

MONROE PUBLIC SCHOOLS

BOARD MEETING #18

October 8, 2013

7:00 p.m.

BOARD OF EDUCATION

MR. ROBERT YEO, PRESIDENT

MR. LAWRENCE VANWASSHENOVA, VICE-PRESIDENT

MRS. JUNE KNABUSCH-TAYLOR, SECRETARY

MR. AARON N. MASON, PARLIAMENTARIAN

DR. TEDD MARCH, TRUSTEE

MR. RYAN PHILBECK, TRUSTEE

MS. WENDY SPICER, TRUSTEE

SUPERINTENDENT OF SCHOOLS

DR. BARRY N. MARTIN

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

NOTICE OF NON-DISCRIMINATION

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Prepared by the Office of the Superintendent, Gayle Lambert, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #18
Tuesday, October 8, 2013
7:00 p.m.

AGENDA

		<u>Page</u>
A. Roll Call and Call to Order	Mr. Yeo	1
1. Pledge of Allegiance to the Flag	Mr. Yeo	
2. VFW Post 1138 Flag Presentation to Schools	Dr. Martin	
B. Public Commentary – Agenda Items Only	Mr. Yeo	
C. Discussion and Action Items		
1. Approval of Minutes	Mr. Yeo	2
Move to approve the minutes of the following meetings as submitted:		
• September 24, 2013 Work Session		
• September 24, 2013 Board Meeting #17		
• October 3, 2013 Special Board Meeting (2 sets)		
2. Reports and Updates	Mr. Yeo	
a. None at this time		
3. Resignation	Dr. McLeod	9
Move to approve the resignation from Monroe Public Schools for Monica Zimmerman effective September 20, 2013.		
4. Teacher Appointment	Mrs. Everly	10
Move to approve the appointment of Melanie Castellese as a Teacher with Monroe Public Schools effective October 9, 2013 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		
5. Teacher Appointment	Mrs. Everly	13
Move to approve the appointment of Jennifer Sayles as a Teacher with Monroe Public Schools effective October 9, 2013 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		

- | | | |
|--|---------------------|-----------|
| <p>6. Acceptance of the 2012/13 Financial Audit
 Move to accept the 2012/13 Financial Audit as prepared by the firm of Cooley, Hehl, Wohlgamuth & Carlton, Monroe, Michigan.</p> | <p>Mrs. Eighmey</p> | <p>15</p> |
| <p>7. LLI Purchase for Waterloo
 Move to approve the purchase of instructional resources from Heinemann Publishing at a cost not to exceed \$4860.00. Money for this purchase will come from the 2013-2014 Title I funds in accordance with allowable expenditure guidelines for use of federal funds for supplemental instructional programming.</p> | <p>Mrs. Everly</p> | <p>16</p> |
| <p>8. K-8 ELA Purchase
 Move to approve the purchase of the mentor texts and book sets recommended by the English Language Arts Curriculum Committees for grades kindergarten through eighth. This purchase will come from the Curriculum Budget and will not exceed \$46,779.37.</p> | <p>Mrs. Everly</p> | <p>18</p> |
| <p>9. Title I Technology Purchase (Trinity Lutheran School)
 Move to approve the technology purchase at a total cost not to exceed \$4,588.00. Money for this purchase will come from the 2013-2014 Title I funds.</p> | <p>Mr. Payne</p> | <p>40</p> |
| <p>10. AED Units
 Move to approve the purchase of five AED units at a total cost of \$7,315.00. Money for this purchase will come from the General Fund.</p> | <p>Dr. Martin</p> | <p>43</p> |
| <p>11. MMS In-State Overnight Field Trip
 Move to approve Monroe Middle School student choirs, in-state overnight trip to Mackinac Island. Leaving on May 16, 2014 and returning on May 17, 2014 according to the terms of Policy IICA, Field Trips and Excursions.</p> | <p>Dr. McLeod</p> | <p>47</p> |
| <p>12. Approval to Extend Custodial Service Agreement
 Move to extend the custodial service agreement with Mulligan’s Building Maintenance one additional year, expiring June 30, 2014.</p> | <p>Mr. Oley</p> | <p>61</p> |
| <p>13. United Way Resolution
 Move to approve the resolution declaring October United Way Month. The intent of this proclamation is to encourage our employees to participate in this effort.</p> | <p>Dr. Martin</p> | <p>72</p> |

14. Superintendent's Comments

Dr. Martin

15. Old Business

Mr. Yeo

16. New Business

Mr. Yeo

17. Public Commentary – Any Topic

Mr. Yeo

18. Adjournment

Mr. Yeo

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Move that the October 8, 2013 Board Meeting #18 of the
Monroe Public Schools Board of Education be adjourned.

ROLL CALL

	<u>Present</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____
Dr. March	_____	_____
Mr. Mason	_____	_____
Mr. Philbeck	_____	_____
Ms. Spicer	_____	_____
Mr. VanWasshenova	_____	_____
Mr. Yeo	_____	_____

APPROVAL OF MINUTES

ENCLOSURES

- September 24, 2013 Board Work Session Minutes
- September 24, 2013 Board Meeting #17 Minutes
- October 3, 2013 Special Board Meeting Minutes (two sets)

RECOMMENDATION

Move to approve the following minutes as submitted:

- September 24, 2013 Board Work Session
- September 24, 2013 Board Meeting #17
- October 3, 2013 Special Board Meeting (two sets)

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Work Session

Tuesday, September 24, 2013

5:30 p.m.

MINUTES

Roll Call and Call to Order

Board Members Present: President Robert Yeo, Vice President Larry VanWasshenova, Secretary June Knabusch-Taylor, Parliamentarian Aaron N. Mason, Trustee Dr. Tedd March, Trustee Ryan Philbeck, and Trustee Wendy Spicer

Board Members Absent: None

Administrators Present: Julie Everly, Ryan McLeod, Katherine Eighmey

Administrators Absent: Barry Martin, Jerry Oley, David Payne

The meeting was called to order at 5:35 p.m. by Mr. Yeo.

Preliminary Audit Report

Deb Sabo and Heidi Galati of Cooley, Hehl, Wohlgamuth & Carlton, P.L.L.C. presented copies of the audit report to the board members followed by a discussion. The audit will be brought to the board for approval at the October 8, 2013 Board meeting.

Adjournment

Motion by Mr. Mason; support by Mr. March that the 5:30 p.m., September 24, 2013 Work Session of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 6:54 p.m.

June Knabusch-Taylor, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #17

Tuesday, September 24, 2013

7:00 p.m.

MINUTES

Roll Call and Call to Order

Board Members Present: President Robert Yeo, Vice President Lawrence VanWasshenova, Secretary June Knabusch-Taylor, Parliamentarian Aaron N. Mason, Trustee Dr. Tedd March, Trustee Ryan Philbeck, and Trustee Wendy Spicer

Board Members Absent: None

Administrators Present: Julie Everly, Ryan McLeod, Katherine Eighmey

Administrators Absent: Barry Martin, Jerry Oley, David Payne

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

MHS Homecoming and Pride Night

MHS Principal Valerie Orr introduced student council members and advisor Anne Knabusch who gave board members an overview of Homecoming week which starts October 7. Mrs. Orr thanked Mrs. Knabusch for the fantastic job she does as student council advisor.

Monroe Pride Night is this Thursday, 5:00-8:00 p.m. Student Jake LaBeau spoke about the activities that are planned for Pride Night which will help raise funds to buy books for classroom libraries. Shannon Collum, teacher and literacy coach, shared the high school's push for literacy and how they will encourage students to become ravenous readers by providing books and magazines they like. Mrs. Orr stated that the goal of Monroe Pride Night is to get families into our high school so they can become familiar with the school, and to raise funds to build classroom libraries.

Public Commentary-Agenda Items Only

There was no public commentary at this time.

Approval of Minutes

Motion by Mrs. Knabusch-Taylor; support by Mr. VanWasshenova to approve the minutes of the following meetings as submitted:

- September 10, 2013 Board Meeting #16 Minutes

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

Reports and Update

The September 9, 2013 Board Personnel Committee Minutes and the September 16, 2013 Board Curriculum Committee Minutes were received by the Board. Mr. Mason commented on wording in the Personnel minutes that was connected to his name. The minutes will be changed to reflect his intent. Mrs. Spicer remarked that the minutes are comprehensive and she is appreciative.

MMS and MHS i-Ready Progress Monitoring Tool

Motion by Mr. Mason; support by Mr. VanWasshenova to approve the purchase of i-Ready Progress Monitoring Tool for MMS and MHS at a cost of \$34,203.50. Money for this purchase will come from the

Secondary Curriculum Account.

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

MHS AP Biology Textbook

Motion by Mr. VanWasshenova; support by Dr. March to approve the purchase of the AP Biology textbooks from Pearson at a cost not to exceed \$7,000.00. Money for this purchase will come from the Secondary Curriculum Textbook account.

Discussion: According to the College Board, schools must utilize a textbook published within the last ten years. Therefore, arrangements have been made with the publisher to purchase the 2014 version which will be available in January. Between now and January, students will have access to the online version of the new textbook.

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

Superintendent Comments

- Dr. Martin is at a superintendent's conference this week, so he asked Mrs. Everly and Dr. McLeod to share comments with the Board.
- We are very proud of two Monroe High School construction trades students who were featured last Friday when the United Way of Monroe County held its campaign kickoff meeting. Peter Passenger and Kelcie Myers spoke to the group about what it meant to them to build a house for Habitat for Humanity, which is a United Way sponsored agency. Peter made the comment that if it weren't for the construction trades class, he probably would not be in school. The United Way also recognized MHS 2013 graduate Brandi Miller who talked about how important Upward Bound was for her while she was in high school. She is now a student at MCCC and plans to attend Wayne State University to study to be a doctor.
- Monroe High School student council held its first American Red Cross blood drive of the year yesterday and attracted 48 productive whole blood donors, which included students and staff.
- Dr. McLeod thanked the Board for approving the resources to help push literacy at the secondary level, and for their support in hiring the literacy coach at the high school.
- MEAP tests have arrived and testing will begin on October 8. Formal testing will end on October 16, and all makeup testing must be completed by October 25. Our 3rd through 9th grade students take part in this test.
- Another important date coming up is Count Day which is October 2. This is one of two count days for the year. This first count day accounts for 90% of our student funding.
- The Navy Band is coming to Monroe this Saturday as part of a celebration at the Battlefield, and two of our musical groups have been asked to play adjacent to their performance. The Frenchtown Fiddlers directed by Ann Felder, and the Monroe High School Band under the direction of Jim Nuechterlein will join in the celebration.
- Mrs. Everly invited the Board to our first district improvement workshop of the school year at Monroe County Community College tomorrow from 8:30 a.m. to 3:00 p.m.

Old Business

Mrs. Spicer asked if there are plans to do anything with the Christiancy lot. Several neighbors have approached her about being part of a committee to help make that decision. At this point, the Board is going to wait a year or two to do anything. This can also be discussed at a future workshop.

Mr. Yeo would like to have an additional workshop in October to further discuss the Board's financial philosophy. This additional workshop will take place on October 8, 2013 at 5:30 p.m.

Dr. March referred to a discrepancy on the cost to air condition the gym at Monroe High School between Dr. Ray and Mr. Oley, and if it's possible to get an unofficial bid. Dr. McLeod said the architect would need to be involved to put together a scope of the work that would need to be done. He believes that the scope of work to be done is the primary difference between Dr. Ray's and Mr. Oley's projected cost. We could put together two scopes that people could bid on; one with an independent system and one that would connect to the existing system. All agreed that it's something to explore.

New Business

There was no new business

Public Commentary-Any Topic

There was none at this time.

Adjournment

Motion by Mr. VanWasshenova; support by Mr. Mason that the September 24, 2013, Board Meeting #17 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 8:02 p.m.

June Knabusch-Taylor, Secretary

MONROE BOARD OF EDUCATION
1275 North Macomb Street, Monroe, Michigan 48162
Special Board Meeting, Thursday, October 3, 2013
5:00 p.m.

MINUTES

Roll Call and Call to Order

Board Members Present: President Robert Yeo, Vice President Lawrence VanWasshenova, Secretary June Knabusch-Taylor, Parliamentarian Aaron N. Mason, Trustee Dr. Tedd March, and Trustee Wendy Spicer

Others Present: Barry Martin, Ryan McLeod, James Davies, Renee Peterson, Valerie Orr, Jessica Shultz, student, student's father, student's friend

Mr. Yeo called the meeting to order at 5:13 p.m.

Closed Session

Motion by Mr. Mason, support by Mr. VanWasshenova, 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 7-0 hand vote at 5:13 p.m.

Reconvene Board Meeting

Motion by Mr. Mason, support by Mr. VanWasshenova, that the closed session adjourn and the 5:00 p.m., October 3, 2013, Special Board Meeting reconvene.

Vote: Motion carried by a 7-0 hand vote at 5:25 p.m.

Recommendation

Motion by Mr. VanWasshenova, support by Mr. Philbeck, to suspend the student for 12 days. The student didn't knowingly possess the weapon and didn't plan to use it for bodily harm.

Vote: Motion carried by a 7-0 roll call vote at 5:28 p.m.

Adjournment

Motion by Mr. Mason, support by Mr. Philbeck, that the October 3, 2013, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 5:28 p.m.

June Knabusch-Taylor, Secretary

MONROE BOARD OF EDUCATION
1275 North Macomb Street, Monroe, Michigan 48162
Special Board Meeting, Thursday, October 3, 2013
5:00 p.m.

MINUTES

Roll Call and Call to Order

Board Members Present: President Robert Yeo, Vice President Lawrence VanWasshenova, Secretary June Knabusch-Taylor, Parliamentarian Aaron N. Mason, Trustee Dr. Tedd March, and Trustee Wendy Spicer

Others Present: Barry Martin, Ryan McLeod, James Davies, Renee Peterson, Valerie Orr, Jessica Shultz, Sue Sacks, student, student's parents

Mr. Yeo called the meeting to order at 5:30 p.m.

Closed Session

Motion by Mr. VanWasshenova, support by Mr. Philbeck, 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 7-0 hand vote at 5:31 p.m.

Reconvene Board Meeting

Motion by Mr. VanWasshenova, support by Mr. Mason, that the closed session adjourn and the 5:00 p.m., October 3, 2013, Special Board Meeting reconvene.

Vote: Motion carried by a 7-0 hand vote at 5:48 p.m.

Recommendation

Motion by Mr. Philbeck, support by Dr. March, to suspend the student for 19 days.

Vote: Motion carried by a 6-1 roll call vote at 5:52 p.m. Ms. Spicer voted no.

Adjournment

Motion by Mr. VanWasshenova, support by Mrs. Knabusch-Taylor, that the October 3, 2013, Special Board Meeting of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 5:53 p.m.

June Knabusch-Taylor, Secretary

STAFF RESIGNATION

BACKGROUND

Monica Zimmerman: We have received a letter of resignation from Monica Zimmerman for personal reasons. Ms. Zimmerman was employed as the Printshop Assistant. Her resignation was effective on September 20, 2013.

ENCLOSURE

None

RECOMMENDATION

Move to approve the resignation from Monroe Public Schools for Monica Zimmerman effective September 20, 2013.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Melanie Castellese as a Teacher with Monroe Public Schools. Ms. Castellese will be assigned as an Elementary Art Teacher for the 2013/14 school year.

Ms. Castellese holds a Bachelor of Art Education from Eastern Michigan University and a Masters of Art Education from University of Toledo. She was most recently employed as an Educator with Summit Academy in Flat Rock.

Members of the interview panel were: Mary Ann Cyr, Principal; Kim Burkey and Melissa Cramer, Teachers; and Carla Sokotuk, Parent.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Melanie Castellese as a Teacher with Monroe Public Schools effective October 9, 2013 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

Melanie Castellese
25304 Petros Dr.
Flat Rock, MI 48134
734-819-3781
melcastelle@yahoo.com

Objective

To acquire a full-time art teaching position where I can teach students to create art using a wide variety of materials, think critically about art in new ways, reflect on the success of one's own artwork, and evaluate the artwork of others.

Education

- Monroe County Community College, 2001-2003. Associate of Science, GPA 4.0.
- Eastern Michigan University, 2003-2006. Bachelor of Art Education, GPA 3.85.
- University of Toledo, 2008-2011. Masters of Art Education, GPA 3.875
- Highly qualified for K-12 Art Education in Michigan and Ohio.

Experience

- 2010-Present. Art educator at Summit Academy Flat Rock K-8.
- August 2006-2010. Art educator at Star International Academy teaching elementary, middle school, and high school students.
- April 2006-June 2006. Substitute teacher in Monroe County.
- June 2005-August 2006. Part time tutor for Monroe Mental Health Authority. Tutored those with a variety of special needs in many subjects.

Summary of Qualifications

- Creating interesting and original unit/lesson plans with real meaning that are based on art concepts, vocabulary, art history, and art from cultures around the world
- Creating and implementing unit/lesson plans based on state standards for students of any age
- More than 7 years experience in the field of art education working with students K-12
- Strong computer skills; proficient with Microsoft Word, Excel, Power Point, Microsoft Windows, Internet Explorer and other browsers, Adobe Photoshop, various email programs, and the grade book system Power Teacher
- Friendly and professional demeanor, recognized for attendance and punctuality, strong work ethic, reliable employee
- Very organized, detail oriented, work is done before the deadline
- Excellent rapport with students, parents, administrators, and other teachers
- Effectively and consistently manages a high-volume work load
- Enjoys collaborating with others to reach successful outcomes and create interdisciplinary units
- Proficient in drawing, printmaking, graphic design, jewelry, 3D design, ceramics, and painting using acrylic, oil, and watercolor
- Attending workshops and conferences to continue to grow as an educator

Melanie Castellese

25304 Petros Dr.
Flat Rock, MI 48134
734-819-3781
melcastelle@yahoo.com

Professional References

Lynne Bozeman
Art Educator at Marshall Upper Elementary, Wayne Westland Community Schools
213 Waterbury Court
Westland, MI 48186
(734) 620-4295

Joanie Donaldson
Superintendent
26510 Inkster, Flat Rock, MI 48134
(734) 320-7228

Cheryl Huffman
Teacher
Raisinville School
1927 North Raisinville
Monroe, MI 48162
(734) 625-8093

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Jennifer Sayles as a Teacher with Monroe Public Schools. Ms. Sayles will be assigned as part time Encore Teacher at Arborwood Campus for the 2013/14 school year.

Ms. Sayles holds a Bachelor of Science degree from Eastern Michigan University. She was most recently employed by EduStaff as a Substitute Teacher.

Members of the interview panel were: Terry Joseph, Assistant Principal; Jennifer Abram, Meghan Gibson, and Bonnie Ritsema, Teachers; and Beth Trpevski, Parent.

ENCLOSURE

Resume

RECOMMENDATION

Move to approve the appointment of Jennifer Sayles as a Teacher with Monroe Public Schools effective October 9, 2013 and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

ACCEPTANCE OF 2012/13 FINANCIAL AUDIT

BACKGROUND

Enclosed are the annual financial statements of the various district funds for the year ending June 30, 2013.

The Business Office, central administration and Board Finance Committee of the Whole have reviewed in detail the financial report with representatives of Cooley, Hehl, Wohlgamuth & Carleton, CPAs on September 28, 2013.

It is the opinion of the auditors and the Board of Education that the financial statements present fairly, in all material respects, the financial position of each of our funds as of June 30, 2013.

ENCLOSURES

Reports were given in advance of the meeting.

RECOMMENDATION

Move to accept the 2012/13 Financial Audit as prepared by the firm of Cooley, Hehl, Wohlgamuth & Carlton, Monroe, Michigan.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

**WATERLOO ELEMENTARY SCHOOL
LEVELED LITERACY INTERVENTION PROGRAM**

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. Students in need of intervention will benefit from this program.

ENCLOSURE

Cost proposal for the purchase of the described Leveled Literacy Intervention program from Heinemann Publishing.

RECOMMENDATION

Move to approve the purchase of instructional resources from Heinemann Publishing at a cost not to exceed \$4860.00. Money for this purchase will come from the 2013-2014 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>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

dheffer



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QUOTE: 4621406

73074

9804836

S MONROE PUBLIC SCHOOLS
O PO BOX 733
L 1275 NORTH MACOMB
D MONROE MI 48162
T
O

S WATERLOO ELEM SCHOOL
H 1933 S CUSTER RD
I MONROE MI 48161
T
O

ACCOUNT NO.	P.O. NUMBER	DATE	SPECIAL INSTRUCTIONS	TERMS	PAGE NO.	
73074	QUOTE	09/26/13		Net 30 Days	1	
ITEM	ISBN	UNITS	DESCRIPTION	LIST PRICE	DISC	NET AMOUNT
E02851	0-325-02851-6	1	FOUNTAS /LLI RED GRADE 3	5625.00	20.00	4500.00

E04402	0-325-04402-3	1	LLI RED Carton 1			
E04403	0-325-04403-1	1	LLI RED Carton 2			
E04404	0-325-04404-X	1	LLI RED Carton 3			
E04405	0-325-04405-8	1	LLI RED Carton 4			
E04406	0-325-04406-6	1	LLI RED Carton 5			
E04407	0-325-04407-4	1	LLI RED Carton 6			
E04408	0-325-04408-2	1	LLI RED Carton 7			
E04409	0-325-04409-0	1	LLI RED Carton 8			
E04619	0-325-04619-0	1	LLI RED Carton 9			

***** BACKORDERS AND MISC *****						
DEBLAIR@MONROE.K12.MI.US QUOTATION PRICES VALID FOR 30 DAYS						
				MERCHANDISE		4500.00
				SHIPPING		360.00

REFERENCE	TOTAL UNITS	SHIPPING WEIGHT	SHIPPING METHOD
4621406	1	310.00	GROUND COMMERCIAL

QUOTATION - AMOUNT
PAYABLE IN U.S. FUNDS 4860.00

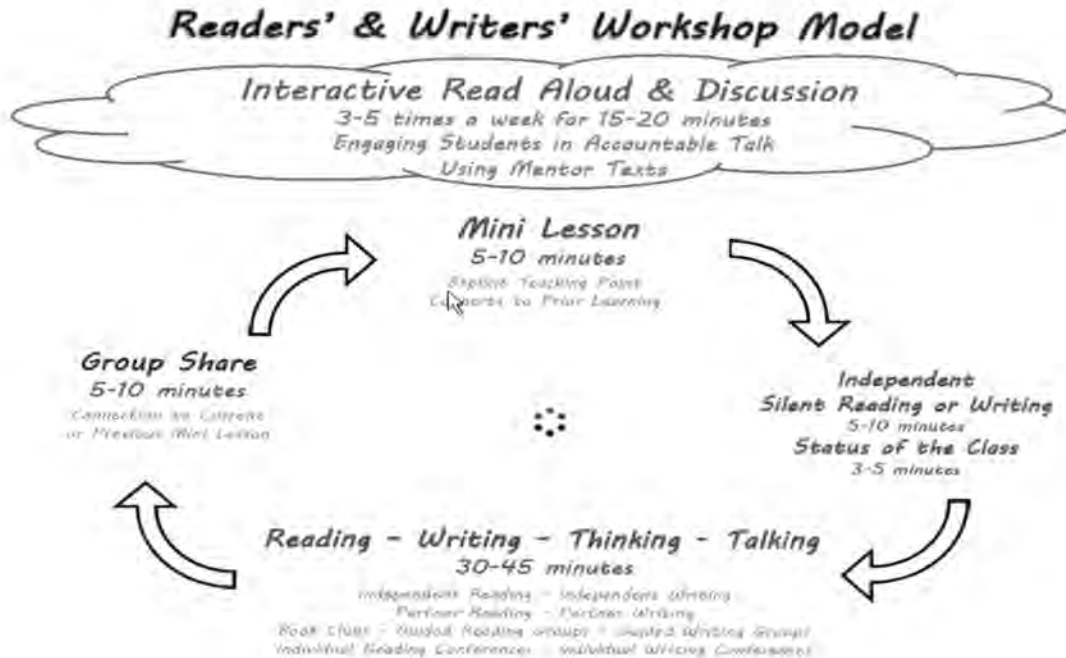
RETURN ONE COPY OF INVOICE WITH PAYMENT TO:
HEINEMANN, 15963 COLLECTIONS CENTER DRIVE, CHICAGO, IL 60693

All returns must be sent prepaid to: Heinemann Distribution Center
c/o Houghton Mifflin Harcourt
465 South Lincoln Drive
Troy, MO 63379

**ELA PURCHASE
 K-8 CLASSROOM TRADE BOOKS AND BOOK SETS**

BACKGROUND

In continuing our alignment to the new English Language Arts standards, our curriculum teams have explored materials that would transition our teaching while also building greater consistency K-12. A key consideration of the committee was to expand the current Reading Workshop model of instruction (below) that emphasized students of all ages having a variety of reading materials at their individual reading level. After analysis of the student achievement data in reading, our district committees have reviewed the standards for each grade level and chosen the attached texts for classroom access. Reading research indicates that student access to these materials in a workshop environment accelerates growth in reading. As you have observed, local data from our elementary classrooms and from the Summer Learning Academy also supports this practice.



ENCLOSURE
 Vendor Quote

RECOMMENDATION

Move to approve the purchase of the mentor texts and book sets recommended by the English Language Arts Curriculum Committees for grades kindergarten through eighth. This purchase will come from the Curriculum Budget and will not exceed \$46,779.37.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

Book Nook
 42 S. Monroe St.
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October 4, 2013

Monroe Public Schools
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Re: ELA Mentor Texts & Book Clubs
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PRICE & AVAILABILITY

Kindergarten Mentor Texts

21 copies	Fire, Fire	Gibbons	9780064460583	\$ 6.99	\$ 5.59
	\$117.39				
21 copies	Library Mouse	Kirk	9780810993464		
	\$15.95 \$12.76 \$267.96				
21 copies	Sharks & Other Dangers	Mugford	9780312495336	\$ 9.95	
	\$ 7.96 \$167.16				
21 copies	Smart Kids: Animals A-Z	Mugford	9780312510855	\$ 9.95	
	\$ 7.96 \$167.16				

First Grade Mentor Texts

19 copies	First Book of Animals (National Geographic)		9781426307041	\$14.95	
	\$11.96 \$227.24				
19 copies	Pierre the Penguin	Marzollo	9781585364855	\$15.95	
	\$12.76 \$242.44				
19 copies	Little Pink Pup	Kerby	9780399254352	\$16.99	
	\$13.59 \$258.21				
19 copies	Amos and Boris	Steig	9780312535667	\$ 7.99	\$ 6.39
	\$121.41				

Second Grade Mentor Texts

21 copies	Wild Tracks!	Arnoski	9781402739859	\$14.95	
	\$11.96 \$251.16				
21 copies	Where Do Polar Bears...	Thomson	9780061575181	\$16.99	
	\$13.59 \$285.39				
21 copies	Mr. Popper's Penguins	Atwater	9780316186469	\$ 6.99	
	\$ 5.59 \$117.39				
21 copies	Tomas & the Library Lady	Mora	9780375803499	\$ 6.99	
	\$ 5.59 \$117.39				

Third Grade Mentor Texts

20 copies	Living Sunlight	Bang/Chisholm	9780545044226	\$16.99	\$13.59
	\$271.80				
20 copies	Boy Who Loved Words	Schotter	9780375836015	\$17.99	
	\$14.39 \$287.80				

20 copies	Night of the Veggie Monster	McClements	9781599900612	\$15.99
	\$12.79 \$255.80			
20 copies	Swirl by Swirl	Sidman	9780547315836	\$17.99
	\$14.39 \$287.80			
Fourth Grade Mentor Texts				
18 copies	Going Around the Sun...	Berkes	9781584691006	\$ 8.95
	\$ 7.16 \$143.20			
0 copies	<i>Common Ground</i>	<i>Bang</i>	9780590100564	NOT
AVAILABLE \$ 0.00				
18 copies*	Long Night Moon	Rylant	9780689854262	\$17.99
	\$14.39 \$259.02			
<i>*Limited Availability</i>				
18 copies	Actual Size	Jenkins	9780547512914	\$ 7.99
	\$ 6.39 \$115.02			

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Fifth Grade Mentor Texts				
26 copies*	American Story	Armstrong	9780375812569	\$34.95
	\$27.96 \$726.96			
<i>*Limited Availability</i>				
26 copies	Our Solar System	Simon	9780061140082	\$19.99
	\$15.99 \$415.74			
26 copies	Verdi	Cannon	9780152010287	\$17.00
	\$13.60 \$353.60			
26 copies	Saturday and Teacakes	Laminack	9781561453030	\$16.95
	\$13.56 \$352.56			

Sixth Grade Mentor Texts				
20 copies	Tiger Rising	DiCamillo	9780763618988	
	\$ 5.99 \$ 4.79 \$ 95.80			

20 copies	Saturday and Teacakes	Laminack	9781561453030	\$16.95
	\$13.56 \$271.20			
20 copies	How I Became a Pirate	Long	9780152018481	\$16.99
	\$13.59 \$271.80			
20 copies	Memoirs of a Hamster	Scillian	9781585368310	\$15.99
	\$12.79 \$255.80			

Young Fives Trimester 1

11 copies	Five for a Little One	Raschka	9780689845994	\$17.99
	\$14.39 \$158.29			
11 copies	Here are My Hands	Martin	9780805059113	\$ 7.95
	\$ 6.36 \$ 69.96			

0 copies	Willie and Hugh	Browne		OUT-OF-PRINT
	\$ 0.00			

11 copies*	Cow Who Clucked	Fleming	9780805072655	\$17.99
	\$14.39 \$158.29			

***Limited Availability**

11 copies	I Like Myself	Beaumont	9780547401638	
	\$11.99 \$ 9.59 \$105.49			
11 copies	Leo the Late Bloomer	Kraus	9780064433488	\$ 6.99
	\$ 5.59 \$ 61.49			
11 copies	Vegetables We Eat	Gibbons	9780823421534	\$ 7.99
	\$ 6.39 \$ 70.29			

0 copies	Baker's Dozen	Andreason	9780805078091	
	OUT-OF-PRINT \$ 0.00			

11 copies	Day the Babies Crawled...	Rathman	9780399231964	\$17.99
	\$14.39 \$158.29			

Third Grade Series Book Club (18 teachers / 4 copies each)

Series 1: Dragon Slayers Academy

72 copies	New Kid at School	McMullan	9780448431086	
	\$ 4.99 \$ 3.99 \$287.28			
72 copies	Revenge of the Dragon...	McMullen	9780448431093	\$ 4.99
	\$ 3.99 \$287.28			

Series 2: Zack Files

72 copies	My Great-grandpa's in the Litter Box	Greenburg	9780448412603	\$ 4.99
	\$ 3.99 \$287.28			
72 copies	Through the Medicine Cabinet	Greenburg	9780448412627	NOT AVAILABLE in Quantity

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Third Grade Series Book Club (18 teachers / 4 copies each)

Series 3: Time Warp Trio

72 copies Knights of the Kitchen Table Scieszka 9780142400432 \$ 4.99
\$ 3.99 \$287.28

72 copies Not-So Jolly Roger Scieszka 9780142400456
\$ 4.99 \$ 3.99 \$287.28

Series 4: Ready Freddy

72 copies Tooth Trouble Klein 9780439555968 \$ 5.99
\$ 4.79 \$344.88

72 copies King of Show-and-Tell Klein 9780439555982 \$ 5.99
\$ 4.79 \$344.88

Series 5: Melvin Beederman, Superhero

72 copies Curse of the Bologna Trine 9780805078367 \$ 7.99
\$ 6.39 \$460.08

72 copies Terror in Tights Trine 9780805079241 NOT
AVAILABLE in Quantity

Series 6: Captain Underpants

72 copies Adventures of Capt. Underpants Pilkey 9780590846288
\$ 5.99 \$ 4.79 \$344.88

72 copies Capt. Underpants & Attack.. Pilkey 9780590634274 \$ 5.99
\$ 4.79 \$344.88

Series 7: Spiderwick Chronicles

72 copies Field Guide Black 9781442486928 \$ 5.99
\$ 4.79 \$344.88

72 copies Seeing Stone Black 9781442486942 \$ 5.99
\$ 4.79 \$344.88

Series 8: Kids of the Polk Street School

72 copies Candy Corn Contest Giff 9780440410720 \$ 4.99
\$ 3.99 \$344.88

72 copies Sunny-Side Up Giff 9780440484066 NOT
AVAILABILITY in Quantity

Sixth Grade Series Book Club (18 teachers / 4 copies each)

Series 1: Last Dragon Chronicles

72 copies Fire Within D'Lacey 9780439672443
\$ 7.99 \$ 6.39 \$460.08

72 copies Icefire D'Lacey 9780439672467 \$ 7.99
\$ 6.39 \$460.08

Series 2: Maze Runner

72 copies Maze Runner Dashner 9780385737951
\$ 9.99 \$ 7.99 \$575.28

72 copies Scorch Trials Dashner 9780385738767
\$ 9.99 \$ 7.99 \$575.28

Series 3: Percy Jackson & the Olympians

72 copies	Lightning Thief	Riordan	9780786838653	\$ 7.99
\$ 6.39	\$460.08			
72 copies	Sea of Monsters	Riordan	9781423103349	\$ 7.99
\$ 6.39	\$460.08			
<u>Series 4: Hunger Games</u>				
72 copies	Hunger Games	Collins	9780439023528	\$10.99 \$ 8.79
\$632.88				
72 copies	Catching Fire	Collins	9780545586177	\$12.99
\$10.39	\$748.08			

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Sixth Grade Series Book Club (18 teachers / 4 copies each)

Series 5: Shadow Children

72 copies	Among the Hidden	Haddix	9780689824753	\$ 6.99
\$ 5.59	\$402.48			
72 copies	Among the Imposters	Haddix	9780689839085	\$ 6.99
\$ 5.59	\$402.48			

Series 6: Young Bond

72 copies	Silverfin	Higson	9781423122623	\$ 8.99 \$ 7.19
\$517.68				
0 copies	Blood Fever	Higson	9781423122616	NOT

AVAILABLE Pub O/S

Series 7: Sisters Grimm

72 copies	Fairy-Tale Detectives	Buckley	9780810993228	
\$ 7.95	\$ 6.36	\$457.92		
72 copies	Unusual Suspects	Buckley	9780810993235	
\$ 7.95	\$ 6.36	\$457.92		

Series 8: Chronicles of Vladimir Tod

72 copies	Eighth Grade Bites	Brewer	9780142411872	\$ 8.99
\$ 7.19	\$517.68			
72 copies	Ninth Grade Slays	Brewer	9780142413425	\$ 8.99
\$ 7.19	\$517.68			

Young Fives Trimester 2

11 copies	Planting a Rainbow	Ehlert	9780152626105	\$ 7.99
	\$ 6.39 \$ 70.29			
11 copies	Brown Bear, Brown Bear	Martin	9780805047905	\$ 7.95
	\$ 6.36 \$ 69.96			
11 copies	Everything Book	Fleming	9780805077094	\$ 7.95
	\$ 6.36 \$ 69.96			
11 copies	Shapes, Shapes, Shapes	Hoban	9780688147402	\$ 6.99
	\$ 5.59 \$ 61.49			
11 copies	Bear in a Square	Blackstone	9781846860553	\$ 6.99
	\$ 5.59 \$ 61.49			
11 copies	My Shapes / Mis Formas	Emberley	9780316233552	
	\$ 6.99 \$ 5.59 \$ 61.49			
11 copies	Town Mouse & Country...	Brett	9780698119864	\$ 6.99
	\$ 5.59 \$ 61.49			
11 copies	Library Lion	Knudsen	9780763637842	
	\$ 6.99 \$ 5.59 \$ 61.49			
11 copies	Little House	Burton	9780395259382	\$ 7.99
	\$ 6.39 \$ 70.29			
11 copies	If You Were Born a Kitten	Bauer	9780689842122	NOT
	AVAILABLE Pub O/S			
11 copies	First the Egg	Seeger	9781596432727	\$14.99
	\$11.99 \$131.89			
11 copies	Animals, Animals	Carle	9780698118553	\$ 8.99
	\$ 7.19 \$ 79.09			
11 copies	Three Little Kittens	Pinkney	9780803735330	
	\$16.99 \$13.59 \$149.49			
11 copies	Lion and the Mouse	Pinkney	9780316013567	
	\$16.99 \$13.59 \$149.49			
11 copies	Ugly Duckling	Pinkney	9780688159320	
	\$17.99 \$14.39 \$158.29			

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Second Grade Series Book Club (16 teachers / 4 copies each)

Series 1: Jigsaw Jones

64 copies	Case of the Missing Hamster	Preller	9780590691253	
	\$ 4.99 \$ 3.99 \$255.36			
0 copies	Case of the Christmas Snowman	Preller	9780590691260	
	OUT-OF-PRINT \$ 0.00			

Series 2: Poppleton

64 copies	Poppleton Everyday	Rylant	9780590848534	
	\$ 3.99 \$ 3.19 \$204.16			
64 copies	Poppleton and Friends	Rylant	9780590847889	
	\$ 4.99 \$ 3.99 \$255.36			

Series 3: Pinky and Rex

64 copies	Pinky and Rex	Howe	9780689823480	\$ 3.99
	\$ 3.19 \$204.16			
64 copies	Pinky & Rex and the Spelling...	Howe	9780689828805	
	\$ 3.99 \$ 3.19 \$204.16			

Series 4: Marvin Redpost

64 copies	Kidnapped at Birth	Sachar	9780679819462	
	\$ 3.99 \$ 3.19 \$204.16			
64 copies	Flying Birthday Cake	Sachar	9780679890003	
	\$ 3.99 \$ 3.19 \$204.16			

Series 5: Fluffy

64 copies	Fluffy Goes to School	McMullen	9780590372138	\$ 3.99
	\$ 3.19 \$204.16			
0 copies	Fluffy's Thanksgiving	McMullen	9780590372152	NOT
	AVAILABLE Pub O/S			

Series 6: Henry and Mudge

64 copies	Henry and Mudge	Rylant	9780689810053	
	\$ 3.99 \$ 3.19 \$204.16			
64 copies	Henry & Mudge and the Long...	Rylant	9780689808852	
	\$ 3.99 \$ 3.19 \$204.16			

Series 7: Amber Brown

64 copies	Amber Brown is Not a Crayon	Danziger	9780142406199	\$ 4.99
	\$ 3.99 \$255.36			
64 copies	Forever, Amber Brown	Danziger	9780142412015	\$ 4.99
	\$ 3.99 \$255.36			

Series 8: Junie B Jones

64 copies	First Grade Shipwrecked Park		9780375828058	\$ 4.99 \$ 3.99
	\$255.36			
64 copies	First Grade Aloha, Ha, Ha	Park	9780375834042	\$ 4.99
	\$ 3.99 \$255.36			

Third Grade Mystery Book Club (18 teachers / 4 copies)

72 copies	Cam Jansen: Birthday Mystery	Adler	9780142403549	\$ 3.99
	\$ 3.19 \$229.68			
0 copies	Case of the Kidnapped Candy	Preller	9780439896184	
	NOT AVAILABLE Pub O/S			
72 copies	New Year Dragon Dilemma	Roy	9780375868801	\$ 5.99
	\$ 4.79 \$344.88			

0 copies	Case of the Dirty Clue	Stanley	9780689863578
	NOT AVAILABLE		
72 copies	Encyclopedia Brown / Best Cases	Sobol	9780147508713
	\$ 6.99 \$ 5.59 \$402.48		

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Third Grade Mystery Book Club (18 teachers / 4 copies each)

72 copies	Wrigley Riddle	Kelly	9780307977762	\$ 4.99 \$ 3.99
	\$287.28			
72 copies*	Alien in the Classroom	Keene	9780671008185	
	\$ 4.99 \$ 3.99 \$287.28			
	<i>*Limited Availability</i>			
72 copies	South by Southeast	Horowitz	9780142403747	\$ 6.99
	\$ 5.59 \$402.48			

Third Grade Biography Book Club (18 teachers / 4 copies each)

72 copies	Who Was Dr. Seuss?	Pascal	9780448455853	
	\$ 4.99 \$ 3.99 \$287.28			
72 copies	Who Was Ben Franklin?	Fradin	9780448424958	\$ 4.99
	\$ 3.99 \$287.28			
72 copies	Who Were the Beatles?	Edgers	9780448439038	\$ 4.99
	\$ 3.99 \$287.28			
72 copies	Who Was Steve Jobs?	Pollack	9780448462110	
	\$ 4.99 \$ 3.99 \$287.28			
72 copies	Man Who Walked Between the Towers		9780312368784	\$ 7.99
	\$ 6.39 \$460.08			
0 copies	Dinosaurs of Waterhouse Hawkins	Kerley	9780439114950	NOT
	AVAILABLE \$ 0.00			
72 copies	Snowflake Bentley	Martin	9780547248295	
	\$ 7.99 \$ 6.39 \$460.08			
72 copies	Who Was Helen Keller?	Thompson	9780448431444	\$ 4.99 \$ 3.99
	\$287.28			

Fourth Grade Historical Fiction Book Club (16 teachers / 4 copies each)

64 copies	Sarah, Plain and Tall	MacLachlan	9780064402057	\$ 5.99
	\$ 4.79 \$306.56			
64 copies	Story of Ruby Bridges	Cole	9780439472265	\$ 6.99
	\$ 5.59 \$357.76			
64 copies	Sadako & the Thousand Paper..	Coerr	9780142401132	\$ 5.99
	\$ 4.79 \$306.56			
64 copies	Good, the Bad, and the Goofy	Scieszka	9780142460463	\$ 4.99
	\$ 3.99 \$255.36			
64 copies	The Quilt	Paulsen	9780440229360	\$ 5.99 \$ 4.79
	\$306.56			
64 copies	George Washington's Socks	Woodruff	9780785701927	\$ 5.99
	\$ 4.79 \$306.56			
64 copies	Babe and I	Adler	9780152050269	\$ 7.99
	\$ 6.39 \$408.96			
64 copies	I Survived the Shark Attacks...	Tarshis	9780545206952	
	\$ 4.99 \$ 3.99 \$255.36			

Fifth Grade Historical Fiction Book Club (19 teachers / 4 copies each)

0 copies	Liberty's Sons: A Spy Story...	Thompson	9780766036543	NOT
	AVAILABLE \$ 0.00			
76 copies	Sophia's War	Avi	9781442414426	\$ 6.99
	\$ 5.59 \$424.84			
76 copies	Chains	Anderson	9781416905868	\$ 6.99 \$ 5.59
	\$424.84			
76 copies	Blood on the River	Carbone	9780142409329	\$ 6.99
	\$ 5.59 \$424.84			

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PRICE & AVAILABILITY**Fifth Grade Historical Fiction Book Club (19 teachers / 4 copies each)**

76 copies*	American Dream: The New...	Reece	9781616264628	\$ 8.99
	\$ 7.19 \$546.44			

**Limited Availability*

0 copies	Fearless Martha	Ingle	9781891885839	NOT
AVAILABLE \$	0.00			
76 copies	Secret Soldier	McGovern	9780590430524	\$ 6.99
	\$ 5.59 \$424.84			
76 copies	Revolutionary War Patriot...	Denenberg	9780545398909	\$ 6.99
	\$ 5.59 \$424.84			

Sixth Grade Historical Fiction Book Club (18 teachers / 4 copies each)

72 copies	Don't You Know There's a War	Paulsen	9780380815449	\$ 7.99
	\$ 6.39 \$460.08			
72 copies	Al Capone Shines My Shoes	Choldenko	9781408801550	\$ 6.99
	\$ 5.59 \$402.48			
72 copies	Number the Stars	Lowry	9780547577098	
	\$ 6.99 \$ 5.59 \$402.48			
0 copies	Notorious Izzy Fink	Brown	9781596431393	
	NOT AVAILABLE \$ 0.00			
0 copies	Girl in a Cage	Yolen	9780142401323	
	NOT AVAILABLE \$ 0.00			
0 copies	Smiler's Bones	Lerangis	9780439344852	NOT
AVAILABLE \$	0.00			
72 copies	Boy Who Dared	Bartoletti	9780439680134	\$17.99 \$14.39
	\$1,036.08			
72 copies	Fever 1793	Anderson	9780689848919	\$ 7.99
	\$ 6.39 \$460.08			

Fifth Grade Fantasy Book Club (19 teachers / 4 copies each)

76 copies	Viking It and Liking It	Scieszka	9780142400029	\$ 4.99
	\$ 3.99 \$303.24			
0 copies	Magician's Boy	Cooper	9781416915553	
	NOT AVAILABLE \$ 0.00			
76 copies	Empty City: Survivors #1	Hunter	9780062102584	
	\$ 7.99 \$ 6.39 \$485.64			
76 copies	Poppy	Avi	9780380727698	\$ 5.99 \$ 4.79
	\$364.04			
0 copies	Twelve Impossible Things...	Yolen	9780152164447	NOT
AVAILABLE \$	0.00			
76 copies	Unusual Suspects	Buckley	9780810993235	
	\$ 7.95 \$ 6.36 \$483.36			
76 copies	Thief Lord	Funke	9780545227704	
	\$ 7.99 \$ 6.39 \$485.64			
76 copies	City of Ember	DuPrau	9780375822742	
	\$ 6.99 \$ 5.59 \$424.84			

Young Fives Trimester 3

0 copies	That's When I'm Happy	Shoshan		OUT-OF-
PRINTS \$	0.00			
11 copies	Mouse Was Mad	Urban	9780547727509	\$ 6.99 \$ 5.59
	\$ 61.49			
11 copies	Bear Feels Scared	Wilson	9781442427556	
	\$ 7.99 \$ 6.39 \$ 70.29			
11 copies	Wet Dog	Broach	9780142408551	\$ 5.99
	\$ 4.79 \$ 52.69			

0 copies I Had a Hippopotamus
AVAILABLE \$ 0.00

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11 copies	Hondo & Fabian	McCarty	9780312367473	\$ 7.99
	\$ 6.39 \$ 70.29			
11 copies	We're Going on a Bear Hunt	Rosen	9780689815812	\$ 7.99
	\$ 6.39 \$ 70.29			
0 copies	Yoko's Paper Cranes	Wells	9781423119845	NOT
AVAILABLE	\$ 0.00			
11 copies	Yoko Writes Her Name	Wells	9780786803712	\$17.99
	\$14.39 \$158.29			
11 copies	Wave	Lee	9780811859240	\$15.99 \$12.79
	\$140.69			
11 copies	Out of the Ocean	Frasier	9780152163549	\$ 7.00 \$ 5.60
	\$ 61.60			
11 copies	Follow the Water...	Dorros	9780064451154	\$ 5.99
	\$ 4.79 \$ 52.69			
11 copies	Color of His Own	Lionni	9780679887850	\$ 6.99
	\$ 5.59 \$ 61.49			
11 copies	Swimmy	Lionni	9780394826202	\$ 6.99 \$ 5.59
	\$ 61.49			
11 copies	It's Mine	Lionni	9780679880844	\$ 6.99 \$ 5.59
	\$ 61.49			

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Shipping

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MMS Library 1

Book Title	Author	ISBN	Price
Dead End in Norvelt	Jack Gantos	978-1250010230	7.19
A Single Shard	Linda Sue-Park	978-0547534268	5.71
A View From Saturday -	E.L. Konigsburg	978-0689817212	4.89
A Wrinkle in Time	Madeleine L'Engle	978-0374386160	6.29
Al Capone Does My Shirts -	Gennifer Choldinko	978-0756970208	6.29
Anne of Green Gables	Lucy Maude Montgomery	978-1613823767	12.3
Beautiful Creatures	Kami Garcia	978-0316042673	13.79
Beowulf: A Hero's Tale Retold -	James Runford	978-0618756377	15.99
Bridge to Terabithia	Katherine Paterson	978-0060734015	6.16
Bud Not Buddy	Christopher Paul-Curtis	978-0553494105	6.29
Carry On, Mr. Bowditch	Jean Lee Latham	978-0618250745	6.26
Catherine, Called Birdy	Karen Cushman	978-0547722184	6.29
Chains -	Laurie Halse Anderson	978-1416905868	6.29
Charlotte's Web	E. B. White	978-0064400558	7.19
Crash -	Jerry Spinelli	978-0679885504	6.29
Crispin and the Cross of Lead	Avi	978-0786816583	7.19
Criss Cross	Lynne Rae Perkins	978-0060092740	6.29
Dear Mr. Henshaw	Beverly Cleary	978-0380709588	5.39
Diary of a Wimpy Kid - Jeff Kinney	Jeff Kinney	978-1419707667	28.07
Dragonwings	Laurence Yep	978-0064400855	6.29
Drums, Girls, and Dangerous Pie - Jordan Sonnenblick	Jordan Sonnenblick	978-0439755207	6.53
Elijah of Buxton -	Christopher	978-	6.53

	Paul Curtis	0439023450	
Ella Enchanted	Gail Carsen-Levine	978-0064407052	6.29
Esperanza Rising -	Pam Munoz Ryan	978-0439120425	5.71
Fallen- The Series	Lauren Kate	978-0385376112	4.54
Fahrenheit 451	Ray Bradbury	978-1451673319	7.84
Fever 1793 -	Laurie Halse Anderson	978-0689848919	7.19
Freak the Mighty -	Rodman Philbrick	978-0439286060	5.71
From the Mixed-Up Files of Mrs. Basil E. Frankweiler	E.L. Konigsburg	978-0689711817	5.71
Getting Near to Baby -	Audrey Couloumbis	978-0698118928	6.29
Golden Compass Series	Philip Coleman	978-0440238133	23.88
Harry Potter- The Whole Series	J.K. Rollin	978-0545162074	50.29
Hatchet	Gary Paulsen	978-1416925088	6.76
Holes	Louis Sachar	978-0440414803	5.71
Hoot - Carl Hiassen	Carl Hiassen	978-044041936	5.71
Invention of Hugo Cabret -	Brian Selznick	978-0439813785	18.82
Island of the Blue Dolphins	Scott O'Dell	978-0547424835	6.29
Jacob Have I Loved	Katherine Paterson	978-0064403689	6.29
Joey Pigza Loses Control -	Jack Gantos	978-0312661014	6.66
Johnny Tremain	Esther Forbes	978-0547614328	6.29
Joyful Noise -	Paul Fleischman	978-0064460934	5.39
Julie of the Wolves	Jean Craighead George	978-0060540951	7.98
Kira-Kira	Cynthia Kadohata	978-0689856402	6.29
Loser	Jerry Spinelli	978-0060540746	5.97
An American Plague -	<i>Jim Murphy</i>	978-0395776087	12.96
50 American Heroes Every Kid Should Meet	<i>Dennis Denenberg</i>	978-0761395485	12.25
A Child Called "It"	<i>Dave Pelzer</i>	978-1558743663	9.7
A Dog's Life: Autobiography of a Stray	<i>Ann M. Martin</i>	978-	5.71

		0439717007	
A Long Way Gone: Memories of a Boy Soldier	<i>Ishael Beah</i>	978-0374531263	11.17
Bad News for Outlaws: The Remarkable Life of Bass Reeves, Deputy U.S. Marshal,	<i>Vaunda Micheaux Nelson</i>	978-0822567646	13.99
Bootleg, Murder, Moonshine, and the Lawless Years of Prohibition	<i>Karen Blumenthal</i>	978-1596434493	15.23
Boy: Tales of Childhood	<i>Roald Dahl</i>	978-0142413814	6.29
Chasing Lincoln's Killer,	<i>James L. Swanson</i>	978-0545204705	9.93
Cleopatra Rules! Amazing Life of Original Teen Queen	<i>Vicky Alvear Schecter</i>	978-1620910320	8.95
D'Aulaires Book of Greek Myths	<i>Ingri d'Aulaire</i>	978-0440406945	16.13
Eleanor Roosevelt: A Life of Discovery	<i>Russell Freedman</i>	978-0395845202	10.75
Gross Out! Animals That Do Disgusting Things,	<i>Ginjer L. Clarke</i>	978-0448443904	3.59
Haunted Houses	<i>Adam Stone</i>	978-1600145018	12.11
Heroes of 9/11	<i>Allan Zullo</i>	978-0545255066	8
Hottest, Coldest, Highest, Deepest,	<i>Steve Jenkins</i>	978-0618494880	6.25
Invincible Louisa: The Story of the Author of Little Women	<i>Cornelia Meigs</i>	978-0316565943	7.19
Knots in My Yo-Yo String	<i>Jerry Spinelli</i>	978-0679887911	7.91
Marley and Me	<i>John Grogan</i>	978-0061240355	5.71
My Brother Martin: A Sister Remembers Growing Up with the Rev. Dr. Martin Luther King Jr.,	<i>Christine King Farris</i>	978-0689843884	7.19
Navy Seals	<i>John Hamilton</i>	978-1617830679	20
Of Thee I Sing	<i>Barack Obama</i>	978-0375835289	12.95
On The Court with LeBron James	<i>Matt Christopher</i>	978-0316016308	5.39
Phineas Gage	<i>John Fleischman</i>	978-0618494781	8.95
Rocket Boys	<i>Homer H. Hickam Jr.</i>	978-0385333214	12.68
Sadako and the Thousand Paper Cranes	<i>Eleanor Coerr</i>	978-0142401132	5.39
The last Dragon Chronicles Book 1 The Fire Within	<i>Chris d'Lacey</i>	978-0-439-67244-3	7.19
" " " " "" Book 2 Icefire		978-0-439-67246-7	7.19

The Maze Runner	Dashner, James	978-0385737951	8.99
The Scorch Trials		978-0385738767	8.99
Percy Jackson and the Olympians The Lightning Thief	Rick Riordan	978-1-42313494-7	1.74
***** The Sea Monsters		978-0-439-02702-1	1.00
The Hunger Games	Suzanne Collins	978-0439023528	6.64
***** Catching Fire		978-0-439-02349-8	10.55
Sarah Plain and Tall	MacLachlan, Patricia	978-0-06-440205-7	5.39
Story of Ruby Bridges	Cole, Robert	978-0-439-47226-5	6.29
Sadako and the Thousand Paper Cranes	Coerr, Eleanor	9780698118027	5.39
The Good, Bad, and the Goofy	Scieszka, Jon	9780670843800	15.99
Liberty's Sons: A Spy Story of the American Revolution	Paul Thompson	978-0766036543	9.95
Sophia's War: A Tale of the Revolution	Avi	978-1442414419	6.29
Chains -	Laurie Halse Anderson	978-1416905868	6.29
Blood on the Rover: Jamestown 1607	Elisa Carbone	978-0142409329	6.20
Don't you know there's a war on?	Paulsen, Gary	9780380815449	7.19
Al Capone Shines my Shoes	Choldenko, Gennifer	9781408801550	6.29
Number the Stars	Lowry, Lois	9780440403272	5.71
The Notorious Issy Fink	Bown, Don	978-1596431393	6.29
Viking It and Liking It: Time Warp Trio	Scieszka, Jon	9780142400029	4.49
The Magician's Boy	Cooper, Susan	9781416915553	8.99
Survivors #1: The Empty City	Hunter, Erin	978-0062102584	5.53
Poppy	Avi	9780380727698	5.39

MMS Library 2

Book Title	Author	ISBN	Price
Maniac Magee	Jerry Spinelli	978-0316809061	7.2
Monster -	Walter Dean Myers	978-0064407311	8.99
Moon Over Manifest	Clare Vanderpool	978-0375858291	6.53
Number the Stars	Lois Lowry	978-0547577098	5.71
OK For Now -	Gary B. Schmidt	978-0544022805	6.29
Onion John	Joseph Krumgold	978-0064401449	17.06
Our Only May Amelia	Jennifer L. Holm	978-0064408561	6.29
Out of the Dust	Karen Hesse	978-05903671254	5.71
Pictures of Hollis Woods -	Patricia Reilly Giff	978-0440415787	6.29
Roll of Thunder, Hear My Cry	Mildred D. Taylor	978-0142401125	7.19
Roller Skates	Ruth Sawyer	978-0140303582	5.39
Scorpions	Walter Dean Myers	978-0064470667	8.09
Shiloh	Phillis Reynolds-Naylor	978-0689835827	5.71
Skeleton Man -	Joseph Bruchac	978-0064408882	5.39
Star Girl	Jerry Spinelli	978-0440416779	5.68

Surviving the Applewhites -	Stephanie Tolan	978-0064410447	6.29
Tangerine -	Edward Bloor	978-0152057803	8.09
The Black Pearl - Scott O'Dell	Scott O'Dell	978-0547334001	5.71
The Giver- The Series	Lois Lowry	978-0440237688	5.71
The Graveyard Book	Neil Gaiman	978-0060530944	7.19
The Hero and the Crown	Robin McKinley	978-0441013058	10.98
The Higher Power of Lucky	Susan Patron	978-1416975578	6.29
The House of the Scorpion -	Nancy Farmer	978-0689852231	8.1
The Hunger Games- The Whole Series	Susanne Collins	978-0439023528	6.64
The Last Book in the Universe -	Rodman Philbrick	978-0439087597	5.71
The Maze of Bones - Rick Riordan	Rick Riordan	978-0545060394	10.98
The Midwife's Apprentice	Karen Cushman	978-0547722177	6.29
The Mortal Instruments Series	Cassandra Clare	978-1442485389	10.77
The One and Only Ivan	Katherine Applegate	978-0061992254	9.71
The Outsiders	S.E. Hinton	978-0142407332	9
The Sign of the Beaver	Elizabeth George Speare	978-0547577111	5.71
The Tale of Despereaux	Kate DiCamillo	978-0763625290	6.49
The Twilight Series	Stephanie	978-	8.58

	Myers	0316038386	
The View from Saturday	E.L. Konigsburg	978-0689817212	4.89
The Whipping Boy	Sid Fleischman	978-0060521226	5.39
The Witch of Blackbird Pond	Elizabeth George Speare	978-05447550299	6.29
Time Warp Trio - Vol. 1 -	Jon Scieszka	978-0142400432	4.49
To Be a Slave	Julius Lester	978-014130015	6.29
To Kill a Mockingbird	Harper Lee	978-0446310789	5.99
True Confessions of Charlotte Doyle - Avi	Avi	978-0545477116	6.29
Tuck Everlasting -	Natalie Babbitt	978-0312369811	6.29
Walk Two Moons	Sharon Creech	978-0064405171	6.29
Watson's go to Birmingham	Christopher Paul-Curtis	978-0440228004	6.29
When You Reach Me	Rebecca Stead	978-0375850868	6.29
Where the Redfern Grows -	Wilson Rawls	978-0030547744	14.63
Wonder -	R.J. Palacio	978-0375869020	8.79
Sailing the Dream: The Amazing True Story of the Teen Who Sailed Solo Around the World	Mike Perham	978-1584659792	11.51
Satchel Page: Striking Out Jim Crow -	James Sturm	978-0786839018	8.99
Sir Cumference and the First Round Table: A Math Adventure,	Cindy Neuschwander	978-1570911521	7.15
Smile	Raina Telgemeier	978-0545132060	8.79

So You Want to Be President?,	<i>Judith St. George</i>	978-0399243172	12.95
Soul Surfer: A True Story of Faith, Family, and Fighting to Get Back on the Board,	<i>Bethany Hamilton</i>	978-1451679137	7.19
Stealing Home: The Jackie Robinson Story	<i>Barry Denenberg</i>	978-0590425605	4.89
Surviving Hitler	<i>Andrea Warren</i>	978-0060007676	6.29
Survivors: True Stories of Children in the Holocaust	<i>Allan Zullo</i>	978-0439669962	4.08
The Bermuda Triangle: The Unsolved Mystery,	<i>Connie Colwell Miller</i>	978-1429623308	19.96
The Civil War	<i>Deborah H. DeFord</i>	978-0836873009	10.76
The Diary of a Young Girl	<i>Anne Frank</i>	978-8190739146	7.65
The Greatest: Muhammad Ali	<i>Walter Dean Meyers</i>	978-0590543439	5.71
The Green Berets	<i>Robin Moore</i>	978-1602390171	11.66
The Man Who Went to the Far Side of the Moon -	<i>Bea Uusma Schyffert</i>	978-0811840071	12.78
The Real Benedict Arnold	<i>Jim Murphy</i>	978-0395776094	18
The Story of Ruby Bridges,	<i>Robert Coles</i>	978-0439472265	6.29
The Titanic Sinks	<i>Thomas Conklin</i>	978-0780796430	13.25
The Twin Towers	<i>David Abbott</i>	978-1848376779	32.09
The War to End All Wars:WW1	<i>Russell Freedman</i>	978-0547026862	18.18
The Wright Brothers: How They Invented the Airplane	<i>Russell Freedman</i>	978-0823410828	14.49
Trapped By the Ice! Shackelton's Amazing Antarctic	<i>Michael</i>	978-	8.05

Adventure,	<i>McCurdy</i>	080277633 4	
Undaunted Courage	<i>Stephen Ambrose</i>	978- 184739763 8	16.2
United States Army	<i>Jack David</i>	978- 160014162 1	11.7 8
Volcanoes	<i>David L. Harrison</i>	978- 156397996 5	12.9 7
Wilma Unlimited: How Wilma Rudolph Became the World's Fastest Woman,	<i>Kathleen Krull</i>	978- 015202098 9	6.3
Woodsong	<i>Gary Paulsen</i>	978- 141693939 9	6.29
Shadow Children Among the Hidden	<i>M. Peterson Haddix</i>	978- 068982475 3	6.29
***** Among the Impostors		978- 068983908 5	6.29
Young Bond Silverfin: A James Bond Adventure	<i>Higson, Charlie</i>	978- 142312262 3	7.38
***** Blood Fever: A James Bond Adventure		978- 142312261 6	7.38
Sisters Grimm The Fairy- Tale Detectives	<i>Buckley, Michael</i>	978- 081099322 8	7.16
"" "" The Unusual Suspects		978- 081099323 5	7.16
The Chronicles of Vladimir Todd - Eighth Grade Bites		978- 014241187 2	8.09
***** - Ninth Grade Slays		142413429	8.09
The Quilt	<i>Paulsen, Gary</i>	978044022 9360	5.39
George Washington Socks	<i>Woodruff, Elvira</i>	978078570 1927	12.4 8
The Babe and I	<i>Adler, David</i>	978015205 0269	6.3
I survived the Shark Attacks of 1916	<i>Tarshis, Lauren</i>	978- 054520695 2	4.49
American Dream: The New World, Colonial Times, and Hints of Revolution	<i>Colleen L. Reece</i>	978- 161626462 8	8.99

Fearless Martha: A Daughter of the American Revolution	Sheila Ingle	978-1891885839	11.95
The Secret Soldier: The Story of Deborah Sampson	Ann McGovern	978-0590430524	6.29
My Name is America: The Journal of William Thomas Emerson A Revolutionary War Patriot	Barry Denenberg	978-0590313506	3.99
Girl in a Cage	Yolen, Jane	978-0142401323	6.19
Smiler's Bones	Lerangis,, Peter	978-0439344852	13.68
The Boy who Dared	Bartoletti, Susan	9780439680134	15.29
Fever 1793	Anderson, Laurie Halse	9780689848919	6.29
Twelve Impossible Things Before Breakfast	Yolen, Jane	9780152164447	6.29
The Unusual Suspects	Buckley, Michael	9780810993235	7.16
The Thief Lord	Funke, Cornelia	9780439420891	7.19
The City of Ember	DuPrau, Jeanne	9780375822742	6.29

Estimated cost for each mms library: \$1,000.00
7 libraries for an estimated total: \$7,000.00

TITLE I TECHNOLOGY PURCHASE FOR TRINITY LUTHERAN SCHOOL

BACKGROUND

See attached memo from David Payne.

ENCLOSURES

Memorandum – David Payne
Apple Price Quote

RECOMMENDATION

Move to approve the technology purchase at a total cost not to exceed \$4,588.00. Money for this purchase will come from the 2013-2014 Title I funds.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

Memo

To: Julie Everly
From: David Payne
Date: 10/2/2013
Re: Title I Technology Purchase (Trinity Lutheran School)

Title I Technology Purchase

We are recommending the purchase of the following technology for Trinity Lutheran School. This technology will be funded by the Title I Grant. The total cost of this purchase will not exceed \$4,588.00. As this technology is provided by Apple Computer we must go through their education department and will not have at least three competitive bids. Mr. Cortez will be available as well at the board meeting to answer any questions.

Apple Inc. Education Price Quote

Customer: Kevin Hauser
 MONROE PUBLIC SCHOOLS
 7342653000 phone
 hauser@monroe.k12.mi.us email

Apple Inc: Amanda Grubb
 12545 Riata Vista Circle
 MS: 198-9IES
 Austin, TX 78727-6524
 512-6746217 ph
 800-5900325 fax
 agrubb@apple.com email

Apple Quote #: 2201006483
 Quote Date: 25-Sep-2013
 Quote Valid Until: 25-Oct-2013

Quote Comments:

Qty	Part Number	Details & Comments	Unit List Price	Extended List Price
1	BG701LL/A	iPad 2 16GB with Wi-Fi - Black (10-pack)	3,790.00	3,790.00
2	MC954LL/A	iPad 2 with Wi-Fi 16GB - Black	399.00	798.00
Edu List Price Total				4,588.00
eWaste Fee / Recycling Fee				0.00
Extended Total Price²				4,588.00

*¹In most cases Extended discounted Total price does not include Sales Tax
²If applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary*

Additional Information:

*Reference Apple Quote number 2201006483 on your Purchase Order
 *Fax a copy of this quote along with your Purchase Order to 800-5900325:

Apple Inc.
 12545 Riata Vista Circle
 MS: 198-9IES
 Austin, TX 78727-6524

THIS IS A QUOTE FOR THE SALE OF PRODUCTS OR SERVICES. YOUR USE OF THIS QUOTE IS SUBJECT TO THE FOLLOWING PROVISIONS:

- A. ANY ORDER THAT YOU PLACE IN RESPONSE TO THIS QUOTE WILL BE GOVERNED BY (1) ANY CONTRACT IN EFFECT BETWEEN APPLE INC. ("APPLE") AND YOU AT THE TIME YOU PLACE THE ORDER OR (2), IF YOU DO NOT HAVE A CONTRACT IN EFFECT WITH APPLE [CLICK HERE TO APPLY FOR A CONTRACT](#).
- B. IF YOU USE YOUR FORM OF PURCHASE ORDER TO PLACE AN ORDER IN RESPONSE TO THIS QUOTE, APPLE REJECTS ANY TERMS SET OUT ON THE PURCHASE ORDER THAT ARE INCONSISTENT WITH OR IN ADDITION TO THE TERMS OF YOUR AGREEMENT WITH APPLE.
- C. YOUR ORDER MUST REFER SPECIFICALLY TO THIS QUOTE AND IS SUBJECT TO APPLE'S ACCEPTANCE.
- D. UNLESS THIS QUOTE SPECIFIES OTHERWISE, IT REMAINS IN EFFECT UNTIL ~~30-Oct-2013~~ UNLESS APPLE WITHDRAWS IT BEFORE YOU PLACE AN ORDER, BY SENDING NOTICE OF ITS INTENTION TO WITHDRAW THE QUOTE TO YOUR ADDRESS SET OUT IN THE QUOTE. APPLE MAY MODIFY ANY PROVISION OF THIS QUOTE, OR CANCEL ANY ORDER YOU PLACE PURSUANT TO THIS QUOTE, IF THIS QUOTE CONTAINS A TYPOGRAPHIC OR OTHER ERROR.

SEA #

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Document rev 9.7

Date of last revision - April 7th, 2012

AED UNITS

BACKGROUND

We have completed our needs assessment for district defibrillators (AEDs) and have determined what buildings and areas in the district still need these devices, which include Arborwood North, Riverside, Orchard, Bolles Harbor, and Navarre Field. We are asking board approval for the purchase of five AED units to be placed at these locations. Quotes for this purchase are included in this packet and we recommend purchase through Aventric Technology, the lowest bidder.

ENCLOSURE

Quotes from Aventric Technologies, American AED, and Heart Smart AED.com.

RECOMMENDATION

Move to approve the purchase of five AED units at a total cost of \$7,315.00. Money for this purchase will come from the General Fund.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

AVENTRIC TECHNOLOGIES

1551 E. Lincoln Ave. Suite 166
Madison Heights, MI 48071

HEARTAED QUOTE

Quote Date: 9/20/13
Quote Number: HEARTAED9728

Phone: (248)336-2594

Fax: (248)542-1248

Bill To:
MONROE PUBLIC SCHOOLS 1275 N. MACOMB STREET MONROE, MI 48162

Ship To:
MONROE PUBLIC SCHOOLS 1275 N. MACOMB STREET ATTN: LORRIE SHOCK MONROE, MI 48162

Customer ID	PO Number	Sales Rep Name
MONROE		CAROL DEDECKERE
Shipping Method		Payment Terms
UPS Ground		Net 30 Days

Qty.	Item	Description	Amount	Total
5.00	CS9390A-501	G3 PLUS AUTO AED ENGLISH PKG (7 YR PARTS/LABOR WARRANTY; 4 YR BATTERY WARRANTY) W/ CARRY CASE, RESCUE KIT & TWO SETS OF ADULT ELECTRODES	1,305.00	6,525.00
2.00	CS9730-002	ELECTRODE PADS PEDI. 1PR PH	70.00	140.00
5.00	C1463F12-003	15"x15"x7" AED CABINET - BUZZER TYPE ALARM SOUNDS WHEN DOOR IS OPENED	130.00	650.00
10.00	AED POSTER	AED POSTER 18 X 24		
5.00	AED DECAL	6 x 3.5 AED LOCATION WINDOW CLING/ DECAL		
Subtotal				7,315.00
Sales Tax				
Freight				
TOTAL ORDER AMOUNT				7,315.00

I hereby give my approval to ship the product and/or perform the services listed above, and agree to pay this full amount under the terms of Net 30.

Print Name: _____

Signature: _____

Date: _____

Customer Service: 1.800.927.9917

today's innovative AEDs for public and professional use



\$0 FREE SHIPPING

(On Orders Of \$99.00 Or More)



FREE AED+CPR Responder Kit With Every AED Purchase

All online orders ship same day or within 24hrs excluding weekends and national holidays. We ship via UPS. Normal delivery time is 2 to 4 business days. If you need assistance, please call 1-800-927-9917. Thank You.

[Home](#) | [View Shopping Cart](#)

American AED - Secure Online Ordering

Your Shopping Cart					
	Item	Weight	Price	Quantity	Total
<input type="checkbox"/>	The Powerheart AED G3 Plus Complete Rescue-Ready Kit with Free Accessories. (Fully-Automatic) SKU/Part No: 9390A-E-501	10 lbs	\$1,595.00	5	\$7,975.00
<input type="checkbox"/>	Powerheart G3 Pediatric Electrode Pads SKU/Part No: 9730-002	1 lb	\$99.00	2	\$198.00
<input type="checkbox"/>	Wall Surface AED Cabinet (With Audible Alarm) SKU/Part No: WC280-AL	8 lbs	\$199.00	5	\$995.00
				Sub Total	\$9,168.00
				Total	\$9,168.00

American AED, Inc.
Customer Service: 1-800-927-9917
Copyright 2013



Shopping Basket

Items: 17
Subtotal: \$9,489.73
View Cart | Checkout

Note: All prices in US Dollars

Questions? Contact us



FREE Shipping
On All AED's!

Name	Item No.	Qty	Price	Total
<input type="checkbox"/> Cardiac Science Powerheart AED G3 Plus	9390A	5	\$1,595.00	\$7,975.00



Choose Fully-Automatic or Semi-Automatic: Fully-Automatic
Weight: 13.2 lb

<input type="checkbox"/> AED Wall Cabinet Philips HeartStart Basic Surface Mount	989803136531	5	\$205.00	\$1,025.00
--	--------------	---	----------	------------



Weight: 13.2 lb

SALE

<input type="checkbox"/> Cardiac Science Adult Defibrillation Electrode Pads	9131-001	5	\$49.95	\$249.75
--	----------	---	---------	----------



<input type="checkbox"/> Cardiac Science Pediatric AED Defibrillation Electrodes	9730-002	2	\$119.99	\$239.98
--	----------	---	----------	----------



Subtotal \$9,489.73

[Continue Shopping](#)

[Update](#) [Check Out](#)



**MONROE MIDDLE SCHOOL
IN-STATE OVERNIGHT CHOIR TRIP**

BACKGROUND

Elise Dinwoody, Monroe Middle School Choir Director, would like to request permission to take MMS choir students to Mackinac Island to participate in the Mackinac Music Clinic. This trip is open to interested choir members and adult chaperones up to 53 people. The cost of the trip is \$309.00 per student and \$344.00 for adult chaperones. There will be several fund raising opportunities offered to offset the expense of the trip for students and chaperones. They plan to leave Friday, May 16, 2014 and return to Monroe on Saturday, May 17, 2014. Many of the activities will engage students in educational opportunities such as Mackinac history, how to budget, travel planning, teamwork, and of course National Standards for Music Education.

No Monroe Public School funds will be used to defray any expenses of the trip and all aspects of the trip will be in accordance with related board policies.

ENCLOSURE

Complete itinerary from Brightspark Student Travel Company. The itinerary has a breakdown of activities for both days and the cost per student/adult.

RECOMMENDATION

Move to approve Monroe Middle School student choirs, in-state overnight trip to Mackinac Island. Leaving on May 16, 2014 and returning on May 17, 2014 according to the terms of Policy IICA, Field Trips and Excursions.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

Monroe Public Schools Field Trip Information Form

May 16 and 17, 2014

Date of Trip: _____

MMS Choir

Grade/Team/Organization Making Request: _____

Mackinac Island, MI

Destination: _____

Address: _____

City: _____ State: _____ Zip: _____

Bus, Boat, Horse-drawn Carriage

Means of Transportation: _____

To be determined

Number of Students and Adults Involved: _____

MMS

Exact Loading Location: _____

6:30 a.m.

Estimated Time of Departure: _____

7:00 a.m.

Estimated Time of Departure from Destination: _____

1:30 p.m.

Expected Time of Arrival: _____

Purpose of Trip: To participate in the Mackinac Music Clinic, and sight see historic spots in Michigan.

Elisa Dinwoody

Faculty Supervisor: _____

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

Principal's Signature: Cindy Jupp Date: 9-29-13

Approved Denied

Assistant Superintendent's Signature: [Signature] Date: 10/1/13

Approved Denied

Memo

To: Ryan McLeod
From: Cindy Flynn *(Signature)*
CC: Elise Dinwoody
Date: September 27, 2013
Re: MMS Mackinac Island

I am sending this memo to recommend an over night field trip for our MMS Choir students to Mackinac Island. The trip will engage students in activities equal to the National Standards for Music Education. Many of activities that she will be teaching will include Mackinac history, how to budget, travel planning, teamwork and other cross curricular ties.

Mrs. Dinwoody is organizing the trip and has done the research on the program that will be offered to our students. This field trip will be of no cost to the school or district. However, due to the cost of the trip to our students and their families, I have been discussing with Mrs. Dinwoody some fundraising ideas to help cover some of the expense of the trip for our students. We are committed to making sure that all of our students, regardless of economic status, have equal access to participate in this trip. She has also provided me with a tentative itinerary. It appears that she has done all the planning and organizing necessary to ensure that the trip will be successful.

If you have any questions, feel free to contact either Elise or me.

September 25, 2013

Dear Mrs. Flynn,

I would like to formally request your approval for the Monroe Middle School Choirs to take a trip to Mackinac Island in May 2014 to participate in the Mackinac Music Clinic. This trip would be open to any interested choir members and adult chaperones up to 53 people. The cost of the trip will be \$309 for students based on quadruple occupancy at the hotel, and \$344 for the adult chaperones based on double occupancy at the hotel. We will be doing several fundraisers throughout the year to help aid the costs for students and chaperones including a cheese and sausage sale in October, and World's Finest Chocolate candy bar sale in January-March.

I have arranged to book this trip through Brightspark Travel, who we worked with when I took this same trip with the choirs in 2012. They have prepared an all-inclusive trip for the participants that has a perfect mix of musical, educational, and entertaining aspects.

I am including an itinerary along with the Monroe Public Schools Field Trip Application packet. I hope you will review it and see all of the fun, yet educational opportunities for these middle school students that are included in the trip.

I hope you will approve this trip for the choirs and forward my request and information to the Board of Education for their approval.

Thank you,

A handwritten signature in cursive script that reads "Elise Dinwoody". The signature is written in black ink and is positioned above the typed name.

Elise Dinwoody
Director of Vocal Music
Monroe Middle School

**MONROE MIDDLE SCHOOL
FIELD TRIP REQUEST**

All requests for any field trip must be submitted to the Principal **AT LEAST 15 SCHOOL DAYS BEFORE THE DATE OF THE TRIP.**

Building Policy: Field trips should be Academic in nature, tied to content standard and include follow-up activities.

Date of trip: May 16-17, 2014

Date of request: September 25, 2013

Grade or organization making request: MMS Choirs

Faculty Sponsor: Elise Dinwoody

Destination: Mackinac Island, MI

Address: _____

Phone Number of Destination: _____

Purpose: To participate in the Mackinac Music Clinic,
to sightsee historic spots in Michigan.

Estimated time of departure: 6:30 a.m.

Estimated return time: 11:00 p.m.

Substitute needed: yes no

Principal's signature: _____

_____ approved _____ denied

Reason for denial: _____

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

EXPLANATION AND DATES:

Departure Date/Day May 16, 2014 Return Date/Day May 17, 2014

A group of students and adult chaperones are planning a trip to: City Mackinac Island, MI
State Michigan Country USA (daily itinerary must be attached).

The purpose of this trip is to participate in the Mackinac Music Clinic and the group sponsoring the trip is MMS choirs

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 _____

Simplifying Student Travel

ITINERARY**MONROE M.S. CHOIR****MACKINAC ISLAND****May 16 - 17, 2014****DAY 1 - FRIDAY, MAY 16, 2014**

GROUP	TIME	ACTIVITY
ALL	6:30 AM	Group check-in to begin trip
	7:00 AM	Trip Departs
		Rest Stop Enroute
	12:00 PM	You will be given \$5.00 Meal Money to use towards your lunch.
	1:30 PM	Shepler's Mackinac Island Ferry - Cross the Straits of Mackinac from Mackinaw City to Mackinac Island and see the national history and natural beauty of the area.
	2:15 PM	Fort Mackinac - Step back in time inside Fort Mackinac. This 1880's fort still stands with 14 original buildings furnished in the period. The fort comes alive with bugle music, dancing, soldier drills, and more.
	4:30 PM	Mackinac Music Clinic
	5:45 PM	Hotel Check-In
	6:30 PM	Dinner at Mission Point Resort
	8:00 PM	Special Evening Entertainment
		Group Security

DAY 2 - SATURDAY, MAY 17, 2014

GROUP	TIME	ACTIVITY
ALL	8:15 AM	Hotel Check-Out
	8:30 AM	Breakfast at the Hotel
	9:30 AM	Mackinac Island Carriage Tours - A horse-drawn Mackinac Island Carriage Tour takes passengers to the sites of Mackinac Island. Arch Rock, Fort Mackinac Avenue of Flags, the Grand Hotel, and the Surrey Hills Carriage Museum are stops along this tour.
	12:30 PM	Lunch at the Grand Hotel - The legendary Grand Luncheon Buffet is one of the highlights of the Grand Hotel experience. Garden-fresh salads, savory cheeses, slow-roasted meats, seafood and more than 20 varieties of fresh baked pastries are all featured at the buffet.
		Explore Historic Mackinac Island
	4:00 PM	Ferry from Mackinac Island to Mackinaw City
	4:45 PM	Depart for Home
		You will be given Meal Money to use towards your dinner.
	10:45 PM	Trip Returns





Simplifying Student Travel

TOUR AGREEMENT

MONROE M.S. CHOIR

MACKINAC ISLAND

Brightspark Travel, Inc
111 S. Pfingsten Road
Deerfield, IL 60015
Toll-free: 877-545-0070
Fax: 847-509-0011
www.brightsparktravel.com

MONROE M.S. has entered into an agreement with Brightspark Travel, Inc. to make travel arrangements to Mackinac Island on May 16, 2014 through May 17, 2014. Brightspark Travel, Inc. has agreed to provide for the trip inclusions as outlined on the enclosed Tour Proposal.

MONROE M.S. CHOIR has agreed to a tour based on 47 paying participants.

Pricing per passenger for our trip is as follows:

Participant Type	Price	Room Occupancy
Student/Youth	\$309 + \$34 RGP	Quad
Paying Adult	\$344 + \$34 RGP	Double
Complimentary	\$0	Double

- The trip includes 1 non-paying (complimentary) participant(s).
- Please note that each room has 2 beds
- RGP is a highly recommended elective protection plan

For each participant below 47 projected paying participants you agreed to pay \$123.00, plus the cost of any nonrefundable vendor payments such as airline or theatre tickets, to cover any fixed group costs incurred by Brightspark Travel, Inc. Fixed group costs include motorcoaches, step-on guides, security guards, prepaid non-refundable deposits, etc., and the expenses of non-paying participants.

MONROE M.S. CHOIR agrees to make the following installment payments schedule:

Installment	Due Date	Quad Occupancy	Double Occupancy
Registration Fee	10/15/2013	\$30 + \$34 RGP	\$30 + \$34 RGP
2	12/01/2013	\$93	\$105
3	02/01/2014	\$93	\$105
4	03/15/2014	\$93	\$104
TRIP COST		\$309 + \$34 RGP	\$344 + \$34 RGP

MONROE M.S. CHOIR agrees to submit a rooming list for this tour on or before:

March 17, 2014

MONROE M.S. CHOIR has contracted with Brightspark Travel, Inc. to administer all participant billing and payment collection through its individual billing program.

Changes in trip dates, inclusions, or number of participants before or after booking may affect trip pricing. Brightspark Travel, Inc. may arrange similar activities and attractions at their discretion due to availability and vendor restrictions. Some activities cannot be booked until the participants' first payments are received.

The undersigned has read and understands this agreement and accepts the Terms and Conditions accompanying this Tour Agreement. By signing this Tour Agreement the undersigned, on behalf of MONROE M.S. CHOIR, agrees to contract for the above stated trip with Brightspark Travel, Inc. and confirms that the trip information stated herein is correct, acknowledging any necessary or requested changes from the Proposal attached hereto. Payment of invoices pursuant to this Tour Agreement signifies acceptance of its Terms and Conditions attached hereto.

MONROE M.S. CHOIR
Representative

Signature _____ Date _____

Name _____

Title _____

BRIGHTSPARK TRAVEL, INC.
Representative

Signature _____ Date **05/06/2013**

Mark Arslanian
Name _____

Tour Consultant
Title _____

PLEASE RETURN THIS SIGNED TOUR AGREEMENT TO YOUR BRIGHTSPARK TOUR CONSULTANT

Quote: QUO-12954-7RMJDH
Date: 05/06/2013
Tour Consultant: Mark Arslanian



BRIGHTSPARK TRAVEL, INC.

PAYMENT & GENERAL TERMS AND CONDITIONS FOR ALL TOURS

TOUR PRICE

The Tour price is based on the projected number of Tour participants, Tour package inclusions and Tour dates as indicated on the Tour Agreement or Parent Letter. Tours which operate below the projected number are subject to price adjustments based on fixed costs. Parents will be notified well in advance of final invoicing if price adjustments apply.

FIXED GROUP COSTS

Each Tour contains fixed costs that must be paid no matter the size of the group. Fixed costs can include motor coaches, step-on guides, security guards, prepaid non-refundable costs (i.e. theatre tickets), etc., and the expenses of non-paying Tour participants.

TOUR ARRANGEMENTS

Hotel space, ground and/or air transportation, attractions, and/or services are being booked for your group as outlined in your Tour Agreement or Parent Letter. Changes to your itinerary are likely in the booking process because of availability for some attractions at certain times. Some Tour activities cannot be booked until the group's first payment is received. Approximately sixty (60) days prior to your departure date you can expect to receive a proposed itinerary including hotel and transportation arrangements. Your Brightspark Travel, Inc. representative will contact you to review the proposed itinerary and document any changes. At twenty (20) days prior to your departure date you can expect to receive your final itinerary.

FUEL SURCHARGES, TAXES AND OTHER FEES

The Tour price includes all known surcharges (fuel, taxes and other fees) known at the time the group contracted with Brightspark Travel. However, given the volatile nature of fuel prices, suppliers (for example, airlines and coach carriers) at times must assess a fuel surcharge which is not known by any party at the time of contracting service. You will be informed of any fuel surcharge prior to your final payment due date. No surcharge will ever be assessed after the final payment due date.

Additionally, for air tours, airline bag fees, unless otherwise indicated on the Tour Agreement or Parent Letter, are NOT included in the price of the Tour and are the responsibility of the individual or group checking bags or instruments.

Occasionally a governing body will add a tax after transportation has been contracted. Any taxes not in existence at the time the Tour was contracted will be assessed back to the group.

It is important to know that Brightspark Travel works closely with all its suppliers to eliminate or minimize any surcharges related to fuel, taxes or fees. In recent years we've been able to absorb many small increases and not pass them back to our travelers. Given the rising price of fuel, it's important to know a fuel surcharge could be assessed if the price of oil continues to increase.

REFUND GUARANTEE PROTECTION (RGP) FOR US DOMESTIC AND CANADIAN DESTINATIONS ONLY

Brightspark Travel offers a cancellation protection program that covers Tour payments should the passenger not be able to participate for any reason. RGP is a highly recommended optional program at an additional charge. RGP must be paid at the time of the initial Tour registration. The price of RGP can be found on the Tour Agreement and the Parent Letter.

If you have purchased RGP and cancel, all payments made by you over and above the cost of the protection are 100% refunded, including the non-refundable registration fee.

PAYMENTS

A payment schedule has been laid out on the Parent Letter and Tour Agreement. Payments are accepted via check, credit card (online only) or organization Purchase Order. You will have the option of paying in installments, or paying for the Tour in full in one payment.

INITIAL REGISTRATION FEE

A non-refundable registration fee per passenger plus the cost of the elective Refund Guarantee Protection Program, if selected, (for US Domestic and Canadian Destinations only) will be required to register for a Tour. The cost of this registrant fee can be found on the Tour Agreement and Parent Letter. This registration fee will be applied to the cost of your Tour. If the tour is cancelled by the Trip Sponsor within 30 days from the initial payment due date, then the full amount of the registration fee (and RGP, if applicable) will be refunded.

FUNDRAISING PAYMENTS

All fundraising payments must be provided to Brightspark Travel two weeks before all final installments are processed. This will allow passengers to pay only what is due on their final account. Any group fundraising that is sent in after this date will be charged a \$75 flat processing fee per fundraising campaign (to be paid by the organization).

LATE PAYMENTS

All accounts, whether group pay or individual pay, must be up to date and paid in full 60 days prior to departure. Each installment that is late will be charged \$10 per passenger. Passengers will not be permitted to participate in the Tour if their account is not paid in full. Brightspark Travel reserves the right to cancel a Tour or Tour participant due to insufficient funds or non-payment.

NSF CHECKS

A \$35 fee per each non-sufficient fund check will be applied. Should your final installment check be returned NSF, we will require guaranteed payment for that installment plus the fee immediately. Passengers will not be permitted to participate in the Tour if their account is not paid in full.

SOLD OUT TRIPS/WAITING LISTS

In the case of trips that are sold out, additional participants will be entered onto a waiting list and added to the Tour as space permits. Participants on the waiting list will be informed of their status as follows:

- Individually Billed Accounts - by Brightspark Travel via an email indicating status after consulting with trip sponsor
- Group Pay Accounts - by the trip sponsor

ROOMING LIST

The organization will be required to submit a rooming list 60 days prior to departure to ensure the group is appropriately accommodated. Should the organization submit this late, a \$75 penalty will be charged to the organization.

REQUIREMENTS

For the protection of the sponsoring organization and its leaders as well as Brightspark Travel, the following applies on all Tours that Brightspark Travel coordinates:

- Tour rules must be adopted and shared with all Tour participants. Tour rules are at the discretion of the trip sponsor and must not violate any local health or safety regulations.
- Medical Release and Proxy form must be signed a participant's parents/guardian and carried on Tour.
- Brightspark Travel's cancellation policy for Individual Participants must be distributed to all paying participants so they know what to expect if they cancel from a Tour.

ACCIDENT AND ILLNESS PROTECTION FOR US DOMESTIC AND CANADIAN TOURS

Accident, illness and accident-related dental insurance coverage is provided for all participants. Limits per single occurrence are \$5,000 for accident, \$1,500 for illness and \$750 for accident related dental. Any charges not covered by this insurance are the responsibility of the participant. Pre-existing conditions are not covered under this policy. Complete terms and conditions of insurance are available from Brightspark Travel, Inc.

ACCIDENT AND ILLNESS PROTECTION FOR INTERNATIONAL TOURS – (NOT INCLUDING CANADA)

Accident and Illness Protection are included on all International Tours. Coverage's are available from Brightspark Travel.

CANCELLATION INSURANCE FOR INTERNATIONAL TOURS – (NOT INCLUDING CANADA)

Cancellation protection is included in every international Tour (not including Canada) and is administered by Travel Guard. Please refer to the policy for instructions and limitations on refunds when cancelling an international program.

CANCELLATION POLICY FOR ORGANIZATIONS

If the sponsoring organization or trip sponsor cancels the entire Tour, the following penalties apply:

DOMESTIC TOURS (INCLUDING CANADA)

- 30 days from the initial payment due date - no penalty or cancellation fees will be incurred. However, group is responsible for any non-refundable vendor payments made on behalf of the group.
- 31 days from initial payment due date to 81 days prior to departure, 15% of the Tour cost
- 80-81 days prior to departure, 25% of the Tour cost
- 60-46 days prior to departure, 50% of Tour cost
- 45-0 Days Prior to departure 100% of Tour cost

INTERNATIONAL TOURS – (NOT INCLUDING CANADA)

- 30 days from the initial payment due date - no penalty or cancellation fees will be incurred. However, group is responsible for any non-refundable vendor payments made on behalf of the group.
- 31 days from initial payment due date to 111 days prior to departure, 15% of the Tour cost
- 110-81 days prior to departure, 25% of the Tour cost
- 60-46 days prior to departure, 50% of Tour cost
- 45-0 Days Prior to departure 100% of Tour cost

CANCELLATION POLICY FOR INDIVIDUALS

The registration fee is non-refundable (except if the Trip Sponsor cancels the trip within 30 days from the initial payment due date or the participant selects RGP). In addition to that fee, cancellation penalties will be calculated based on the total Tour cost as follows:

DOMESTIC TOURS (INCLUDING CANADA)

- 31 days from initial payment due date to 81 days prior to departure, 15% of the Tour cost
- 80-81 days prior to departure, 25% of the Tour cost
- 60-46 days prior to departure, 50% of Tour cost
- 45-0 Days Prior to departure 100% of Tour cost

INTERNATIONAL TOURS – (NOT INCLUDING CANADA)

- 31 days from initial payment due date to 111 days prior to departure, 15% of the Tour cost
- 110-81 days prior to departure, 25% of the Tour cost
- 60-46 days prior to departure, 50% of Tour cost
- 45-0 Days Prior to departure 100% of Tour cost

NOTICE OF CANCELLATION

All passengers cancelling from a Tour must notify Brightspark Travel in writing. Cancellations are accepted via email, fax or mail.

Email: customerservice@brightsparktravel.com

FAX: 847-509-0011

Mail: Brightspark Travel, Inc., PO Box 828, Northbrook, IL 60065-0828

REFUNDS FOR CANCELLATIONS

Refunds are issued for cancellations in the same manner as payment was received. Checks are issued for check payments and credits on debit/credit accounts. All cancellations must be in writing. Refunds may take 4-6 weeks to process.

For group pay accounts refunds are issued directly back to the organization unless otherwise directed by the organization.

For individual billing accounts refunds are issued directly back to the payee (generally a parent or guardian) except for fundraising monies or payments made on behalf of the individual by the school or organization, in which case those monies will be refunded back to the school or organization unless directed otherwise by the Trip Sponsor.

Additionally, participants travelling to International Destinations (not including Canada) must file a claim directly with Travel Guard for any refund due to an accepted reason for cancellation. Please refer to the Travel Guard policy for further detail.

PASSENGER NAME CHANGE ON TRIPS WITH AIRFARE COMPONENT (FOR ORGANIZATIONS ONLY)

Brightspark Travel will process a name change on an air ticket if the airline allows for it. All fees assessed by the airline to process the name change will be passed on to the Organization. The latest date a name change on an air ticket will be processed by Brightspark Travel is 30 days prior to departure.

GENERAL

Brightspark Travel reserves the right to make changes in the itinerary whenever, in its sole judgment, conditions warrant, or if it deems it necessary for the comfort, convenience, or safety of the Tour.

Brightspark Travel has permission to use, without compensation, any photo, film or video likeness taken of a participant as well as any comment or statement made by him/her while taking part in a Brightspark Travel Tour in materials published by Brightspark Travel.

Brightspark Travel will work to accommodate all persons with disability needs. If you have a disability and require assistance when traveling, notify us as soon as possible. Please note that payment for contracted services such as interpreters, one on one aides and so forth are the responsibility of the parents or sponsoring organization and not Brightspark travel.

The traveler is responsible for obtaining the appropriate identification and documentation to travel by air domestically or internationally. Brightspark Travel's cancellation penalties will apply if the traveler cancels the trip because they are unable to obtain the appropriate identification (i.e. passports, visas).

LIMITATION OF LIABILITY

Brightspark Travel purchases transportation, hotel and other services from various independent suppliers that are not subject to its control. Neither Brightspark Travel its affiliates, owners, officers, agents, employees, nor any associate organization shall be held liable for any act, default, injury, loss, expense, damage, deviation, delay, curtailment or inconvenience caused to or suffered by any person or their property, howsoever arising, which may occur or be incurred by any organization or person, even though such act, default, injury, loss, expense, damage, deviation, delay, curtailment or inconvenience may have been caused or contributed to: (a) by the act, neglect or default of Brightspark Travel, or of any persons for whose acts it would otherwise be responsible, or (b) defects or failures of any aircraft, vessel, automotive vehicle or other equipment or instrumentality under the control of independent suppliers. You further understand that Brightspark Travel neither owns nor operates such third party suppliers and accordingly, agree to seek remedies directly and only against those suppliers and not hold Brightspark Travel responsible for their acts or omissions. In no event will Brightspark Travel be responsible for incidental, consequential or special damage or loss suffered by any person. Brightspark Travel's maximum liability, for any reason whatsoever, will be limited to the amount paid to Brightspark Travel for its services.

FORCE MAJEURE

Without limitation, Brightspark Travel will make no refund for and is not responsible for any matter beyond the control of Brightspark Travel, including but not limited to the negligent or willful acts of others; acts of God or force majeure, weather emergencies, breakdown, or failure of diving or mechanical equipment, government actions, inclement weather, sickness, attacks by animals, availability of medical care or the adequacy of the same, criminal activity of any kind, terrorism, war, civil disturbance, sanitary conditions, quality or sanitation of food, quarantine, customs, regulations, epidemics, strikes, hotel overbooking, safety and/or security standards at hotels or other accommodations, or for any other reason beyond the control of Brightspark Travel. You understand, agree with, and agree to be legally bound by the terms of the release and waiver of liability set forth herein.

ARBITRATION

Any controversy or claim arising out of or relating to these Terms and Conditions or the performance thereunder, including without limitation any claim related to bodily injury, property damage or death, shall be settled by binding arbitration in Atlanta, Georgia USA in accordance with the rules of the American Arbitration Association then existing, and judgment on the arbitration award may be entered in any court having jurisdiction over the subject matter of the controversy. This agreement to arbitrate does not waive or modify the liability release contained in this document. Such proceedings will be governed by substantive Delaware law. This dispute will be resolved by a single arbitrator who must be a lawyer admitted to practice in the courts of at least one state in the United States and have a minimum of fifteen years of experience in civil litigation. The arbitrator so described will be selected by the American Arbitration Association. Each party to the dispute shall have the right on a single occasion to veto the designation of an arbitrator so selected. The parties waive the right to rely on any state law or statute which creates an exception to enforcement of the requirement that disputes be resolved pursuant to arbitration in the manner set forth herein.

GOVERNING LAW AND JURISDICTION

These Terms and Conditions and any actions and proceeding brought hereunder shall be governed by the laws of the State of Delaware without regard to conflict of laws principles. If the right to seek arbitration is for any reason waived by both parties, or if judicial review of any arbitration decision is sought, any action or legal proceeding to enforce any provision hereof, or based on any right arising out of, these Terms and Conditions shall be exclusively in the courts of the State of Delaware, or if it has or can acquire jurisdiction, in the United States District Court for the District of Delaware, and all of the parties hereto hereby consent to the exclusive jurisdiction of such courts and of the appropriate appellate courts in any such action or legal proceeding and waive any objection to venue or jurisdiction in connection therewith.

WAIVER OF JURY TRIAL

In connection with any action or legal proceeding arising out of this agreement, the parties hereby specifically and knowingly waive any rights that either party might have to demand a jury trial.

SEVERABILITY

The invalidity or unenforceability of any part of these Terms and Conditions, or the invalidity of its application to a specific situation or circumstance, shall not affect the validity of the remainder of these Terms and Conditions, or its application to other situations or circumstances. Any provision of these Terms and Conditions held invalid or unenforceable only in part or degree will remain in full force and effect to the extent not held invalid or unenforceable.

WAIVER

Any failure by either party at any time, or from time to time, to enforce or to require the strict keeping and performance of any of the Terms and Conditions shall not constitute a waiver of any

such Terms and Conditions and shall not affect or impair such terms and conditions in any way or the right of such party at any time to avail itself of such remedies as it has for the breach or breaches of such terms and conditions.

EXCLUSIVITY

Except as otherwise expressly provided to the contrary, the rights herein granted and these Terms and Conditions are for the benefit of the parties hereto. The Terms and Conditions shall be exclusive of any advertising, marketing or other sales literature or activities of Brightspark Travel and nothing contained in any of such materials shall be construed to create any rights as a result of or in connection with these Terms and Conditions.

ACKNOWLEDGMENT OF RISK

You understand and acknowledge that your travel in connection with and participation in the tour arranged at your request by Brightspark Travel may involve risk and potential exposure to injury. You also realize and acknowledge that risk and dangers may be caused by the negligence of the owners, directors, employees, contractors, officers or agents of Brightspark Travel or the negligence or participation of other participants, contractors and/or subcontractors to Brightspark Travel. You also recognize and acknowledge that risk and dangers may arise from foreseeable and unforeseeable causes, including weather and other acts of nature: You fully understand and acknowledge that the aforementioned risks, dangers and hazards are a potential in connection with recreational activities which may take place during your journey.

EXPRESS ASSUMPTION OF RISK AND RESPONSIBILITY/PARTICIPATION

In recognition of the inherent risk of the travels and related activities in which you are intending to engage, you confirm that you are physically and mentally capable of participating in the activity, that you are willingly and knowingly electing to participate in this tour in spite of the potential risk of danger, and you willingly and voluntarily assume full responsibility for any injury, loss or damage suffered by you or caused by you, whether caused in whole or in part by the negligence of the owners, directors, agents, officers, employees, or contractors of Brightspark Travel. You understand and acknowledge that reserves the right to accept or reject any participant for any reason, and Brightspark Travel or its guide has the right to disqualify you from any trip activity, if in Brightspark Travel's or such guide's judgment, you are incapable of that activity and/or your continued participation in the tour will endanger yourself or the safety of the group. It is your responsibility and obligation to inform Brightspark Travel, at the time your reservation is made, of any medical or physical disability or limitation that might disable you or render you unable to perform or safely complete the tour or any activity on the tour. You further acknowledge that you are the best judge of your own conditions and limitations and that it is incumbent upon you to fully disclose the full extent of any such conditions or limitations to Brightspark Travel.

RELEASE OF LIABILITY

In consideration of the services and arrangements provided by Brightspark Travel, you, for yourself and for your heirs, personal representatives or assigns, do hereby release, waive, discharge, hold harmless and agree to indemnify Brightspark Travel, and its owners, officers, directors, employees and affiliates from any and all claims, actions, or losses for bodily injury, property damage, wrongful death, loss of services, lost profits, consequential, exemplary, indirect or punitive damages or otherwise which may arise out of or occur during your travel in connection with the scheduled travel package and any activities conducted in conjunction therewith. You specifically understand and agree that you are releasing, discharging and waiving any claims or actions that you may have presently or in the future for the negligent acts or conduct of the owners, directors, officers, employees, agents or affiliates of Brightspark Travel.

EXPRESS WAIVER OF CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES

Regardless of the situation or circumstances giving rise to a claim, you waive any right to seek consequential, punitive or exemplary damages against Brightspark Travel its owners, officers, directors, agents, contractors and employees, for any reason whatsoever.

SELLER OF TRAVEL

Brightspark Travel is a registered seller of travel in California, Florida, Hawaii, Iowa, and Washington under each state's seller of travel regulations.

- California registration number: 2042487
- Florida registration number: ST37033
- Hawaii registration number: 44821
- Iowa registration number: 1031
- Washington registration number: 603096501

Should you have any questions, please call Brightspark Travel, Inc. at 877.545.0070.

Monroe M.S. Choir
MACKINAC ISLAND
May 16 - 17, 2014

Dear Parent/Guardian or Student,

We are thrilled to be planning an exciting tour to Mackinac Island on May 16 - 17, 2014. This trip is a unique learning opportunity that will provide memories that last a lifetime.

To organize our custom group trip, Brightspark Travel, an accredited and insured tour operator, has been chosen. We have decades of experience providing safe and secure youth travel programs.

Pricing per passenger for our trip is as follows:

Student	\$309	+ \$34 RGP	Quad Occupancy
Paying Adult	\$344	+ \$34 RGP	Double Occupancy

* Please note that each room has 2 beds

* RGP is a highly recommended elective protection plan

These prices are based on a projected number of paying participants. If our actual passenger count varies from our projected number, the price of the tour may change to reflect our actual numbers.

Our trip includes the following:

- Round-Trip Coach Transportation
- All Admissions
- 1 Night at Hotel & Overnight Hotel Security
- Meals: 1 Breakfast, 2 Lunches, 2 Dinners
- Brightspark Staff/24-Hour Emergency Hotline
- All Taxes and Tips
- "Help Me Travel" Online Fundraising Tool
- Lanyards and Emergency Cards for Each Passenger
- Drawstring Backpacks
- Refer to the back of this letter for the Tour Highlights

Online registration is the fastest and easiest way to reserve your seat on the tour. Registering online will provide you immediate access to the MyTour online portal (see details in the upper right-hand corner of the letter to sign up).

For more information on Brightspark Travel, please visit our website at brightsparktravel.com.

REGISTRATION IS EASY, PLEASE VISIT:
<https://mytour.brightsparktravel.com>
 no later than:
October 15, 2013

Create your account using:

TOUR WEB CODE
6047302

A registration fee of \$30 + payment for RGP is required upon registration.

PROTECT YOUR PURCHASE WITH RGP

Brightspark strongly advises you to avoid cancellation penalties by including **RGP - Refund Guarantee Protection** on your account for:

\$34

From the minute you purchase RGP you can cancel up to the minute of departure, for any reason and will receive a full refund of all tour payments (not including the cost of the registration fee and RGP)

STUDENT PAYMENT SCHEDULE

Amount	Due Date
\$30 registration fee*	
+ \$34 RGP	10/15/2013
\$93	12/01/2013
\$93	02/01/2014
\$93	03/15/2014
Total Student Price	
\$309 + RGP (optional)	

*Please note that \$30 of the registration fee is non-refundable. For complete details read the General & Payment Terms and Conditions.



Monroe M.S. Choir

MACKINAC ISLAND

May 16 - 17, 2014

TOUR HIGHLIGHTS

Our custom itinerary has been planned to include the following tour highlights:

- Fort Mackinac
- Mackinac Island Carriage Tours
- Mackinac Music Clinic
- Special Evening Event
- Explore Historic Mackinac Island
- Mackinac Music Plaque
- Shepler's Mackinac Island Ferry

A LITTLE ABOUT THE MYTOUR PORTAL

Each group that works with Brightspark Travel will have their own personalized, secure page in the MyTour Portal.

Available 24/7 on MyTour, registered passengers can:

- Manage their account profile
- Make secure payments
- Access account balances
- Views tour details
- Check out the Bulletin Board where the Tour Sponsor can post important tour planning information
- Fundraise for the tour with Brightspark's exclusive "Help Me Travel"

Check it out at :

<https://mytour.brightsparktravel.com>

Please note all activities are based on availability at the time of reservation, and the organization may make changes to some of the inclusions.



#1 PARTICIPANT INFORMATION (please provide complete legal name)

FIRST _____

MIDDLE _____

LAST _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

DOB _____

SELECT ONE Participant is a: STUDENT ADULT

SELECT ONE Participant is a: MALE FEMALE

#2 PARENT/GUARDIAN'S NAME (if applicable)

FIRST _____ PHONE 1 _____

LAST _____ PHONE 2 _____

EMAIL _____

#3 BILL TO ADDRESS (if different than above)

ADDRESS _____

CITY _____ STATE _____ ZIP _____

#4 PAYMENT INFORMATION

A \$30 registration fee + \$34 RGP is due at this time.
Please make checks payable to **Brightspark Travel, Inc.**

Mail completed form and check to:

Brightspark Travel Inc.
P.O. Box 828
Northbrook, IL 60065

REGISTRATION FEE	\$	30
RGP (OPTIONAL)	\$	34
TOTAL PAYMENT AMOUNT	\$	64

#5 YOUR PURCHASE IS PROTECTED

For the protection of your tour payments Brightspark Travel, Inc. has included Refund Guarantee Protection (RGP) on your account.

RGP allows you to **cancel at any time, up to the minute of departure, for any reason and you will receive a full refund of all tour payments** (not including the cost of RGP).

This is a highly recommended optional program, should you want to opt out of this program, check the box below and submit only the \$30 registration fee.

Please remove the RGP Program from my account.

#6 SIGNATURE

By signing below, I hereby agree to all attached terms and conditions.

Signature of Parent or Legal Guardian
All registrants under 21 years of age must have their parent/legal guardian sign

Date

REQUEST FOR SUBSTITUTES

This form must be completed and appropriately routed in order to secure substitutes for purposes other than illness, business leave, or attending conferences. **Requests must be received 10 days in advance to ensure proper consideration.** Due to a shortage of substitutes, there will be a limit of twelve (12) such substitutes allowed on any one day.

Principal/Administrator Making Request: _____

Date of Request: September 25, 2013

Reason for Request: MMS Choir trip to Mackinac Island

Approved School Business Extra Help Meeting

Account Number(s) to be Charged: _____

Date(s) Substitute Needed: May 16, 2013

AM PM All Day

Substitute Requested for:

Name:	Building:	Assignment:
<u>Elise Dinwoody</u>	<u>MMS</u>	<u>Choir/Music</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please use a separate sheet for additional names.

Signatures:

Principal: Cindy Thym Approved Denied

Please forward to the appropriate curriculum director when completed

Curriculum Director: [Signature] Approved Denied

A limit of 12 substitutes per day will be maintained unless specific PRE-APPROVAL is obtained!

APPROVAL TO EXTEND CUSTODIAL SERVICE AGREEMENT

BACKGROUND

Monroe Public Schools has contracted with Mulligan’s Building Maintenance the past four years for cleaning services in several of the District’s facilities. After meeting with Bob Mulligan to review the contract and the level of service performed, we feel comfortable recommending the District extend the agreement for the 2013/14 school year

The new agreement will be \$14.00 per hour for all services rendered to the school district during the term of this agreement.

ENCLOSURE

The contract agreement with Mulligan’s Building Maintenance.

RECOMMENDATION

Move to extend the custodial service agreement with Mulligan’s Building Maintenance one additional year, expiring June 30, 2014.

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. Mason	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

Custodial Cleaning Services Agreement

This Service Agreement made this ___ day of _____, 2013, by and between **Mulligan's Building Maintenance** (hereinafter referred to as the "**Contractor**") and **Monroe Public Schools**, organized and operated pursuant to the Michigan Revised School Code, located at 1275 N. Macomb St., Monroe, Michigan 48162, (hereinafter referred to as the "**School District**").

WHEREAS, the School District is organized and operated as a General Powers School District under Part 6 of the Michigan Revised School Code and has the power, authority and duties specified therein, including the authority to engage independent contractors to carry out its powers, pursuant to MCL 380.11(3)(d) of the Revised School Code; and

WHEREAS, the School District is engaged in providing public K-12 education and desires to engage the Contractor to provide custodial services; and

WHEREAS, the Contractor has the expertise, training, capacity and qualifications to perform the services contained in this agreement.

THEREFORE, in consideration of the mutual promises and benefits contained herein, the parties agree as follows:

SECTION ONE DESCRIPTION OF SERVICES – RELATIONSHIP OF PARTIES

1. Supervision

- a. The Contractor shall provide, **at no additional cost to the district**, competent and adequate supervision as necessary to satisfy the requirements and specifications of the Agreement. The supervisor shall cooperate fully with the representatives of the School District and shall be available for inspection of the buildings at times other than during working hours when requested.
- b. Inspections may occur at any time before, during or after the normal school year. The purpose of the inspections will be to determine if the buildings were properly cleaned to begin the school year, to assure that regular nightly cleaning is being done as per Agreement terms and that the buildings are properly cleaned after the end of the school year.

2. Employees

- a. The Contractor shall employ competent persons who are well trained in the area of work assigned.
- b. Contractor shall be the legal employer, as that term is used under state and federal law, for all employees providing services under this Agreement. Contractor shall have the sole responsibility and authority to hire, assign, supervise, evaluate, and terminate any personnel assigned by Contractor to do work at the School District.
- c. The Contractor shall supply the School District a list of all employees providing services under this Agreement assigned to each building and their assigned areas of responsibility. The employee list shall be updated as employees providing services under this Agreement are hired, terminated or reassigned.
- d. Contractor employees providing services under this Agreement are not to disturb papers on desks, open drawers or cabinets, use telephones or computers, or tamper with personal property owned by the School District or its employees.

- e. All employees providing services under this Agreement are to present themselves in an appropriate manner and attire consistent with school rules and the laws of this state and community. Any employee whose moral conduct, behavior, health habits or appearance are unsatisfactory will be brought to the Contractor's attention for appropriate action, up to and including discharge.
- f. The School District may request that an employee be removed from servicing the School District. Such requests shall not be unreasonably denied.
- g. The School District will be given at least a 48-hour notification of new employees providing services under this Agreement prior to their assignment to the School District. This notification shall include the name, current address and former employer information of the proposed employee.
- h. The School District reserves the right to do background checks on all employees providing services under this Agreement consistent with applicable laws.

3. Keys

- a. Keys to the buildings will be supplied by the School District. Contractor covenants that under no circumstances shall any School District supplied key be duplicated without the express written permission of the School District. All keys shall be returned at the termination of the Agreement.

4. Payroll and Withholdings

- a. Contractor shall have full responsibility for compensating the employees providing services under this Agreement, including but not limited to, issuing payroll checks and making all necessary deductions from employee's pay, including state and federal withholding tax, and providing various insurance premiums and other benefits, if any, which may be paid wholly or partially by the employee.
- b. Contractor shall make the necessary payroll reports and payments to governmental authorities.

5. Work Week

- a. The majority of the custodial service responsibilities will be performed between the hours of 3:00 p.m. and midnight for five consecutive nights on Monday through Friday, except during days when school is cancelled. On cancelled school days, daily services will be eliminated. In the event no cleaning is needed, an appropriate reduction to the monthly invoice shall be made. Summer hours will be determined by the School District.

The School District shall have full and exclusive authority to set the number of hours worked by the Contractor. No change shall be made without prior written authorization by the School District.

- b. In addition, the School District shall supply the Contractor, or their building representatives, with a schedule of nightly activities for each building and it shall be understood that the cleaning of areas of the building used for night activities will be performed after the activities are finished and that the cleaning service will secure the building after everyone using the building leaves. The Contractor is responsible for nightly security of the building during their shift and to secure the building before leaving. Every attempt will be made to provide for clean buildings for each work/school day to begin.

6. Unsatisfactory Performance

- a. All work performed will be subject to inspection and approval. Any work found to be substandard or omitted will be reported to the Contractor. Any continued and/or repeated offenses may be subject to fines or invoiced amounts deducted from the monthly invoice.
7. Conservation of Energy
- a. Every effort shall be made to conserve energy whenever possible throughout the cleaning schedule. Only areas in use shall have lights on and doors and windows shall remain closed whenever the heating or cooling systems are operating.
8. Scheduled Cleaning Services – The following cleaning services shall be completed pursuant to the schedule contained therein.
- a. Cleaning and waxing of floors – All hard surface floors (tile, terrazzo, etc.) shall be stripped or top-scrubbed and refinished each summer, no less than two weeks prior to the first day of school. Sealer and floor finish shall be applied in thin even coats with a minimum of two coats in classroom areas and three coats in high traffic areas. The floor wax or sealer must be of high quality and approved by the School District. Floor finishes shall be anti-slip and buffable.
 - b. Cleaning of Carpeted Areas – All carpeted areas shall be professionally cleaned once during the summer break.
 - c. Scrubbing and Waxing of floors – All hard surface floors shall be reconditioned at Christmas and Spring breaks. Reconditioning might include scrubbing and re-waxing, mopping and waxing, or burnishing to restore surfaces to a clean mar free luster consistent with pre-school year condition as outlined under this subsection.
 - d. Carpet Cleaning – Heavily soiled carpeted areas shall be spot cleaned during Christmas and Spring breaks.
9. General Routine Cleaning
- a. All floor surfaces are to be swept nightly. Hard surface areas are to be dust mopped with a treated mop and damp mopped where needed. Carpeted areas are to be vacuumed nightly and spot cleaned where needed. All furniture shall be realigned to a useable position appropriate for that room and as requested by the main user of the room.
 - b. All wastebaskets and garbage barrels are to be emptied nightly. Classroom wastebaskets may be emptied without changing the liner when possible but shall have new liners at least once per week as needed.
 - c. All interior glass surfaces and entrance glass surfaces are to be kept clean as needed.
 - d. All shelving, locker tops, sills, furniture, ledges, corners, etc., are to be kept dust free.
 - e. Wall surfaces are to be spot cleaned as needed throughout the building.
 - f. Soap, towel and tissue dispensers are to be refilled as needed to provide a useable amount of product for the next day.
 - g. Kitchen and cafeteria floors are to be swept and mopped. Mopping of the kitchen might require a pre-mop with a degreaser. Both kitchen and cafeteria floors will be mopped with a disinfectant/germicidal detergent. All waste receptacles will be emptied nightly and disinfected or scrubbed as needed.
 - h. All lavatories and locker rooms are to be swept and mopped nightly. A disinfectant/germicidal detergent shall be used for all surface cleaning. Walls and stalls are to be kept clean nightly and totally cleaned weekly. A non-acid bowl cleaner shall be

used for urinals and toilets and these surfaces are to be wiped dry after cleaning. All sanitary napkin receptacles are to be emptied nightly and disinfected as needed.

- i. Kitchen, lavatory and locker room floors shall be resealed as often as is necessary to maintain the floor and grout seal, but not to the extent of having undo buildup in the grout. In the event of a buildup of floor finish in the grout, then the floor shall be scrubbed or stripped and refinished or sealed.
- j. Wash basins, sinks and drinking fountains throughout the building shall be cleaned nightly with a disinfectant/germicidal non-abrasive cleaner.
- k. All interior walls, locker fronts, doors etc. shall be kept clean of dirt, marks, smudges and writing.
- l. Classroom tables, desks, chairs etc. shall be spot cleaned to remove marks and writing.
- m. Slop sinks and janitorial closets or store areas assigned to the cleaning service shall be kept clean and orderly.
- n. Contractor will be responsible for snow and ice removal on all entranceways and adjacent sidewalks.
- o. The Contractor shall be responsible for securing the building each day after the regular school/work day (time to be set by the building administrator) and to unlock the building for scheduled activities and re-secure the building after scheduled activities.
- p. All cleaning supplies are to be supplied by the School District.
- q. The Contractor shall provide all equipment unless other arrangements are made.

10. Weekly Cleaning Services

- a. Hard surface floors in classrooms and other areas of the building shall be buffed and/or re-waxed as necessary to maintain a clean mar-free luster.

11. Modification of Services

- a. Notwithstanding anything to the contrary contained herein, the School District may reasonably amend or modify the services required to be provided under Scheduled Cleaning Services, General Routine Cleaning, and Weekly Cleaning Services upon written notice to Contractor.

SECTION TWO TERM OF AGREEMENT AND TERMINATION DURING TERM

1. Term of Agreement

- a. This Agreement shall commence on ~~July 1, 2012~~ **July 1, 2013** and remain in full force and effect until ~~June 30, 2013~~ **June 30, 2014**.
- b. The School District will notify the Contractor, in writing, no less than 30 calendar days prior to the expiration of this Agreement of its intent to NOT exercise the renewal option.

2. Contract Termination

- a. Notwithstanding anything to the contrary, if Contractor violates a provision of this Agreement, and fails to remedy that violation within thirty (30) days after receiving written notice from School District detailing Contractor's default, the School District may

terminate the Agreement without liability. The School District's acceptance of a past violation does not waive its right to terminate the Agreement for any future violation not cured within thirty (30) days or for any material breach as provided for in this Section.

- b. The District, without liability, may terminate the Agreement immediately upon a material breach by Contractor; said material breach shall include, but not be limited to:
 - i. Inability to provide custodial services to the level that the School District is presently accustomed to,
 - ii. Failure by Contractor to comply with any applicable state or federal law or state or federal regulation, and
 - iii. Any violation of Section 5, Paragraph 13.

SECTION THREE FEES, INVOICE AND PAYMENT

1. Fees and Invoice

- a. The Contractor shall be paid a fee of ~~\$13.00~~ \$14.00 per hour for all services rendered to the School District during the term of this agreement.
- b. The Contractor shall submit to the School District on a monthly basis an invoice setting forth all applicable charges for the billing period.
- c. If the School District disputes the accuracy of any invoice delivered by Contractor, the School District shall, within ten (10) business days of receipt, deliver a written notice and explanation of such dispute to Contractor. Contractor shall meet with the School District to review the invoice and account within seven (7) business days.

1. Payment

- a. The School District will remit payment within 30 days of receipt of said invoice.

SECTION FOUR LIABILITY, INSURANCE AND INDEMNITY

1. Insurance

- a. Contractor agrees, at its sole cost and expense, to purchase, prior to the commencement of services, and maintain the following insurance coverage in the minimum amounts indicated for the entire duration of the Agreement. All insurance carried by Contractor in regards to this Agreement must be effected under valid and enforceable policies, issued by insurers licensed and admitted to do business in Michigan and, which have an A.M. Best rating of at least "A-" or issued by group self-insurance pools which are organized pursuant to Act 138 of the Michigan Public Acts of 1982, MCL 129.1, et seq., as amended and which are authorized to do business in Michigan. Contractor's insurance carrier must be reputable and acceptable to the School District, but acceptance of any licensed qualifying carrier or self-insurance pool shall not be unreasonably withheld.
 - i. Commercial General Liability Insurance: On an "Occurrence Basis" with limits of liability not less than \$1,000,000 each occurrence, \$3,000,000 aggregate, combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: A) Contractual Liability; B) Products and Completed Operations; C) Independent Contractor's Coverage; D) Broad Form General Liability Extensions or equivalent; E) Deletion of all Explosion, Collapse and Under group (XCU) Exclusions, if applicable.
 - ii. Professional Liability Insurance (Errors & Omissions) of \$1,000,000 each occurrence and \$3,000,000 annually.

- iii. Workers' Compensation including Employer's Liability Coverage of \$100,000 each accident, \$500,000 annual aggregate, in accordance with all applicable Michigan law.
- b. Contractor shall include the following as Additional Insured: Monroe Public Schools including its elected and appointed officials, employees, and volunteers.
- c. The required coverage as described above shall include an endorsement stating the following: "It is understood and agreed that thirty (30) days advance Notice of Cancellation, Non-Renewal, Reduction and/or Material change shall be sent to: Assistant Superintendent of Business and Operations, Monroe Public Schools, 1275 N. Macomb St, Monroe, MI 48162 . If such insurance is not in force, the School District may, at its option terminate the Agreement without penalty.

2. Indemnification and Hold Harmless

- a. Contractor shall indemnify, defend, and hold the School District (and its officers, trustees and agents) harmless from and against all liabilities, damages, fines, penalties, demands, forfeitures, claims, suits, causes of action or any other liabilities or losses, including all costs of defense, settlement and prosecution along with attorney, expert and other professional fees, arising out of or related to any negligence, wrongful act or breach of this Agreement or the obligation of Contractor or any of its employees or others for whom it is responsible in connection with the performance of the Agreement.
- b. Contractor shall be solely and entirely responsible for its acts and omissions and for the acts and omissions of Contractor's agents, employees and subcontractors in connection with the performance of Services under this Agreement and agrees to defend and indemnify the School District from any and all such claims and/or judgments resulting from such acts or omissions.
- c. The above promise of indemnity and defense shall not apply to liability which results from the sole negligence, wrongful act or breach of this Agreement by the School District or its employees or agents.

3. Arbitration

- a. Any dispute, controversy, or claim arising out of or relating to this Agreement, including but not limited to, breach, termination, or invalidity of Agreement, whether arising in contract, tort, or otherwise, shall be resolved according to the following dispute resolution processes:
 - i. All dispute, controversy, or claim arising under this Agreement shall be resolved in binding arbitration. This arbitration shall proceed under the guidelines of the Arbitrator Provisions of the Michigan Revised Judicature Act of 1961, MCL 600.5001-5035 (the "Arbitrator Act"), and follow the rules and procedures as set forth in the current Commercial Arbitration Rules (the "Arbitration Rules") of the AAA to the extent that the Arbitration Act and the Arbitration Rules do not conflict with any provision of this Subsection.
 - ii. Any award, order, or judgment made pursuant to arbitration shall be deemed final and may be entered in the Circuit Court having jurisdiction over the enforcement of the award, order, or judgment. Each party agrees to submit to the jurisdiction of any such court for purposes of the enforcement of any such award, order, or judgment.
 - iii. No provision of or the exercise of any rights under this Section shall limit the right of any party to seek and obtain provisional or ancillary remedies (such as injunctive relief, attachment, or the appointment of a receiver) from any court having jurisdiction before, during, or after the pendency of an arbitration proceeding under this Section. The institution and maintenance of any such

- action or proceeding shall not constitute a waiver of the right of any party, including the party taking the action or instituting the proceeding, to submit a dispute, controversy, or claim to arbitration under this Section.
- iv. The arbitration shall be held before one arbitrator knowledgeable in the general subject matter of the dispute, controversy, or claim and selected by the AAA in accordance with the Arbitration Rules.
 - v. In any arbitration proceeding under this Section, subject to the award of the arbitrator(s), each of the parties shall pay all its own expenses, an equal share of the fees and expenses of the arbitrator, and, if applicable, the fees and expenses of its own appointed arbitrator. The arbitrator(s) shall have the power to award recovery of costs and fees (including reasonable attorney fees, administrative and AAA fees, and arbitrators' fees) among the parties as the arbitrator(s) determine to be equitable under the circumstances.
 - vi. The interpretation and construction of this Section, including, but not limited to, its validity and enforceability, shall be governed by the Arbitration Act.

SECTION FIVE MISCELLANEOUS

1. Safety

- a. The School District will provide each Contractor employee with written safety procedures for their assigned area, including, but not limited to, procedures to follow in the event of tornados or natural disasters, presence of hazardous materials, presence of pathogens borne by blood or other fluids, power failures, and other safety threats. Contractor will provide training to its employees providing services under this Agreement on measures for performing their assigned duties for the School District and shall assure, to the extent under control, a safe working environment.

2. Assignment

- a. This Agreement shall not be assigned, or subcontracted, in whole nor in part, without the prior written consent of the School District, but in no case shall such consent change the terms of the Agreement.

3. Michigan Right to Know / Hazardous Material Law

- a. It is the Contractor's responsibility to comply with the Michigan Right to Know/Hazardous Material Law as well as all rules promulgated thereunder (MCL 408.1001 - 408.1094).
- b. The Contractor is to provide the School District with the following information:
 - i. Material Safety Data Sheets (MSDS) on all chemicals your company provides and uses in the Monroe Public Schools Building.
 - ii. An inventory of the types of chemicals used, their purpose, and their location in the building.
 - iii. All cleaning material containers must be properly labeled.

4. Governing Law

- a. This Agreement shall be governed by the laws of the State of Michigan.

5. Headings

- a. The headings in this Agreement are for reference only and are not to be used to interpret the terms of the document.

6. Severability

- a. If any portion of this Agreement is found to be invalid by a court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect.

7. Entire Agreement

- a. This Agreement and any attachments hereto constitute the entire Agreement between the parties regarding the subject matter and supersede any prior Agreements or understandings. No amendments, changes or modifications shall be valid, unless in writing and signed by authorized representatives of both parties.

8. Counterparts

- a. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument.

9. No Third Party Beneficiaries

- a. This Agreement is enforceable only by the School District or Contractor. No other person may enforce any of the terms contained in this Agreement, nor is the Agreement intended to confer third party beneficiary status on any third party.

10. Successors and Assigns

- a. The terms and conditions of this Agreement shall be binding upon the successors or assigns of both Contractor and the School District. Neither Contractor nor the School District may assign or transfer any of its rights under this Agreement in whole or in part without the prior written consent of the other Party, which consent shall not be unreasonably withheld.

11. Waiver

- a. Failure to enforce or insist upon compliance with any of the terms or provisions of this Agreement shall not constitute a general waiver or relinquishment of any term or provision of this Agreement.

12. Proprietary Information

- a. Contractor will not disclose proprietary information to any third party, and will use such information only on behalf of the School District or as the School District may authorize. Proprietary information shall include all confidential information disclosed to Contractor by the School District and all confidential information concerning the School District which is acquired by Contractor in performing the services described herein. Proprietary information does not include any information which at the time of disclosure is in the public domain, or which enters the public domain after disclosure except by wrongful means or by breach of this Agreement. To the extent permitted by law, the School District will not disclose proprietary information of Contractor to any third party and prior to responding to requests under the Freedom of Information Act, the School District will endeavor to notify Contractor to determine if the information requested is applicable under FOIA or eligible for exemption.
- b. Contractor agrees that it shall direct its employees to observe and hold them accountable for compliance with the policies of the School District pertaining to the confidentiality of student records and student record information under. without limitation, the Family

Educational Rights and Privacy Act of 1974, as amended ("FERPA"), 20 USC 1232g; 34 CFR 99; the Individuals with Disabilities Education Act ("IDEA"), 20 USC 1401, et seq., 34 CFR 300.610 – 300.626; and Section 504 of the Rehabilitation Act of 1973, 29 USC 794(a); 34 CFR 104.36, as well as the regulations implementing each of those enactments.

13. Michigan's School Safety Initiative

- a. Contractor shall not assign any individual who is required to be registered under Article 2 of 1994 PA 295, as amended, (Sex Offenders Registration Act) to work within a student safety zone, as that term is defined in 1994 PA 295. Additionally, a Contractor shall not subcontract with a subcontractor who employs an individual who is required to be registered under Article 2 of 1994 PA 295, as amended, (Sex Offenders Registration Act) to work within a student safety zone, as that term is defined in 1994 PA 295.
- b. All personnel of the Contractor or any subcontracted employee assigned to regularly and continuously work under contract at buildings owned or leased by the School District shall be produced for fingerprinting upon the execution of the Agreement, or as soon thereafter as they are identified, so that the School District may request a criminal history check from the Criminal Division of the Michigan State Police and a criminal records check from the Federal Bureau of Investigations, as required by MCL 380.1230, MCL 380.1230a and MCL 380.1230g.
- c. The Contractor shall pay the cost of each criminal history and records check performed by the School District as related to this Agreement. The Contractor shall not assign any individual nor allow a subcontracted employee to regularly and continuously work under contract in any of the buildings owned or leased by School District if the School District has not received the individual's criminal history check from the Michigan State Police and the FBI or if the criminal history check discloses that the individual has been convicted of a listed offense, as that term is defined by Section 2 of the Sex Offenders Registration Act, 1004 PA 295, as amended. Additionally, the Contractor shall not assign any individual or allow a subcontracted employee to regularly and continuously work under contract in any of the buildings owned or leased by the School District if that criminal history check discloses the individual has been convicted of any felony other than a listed offense, unless the Superintendent and the Board of the Owner specifically approve of the assignment of that individual in writing.
- d. Contractor shall ensure that all employees providing services under this Agreement have no felony conviction(s), or any misdemeanor conviction(s) for drugs or child abuse or any other misdemeanor related to the supervision of children, including but not limited to any "listed offenses" as defined by MCL 28.722. The School District reserves the right to review all findings on a case by case basis to determine applicant qualification and eligibility.
- e. Violation of the above by the Contractor or a subcontractor shall be the basis for immediate termination of the Agreement by the School District without penalty. The Contractor shall require language similar to the above in all its agreements with subcontractors and/or consultants who will be assigning personnel to work regularly and continuously on the Owner's property

14. School District Property

- a. Contractor shall not use any School District property, resources or facilities for any activities not directly related to the provision of services to the School District under this Agreement.

**SECTION SIX
AUTHORIZATION**

This Agreement has been duly authorized, executed and delivered by the parties and constitutes a legal, valid and binding obligation upon each of them, enforceable in accordance with its terms. Each person placing his/her signature below represents and warrants that he/she is the signatory duly authorized to execute this Agreement on behalf of the School District and the Contractor, as is respectively applicable.

School District

By: _____

Its: _____

Date: _____

Contractor

By: _____

Its: _____

Date: _____

UNITED WAY RESOLUTION

BACKGROUND

The annual community campaign for the Monroe County United Way has begun. The Monroe Public Schools employee groups plan to once again be leaders in the county education division for this drive.

The coordinators for the district are Gayle Lambert and Bobb Vergiels. Don Spencer is the County Educational Division Chairperson.

RECOMMENDATION

Move to approve the resolution declaring October United Way Month. The intent of this proclamation is to encourage our employees to participate in this effort.

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

HAND VOTE _____

UNITED WAY MONTH

WHEREAS, the United Way of Monroe County is entering its 2013-2014 campaign and will seek campaign pledges to serve approximately 40,000 Monroe County citizens; and,

WHEREAS, the United Way is the largest single voluntary organization in Monroe through which volunteers can channel their concern for people in need; and,

WHEREAS, the United Way, largely because of the continued generosity and caring of employees of the Monroe Public School District, can continue to grow and support a wider range of health and human care needs that directly benefit residents of our school district; now,

THEREFORE, BE IT RESOLVED by the Monroe Public School District's Board of Education that the school district employees be encouraged to participate in the 2013-2014 United Way Campaign of Monroe County and receive the highest commendations and vote of thanks for their generous gifts to this vitally important cause; and,

BE IT FURTHER RESOLVED that the Monroe Public School District's Board of Education proclaims the month of October 2013 "United Way Month" throughout the school district to emphasize the value and positive contribution United Way of Monroe County offers to our community and its residents.

Adopted on the 8th day of October 2013.

Robert Yeo, President

Tedd March, Trustee

Lawrence VanWasshenova, Vice-President

Ryan Philbeck, Trustee

June Knabusch-Taylor, Secretary

Wendy Spicer, Trustee

Aaron N. Mason, Parliamentarian

Barry N. Martin, Superintendent

ADJOURNMENT

RECOMMENDATION

Move to adjourn the October 8, 2013 Board Meeting #18.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____