

MONROE PUBLIC SCHOOLS



BOARD MEETING #6

March 28, 2017

7:00 p.m.

BOARD OF EDUCATION

MR. LAWRENCE VANWASSHENOVA, PRESIDENT

MRS. FLOREINE MENDEL, VICE-PRESIDENT

MRS. CYNTHIA TAYLOR, SECRETARY

MRS. CHERYL SWEENEY, PARLIAMENTARIAN

MR. MATTHEW BUNKELMAN, TRUSTEE

MR. ROBERT NICHOLS, TRUSTEE

MRS. ROSALIE PASKO, TRUSTEE

SUPERINTENDENT OF SCHOOLS

MRS. JULIE M. EVERLY

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

NOTICE OF NON-DISCRIMINATION

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.

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

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #6
Tuesday, March 28, 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
• Contracted Services Recommendations		
• March 20, 2017, Board Curriculum Committee Meeting Minutes		
C. Discussion and Action Items		
1. Approval of Minutes	Mr. VanWasshenova	9
Move to approve the minutes of the following as submitted:		
• March 14, 2017, Board Meeting #5		
2. Michigan College of Beauty High School Program	Mrs. Joseph	13
Move to approve the implementation of the two year Michigan College of Beauty Cosmetology program for Monroe High School students.		
3. Second Reading of Amended Policies	Mrs. Everly	29
• 1300 Meetings		
• 7950 Schools of Choice		
• 8515 Head Lice		
4. Adoption of Amended Policies	Mrs. Everly	37
Move to approve amended Board Policy 1300 Meetings, 7950 Schools of Choice, and 8515 Head Lice, as written, effective March 28, 2017		
5. Staff Resignations	Mrs. Flynn	45
Move to approve the resignations from Monroe Public Schools of Diana Martin and Robert Matusik effective June 14, 2017.		
6. Administrator Appointment	Mrs. Flynn	48
Move to approve the appointment of James Miller III as an Administrator with Monroe Public Schools effective March 29, 2017, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of		

all pre-employment requirements.

- | | | |
|--|-------------------|----|
| 7. Clerical Appointment
Move to approve the appointment of Rachel French as Secretary with Monroe Public Schools effective March 22, 2017, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements. | Mrs. Flynn | 50 |
| 8. Clerical Appointment
Move to approve the appointment of Jennifer Leach as a Secretary with Monroe Public Schools effective April 3, 2017, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements. | Mrs. Flynn | 52 |
| 9. Staff Appointment
Move to approve the appointment of Andrew Hoppert as the Community Engagement Coordinator with Monroe Public Schools effective April 24, 2017, and place on the appropriate salary level for this position upon completion of all pre-employment requirements. | Mrs. Flynn | 54 |
| 10. Coaching Recommendation
Move to approve Ernest Sellers as the Girls Varsity Basketball Coach at MHS for the Winter 2017/18 school year; as per the MCEA master agreement. | Mrs. Flynn | 56 |
| 11. HOSA State Leadership Conference
Move to approve the attendance of 14 Monroe High School students at the HOSA State Leadership Conference in Traverse City, Michigan, April 27-28, 2017, in accordance with Board policies for field trips and excursions. | Mrs. Joseph | 57 |
| 12. Section 105 Opt-Out Resolution and Section 105c Opt-Out Resolution
Move to approve Section 105 Opt-Out Resolution and Section 105c Opt-Out Resolution as presented. | Mrs. Everly | 69 |
| 13. Superintendent's Comments | Mrs. Everly | |
| 14. Old Business | Mr. VanWasshenova | |
| 15. New Business | Mr. VanWasshenova | |
| 16. Public Commentary – Any Topic | Mr. VanWasshenova | |

17. Adjournment

Move that the March 28, 2017, Board Meeting #6 of the Monroe Public Schools Board of Education be adjourned.

Mr. VanWasshenova

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ROLL CALL

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

Board Meeting #6
March 28, 2017
Item #B.1

ACCEPTANCE OF REPORTS AND/OR COMMITTEE REPORTS

REPORTS AND/OR COMMITTEE REPORTS

- Contracted Services Recommendations
- March 20, 2017, Board Curriculum Committee Meeting

Informational Report
Contracted Services Recommendations (Revised)

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

ATHLETICS

No changes to report

SOCIAL-EMOTIONAL SUPPORT TEAM

No changes to report

TECHNOLOGY SUPPORT TEAM

We have received a letter of resignation from Jason King from his Level 2 Technology Support position effective March 29, 2017.

Dominic Matyssek is being recommended for an Entry Level Technology Support position effective March 20, 2017.

ANCILLARY SUPPORT

We have received a verbal resignation from Myra Johnson from the Student Resource Center Liaison position at Monroe Middle School effective March 21, 2017.

Monroe Public Schools Board Curriculum Committee



Date of Meeting: March 20, 2017
Next Meeting: April 24, 2017

1. **Call to Order:** Terry Joseph called the meeting to order at 5:00 p.m.
2. **In Attendance:** Florence Buchannan, Matt Bunkelman, Kim Diven, Julie Everly, Cindy Flynn, Bill Ferrara, Jenna Glab, Terry Joseph, Sandy Kreps, Barb Lafayette, Tim Lake, Scott Laskey, Katie McBride, Laura McDuffey, Lisa McLaughlin, Jeffrey McVeigh, Floreine Mentel, James Miller, Leah Morelli, Alka Pandya, Rosalee Pasko, Kyle Reed, Cheryl Sweeney, Ryan Walentowski, Holly Wallace, Suzanne Yorkey, Sheri Zub
3. **Public Commentary:** None
4. **Generation E InSTITUTE:** When we first learned about Generation E we were having a hard time deciding what building would adopt this. After learning more about the Generation E program we decided that every building in our district would integrate some aspect of it into their building and curriculum.

Lisa McLaughlin stated that since Custer is currently working within the framework of STEM they have been anticipating what the next step will be. Since the students are already building and developing, this will be a natural progression for the students to learn the business side, develop a business plan and to sell their products.

Suzanne Yorkey and Laura McDuffey decided to focus on their bottom 30 students and started a Makers Mart after school program. Everything the students wanted to build was fully research by the students. They needed to determine what consumable products were needed, what the cost would be, and how many individual items they could build. They loved this after school program and other kids were trying to figure out how they could be a part of that class too!

Generation E is not meant to be a stand-alone curriculum; it is meant to be integrated with the regular curriculum. The goal with Generation E is to offer an entrepreneurial opportunity to all students.

Monroe Middle School isn't exactly sure how they will integrate Generation E, and they are currently looking at several options. One class in particular is a computer class that needs to be revamped. They will determine how the Generation E model can be built into that class and determine what is needed to move forward.

Orchard Center High School would like to train all their teachers and then integrate the program in all areas of the curriculum and classes. Some students who may need to recover credit will find this interesting and be able to independently ~~and~~ determine an area that they are highly interested in. It will be very helpful to have hands on learning, especially for the students who won't be going onto college; this will help them learn soft skills for the workforce.

Monroe High School will be building this into their Business Management classes and possibly develop it into a capstone course. They are looking at all the aspects of the curriculum and integration into all ~~the~~ areas of the CTE program.

Scott Laskey, from the Monroe County Economic Development group, stated they have been so pleasantly surprised when they saw what Custer School was doing with the STEM program. Once they saw that, they realized we were a perfect match for the Generation E program. When you look at the history of Monroe County there have been a lot of entrepreneurs in the county. They want to see more entrepreneurs and they want to see them stay in Monroe. Monroe County Economic Development group is here to support Monroe Public Schools and do whatever they can to back us.

Florence stated that quite often what we are doing in our schools, isn't widely publicized in the county. It was so rewarding to see what is going on.

The cost is \$400.00 per teacher for training, with an approximate total cost of \$70,000.00. We are looking at about \$50,000.00 coming from 31A, and we are working on some business partnerships for the remaining \$20,000.00. The conversations are still taking place.

Rosalie stated that she loved how Waterloo School sold handmade wooden items for the Christmas shop. This was instead of having a company come in and set up for Christmas sales.

Matt Bunkelman wondered if this could be done in a way to have students creating items that are sold. His thought is the money from the sales could go back into the program and help offset the cost.

5. **CTE Programs:**

Michigan College of Beauty: Several years ago we lost the opportunity to have our students in the cosmetology program. The tuition has gone down since then, so we are very interested in taking another look at adding this program back into our CTE offerings. The students would attend 3 high school classes every day for their junior and senior years and then go to Michigan College of Beauty to fulfill the other required hours. Floreine stated that we are the only district in the county that doesn't have this available for their students. The students won't go through the summer but if they miss class hours at MCB they have to make the hours up. They are very strict with their hours. The ISD will actually run the program, but the college will bill our district directly.

MCB is willing to work with us to save 10 spots in the event this is passed.

Washtenaw Community College will work with the MCB students to give them 20 credit hours toward their associates degree once they are finished with this program.

There are different aspects of this program that we will take a closer look at, including students being on track for graduation and having good attendance. Having the interviews will really help for picking potential students.

Educational Training Cluster: The State of Michigan calls this a Teacher Cadet program. When a student would like to become a teacher they start learning how to be one in this program. The teacher will have to have a professional teaching certificate and have four years of teaching experience before working with these students. We don't currently have a curriculum for this but we certainly have the man power at the high school to get this started.

Computer Programming: This is another pathway that will be added to the CTE program for students to choose from. We have a lot of interest and feel it will be very well received.

Associated Training Facility: This is a program focused on heating, ventilation, air-conditioning (HVAC) and electricity. This program will run in the evenings and will be a possibility for the students attending the adult GED programs. Workers are in such high demand in this field, normally by the second semester, most of the associates are working in the field in addition to going to school.

6. **Health Science Pathway, MHS:** The Health Science Pathway team was present to give an overview of the program and update the committee on how everything is going for this program. Barbara Lafayette is the math teacher for the Health Pathway team, Alka Pandya – Science; Leah Morelli – Health Sciences; Jenna Glab - Special Ed.; and DJ Freese – ELA.

Some of the benefits they have found while working through this program include: having a focus on sustained growth for all parties, a personalized curriculum for all students based on their interests, a focus on the essential course outcomes, an application of problem solving skills, community engagement, a connection between learned skills to real world applications and a systematic process for intervention. Some of the challenges include: teachers being pulled off the team, lack of full curriculum integration, lack of clarity in how to report grades and PowerSchool to name a few.

Their first focus was to come together as a team. They wanted to create consistency and make sure that they presented themselves as a unified front. They wanted to have a personalized curriculum for the students on this team. They found that when the students were off team they really wanted the teachers to have the rubrics and different curriculum guidelines that are used in the Health Sciences Pathway.

They didn't realize how important it is to have the students for multiple trimesters or multiple years. They realized how much more growth a student achieves when they don't have to keep going through the "getting to know their teacher period." Their relationships with the students are much richer and they have a greater level of understanding for their students. They feel it would be a wonderful thing for all students at the high school to loop.

They integrated the Genius hour this year. Some of the students were so excited as soon as they heard about it. They had students that didn't participate very much until this was introduced. They could determine their project and work on it for 1 hour a week. Students who didn't participate very much before found a new level of interest in the class and became very excited about their Genius Hour project!

Students were seen making more connections between the different classes and subjects. Teachers saw this and were impressed with the connections they made.

- 7. Upcoming Technology Purchases:** David Payne was present to discuss an upcoming technology purchase. The long term plan is to have our students be 24/7, one to one, with devices for K-12. The upcoming purchase will add to the grades that don't currently have a device. Grades fifth through twelfth that aren't currently a part of the 24/7 one to one program will receive a Dell Chromebook. The purchase will also cover Dell Chromebooks for grades 3 and 4 to keep the devices in the room.

We hope to have Orchard switched to 24/7 one to one in the next couple of weeks. We will reassign Apple iPad carts to cover grades Y5-2 to use in the classroom as a supplemental device.

The MStep testing that our students will be working on soon has put the district in a predicament. We currently don't have enough devices to cover all students during their simultaneous testing. The testing schedule that the State of Michigan determines has all third, fourth and sixth grade students testing at the same time.

Matt Bunkelman wondered if it is wise to put a device in the hands of a student in the young fives classroom. He feels that our youngest students need to interact with others and with their teacher. He stated that they need to have paintbrushes in their hands and spend more time on the playground. He would like to know how much time the teachers will be using a device as a supplement to their teaching.

8. **Old Business:** Matt Bunkelman said there may need to be a standard operating procedure for large quantity printing jobs from the individual schools. He stated that when he was visiting Arborwood there seemed to be confusion about when a large job can be sent to the print shop or when they shouldn't send it. He thought there were some problems with the printers in the building too.
9. **New Business:** Matt Bunkelman would like to invite Senator Dale Zorn to Monroe Public Schools for a full review of our curriculum and to attend a curriculum committee meeting. He suggested that we highlight our CTE program, AP offerings, young fives program, and the summer learning programs to name a few. He would also like to see an Agricultural Program added to the CTE offerings. He feels this would be great timing since a program was recently approved at Monroe County Community College that will collaborate with Michigan State University's agricultural program with making sure that credits are approved.
10. **Adjournment:** Terry Joseph adjourned the meeting at 7:28

APPROVAL OF MINUTES

ENCLOSURES

- March 14, 2017, Board Meeting #5 Minutes

RECOMMENDATION

Move to approve the following minutes as submitted:

- March 14, 2017, Board Meeting #5

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 #5

March 14, 2017

7:00 p.m.

MINUTES

Roll Call and Call to Order

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

Board Members Absent: None

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

Administrators Absent: None

President Yeo called the meeting to order at 7:00 p.m.

Public Commentary – Board Agenda Items Only

There was none at this time.

Acceptance of Reports and/or Committee Reports

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

- 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

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

Approval of Minutes

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

- February 28, 2017, Board Meeting #4 Minutes

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

First Reading/Discussion of Board Policy Amendments

The following policies were presented to the Board for a first reading:

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

Amendments to these policies were recommended by the Policy Committee.

Staff Resignations

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

Discussion: Mrs. Everly thanked each individual for their service to Monroe Public Schools.

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

Memorandum of Understanding – Monroe County Technical and Career Early College Program

Motion by Mrs. Mentel; support by Mrs. Taylor to approve the Monroe County Technical and Career Early College Program (MCTCEC) as presented.

Discussion: This will be a tuition based program. For example, a student enrolled in the program in their 13th year would not be on our high school campus at all, but the District would have a potential FTE gain of about \$3,000.

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

2016/2017 Budget Amendment

Motion by Mr. Bunkelman; support by Mrs. Taylor to adopt the amended 2016/17 fund budgets for the General, Food Service, and Building and Site Sinking funds as presented.

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

Portable Welding System

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

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

Embroidery Machine

Motion by Mrs. Pasko; support by Mrs. Mentel 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.

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

Superintendent's Comments

On March 29th, Sodexo foodservice will host their annual chef competition at Custer School, where students are invited to prepare their favorite specialty dish. Mrs. Everly invited Board members to participate as a judge.

Mrs. Everly thanked Sodexo Foodservice and Mrs. Eighmey for overseeing the State and Federal foodservice audit.

Today, we received word from the Title I auditors that all three buildings, as well as at the district level, received a gold star on our federal program audit. Mrs. Everly thanked the Board again for moving so quickly on the policy that addressed the recommendation from the federal auditors.

Letters were distributed to our school community informing them that the District will participate in water testing.

Because of last week's storm, we experienced some challenges at Manor School and the Knabusch Math and Science Center. There was a wire down at Manor, and there were problems with the fire suppression system at the Knabusch Center. Thanks to the work of Mr. Oley and his crew over the weekend, the fire suppression system is in working order.

Holly Wallace, Curriculum Specialist, and Andrea Wyle, Arborwood School Improvement Coach, highlighted our school improvement coach program.

Old Business

There was none at this time.

New Business

Mrs. Mentel asked about giving our students the opportunity to attend Michigan College of Beauty. This will be referred to the Curriculum Committee.

Mr. Bunkelman would like to have a Board workshop with the Mayor and members of the Parks and Recreation Department. Mrs. Everly will contact Mayor Clark to coordinate a date for a joint workshop.

Public Commentary-Any Topic

There was none at this time.

Adjournment

Motion by Mrs. Mentel; support by Mrs. Taylor that the March 14, 2017, Board Meeting #5 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 7:40 p.m.

Cynthia Taylor, Secretary

**MICHIGAN COLLEGE OF BEAUTY
HIGH SCHOOL COSMETOLOGY PROGRAM**

BACKGROUND

Mr. William Ferrara, CTE Director, would like to petition the Board of Education for permission to add the Michigan College of Beauty High School Cosmetology program to the CTE offerings. They are very excited about the possibility of participating in this program and being able to offer this to our high school students. The junior and senior students would attend classes at MCB during two of their five class periods. Tuition is \$3,200.00 per year for each student participant. Current FTE funding revenue for each student is approximately \$7,200.00 per year.

ENCLOSURE(S)

All documentation regarding the program – hours, cost, training, and expectations.

RECOMMENDATION

Move to approve the implementation of the two year Michigan College of Beauty Cosmetology program for Monroe High School students.

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

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



MONROE HIGH SCHOOL CAREER & TECHNICAL EDUCATION

Bill Ferrara, Director

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

CTE MEMO #012 16.17

TO: Curriculum Committee, Monroe Public Schools

FROM: Bill Ferrara, Director

DATE: March 16, 2017

RE: **PARTICIPATION IN THE MICHIGAN COLLEGE OF BEAUTY, TWO-YEAR, HIGH SCHOOL COSMETOLOGY PROGRAM**

ENCL: Related Curriculum Package

Greetings,

The enclosed package contains curriculum and program information concerning the Michigan College of Beauty's, (MCB), High School Cosmetology program. We are excited about this proposition to allow our students to participate in this program. Our junior and senior students would attend classes at MCB during two (2) of their five (5) class periods, tuition would be \$3,200.00 per year for each student participant, (current FTE funding revenue for each student is approximately \$7,200.00 per year). After reviewing the enclosed documents, and considering this great opportunity for our students to gain training in a High Skill, High Wage, High Demand career, it is our hope that Monroe Public Schools will once again participate in this valued program.

Sincerely,

Bill Ferrara, Director
Career & Technical Education

cc



michigan college of beauty

1020 S. Monroe St
monroe, mi 48161
734.241.8877
fax 734.241.4629



March 15, 2017

To Whom It May Concern:

~~Michigan College of Beauty provides an education for High school student with a 2 year~~

Cosmetology program. The cost for each year is \$3200.00 per student. This provides them with books and kit supplies.

Hours of education is Tuesday through Friday 12:45 to 4:30 and Saturdays 8am to 4pm. School begins first Tuesday after Labor Day and continues though June of that school year.

If you have any questions please contact Tammy Williams at 734-241-8877.

Thank you

A handwritten signature in black ink, appearing to read 'Tammy Williams', with a long horizontal flourish extending to the right.

Williams
manager

michigan college of beauty

1020 S. Monroe St

monroe, mi 48161

734.241.8877

fax 734.241.4629



School Hours/Break Schedule

Michigan College of Beauty High School Program

Introduction:

Welcome to our annual Parent's Night at Michigan College of Beauty. We are happy that you are considering a career as a Cosmetologist and are exploring Michigan College of Beauty as an option. Our school has been open since 1939, is locally owned and operated, and for over 70 years has been producing successful graduates for rewarding careers as Salon Professionals.

Tonight's meeting is intended to inform you of our program and cover the expectations that we have of you as students. Please don't hesitate to ask if you have questions.

Hours:

Tuesday - Friday: 12:45pm - 4:30pm

Saturday: 8:00am - 4:00pm (Saturdays are mandatory. If you miss a Saturday you will make this up on a Saturday at the end of your schedule)

School Breaks/Holidays:

- Every student will be scheduled off for November 24-26 (Thanksgiving Break).
- We close for two weeks for Christmas break, December 20-31.
- Easter Vacation will be Good Friday, Saturday and the entire following week

Inclement weather:

- If your high school is closed due to bad weather then you are excused from class at Michigan College of Beauty for that same day.
- School reports school closing on www.13abc.com and is on the Toledo 11 and 13 stations.

Parking/Transportation:

- High School Students must obtain permission from their school in order to drive from Downriver Schools. All students from Monroe County schools must provide their own transportation.
- Students may not park in the first 4 rows of the parking lot. There is also no student parking allowed on the side parking lot. These spaces are reserved for customers.

Costs/Incidentals:

- Students will wear a grey polo for their first 350 hours of the program. These shirts cost \$25/each
- Students will wear a blue smock from 350-1500 hours. These smocks cost \$39/each.
- Nametags start at \$8/each and go up from there depending on the number and level of artistic enhancements desired

All states require cosmetologists to have a license to practice. In Michigan, applicants must be at least seventeen years old and have completed 1500 hours of training. They must also pass a written and practical exam.

Cosmetologists should have a sense of form and artistry. They should like dealing with the public and should get along well with people. They should be willing to follow the instructions of customers and be aware of their preferences. Patience and an even temper are assets. Cosmetologists should be able to tolerate the long intervals of standing required for this work. They should not be allergic to permanent wave lotions, hair sprays, and other chemicals they use in their work.

The student not only learns theoretical concepts during 415 classroom lecture hours, but must also apply those concepts during 1085 hours of laboratory work and clinic practice under the direct supervision of expert instructors. The student is taught employability skills for entry into the beauty industry and prepared for the State Licensing examination.

COURSE GOALS

1. The student will learn to cut and shape, style, shampoo, permanent wave and color hair.
2. The student will learn to manicure nails.
3. The student will learn to give facial and scalp treatments.
4. The student will gain experience in shop management and appointment booking.
5. The student will gain experience in serving patrons in the student beauty clinic.
6. The student will learn personal grooming and personality development.
7. The student will learn employability skills.
8. The student will be prepared for the State Licensing Exam.

CONTENTS OF UNITS OF INSTRUCTION

<u>Unit Names</u>	<u>Theory Hours</u>	<u>Practical Hours</u>	<u>Total Clock Hrs</u>
1. Sanitation & Bacteriology	30	60	90
2. Facials	25	60	85
a. Skin Analysis & Care			
b. Manipulation Massage			
Electricity			
c. Skin Care			
d. Removal of Hair by the use of wax, tweezers, or depilatories			
e. Make-up and eyebrow arch			
3. Hairdressing	125	400	525
a. Arranging, cutting			
b. Curling, pressing			

General Information

All services are performed by supervised Senior students

Gift Certificates are available for purchase

Tuesdays & Wednesdays are our Senior Discount Days — Save 20%

Monday Mornings & Thursday Evenings are Men's Discount Days — Save 10%

Fridays & Saturdays — Show your Valid Student I.D. and receive a 20% discount

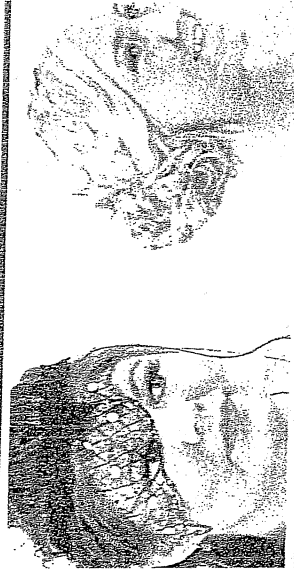
Active duty and veteran U.S. military personnel - 10% discount everyday

We appreciate the opportunity to serve you.

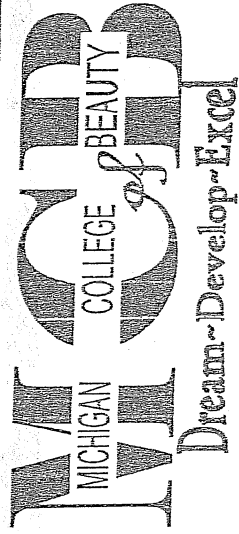
Thank You!

MCB Students & Staff

All Photos Feature MCB Student Work.



We sell Redken, OPI, Matrix, and Jo-Element products. Ask about them!



1020 South Monroe Street

Monroe, MI 48161

(734) 241-8877

fax (734) 241-4629

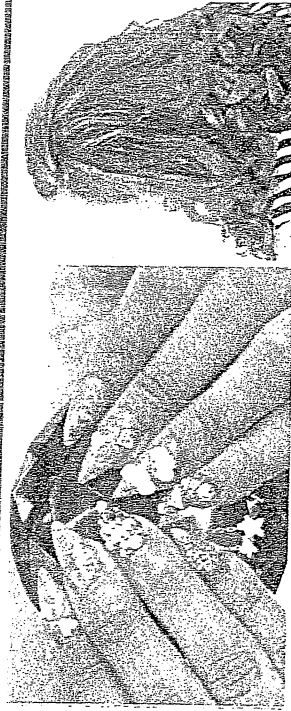


pivot point.
MEMBER SCHOOL

Service Hours

Monday 8:30 am - 1:45 pm
Tuesday - Thursday 8:30 am - 9:00 pm
Friday 9:00 am - 4:30 pm
Saturday 8:00 am - 4:00 pm

Walk-Ins Always Welcome!



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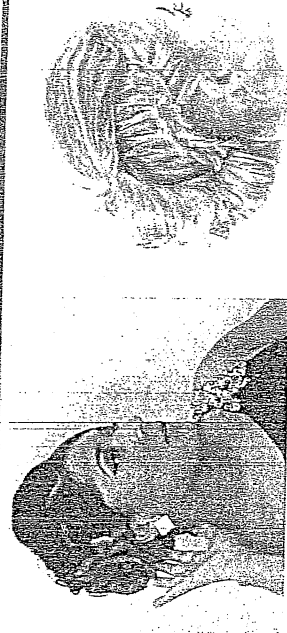
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Education
and
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CTEIS DELIVERY MODEL – TWO YEAR BY SEMESTER

School:	Monroe County ISD	PSN:	17853
Program:	IVT Cosmetology	CIP Code:	12.0403
Directions: - Identify which segments are delivered each semester - Identify when the majority of the segment standards are delivered - Mark when each segment will be delivered and mark the segment only once - This information will assist in the entry course sections into the CTEIS system			

Year 1											
Semester 1:						Semester 2:					
Teacher: Tammy Williams						Teacher: Tammy Williams					
Course: Cosmetology						Course: Cosmetology					
Segments:						Segments:					
1	2	3	4	5	6	1	2	3	4	5	6
7	8	9	10	11	12	7	8	9	10	11	12

Year 2											
Semester 1:						Semester 2:					
Teacher: Tammy Williams						Teacher: Tammy Williams					
Course: Cosmetology						Course: Cosmetology					
Segments:						Segments:					
1	2	3	4	5	6	1	2	3	4	5	6
7	8	9	10	11	12	7	8	9	10	11	12
											Q

- Must be a Completer before reporting in Segment Q
- Reporting for Advance/Specialized Content in CTEIS not required for completion
- State Aid Section 61a1 funding
- Course section should include only Segment Q, no other

12.0400 - Cosmetology Cosmetologist

Technical Standards

		0	1	2	3	4	5	6	7	8	9	10	11	12	13
I.	Sanitation/Patron Protection/Law and Rules/Personal Hygiene/Mechanical and Electrical Equipment Safety														
	A. Sanitation		1												
	1. Perform sanitation and disinfection procedures.		X												
	B. Patron Protection		1												
	1. Practice methods of draping and patron protection in all areas		X												
	C. Laws and rules		1												
	1. Follow and abide by PA 299 of 1980 as amended		X												
	2. Follow class policies.		X												
	D. Personal hygiene		1												
	1. Supervise personal hygiene/dress code.		X												
	2. Demonstrate good posture and physical poise.		X												
	E. Mechanical and Electrical Equipment Safety		1												
	1. Follow manufacturer's safety instructions for mechanical and electrical equipment		X												
II.	Scalp and Hair Treatments	0	1	2	3	4	5	6	7	8	9	10	11	12	13
	A. Scalp and hair			2											
	1. Apply towel and drape to client.			X											
	2. Analyze client's scalp and hair for abnormal conditions.			X											
	3. Advise client of any irregular scalp conditions.			X											
	4. Brush hair in preparation for shampoo.			X											
	5. Shampoo hair.			X											
	6. Condition hair (i.e., penetrating rinse, hot oil treatment, and/or intensive conditioner).			X											
III.	Hairdressing	0	1	2	3	4	5	6	7	8	9	10	11	12	13
	A. Arranging, cutting, dressing, curling, pressing, artificial hair and finger waving,				3										
	1. Conduct client consultation.				X										
	2. Apply towel and drape to client.				X										
	3. Analyze client's hair for a haircut, including elasticity, porosity, texture, and density.				X										
	4. Demonstrate various haircutting elevations (i.e., zero °, 45°, and 90°).				X										
	5. Demonstrate hand positions for vertical, horizontal, and diagonal cutting.				X										
	6. Demonstrate proper handling of haircutting implements.				X										
	7. Cut hair using razor, shears, clippers, and thinning shears.				X										
	8. Check overall haircut for blending, outline, and balance.				X										
	9. Trim beard, mustache, sideburns, and ear hair.				X										
	10. Demonstrate knowledge of styling and finishing products.				X										
	11. Demonstrate use of blow dryer and appropriate brushes.				X										
	12. Set hair using pin curls.				X										
	13. Set dry hair on hot rollers.				X										
	14. Set hair, using curling iron.				X										
	15. Set hair, using rollers.				X										
	16. Style hair, using wrapping, molding, and sculpting techniques.				X										
	17. Perform fingerwaves using fingers and comb.				X										
	18. Straighten hair using pressing comb.				X										
	19. Style hair by braiding and weaving.				X										
	20. Demonstrate appropriate comb-out techniques.				X										
	21. Perform artistry of artificial hair				X										
IV.	Manicuring/ pedicuring	0	1	2	3	4	5	6	7	8	9	10	11	12	13
	A. Manicuring/ pedicuring					4									
	1. Repair natural nails.					X									
	2. Perform manicures, including the application of hot oil or plain.					X									

VII. LEADERSHIP AND TEAMWORK		0	1	2	3	4	5	6	7	8	9	10	11	12	13
A.	Set priorities to accomplish the mission of the personal care organization.			2											
1.	Establish and maintain effective working relationships with all levels of personnel to provide services to the client/family.			X											
B.	Access appropriate materials to establish a personal role in setting personal care organization priorities.		1												
1.	Use organization's policies procedures and regulations to work with other coworkers in developing practices sensitive to cultural, religious, disability, and gender issues.		X												
D.	Analyze the personal care environmental context and factors that may influence future direction.														13
1.	Scan the environment to identify trends, factors, potential issues that affect the future of the organization.														X
E.	Apply principles of conflict resolution to solve problems.				3										
1.	Use conflict management skills to facilitate solutions.			X											
F.	Use leadership skills to maintain a positive relationship with the community.												11		13
1.	Maintain a helpful profile in the professional community and in the larger community to enhance community life.												X		
2.	Act as a community educator and advocate for the profession to educate the community.														X
IX. EMPLOYABILITY AND CAREER DEVELOPMENT		0	1	2	3	4	5	6	7	8	9	10	11	12	13
A.	Continue professional development to keep current on relevant resources and information.			2											
1.	Use performance information to evaluate personal performance of goals and self improvement issues.			X											
X. TECHNICAL SKILLS		0	1	2	3	4	5	6	7	8	9	10	11	12	13
A.	Apply technical knowledge and skills required to function in personal care services pathway.														13
1.	Practice competently in chosen occupation to gain functional skills.														X
B.	Synthesize client and professional information to attract new clientele and retain present clientele.														13
1.	Research/assess client records to determine trends.														X
2.	Research current techniques and trends to determine applicability to business/organization.														X
D.	Apply administrative/clerical procedures and systems to facilitate an organization that runs smoothly & provide client satisfaction.												11		13
1.	Use software to create in-house documents and advertising materials.														X
2.	Use office/records management systems to keep client records current/accurate.												X		
E.	Apply principles and processes for providing personal care services to satisfy the client's expectations.			2	3	4	5	6	7	8				11	
1.	Elicit and evaluate information to identify client's/family's needs.			X	X	X	X	X	X	X				X	
2.	Provide services and products to conform to the highest quality standards possible.													X	
3.	Design and provide alternative delivery of services to serve special needs clients.													X	
4.	Create and use a customer satisfaction survey to give feedback on any needed adjustments.													X	
F.	Apply design techniques, principles, tools & instruments needed to develop quick, easy & safe delivery or client services														13
1.	Produce and use precision technical plans to develop delivery or client services.														X
2.	Create and use drawings and models to develop delivery of client services.														X
G.	Apply economic and accounting principles and practices to promote business success and growth.														13
1.	Investigate how financial markets work to make successful investment choices.														X
2.	Identify banking principles and evaluate banking institutions to determine where to establish a business account.														X
H.	Apply principles of mechanics to choose, evaluate and maintain service equipment.														13
1.	Evaluate the design, use and benefits of service to choose equipment.														X
2.	Repair and maintain business equipment to maintain client services.														X

Foundation Standards

I. ACADEMIC FOUNDATIONS		0	1	2	3	4	5	6	7	8	9	10	11	12	13
A.	Complete required training and education/certification to prepare for human services employment.					4									
1.	Identify requirements for occupational choice.					X									
2.	Manage time to participate in career-related training and/or degree programs.					X									
B.	Apply mathematical skills and concepts of data analysis to perform human services tasks.												11		
1.	Analyze and interpret data to maintain operational documents.												X		
C.	Use and evaluate information resources to accomplish specific human services tasks.					4									
1.	Use informational texts, Internet web sites, and/or technical materials to review and apply information sources to human services tasks.					X									
II. COMMUNICATIONS		0	1	2	3	4	5	6	7	8	9	10	11	12	13

	1.	Apply legal requirement to prevent personal liability.	X															
IX.	EMPLOYABILITY AND CAREER DEVELOPMENT		0	1	2	3	4	5	6	7	8	9	10	11	12	13		
	A.	Continue professional development to keep current on relevant resources and information.					4											
	1.	Use self assessment, organizational priorities, journals, Internet sites, professional associations, peers and other resources to develop goals that address training, education and self-improvement issues.					X											
	2.	Participate in relevant conferences, workshops, mentoring activities and in-service training to stay current with recent changes in the field.					X											
	B.	Apply career development principles to assure personal and professional growth.					4											
	1.	Manage work roles and responsibilities to balance them with other life roles and responsibilities.					X											
X.	TECHNICAL SKILLS		0	1	2	3	4	5	6	7	8	9	10	11	12	13		
	A.	Apply technical knowledge and skills required to function in career paths within the Human Services area.																13
	1.	Practice skills in a chosen career path to gain familiarity with technical processes.																X
	B.	Use resource allocation and distribution to assist with planning the delivery of human services.																13
	1.	Identify strategies to provide human services in the most cost effective manner.																X
	C.	Apply principles of human development to enhance the well being of the individual.															11	
	1.	Provide services aligning with human development principles to meet individual needs.															X	

Career & Employability Standards

I.	APPLIED ACADEMIC SKILLS		0	1	2	3	4	5	6	7	8	9	10	11	12	13		
	A.	Reading, English & Language Arts					4											
	1.	Read a technical manual and write a clear & logical report explaining the information using standard business English.					X											
	2.	Give a verbal report on reading from a technical manual.					X											
	3.	Read a case study and identify the details about the situation, define technical terms, jargon, or words with multiple meanings based on context, and summarize the conclusion.					X											
	4.	Take a verbal and written position on a topic and use correct grammar to defend it.					X											
	B.	Mathematics					4							10				
	1.	Approach practical and workplace problems using a variety of mathematical techniques.					X											
	2.	Research how math is used in the workplace and make a presentation detailing the process.												X				
	C.	Listening & Presentation Skills					4											
	1.	Use correct grammar to communicate verbally.					X											
	2.	Listen to a presentation and record important information. Report back identifying central themes and use key points to explain how the message applies to a similar situation.					X											
	D.	Technology					4											
	1.	Apply technology to workplace or career situation. Include research and a written paper.					X											
II.	CAREER PLANNING		0	1	2	3	4	5	6	7	8	9	10	11	12	13		
	A.	Career Planning					4										11	
	1.	Organize career information and labor market trends from a variety of sources.															X	
	2.	Explain the advantages and disadvantages of working for self, others, being an employee of a large or small organization.															X	
	3.	Analyze information & preferences from work-based opportunity.															X	
	4.	Interpret information from a variety of career assessments to identify career interests and abilities.					X											
	5.	Apply a decision-making model and use career assessment information to choose a career pathway.					X											
	6.	Annually review EDP and include plan for continuing education.					X											
III.	DEVELOPING AND PRESENTING INFORMATION		0	1	2	3	4	5	6	7	8	9	10	11	12	13		
	A.	Developing and Presenting information																11
	1.	Gather, interpret, analyze, and refine data.															X	
	2.	Analyze and synthesize information and data from multiple sources.															X	
	3.	Plan and transform ideas and requirements into a concept, service, or product.															X	
	4.	Assess the quality of the concept, service, or product using a predetermined standard.															X	
	5.	Develop a plan to market a new product, service, or concept which includes identifying of customers, a graphic presentation, product requirements, and costs.															X	
	6.	Practice and demonstrate presentation skills using a variety of media and interpretive data.															X	
IV.	PROBLEM SOLVING		0	1	2	3	4	5	6	7	8	9	10	11	12	13		
	A.	Problem Solving					3											

Monroe High Trojans



Career & Technical Education
Ralph Carducci, Director

CTE MEMO #015 03.04

TO: Parent(s)/Guardian(s) of Cosmetology Students
FROM: Ralph Carducci
DATE:
RE: INFORMATION ABOUT DRIVING TO COSMETOLOGY CLASS

**COPY FOR YOUR
INFORMATION**

DRIVING TO MICHIGAN COLLEGE OF BEAUTY

Transportation to the Michigan College of Beauty for cosmetology class is available by school bus and some of our students are taking advantage of that service. However, we do have some students who also drive to school and to cosmetology class.

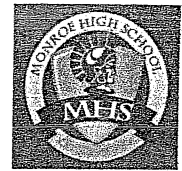
Please be advised that school policy does not allow students to transport other students during school hours for any reason. Cosmetology students should only drive themselves to class at the Michigan College of Beauty during the entire school year. If your son/daughter is driving other students to the Michigan College of Beauty, you and your son/daughter are risking serious liability issues.

A parent is allowed to drive other students; although, a parent wishing to do so must complete a driving application with Monroe Public Schools and be approved as a qualified driver for our school system before transporting any students.

If you are interested in driving other students, have any questions regarding this school policy or would like further information, please don't hesitate to call. I can be reached in the CTE office at 734-265-3452.

CC: Layne Hunt, Principal
Randy Monday, Curriculum Director
MHS Counseling Staff

**COPY FOR YOUR
INFORMATION**



Off-Campus Driving Permission

This form is to be filled out for any student wishing to use private transportation while attending an off-campus educational class. Monroe Public School District shall and can assume no responsibility or liability for property damage or personal injury arising out of the use of privately owned vehicles providing transportation for students to off-campus educational classes.

Section (A) – Vehicle Operator Only

Section (B) – Passenger Only

Place/Purpose: _____

Date(s): _____

(A) To be filled out by the vehicle operator only.

Name of driver: _____

Driver's License # _____

Insurance Company/Policy No. _____

Signature: _____ Date: _____
(PARENT/GUARDIAN)

Printed Name: _____

(B) To be filled out by the passenger(s) only after the top portion of this form has been completed.

Student(s) listed below will be a PASSENGER ONLY, in the vehicle driven by the person listed in section (A) above:

1. _____ 2. _____

Signature: _____ Date: _____
(PARENT/GUARDIAN)

Printed Name: _____

Parent/Guardian signature in section (B) indicates permission to be a passenger ONLY in a student operated vehicle while participating in an off-campus educational activity.

Approved by: _____
(ADMINISTRATOR)

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.

Board Meeting #7
March 28, 2017
Item #C.3

SECOND READING 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

Monroe Public Schools

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

ADOPTION OF AMENDED POLICIES

ENCLOSURE(S)

Board Policy 1300 Meetings
Board Policy 7950 Schools of Choice
Board Policy 8515 Head Lice

RECOMMENDATION

Move to approve amended Board Policy 1300 Meetings, 7950 Schools of Choice, and 8515 Head Lice, as written, effective March 28, 2017

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

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

Section 1000 – Board Bylaws

1300 Meetings

1300

Organizational

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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

Amended: March 28, 2017

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

Section 7000 – Instructional Program

7950 Schools of Choice

7950

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

Amended: March 28, 2017

LEGAL REF: MCL 388.1705, 1705c

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.

If the student is found to still have nits after returning to school, the parent(s)/guardian(s) will be notified.

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

Amended: March 28, 2017

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.

- 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.

- 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.

STAFF RESIGNATION

BACKGROUND

We have received a letter of resignation for the purpose of retirement from **Diana Martin**. Ms. Martin has been a teacher with Monroe Public Schools for the past 26 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 **Robert Matusik**. Mr. Matusik has been a teacher with Monroe Public Schools for the past 16 years. His resignation is effective at the end of the 2016/17 school year.

ENCLOSURES

Letters of Resignation

RECOMMENDATION

Move to approve the resignations from Monroe Public Schools of Diana Martin and Robert Matusik effective June 14, 2017.

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

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

3/13/2017

To Members of the Monroe Public Schools Board of Education,

I would like to submit my notification of retirement from Monroe Public Schools as of the last day of school, June 14, 2017. My effective date of retirement with the Office of Retirement Services is July 1, 2017.

Thank you to MPS students, families, mentors, and co-professionals for 26 years of learning and service. The time went by in a blink. Those who know me, know I love the arts and musical theater so I will leave you with some words from *Stephen Schwartz*:

I've heard it said,
That people come into our lives
For a reason
Bringing something we must learn
And we are led
To those who help us most to grow
If we let them
And we help them in return.

So let me say before we part
So much of me is made
From what I learned from you
You'll be with me
Like a handprint on my heart
And now whatever way our stories end
I know you have re-written mine
By being my friend.

In addition to all of the teachers and families I have worked with, I want to thank the teachers who taught my own children when they attended MPS. You made a difference in their lives. Thanks again.

Sincerely,

Diana Martin

March 22, 2017

To: School Board Monroe Public Schools

From: Robert J. Matusik

Re: Retirement

To Whom It May Concern:

I am writing this letter to inform you of my decision to retire from Monroe Public Schools effective June 30, 2017. My first day of retirement is July 1, 2017.

Thank you in advance for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert J. Matusik". The signature is written in a cursive style with a large, stylized initial "R".

Robert J. Matusik

ADMINISTRATOR APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of James Miller III as an Administrator with Monroe Public Schools. This Administrator will be assigned as the Assistant Principal at Custer Elementary School for the 2016/17 school year.

Mr. Miller holds a Bachelor of Science degree, with a major in Language Arts, and a Master of Art degree in Education Leadership, both from Eastern Michigan University. He has been employed as a teacher in our district since 2004, most recently serving the role of Technology Media Specialist at Custer Elementary.

Members of the interview panel were: Julie Everly, Superintendent; Cindy Flynn and Terry Joseph, Executive Directors; Amanda Iocoangeli and Sherri Zub, Teachers; Lisa McLaughlin and Ronda Meier, Administrators; and Cindy Taylor, Board Member.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of James Miller III as an Administrator with Monroe Public Schools effective March 29, 2017, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

	<u>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	_____	_____	_____	_____

Objective: To obtain a position as a Monroe Public Schools Elementary Assistant Principal

Education: Masters of Arts Degree/*Educational Leadership*, Eastern Michigan University, 2009
Bachelor of Science/*Major: Language Arts Minor: Structured Disciplines*
Eastern Michigan University, 2002

Certification: Michigan Elementary Professional Certificate, All Subject Areas K-5 (K-8 CC) 06/2018
School Administrator Certificate, Elementary & Secondary ADMIN K-12 (ES) 06/2018

Professional Experience: Monroe Public Schools

Aug. '13-present, Technology Integration Specialist K-6, Custer Elementary School, Monroe, MI

- Plan, prepare, and provide instruction in the skills necessary to access information
- Demonstrate and maintain knowledge of theories, techniques, technology, and skills in the field of technology
- Engage in professional development activities that enhance knowledge
- Train staff on the use of specialized equipment and/or technology in addition to training on educational software
- Plan, Teach and Debrief technology integration methods

Aug. '09- '13, Elementary School Teacher, Raisinville Elementary School, Monroe, MI

- Prepared lessons Grade Levels: 4th/5th Spilt, 5th, & 6th
- handled student discipline issues
- communicated with parents through conferences, email, and newsletters
- facilitated safety and transportation
- assisted and chaired the school improvement process
- collaborated with colleagues as a Technology District committee member
- gained experience as a Language Arts committee member

Aug. '07- June '09, Elementary School Teacher, Riverside Elementary School, Monroe, MI

- Grade Level: 6th
- acquired experience as a liaison/shadow to the principal
- served as Teacher Leader
- oversaw the building in the absence of the principal

Aug. '04- June '07 Class-Size Reduction Teacher, Various Elementary Schools, Monroe, MI

- 1st - 5th

CLERICAL APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Rachel French as Classification II Secretary with Monroe Public Schools. Ms. French will be assigned as a part-time Secretary at Manor Elementary for the 2016-17 school year.

Ms. French holds an Associate of Applied Science degree from Monroe County Community College. She has been employed with Monroe Public Schools since October 2015 serving in roles of Lunch Assistant, Instructional Assistant and most recently as the Building Health Liaison at Manor Elementary.

Members of the interview panel were: Cindy Flynn, Executive Director Human Resources; Terry Joseph, Executive Director Student Resources; Ronda Meier, Building Principal; and Sandy Williams, Secretary.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Rachel French as Secretary with Monroe Public Schools effective March 22, 2017, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

	<u>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	_____	_____	_____	_____

Rachel French

PROFILE

Well-rounded liaison with hands-on experience and a passion for serving the children and administrative staff at Manor Elementary. Strong desire to provide quality service to the community and individuals on a daily basis.

EDUCATION

Monroe County Community College (Monroe, MI)

Graduation: 2007

Associate of Applied Science – Culinary Skills and Management

GPA: Overall 3.7 (4.0 scale), **Honors:** Cum Laude

EXPERIENCE

Health Liaison – Manor Elementary (Monroe, MI)

Aug. 2016 to present

Working to service the health needs of students, including daily communication with families and staff, logging medication administration, and providing support to the front office such as answering phones, admitting visitors, and maintaining student records.

Instructional Aide – Manor Elementary (Monroe, MI)

Mar. 2016 to July 2016

Worked as a direct aide to special needs children providing assistance with common daily activities (eating/toileting assistance, mobility support) as well as providing academic support to varying special needs children.

Lunch Assistant/Substitute Aide – Manor Elementary (Monroe, MI)

Oct. 2015 to Mar. 2016

Worked with a team of aides to monitor children and ensure safe play during indoor/outdoor recess, and served as a substitute aide providing assistance to different types of special needs children in various classrooms.

Co-Founder – Exodus Sandals (Monroe, MI)

May 2013 to Dec. 2015

Co-founded a family owned and operated sandal company, providing marketing and design input in addition to supporting the handcrafting of sandals for over 500 customers during a three year span.

Assistant Manager – Frog Leg Inn Bistro (Monroe, MI)

July 2005 to May 2007

Co-managed all aspects of food service including catering for up to 300 guests. Daily activities included cooking to order, serving, preparing meals for large events and training new employees.

SKILLS

- **Interpersonal Communication Skills**
- **Passion for Working With Children**
- **Strong Focus and Experience With Foods and Nutrition**
- **CPR/First Aid/AED Certified**
- **Nutritional Awareness Training (Monroe County Community College)**
- **Hazard Communications Training Certification (Global Compliance Network)**
- **Concussions In Schools: Prevention, Control, Treatment Certification (Global Compliance Network)**
- **Bloodborne Pathogens Training Certification (Global Compliance Network)**

CLERICAL APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Jennifer Leach as Classification II Secretary with Monroe Public Schools. Ms. Leach will be assigned as a Secretary at Monroe Middle School for the 2016-17 school year.

Ms. Leach is a graduate of Jefferson High School and has taken additional coursework at Monroe County Community College. She was most recently employed with La Z Boy.

Members of the interview panel were: Cindy Flynn, Executive Director Human Resources; Jerry Oley, Executive Director Operations; Jeff McVeigh, Building Principal; and Jill Synowiec, Secretary.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Jennifer Leach as a Secretary with Monroe Public Schools effective April 3, 2017, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

	<u>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	_____	_____	_____	_____

STAFF APPOINTMENT

BACKGROUND

On behalf of the administration I am recommending the appointment of Andrew Hoppert as the Community Engagement Coordinator with Monroe Public Schools. This is a non-affiliated position.

Mr. Hoppert holds a Bachelor of Arts from the University of Michigan Ann Arbor. He is currently employed through GT Financial as a Direct Care Worker and through EduStaff as a Dean of Students at Arborwood. He has been assigned within our district since 2014 in the role of Dean of Students.

Member of the interview included: Julie Everly, Superintendent; Katherine Eighmey, Cindy Flynn, Terry Joseph, Jerry Oley and David Payne, Ex. Directors; Jeff McVeigh and Delsie Sissoko, Principals; and Floreine Mentel, Board Member.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Andrew Hoppert as the Community Engagement Coordinator with Monroe Public Schools effective April 24, 2017, and place on the appropriate salary level for this position upon completion of all pre-employment requirements.

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

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

ANDREW S. HOPPERT

Purpose

To obtain a position as School Community Engagement Coordinator for Monroe Public Schools with experience in both local print and broadcast media as well as working in the district in a leadership role.

Skills

- Broadcast production experience
- Talented public speaker
- Superior verbal and written communication skills
- Advanced training in ontological learning
- Social and digital media
- Familiarity with Monroe Public Schools
- Relationship with community agencies
- Digital native

Work History

Dean of Students 08/2014 to Current

Arborwood Elementary Campus – 1008 Riverview Ave., Monroe, MI 48162

- Implementing tier 1 and tier 2 interventions for students behavioral and social-emotional issues for elementary-age students
- Coordinating school-wide initiatives and events to encourage positive behavior, consistent attendance, and family engagement
- Assisting at-risk families and students with connections to outside services including Monroe Community Mental Health Authority, Michigan Department of Health and Human Services, among others
- Supported families in transition with McKinney-Vento benefits for their students, as well as working with area housing options such as Oaks of Righteousness, Salvation Army, and the Monroe County Opportunity Program

Sports Writer 04/2012 to 08/2015

Monroe Publishing Company – 20 W. First St., Monroe, MI, 48161

- Covering a variety of high school sporting events.
- Writing sports feature stories.
- Designing and editing print news pages.
- Managing sports web content

Direct Care Worker/House Manager 06/2010 to Current

GT Financial – Sturgis, MI

- Managing, scheduling, and training a staff of 15-20 direct care workers.
- Executing a rigorous behavioral treatment plan for a young adult with autism.
- Facilitating household maintenance.

Education

Bachelors of Arts: Psychology - 3.3 GPA May 2013

The University of Michigan - Ann Arbor, Michigan

- UROP Research Assistant in School of Music, Theatre, and Dance.
- Published in Grove Dictionary of American Music, 2nd ed.
- Completed Practicum work through Rachel Upjohn Center for Depression.
- Latricia Turner Scholar

Transferred: Journalism - 3.75 GPA, Dean's List April 2010

Monroe County Community College - Monroe, Michigan

- Recipient of Performing Arts Scholarship for Journalism.
- Assistant Editor of school newspaper, The Agora.
- 6 Michigan Community College Press Association Awards for writing and design in 2010
- Broadcast productions for Dream 97.5 FM including a partnership with Monroe Public Schools
- Senior Writing Fellow.

COACHING RECOMMENDATION

BACKGROUND

The following is a Coaching Recommendation for the 2017/18 school year winter season. All pre-employment information has been completed.

Last Name	First Name	Title	Sport	School	Season
Sellers	Ernest	Coach	Girls Varsity Basketball	MHS	Winter

RECOMMENDATION

Move to approve Ernest Sellers as the Girls Varsity Basketball Coach at MHS for the Winter 2017/18 school year; as per the MCEA master agreement.

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

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

**HEALTH OCCUPATIONS STUDENTS OF AMERICA
 STATE LEADERSHIP CONFERENCE**

BACKGROUND

Monroe High School HOSA Advisor, Leah Morelli, would like to petition the Board to take fourteen (14) members of HOSA who have advanced to the State Leadership Conference competition. This will be held at the Grand Traverse Resort in Traverse City, Michigan, on April 27-28, 2017. The students will be competing and attending leadership events and informational seminars while at the conference. Three (3) MHS staff members will transport and chaperone the group. Funding for this competition is paid for through the HOSA Club account as well as the added cost funds from CTE and student contributions. Students have held many fundraisers in order to offset their expenses for the trip.

ENCLOSURE(S)

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

RECOMMENDATION

Move to approve the attendance of 14 Monroe High School students at the HOSA State Leadership Conference in Traverse City, Michigan, April 27-28, 2017, in accordance with Board policies for field trips and excursions.

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

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



**MONROE HIGH SCHOOL
CAREER & TECHNICAL EDUCATION**

HOSA STUDENT ORGANIZATION

Leah Morelli, Chapter Advisor

901 Herr Road Monroe, MI 48161 Phone 734.265.3560 Fax 734.265.3451

TO: Julie Everly, Superintendent
FROM: Leah Morelli
DATE: March 7, 2017
RE: **REQUEST FOR HOSA STATE LEADERSHIP CONFERENCE FIELD TRIP**

The Monroe High School Chapter of HOSA (Health Occupations Students of America) had its regional competition on January 16th, 2016. There are 14 members who have advanced to the HOSA State Leadership Conference competition. It will be held at the Grand Traverse Resort in Traverse City, MI. While at the conference, our students will be competing, and attending leadership events and informational seminars. We would depart from MHS Wednesday, April 26th after school. The competition is on Thursday and Friday, April 27th & 28th. We would return on Saturday, April 29th by early afternoon. Transportation will be provided by the staff chaperones, Mrs. Leah Morelli, Mrs. Alka Pandya, and Mrs. Kari Arnold, (all staff chaperones are teachers at Monroe High School). All private transportation applications will be completed per Board Of Education policy.

We will be staying at the Sleep Inn & Suites, Acme MI. It is just down the road from the Grand Traverse Resort, where the conference is held. There is free shuttle service to and from the conference, provided by HOSA. Continental Breakfast is provided, and the rooms are much more economical than Grand Traverse. Staying off site provides a significant cost-savings.

Enclosed is the Field Trip Request package, including a detailed agenda of the events. Funding will be provided through the HOSA Club account, as well as CTE added cost funds. Students will contribute as well. If a student is unable to contribute, additional fundraising opportunities will be made available to that student. Students have held many fundraisers to help offset their expenses throughout this school year.

I would like to present this trip for approval to our Board of Education at their next meeting.

Thank you for your consideration in yet another way that Monroe Public Schools helps our students to become better prepared for their life experiences after they leave our classrooms.

Sincerely,

Leah Morelli

Leah Morelli
HOSA Advisor
Monroe High School

Enclosure: Out-of-State Field Trip Request package

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.

Monroe Public Schools Field Trip Information Form

Date of Trip: 4-26-17 through 4-29-17

Grade/Team/Organization Making Request: MHS HOSA

Destination: Sleep Inn & Suites

Address: 5520 US-31 N., Acme MI

City: Acme (Traverse city) State: MI Zip: 49610

Means of Transportation: Vans driven by advisors

Number of Students and Adults Involved: _____

Exact Loading Location: _____

Estimated Time of Departure: 2:30 p.m.

Estimated Time of Departure from Destination: 9:00 a.m. Sat. 4-29-17

Expected Time of Arrival: 2:00 p.m.

Purpose of Trip: HOSA STATE LEADERSHIP CONFERENCE

Faculty Supervisor: Leah Morelli, Kari Arnold, Alka Pandya

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

Principal's Signature: [Signature] Date: 3/9/17

Approved Denied

Assistant Superintendent's Signature: [Signature] Date: 3.17.17

Approved Denied

MONROE PUBLIC SCHOOLS

ABBREVIATED FIELD TRIP & EXCURSION CHECK LIST FORM

Complete details of this field trip can be obtained from the Assistant Superintendents of Secondary and/or Elementary Curriculum. All details are in compliance with Board Policy IICA.

FIELD TRIP DESCRIPTION:

Destination and Description of Trip:

Traverse City (Acme) MI. This is
the State Competition for HOSA -
Health Occupations Students of America

School(s): MHS

Chaperones: Leah Morelli

Kari Arnold

Alka Pandya

Method of Transportation: 3 vans (CTE van + 2 rental vans)

Date of Departure: 4/26/17

Time of Departure: 2:30 p.m.

If overnight, number of nights: 3

Date of Return: 4/29/17

Time of Return: 2:00 p.m.

Number of Students Participating: 14

Number of Staff Supervising: 3

MONROE PUBLIC SCHOOLS

FIELD TRIP CHECK LIST

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

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

Completion of curriculum alignment form:

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

Pre-trip lessons:

Students competed at the regional level & performed well enough to be invited to States. Events reinforce skills learned in Health Occ. A & B.

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

They demonstrate skills & knowledge specific to the healthcare event they are competing in.

They also get to network with Colleges & Healthcare Professionals.

Follow-up classroom lessons:

This is an after school opportunity. We debrief in afterschool meetings & plan for improvement the next time.

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

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

Number of Other Adults Assisting: 3 teacher Advisors

Number of School Days Student will be Attending Trip: 2

Cost Per Child: \$ 306.27

Cost Per Chaperone: 306.27

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes No
Chaperones: Yes No

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

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

Updated: 09/12/06

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

EXPLANATION AND DATES:

Departure Date/Day Wed. 4-26-17 Return Date/Day Sat. 4-29-17

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

The purpose of this trip is State Leadership Conference and the group sponsoring
the trip is HOSA.

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

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

GENERAL INFORMATION:

Student's Name _____ Grade _____ D.O.B. _____

Address _____ Phone _____

Parent/Guardian Name(s) _____ Emergency Phone _____

MEDICAL INFORMATION

Family Doctor _____ Phone _____

Last Tetanus Shot _____ Allergies (if any) _____

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

Other pertinent information _____

Your child will be in the care of (staff member name) Leah Morelli, Kari Arnold, Alka Pandya

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

INSURANCE INFORMATION:

Insurance Company _____ Contract No. _____

Name of Policy holder _____ Policy Number: _____

MEDICAL ACKNOWLEDGMENT:

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

SIGNATURES:

Signed before me this _____ day of _____ 20____

Notary Public

(Parent(s)/Guardian(s))

My commission expires _____

**Health Occupations Students of America (HOSA)
State Leadership Conference Funding
Traverse City, MI
April 26-29th 2017**

		HOSA Acct. fund	STUDENT FUNDED	AC FUNDED
Registration	14 students @ \$75.00		1,050.00	
	3 Advisors @ \$75.00			225.00
Lodging	Hotel Rooms			
	Students: 4 rooms @ \$73.50/night for 3 nights	882.00		
	Advisors: 1 room @ \$73.50/night for 3 nights			220.50
Food	Students \$100/person X 14 students	700.00	700.00	
	Advisor = \$40/day for 3 days x 3 advisors			360.00
Travel	CTE Van + 2 Rental Vans @ \$354.55 each			709.10
	gas estimated at \$120 per van round trip			360.00
		<u>1,582.00</u>	<u>1,750.00</u>	<u>1,874.60</u>

Total estimated field trip expense: \$5,206.60 = \$306.27/person



Tentative 2017 Michigan HOSA State Leadership Conference

Wednesday, April 26, 2017

6:00 pm	HOSA Staff & Competitive Event Chair Meeting	Tower Suite 1556
8:00-8:55 pm	Early Arrival Registration	Lower Registration Desk
9:00-9:20 pm	Early Arrival Student Orientation	Governors' Hall A-D
11:30 pm	Curfew	

Thursday, April 27, 2017

9:00-11:30 am	School Registration (<i>advisors only</i>) <i>Please submit to HOSA Headquarters: Job Seeking Skills and Interviewing Skills Cover Letter and Resume, HOSA Happenings, HOSA Chapter Reflection, Researched Persuasive Speaking Paper, and Medical Photography Binder</i>	Lower Registration Desk
10:00 am	Category Chairs Meeting	Director's Room
10:00 am-6:00 pm	Second Annual SLC HOSA Blood Drive	Hotel Parking Lot
11:00 am	Category Chairs meet with Event Managers	Council Room
11:40 am	Event Managers meet with Section Leaders	Michigan Ballroom A-B
12:00 pm	All Advisor Orientation	Michigan Ballroom A-B
12:15-12:30 pm	Student Orientation (<i>for students that did not attend Wednesday night's student orientation</i>)	Governors' Hall A-D
12:30 pm	Advisors Helping With 1:00 pm Written Exams	Designated Room
12:30 pm	Health Career Display Set-up	Michigan Ballroom C-D
1:00-1:15 pm	Courtesy Corps Meeting	Governors' Hall A-D
1:00 pm	Biomedical Debate Skill	Mackinac B
1:00 pm	Biomedical Lab Science Written Test	Michigan Ballroom A-B
1:00 pm	Clinical Nursing Written Test	Michigan Ballroom A-B
1:00 pm	CPR/FA Written Test (<i>only 20 teams advance</i>)	Michigan Ballroom A-B
1:00 pm	Creative Problem Solving Written Test	Governors' E-F
1:00 pm	Dental Science Written Test	Michigan Ballroom A-B
1:00 pm	EMT Written Test (<i>only 20 teams advance</i>)	Governors' E-F
1:00 pm	Forensic Medicine Written Test	Governors' E-F
1:00 pm	Health Education	Peninsula B
1:00 pm	Healthy Lifestyles Skill	Michigan Ballroom H
1:00 pm	HOSA Bowl Written Test	Governors' E-F
1:00 pm	Home Health Aide Written Test	Governors' E-F
1:00 pm	Job Seeking and Interviewing Skills	Peninsula A
1:00 pm	Medical Innovations	Mackinac A
1:00 pm	Medical Spelling Written Test	Michigan Ballroom A-B
1:00 pm	Parliamentary Procedure Skill	East Bay Room
1:00 pm	Public Health Round 1 (<i>only 10 teams advance</i>)	Club Room (Floor 17)
1:00 pm	Public Service Announcement	Michigan Ballroom E
1:00 pm	Researched Persuasive Writing and Speaking	Tower A

Tentative 2017 Michigan HOSA State Leadership Conferenc

Thursday, April 27, 2017 Continued

1:15 pm	State Officer Candidate Meeting	Tower Suite 1559
1:30 pm	Dental Science Skill (<i>report for appointment time</i>)	Hotel Lobby Front Door
2:00-5:00 pm	Exhibitor and Career Fair (<i>participants must attend to receive Michigan HOSA pin</i>)	Governors' Pre-Function

2:00-8:00 pm	Advisor Suite (<i>exclusively for HOSA advisors</i>)	Tower Suite 1456
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2:00-8:00 pm	HOSA Merchandise For Sale	Lower Registration Desk
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2:30 pm	Nursing Assisting/Personal Care (<i>report for appointment time</i>)	Hotel Lobby
3:00 pm	Public Health Round 2 (<i>top 10 teams advance</i>)	Club Room (Floor 17)
3:30 pm	Advisors Helping With 4:00 pm Written Exams	Michigan Ballroom A-B
4:00 pm	CERT Written Test	Michigan Ballroom A-B
4:00 pm	Medical Assisting Written Test	Michigan Ballroom A-B
4:00 pm	Physical Therapy Written Test	Michigan Ballroom A-B
4:15 pm	Sports Medicine Written Test	Michigan Ballroom A-B

4:15 pm	Leadership Symposium	Governors' Hall
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4:30 pm	Veterinary Science Written Test	Michigan Ballroom A-B
5:00 pm	Clinical Specialty	Williamsburg Room
5:00 pm	Community Awareness	Michigan Ballroom H
5:00 pm	Extemporaneous Health Poster	Michigan Ballroom C-D
5:00 pm	Extemporaneous Writing	East Bay Room
5:00 pm	Medical Spelling Round 2	Mackinac A
5:00 pm	Prepared Speaking	Tower A
5:00 pm	Voting Delegate Briefing - <i>State Officer Candidate Speeches (all welcome to attend)</i>	Governors' Hall A-D
5:30 pm	Health Career Photography	Peninsula A
6:00 pm	MRC Partnerships	Council Room
6:30 pm	Speaking Skills	Tower A

7:00-7:40 pm	Leadership Symposium	Michigan Ballroom A-B
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8:00-8:40 pm	Leadership Symposium	Michigan Ballroom A-B
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9:00 pm	Michigan HOSA Opening Session	Governors' Hall
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11:30 pm	Curfew	
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Tentative 2017 Michigan HOSA State Leadership Conference

Friday, April 28, 2017

7:00 am-7:00 pm	Advisor Suite Available	Tower Suite 1456
7:00 am	Event Managers and Section Leaders Meet Judges for 8:00 am Events	Council Room
8:00 am	Biomedical Lab Science Skill	Michigan Ballroom G
8:00 am	CPR/FA Skill	Executive Ballroom
8:00 am	Creative Problem Solving Skill	Michigan Ballroom C-D
8:00 am	EMT Skill	Michigan Ballroom C
8:00 am	Forensic Medicine Skill	Tower A
8:00 am	HOSA Bowl	Club Room (Floor 17)
8:00 am	Physical Therapy Skill	Peninsula A
8:00 am	Veterinary Science Skill	Mackinac A
8:30 am	Advisors Helping With 9:00 am Written Exams	Michigan Ballroom A-B
9:00 am	Biomedical Debate Written Test	Michigan Ballroom A-B
9:00 am	Dental Terminology Written Test	Michigan Ballroom A-B
9:00 am	Healthy Lifestyles Written Test	Michigan Ballroom A-B
9:15 am	Medical Reading Exam	Michigan Ballroom A-B
9:15 am	Epidemiology Exam	Michigan Ballroom A-B
10:00 am-4:00 pm	HOSA Merchandise For Sale	Lower Registration Desk
11:00 am	Human Growth and Development Test	Michigan Ballroom A-B
11:00 am	Medical Law and Ethics Test	Michigan Ballroom A-B
11:25 am	Parliamentary Procedure Written Test	Michigan Ballroom A-B
11:15 am	Pathophysiology Test	Michigan Ballroom A-B
11:25 am	Pharmacology Test	Michigan Ballroom A-B
11:25 am	Transcultural Healthcare Test	Michigan Ballroom A-B
12:00 pm	Event Managers and Section Leaders Meet Judges for 1:00 pm Events	Council Room
1:00 pm	Behavioral Health Test	Michigan Ballroom A-B
1:00 pm	CERT Skill	Michigan Ballroom C-D
1:00 pm	Clinical Nursing Skill	Michigan Ballroom E
1:00 pm	Home Health Aide Skill	Michigan Ballroom G
1:00 pm	Medical Assisting Skill	Mackinac A
1:00 pm	Medical Math Test	Michigan Ballroom A-B
1:00 pm	Medical Terminology Test	Michigan Ballroom A-B
1:00 pm	Nursing Assisting Written Test	Michigan Ballroom A-B
1:00 pm	Sports Medicine Skill	Peninsula A
3:00-6:00 pm	Healthcare Issues Exam (must finish by 6:00 pm)	Michigan Ballroom A-B
3:00 pm	Life Support Skills	Council Room

Tentative 2017 Michigan HOSA State Leadership Conference

Friday, April 28, 2017 Continued

3:00 pm	Nutrition Test	Michigan Ballroom A-B
3:30 pm	Officer Election Session (<i>Voting Delegates only</i>)	Governors' Hall
6:00-6:40 pm	HOSA and Medical Reserve Corps Opportunities	Governors' Hall
8:00 pm	Officer Installation & Grand Awards Ceremony	Governors' Hall
10:00 pm	Activity Night (<i>must wear HOSA T-shirt</i>)	Governors' Hall
10:00-11:30 pm	HOSA Merchandise For Sale	Lower Registration Desk
11:59 pm	Curfew	

Saturday, April 29, 2017

8:00 am	Pick Up All Binders, Display Boards, Notebooks, Posters, Release Forms, etc.	Director's Room
11:00 am	Hotel Check-Out	

**SECTION 105 OPT-OUT RESOLUTION
SECTION 105C OPT-OUT RESOLUTION**

BACKGROUND

The State School Aid Act (MCL 380.1601 et seq) requires boards of education to take action each year to opt out of schools of choice, if they choose not to offer schools of choice or if they have a hybrid plan. Monroe County has its own Schools of Choice program; therefore, each district must opt out of §105 and 105c if they follow the Monroe County Program.

ENCLOSURE

Resolution

RECOMMENDATION

Move to approve Section 105 Opt-Out Resolution and Section 105c Opt-Out Resolution 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	_____	_____	_____	_____

MONROE PUBLIC SCHOOLS DISTRICT

Section 105 Opt-out Resolution

WHEREAS, Section 105 of the State School Aid Act of 1979, as amended by Public Act 297 of 2000, permitted school districts to accept schools of choice enrollment applications from nonresident applicants residing within the same intermediate school district; and,

WHEREAS, by official action taken at its March 28, 2017 meeting, this Board of Education determined to not accept applications under §105 for enrollment from nonresident applicants residing within the same intermediate school district for the 2017-18 school year but instead will participate in the Monroe County School of Choice Program; and,

WHEREAS, the District must comply with Section 105 of the State School Aid Act in order to avoid a state school aid penalty.

Now therefore be it resolved that the School District will not accept applications under §105 for enrollment from nonresident applicants residing within the same intermediate school district for the 2017-18 school year but instead will participate in the Monroe County Schools of Choice Program.

Section 105c Opt-Out Resolution:

WHEREAS, Section 105c of the State School Aid Act of 1979, as amended by Public Act 297 of 2000, permitted school districts to accept schools of choice enrollment applications by nonresident applicants residing in a district located in a contiguous intermediate school district; and,

WHEREAS, by official action taken at its March 28, 2017 meeting, this Board of Education determined to not accept applications under §105c for enrollment by nonresident applicants residing in a district located in a contiguous intermediate school district for the 2017-18 school year; and,

WHEREAS, the District must comply with the provisions of §105c of the State School Aid Act in order to avoid a state school aid penalty.

Now therefore be it resolved that the School District will not accept applications under §105c for enrollment by nonresident applicants residing in a district located in a contiguous intermediate school district for the 2017-18 school year.

Lawrence VanWasshenova
President

Floreine Mentel
Vice President

Cynthia Taylor
Secretary

Cheryl Sweeney
Parliamentarian

Matthew Bunkelman
Trustee

Robert Nichols
Trustee

Rosalie Pasko
Trustee

Julie M. Everly
Superintendent

ADJOURNMENT

RECOMMENDATION

Move to adjourn the March 28, 2017 Board Meeting #6.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____