

MONROE PUBLIC SCHOOLS



**Board Meeting #7
April 11, 2017
7:00 PM**

BOARD OF EDUCATION

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

SUPERINTENDENT OF SCHOOLS

MRS. JULIE M. EVERLY

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

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #7

Tuesday, April 11, 2017

7:00 PM

AGENDA

****Revised****

A. Roll Call and Call to Order	5
Presenter: Mr. VanWasshenova	
1. Pledge of Allegiance to the Flag	
B. Public Commentary - Board Agenda Items Only	
Presenter: Mr. VanWasshenova	
1. Acceptance of Reports and/or Committee Reports	6
Presenter: Mr. VanWasshenova	
a. Contracted Services Recommendations	7
b. March 27, 2017, Board Personnel Committee Meeting Minutes	8
C. Discussion and Action Items	
1. Approval of Minutes	22
Move to approve the minutes of the following as submitted:	
Presenter: Mr. VanWasshenova	
a. March 28, 2017, Board Work Session	23
b. March 28, 2017, Board Meeting #6	25
c. April 4, 2017, Special Board Meeting (3 sets)	28
d. March 28, 2017, Closed Meeting	
e. April 4, 2017, Closed Meeting (2 sets)	
2. Staff Resignation	31
Move to approve the resignations from Monroe Public Schools of Jacob Myers and John Wilhelm effective April 28,2017, and Mary Heavner effective June 14, 2017.	
Presenter: Mrs. Flynn	
3. BPA National Leadership Conference	35
Move to approve the attendance of two Monroe High School students at the BPA National Leadership Conference in Lake Buena Vista, Florida, in accordance with board policies for field trips and excursions.	
Presenter: Mrs. Joseph	
4. MDOT-TRAC Bridge Challenge	54

Move to approve the attendance of two Monroe High School students at the MDOT Bridge Competition in Grand Rapids, Michigan, in accordance with board policies for field trips and excursions.

Presenter: Mrs. Joseph

5. School Family Appreciation Week Resolution 61

Move to approve the School Family Appreciation Week Resolution as read.

Presenter: Mrs. Everly

6. Cafeteria Painting 63

Move to approve the cafeteria painting at Custer II Elementary, Manor Elementary, Waterloo Elementary and Monroe High School by A & A Painting, not to exceed \$13,750.00. Cost for this project will be paid from the Food Service Fund.

Presenter: Mrs. Eighmey

7. LLI Kit - Arborwood 69

Move to approve the purchase of the Fountas & Pinnell LLI kit at a total cost not to exceed \$5,395.50. Funds for this purchase will be covered by 2016-2017 Title I funds in accordance with allowable expenditure guidelines for use of federal funds for supplemental instructional programming.

Presenter: Mrs. Joseph

8. **Chiller Start Up** 71

Move to accept the bid of \$5,878.00 from Dimech Services Inc. of Toledo, Ohio, to start up the chiller at Monroe High School. Money for this purchase will come from the Operations Budget.

Presenter: Mr. Oley

9. **Playground Mulch** 82

Move to accept the bid of \$11,050.00 from Jack's Lawn Service of Monroe, Michigan, to provide playground mulch throughout the district. Money for this purchase will come from the Operations Budget.

Presenter: Mr. Oley

10. Superintendent's Comments

Presenter: Mrs. Everly

11. Old Business

Presenter: Mr. VanWasshenova

12. New Business

Presenter: Mr. VanWasshenova

13. Public Commentary - Any Topic

Presenter: Mr. VanWasshenova

14. Adjournment 88

Move that the April 11, 2017, Board Meeting #7 of the Monroe Public Schools Board of Education be adjourned.

Presenter: Mr. VanWasshenova

ROLL CALL

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

ACCEPTANCE OF REPORTS AND/OR COMMITTEE REPORTS

REPORTS AND/OR COMMITTEE REPORTS

- Contracted Services Recommendations
- March 27, 2017, Board Personnel Committee Meeting Minutes

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

Amanda Neal has turned in her resignation from the Entry Level Technology Support position that she has held. Her resignation for the purpose of other employment was effective March 31, 2017.

Logan Fowler is being recommended for an Entry Level Technology Support position effective April 17, 2017.

Zachary Scherer is being recommended for an Entry Level Technology Support position effective April 5, 2017.

ANCILLARY SUPPORT

Jill Finley is being recommended for the Student Resource Center Liaison role at Monroe Middle School effective April 5, 2017.

Monroe Public Schools Board Personnel Committee Meeting Minutes

Date of Meeting: March 27, 2017

Present: Floreine Mentel, Bob Nichols, Rosalie Pasko, Cheryl Spicer, Julie Everly, Cindy Flynn, Terry Joseph, Kathy Eighmey, David Payne and Holly Scherer

Next Meeting: April 10, 2017

1. Meeting was called to order at 5:30 PM
2. Public Commentary - None
3. Staffing Updates

***Goal I: Student Achievement -
Recruiting, inducting a highly skilled staff and planning for their succession***

Mrs. Flynn pointed out that future meeting agendas will be focused around our board goals. Under Goal I noted above, Student Achievement, we have prepared staffing notes to share with the group that include new hires and resignations/retirements. She particularly noted that new since last reporting, a resolution will be coming to the board to hire Andrew Hoppert, as Community Engagement Coordinator and James Miller as the Custer Assistant Principal. Anticipated retirements announced for end of year include Diana Martin, Robert Matusik, and Denise Shugarman, Teachers; Donna Bilbrey, Assistant; and Stella Tucker, Secretary.

Mrs. Flynn also shared the turnover rates for administrators and teachers. Administration has been exploring the data correlations between student achievements and experienced vs. new teachers, which points out the need to retain staff. Mrs. Everly shared that the teacher turnover rate is something we will be discussing further in the board workshop on Tuesday.

Mrs. Flynn reported Summer Learning Academy recruitment is underway with 16 teachers, 18 interventionists, 17 tech liaisons, and 14 assistants that have applied to participate in the SLA so far this year. At last month's meeting, Mrs. Joseph explained how the SLA program will expand through this summer with staggered opportunities.

4. Social Emotional Team Support

***Goal II: Graduation Rates -
Providing Resources that Support Developing Active Citizenship and Positive Workforce Behaviors
and Wellbeing***

Aligning with Board Goal II and in follow-up from last month's Personnel meeting, Mrs. Flynn shared the attached PowerPoint with information on the Contracted Social-Emotional Team movement and retention for the past three years. Mrs. Everly noted that this program has evolved in our district based on the needs we were seeing at each building, focusing on a team approach with the Administrators and Counselors at each building. This is a point of pride for our district and the teams in the schools have made this all come together. Mr. Nichols noted this might be a concept to market to other districts. Mrs. Flynn explained the job duties of each of these groups as described below:

Dean of Students: Positioned currently at Arborwood, Custer, OCHS, MMS, and MHS. The role of the Dean is to plan, coordinate and implement behavior plans for students; they also focus on restorative justice (alternatives to suspension). The restorative justice endeavor is about having students do some reflection and some ways to 'give back' (like helping out custodian afterschool or other manual labor type things) as an alternative to being suspended. They facilitate lots of conflict resolution pieces such as Custer's Opportunity Room, Restorative Circles for mediation between families in conflict, and act as conduit between parent, teacher and student. This process does not override the discipline mandates. The OCHS Dean also serves in the role of district Substance Abuse Coordinator for all buildings.

Student Service Provider: All SSP currently have a social work degree, or equivalent background and are located in each building. The SSP is the first line of defense for students having conflict, they work with small groups of students and have lots of parent contacts. They especially focus on bullying; work with classroom teachers to keep the students on track with homework and supplies; work with 504 and behavior plans, and helping students with individual needs, such as our homeless population and clothes closets. These positions compliment the counseling positions at the secondary buildings.

School Climate Liaison: Again located in each building, the number one priority for the Climate Liaison is handling attendance protocols and truancy concerns. They also focus on student event planning, coordinate parent engagement series, and positive behavior intervention supports. At the beginning of each school year this group investigates student 'no shows' to verify locations and was quite successful this year in tracking down 147 of the 158 students registered in PowerSchool that were unaccounted for the first week of school.

Post-Secondary Planners: Located at Monroe Middle School and Monroe High School, PSP help students dealing with transitions with all work focused on career pathways; academic awareness and organization. The PSP coordinate building tours of MHS for the middle school students, and of colleges/trade schools for the high school students. They talk to students about being 5-year plan students and are instrumental in helping us sell our programming. At MHS they focus on FASPA, college applications, and assist planning for post-secondary success. OCHS also has a PSP position combined with their School Climate Liaison.

District Climate Liaison: Coordinating the social emotional team is Kim Vandeveld. In her district role she holds monthly meetings and arranges professional development for the social emotional team. She has been instrumental in making community connections and in roads with prosecutors, DHHS, DDS, and other community agencies which helps when MPS needs to have conversations with those agencies. She also leads up the community outreach and MPS presence at places like Salvation Army and Oaks of Righteousness. Mrs. Everly noted that Ms. Vandeveld and her group are scheduled for a presentation to the board as a whole in May.

5. Automation

***Goal III: Finances –
Analyze for Cost Containment and Work Efficiencies***

Aligning with Board Goal III, focusing on work efficiencies, Mrs. Everly shared that the idea of automation, particularly in the areas of HR and business office, are topics that we plan to bring to you frequently. These connections really do help the efficiency for the district.

Mrs. Flynn shared that we are currently exploring a connection between PowerSchool, our student management system and CEO, our scanning system for historical personnel records. This conduit will help with efficiency for our administrators in accessing historical documents. She reported that the district is also working to build connection between Frontline with our staff evaluations and our curriculum programs.

Mr. Payne provide a map noting areas of integration that help with efficiency and the lines indicate how that information is being shared between various programs across the district (those noted with dashed lines are future integrations in progress). Level Data and Clever are companies that we work with and build connectors to other platforms. These connections help to provide consistency in data, with one source of data entry that includes input masks.

Another integration Mr. Payne noted is our single sign in active directory. Mr. Payne shared that this allows one user name/password that can be used in multiple programs. This keeps our systems secure, but helps with ease of use for users. This single sign on also works with Google and Microsoft 360. In addition, Microsoft 360 allows staff or students to install office programs on up to five personal devices.

Mrs. Eighmey shared that time keeping systems are finally coming down in price and something the district is working to pursue and that she has been participating with the Monroe-Lenawee Consortium to explore options. Currently we have one payroll person in our district processing all hourly staff timesheets. These timesheets are created in Excel at each building, then need to be printed, signed and scanned to payroll, who then reprints a copy for our record and manually enters the information into our payroll system. We are looking for ways that people can enter their employee ID to "clock in" and what equipment would be best to make that happen. The consortium put out an RFP which came back just under \$40,000 for the first year and \$9,300 annual renewal fees. Our next step is to determine what equipment would be best for our district and once that information is gathered we will bring recommendation to the board. Goal would be summer time implementation.

Mrs. Eighmey also noted the business office is also reviewing other online initiatives that would better automate areas for managing community education and athletics.

6. Old Business

- Update Athletic Advisory Committee (Monroe Pride): Mrs. Scherer directed the group to the agenda enclosed for the Athletic Advisory Committee meeting scheduled on Wednesday, March 29th. Mrs. Everly, Mrs. Eighmey, Mrs. Mentel, Mr. Nichols, and Ms. Spicer will be participating and can report back to this committee on the Monroe Pride efforts.
- Building coverage when Administrator is absent: Mrs. Flynn shared that she's working with the building principals to put together a protocol for when a building admin is absent. This protocol will help with consistency between buildings.

7. New Business

It was reported that the Positive Action Committee Employee Celebration is currently being planned for May 10, 2017. Board members are being asked to mark this date on their calendars.

Mrs. Eighmey shared that the EduStaff Contract Services is one of the last groups that administration is discussing in terms of ideas for retention. Consideration is being given to offer an adjustment to pay for those employees that have been with us since the beginning; so those that have three years with our district would be eligible for some type of longevity reimbursement. Mrs. Everly noted that as we've previously met with all of our MPS employee groups, and we would like to address this EduStaff contracted group before we move into the next round of future negotiations. There were no objections from the committee.

8. Future Meetings Date: April 10, 2017 @ 5:30 PM Mrs. Mentel and Mrs. Pasko noted that they will have a conflict with this date and have requested to start that meeting at 5 PM. Mrs. Everly will check on that possibility.

9. Future Agenda Items

- Mrs. Pasko would like to see average of what first year teacher makes (take home); what types of perks they have and what we might be able to offer.
- Mr. Nichols would like to talk about a tweak to our evaluation process. He noted that administrators are now doing evaluations, but why not a bottom up evaluation with an opportunity for teachers to evaluate their administrators; students evaluate teachers; etc. The group agreed that this would be an opportunity for different perspectives to be part of the process. Mrs. Flynn shared that there is a "360 tool" that would provide that insight and something we could talk about at future meetings.

10. Meeting adjourned at 6:32 PM.



Contracted Social- Emotional Team

Movement and Retention for the Past Three Years

March 27, 2017



Contracted Social Emotional Team

- ▶ Dean of Students
- ▶ Student Service Provider
- ▶ District Climate Liaison
- ▶ School Climate Liaison
- ▶ Post Secondary Planner

Turnover Rates for Contracted Social Emotional Team

- ▶ 2014-2015 29 on staff, 2 resigned*, 1 removed
- ▶ 2015-2016 31 on staff, 6 resigned
- ▶ 2016-2017 33 on staff, 14 resigned*
 - ▶ *nearly all who resigned moved on to higher paying positions in their field
 - ▶ The majority of resignations were in student service provider positions (social workers)
- ▶ Comparison Data
 - ▶ Teacher turnover between 2011-2017: 1.9%, 6.3%, 6.4%, 8.0%, 7.2%, 10%
 - ▶ Administrator turnover between 2011-2017: 15.4%, 7.7%, 7.7%, 20.8%, 26.1%, 13%

Dean of Students

- ▶ Custer-one dean, two people have held this position over three years
- ▶ Arborwood - two deans, both have been there all three years
- ▶ MMS - one dean, two people have held this position over three years
- ▶ MHS - one dean, same person all three years
- ▶ Orchard - this position was eliminated and was combined with student service provider/district substance abuse coordinator.

Student Service Provider

- ▶ Custer - one position, same person all three years
- ▶ Arborwood - two positions, one change over three years
- ▶ Manor - one position, one change over three years
- ▶ Raisinville - one position, one change over three years
- ▶ Waterloo - one position, one change over three years
- ▶ MMS - two positions, two changes over three years
- ▶ MHS - three positions, two same person all three years, one position changed each year
- ▶ Orchard - one position, same person all three years

School Climate Liaison

- ▶ Custer - two positions, one has not changed, one changed each year
- ▶ Arborwood - one position, changed each year (two moved within district)
- ▶ Manor - one position, same person all three years
- ▶ Raisinville - one position, changed each year (one moved within district)
- ▶ Waterloo - one position, same person all three years
- ▶ MMS - one position, changed twice
- ▶ MHS - two positions, one person there all three years, second position changed five times in three years (1 moved within)
- ▶ Orchard - one position, changed twice

Post Secondary Planner

- ▶ MMS - two positions, two changes over three years
- ▶ MHS - two positions, same people all three years

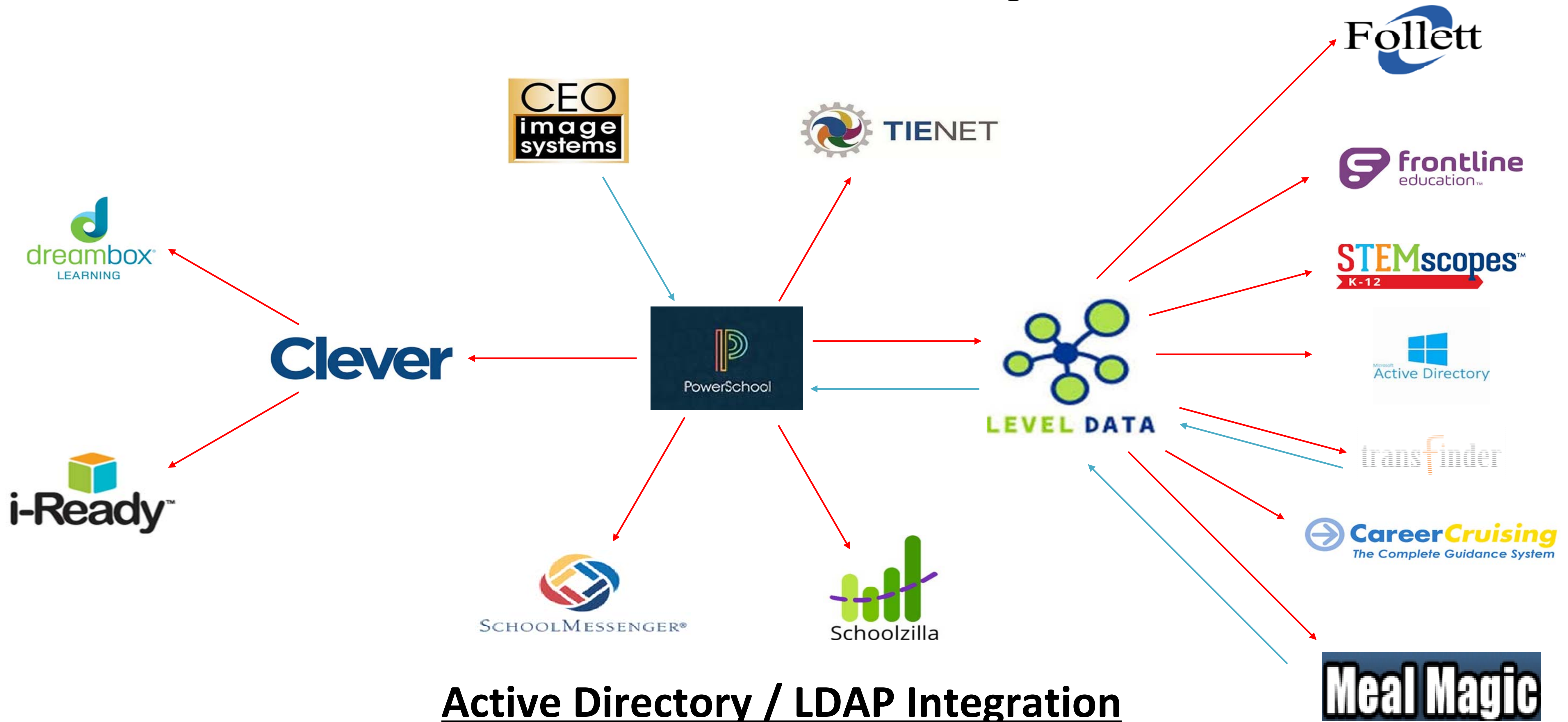
District Climate Liaison

- ▶ This position has been in place for two years with the same person in that position for both years.

Despite Turnover, Positive Impact Continues

- ▶ Attendance: Work continues investigating students on the “No Show” list. These are students who are listed as registered students in PowerSchool on the first day of school but have not yet attended school. On 9-8-16, 158 students were identified as not attending. As of Thursday, 9-29-16 only 11 remain. Climate Liaisons, Administrators and Police Liaisons contacted families and schools to verify the location of these students. Home visits were also made.
- ▶ Coordination of Efforts : Cooperation among members of the social emotional team and local support agencies to support student and family needs has been ongoing.

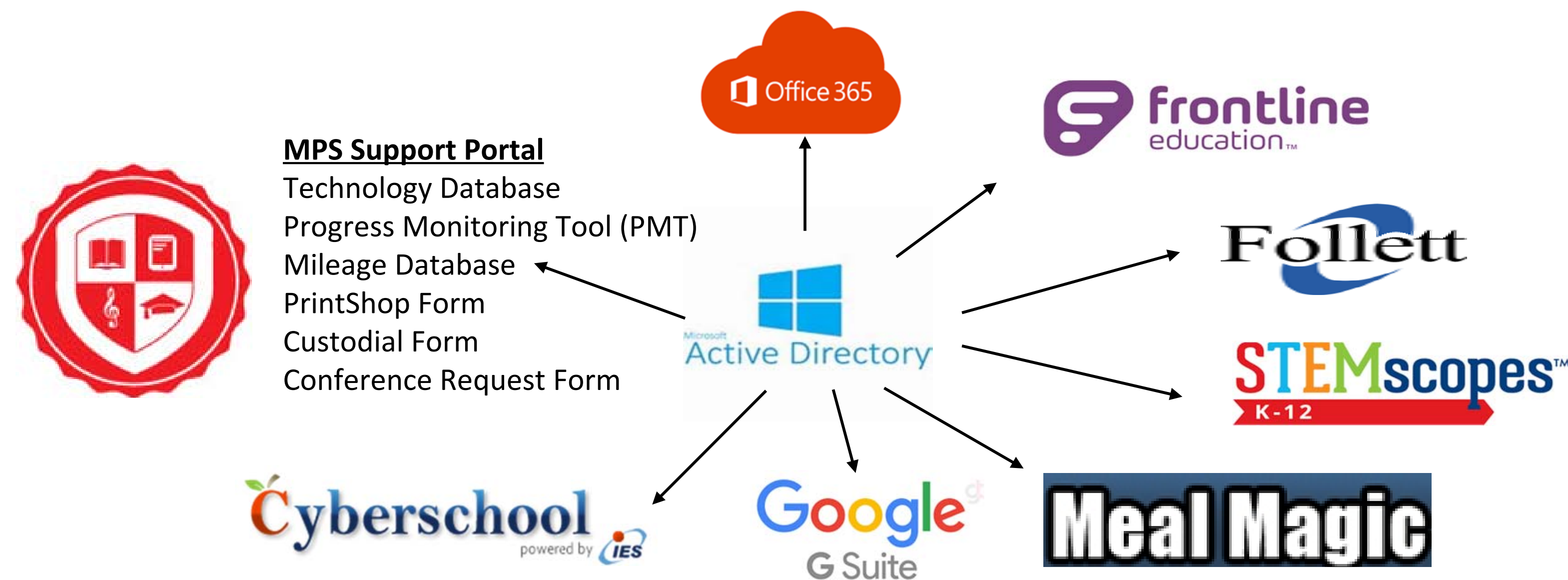
Staff and Student Data Integration



Active Directory / LDAP Integration

LEGEND

- Exported Data (Red Arrow)
- Imported Data (Blue Arrow)
- Single Sign-On Connection (Black Arrow)



APPROVAL OF MINUTES

ENCLOSURES

- a. March 28, 2017, Board Work Session Minutes
- b. March 28, 2017, Board Meeting #6 Minutes
- c. April 4, 2017, Special Board Meeting Minutes (3 sets)

RECOMMENDATION

Move to approve the following minutes as submitted:

- a. March 28, 2017, Board Work Session
- b. March 28, 2017, Board Meeting #6
- c. April 4, 2017, Special Board Meeting (3 sets)
- d. March 28, 2017, Closed Meeting
- e. April 4, 2017, Closed Meeting (2 sets)

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

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

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Work Session
Tuesday, March 28, 2017
5:30 p.m.

MINUTES

Roll Call and Call to Order

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

Board Members Absent: None

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

Administrators Absent: None

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

Focus School Update

In addition to the Focus School data for the second trimester that was presented this evening, Mrs. Joseph included data from our other schools. These measurements were taken mid to early February and included data for math, reading, and writing.

Mrs. Joseph shared math data for grades K-12. For September, the data showed about a 14% summer loss since the end of last school year to the beginning of this school year for K-6. For grades 7-12, the scores reflect what students should learn by the end of a course. Mr. Nichols asked why scores went up in November and then dropped in March for some of the grade levels. Mrs. Joseph stated that the data represents students being tested on harder content, and in some cases, there is a shift in the content area being assessed. We have been working with buildings to implement interventions for students. During IE (Intervention/Enrichment) time in the elementary buildings, teachers have been focusing on math. We are also looking at Extended Day offerings for math.

In reading, we experienced the same 14% summer loss as we did in math. This summer loss is what prompted a lot of the adjustments made to Summer Learning Academy. Only 13% of our kindergartners started the school year with the basic knowledge we expect them to have. Remarkably, 70% of our kindergarten students are now where they need to be. This data represents a lot of the good things that are happening in our kindergarten classrooms. For our Focus Schools, Manor was 70% proficient; Custer was 58% proficient; and Waterloo was 69% proficient.

From September to March, quite a bit of growth was shown in writing at all grade levels. Eighth grade struggled a little bit more than the other grade levels, because students found the course to be rather difficult. Students continue to grow in the writing process, even though the concepts become more challenging. For our Focus Schools, Custer scored at 69% proficient; Manor – 72% proficient; and Waterloo – 68% proficient.

Mrs. Everly commented that depending on each building's data, we are creating a wraparound with a lot of support for teachers.

Mr. Bunkelman suggested inviting professors from MCCC to a Curriculum Committee meeting to give an overview of positives and negatives they've seen of students coming from Monroe High School. It might give us an idea of areas to focus on.

Closed Session

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

Vote: Motion carried by a 7-0 hand vote.

Adjournment of Closed Session and Reconvene

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

Vote: Motion carried by a 7-0 hand vote at 6:58 p.m.

Adjournment

Motion by Mr. Bunkelman; support by Mrs. Mentel that the 5:30 p.m., March 28, 2017, Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 6:58 p.m.

Cynthia Taylor, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #6

March 28, 2017

7:00 p.m.

MINUTES

Roll Call and Call to Order

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

Board Members Absent: None

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

Administrators Absent: None

President VanWasshenova called the meeting to order at 7:02 p.m.

Public Commentary – Board Agenda Items Only

There was none at this time.

Custer School – Mrs. Weaver’s 1st Grade Class

For the last several years, Mrs. Weaver’s class has had a partnership with communication instructor, Mark Bergmooser, at Monroe County Community College, and his students visit her classroom four times during a trimester. This last trimester, the college students helped her students become researchers. Mrs. Weaver’s students chose an endangered animal, and with help from the college students, they researched their animal using technology and then created story books. This was a rewarding experience for Mrs. Weaver’s students as well as the college students.

Acceptance of Reports and/or Committee Reports

The March 20, 2017, Board Curriculum Committee Meeting minutes and the Contracted Services Recommendations report were received.

Approval of Minutes

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

- March 14, 2017, Board Meeting #5

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

Michigan College of Beauty High School Program

Motion by Mrs. Mentel; support by Mr. Bunkelman to approve the implementation of the two year Michigan College of Beauty Cosmetology program for Monroe High School students.

Discussion: Mrs. Mentel stated that this is a very good opportunity for students to gain a lifelong career.

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

Second Reading of Amended Policies

The following amended Board policies were presented to the Board for a second reading: 1300 Meetings,

7950 Schools of Choice, and 8515 Head Lice.

Adoption of Amended Policies

Motion by Mrs. Mentel; support by Mrs. Taylor to approve amended Board Policy 1300 Meetings, 7950 Schools of Choice, and 8515 Head Lice, as written, effective March 28, 2017.

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

Staff Resignations

Motion by Mrs. Taylor; support by Mrs. Sweeney to approve the resignations from Monroe Public Schools of Diana Martin and Robert Matusik effective June 14, 2017.

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

Administrator Appointment

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

Discussion: Mrs. Everly indicated how pleased she is with the selection of Mr. Miller to advance into the administrative team. It has been a pleasure to watch his growth and perseverance to meet his goals. Mr. Nichols is pleased that the Board is assigning someone from Monroe to this position.

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

Clerical Appointment

Motion by Mrs. Taylor; support by Mr. Nichols to approve the appointment of Rachel French as a 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.

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

Clerical Appointment

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

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

Staff Appointment

Motion by Mrs. Mentel; support by Mrs. Sweeney 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.

Discussion: Mrs. Everly is confident that Mr. Hoppert will serve the district in an exemplary way and be a great partner and teammate.

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

Coaching Recommendation

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

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

HOSA State Leadership Conference

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

Discussion: Mr. Bunkelman would like it to be mandatory that groups give a report to the Board after their trip. Mr. Ferrara stated that he is in the process of gathering information for a report to the Board on May 9, 2017.

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

Section 105 Opt-Out Resolution and Section 105c Opt-Out Resolution

Motion by Mrs. Taylor; support by Mr. Bunkelman to approve Section 105 Opt-Out Resolution and Section 105c Opt-Out Resolution as presented.

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

Superintendent’s Comments

Mrs. Everly praised Mrs. Weaver and Professor Bergmooser for bringing their students together. It highlights all of the creative things our teachers are doing with their core curriculum.

This weekend, Monroe High School will host a mystery dinner theatre – “Murder in the Manor”.

The Monroe Public Schools Education Foundation is planning their annual fundraiser for Wednesday, May 10, 2017. The event will take place at the MB&T Headquarters. Mr. Nichols has been successful enlisting local restaurants to donate food for the event, and in turn, he hopes that everyone will give back to them by supporting their restaurants.

CTE student, Starlyn Higgins, has been awarded one of the 2017 Michigan Breaking Traditions Merit Awards. She will be recognized at a presentation in Lansing on Thursday, May 11. The award is a result of Starlyn’s participation in multiple CTE programs as a female student in non-traditional courses such as welding, automotive, and construction.

Welding teacher, Glenn Zorn, took some of our students to visit Senator Zorn last week. As a result of the visit, Mrs. Everly was invited to be part of a work group with a few Senators.

Old Business

There was none at this time.

New Business

There was none at this time.

Public Commentary-Any Topic

There was none at this time.

Adjournment

Motion by Mr. Bunkelman; support by Mrs. Mentel that the March 28, 2017, Board Meeting #6 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

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Special Board Meeting

April 4, 2017

5:30 p.m.

MINUTES

Roll Call and Call to Order

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

Board Members Absent: Parliamentarian Cheryl Sweeney

Administrators Present: Julie Everly

Administrators Absent: Katherine Eighmey, Cindy Flynn, Terry Joseph, Jerry Oley, David Payne

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

Superintendent Evaluation – Third Quarter Update

Mrs. Everly must have an effectiveness rating turned in by the end of June. The four categories are Ineffective, Minimally Effective, Effective, and Highly Effective. Each Board member received a copy of the MASB Superintendent Evaluation Tool. Mrs. Everly highlighted on the document where she sees her work and/or the district work to be. Mrs. Everly indicated that she cannot take sole credit for anything that happens in the District, because so often the work is done by teams. However, she does take full responsibility.

Mrs. Everly reviewed each section and asked for feedback from Board members.

Recess

Motion by Mr. Bunkelman; support by Mrs. Pasko to recess the April 4, 2017, Special Board Meeting and reconvene after the student disciplinary hearings.

Vote: Motion carried by a 6-0 hand vote at 6:28 p.m.

Reconvene

Motion by Mr. Bunkelman; support by Mrs. Mentel to reconvene the April 4, 2017, Special Board Meeting.

Vote: Motion carried by a 5-0 hand vote at 7:34 p.m. Mrs. Taylor was absent for this portion of the meeting.

Public Commentary-Any Topic

There was none at this time.

Adjournment

Motion by Mrs. Mentel; support by Mr. Bunkelman that the April 4, 2017, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 5-0 hand vote at 8:29 p.m.

Cynthia Taylor, Secretary

MONROE BOARD OF EDUCATION

Special Board Meeting

April 4, 2017

6:30 p.m.

MINUTES

Roll Call and Call to Order

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

Board Members Absent: Parliamentarian Cheryl Sweeney,

Others Present: Julie Everly, Terry Joseph, Cindy Flynn, Jeremy Chisholm, Cathy McDonald, Joe Hammond, student (0404a), student's mother

Mr. VanWasshenova called the meeting to order at 6:32 p.m.

Closed Session

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

Vote: Motion carried by a 6-0 roll call vote at 6:34 p.m.

Reconvene Board Meeting

Motion by Mrs. Mentel; support by Mr. Bunkelman that the closed session adjourn and the 6:30 p.m., April 4, 2017, Special Board Meeting reconvene.

Vote: Motion carried by a 6-0 hand vote at 7:04 p.m.

Recommendation

Motion by Mrs. Taylor; support by Mr. Nichols to expel the student in accordance with state law. The student will not be allowed on a Monroe Public Schools bus during this expulsion period.

Vote: Motion carried by a 6-0 roll call vote at 7:08 p.m.

Adjournment

Motion by Mr. Bunkelman; support by Mrs. Taylor that the April 4, 2017, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 7:08 p.m.

Cynthia Taylor, Secretary

MONROE BOARD OF EDUCATION

Special Board Meeting

April 4, 2017

6:30 p.m.

MINUTES

Roll Call and Call to Order

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

Board Members Absent: Parliamentarian Cheryl Sweeney

Others Present: Julie Everly, Terry Joseph, Cindy Flynn, Jeremy Chisholm, Cathy McDonald, Joe Hammond, student (0404b), student's parents

Mr. VanWasshenova called the meeting to order at 7:11 p.m.

Closed Session

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

Vote: Motion carried by a 6-0 roll call vote at 7:12 p.m.

Reconvene Board Meeting

Motion by Mrs. Taylor; support by Mr. Bunkelman that the closed session adjourn and the 6:30 p.m., April 4, 2017, Special Board Meeting reconvene.

Vote: Motion carried by a hand vote at 7:23 p.m.

Recommendation

Motion by Mr. Nichols; support by Mrs. Mentel to suspend the student for ten days (time served) and return to school on Wednesday, April 5, 2017. The student was able to establish that the object was not possessed for use as a weapon.

Vote: Motion carried by a 6-0 roll call vote at 7:28 p.m.

Adjournment

Motion by Mr. Bunkelman; support by Mrs. Mentel that the April 4, 2017, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 7:28 p.m.

Cynthia Taylor, Secretary

STAFF RESIGNATIONS

BACKGROUND

We have received a letter of resignation for the purpose of retirement from **Jacob Myers**. Mr. Myers has worked in our Maintenance department for the past 26 years. His resignation is effective at the end of the day on April 28, 2017.

We have received a letter of resignation for the purpose of retirement from **John Wilhelm**. Mr. Wilhelm has worked in our Maintenance department for the past 18 years. His resignation is effective at the end of the day on April 28, 2017.

We have received a letter of resignation for the purpose of retirement from **Mary Heavner**. Ms. Heavner has been a teacher with Monroe Public Schools for the past 20 years. Her resignation is effective at the end of the 2016/17 school year.

ENCLOSURE(S)

Letters of Resignation

RECOMMENDATION

Move to approve the resignations from Monroe Public Schools of Jacob Myers and John Wilhelm effective April 28, 2017, and Mary Heavner 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	_____	_____	_____	_____

Jacob H. Myers

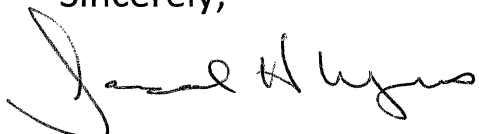
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Mrs. Cindy Flynn
Director of Human Resources
Monroe Public Schools
1275 North Macomb Street
Monroe, MI 48162

Dear Mrs. Cindy Flynn and the Board of Education,

I would like to inform you that I am retiring from my maintenance position with Monroe Public Schools, effective May 1, 2017. Thank you for 28 years of employment.

Sincerely,

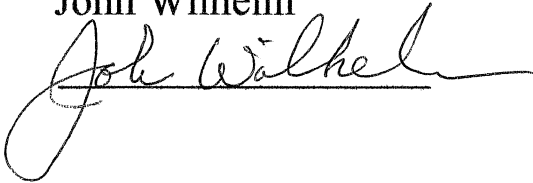

Jacob H. Myers

I would like to inform you that I am retiring from my position with Monroe Public Schools, My last day of Employment will be Friday, April 28th 2017

I have 5 days of vacation left and will use them from April 24th thru the 28th so my last day of work will be Friday, April 21st 2017.

Thank You,

John Wilhelm

A handwritten signature in cursive script that reads "John Wilhelm". The signature is written in black ink and is positioned below the printed name. It features a large, stylized initial "J" and a long, sweeping underline that extends to the right.

March 31, 2017

Julie,

Please accept this letter of resignation. I plan on retiring at the end of the 2016-2017 school year.

Sincerely,

Mary Heavner
MMS Science Teacher

**BUSINESS PROFESSIONALS OF AMERICA
NATIONAL LEADERSHIP CONFERENCE**

BACKGROUND

Anne Knabusch, Monroe High School teacher and BPA advisor, wishes to petition the Board of Education for permission to take two (2) Monroe High School students to Orlando, Florida, to attend the BPA National Leadership Conference. This overnight trip will be held at Epcot Resorts in Lake Buena Vista, Florida, May 9 – 14, 2017. These students will be training and testing in their events and taking part in the BPA activities.

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

ENCLOSURE(S)

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

RECOMMENDATION

Move to approve the attendance of two Monroe High School students at the BPA National Leadership Conference in Lake Buena Vista, Florida, 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	_____	_____	_____	_____

March 20, 2017

Mrs. Sandy Kreps, Principal
Mr. William Ferrara, CTE Director

Dear Sandy and Bill:

The Monroe High School Business Professionals' of America (BPA) Club has two students that qualified for the National Leadership Conference May 9-14, 2017 in Orlando, Florida. These two young men, Sven Wollschlaeger and Anthony Levesque, will be competing in their event competitions, attending conferences, and taking part in the BPA activities with schools across the country. I will also be taking part in proctoring a national test, as well as, supervising and taking part in activities with them.

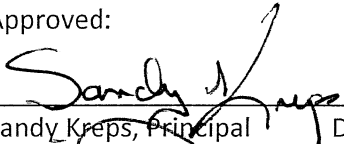
Please sign below to grant permission for the BPA Club to attend this wonderful National Leadership Conference and complete all necessary paperwork and seek Board of Education approval. If you have any questions regarding this matter, please feel free to contact me.

Sincerely,



Anne E. Knabusch, BPA Co-Advisor
Monroe High School

Approved:

 3-21-17
Sandy Kreps, Principal Date

 3/21/17
William Ferrara, CTE Dir. Date

Monroe Public Schools
Field Trip Information Form

Overnight

Date of Trip: May 9, 2017 to May 14, 2017

Grade/Team/Organization Making Request: Monroe High School BPA (Business Prof. of America Club)

Destination: National Leadership Conf. - Orlando, FL

Address: 1500 Epcot Resorts Blvd.

City: Lake Buena Vista State: FL Zip: 32830

Means of Transportation: Airplane

Number of Students and Adults Involved: 2 students, 1 adult advisor

Exact Loading Location: MHS Teachers Parking Lot

Estimated Time of Departure: 3:00 p.m.

Estimated Time of Departure from Destination: noon

Expected Time of Arrival: 4:00 p.m.

Purpose of Trip: National Leadership Conf.

✓ Faculty Supervisor: Anne Knabusch

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

✓ Principal's Signature: Sandra Krep Date: 3/22/17

Approved Denied

✓ Assistant Superintendent's Signature: Sheila Juff Date: 3/27/17

Approved Denied

Number of Other Adults Assisting: 1

Number of School Days Student will be Attending Trip: 3 (Wed - Friday)

✓ Cost Per Child: \$1,840-

✓ Cost Per Chaperone: \$1,840-

Monroe Public Schools Funds Being Used to Pay for: partially - also our club fund will pay for food.

Students: Yes

No

Chaperones: Yes

No

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

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

Updated: 09/12/06

MONROE PUBLIC SCHOOLS

FIELD TRIP CHECK LIST

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

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

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

Pre-trip lessons:

Certiport testing, studying
competition materials

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

They will ^{have} learn a valuable experience
in BPA. They will be training and
testing in their events and taking
part in BPA activities.

Follow-up classroom lessons:

Presentation to peers in business
classes about BPA and competing
at the national level.

- 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

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:

National Leadership Conference for
Business Professionals of America.

Qualifying students:

Sven Wollschlaeger, senior

Anthony Levesque, sophomore

School(s): Monroe High School

Chaperones: Anne Knabusch, Advisor

Method of Transportation: Airplane

Date of Departure: 5/9/17

Time of Departure: 3:00 p.m.

If overnight, number of nights: 5

Date of Return: 5/14/17

Time of Return: 4:00 p.m.

Number of Students Participating: 2

Number of Staff Supervising: 1

BPA National Conference Costs

REGISTRATION	Rate	Number	Total
Student Registration Fee	\$350.00	2	\$700.00
Chaperone Registration Fee	\$350.00	1	\$350.00

HOTEL	Rate per Night	# of Nights	# of Rooms	Total
Walt Disney Dophin Resort	\$297.00	5	2	\$2,970.00

AIRFARE	Total
Advisor, 2 Students	\$1,200.00

FOOD ALLOWANCE	Number	Allowance	Total
From BPA Account	3	\$100.00	\$ 300.00

COST	Total
	\$5,520.00

ROOM #1
Anne Knabusch, Advisor

ROOM #2
Sven Wollschlaeger
Anthony Levesque

FUNDING SOURCES		
	CTE Accounting & Finance Program	\$5,220
	BPA Club Account	\$300

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

EXPLANATION AND DATES:

after school
Departure Date/Day Tuesday, May 9, 2017 Return Date/Day Sunday, May 14, 2017
A group of students and adult chaperones are planning a trip to: City Lake Buena Vista, FL 32830
State Florida Country USA (daily itinerary must be attached).

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

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

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

GENERAL INFORMATION:

Student's Name _____ Grade _____ D.O.B. _____
Address _____ Phone _____
Parent/Guardian Name(s) _____ Emergency Phone _____

MEDICAL INFORMATION

Family Doctor _____ Phone _____
Last Tetanus Shot _____ Allergies (if any) _____
Current medication (if any) _____ Recent illness or surgeries (within past six months) _____

Other pertinent information _____

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

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

INSURANCE INFORMATION:

Insurance Company _____ Contract No. _____
Name of Policy holder _____ Policy Number: _____

MEDICAL ACKNOWLEDGMENT:

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

SIGNATURES:

(Parent(s)/Guardian(s))
Signed before me this _____ day of _____ 20_____

Notary Public
My commission expires _____



Today's students.
Tomorrow's business professionals.

[The SOURCE](#) | [Shop BPA](#) | [Contact](#)

UN/ID: Password:
 Keep me logged in | [Login Help](#)

State and Local Links:

[About BPA](#) [Membership](#) [Service](#) [Compete](#) [NLC](#)



SCHEDULE OF EVENTS

[HOME](#) > [NLC](#) > [CONFERENCE RESOURCES](#) > [SCHEDULE OF EVENTS](#)

Draft as of 2/6/2017. All Events are Subject to Change.

Today's students. Tomorrow's business professionals.

Events will be held at the Walt Disney World Swan & Dolphin Resort

Day and Date	Time	Event	Location
Tuesday, May 9	12:00 pm-6:00 pm	Competitive Events Center	S: Peacock
Tuesday, May 9	3:00 pm-10:00 pm	Registration/Information Desk	D: Atlantic Hall B Foyer
Tuesday, May 9	3:00 pm-10:00 pm	Finance Desk	D: Atlantic Hall B Foyer
Tuesday, May 9	3:00 pm-10:00 pm	Tour Desk	D: Atlantic Hall B Foyer
Tuesday, May 9	3:00 pm-10:00 pm	Conference Headquarters	D: Atlantic Hall B Foyer
Tuesday, May 9	4:00 pm-5:00 pm	Administrator's/Proctor's/Grader's Orientation	
Tuesday, May 9	5:00 pm-6:00 pm	Intern Orientation	S: Parrot
Tuesday, May 9	7:00 pm-8:00 pm	Host Committee Reception	S: Osprey Terrace/Ballroom
Wednesday, May 10	7:00 am-8:00 am	Administrator's/Proctor's/Grader's Orientation	
Wednesday, May 10	7:00 am-7:00 pm	Registration/Information Desk	D: Atlantic Hall B Foyer
Wednesday, May 10	7:00 am-7:00 pm	Finance Desk	D: Atlantic Hall B Foyer
Wednesday, May 10	7:00 am-7:00 pm	Tour Desk	D: Atlantic Hall B Foyer
Wednesday, May 10	7:00 am-7:00 pm	Conference Headquarters	D: Atlantic Hall B Foyer
Wednesday, May 10	8:00 am-8:00 pm	Competitive Events Center/Test Distribution	S: Peacock
Wednesday, May 10	8:30 am-9:30 am	Intern Orientation	D: Northern Hemisphere Salon A4
Wednesday, May 10	9:00 am-3:00 pm	Intern Desk	D: Convention Foyer (Lobby Level) & S:
Wednesday, May 10	10:00 am-4:00 pm	DIGITAL LEARNING LAB SERIES-Presented by Next Step Academy <i>Earn your Life Skills Achievement Badge On-site</i>	D: Northern Hemisphere Salon E4
Wednesday, May 10	10:00 am-4:00 pm (last exam administered at 3:30 pm)	WSAP Open Events Lab	D: Southern Hemisphere Salon IV/V
Wednesday, May 10		Accounting Mathematics Concepts (S/PS)	
Wednesday, May 10		Administrative Support Concepts (S/PS)	
Wednesday, May 10		Business Meeting Management (S/PS)	
Wednesday, May 10		Computer Programming Concepts (S/PS)	
Wednesday, May 10		Financial Math & Analysis (S/PS)	
Wednesday, May 10		Information Technology Concepts (S/PS)	
Wednesday, May 10		Management/Marketing/Human Resources Concepts (S/PS)	
Wednesday, May 10		Project Management Concepts (PS)	

Wednesday, May 10		Business Math Concepts (ML)	
Wednesday, May 10		Business Communication Skills Concepts (ML)	
Wednesday, May 10		Business Fundamentals Concepts (ML)	
Wednesday, May 10		Computer Literacy Concepts (ML)	
Wednesday, May 10	10:00 am-6:00 pm	NLC Exhibitor Showcase	D: Atlantic Hall B
Wednesday, May 10	3:00 pm-3:50 pm	BPA University: Leveraging the Power of LinkedIn for Student Success -Presented by Alan Katzman, Social Assurity	D: Northern Hemisphere Salon A1
Wednesday, May 10	3:00 pm-4:00 pm	Candidate/Head Voting Delegate/Voting Delegate Briefing Meeting- All candidates & head voting delegates are required to attend. General Voting Delegates are invited to attend, but not required.	D: Northern Hemisphere Salon E3
Wednesday, May 10	4:00 pm-4:50 pm	BPA University: Adobe Academy Elective-Competitive Events using the Creative Cloud-Presented by Dan Armstrong, Adobe Education Leader	D: Northern Hemisphere Salon A1
Wednesday, May 10	4:00 pm-5:00 pm	Candidate Meeting and Testing	D: Northern Hemisphere Salon A1
Wednesday, May 10	4:00 pm-5:00 pm	Administrator's/Proctor's/Grader's Orientation	S: Mockingbird
Wednesday, May 10	4:00 pm-5:00 pm	Parade of Flags Rehearsal (State Rep Must Attend)	D: Pacific Hall
Wednesday, May 10	4:00 pm-6:00 pm	Middle Level Leadership Kickoff! (ML) Pre-registration is not required. All ML participants are automatically enrolled.	D: Northern Hemisphere Salon B/C/D
Wednesday, May 10	4:00 pm-6:00 pm	Administrative Support Team (S/PS/ML)	D: Southern Hemisphere Salon I/II/III
Wednesday, May 10	5:00 pm-5:50 pm	BPA University: The Benefits of Certification, MOS 2016 Exam Insights and New MTA Programming Exams-Presented by Randy Richards & Mark Harris, Certiport	D: Northern Hemisphere Salon A1
Wednesday, May 10	5:00 pm-6:00 pm	SAAC Meeting	D: Northern Hemisphere Salon A3
Wednesday, May 10	5:00 pm-6:00 pm	CEAC Meeting	D: Northern Hemisphere Salon A2
Wednesday, May 10	5:00 pm-9:00 pm	Grading Room	S: Lark
Wednesday, May 10	5:30 pm-6:30 pm	Intern Orientation	D: Northern Hemisphere Salon A4
Wednesday, May 10	6:30 pm-7:30 pm	State Meetings	
Wednesday, May 10	6:30 pm-7:30 pm	Alaska	D: Asia 1
Wednesday, May 10	6:30 pm-7:30 pm	Illinois	S: Swan Ballroom 5
Wednesday, May 10	6:30 pm-7:30 pm	Iowa-S	D: Northern Hemisphere Salon A3
Wednesday, May 10	6:30 pm-7:30 pm	Iowa-PS	D: Asia 2
Wednesday, May 10	6:30 pm-7:30 pm	Ohio	D: Northern Hemisphere Salon E1/E2
Wednesday, May 10	6:30 pm-7:30 pm	Massachusetts	S: Swan Ballroom 6
Wednesday, May 10	6:30 pm-7:30 pm	Michigan	D: Northern Hemisphere Salon C
Wednesday, May 10	6:30 pm-7:30 pm	Minnesota-S	S: Swan Ballroom 7/8
Wednesday, May 10	6:30 pm-7:30 pm	Montana	S: Swan Ballroom 9/10
Wednesday, May 10	7:00 pm-8:00 pm	Parliamentary Procedure Team Objective Event (S)	D: Southern Hemisphere Salon I/II/III
Wednesday, May 10	8:30 pm-10:00 pm	Opening General Session	D: Pacific Hall
Wednesday, May 10	10:00 pm-11:00 pm	State Meetings	
Wednesday, May 10	10:00 pm-11:00 pm	Chicago Chapter	D: Asia 1
Wednesday, May 10	10:00 pm-11:00 pm	Delaware	S: Swan Ballroom 5
Wednesday, May 10	10:00 pm-11:00 pm	Florida	D: Northern Hemisphere Salon A4
Wednesday, May 10	10:00 pm-11:00 pm	Idaho	D: Northern Hemisphere Salon C
Wednesday, May 10	10:00 pm-11:00 pm	Indiana	D: Northern Hemisphere Salon A1/A2
Wednesday, May 10	10:00 pm-11:00 pm	Kansas	D: Northern Hemisphere Salon A3
Wednesday, May 10	10:00 pm-11:00 pm	Minnesota-PS	D: Asia 4
Wednesday, May 10	10:00 pm-11:00 pm	New Mexico	D: Americas Seminar Room
Wednesday, May 10	10:00 pm-11:00 pm	Ohio-PS	D: Pelican 2
Wednesday, May 10	10:00 pm-11:00 pm	Oklahoma	D: Northern Hemisphere Salon E1/E2
Wednesday, May 10	10:00 pm-11:00 pm	Puerto Rico	D: Asia 3
Wednesday, May 10	10:00 pm-11:00 pm	South Carolina	S: Pelican 1
Wednesday, May 10	10:00 pm-11:00 pm	Texas	D: Northern Hemisphere Salon D
Wednesday, May 10	10:00 pm-11:00 pm	Wisconsin	D: Asia 2
Wednesday, May 10	Midnight	Curfew (Secondary & Middle Level)	
Thursday, May 11	6:30 am-5:00 pm	Competitive Events Center/Test Distribution	S: Peacock
Thursday, May 11	7:00 am-8:00 am	Competitive Event Judge's Orientation (Judged Event Administrators & Proctors are Required to Attend Orientation)	D: Americas Seminar Room
Thursday, May 11	7:00 am-8:00 am	Intern Orientation	D: Northern Hemisphere Salon A4
Thursday, May 11	7:00 am-8:30 am	State Officer's Breakfast	Disney's Beach & Yacht Club
Thursday, May 11	7:00 am-9:00 am	Federal Income Tax Accounting (PS)	S: Swan Ballroom 7-10
Thursday, May 11	7:00 am-9:00 am	Fundamental Accounting (S)	S: Swan Ballroom 7-10
Thursday, May 11	7:00 am-9:00 am	Personal Financial Management (S/PS)	S: Swan Ballroom 7-10
Thursday, May 11	7:00 am-10:00 am	PC Servicing & Troubleshooting/MTA Windows OS Fundamentals (S/PS)	D: Southern Hemisphere Salon I/II/III
Thursday, May 11	7:00 am-10:00 am	Fundamentals of Web Design/MTA HTML5 Application Developer Fundamentals (S/PS)	D: Southern Hemisphere Salon I/II/III
Thursday, May 11	7:00 am-5:00 pm	Registration/Information Desk	D: Atlantic Foyer
Thursday, May 11	7:00 am-5:00 pm	Finance Desk	D: Atlantic Foyer
Thursday, May 11	7:00 am-5:00 pm	Tour Desk	D: Atlantic Foyer
Thursday, May 11	7:00 am-5:00 pm	Conference Headquarters	D: Atlantic Foyer
Thursday, May 11	8:00 am-9:00 am	Administrator's/Proctor's/Grader's Orientation	D: Northern Hemisphere Salon A4

Thursday, May 11	8:00 am-3:00pm	DIGITAL LEARNING LAB SERIES-Adobe Academy ACA Boot Camp -Presented by Dan Armstrong, Adobe Education Leader	D: Northern Hemisphere Salon E4
Thursday, May 11	8:00 am-9:30 am	Visual Design Badge - Adobe Photoshop	D: Northern Hemisphere Salon E4
Thursday, May 11	10:00 am-11:30 am	Graphic Design and Illustration Badge - Adobe Illustrator	D: Northern Hemisphere Salon E4
Thursday, May 11	12:00 pm-1:30 pm	Print and Digital Publishing Badge - Adobe InDesign	D: Northern Hemisphere Salon E4
Thursday, May 11	8:00 am-10:00 am	BPA University: HowTheMarketWorks Final Round Presentations: Presented and Sponsored by HowTheMarketWorks	D: Northern Hemisphere Salon A3
Thursday, May 11	8:00 am-10:00 am	Video Production Team (PS)	D: Europe 9
Thursday, May 11	8:00 am-12:00 pm	Computer Modeling (S)	
Thursday, May 11		Section 1	D: Europe 10
Thursday, May 11		Section 2	D: Europe 11
Thursday, May 11	8:00 am-12:00 pm	Digital Media Production (PS)	D: Europe 1
Thursday, May 11	8:00 am-12:00 pm	Digital Media Production (S)	
Thursday, May 11		Section 1	D: Europe 2
Thursday, May 11		Section 2	D: Europe 3
Thursday, May 11		Section 3	D: Europe 4
Thursday, May 11		Section 4	D: Europe 5
Thursday, May 11	8:00 am-12:00 pm	Contemporary Issues (PS)	
Thursday, May 11		Preparation	D: Oceanic 1
Thursday, May 11		Presentation	D: Oceanic 2
Thursday, May 11	8:00 am-12:00 pm	Extemporaneous Speech (ML)	
Thursday, May 11		Preparation	D: Oceanic 3
Thursday, May 11		Presentation	D: Oceanic 4
Thursday, May 11	8:00 am-12:00 pm	Extemporaneous Speech (S)	
Thursday, May 11		Preparation Sections 1-3	D: Oceanic 5
Thursday, May 11		Section 1	D: Oceanic 6
Thursday, May 11		Section 2	D: Oceanic 7
Thursday, May 11		Section 3	D: Oceanic 8
Thursday, May 11	8:00 am-12:00 pm	Graphic Design Promotion (ML)	D: Australia 2
Thursday, May 11	8:00 am-12:00 pm	Graphic Design Promotion (PS)	D: Australia 3
Thursday, May 11	8:00 am-12:00 pm	Graphic Design Promotion (S)	
Thursday, May 11		Section 1	D: Asia 1
Thursday, May 11		Section 2	D: Asia 2
Thursday, May 11		Section 3	D: Asia 3
Thursday, May 11		Section 4	D: Asia 4
Thursday, May 11		Section 5	D: Asia 5
Thursday, May 11	8:00 am-12:00 pm	Introduction to Video Production Team (ML)	D: Australia 1
Thursday, May 11	8:00 am-12:00 pm	Presentation Management Individual (S)	
Thursday, May 11		Section 1	S: Macaw 1
Thursday, May 11		Section 2	S: Macaw 2
Thursday, May 11		Section 3	S: Parrot 1
Thursday, May 11		Section 4	S: Parrot 2
Thursday, May 11	8:00 am-12:00 pm	Video Production Team (S)	
Thursday, May 11		Section 1	D: Europe 6
Thursday, May 11		Section 2	D: Europe 7
Thursday, May 11		Section 3	D: Europe 8
Thursday, May 11	8:00 am-12:00 pm	National Leadership Academy (S/PS)	D: Northern Hemisphere Salon B/C/D
Thursday, May 11	8:00 am-5:00 pm	Written Event Conflict Room	S: Pelican 2
Thursday, May 11	9:00 am-11:00 am	Post-secondary Candidate Placement Committee & Candidate Interviews	
Thursday, May 11	9:00 am-3:00 pm	Intern Desk	D: Convention Foyer (Lobby Level) & S: Convention Registration Desk
Thursday, May 11	9:00 am-5:00 pm (last exam administered at 4:30 pm)	WSAP Open Events Lab	D: Southern Hemisphere Salon IV/V
Thursday, May 11		Accounting Mathematics Concepts (S/PS)	
Thursday, May 11		Administrative Support Concepts (S/PS)	
Thursday, May 11		Business Meeting Management Concepts (S/PS)	
Thursday, May 11		Computer Programming Concepts (S/PS)	
Thursday, May 11		Financial Math & Analysis (S/PS)	
Thursday, May 11		Information Technology Concepts (S/PS)	
Thursday, May 11		Management/Marketing/Human Resources Concepts (S/PS)	
Thursday, May 11		Parliamentary Procedure Concepts (S/PS)	
Thursday, May 11		Project Management Concepts (PS)	
Thursday, May 11		Business Math Concepts (ML)	
Thursday, May 11		Business Communication Skills Concepts (ML)	
Thursday, May 11		Business Fundamentals Concepts (ML)	
Thursday, May 11		Computer Literacy Concepts (ML)	
Thursday, May 11		Merit Scholar	
Thursday, May 11	9:00 am-5:00 pm	NLC Exhibitor Showcase	D: Atlantic Hall B

Thursday, May 11	9:00 am-5:00 pm	Grading Room	S: Lark
Thursday, May 11	9:30 am-11:30 am	College Payroll Accounting (PS)	S: Swan Ballroom 7-10
Thursday, May 11	9:30 am-11:30 am	Payroll Accounting (S)	S: Swan Ballroom 7-10
Thursday, May 11	10:30 am-12:30 pm	C++ Programming (S/PS)	S: Swan Ballroom 1-3
Thursday, May 11	10:30 am-1:30 pm	Advanced Word Processing/MOS Word Core Exam 2013 (S/PS)	D: Southern Hemisphere Salon I/II/III
Thursday, May 11	10:30 am-1:30 pm	Network Administration Using Microsoft/MTA Networking Fundamentals (S/PS)	D: Southern Hemisphere Salon I/II/III
Thursday, May 11	12:00 pm-12:50 pm	BPA University	
Thursday, May 11	12:00 pm-1:00 pm	Competitive Event Judge's Orientation (Judged Event Administrators & Proctors are Required to Attend Orientation)	D: Americas Seminar Room
Thursday, May 11	12:00 pm-2:00 pm	Advanced Accounting (S)	S: Swan Ballroom 7-10
Thursday, May 11	12:00 pm-2:00 pm	Advanced College Accounting (PS)	S: Swan Ballroom 7-10
Thursday, May 11	1:00 pm-1:50 pm	BPA University: National Alumni Division Panel-Presented by the National Alumni Division	D: Northern Hemisphere Salon A4
Thursday, May 11	1:00 pm-3:00 pm	JAVA Programming (S/PS)	S: Swan Ballroom 1-3
Thursday, May 11	1:00 pm-5:00 pm	Advanced Interview Skills (PS)	D: Oceanic 1
Thursday, May 11	1:00 pm-5:00 pm	Advanced Interview Skills (S)	
Thursday, May 11		Section 1	D: Oceanic 2
Thursday, May 11		Section 2	D: Oceanic 3
Thursday, May 11		Section 3	D: Oceanic 4
Thursday, May 11	1:00 pm-5:00 pm	Broadcast News Production Team (S)	
Thursday, May 11		Section 1	D: Europe 10
Thursday, May 11		Section 2	D: Europe 11
Thursday, May 11	1:00 pm-5:00 pm	Entrepreneurship Exploration (ML)	D: Europe 9
Thursday, May 11	1:00 pm-5:00 pm	Entrepreneurship (PS)	S: Mockingbird
Thursday, May 11	1:00 pm-5:00 pm	Entrepreneurship (S)	
Thursday, May 11		Section 1	S: Macaw 1
Thursday, May 11		Section 2	S: Macaw 2
Thursday, May 11		Section 3	S: Parrot 1
Thursday, May 11		Section 4	S: Parrot 2
Thursday, May 11	1:00 pm-5:00 pm	Ethics & Professionalism (PS)	
Thursday, May 11		Preparation	D: Oceanic 5
Thursday, May 11		Presentation	D: Oceanic 6
Thursday, May 11	1:00 pm-5:00 pm	Computer Animation Team (S)	
Thursday, May 11		Section 1	D: Europe 6
Thursday, May 11		Section 2	D: Europe 7
Thursday, May 11		Section 3	D: Europe 8
Thursday, May 11	1:00 pm-5:00 pm	Presentation Management Team (ML)	D: Europe 1
Thursday, May 11	1:00 pm-5:00 pm	Presentation Management Team and Individual (PS)	D: Europe 2
Thursday, May 11	1:00 pm-5:00 pm	Presentation Management Team (S)	
Thursday, May 11		Section 1	D: Europe 3
Thursday, May 11		Section 2	D: Europe 4
Thursday, May 11		Section 3	D: Europe 5
Thursday, May 11	1:00 pm-5:00 pm	Small Business Management Team (PS)	
Thursday, May 11		Preparation	D: Australia 2
Thursday, May 11		Presentation	D: Australia 3
Thursday, May 11	1:00 pm-5:00 pm	Small Business Management Team (S)	
Thursday, May 11		Preparation Sections 1-4	D: Asia 1
Thursday, May 11		Section 1	D: Asia 2
Thursday, May 11		Section 2	D: Asia 3
Thursday, May 11		Section 3	D: Asia 4
Thursday, May 11		Section 4	D: Asia 5
Thursday, May 11	2:00 pm-2:50 pm	BPA University: Adobe Academy Elective-What is New and Coming from the Adobe Creative Labs-Presented by Dan Armstrong, Adobe Education Leader	D: Northern Hemisphere Salon A4
Thursday, May 11	2:00 pm-5:00 pm	Integrated Office Applications/MOS PowerPoint 2013 (S/PS)	D: Southern Hemisphere Salon I/II/III
Thursday, May 11	2:00 pm-5:00 pm	Computer Security/MTA Security Fundamentals (S/PS)	D: Southern Hemisphere Salon I/II/III
Thursday, May 11	2:00 pm-5:00 pm	Visual Basic/C# Programming/MTA Software Development Fundamentals (S/PS)	D: Southern Hemisphere Salon I/II/III
Thursday, May 11	2:30 pm-3:30 pm	Banking & Finance (S/PS)	S: Swan Ballroom 7-10
Thursday, May 11	2:30 pm-4:30 pm	College Accounting (PS)	S: Swan Ballroom 7-10
Thursday, May 11	2:30 pm-4:30 pm	Managerial Accounting (PS)	S: Swan Ballroom 7-10
Thursday, May 11	3:00 pm-3:50 pm	BPA University: Adobe Academy Elective-Iconic Session-Digital Photography Understood-Presented by Dan Armstrong, Adobe Education Leader	D: Northern Hemisphere Salon A4
Thursday, May 11	3:00 pm-5:00 pm	Virtual College Experience	D: Atlantic Hall B
Thursday, May 11	3:30 pm-4:30 pm	Secondary Division Campaign Rally Set-Up	D: Atlantic Hall C
Thursday, May 11	5:00 pm-7:00 pm	Secondary Division Business Meeting	D: Pacific Hall
Thursday, May 11	Following Business Meeting	Secondary Division Campaign Rally	D: Atlantic Hall C
Thursday, May 11		National Officer Tabulation Meeting	D: Atlantic Hall B
Thursday, May 11	5:30 pm-8:30 pm	Advanced Spreadsheet Applications/MOS Excel Core Exam 2013 (S/PS)	D: Southern Hemisphere Salon I/II/III
Thursday, May 11	5:30 pm-8:30 pm	Database Applications/MOS Access 2013 (S/PS)	D: Southern Hemisphere Salon I/II/III
Thursday, May 11	5:30 pm-8:30 pm	Computer Network Technology/MTA Networking Fundamentals (S/PS)	D: Southern Hemisphere Salon I/II/III
Thursday, May 11	6:00 pm-10:00 pm	BPA University: AICPA Bank On It Tournament: Presented and Sponsored by AICPA and Start Here. Go Places.	D: Southern Hemisphere Salon IV/V

Thursday, May 11	6:30 pm-7:30 pm	Post-secondary Division Campaign Rally Set-Up	S: Swan Ballroom 5/6
Thursday, May 11	8:00 pm-10:30 pm	Post-secondary Division Business Meeting	S: Swan Ballroom 5/6
Thursday, May 11	Following Business Meeting	Post-secondary Division Campaign Rally	S: Swan Ballroom 5/6
Thursday, May 11	Following Campaign Rally	Post-secondary Caucus	
Thursday, May 11		Idaho	S: Parrot 1
Thursday, May 11		Indiana	S: Parrot 2
Thursday, May 11		Iowa	30
Thursday, May 11		Kansas	S: Macaw 2
Thursday, May 11		Michigan	S: Mockingbird 1
Thursday, May 11		Minnesota	S: Mockingbird 2
Thursday, May 11		Montana	S: Toucan 1
Thursday, May 11		Ohio	S: Toucan 2
Thursday, May 11		Oklahoma	S: Pelican 1
Thursday, May 11		Texas	S: Pelican 2
Thursday, May 11		Wisconsin	S: Swan Ballroom 7
Thursday, May 11	8:30 pm-10:30 pm	Secondary State Caucus	
Thursday, May 11		Alaska	D: Oceanic 8
Thursday, May 11		Delaware	D: Oceanic 7
Thursday, May 11		Florida	D: Oceanic 6
Thursday, May 11		Idaho	D: Oceanic 5
Thursday, May 11		Illinois	D: Oceanic 4
Thursday, May 11		Indiana	D: Oceanic 3
Thursday, May 11		Iowa	D: Oceanic 2
Thursday, May 11		Kansas	D: Oceanic 1
Thursday, May 11		Massachusetts	D: Australia 2
Thursday, May 11		Michigan	D: Australia 3
Thursday, May 11		Minnesota	D: Asia 1
Thursday, May 11		Montana	D: Asia 2
Thursday, May 11		New Mexico	D: Asia 3
Thursday, May 11		Ohio	D: Asia 4
Thursday, May 11		Oklahoma	D: Asia 5
Thursday, May 11		South Carolina	D: Australia 1
Thursday, May 11		Texas	D: Europe 1
Thursday, May 11	11:00 pm-11:30 pm	Candidate Selection Committee Meeting	
Thursday, May 11	Midnight	Curfew (Secondary & Middle Level)	
Friday, May 12	6:30 am-7:00 pm	Competitive Events Center/Test Distribution	S: Peacock
Friday, May 12	7:00 am-8:00 am	Competitive Event Judge's Orientation (Judged Event Administrators & Proctors are Required to Attend Orientation)	D: Americas Seminar Room
Friday, May 12	7:00 am-8:00 am	Intern Orientation (S/PS)	D: Northern Hemisphere Salon A4
Friday, May 12	7:00 am-8:00 pm	Written Event Conflict Room	S: Pelican 2
Friday, May 12	7:00 am-5:00 pm	Registration/Information Desk	D: Atlantic Foyer
Friday, May 12	7:00 am-5:00 pm	Finance Desk	D: Atlantic Foyer
Friday, May 12	7:00 am-5:00 pm	Tour Desk	D: Atlantic Foyer
Friday, May 12	7:00 am-5:00 pm	Conference Headquarters	D: Atlantic Foyer
Friday, May 12	7:00 am-5:00 pm	Broadcast News Production Team Finals (S) (Students will complete projects 7:00 am-10:00 am)	D: Europe 11
Friday, May 12	7:00 am-5:00 pm	Video Production Team Finals (S/PS) (Students will complete projects 7:00 am-10:00 am)	D: Europe 10
Friday, May 12	7:30 am-11:00 am	Secondary Candidate Placement Committee & Candidate Interviews	D: National Officer Suite
Friday, May 12	8:00 am-8:50 am	BPA University: How to Land a Job-Presented by the 2016-2017 National Officer Team	D: Northern Hemisphere Salon A3
Friday, May 12	8:00 am-9:30 am	Intermediate Word Processing (S/PS)	D: Southern Hemisphere Salon I/II/III
Friday, May 12	8:00 am-9:30 am	Medical Office Procedures (S/PS)	D: Southern Hemisphere Salon I/II/III
Friday, May 12	8:00 am-9:30 am	Spreadsheet Applications (ML)	D: Southern Hemisphere Salon I/II/III
Friday, May 12	8:00 am-10:00 am	Financial Analyst Team (PS)	S: Swan Ballroom 7-10
Friday, May 12	8:00 am-10:00 am	Financial Analyst Team (S)	S: Swan Ballroom 5/6
Friday, May 12	8:00 am-12:00 pm	Administrative Support Research Project (S)	
Friday, May 12		Section 1	D: Oceanic 1
Friday, May 12		Section 2	D: Oceanic 2
Friday, May 12		Section 3	D: Oceanic 3
Friday, May 12	8:00 am-12:00 pm	Economic Research Team (S)	
Friday, May 12		Section 1	D: Oceanic 4
Friday, May 12		Section 2	D: Oceanic 5
Friday, May 12		Section 3	D: Oceanic 6
Friday, May 12	8:00 am-12:00 pm	Human Resource Management (PS)	
Friday, May 12		Preparation	D: Europe 1
Friday, May 12		Presentation	D: Europe 2
Friday, May 12	8:00 am-12:00 pm	Human Resource Management (S)	
Friday, May 12		Preparation Sections 1-4	D: Europe 3

Friday, May 12		Section 1	D: Europe 4
Friday, May 12		Section 2	D: Europe 5
Friday, May 12		Section 3	D: Europe 6
Friday, May 12		Section 4	D: Europe 7
Friday, May 12	8:00 am-12:00 pm	Parliamentary Procedure Team (S)	
Friday, May 12		Preparation Section 1	D: Asia 1
Friday, May 12		Presentation Section 1	D: Asia 2
Friday, May 12		Preparation Section 2	D: Asia 3
Friday, May 12		Presentation Section 2	D: Asia 4
Friday, May 12	8:00 am-12:00 pm	Website Design Team (ML)	D: Oceanic 7
Friday, May 12	8:00 am-12:00 pm	Website Design Team (PS)	D: Oceanic 8
Friday, May 12	8:00 am-12:00 pm	Website Design Team (S)	
Friday, May 12		Section 1	D: Australia 1
Friday, May 12		Section 2	D: Australia 2
Friday, May 12		Section 3	D: Australia 3
Friday, May 12	8:00 am-12:00 pm	Leadership Academy (S/PS)	D: Northern Hemisphere Salon B/C/D
Friday, May 12	8:00 am-5:00 pm (<i>last exam administered at 4:30 pm</i>)	WSAP Open Events Lab	D: Southern Hemisphere Salon IV/V
		Accounting Mathematics Concepts (S/PS)	
		Administrative Support Concepts (S/PS)	
		Business Meeting Management (S/PS)	
		Computer Programming Concepts (S/PS)	
		Financial Math & Analysis (S/PS)	
		Information Technology Concepts (S/PS)	
		Management/Marketing/Human Resources Concepts (S/PS)	
		Parliamentary Procedure Concepts (S/PS)	
		Project Management Concepts (PS)	
		Business Math Concepts (ML)	
		Business Communication Skills Concepts (ML)	
		Business Fundamentals Concepts (ML)	
		Computer Literacy Concepts (ML)	
		Merit Scholar	
Friday, May 12	9:00 am-9:50 am	BPA University: Tips and Tricks when Applying to and Affording College -Presented by Jenna Lenhardt, RIT Saunders College of Business	D: Northern Hemisphere Salon A3
Friday, May 12	9:00 am-3:00 pm	Intern Desk	D: Convention Foyer (Lobby Level) & S: Convention Registration Desk
Friday, May 12	9:00 am-5:00 pm	Grading Room	S: Lark
Friday, May 12	10:00 am-10:50 am	BPA University: The Benefits of Certification, MOS 2016 Exam Insights and New MTA Programming Exams -Presented by Randy Richards & Mark Harris, Certipoint	D: Northern Hemisphere Salon A3
Friday, May 12	10:00 am-11:30 am	Legal Office Procedures (S/PS)	D: Southern Hemisphere Salon I/II/III
Friday, May 12	10:00 am-12:00 pm	Fundamental Desktop Publishing (S/PS)	D: Southern Hemisphere Salon I/II/III
Friday, May 12	10:00 am-12:00 pm	Basic Office Systems & Procedures (S/PS)	D: Southern Hemisphere Salon I/II/III
Friday, May 12	10:00 am-2:00 pm	NLC Pin & T-Shirt Pick Up Available	D: Atlantic Foyer
Friday, May 12	10:00 am-4:00 pm	BPA University Digital Learning Lab: Precision Exams Certification Offerings	D: Northern Hemisphere Salon E4
Friday, May 12	11:00 am-11:50 am	BPA University: AACSB	D: Northern Hemisphere Salon E3
Friday, May 12	12:00 pm-1:00 pm	Competitive Event Judge's Orientation (Judged Event Administrators & Proctors are Required to Attend Orientation)	D: Americas Seminar Room
Friday, May 12	12:30 pm-2:00 pm	National Honor Awards Session	D: Pacific Hall
Friday, May 12	12:30 pm-2:30 pm	Advanced Office Systems & Procedures (S/PS)	D: Southern Hemisphere Salon I/II/III
Friday, May 12	12:30 pm-2:30 pm	Digital Publishing (S/PS)	D: Southern Hemisphere Salon I/II/III
Friday, May 12	12:30 pm-2:30 pm	Fundamental Word Processing (S/PS)	D: Southern Hemisphere Salon I/II/III
Friday, May 12	12:30 pm-2:30 pm	Keyboarding Production (ML)	D: Southern Hemisphere Salon I/II/III
Friday, May 12	1:00 pm-5:00 pm	Economic Research Individual (S)	
Friday, May 12		Section 1	D: Oceanic 4
Friday, May 12		Section 2	D: Oceanic 5
Friday, May 12		Section 3	D: Oceanic 6
Friday, May 12	1:00 pm-5:00 pm	Global Marketing Team (S)	
Friday, May 12		Section 1	D: Australia 1
Friday, May 12		Section 2	D: Australia 2
Friday, May 12		Section 3	D: Australia 3
Friday, May 12	1:00 pm-5:00 pm	Interview Skills (PS)	
Friday, May 12		Section 1	D: Europe 1
Friday, May 12		Section 2	D: Europe 2
Friday, May 12	1:00 pm-5:00 pm	Interview Skills (S)	
Friday, May 12		Section 1	D: Europe 3
Friday, May 12		Section 2	D: Europe 4
Friday, May 12		Section 3	D: Europe 5
Friday, May 12		Section 4	D: Europe 6
Friday, May 12	1:00 pm-5:00 pm	Network Design Team (PS)	

Friday, May 12		Preparation	D: Europe 7
Friday, May 12		Presentation	D: Europe 8
Friday, May 12	1:00 pm-5:00 pm	Network Design Team (S)	
Friday, May 12		Preparation Sections 1-2	D: Oceanic 1
Friday, May 12		Section 1	D: Oceanic 2
Friday, May 12		Section 2	D: Oceanic 3
Friday, May 12	1:00 pm-5:00 pm	Prepared Speech (ML)	D: Asia 4
Friday, May 12	1:00 pm-5:00 pm	Prepared Speech (PS)	D: Asia 5
Friday, May 12	1:00 pm-5:00 pm	Prepared Speech (S)	
Friday, May 12		Section 1	D: Asia 1
Friday, May 12		Section 2	D: Asia 2
Friday, May 12		Section 3	D: Asia 3
Friday, May 12	1:30 pm-2:30 pm	BPA National Showcase Set-Up	S: Swan Ballroom
Friday, May 12	2:00 pm-3:00 pm	Administrators/Proctors/Graders Orientation	S: Mockingbird
Friday, May 12	2:00 pm-5:00 pm	NAP Certification Exam	S: Pelican 1
Friday, May 12		AICPA/BPA Mini-Golf Outing	
Friday, May 12	2:30 pm-5:30 pm	BPA National Showcase	S: Swan Ballroom
Friday, May 12		V01 Virtual Multimedia and Promotion – Individual	
Friday, May 12		V02 Virtual Multimedia & Promotion – Team	
Friday, May 12		V03 Software Engineering Team	
Friday, May 12		V04 Web Application Team	
Friday, May 12		V05 Mobile Applications	
Friday, May 12		V06 Promotional Photography	
Friday, May 12		V08 Start-up Enterprise Team	
Friday, May 12	2:30 pm-10:30 pm	Service Palooza	Walt Disney World Swan and Dolphin Resort
Friday, May 12		2:30 pm-5:30 pm	
Friday, May 12		A Million Thanks-Letters to Service	D: Northern Hemisphere Ballroom A3
Friday, May 12		NOYS-Share the Road & Get Where You Need to Go!	D: Northern Hemisphere Ballroom A4
Friday, May 12		Pocket Flags for Service	D: Northern Hemisphere Ballroom A3
Friday, May 12		Random Acts of Conservation	D: Northern Hemisphere Ballroom A2
Friday, May 12		Special Olympics Chain of Love	D: Northern Hemisphere Ballroom A1
Friday, May 12	3:00 pm-3:50 pm	BPA University: Leadership in Service-Presented by Mike Sins, Men's Wearhouse	D: Americas Seminar Room
Friday, May 12		6:00 pm-7:00 pm	
Friday, May 12		Winged Walk for Special Olympics (Spread Your Wings Proudly!)	S: Terrace
Friday, May 12		7:00 pm-10:30 pm	
Friday, May 12		Evening Entertainment	Walt Disney World Swan and Dolphin Resort
Friday, May 12	3:00 pm-4:00 pm	Financial Literacy (ML)	D: Southern Hemisphere Salon I/II/III
Friday, May 12	3:00 pm-4:00 pm	Systems Administration Using Cisco (S/PS)	D: Southern Hemisphere Salon I/II/III
Friday, May 12	3:00 pm-4:00 pm	SQL Database Fundamentals (S/PS)	D: Southern Hemisphere Salon I/II/III
Friday, May 12	4:30 pm-5:30 pm	Business Law & Ethics (S/PS)	D: Southern Hemisphere Salon I/II/III
Friday, May 12	4:30 pm-5:30 pm	ICD-10-CM Diagnostic Coding (PS)	D: Southern Hemisphere Salon I/II/III
Friday, May 12	4:30 pm-6:30 pm	Fundamental Spreadsheet Applications (S/PS)	D: Southern Hemisphere Salon I/II/III
Friday, May 12	10:30 pm-11:30 pm	National Officer Candidate Social	
Saturday, May 13	6:00 am-12:00 pm	Competitive Events Center/Test Distribution	S: Peacock
Saturday, May 13	7:00 am-8:00 am	Competitive Event Judge's Orientation (Judged Event Administrators & Proctors are Required to Attend Orientation)	D: Americas Seminar Room for those events at the Dolphin; S: Osprey Ballroom for those events at the Swan
Saturday, May 13	7:00 am-12:00 pm	Grading Room	S: Lark
Saturday, May 13	7:00 am-12:00 pm	Registration/Information Desk	D: Atlantic Foyer
Saturday, May 13	7:00 am-12:00 pm	Finance Desk	D: Atlantic Foyer
Saturday, May 13	7:00 am-12:00 pm	Tour Desk	D: Atlantic Foyer
Saturday, May 13	7:00 am-12:00 pm	Conference Headquarters	D: Atlantic Foyer
Saturday, May 13	7:00 am-5:00 pm	Certiport Open Certification Lab	D: Southern Hemisphere Salon IV/V
Saturday, May 13	7:30 am-12:00 pm	Extemporaneous Speech Finals (S)	
Saturday, May 13		Preparation	D: Oceanic 2
Saturday, May 13		Presentation	D: Oceanic 3
Saturday, May 13	7:30 am-12:00 pm	Human Resource Management Finals (S)	
Saturday, May 13		Preparation	S: Macaw 1
Saturday, May 13		Presentation	S: Macaw 2
Saturday, May 13	7:30 am-12:00 pm	Network Design Team Finals (S)	
Saturday, May 13		Preparation	S: Parrot 1
Saturday, May 13		Presentation	S: Parrot 2
Saturday, May 13	7:30 am-12:00 pm	Parliamentary Procedure Team (S)	
Saturday, May 13		Preparation	S: Mockingbird 1
Saturday, May 13		Presentation	S: Mockingbird 2
Saturday, May 13	7:30 am-12:00 pm	Small Business Management Team Finals (S)	
Saturday, May 13		Preparation	S: Toucan 1

Saturday, May 13		Presentation	S: Toucan Z
Saturday, May 13	8:00 am-9:00 am	Computer Security-Application Event (S)	D: Southern Hemisphere Salon I/II/III
Saturday, May 13	8:00 am-9:00 am	PC Servicing and Troubleshooting-Application Event (PS)	D: Southern Hemisphere Salon I/II/III
Saturday, May 13	8:00 am-9:00 am	Systems Administration Using Cisco-Application Event (PS)	D: Southern Hemisphere Salon I/II/III
Saturday, May 13	8:00 am-12:00 pm	Administrative Support Research Project Finals (S)	S: Pelican 1
Saturday, May 13	8:00 am-12:00 pm	Advanced Interview Skills Finals (S)	S: Pelican 2
Saturday, May 13	8:00 am-12:00 pm	Computer Animation Team (S)	S: Lark
Saturday, May 13	8:00 am-12:00 pm	Computer Modeling (S)	S: Egret
Saturday, May 13	8:00 am-12:00 pm	Digital Media Production Finals (S)	S: Heron
Saturday, May 13	8:00 am-12:00 pm	Economic Research Individual Finals (S)	S: Dove
Saturday, May 13	8:00 am-12:00 pm	Economic Research Team Finals (S)	S: Ibis
Saturday, May 13	8:00 am-12:00 pm	Entrepreneurship Finals (S)	S: Sandpiper
Saturday, May 13	8:00 am-12:00 pm	Financial Analyst Team Finals (PS)	D: Asia 1
Saturday, May 13	8:00 am-12:00 pm	Financial Analyst Team Finals (S)	D: Asia 2
Saturday, May 13	8:00 am-12:00 pm	Global Marketing Team Finals (S)	S: Teal
Saturday, May 13	8:00 am-12:00 pm	Graphic Design Promotion Finals (S)	D: Asia 3
Saturday, May 13	8:00 am-12:00 pm	Interview Skills Finals (PS)	D: Asia 4
Saturday, May 13	8:00 am-12:00 pm	Interview Skills Finals (S)	D: Asia 5
Saturday, May 13	8:00 am-12:00 pm	Prepared Speech Finals (S)	D: Australia 1
Saturday, May 13	8:00 am-12:00 pm	Presentation Management Individual Finals (S)	D: Australia 2
Saturday, May 13	8:00 am-12:00 pm	Presentation Management Team Finals (S)	D: Australia 3
Saturday, May 13	8:00 am-12:00 pm	Website Design Team Finals (S)	D: Oceanic 1
Saturday, May 13	9:30 am-10:30 am	Computer Security-Application Event (PS)	D: Southern Hemisphere Salon I/II/III
Saturday, May 13	9:30 am-10:30 am	PC Servicing and Troubleshooting-Application Event (S)	D: Southern Hemisphere Salon I/II/III
Saturday, May 13	9:30 am-10:30 am	Systems Administration Using Cisco-Application Event (S)	D: Southern Hemisphere Salon I/II/III
Saturday, May 13	10:00 am-11:00 am	National Officer Reception	
Saturday, May 13	10:00 am-4:00 pm	BPA University Digital Learning Lab:	
Saturday, May 13	12:30 pm-2:00 pm	Alumni Division Meeting	D: Europe 1
Saturday, May 13	1:00 pm-2:00 pm	Virtual Event Forum (all virtual participants are invited)	
Saturday, May 13	2:00 pm-3:00 pm	Joint CEAC/SAAC Meeting	D: Northern Hemisphere Salon A4
Saturday, May 13	2:00 pm-4:00 pm	Contest Review-Drop in as needed between 2 pm and 4 pm to review the contest of your choice	S: Peacock
Saturday, May 13	3:00 pm-4:00 pm	SAAC Meeting	D: Northern Hemisphere Salon A3
Saturday, May 13	3:00 pm-4:00 pm	CEAC Meeting	D: Northern Hemisphere Salon A4
Saturday, May 13	6:00 pm-8:00 pm	Awards General Session – Post-secondary Division	D: Pacific Hall
Saturday, May 13	8:30 pm-11:30 pm	Awards General Session – Secondary/Middle Division	D: Pacific Hall
Saturday, May 13	Immediately following S/ML	New National Officer Team Meeting	
Saturday, May 13	Awards Session		
Saturday, May 13	Midnight	Curfew (Secondary & Middle Level)	
Sunday, May 14	7:00 am-8:00 am	Board of Trustee's Meeting	D: Northern Hemisphere Salon A4
Sunday, May 14	9:00 am-11:00 am	Corporate Meeting	D: Northern Hemisphere Salon A3
Sunday, May 14	11:00 am-12:00 pm	New Board of Trustee's Meeting	D: Northern Hemisphere Salon A4

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MY TRIPS BOOK A TRIP FLIGHT STATUS CHECK IN

Anne Knabusch

CONFIRMATION #GCMP85

THANK YOU FOR TRAVELING WITH DELTA, ANNE!

Your booking is complete. We'll send you an email shortly to Anneknabusch@yahoo.com with your receipt and itinerary details.

Detroit, MI to Orlando, FL
Flight confirmation #GCMP85 - Tue, 09 May 2017

TOTAL TRIP COST **\$1,273²⁰ USD**

ROUND TRIP | 3 PASSENGERS

[GET TRIP NOTIFICATIONS](#)

WHAT'S NEXT

- Visit My Trips to access your itinerary, see receipts and manage your flights. You can also purchase trip extras, trip protection, hotel stays or car rental.

FLIGHTS

TUE
09
MAY

DTW • MCO

DL 2228
2h 39m | NONSTOP

Main Cabin (X)

Price per Passenger **\$368³⁷**

Changeable / Nonrefundable

Taxes, Fees and Charges **\$56⁰³**

► Details

[Complete Delta Air Lines Baggage Information](#)

DEPARTS Tue, 09 May | 6:00 PM from Detroit Metro Arpt (DTW)

ARRIVES Tue, 09 May | 8:39 PM at Orlando Intl (MCO)

FLIGHT DL 2228 | 2h 39m |

AIRCRAFT Boeing 757-300 | Meal Services

Total per Passenger **\$424⁴⁰**

SUN
14
MAY

MCO • DTW

DL 1928
2h 33m | NONSTOP

Delta Comfort+™ (W)

Changeable / Nonrefundable

► Details

[Complete Delta Air Lines Baggage Information](#)

DEPARTS Sun, 14 May | 06:15 AM from Orlando Intl (MCO)

ARRIVES Sun, 14 May | 08:48 AM at Detroit Metro Arpt (DTW)

FLIGHT DL 1928 | 2h 33m |

AIRCRAFT Boeing 757 | Meal Services

1914 Medallion® Qualification Miles (MQMs) earned

369 Medallion Qualification Dollars (MQDs) earned

[MILEAGE CALCULATOR](#)

1845 Miles earned¹

Total (3 passengers) **\$1,273²⁰ USD**

Thank you for being a valued customer. The fees below are based on general passenger information. If you qualify for free or discounted checked baggage, this will be taken into account when you check in.

PASSENGERS, SEATS & EXTRAS

	SEATS	EXTRAS	SPECIAL SERVICES	Seats	
1	Anne Elizabeth Knabusch			\$0	
				Extras	\$0
	DTW ▶ MCO	\$25 FIRST \$35 SECOND	28B		
	MCO ▶ DTW	\$25 FIRST \$35 SECOND	19C		
2	Sven Wollschlaeger			\$0	
				Extras	\$0
	DTW ▶ MCO	\$25 FIRST \$35 SECOND	28C		
	MCO ▶ DTW	\$25 FIRST \$35 SECOND	19B		
3	Anthony Levesque			\$0	
				Extras	\$0
	DTW ▶ MCO	\$25 FIRST \$35 SECOND	28D		
	MCO ▶ DTW	\$25 FIRST \$35 SECOND	19A		
¹ On Delta operated flights, you may carry on one bag and a small personal item at no charge. Carry-on allowances may differ and fees may apply for flights operated by carriers other than Delta. Contact the operating carrier for detailed carry-on limitations and charges.				All Seats & Extras Subtotal	\$0 ⁰⁰
IMPORTANT: Visit delta.com for details on baggage embargoes that may apply to your itinerary.					

PAYMENT

CARD TYPE	CARD HOLDER	CARD NUMBER	Amount Charged
MasterCard	CTE Department	*****6221	\$1,273 ²⁰ USD

CAR

Book on delta.com, save up to 40% and earn 500 miles or more per rental. [Learn more](#)



ENTERPRISE COMPACT CAR

From \$323⁹⁵



NATIONAL ECONOMY CAR

From \$324⁶³



ENTERPRISE ECONOMY CAR

From \$313⁵⁰



ALAMO ECONOMY CAR

From \$259¹⁸



NATIONAL ECONOMY CAR

From \$313²³

ORLANDO - MCO Pick-up : Tue 09 May 2017 08:39 PM | Drop-Off : Sun 14 May 2017 06:15 AM

[VIEW ALL](#)

HOTEL

Earn miles* when booking on delta.com.

*Terms Apply.



KISSIMMEE CORAL CAY RESORT, A



CLERMONT SUMMER BAY ORLANDO



KISSIMMEE FANTASY WORLD



DAVENPORT VILLAS AT REGAL PALMS



KISSIMMEE CARIBE COVE RESORT

STASKY...

From
\$151.28

BY EXPLO...

From
\$97.48

RESORT

From
\$115.08

From:

\$101.26

BY WYNDR...

From
\$121.86

Check-in : Tue 09 May 2017 | Check-out : Sun 14 May 2017

[VIEW ALL](#)

TERMS AND CONDITIONS

SKYMILES EARNING

¹Delta-marketed or -ticketed flights earn miles based on ticket price (base fare plus any carrier-imposed surcharges), up to 75,000 miles per ticket.

GENERAL CONDITIONS OF PURCHASE

You agree to accept all Fare Rules for each flight, all Trip Extras Terms & Conditions, and all terms in Delta's applicable Contract of Carriage. Once your ticket is purchased, Risk-Free Cancellation may apply. No contract exists until you receive confirmation that payment was received and processed.

View Fare Rules, Change & Cancellation Policies. This ticket is changeable / nonrefundable. Fees may apply.

The advertised price is not an offer and is subject to change. All prices are (USD) unless otherwise noted. You may see separate transactions to your credit card based on the vendors and the products you are purchasing. Amounts may vary dependant on the rate of exchange at time of transaction.

In-Flight services and amenities may vary and are subject to change .

Final baggage fees will be assessed and charged at time of check in. Baggage fees may change based on the class of service or frequent flyer status.

**MONROE HIGH SCHOOL
MDOT-TRAC BRIDGE CHALLENGE**

BACKGROUND

Natalie Mills, Monroe High School Drafting and CAD teacher, would like to petition the Board of Education for permission to take three (3) students to the MDOT bridge competition. This will be held in Grand Rapids, Michigan, on Tuesday, April 18, 2017. The group will be staying at the Amway Grand, in Grand Rapids. They will depart Monroe on Monday, April 17, and return to Monroe on Tuesday, April 18, after the awards ceremony.

Most of the expenses will be paid for by MDOT; students will have to pay approximately \$30.00 each.

ENCLOSURE(S)

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

RECOMMENDATION

Move to approve the attendance of two Monroe High School students at the MDOT Bridge Competition in Grand Rapids, Michigan, in accordance with board policies for field trips and excursions.

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

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



MONROE HIGH SCHOOL CAREER & TECHNICAL EDUCATION

Bill Ferrara, Director

Natalie Mills, Drafting/CAD Teacher 901 Herr Road Monroe, MI 48161 Ph. 734.265.3675 Fax 734.265.3491

TO: Julie Everly, Superintendent

FROM: Natalie Mills

DATE: March 17, 2017

RE: REQUEST FOR MDOT-TRAC BRIDGE CHALLENGE FIELD TRIP

The Monroe High School Advanced CAD students have been working on the MDOT-TRAC Bridge Challenge since the beginning of trimester 2 this year. All students in this class have been participating in the Challenge. However, due to the scheduling of this year's competition date of April 18, 2017 falling on Spring Break, only one group has opted to participate in the competition. The competition will be held at the Amway Grand Plaza Hotel in Grand Rapids, MI. While at the competition the students will be giving professional oral presentations, having their custom made bridges tested, and observing the various other methods and designs of students across the state. We would depart from MHS Monday, April 17 at 4:00 pm. The Competition begins Tuesday, April 18 at 8:00 am. We would return to MHS Tuesday evening after the competition concludes. Transportation will be provided by the use of the CTE Van by staff chaperones Mrs. Natalie Mills and Mr. Thomas Griffith. All private transportation applications will be completed per Board of Education policy.

We will be staying at the Amway Grand Plaza Hotel, Grand Rapids, MI. The competition is held within the hotel itself. MDOT will be covering all room fees, mileage reimbursement as well as breakfast and lunch the day of the competition.

Enclosed is the Field Trip Request package, including the trip itinerary. MDOT is covering the majority of all costs. Students will contribute in purchasing dinner both days. If a student is unable to contribute, fundraising opportunities will be made available to that student.

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

Thank you for your consideration in allowing our students to participate in a real world challenge, better preparing them for life after the classroom.

Sincerely,

Natalie Mills

Natalie Mills
Drafting/CAD Teacher
Monroe High School

Enclosure: Overnight Field Trip Request packet

Monroe Public Schools Field Trip Information Form

Date of Trip: April 17/18, 2017

Grade/Team/Organization Making Request: Advanced CAD

Destination: Amway Grand Plaza - Grand Rapids, MI

Address: 187 Monroe Ave NW

City: Grand Rapids State: MI Zip: 49503

Means of Transportation: CTE Van

Number of Students and Adults Involved: 3 students, 2 adults

Exact Loading Location: ^{MHS} parking lot near I-wing

Estimated Time of Departure: 4 pm, Monday April 17, 2017

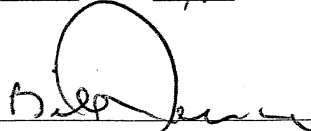
Estimated Time of Departure from Destination: 2 pm Tuesday April 18, 2017

Expected Time of Arrival: 5 pm Tuesday, April 18, 2017

Purpose of Trip: MDOT Bridge Challenge Competition

Faculty Supervisor: Natalie Mills

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

Principal's Signature:  Date: 3/20/17

Approved Denied

Assistant Superintendent's Signature:  Date: 4.6.17

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:

Amway Grand Plaza, Grand Rapids, MI
Students across the state gather in competition
to test their custom designed bridges built to
specifications set forth by MDOT.

School(s): Monroe High School - Advanced ACAD

Chaperones: Natalie Mills

Thomas Griffith

Method of Transportation: CTE Van

Date of Departure: 4/17/17

Time of Departure: 4:00 pm

If overnight, number of nights: 1

Date of Return: 4/18/17

Time of Return: 6:00 pm

Number of Students Participating: 3

Number of Staff Supervising: 2

Number of Other Adults Assisting: 1

Number of School Days Student will be Attending Trip: 0 - Spring Break

Cost Per Child: Approx \$30

Cost Per Chaperone: Approx \$30

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes

No

Chaperones: Yes

No

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

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

Updated: 09/12/06

MONROE PUBLIC SCHOOLS

FIELD TRIP CHECK LIST

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

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

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

Pre-trip lessons:

Students research, test, design
~~Students will have the opportunity to~~
break, redesign bridges made from balsa
wood

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

Students will test their research &
design against other students across the
state

Follow-up classroom lessons:

what methods did other
students use that could be brought back and
incorporated into redesign

- 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

MDOT TRAC Bridge Design Challenge Field Trip

April 17, 2017 thru April 18, 2017

Monday April 17, 2017

3:45pm – Students to arrive at MHS

4:00 pm – Depart from MHS parking lot

7:00 pm - Check-in at Amway Grand Plaza, Grand Rapids, MI

Tuesday April 18, 2017

7:00 am - Breakfast provided by program

7:30 am – Check-out at Amway Grand Plaza

8:00 am - Bridge Challenge begins

2:00 pm – Conclusion of Bridge Challenge

3:00 pm - Depart from Grand Rapids

6:00 pm - Arrive at MHS

SCHOOL FAMILY APPRECIATION WEEK

ENCLOSURE(S)
School Family Appreciation Week Resolution

RECOMMENDATION
Move to approve the School Family Appreciation Week Resolution as read.

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**

SCHOOL FAMILY APPRECIATION WEEK

WHEREAS, the week of May 8 – 12, 2017, is designated as School Family Appreciation Week, and

WHEREAS, the Monroe Public School system consists of approximately nine hundred (900) regular certified and support employees, and

WHEREAS, these employees are dedicated to providing the best for our students, including clean and safe facilities, an appropriate learning environment and a quality educational program; now

THEREFORE BE IT RESOLVED that the Monroe Public Schools Board of Education appreciates the efforts of all of its employees, and

BE IT FURTHER RESOLVED that the Monroe Public Schools Board of Education proclaims the week of May 8 – 12, 2017, as School Family Appreciation Week; and

BE IT FURTHER RESOLVED that the following days are designed for recognition:

Monday, May 8 – Administrators and Exempt Employees

Tuesday, May 9 – Teachers

Wednesday, May 10 – Custodial/Maintenance and Bus Drivers

Thursday, May 11 – Assistants and Kids Club/Preschool Employees

Friday, May 12 – Secretaries and all other Support Personnel

BE IT FURTHER RESOLVED that this resolution will be posted in all buildings to show support for all of the excellent service provided by our employees.

Julie M. Everly, Superintendent

Lawrence VanWasshenova, President

CAFETERIA PAINTING

BACKGROUND

We are updating some of the school cafeterias with paintings of colorful shapes and designs. We have received quotes from A & A Painting to paint the Custer II Elementary, Manor Elementary, Waterloo Elementary and Monroe High School cafeterias. The painting for Custer II Elementary is estimated to cost \$3,350.00. The painting for Manor Elementary is estimated to cost \$4,920.00. The painting for Waterloo Elementary is estimated to cost \$3,720.00. The painting for Monroe High School is estimated to cost \$1,760.00

ENCLOSURE

Estimates from A & A Painting

RECOMMENDATION

Move to approve the cafeteria painting at Custer II Elementary, Manor Elementary, Waterloo Elementary and Monroe High School by A & A Painting, not to exceed \$13,750.00. Cost for this project will be paid from the Food Service Fund.

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	_____	_____	_____	_____

A&A Painting Owner Wayne Schramm
 180 N Thomas Rd
 Saginaw,MI 48609

Estimate

Date	Estimate #
2/28/2017	281

Name / Address
Monroe Public School 1275 N. Macomb St. Monroe, MI 48162

Project

Description	Qty	Rate	Total
Custer Elementary Paint walls in cafeteria. Walls to be painted wall facing kitchen and wall between the two door systems. Paint walls with graphics design. Price for Labor, Paint, travel time \$1,475.00		1,475.00	1,475.00

Total		\$1,475.00
--------------	--	------------

A&A Painting Owner Wayne Schramm
 180 N Thomas Rd
 Saginaw, MI 48609

Estimate

Date	Estimate #
2/28/2017	282

Name / Address
Monroe Public School 1275 N. Macomb St. Monroe, MI 48162

Project

Description	Qty	Rate	Total
Custer two Elementary Paint kitchen walls and cupboard Price for labor, paint and travel time		1,875.00	1,875.00

	Total	\$1,875.00
--	--------------	------------

A&A Painting Owner Wayne Schramm
 180 N Thomas Rd
 Saginaw, MI 48609

Estimate

Date	Estimate #
3/14/2017	284

Name / Address
Monroe Public School 1275 N. Macomb St. Monroe, MI 48162

Project

Description	Qty	Rate	Total
Manor Elementary 1731 West Lorin ST Monroe MI 48162 Paint steel structural roof beams, steel beams along top of walls and face of beams running down the walls to be painted orange. Wall facing kitchen paint top half with a graphics design, wall below design to be painted cream. Side walls and back wall to be cream. Register running along outside wall to be painted gray 7 doors one side to be painted black. Price for labor and material \$4,920.00		4,920.00	4,920.00

Total	\$4,920.00
--------------	-------------------

A&A Painting Owner Wayne Schramm
 180 N Thomas Rd
 Saginaw, MI 48609

Estimate

Date	Estimate #
3/16/2017	285

Name / Address
Monroe Public School 1275 N. Macomb St. Monroe, MI 48162

Project

Description	Qty	Rate	Total
Waterloo Elementary 1933 South Custer Rd. Monor MI 48161 Paint walls in gym. Paint a orange band around the top of the gym. The table bump outs four different colors. Paint wall facing kitchen with a graphics design. Remaining walls to be painted cream. Five doors one side black Price for labor and material \$3,720.00		3,720.00	3,720.00

Total		\$3,720.00
--------------	--	------------

A&A Painting Owner Wayne Schramm
 180 N Thomas Rd
 Saginaw, MI 48609

Estimate

Date	Estimate #
3/20/2017	288

Name / Address
Monroe Public School 1275 N. Macomb St. Monroe, MI 48162

Project

Description	Qty	Rate	Total
Monroe High School 901 Herr Rd. Monroe MI 48161 Paint kitchen walls & 2 doors Price for labor and material \$1,760.00		1,760.00	1,760.00

Total		\$1,760.00
--------------	--	------------

LLI KIT FOR ARBORWOOD

BACKGROUND

The Fountas & Pinnell Leveled Literacy Intervention System (LLI) is a small-group, supplementary literacy intervention program designed to help teachers provide powerful, daily, small-group instruction for the lowest achieving students at their grade level. Through systematically designed lessons and original, engaging leveled books, LLI supports learning in both reading and writing, helps students expand their knowledge of language and words and how they work. The goal of LLI is to bring students to grade level achievement in reading. Research has shown that when Leveled Literacy Instruction is provided with fidelity, students make greater gains than their peers who are not receiving LLI instruction. Monroe Public Schools Board of Education has supported the elementary curriculum and provided LLI support to students in need of intervention for several years. This purchase will extend the LLI intervention support system available to Arborwood students most in need of intervention at the fifth and sixth grade levels. The cost of these materials, plus shipping, will not exceed \$5,395.50

ENCLOSURE(S)

The quote from Heinemann for the cost of one (1) LLI kit with the additional amount for shipping.

RECOMMENDATION

Move to approve the purchase of the Fountas & Pinnell LLI kit at a total cost not to exceed \$5,395.50. Funds for this purchase will be covered by 2016-2017 Title I funds in accordance with allowable expenditure guidelines for use of federal funds for supplemental instructional programming.

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

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



kboisver

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Federal ID#:06-1154537 GST:#125-218-917

Z

QUOTE : 5138848

BILL TO: 73074

SHIP TO: 9763809

MONROE PUBLIC SCHOOLS
1275 NORTH MACOMB
MONROE MI 48162

ARBORWOOD SOUTH ELEM SCHOOL
1008 RIVERVIEW AVE
MONROE MI 48162

Table with columns: Account Number, PURCHASE ORDER NUMBER, DATE, SPECIAL INSTRUCTIONS, TERMS, PAGE NO., ITEM, ISBN, UNITS, DESCRIPTION, LIST PRICE, DISC, NET PRICE. Includes item details for FOUNTAS /LLI PURPLE GRADE 5 and LLI Purple Cartons 1-9.

MERCHANDISE : 4,950.00
SHIPPING : 445.50

Summary table with columns: Reference, Total Units, Shipping Weight, Shipping Method. Row 1: 5138848, 1, 370, GROUND COMMERCIAL

QUOTATION AMOUNT 5,395.50
PAYABLE IN U.S. FUNDS:

CHILLER START-UP AT MONROE HIGH SCHOOL

BACKGROUND

See attached memo from Jerry Oley for details.

ENCLOSURES

Memo from Mr. Oley
Bids from Dimech Services Inc. and Trane Building Services
Bid Tally Sheet

RECOMMENDATION

Move to accept the bid of \$5,878.00 from Dimech Services Inc. of Toledo, Ohio, to start up the chiller at Monroe High School. Money for this purchase will come from the Operations Budget.

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

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



MONROE PUBLIC SCHOOLS

4920 W. Albain Rd. Monroe, MI 48161

www.monroek12.mi.us

Operations

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

Jerry Oley

Executive Director of Operations

Tim Salenbien
Custodial/Maintenance Supervisor

Frank Henry
Transportation Supervisor

Transportation

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

March 29, 2017

To: Board of Education
Monroe Public Schools

From: Jerry Oley
Director of Operations

Re: Monroe High School Chiller Start-up

Bids were requested from three companies for start-up of the Monroe High School chiller. Two bids were returned.

It is my recommendation the low bidder, Dimech Services be awarded the 2017 Monroe High School chiller start-up.

Bid Summary is as follows:

Dimech Services \$ 5,878.00
Toledo, OH

Trane US \$ 10,140.00
Holland, OH

Funds for chiller start-up will be taken from the Operations budget.

If you need further information, please let me know.

JAO/jle

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.



March 20, 2017

Tim Salenbien
Monroe Public Schools
Operations Center
4920 West Albain Road
Monroe, Michigan 48161
Via email: tsalenbien@monroe.k12.mi.us

Re: Service on Trane Absorption Chiller at Monroe High School (our # SB17045)

Dear Tim,

Dimech Services, Inc. is pleased to submit our quotation for the above referenced project as follows:

- 1) Remove the heads on the condenser and absorber sections.
- 2) Clean the tubes in both sections.
- 3) Reinstall the covers with new gaskets.
- 4) Complete spring start up.
- 5) Send samples of solution to Trane's Lab for analysis.
- 6) All material, labor and parts are included in this proposal. If additional needed repairs are found during the completion of this project, they will be quoted separately.
- 7) All work is to be completed during normal business hours 7:30 AM - 4:00 PM, Monday through Friday.

Our price to complete this project is **FIVE THOUSAND EIGHT HUNDRED SEVENTY EIGHT DOLLARS (\$5,878.00).**

Thank you for the opportunity to provide you with a quotation for this project. To approve this work please sign below and email to cheebe@dimech.com. This quote is valid for 30 days. If you have any questions, please call.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Chad Beebe', is written over a horizontal line.

Chad Beebe
Service Manager
Dimech Services Inc.

Approved by Signature
Monroe Public Schools

Date

P.O. Number

5505 enterprise blvd.

toledo, ohio 43612

419-727-0111

mechanical contracting • plumbing/piping • HVAC • shop fabrication
fax no. (419) 727-0145

www.dimech.com

Ohio License #12033

equal opportunity employer

Michigan License #8001076



Trane U.S. Inc.
 37001 Industrial Road
 Livonia, MI 48150
 Phone: (734) 452-2000
 Fax: (734) 452-2020
 Service Contact: (734) 452-2050

March 27, 2017

Jamie Eighmey

Monroe Public Schools
 1275 North Macomb Street
 Monroe, MI 48162
 (734) 265-3333
 eighmey@monroe.k12.mi.us

Site Address:
 Monroe High School
 901 Herr Road
 Monroe, MI 48161
 United States

Attention: Jamie Eighmey

Project Name: Monroe Public School Startup and Tube Cleaning 2017

We are pleased to offer you this proposal for performance of the following services for the Equipment listed. Services will be performed using Trane's Exclusive Service Procedure to ensure you get full benefit of our extensive service experience, coupled with the distinct technical expertise of an HVAC Equipment manufacturing leader. Our innovative procedure is environmentally and safety conscious, and aligns expectation of work scope while providing efficient and productive delivery of services.

Equipment List

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Absorption Chiller	1	NA	NA	NA	High School

Scope of Service

- Provide a technician to do start-up on the Absorption Chiller at Monroe High School.
- Perform an lithium bromide sample on the Absorption Chiller
- Provide tube cleaning to the condenser section of the chiller – Scope to include:
 - Remove the condenser heads and the absorber heads of the chiller.
 - Tube brush/clean the condenser and absorber heads of the chiller.
 - Return the heads back on the condenser and absorber.
 - Return chiller to normal operation

Pricing and Acceptance

Total Price:.....10,140.00 USD

Clarifications

1. Applicable taxes are not included and will be added to the invoice.
2. Any service not listed is not included.
3. Work will be performed during normal Trane business hours.
4. This proposal is valid for 30 days from March 27, 2017.

I appreciate the opportunity to earn your business, and look forward to helping you with all of your service needs. Please contact me if you have any questions or concerns.

Sincerely,

Account Manager
Cell:

This agreement is subject to Customer's acceptance of the attached Trane Terms and Conditions – Quoted Service.

<p>CUSTOMER ACCEPTANCE</p> <p>_____</p> <p>Authorized Representative</p> <p>_____</p> <p>Printed Name</p> <p>Title _____</p> <p>Purchase Order _____</p> <p>Acceptance Date _____</p> <p>Trane License Number: L312025</p>
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TERMS AND CONDITIONS – QUOTED SERVICE

“Company” shall mean Trane U.S. Inc. for Company performance in the United States and Trane Canada ULC for Company performance in Canada.

To obtain repair service within the scope of Services as defined, contact your local Trane District office identified on the first page of the Agreement by calling the telephone number stated on that page. That Trane District office is responsible for Trane's performance of this Agreement. Only Trane authorized personnel may perform service under this Agreement. For Service covered under this Agreement, Trane will be responsible for the cost of transporting a part requiring service.

1. Agreement. These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the “Agreement”) resulting from Company's proposal (the “Proposal”) for the services (the “Services”) on equipment listed in the Proposal (the “Covered Equipment”). **COMPANY'S TERMS AND CONDITIONS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.**

2. Acceptance. The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent (“Customer”) delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon the Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counter-offer to provide Services in accordance with the Proposal. If Customer does not reject or object in writing to Company within 10 days, the Company's counter-offer will be deemed accepted. Customer's acceptance of the Services by Company will in any event constitute an acceptance by Customer of Company's terms and conditions. In the case of a dispute, the applicable terms and conditions will be those in effect at the time of delivery or acceptance of the Services. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Services rendered by Company to the date of cancellation.

3. Cancellation by Customer Prior to Services; Refund. If Customer cancels this Agreement within (a) thirty (30) days of the date this Agreement was mailed to Customer or (b) twenty (20) days of the date this Agreement was delivered to Customer, if it was delivered at the time of sale, and no Services have been provided by Company under this Agreement, the Agreement will be void and Company will refund to Customer, or credit Customer's account, the full Service Fee of this Agreement that Customer paid to Company, if any. A ten percent (10%) penalty per month will be added to a refund that is due but is not paid or credited within forty-five (45) days after return of this Agreement to Company. Customer's right to cancel this Agreement only applies to the original owner of this Agreement and only if no Services have been provided by Company under this Agreement prior to its return to Company.

4. Cancellation by Company. This Agreement may be cancelled by Company for any reason or no reason, upon written notice from Company to Customer no later than 30 days prior to performance of any Services hereunder and Company will refund to Customer, or credit Customer's account, that part of the Service Fee attributable to Services not performed by Company. Customer shall remain liable for and shall pay to Company all amounts due for Services provided by Company and not yet paid.

5. Services Fees and Taxes. Fees for the Services (the “Service Fee(s)”) shall be as set forth in the Proposal and are based on performance during regular business hours. Fees for outside Company's regular business hours and any after-hours services shall be billed separately according to the then prevailing overtime or emergency labor/labour rates. In addition to the stated Service Fee, Customer shall pay all taxes not legally required to be paid by Company or, alternatively, shall provide Company with acceptable tax exemption certificates. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due.

6. Payment. Payment is due upon receipt of Company's invoice. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due or otherwise enforcing these terms and conditions.

7. Customer Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when; or (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to the Company for all Services furnished to date and all damages sustained by Company (including lost profit and overhead).

8. Performance. Company shall perform the Services in accordance with industry standards generally applicable in the state or province where the Services are performed under similar circumstances as of the time Company performs the Services. Company is not liable for any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company. Company may refuse to perform any Services or work where working conditions could endanger property or put at risk the safety of people. Parts used for any repairs made will be those selected by Company as suitable for the repair and may be parts not manufactured by Company. Customer must reimburse Trane for services, repairs, and/or replacements performed by Trane at Customer's request beyond the scope of Services or otherwise excluded under this Agreement. The reimbursement shall be at the then prevailing applicable regular, overtime, or holiday rates for labor/labour and prices for materials. Prior to Trane performing the additional services, repairs, and/or replacements, Customer may request a separate written quote stating the work to be performed and the price to be paid by Customer for the work.

9. Customer Obligations. Customer shall: (a) provide Company reasonable and safe access to the Covered Equipment and areas where Company is to work; and (b) unless otherwise agreed by Customer and Company, at Customer's expense and before the Services begin, Customer will provide any necessary access platforms, catwalks to safely perform the Services in compliance with OSHA, state, or provincial industrial safety regulations or any other applicable industrial safety standards or guidelines.

10. Exclusions. Unless expressly included in the Proposal, the Services do not include, and Company shall not be responsible for or liable to the Customer for, any claims, losses, damages or expenses suffered by the Customer in any way connected with, relating to or arising from any of the following:

- (a) Any guarantee of room conditions or system performance;
- (b) Inspection, operation, maintenance, repair, replacement or performance of work or services outside the Services;
- (c) Damage, repairs or replacement of parts made necessary as a result of the acts or omission of Customer or any Event of Force Majeure;
- (d) Any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the premises before the effective date of this Agreement (“Pre-Existing Conditions”) including, without limitation, damages, losses, or expenses involving a Pre-Existing

Condition of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould, bacteria, microbial growth, fungi or other contaminants or airborne biological agents; and

(e) Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included with the Proposal.

11. Limited Warranty. Company warrants that: (a) the material manufactured by Company and provided to the Customer in performance of the Services is free from defects in material and manufacture for a period of 12 months from the earlier of the date of equipment start-up or replacement and (b) the labor/labour portion of the Services is warranted to have been properly performed for a period of 90 days from date of completion (the "Limited Warranty"). Company obligations of equipment start-up, if any are stated in the Proposal, are coterminous with the Limited Warranty period. Defects must be reported to Company within the Limited Warranty period. Company's obligation under the Limited Warranty is limited to repairing or replacing the defective part at its option and to correcting any improperly performed labor/labour. No liability whatsoever shall attach to Company until the Services have been paid for in full. Exclusions from this Limited Warranty include claims, losses, damages, and expenses in any way connected with, related to, or arising from failure or malfunction of equipment due to the following: wear and tear; end of life failure; corrosion; erosion; deterioration; Customer's failure to follow the Company-provided maintenance plan; unauthorized or improper maintenance; unauthorized or improper parts or material; refrigerant not supplied by Trane; and modifications made by others to Company's equipment. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Some components of Company equipment may be warranted directly from the component supplier, in which case this Limited Warranty shall not apply to those components and any warranty of such components shall be the warranty given by the component supplier. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. Equipment, material and/or parts that are not manufactured by Company are not warranted by Company and have such warranties as may be extended by the respective manufacturer.

THE REMEDIES SET FORTH IN THIS LIMITED WARRANTY ARE THE SOLE AND EXCLUSIVE REMEDIES FOR WARRANTY CLAIMS PROVIDED BY COMPANY TO CUSTOMER UNDER THIS AGREEMENT AND ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, LIABILITIES, CONDITIONS AND REMEDIES, WHETHER IN CONTRACT, WARRANTY, STATUTE, OR TORT (INCLUDING NEGLIGENCE), EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY EXPRESSLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES, ENDORSEMENTS OR CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF QUALITY, FITNESS, MERCHANTABILITY, DURABILITY AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE OR REGARDING PREVENTION BY THE SCOPE OF SERVICES, OR ANY COMPONENT THEREOF, OF MOLD/MOULD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR ANY OTHER CONTAMINATES. COMPANY EXPRESSLY DISCLAIMS ANY LIABILITY IF THE SCOPE OF SERVICES OR ANY COMPONENT THEREOF IS USED TO PREVENT OR INHIBIT THE GROWTH OF SUCH MATERIALS. THE WARRANTY AND LIABILITY SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

12. Indemnity. To the maximum extent permitted by law, Company and Customer shall indemnify and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and/or its respective employees or authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party or third parties. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify and hold harmless will continue in full force and effect, notwithstanding the expiration or early termination of this Agreement, with respect to any claims based on facts or conditions that occurred prior to expiration or termination of this Agreement.

13. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE FOR SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL LOSSES OR DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, PRODUCT LOSS, LOST REVENUE OR PROFITS, OR LIABILITY TO THIRD PARTIES), OR PUNITIVE DAMAGES WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, THE TOTAL AND AGGREGATE LIABILITY OF THE COMPANY TO THE CUSTOMER WITH RESPECT TO ANY AND ALL CLAIMS CONNECTED WITH, RELATED TO OR ARISING FROM THE PERFORMANCE OR NON-PERFORMANCE OF THIS AGREEMENT, WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS, SHALL NOT EXCEED THE COMPENSATION RECEIVED BY COMPANY UNDER THIS AGREEMENT. IN NO EVENT SHALL SELLER BE LIABLE FOR ANY DAMAGES (WHETHER DIRECT OR INDIRECT) RESULTING FROM MOLD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINATES OR AIRBORNE BIOLOGICAL AGENTS. TO THE MAXIMUM EXTENT ALLOWED BY LAW, COMPANY SHALL NOT BE LIABLE FOR ANY OF THE FOLLOWING IN CONNECTION WITH PROVIDING THE ENERGY AND BUILDING PERFORMANCE SERVICES: INTERRUPTION, DELETION, DEFECT, DELAY IN OPERATION OR TRANSMISSION; CUSTOMER'S NETWORK SECURITY; COMPUTER VIRUS; COMMUNICATION FAILURE; THEFT OR DESTRUCTION OF DATA; GAPS IN DATA COLLECTED; AND UNAUTHORIZED ACCESS TO CUSTOMER'S DATA OR COMMUNICATIONS NETWORK.

14. Asbestos and Hazardous Materials. The Services expressly exclude any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos or other hazardous materials (collectively, "Hazardous Materials"). Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and shall notify Customer. Customer will be responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations.

Customer shall be exclusively responsible for any claims, liability, fees and penalties, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Company. Company shall be required to resume performance of the Services only when the affected area has been rendered harmless.

15. Insurance. Company agrees to maintain the following insurance during the term of the contract with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company or its insurer waive its right of subrogation

16. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon ten (10) days notice to Customer, in which event Customer shall pay Company for all parts of the Services furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the

foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; lightning; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor disputes; labor or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

17. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which the Services are performed without regard to choice of law principles which might otherwise call for the application of a different state's or province's law. Any dispute arising under or relating to this Agreement that is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Services are performed. Any action or suit arising out of or related to this Agreement must be commenced within one year after the cause of action has accrued. To the extent the premises are owned and/or operated by any agency of the United States Federal Government, determination of any substantive issue of law shall be according to the United States Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the Services. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, without the written consent of Company. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties hereto and their permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original. No modifications, additions or changes may be made to this Agreement except in a writing signed by Company. No failure or delay by the Company in enforcing any right or exercising any remedy under this Agreement shall be deemed to be a waiver by the Company of any right or remedy.

18. Equal Employment Opportunity/Affirmative Action Clause. Company is a United States federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250; and Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

19. U.S. Government Contracts.

The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement / Purchase Order are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business. The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the Services are in connection with a U.S. government contract, Customer agrees and hereby certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to contractor's Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the Services that are the subject of this offer or agreement, other than the Proposal or this Agreement.

20. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-10.48 (1114)
Supersedes 1-10.48 (0614)

Safety



Trane's Safety Standard

Trane is committed to providing a safe work environment for all employees and to preventing accidents in its business operations. To accomplish our objectives Trane has instituted safety programs, procedures and training that incorporate a progressive approach to injury prevention.

Proven Safety Success

Trane's safety culture in North America is unparalleled in the building services industry and has demonstrated proven results via continuous reduction of injury rates.

Trane Injury Rates v. Industry Competitors

Since 2003 the US Bureau of Labor Statistics records reflect Trane's Total Recordable Rate (TRIR) and Days away from work (DAFW) rate have been significantly lower than HVAC repair and maintenance contractors and Specialty Trade contractors (construction). Trane's safety culture in America is unparalleled in the building services industry and has demonstrated proven results via continuous reduction of injury rates.

Trane's incident (OSHA) rates are consistently 50-70% below the industry average. This outstanding safety achievement is the end result of the rigorous team oriented approach to our safety program that creates accountability and empowerment in all employees and management and fuels our institutional safety culture. This is the key to our continual improvement.

Safety Tools, Training & Expertise

Trane's service and contracting technicians are not only among the most skilled in the industry they are also extensively trained in safe work procedures. Our technicians receive safety training, equipment, tools, procedures, and management support to identify jobsite hazards and take appropriate measures to prevent personal injuries. The resources available to Trane technicians include:

- Safety Training – 20 hrs per year, including classroom and web-based platforms.
 - Topics include, but are not limited to, Lockout/Tagout, Confined Space Entry, Hazard Communication, Respiratory Protection, Hearing Conservation, Excavations, Scaffolding, Rigging, Powered Industrial Truck operation, Ladders, Vehicle Safety, Fire Protection, PPE, Emergency Response, First Aid / CPR.
- Electrical Safety – NFPA 70E compliant – electrical PPE; flame-resistant clothing; training.
- Fall Protection – full complement of fall arrest and fall restraint equipment for each technician.
- Ergonomics – custom-designed for HVAC field technicians, includes training, material handling equipment and procedures.



Safety Tools, Training & Expertise (continued)

- Smith System Safe Driving Program – Trane's safety Managers are certified instructors; safety Managers train technicians; 1-800 "How's My Driving?" stickers are located on the back of service vehicles.
- USDOT compliance – technicians scheduled within Material of Trade and Hours of Service limits and are fully qualified under Department of Transportation rules for driving commercial motor vehicles with GVWR >10,000 and 26,000 lbs.
- Refrigerant Management – Service technicians are trained to manage refrigerant in accordance with U.S. EPA rules using a sophisticated electronic tracking system developed by Trane.
- Empowerment - Technicians are empowered with full management support to address safety hazards as they see fit. If ever in doubt about how to do a job or task safely, the technician is required to ask a qualified person for assistance before proceeding with work.

Management Leadership and Commitment

Accident prevention is a primary responsibility of management at Trane. Trane's safety culture is based on the following management principles:

- Leadership at the local level manages the local organization's safety performance.
- Management is financially accountable for safety performance.
- Local management is actively engaged in risk reduction activities and training and manages safety performance outcomes.
- Management clearly communicates to all Trane employees their safety expectations and strongly enforces compliance with those expectations.
- Employees are held accountable when they fail to meet safety expectations.

Local management and supervisory personnel at the local level are responsible for implementation of the following safety program elements:

- The Safety Management System developed by Trane – developed in accordance with OHSAS 18001.
- Audits and Inspections – Supervisors, Middle and Upper Managers must conduct field inspections. Corporate Safety conducts detailed compliance and management systems audits.
- Company safety compliance programs – ensure that they are fully implemented.
- Safety and environmental performance – tracked using a Balanced Scorecard with leading and lagging indicators and metrics.
- Subcontractor Qualification – implement this process to promote safety and safety plan compliance on multi-employer job sites.
- Six Sigma and Lean – use these productivity tools to enhance safety on job sites.
- Drug and Alcohol Policy – mandatory DOT required for-cause and post-accident testing after recordable injuries and property damage.
- Motor Vehicle Records Search – annual checking of driving records of employees driving company vehicles.

Jobsite Safety Equals Customer Value

At Trane safety is part of our culture for every employee. What this means to our customers is fewer job site accidents and the delays and liability concerns that come along with them. What this means to our staff is greater confidence in the practices and procedures they use on the job and the pride that comes from working for one of the premier service organizations in the world. Tighter safety standards and fewer accidents can also lead to better on-time project completion and higher quality results.

When you use Trane Building Services to install, maintain or upgrade your building systems you will take full advantage of our superior safety program, low incident rates and subcontractor safety management procedures. These help you manage project risk more effectively than you could using multiple contractors or even a single prime contractor with a less impressive safety record.



2017 Chiller Start-up Bid Tally

Contractor	Date Sent	Total Bid
Dimech 5505 Enterprise Blvd Toledo, OH 43612 rogersheahan@dimech.com 419-727-0111 - phone 419-727-0145 - fax	3/17/2017 emailed	\$5,878.00
Trane 1001 Hamilton Drive Holland Ohio 419-491-2280 - phone 419-491-2279 - fax	3/17/2017 faxed	\$10,140.00

PLAYGROUND MULCH

BACKGROUND

See attached memo from Jerry Oley for details.

ENCLOSURE(S)

Memo from Mr. Oley
Bids from Brink Wood Products, Jack’s Lawn Service, and Main’s Landscape Supply
Bid Tally Sheet

RECOMMENDATION

Move to accept the bid of \$11,050.00 from Jack’s Lawn Service of Monroe, Michigan, to provide playground mulch throughout the district. Money for this purchase will come from the Operations Budget.

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

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



MONROE PUBLIC SCHOOLS

4920 W. Albain Rd. Monroe, MI 48161

www.monroe.k12.mi.us

Operations

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

Jerry Oley

Executive Director of Operations

Tim Salenbien

Custodial/Maintenance Supervisor

Frank Henry

Transportation Supervisor

Transportation

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

April 5TH, 2017

To: Board of Education
Monroe Public Schools

From: Jerry Oley
Director of Operations

Re: Playground Mulch

Bids were requested from three companies for 650 cubic yards of certified playground mulch to be used on district playgrounds to meet playground standards. All three bids were returned.

It is my recommendation the low bidder, Jack's Lawn Service of Monroe, MI to be awarded the 2017 certified playground mulch bid.

Bid Summary is as follows:

Brink Wood Products \$ 11,425.60
Byron Center, MI

Jack's Lawn Service \$ 11,050.00
Monroe, MI

Main's Landscape \$ 12,343.50
Southfield, MI

Funds for playground mulch will be taken from the Operations budget.
If you need further information, please let me know.

NOTICE OF NONDISCRIMINATION

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



1175 76th St. S.W., Byron Center, MI 49315

Phone: 616-878-9190

Fax: 616-878-0012

Email: sales@brinkwoodproducts.net

FAX COVER SHEET

DATE: March 31, 2017
TO: Tim Salenbien
FROM: Shelly
REGARDING: Quote for delivery only

OF PAGES (INCLUDING COVER SHEET) 1

The following quote is for delivery only to Monroe Public Schools
in 150 c. yard loads:

150 c. yards IPEMA certified playground mulch @ \$13	1,950
173 miles @ \$4 per loaded mile	692
Total	\$2,642

This pricing is valid thru November 1, 2017.

Let us know if you would like to place an order or if you have any questions.
Make it a great day.
Shelly Doornbos
Brink Wood Products, Inc.

MAIN'S

LANDSCAPE SUPPLY

21355 TELEGRAPH, SOUTHFIELD, MI 48033
 PHONE: 248-356-8660 FAX: 248-356-7653
 www.mainslandscapesupply.com

CUSTOMER NUMBER:

7342653333
 SOLD TO:

MONROE PUBLIC SCHOOL
 TIM SALENBIEN
 4920 W. ALBIAN ROAD
 MONROE, MI 48151

DELIVERY DAY & TIME:

ATTN: Tim Salenbien

CONTACT INFO:

Quote No. 8641
 Date: 03/29/17
 Page No. 1

SHIP TO:

MONROE PUBLIC SCHOOL
 4920 W. ALBIAN ROAD
 MONROE, MICHIGAN

SHIP DATE: 03/29/17

Salesman 0

Quantity	Unit	Item Number	Description	Price	Unit	Extension
650	YARD	3400	PLAYGROUND MULCH, CERT	18.99	YARD	12,343.50

tr: 1	Reg: 2	Drw: 2	Usr: TW	10:12	Sale Amt	12,343.50
					Sales Tax	.00
					Total	12,343.50

Per Greg Maen

PAID

COD

NET 15 FROM INVOICE DATE

CUSTOMER NAME: _____ SIGNATURE: _____

DRIVER / LOADER SIGNATURE: _____

ABSOLUTELY NO REFUNDS, RETURNS OR GUARANTEES ON SOD & GRASS SEED
 DELIVERY DRIVERS ARE NOT RESPONSIBLE FOR UNFORSEEABLE PROPERTY DAMAGE
 ALL DISPUTES & CLAIMS MUST BE MADE WITHIN 5 DAYS OF DELIVERY
 20% RESTOCKING FEE ON ALL RETURNABLE ITEMS...W/ RECEIPT & MANAGER APPROVAL

THANK YOU
WE APPRECIATE
YOUR BUSINESS!

JACK'S LAWN SERVICE, INC.
15550 GARDEN STONE DRIVE
MONROE, MI 48161
734-243-3382

March 28, 2017

ATTN: TIM SALENBIEN
MONROE PUBLIC SCHOOLS
OPERATIONS CENTER
4920 W. ALBAIN ROAD
MONROE, MI 48161
734265-3333 OR FAX 734-265-3331

Job Site: Multiple Monroe Public Schools locations, Monroe

**◆ Bid for 2017
LANDSCAPING SEASON:**

Certified playground mulch Cost per yard \$17.00*

*Based on 140 yard loads, which is all we can haul at one time.
Transportation cost is included in the cost per yard.
Extra drop charge, if we have multiple drops at the same location, there
will be no charge. If we have to go to different locations, there will be a
charge of \$50.00 to \$100.00 additional, amount will depend on how far
we have to travel.

◆ Terms of proposal:

The above prices, specifications, and conditions are satisfactory and are hereby accepted. Jack's Lawn Service, Inc. is authorized to do the work as specified.

Our terms are net 30 days. Two- percent late charges apply after 30 days. If a credit card is used for payment a 3% fee will be added to the total bill.

A fuel surcharge may apply on inflated gas prices

Reports of damages must be reported to the contractor within 24 hours.

The customer may cancel this contract within 30 days with a **written** notice to Jack's Lawn Service, Inc.

◆ Signature:

Accepted: Date: _____/_____/_____

Rejected: Date: _____/_____/_____

Signature: _____

Please return one signed copy for our records.

2017 Playground Mulch Bid Tally

Contractor	Date Sent	Mulch/yard	Delivery	Total Bid
Brink Wood Products 1175 76th Street SW Byron Center, MI 49315 sales@brinkwoodproducts.net 616-878-9190 - phone	3/27/2017	\$13.00	\$2,975.60	\$11,425.60
Jack's Lawn Service 15550 Garden Stone Drive Monroe, MI 48161 jsturn@jackslawnservice.com 734-243-3382 - phone	3/27/2017	\$17.00	No Charge if dropped at same location	\$11,050.00
Main's Landscape 21355 Telegraph Road Southfield, MI 48033 248-356-8660 - phone 248-356-7653	3/27/2017	\$18.99	No Charge if dropped at same location	\$12,343.50

ADJOURNMENT

RECOMMENDATION

Move to adjourn the April 11, 2017, Board Meeting #7.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____