MBP MALE/FEMALE COPPER #2/0 #3/0 1/0 CABLE SIZE ST/10	N078	2	ITM			14.06	ITM	28.12



AIRGAS USA, LLC
 5527 ENTERPRISE BLVD
 TOLEDO OH 43612-3814
 T: 419-729-3807
 F: 419-729-4322

QUOTATION

Item	Material/Description	Plant	Order Qty	UM	Vol/Wt	UM	Unit Price	UM	Ext Price
110	RAD64002159 CONNECTOR CABLE BAG BULK 2-MBP-1 MALE COPPER #2/0 #3/0 1/0 CABLE SIZE	N078	2	EA			7.23	EA	14.46
120	LINK295121045 GUN MIG MAGNUM PRO CURVE 300 READY-PAK 035-045 15FT WITH K466-10 GUN CONNECTOR	N078	1	EA			207.43	EA	207.43

Incoterms	Airgas Truck
Shipping Method	Airgas Truck
Payment Terms	NET 30

Quote Amount	6,635.67
Sales Tax	0.00
Quote Total	6,635.67

PLEASE REFER TO THIS QUOTATION WHEN ORDERING.

Terms and pricing are valid for a limited time only.

SURCHARGES, TAXES & FREIGHT MAY NOT BE INCLUDED OR MAY CHANGE AT TIME OF BILLING.

Rental and/or lease fees (and related charges) will apply to containers in your possession until returned to Airgas.
 Rental and lease charges are invoiced separately from gas purchases.

Comments :



Join Register

- EQUIPMENT
- CONSUMABLES
- ONLINE STORE
- AUTOMATION
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- EDUCATION
- SUPPORT
- COMPANY

Home Equipment > Engine Driven Welders > Ranger® 305 G Engine Driven Welder (Kohler®) One-Pak

Engine Driven Welders [VIEW ALL](#)



RANGER® 305 G ENGINE DRIVEN WELDER (KOHLER®) ONE-PAK

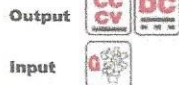
K2353-2

Top Features

- Kohler® Gasoline Engine - 23 HP carburetor.
- Multi-Process Welding - Excellent DC multi-process welding for general purpose stick, downhill pipe (stick), TIG, cored-wire, MIG (CO₂ and mixed gas) and arc gouging.
- Digital Weld Meters - makes it easy to precisely pre-set your procedures and monitor actual welding output.
- Superior Arc Performance - Lincoln Chopper Technology® provides easy starts, a smooth arc, low spatter and excellent bead appearance.
- Peak Single-Phase AC Generator Power for Motor Starting - 10,500 watts peak for motor starting

Processes

Stick, TIG, MIG, Flux-Cored



- [Ranger 305 G \(Kohler\) Product Info](#)
- [Competitive Comparison](#)
- [Ranger Selection Guide](#)
- [Standard/Extended Warranty](#)
- [Operator Manual Search](#)

MSRP: \$8,841.41

WHERE TO BUY

EQUIPMENT DETAILS

Features and Benefits	A WELDER FOR ALL SEASONS Make the Ranger 305 G your portable welding station - general stick and downhill pipe, Touch Start™ TIG, MIG, and flux-cored wire capability. The 9,500 watt continuous single-phase AC generator powers motors starting, tools and inverter welders for extended range and process capability.
Specifications	
More Information	Digital weld meters monitor actual welding output 12-gallon fuel capacity allows for extended operation
What's Included	Electric fuel pump helps avoid vapor lock during high-altitude operation
Accessories	<p>Kohler® Gasoline Engine</p> <ul style="list-style-type: none"> • 23 HP carburetor. • 25 HP EFI (Electronic Fuel Injection) for easier starts in cold weather and lower fuel use! • Both engines have electric fuel pump to avoid vapor lock at high altitude operation. <p>Multi-Process Welding</p> <ul style="list-style-type: none"> • Excellent DC multi-process welding for general purpose stick, downhill pipe (stick), TIG, cored-wire and MIG (CO₂ and mixed gas). • Only compact gasoline welder in North America rated at 29V for 300 amps of stick or CV welding. • CV wire welding with up to 5/64 in. (2.0 mm) diameter electrodes. <p>Digital Weld Meters</p> <ul style="list-style-type: none"> • Digital weld meters for amps and volts makes it easy to precisely pre-set your procedures and monitor actual welding output. <p>Superior Arc Performance</p> <ul style="list-style-type: none"> • Lincoln Electric Chopper Technology® – provides easy starts, a smooth arc, low spatter and optimal bead appearance. <p>Peak Single-Phase AC Generator Power for Motor Starting</p> <ul style="list-style-type: none"> • 10,500 watts peak, 12,000 for EFI. • 9,500 watts continuous for high capacity needs such as a back-up generator, powering a Lincoln Electric Inverter® inverter welder. Also use for lights, a grinder or other power tools. • AC generator voltage is constant at 120V or 240V at any weld dial setting. <p>Skewed Rotor Design</p> <ul style="list-style-type: none"> • Skewed rotor design provides AC power suitable for operating Lincoln Electric inverter power sources. Lincoln Electric was the first in the welding industry with this feature. <p>Rugged Reliability</p> <ul style="list-style-type: none"> • Welding and AC Generator Outputs rated at 104°F (40°C).

Related Products

Tomahawk® 1000 Plasma Cutter with Hand Torch
PowerConnect® Technology – Automatically senses and adjusts to input power.

Quick View

MSRP: \$2,532.39

[BUY NOW](#)

Square Wave® TIG 200 TIG Welder
Advanced features yet easy to use
A great TIG machine for aluminum

Quick View

MSRP: \$1,449.00

[BUY NOW](#)

(2)



Cart

Item	Quantity	Total Price	Item Availability
 <p>MILLER ELECTRIC Engine Driven Welder, Bobcat 250 EFI Series, 12,000W, Kohler, Gas Item #16A177 Your Price: \$7,429.00</p>	1	\$7,429.00	Expected to arrive Mon. Mar 6 using standard ground shipping (additional shipping options available at Checkout.)

This item can only be sent via ground shipping.

(3)

1 MY CART 2 ORDER DETAILS 3 COMPLETE

Shipping Address

Pickup

Previous

NEXT

*First Name

Bill

*Last Name

Ferrara

Company

Monroe Public Schools

*Address

901 Herr Rd

*City

Monroe

*Zip/Postal Code

48161-9702

*State/Province

MI 

PRODUCTS IN CART

MILLER **\$7,429.00**
**ELECTRIC Engine
Driven Welder,
Bobcat 250 EFI
Series, 12,000W,
Kohler, Gas**

Item # **16A177**
Quantity: 1
Price: **\$7,429.00**

This item requires special shipping, additional charges may apply.

ORDER SUMMARY

You are eligible for **FREE** Standard Ground shipping!

Subtotal **\$7,429.00**
Estimated Standard Shipping **FREE**

Estimated Total **\$7,429.00**

Availability, shipping, tax & promotions are not final until you complete your order.

Previous

NEXT

(3)

EMBROIDERY MACHINE

BACKGROUND

Monroe High School CTE Director William Ferrara is requesting approval for the purchase of an Embroidery Machine for the Fashion Design program. The addition of this machine will enable our students to perform a wide array of embroidery projects. Students will be able to take their created designs from art to embroidered applications on a wide variety of apparel and patch creations. This purchase will be funded using the Added Cost CTE budget.

ENCLOSURE(S)

Quotes from Sewing Machines Plus, All Things By Design, Inc., and Ace Sew Vac

RECOMMENDATION

Move to approve the purchase of an Embroidery Machine from Sewing Machines Plus at a cost not to exceed \$7,918.96. Funds for this purchase will come from the Added Cost CTE Budget.

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

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



MONROE HIGH SCHOOL CAREER & TECHNICAL EDUCATION

Bill Ferrara, Director

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

CTE MEMO 011.1617

TO: Terry Joseph, Director, Student Services
FROM: Bill Ferrara, Director, CTE
DATE: March 8, 2017
RE: **Purchase Approval, Embroidery Machine**
ENCL: (1) Sewing Machines Plus quote, \$7,918.96
(2) All Things By Design, Inc., \$11,990.00
(3) Ace Sew Vac, Melco, \$11,392.00

Hi Terry,

We are requesting Board Of Education approval for the purchase of an Embroidery Machine for the Fashion Design program. The addition of this machine will enable our students to perform a wide array of embroidery projects. Students will be able to take their created designs from art to embroidered applications on a wide variety of apparel, and patch creations. I'm requesting the approval of the Sewing Machines Plus quote, due to the lower cost, and the slightly less complex nature of the equipment. Funds to be used are coming from the Added Cost CTE budget.

Total Requested: **\$7,918.96**

Respectfully,

Bill Ferrara

cc

Kathy Eighmey, Director, Business and Finance

Sandy Kreps, Principal, MHS

Reda Biniecki, CTE Administrative Assistant

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.*

Sewingmachinesplus.com

Sales Quote

1040 S Andreasen Dr, Ste 150
 Escondido, CA 92029
 800-401-8151

SHIP VIA	CUST. ID	QUOTE NO.	DATE	QUOTE ID
	306425	5231	28-Feb-2017	

SOLD TO	
Bill Farrara Monroe High School 901 Herr Rd Monroe MI 48161	7342653453

SHIP TO	
Bill Farrara Monroe High School 901 Herr Rd Monroe MI 48161	7342653453

Ship via:

SKU	Description	Ordered	Unit Price	Total
j-mb4s-bonuspkg	New! Janome MB4S Four-Needle Embroidery Machine (MB4S) w/ Bonus Package	1	\$5,499.00	\$5,499.00
j-770482008	Janome MB4 Lettering hoop holder unit	1	\$0.00	\$0.00
j-hathoopmb4	Janome MB4 Flat Hat Hoop	1	\$0.00	\$0.00
j-mb4s	New! Janome MB4S Four-Needle Embroidery Machine (MB4S)	1	\$0.00	\$0.00
smp-003770487405	Janome MB4 Lettering Hoop J8 #7 (120x121)	1	\$0.00	\$0.00
smp-003770487601	Janome MB4 Lettering Hoop J6 #9 (66x66) (003770487601)	1	\$0.00	\$0.00
smp-27769930	Arrow Ava Embroidery Cabinet - White	1	\$799.99	\$799.99
smp-0062776387	Artistic Suite V7.0 with Round Cutwork Needles (multi needle machines) (007artsuiterndv7)	1	\$799.00	\$799.00
j-006artpremium	Artistic Premium Upgrade for Artistic Suite V6.0	1	\$499.00	\$499.00
bro-prwb135	Brother Pre-wound Bobbins 100 Pack White 13505 (PRWB135)	1	\$74.00	\$74.00
flor-f50ts	Floriani Top 50 Thread Set (f50ts)	1	\$209.99	\$209.99
j-770811000	Organ MB4 Needles Size 75/11 DBxK5-NY 10PK - 770811000	1	\$7.99	\$7.99
tacony-MSTRIO	Madeira Stabilizer Trio (MSTRIO)	1	\$29.99	\$29.99
			Subtotal	\$7,918.96
			Shipping	\$0.00
			Sales Tax	\$0.00
			Total	\$7,918.96

Please call 1-800-401-8151 and talk to one of our sewing experts to answer any questions you may have. Our friendly staff is here to help.

Use this coupon code "fivepercent" to receive a 5% discount the next time you shop at Sewingmachinesplus.com.

Thanks for your order!

(1)

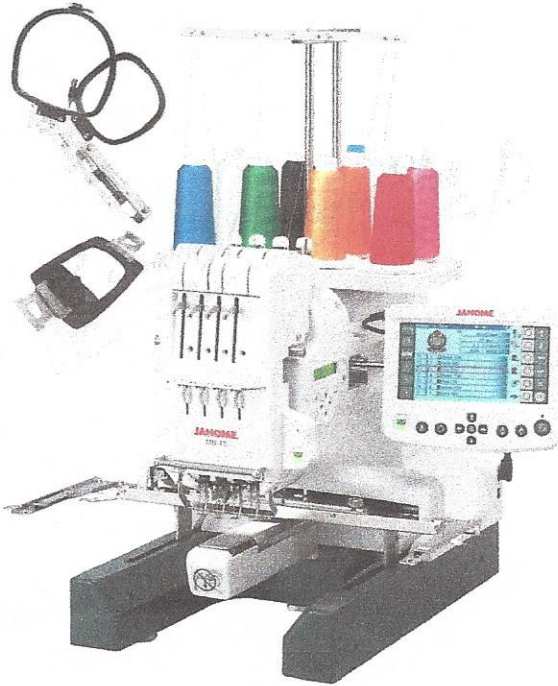
CYBER MONDAY DEALS ALL WEEK LONG! ⇨ (<http://www.sewingmachinesplus.com/2016-black-friday-sewing-vacuums-and-supplies-sale.php>)

Toll Free: 800-401-8151 (tel:800-401-8151)

Local: 760-739-8222 (tel:760-739-8222)

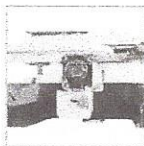
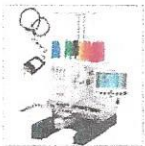
Free Shipping to Michigan [See details](#)

On orders over \$49. Most orders ship same day and are delivered within 2-5 business days.



Software, thread & table

(/media/products/Janome/mb4n/newerpictures/MB-4S.jpg)



prev next



50% OFF Craftsy Class with Machine Purchase!

JANOME
SKU: J-MB4S2

Janome MB-4S Four-Needle Embroidery Machine with included Hat Hoop, Lettering Hoops

[9 Reviews](#)

(1)



THE PERFECT EMBROIDERY PAIRING

Embroidery at an unbeatable value; the MB-4 has found its perfect companion with the Ava Cabinet.

The Ava Cabinet offers a sturdy home for your MB-4. With a built-in space for embroidery projects below the machine and a spacious counter top, every embroidery project can be done quickly and easily!

Store all of your accessories neatly on-board and keep your embroidery thread at your fingertips with the pegged drawer. The cabinet also features a fully shelved side for King Spool thread storage.

- Side Storage Shelf Dimensions: W 3.25" x D 21.75" x H 6"
- White melamine laminate complements any decor.
- Drawer Dimensions: W 13" x D 16.25" x H 5.5"
- Cabinet Dimensions: W 35.5" x D 23.5" x H 35"
- Drawer Dimensions: W 26.75" x D 16" x H 2"
- Single Drawer Dimensions: W 13" x D 16.25" x H 5.5"
- Cubby Dimensions: W 13" x D 22.75" x H 7"
- Side Storage Shelf Dimensions: W 3.25" x D 21.75" x H 6".

WARRANTY

+

(1)

All Things By Design, Inc.

266 S. M-33
West Branch, Michigan

Bravo QUOTE FORM Basic Package B Quotes are valid for 30 days

Sales Representative:

Robin Shipe/Linda Hall

Cell: (989)-387-8639 or (989)-709-6500

Office: (989)-345-8614

(877)-259-7981 Fax

New Customer Existing Customer

Address Change: Yes No

Date: 2-28-17

Sold to Acct#: _____
Contact: Bill Ferrara
Company Name: _____
Address: _____
City/State/Zip: _____
Country: _____
Phone: 734-265-3453
E-Mail: ferrara@monroe.k12.mi.us

Ship to Acct#: Same
Contact: _____
Company Name: _____
Address: _____
City/State/Zip: _____
Country: _____
Phone: _____
E-Mail: _____
Customer PO: _____

Special Instructions:

PLEASE NOTE: This quote does not include ethernet hub. Dedicated PC recommended. Minimum system requirements available upon request
3-year limited warranty for Bravo machine (see warranty information sheet for details)

Part Number	Qty	Embroidery Machines	List Price		Total
U34000-02	1	Bravo Embroidery Machine	\$11,495.00		\$10,495.00
34636	1	Bravo Operating System OS Lite (USB)			Included
34637		Bravo Operating System Flex (USB) Package C			
291644-02	1	Power Cord, US 110V			Included
14154-01	1	Crossover Ethernet Cable 25'			Included
010688-01		Ethernet Cable 25'			
34262	1	Cart			Included
30207-08	1	Bravo Operators Kit			Included
33341	1	Starter Kit			Included
Software					
34650-01		Design Shop Lite V10			
34651-01	1	Design Shop V10 With Digitizing & Vector Graphic			Included
34653-01		Design Shop Pro + V10			
	1	Webinar Software Training			Included
10219	1	9cm Hoop	\$ 36.50		Included
10217	1	12 cm Hoop	\$ 42.76		Included
10216	1	15 cm Hoop	\$ 48.90		Included
010942-02	1	30X36 Jacket Back Hoop	\$ 62.50		Included
010204-012		30X44 Jacket Back Hoop	\$ 66.00		
(Prices are in US Dollars and are subject to change without notice)			Sub-Total:	DLR Pricing	
15568-01	1	Dakota Quick Clicks for Startups	\$ 500.00	\$ 500.00	Free
17385	1	Action Illustrated 1,000 Start Up Pack Emb Designs	\$ 300.00	\$ 300.00	Free
Most Popular Options					
34643	1	Complete Conventional Cap Option	\$ 1,500.00	\$ 1,200.00	\$1200.00
34641		Complete Wide Angle Cap Option	\$ 1,500.00	\$ 1,200.00	
34130		Cap Drive	\$ 677.60	\$ 677.60	
12155		Conventional Cap Frame	\$ 275.00	\$ 275.00	
34036		WACF Cap Frame	\$ 275.00	\$ 275.00	
34031		Gauge	\$ 275.00	\$ 250.00	
33290		Micro Pocket Clamp 3.0 X 3.75 Medium	\$ 110.00	\$ 110.00	
34161		Design Express (call for pricing)			
33863		Vector Option V9	\$ 3,000.00	\$ 3,000.00	
Dell Laptop	1	Brand New Laptop 15 inch Software installed & setup		\$ 300.00	\$300.00
Promo 23657	1	Complete Computer Stand /March Sale Only		\$ 200.00	Included
34625		Extended Warranty 2 Year/ 5 Year	\$ 1200.00	\$ 1050.00	
17378	1	2 Day On Site Training Option FREE	\$ 1,500.00	\$ 1,250.00	Included

****Note: Applicable taxes will be waived if original tax exemption documents are attached.****

Total: 1 \$11,495.00

Tax: none

Shipping / Handling / Insurance Charges: \$495.00

Prices shown reflects a 2% Discount for payments using Cash, or Cashier check **Grand Total:** \$11,990.00

Payment terms: Payment in Full Prior to Shipment

Deposit:

Balance:

2% fee will be added when paid by credit card

Credit Card: Visa MasterCard Discover Card American Express

Card Number: _____

Expiration Date: _____ On back of card 3 digit # _____

Print Name on Card: _____

Check# _____

Lease _____

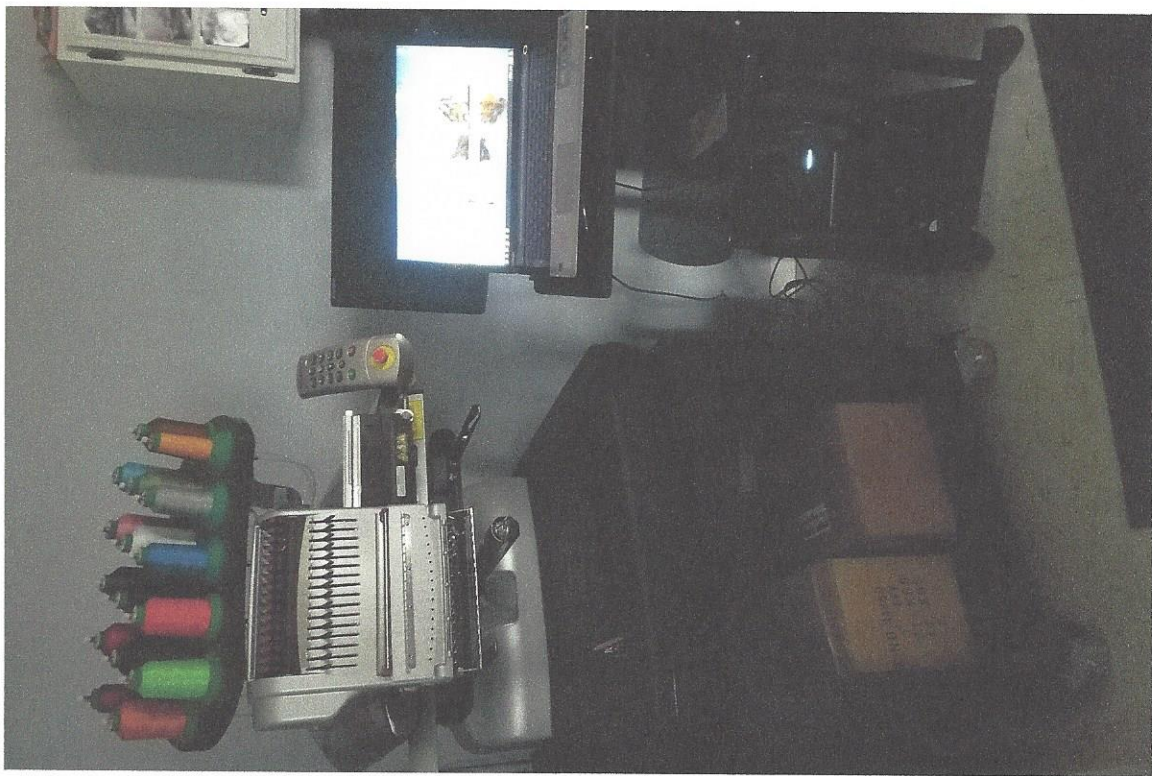
Other _____

I acknowledge that I have read and understand the Terms and Conditions of Sale attached to this Order Form and that this offer to purchase is made subject to those Terms and Conditions

I hereby authorize Allthings By Design, Inc. to initiate debit entries to my account:

Signature _____

Date _____





FINAL CHECKOUT

Already registered? [Login into your account](#)

1 BILLING ADDRESS

First Name* Last Name*

Bill Ferrara

Email Address*

Company

Monroe Public Schools

Address*

901 Hen Rd
901 Hen Rd

Zip Postal Code City*

48181 Monroe

Country* State/Province

United States Please select region, state

Telephone Fax

Create account for later use

Sign up for our newsletter

2 SHIPPING METHOD

Sorry, no quotes are available for this order at this time.

3 PAYMENT METHOD

See terms

What is PayPal?

You will be redirected to the PayPal website.

Credit Card

DISCOUNT CODES

Enter your coupon code if you have one

4 CHECKOUT REVIEW

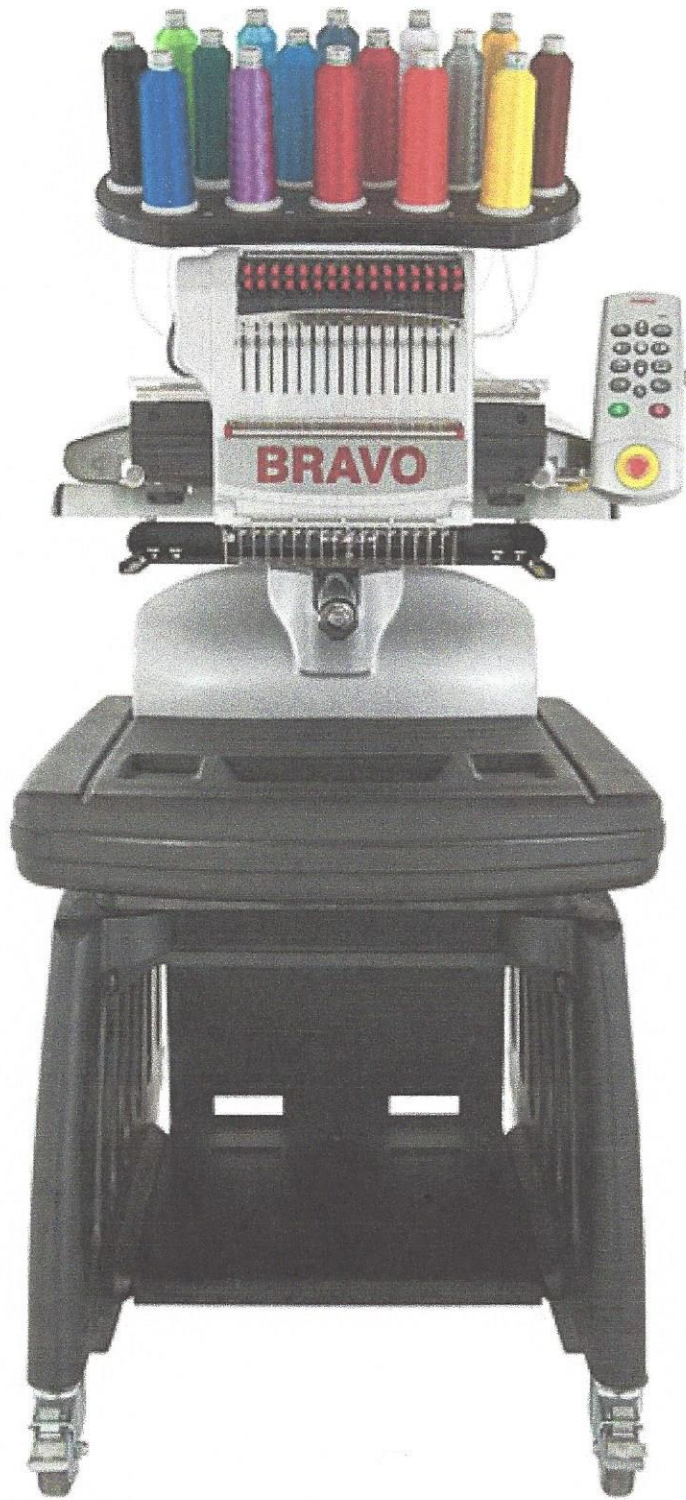
Product Name	Price	Qty	Subtotal
M500 Amaya Bravo Package A 16 Needle Embroidery Machine FREE \$500 Giftcard			
Artistic Suite v6.0 Software			
Yes Please			
Cap Frame Option	\$11,592.00	1	\$11,592.00
Cap Driver 2 Frames & Gauge			
Optional Pocket Hoop			
3 x 3.75 Hoop			
Subtotal			\$11,592.00
Grand Total			\$11,392.00



CEPD 44 funding bypdf ^ Rpt_X0110_CEPD_N....pdf ^ 2015 Program Rankpdf ^

Taskbar icons: Windows, HP, Adobe Reader, Microsoft Office, etc.

Home (<http://acesewvac.com/>) Embroidery (<http://acesewvac.com/multi-needle-embroidery.html>)
Melco Amaya Bravo Package A 16 Needle Embroidery Machine FREE \$300 Giftcard



SHOPPING CART

Check out with **PayPal**

(<http://acesewvac.com/paypal/express/start/button/1/>) -OR-




(<http://acesewvac.com/paypal/bml/start/button/1/>)

Get 6 months to pay on \$99+
Subject to Credit Approval. See terms

(<https://www.securecheckout.billmelater.com/paycapture-content/fetch?hash=AU826TU8&content=/bmlweb/ppwpsiw.html>)

-OR- PROCEED TO CHECKOUT

Product Image	Product Name	Edit	Unit Price	Qty	Subtotal	Remove
 (http://acesewvac.com/melco-amaya-bravo-package-a.html)	Melco Amaya Bravo Package A 16 Needle Embroidery Machine FREE \$300 Giftcard (http://acesewvac.com/melco-amaya-bravo-package-a.html) Artistic Suite v6.0 Software Yes Please Cap Frame Option Cap Driver, 2 Frames, & Gauge Optional Pocket Hoop 3 x 3.75 Hoop		\$11,392.00	1	\$11,392.00	

[CONTINUE SHOPPING](#)

[UPDATE SHOPPING CART](#)

[CLEAR SHOPPING CART](#)

ESTIMATE SHIPPING AND TAX

Enter your destination to get a shipping estimate.

Country *

United States ▼

State/Province

Michigan ▼

Zip/Postal Code

48161

DISCOUNT CODES

Enter your coupon code if you have one.

Subtotal	\$11,392.00
Grand Total	\$11,392.00



[\(http://acesewvac.com/paypal/express/start/button/1/\)](http://acesewvac.com/paypal/express/start/button/1/)

-OR-



[\(http://acesewvac.com/paypal/bml/start/button/1/\)](http://acesewvac.com/paypal/bml/start/button/1/)

Get 6 months to pay on \$99+
Subject to Credit Approval. See terms

[https://www.securecheckout.billmelater.com/paycapture-content/fetch?](https://www.securecheckout.billmelater.com/paycapture-content/fetch?hash=AU826TU8&content=/bmlweb/ppwpsiw.html)

[hash=AU826TU8&content=/bmlweb/ppwpsiw.html](https://www.securecheckout.billmelater.com/paycapture-content/fetch?hash=AU826TU8&content=/bmlweb/ppwpsiw.html)

-OR-

Checkout with Multiple Addresses (<http://acesewvac.com/checkout/multishipping/>)

PROCEED TO CHECKOUT

ADJOURNMENT

RECOMMENDATION

Move to adjourn the March 14, 2017, Board Meeting #5.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____