



**Monday, January 27, 2020  
Regular Meeting**

**YCS Board of Education Meeting | YCS Central Office | 1885 Packard Road | Ypsilanti, MI 48197 | 734.221.1230  
6:30 p.m.**

### **1. CALL TO ORDER: Dr. Celeste Hawkins, Board President**

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<b>Subject</b>	<b>A. PLEDGE OF ALLEGIANCE: Estabrook Elementary Students &amp; Ryan Johnson, Principal</b>
Meeting	Jan 27, 2020 - Regular Meeting
Category	1. CALL TO ORDER: Dr. Celeste Hawkins, Board President
Access	Public
Type	Procedural

### **2. ACHIEVEMENTS, AWARDS & RECOGNITION**

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<b>Subject</b>	<b>A. Estabrook Elementary Points of Pride</b>
Meeting	Jan 27, 2020 - Regular Meeting
Category	2. ACHIEVEMENTS, AWARDS & RECOGNITION
Access	Public
Type	Information, Recognition
Goals	2. Positive Culture & Climate

### **3. ACCEPTANCE OF AGENDA**

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<b>Subject</b>	<b>A. Acceptance of Agenda</b>
Meeting	Jan 27, 2020 - Regular Meeting
Category	3. ACCEPTANCE OF AGENDA
Access	Public
Type	Action (Consent), Procedural
Recommended Action	... MOVE THAT the Board of Education accept the agenda, as presented.

## 4. PUBLIC COMMENTS #1

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<b>Subject</b>	<b>A. Guidelines for Public Comment</b>
Meeting	Jan 27, 2020 - Regular Meeting
Category	4. PUBLIC COMMENTS #1
Access	Public
Type	Information
Goals	<ul style="list-style-type: none"> <li>2. Positive Culture &amp; Climate</li> <li>3. Consistent &amp; Reliable Core District Processes &amp; Systems</li> <li>4. Proactive Organizational Structures for Community Partnerships</li> </ul>

### Public Comment Protocol

*Pursuant to Board of Education Policy 0167.3*

\*The Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express their view.

\*Please limit statements to three (3) minutes duration.

\*Participants shall direct all comments to the Board and not to staff or other participants; no person may address or question Board members individually.

\*Remarks shall be made in a respectful and professional manner.

## 5. PRESENTATION

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<b>Subject</b>	<b>A. Housing Access for Washtenaw County (HAWC) - Sara Lamb, Family Shelter &amp; Diversion Specialist</b>
Meeting	Jan 27, 2020 - Regular Meeting
Category	5. PRESENTATION
Access	Public
Type	Information, Presentation
Goals	<ul style="list-style-type: none"> <li>1. Student Achievement &amp; Growth</li> <li>2. Positive Culture &amp; Climate</li> <li>3. Consistent &amp; Reliable Core District Processes &amp; Systems</li> <li>4. Proactive Organizational Structures for Community Partnerships</li> </ul>

HAWC is Washtenaw County's central intake for individuals and families who are homeless or at-risk for homelessness. Anyone who has a housing question, need, issue or concern may contact HAWC. Those who contact HAWC may receive: 1) shelter; 2) housing; 3) information and referral(s) to housing & services; 4) housing-related financial assistance; 5) landlord links, and; 6) education to obtain & sustain housing. HAWC is a program of The Washtenaw County Salvation Army in partnership with Interfaith Hospitality Network at Alpha House, Shelter Association of Washtenaw County, SOS, Ozone House, Housing Bureau for Seniors, MSHDA, SafeHouse Center, and; Washtenaw HAWC.

Contact Information for HAWC:

Phone: 734.961.1999

E-Mail: HAWC\_Washtenaw@usc.salvationarmy.org

## 6. CONSENT AGENDA

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**Subject**                    **A. January 13, 2020 ORGANIZATIONAL & Regular Meeting Minutes**

Meeting                    Jan 27, 2020 - Regular Meeting

Category                    6. CONSENT AGENDA

Access                      Public

Type                        Procedural

Goals                        3. Consistent & Reliable Core District Processes & Systems

File Attachments  
MINUTES Draft.pdf (644 KB)

**Subject**                    **B. Personnel Matters: New Hires & Resignations**

Meeting                    Jan 27, 2020 - Regular Meeting

Category                    6. CONSENT AGENDA

Access                      Public

Type                        Procedural

Goals                        1. Student Achievement & Growth  
                                  3. Consistent & Reliable Core District Processes & Systems

Please see the attached list of personnel matters dated January 22, 2020: New Hires & Resignation (1).

File Attachments  
HR LIST Public View.pdf (80 KB)

**Subject**                    **C. Approval: Consent Agenda**

Meeting                    Jan 27, 2020 - Regular Meeting

Category                    6. CONSENT AGENDA

Access                      Public

Type                        Action (Consent)

Fiscal Impact Yes

Recommended Action ... MOVE THAT the Board of Education approve the following:  
1) January 13, 2020 ORGANIZATIONAL & Regular Meeting Minutes, and ...  
2) the personnel matters as per the attached list dated January 22, 2020: New Hires & Resignations.

Goals 3. Consistent & Reliable Core District Processes & Systems

All new hires are replacement positions.

**7. ACTION ITEMS: Student Affairs**

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**Subject A. Field Trip: YCHS/RCTC Culinary, Feb 2020 (New Jersey Competition)**

Meeting Jan 27, 2020 - Regular Meeting

Category 7. ACTION ITEMS: Student Affairs

Access Public

Type Action (Consent)

Budget Source RCTC Activity Account

Recommended Action ... MOVE THAT the Board of Education approve the overnight/out-of-state field trip of the Ypsilanti Community High School/Culinary program to New Jersey in February 2020.

File Attachments  
DOC Field Trip Culinary

**Subject B. Field Trip: YCHS/RCTC Culinary, March 2020 (Lansing ProStart Competition)**

Meeting Jan 27, 2020 - Regular Meeting

Category 7. ACTION ITEMS: Student Affairs

Access Public

Type Action (Consent)

Fiscal Impact No

Budget Source RCTC Activity Fund

Recommended Action ... MOVE THAT the Board of Education approve the overnight field trip of the Ypsilanti Community High School/Culinary program to Lansing in March 2020.

Goals
 

1. Student Achievement & Growth
2. Positive Culture & Climate
3. Consistent & Reliable Core District Processes & Systems
4. Proactive Organizational Structures for Community Partnerships

File Attachments  
 DOC Field Trip YCHS Culinary. Prostart Competition.pdf (114 KB)

**Subject C. Field Trip: YIES 5th Grade**

Meeting Jan 27, 2020 - Regular Meeting

Category 7. ACTION ITEMS: Student Affairs

Access Public

Type Action (Consent), Procedural

Fiscal Impact No

Budget Source Funding Sources: Student Fees, Fundraising

**Recommended Action** ... MOVE THAT the Board of Education approve the overnight field trip of Ypsilanti International Elementary School to Camp Kimball in Reading, Michigan in May 2020.

**Goals**

1. Student Achievement & Growth
2. Positive Culture & Climate
3. Consistent & Reliable Core District Processes & Systems
4. Proactive Organizational Structures for Community Partnerships

**File Attachments**  
DOC Field Trip YIES Camp Kimball.pdf (155 KB)

Admin Content

Event: 5th Grade Camp

## **8. ACTION ITEMS: Business/Finance**

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**Subject** **A. Donation: ACCE, Anonymous Donor**

**Meeting** Jan 27, 2020 - Regular Meeting

**Category** 8. ACTION ITEMS: Business/Finance

**Access** Public

**Type** Action (Consent), Procedural, Recognition

**Fiscal Impact** No

**Recommended Action** ... MOVE THAT the Board of Education accept a \$1,000 cash donation from an anonymous donor on behalf of the ACCE program.

**Goals**

1. Student Achievement & Growth
2. Positive Culture & Climate
3. Consistent & Reliable Core District Processes & Systems

## **9. PUBLIC COMMENTS #2**

## **10. OTHER**

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**11. BOARD/SUPERINTENDENT COMMENTS**

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**12. ADJOURNMENT OF MEETING**

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**THE FOLLOWING ARE  
FILE  
ATTACHMENTS**



**YPSILANTI COMMUNITY SCHOOLS**

*Administration Building, Professional Development Room \* 1885 Packard Rd.; Ypsilanti, MI 48197*

**MINUTES: ORGANIZATIONAL & REGULAR MEETING OF THE BOARD OF EDUCATION**

**Monday, January 13, 2020**

The meeting was called to order by President Dr. Celeste Hawkins at 6:30 p.m. The Pledge of Allegiance was recited, led by Beatty Early Learning Center (ELC) students and Ginelle Skinner, Principal/Assistant Director of Early Childhood.

**MEMBERS OF THE BOARD OF EDUCATION PRESENT**

President Dr. Celeste Hawkins, Vice-President Brenda Meadows, Secretary Maria Sheker-Edwards, Treasurer Gillian Ream Gainsley (*late arrival*), Trustee Ellen Champagne, Trustee Sharon Lee, Trustee Meredith Schindler

**MEMBERS OF THE BOARD OF EDUCATION ABSENT: *None***

**ACHIEVEMENTS, AWARDS AND RECOGNITION**

*Beatty ELC Points of Pride* included: 1) Families & Feelings Program; 2) March Madness; 3) Donation Closet; 4) March is Reading Month; 5) Backpack Program; 6) Family Dance Party, and; 7) Monthly Parent Meetings.

*Imagine Language & Learning Challenge:* Superintendent Zachery-Ross acknowledged students recognized (Ford & Holmes students).

*January is Board Appreciation Month:* Zachery-Ross honored Board members, recognizing their contributions. She read "To Honor School Board Recognition Month, January 2020", presenting each Board member with a copy. Each Board member also received a Certificate of Appreciation and token gifts.

**YCS MISSION STATEMENT:** Board President Dr. Celeste Hawkins read aloud the following: The purpose of YCS is to develop mindful, engaged students with the skill set, work ethic, and attitude to contribute to a community that honors diversity, equality and justice.

**ACCEPTANCE OF "AMENDED" AGENDA:** Agenda amended with one change - 1) Delete: Appointments of Board Committee Members & Liaisons | "Subcommittees" (Item B); per Hawkins, will be tabled until after a planning meeting.

*Motion by Lee, supported by Schindler*

*Motion Carries*

**PUBLIC COMMENTS #1**

*Amanda Smith* expressed appreciation to the Board on behalf of the Ypsilanti International Elementary School PTO. *Debra Stevens* commented on transportation.

**ACTING CHAIRPERSON ELECTION:** Superintendent Alena Zachery-Ross was nominated to serve as acting chairperson, as needed, for this meeting.

*Motion by Lee, supported by Ream Gainsley*

*Action Recorded: 7/Yes; 0/No*

**TEMPORARY SECRETARY "APPOINTMENT":** Acting Chairperson Alena Zachery-Ross appointed Paula Gutzman to serve as temporary Secretary until such time as the Secretary of the Board of Education has been elected.

## **BOARD ORGANIZATION**

### **NOMINATION & ELECTION OF BOARD OFFICERS**

#### **PRESIDENT**

Brenda Meadows nominated Dr. Celeste Hawkins to serve as President.

MOTION TO nominate Dr. Celeste Hawkins to serve as President until the 2021 Organizational Meeting.

*Motion by Meadows, supported by Schindler*

*Roll Call Vote: 7/0 Yes*

*Yes: Meadows, Ream Gainsley, Champagne, Lee, Schindler, Sheler-Edwards, Hawkins*

#### **VICE-PRESIDENT**

Brenda Meadows expressed interest in serving as Vice-President.

MOTION TO nominate Brenda Meadows to serve as Vice-President until the 2021 Organizational Meeting.

*Motion by Lee, supported by Hawkins*

*Roll Call Vote: 5/0 Yes + 2 "Will of the Board" Votes*

*Yes: Meadows, Champagne, Lee, Schindler, Hawkins*

*Vote for the "Will of the Board": Ream Gainsley, Sheler-Edwards*

#### **BOARD SECRETARY**

Sharon Lee agrees to serve in role of Secretary.

MOTION TO nominate Sharon Lee to serve as Secretary until the 2021 Organizational Meeting.

*Motion by Sheler-Edwards, supported by Schindler*

*Roll Call Vote: 7/0 Yes*

*Yes: Meadows, Ream Gainsley, Champagne, Lee, Schindler, Sheler-Edwards, Hawkins*

#### **TREASURER**

Gillian Ream Gainsley expressed interest in serving as Treasurer.

MOTION TO nominate Gillian Ream Gainsley to serve as Treasurer until the 2021 Organizational Meeting.

*Motion by Lee, supported by Schindler*

*Roll Call Vote: 7/0 Yes*

*Yes: Meadows, Ream Gainsley, Champagne, Lee, Schindler, Sheler-Edwards, Hawkins*

Newly Re-Elected President Hawkins serves as Chair going forward (newly-elected Secretary Sharon Lee begins serving as Secretary) ...

### **APPOINTMENTS OF BOARD COMMITTEE MEMBERS & LIAISONS**

Parliamentarian: Brenda Meadows

Head Start Policy Committee: Sharon Lee

Legislative Relations Network (LRN) Designee: Brenda Meadows

Washtenaw Association of School Boards (WASB) Representative: Ellen Champagne

Ypsilanti Promise Board Representative: Void, Disbanded; Washtenaw Promise now

Ypsilanti Foundation Board Liaison: Maria Sheler-Edwards

Michigan Association of School Boards (MASB):

Delegate, Ellen Champagne; Alternate, Brenda Meadows

Coordinated School Health Team: Gillian Ream Gainsley

Sex Education Advisory Board (SEAB): Meredith Schindler



**Subcommittees:** *Item Tabled, pending planning meeting per President Hawkins.*

**~~1) Policy; 2) Financial & Operational Planning; 3) Strategic & Educational Performance (DTN); 4) Community Relations; and; 5) School Culture & Discipline.~~**

MOTION THAT the above appointments as Board representatives be approved and in effect until the next Organizational Meeting in January 2021.

*Motion by Schindler, supported by Meadows*

*Action Recorded: 7/Yes; 0/No*

**CONSENT AGENDA**

MOTION TO approve the following minutes: 1) November 4, 2019 special meeting; 2) November 4, 2019 regular meeting; 3) November 18, 2019 special meeting; 4) November 18, 2019 closed session meeting; 5) December 2, 2019 special meeting; 6) December 2, 2019 regular meeting; 7) December 10, 2019 special meeting; 8) December 10, 2019 closed session meeting, and; 9) the personnel matters as per the attached list dated January 6, 2020: New Hires & Resignations.

*Motion by Schindler, supported by Lee*

*Action Recorded: 7/Yes; 0/No*

**ACTION ITEMS: Organizational Matters**

**Board of Education Meeting Schedule Adoption**

MOTION TO adopt the Board meeting schedule for January 14, 2020 - January 11, 2021.

*Motion by Schindler, supported by Lee*

*Action Recorded: 7/Yes; 0/No*

Notes: Two changes to the schedule: 1) Void June 29th meeting; reschedule for June 22, 2019, and; 2) void September 28th meeting; reschedule for Tuesday, September 29, 2019. Also, approval is of dates only; agenda topics will be addressed at a later date.

**District Compliance Officers Appointment**

MOTION TO designate the following staff to serve as District Compliance Officers: 1) the Assistant Superintendent as 504 Compliance Officer, and; 2) The Director of Human Resources as District Compliance Officer, and, ADA Coordinator (in compliance with Policy #s 2260.01 & 4123).

*Motion by Sheler-Edwards, supported by Meadows*

*Action Recorded: 7/Yes; 0/No*

**REVIEW AND APPROVAL: Business Items**

**Authorization for Use of Facsimile Signature**

MOTION TO authorize the Director of Business Services to file the necessary forms with the appropriately designated banks to use the facsimile signature of the School District Superintendent on check draws of the General Fund, Food Service Fund, Debt Retirement Fund, Payroll Account, Student Activities Fund and Trust Fund.

*Motion by Meadows, supported by Ream Gainsley*

*Action Recorded: 7/Yes; 0/No*

**Authorization to Execute Contracts and Sign Documents on Behalf of the District**

MOTION TO designate, and limit thereto, the following administrators to sign contracts and other documents on behalf of the District: Superintendent, or designee, and Director of Business Services.

*Motion by Lee, supported by Sheler-Edwards*

*Action Recorded: 7/Yes; 0/No*

**Authorization of Bank Account Signatories**

MOTION TO approve the Board President, Superintendent, Board Treasurer, Director of Business Services and Accounting Supervisor as official signatories of bank accounts for the District.

*Motion by Meadows, supported by Lee*

*Action Recorded: 7/Yes; 0/No*

**Designation of Depository for School District Funds**

MOTION TO utilize the following financial institutions as depositories for the following funds:

Normal Operations Deposits & Withdrawals: 1) Michigan Liquid Asset Fund Plus; 2) Bank of Ann Arbor; 3) Fifth Third Bank, and; 4) Flagstar Bank (for Schneider Electric).

Bonded Indebtedness Paying Agents: 1) Bank of New York [BYN Mellon or the Bank of New York Mellon Trust Co]; 2) Hunting National Bank, and ; 3) U. S. Bank.

*Motion by Schindler, supported by Sheler-Edwards*

*Action Recorded: 7/Yes; 0/No*

**Designation of Electronic Transfer Officer (ETO)**

MOTION TO appoint the Board Treasurer or Director of Business Services as Electronic Transfer Officer (ETO) in accordance with Policy #6144.

*Motion by Schindler, supported by Lee*

*Action Recorded: 7/Yes; 0/No*

Designation of Audit Firm: Audit firm to be determined at later date, auditing services will go out for bid for the year ending June 30, 2020.

**Designation of Legal Counsel**

MOTION TO authorize the following law firms as legal counsel for the District: 1) Thrun Law Firm PC (retainer), and; 2) Collins & Blaha PC.

*Motion by Meadows, supported by Schindler*

*Action Recorded: 7/Yes; 0/No*

**Designation of Meeting Posting Responsibilities**

MOTION THAT the Superintendent, or designee, will designate an appropriate, available person to post notices of public meetings.

*Motion by Ream Gainsley, supported by Meadows*

*Action Recorded: 7/Yes; 0/No*

**Designation of Newspaper for Bid Notices and Other Legal Postings**

MOTION TO designate The Ann Arbor News for bid notices and other legal postings.

*Motion by Schindler, supported by Meadows*

*Action Recorded: 7/Yes; 0/No*

**ACTION ITEMS: Non-Organizational Items**

**Houghton Mifflin Harcourt Purchase**

MOTION TO approve the Houghton Mifflin Harcourt purchase, Proposal #007502630 dated 11/18/19, for the amount of \$50,392.86.

*Motion by Sheler-Edwards, supported by Schindler*

*Roll Call Vote: 7/0 Yes*

*Yes: Meadows, Ream Gainsley, Champagne, Lee, Schindler, Sheler-Edwards, Hawkins*



**RESOLUTION: Authorizing the Issuance & Delegating the Sale of Ypsilanti Community Schools 2020 Refunding Bonds (Former Willow Run Community Schools)**

MOTION TO adopt the attached Resolution Authorizing the Issuance and Delegating the Sale of Ypsilanti Community Schools 2020 Refunding Bonds (former Willow Run Community Schools).

*Motion by Meadows, supported by Schindler*

*Roll Call Vote: 7/0 Yes*

*Yes: Meadows, Ream Gainsley, Champagne, Lee, Schindler, Sheler-Edwards, Hawkins*

*Note:* YCS Attorney Mike Gresens and Senior Vice-President of Hutchinson, Shockey, Erley & Co. Bill Roche briefly dialogued on the legal side and business side of the refunding, answering Board questions. This item is followup to the December presentation made.

**RESOLUTION: Recognizing Black Lives Matter at School**

MOTION TO adopt the attached Resolution Recognizing Black Lives Matter at School, Week of Action 2020.

*Motion by Meadows, supported by Schindler*

*Roll Call Vote: 7/0 Yes*

*Yes: Meadows, Ream Gainsley, Champagne, Lee, Schindler, Sheler-Edwards, Hawkins*

*Note:* The resolution was read aloud by President Hawkins.

**Donation: Ypsilanti Community High School - Dr. David Sadler, Donor**

MOTION TO accept a donation from Dr. David Sadler of a triangular shaped 55-gallon salt water aquarium and miscellaneous aquarium supplies to YCHS - Paula Sizemore's classroom - for an estimated donation amount of \$1,000.

*Motion by Lee, supported by Schindler*

*Action Recorded: 7/Yes; 0/No*

**PUBLIC COMMENTS #2**

*Gail Summerhill* commented on a Friday art event for alumni, and, unified respect for Board members. *Lavada Weathers* expressed thanks to all Board members and the commitment to student improvement; comments on Houghton Mifflin Harcourt purchase.

**OTHER**

**BOARD/SUPERINTENDENT COMMENTS**

- *Schindler* commented on the art show, and, a review of a comprehensive look at reading and math.
- *Lee* commented on the 21-day equity challenge.
- *Hawkins* dialogued on the equity challenge and encouraged Board members to sign up.

*Meeting Adjourned: 8:03 p.m.*

*Attachment: "To Honor School Board Recognition Month, January 2020"*

*Minutes Prepared by: Paula Gutzman*

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

\_\_\_\_\_  
Sharon Lee, Secretary  
Board of Education  
Ypsilanti Community Schools



TO HONOR SCHOOL BOARD RECOGNITION MONTH, *January 2020*  
Ypsilanti Community Schools

Ypsilanti Community Schools joins 529 local and 56 intermediate school districts across Michigan to celebrate January as School Board Recognition Month.

**WHEREAS:**

1. School board members represent their fellow citizens' views and priorities in the complexity of maintaining and running the community's public schools. They reinforce the principle of local control over public education, which is an important, highly valued aspect of education in Michigan, and;
2. The month of January marks the observance of School Board Recognition Month. This is an opportunity to show our appreciation for these leaders and begin to better understand how local trustees work together to prepare today's students to be tomorrow's leaders, and;
3. The key to a brighter future for Michigan children is a strong public education system. Every day, students count on public schools to help prepare them for a successful future. Students count on adults across the state to ensure they have access to resources to help them learn, keep their building safe and have qualified teachers to guide them. It takes a commitment to a community to make this possible. At the end of the day, contributing to the success of our students are ordinary citizens with extraordinary dedication to public schools: our school board members, and;
4. The job of school board members is to establish a vision for the education program, design a structure to achieve that vision, ensure schools are accountable to the community and advocate for continuous improvement in student learning. This is a time to remember school board members for their untiring efforts.

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

1. We encourage you to join Ypsilanti Community Schools with others throughout our community, state and nation to salute the men and women who provide grassroots governance of public schools.
2. Even though there is a special effort during January to show appreciation for our school Board members, we recognize their contributions are a year-round effort.
3. Celebrating School Board Recognition Month is one way to say 'thanks' for all school board members do.

School Board Members Serving Ypsilanti Community Schools

Dr. Celeste Hawkins, Board President  
Brenda Meadows, Board Vice-President  
Maria Sheler-Edwards, Board Secretary  
Gillian Ream Gainsley, Board Treasurer  
Ellen Champagne, Board Trustee  
Sharon Lee, Board Trustee  
Meredith Schindler, Board Trustee

*Thank you for your dedication and service.*

  
Alena Zachery-Ross, Superintendent  
Ypsilanti Community Schools

1/12/20  
Date

Board of Education

#6B

Name	Location	Position	New Position Replacement
<b>New Hire</b>			
Adams, Rhonda	Middle School	Paraprofessional	Replacement
Center, Jacqueline	YIES	Lunchroom Supervisor	Replacement
Hewelt, Robert	Perry	Paraprofessional	Replacement
O'Connor, Nicole	Ford	Kindergarten	Replacement
Robinson, Cierra	Transportation	Bus Monitor	Replacement
Royce, Elizabeth	Beatty	Building Secretary	Replacement
		Prepared by Lois Nowling	
		1/22/2020	

Note this list is subject to change. If there are any changes, an updated version will be shared before the board meeting.



Ypsilanti Community Schools  
**Field Trip Request Form**

2340 F1

Attach a list of the students involved or the potential students involved.

#7A

Name: Chef Gaertner School/Class: RCTC Culinary  
Request Date: 12-11-19 Trip Date: Feb 23-<sup>25</sup> 2020 Number of Students: 2  
Trip Destination: Passaic County Technical Institute New Jersey  
Purpose of trip: NASA HUNCH Program  
Details about cost: Zero to student all from RCTC Activity fund

Account or funding source for trip: RCTC Activity fund

Will subs be needed? Yes Account for subs: RCTC

How this trip fits with the curriculum: Culinary competition put on by NASA and the American Culinary Federation

Number of Staff/Chaperones: 1 staff

<u>Chaperone Name (If Available)</u>	<u>Relationship to Students</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Specific learning objectives to be accomplished: Exposer to state mandated CTSOs

Student outcomes and learning as a result of taking this trip: Expand knowledge and passion for the restaurant industry

Course/Class curriculum, big ideas, or essential questions enforced: What does it mean to me part of the restaurant and food service community

Pre-Trip lessons/activities: Culinary skills practice

Follow-Up lessons/activities to reinforce/extend learning: Daily culinary skills

I have utilized the guidelines in 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission (2340 F2 or F2A) and use the Checklist for Trips (2340 F3)

**Field Trip Approval**



Trip Approved:  Not Approved:  Principal: [Signature] Date: 1-7-2020  
Trip Approved:  Not Approved:  Asst. Superintendent: [Signature] Date: 1-8-20

(over)

**Transportation Department**

*(To be completed by the originator of the field trip)*

Date of Trip: \_\_\_\_\_ Destination: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_ Number of Buses: \_\_\_\_\_

**Certification**

This is to certify that this trip, as requested, is in conformity with the administrative guidelines established by the District as well as any applicable State regulations.

Date: \_\_\_\_\_ Business Office Signature: \_\_\_\_\_

**Trip Confirmation**

This trip has been approved and scheduled. The drivers assigned are:

\_\_\_\_\_  
\_\_\_\_\_

**Bus Driver Report**

This is to certify that the above trip was made and to request payment under the Board of Education policies.

Date: \_\_\_\_\_ Bus No: \_\_\_\_\_ Total time of trip: \_\_\_\_\_

Speedometer reading at start of trip: \_\_\_\_\_ End of trip: \_\_\_\_\_

Start time: \_\_\_\_\_ Return time: \_\_\_\_\_

Total miles traveled on this trip: \_\_\_\_\_ Total gallons of gas used: \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Driver's signature: \_\_\_\_\_



Ypsilanti Community Schools  
**Field Trip Request Form**

2340 F1

Attach a list of the students involved or the potential students involved.

#7B

Name: Chef Gaertner School/Class: RCTC Culinary

Request Date: 12-11-19 Trip Date: March 16&17, 2020 Number of Students: 9

Trip Destination: Lansing Center

Purpose of trip: ProStart

Details about cost: Zero to student all from RCTC Activity fund

Account or funding source for trip: RCTC Activity fund

Will subs be needed? Yes Account for subs: RCTC

How this trip fits with the curriculum: Culinary competition put on by Prostart Education Foundation and the Michigan Restaurant Association

Number of Staff/Chaperones: 2 staff

<u>Chaperone Name (If Available)</u>	<u>Relationship to Students</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Specific learning objectives to be accomplished: Exposer to state mandated CTSOs

Student outcomes and learning as a result of taking this trip: Expand knowledge and passion for the restaurant industry

Course/Class curriculum, big ideas, or essential questions enforced: What does it mean to me part of the restaurant and food service community

Pre-Trip lessons/activities: Culinary skills practice

Follow-Up lessons/activities to reinforce/extend learning: Daily culinary skills

I have utilized the guidelines in 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission (2340 F2 or F2A) and use the Checklist for Trips (2340 F3)

**Field Trip Approval**

Trip Approved: ✓ Not Approved: \_\_\_\_\_ Principal: [Signature] Date: 1-7-2020

Trip Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Asst. Superintendent: [Signature] Date: 1-8-20

(over)

**Transportation Department**

*(To be completed by the originator of the field trip)*

Date of Trip: \_\_\_\_\_ Destination: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_ Number of Buses: \_\_\_\_\_

**Certification**

This is to certify that this trip, as requested, is in conformity with the administrative guidelines established by the District as well as any applicable State regulations.

Date: \_\_\_\_\_ Business Office Signature: \_\_\_\_\_

**Trip Confirmation**

This trip has been approved and scheduled. The drivers assigned are:

\_\_\_\_\_  
\_\_\_\_\_

**Bus Driver Report**

This is to certify that the above trip was made and to request payment under the Board of Education policies.

Date: \_\_\_\_\_ Bus No: \_\_\_\_\_ Total time of trip: \_\_\_\_\_

Speedometer reading at start of trip: \_\_\_\_\_ End of trip: \_\_\_\_\_

Start time: \_\_\_\_\_ Return time: \_\_\_\_\_

Total miles traveled on this trip: \_\_\_\_\_ Total gallons of gas used: \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Driver's signature: \_\_\_\_\_



Ypsilanti Community Schools  
**Field Trip Request Form**

Attach a list of the students involved or the potential students involved.

Name: Kayla VanEgmond School/Class: YIES 5th Grade  
Request Date: 1/16/20 Trip Date: 5/26/20-5/28/20 Number of Students: 71  
Trip Destination: Camp Kimball (4502 Berlin Dr, Reading, MI 49274)

Purpose of trip: 5th grade camp encourages outdoor learning, improves student understanding of ecological, historical, and teamwork concepts. Students will experience fun and enjoyment in the outdoors, improve their understanding of ecological, historical and teamwork concepts, expand both their "comfort zones" and their realization of their own abilities, develop a realization of how human actions affect the environment, develop an attitude of personal responsibility for the health of the environment, and strengthen their social skills and self-confidence.

Details about cost: \$80/student for camp, \$40/chaperone for camp, ~\$912 (1hr 40 minutes each way x 2) for 2 busses (~\$13/person) -- Total for estimated numbers of 71 students + 4 teachers + 4 chaperones + 2 busses = \$6752

Account or funding source for trip: Student fees, fundraising (PTO spring bottle drive, bagel drive)

Will subs be needed? Yes, Mr. Brinsden Account for subs:

How this trip fits with the curriculum: Students will put what they have learned in all subjects (reading, math, science, and social studies, as well as interpersonal relationships) into action during outdoor learning experiences.

Number of Staff/Chaperones:

<u>Chaperone Name (If Available)</u>	<u>Relationship to Students</u>	<u>Phone Number</u>
<u>Kayla VanEgmond</u>	<u>Teacher</u>	
<u>Brian Brinden</u>	<u>Teacher</u>	
<u>Sue Fisher</u>	<u>Teacher</u>	
<u>Vanessa Neil</u>	<u>Teacher</u>	
<u>TBD</u>	<u>Parent Chaperones</u>	

Specific learning objectives to be accomplished/Student outcomes and learning as a result of taking this trip: Students will develop a realization of how human actions affect the environment, Develop an attitude of personal responsibility for the health of the environment, and strengthen their social skills and self-confidence.

Course/Class curriculum, big ideas, or essential questions enforced:



Students will participate in environmental studies while expanding their conflict resolution, team building, leadership, and communication skills. This will be a great toward-the-end-of-the-year experience to have as these 5th graders leave elementary school before entering middle school. It could become a great tradition at the end of 5th grade, and requires many IB skills including being a risk-taker, communicator, and inquirer.

Pre-Trip lessons/activities: Camp directors will come to school to discuss expectations, what camp will be like, and what learning will take place.

Follow-Up lessons/activities to reinforce/extend learning: Reflections, discussions

I have utilized the guidelines in 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission (2340 F2 or F2A) and use the Checklist for Trips (2340 F3)

**Field Trip Approval**

Trip Approved: <input checked="" type="checkbox"/>	Not Approved: <input type="checkbox"/>	Principal: 	Date: 1/17/20
Trip Approved: <input checked="" type="checkbox"/>	Not Approved: <input type="checkbox"/>	Ass't Superintendent: 	Date: 1/21/20

(over)

**Transportation Department**

*(To be completed by the originator of the field trip)*

Date of Trip: 5/26/20 - 5/28/20

Destination: Camp Kimball (4502 Berlin Dr, Reading, MI 49274)

Departure Time: 5/26/20 - 9:30 a.m. from YIES

Return Time: 5/28/20 - 11:45 a.m. from Camp Kimball

Number of Buses: 2