



# MONROE PUBLIC SCHOOLS

## BOARD MEETING #13

July 26, 2011

7:00 pm

### BOARD OF EDUCATION

MR. DAVID VENSEL, PRESIDENT  
DR. KENNETH MCNAMEE, VICE-PRESIDENT  
MRS. JUNE KNABUSCH-TAYLOR, SECRETARY  
DR. TEDD MARCH, PARLIAMENTARIAN  
MR. RONALD BENORE, JR., TRUSTEE  
MS. WENDY SPICER, TRUSTEE  
MR. LAWRENCE VANWASSHENOVA, TRUSTEE

### SUPERINTENDENT OF SCHOOLS

MR. RANDALL MONDAY

*“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, Jennifer Watterworth, Secretary

**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION**

Board Meeting #13  
Tuesday, July 26, 2011  
**7:00 PM**

**AGENDA**

- A. **Roll Call and Call to Order**.....Mr. Vensel
1. Pledge of Allegiance to the Flag.....Mr. Vensel
- B. **Public Commentary-Agenda Items Only**.....Mr. Vensel
- C. **Discussion and Action Items**
1. **Approval of Minutes**.....Mr. Vensel  
Move to approve the minutes of the following meetings as submitted:
- July 12, 2011 Board Work Session
  - July 12, 2011 Board Meeting #12
2. **Reports and Update**..... Mr. Vensel  
None at this time.
3. **Approval to Extend Custodial Service Agreement**.....Mrs. Eighmey  
Move to extend the custodial service agreement with Mulligan’s Building Maintenance one additional year, expiring June 30, 2012.
4. **Consent Agenda – Purchases**.....Mrs. Eighmey  
Move that Items C.5 – C.8 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.
5. **MHS Guard Shack Gates**.....Mrs. Eighmey  
Move to accept the proposal from Traffic & Safety Control Systems, Inc., Wixom, MI to replace the gates on the guard shack at Monroe High School at a total cost not to exceed \$6,408. Monies to be taken from the Building and Site Sinking Fund.
6. **MHS Pool Heat Exchanger**.....Mrs. Eighmey  
Move to accept the low bid from Sieb Plumbing, Monroe to replace the heat exchangers for the Monroe High School swimming pool at a total cost not to exceed \$46,663 and reject all other bids. Monies to be taken from the Building and Site Sinking Fund.
7. **MHS Fire Extinguishers**.....Mrs. Eighmey  
Move to accept the low bid from Baker’s Ace Hardware to replace the fire extinguishers at Monroe High School for a total cost not to exceed \$5,143. Monies to be taken from the General Fund.

- 8. **Technology Purchases**.....Mrs. Eighmey  
Move to approve the installation and completion of multimedia setups at Custer by JBK Technologies, Oxford, Michigan for a cost not to exceed \$19,800 to be funded from Technology millage monies.
  
- 9. **Elementary School Planners**.....Mrs. Everly  
Move to approve the purchase of 2,600 student planners from School Specialty Premier Planning and Student Development in the amount of \$5,239.20 including shipping and handling. The funds will come from the teaching supplies budget for each elementary building.
  
- 10. **Superintendent Comments** ..... Mr. Monday
  
- 11. **Old Business**..... Mr. Vensel
  
- 12. **New Business** ..... Mr. Vensel
  
- 13. **Public Commentary-Any Topic**..... Mr. Vensel
  
- 14. **Adjournment**..... Mr. Vensel  
Move that the July 26, 2011, Board Meeting#13 of the Monroe Public Schools Board of Education be adjourned.

**ROLL CALL**

	<u>Present</u>	<u>Absent</u>
Mr. Benore	_____	_____
Mrs. Knabusch-Taylor	_____	_____
Dr. McNamee	_____	_____
Dr. March	_____	_____
Ms. Spicer	_____	_____
Mr. VanWasshenova	_____	_____
Mr. Vensel	_____	_____

**APPROVAL OF MINUTES**

**ENCLOSURES**

- July 12, 2011 Work Session Minutes
- July 12, 2011 Board Meeting #12 Minutes

**RECOMMENDATION**

Move to approve the following minutes:

- July 12, 2011 Board Work Session
- July 12, 2011 Board Meeting #12

**MOTION:** \_\_\_\_\_ **SUPPORT:** \_\_\_\_\_ **ACTION:** \_\_\_\_\_

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Vensel	_____	_____	_____	_____
Dr. McNamee	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Mr. Benore	_____	_____	_____	_____

**Official**

**MONROE PUBLIC SCHOOLS BOARD OF EDUCATION  
1275 North Macomb Street, Monroe, Michigan 48162  
Work Session - Tuesday, July 12, 2011  
5:30 PM**

**MINUTES**

**Roll Call and Call to Order**

Board Members Present: President Dave Vensel, Vice-President Ken McNamee (arrived @ 6:40 PM), Secretary June Knabusch-Taylor, Parliamentarian Tedd March, Trustee Ronald Benore, Jr., Trustee Wendy Spicer, Trustee Larry VanWasshenova

Administrators Present: Randy Monday, Chris Butler, Ryan McLeod, Julie Everly

Administrators Absent: Ken Laub

Mr. Vensel called the meeting to order at 5:36 PM.

**MMS Project Based Learning Pilot**

Cindy Flynn, MMS principal, introduced the project based learning pilot which Monroe Middle School will implement with one team during the 2011/12 school year. At the present time, this program is being executed successfully for the at risk summer school students.

Melissa Provo, Social Studies teacher at MMS, briefed the board members on the project based pilot program. The program will develop relationships through looping, morning meetings, service learning and social goals. Core work will be centered on contextual lessons on GLCE's, big picture concepts in whole and small groups and discovery work. The content will include silent sustained reading using literature specific to the project subject. The research project will be based on student interest – the first project will be due at the end of the first semester followed by a project for each of the following two marking periods. Parents will be actively involved in their students' learning by attending family dinners prepared by the students.

The board will receive a report on the progress of this pilot program periodically.

**Closed Session**

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

Vote: Motion carried by a 5-0 hand vote at 6:35 PM. Mr. Vensel was absent for the vote; Dr. McNamee arrived at 6:40 PM.

**Reconvene in Open Session**

Motion by Mr. VanWasshenova; support by Dr. March to reconvene in open session of the Monroe Public Schools Board of Education work session.

Vote: Motion carried by a 7-0 hand vote at 7:05 PM.

**Adjournment**

Motion by Mr. VanWasshenova; support by Dr. March, to adjourn to July 12, 2011 Work Session.

Vote: Motion carried by a 7-0 hand vote at 7:05 PM.

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June Knabusch-Taylor, Secretary

# MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #12  
Tuesday, July 12, 2011  
7:00 PM

## MINUTES

### **Roll Call and Call to Order**

Board Members Present: President Dave Vensel, Vice President Ken McNamee, Secretary June Knabusch-Taylor, Parliamentarian Tedd March, Trustee Ronald Benore, Jr., Trustee Wendy Spicer, Trustee Larry VanWasshenova

Board Members Absent: None

Administrators Present: Randy Monday, Chris Butler, Julie Everly, Ryan McLeod

Administrators Absent: Ken Laub

President Vensel called the meeting to order at 7:10 PM.

### **Recognition – 2011 Media Honor Roll Recipient – Danielle Portteus**

MASB annually recognizes members of the media for outstanding reporting of school news. Danielle Portteus of the Monroe Evening News has been selected as a media honor roll recipient this year. Bobb Vergiels introduced Danielle who noted that the most impressive stories she covered this year were the *Don't Text and Drive* event at MHS and the student at MMS who recently was awarded an iPad. Thanks and congratulations to Danielle for her outstanding efforts.

### **Public Commentary-Agenda Items Only**

There was no public commentary at this time.

### **Approval of Minutes**

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

- June 14, 2011 Special Board Work Session
- June 14, 2011 Board Meeting #10
- June 21, 2011 Special Board Meetings (two sets)
- June 21, 2011 Special Board Meeting

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

### **Reports and Update**

The June 20, 2011 Board Personnel Committee Minutes were received without comments.

### **Staff Resignations**

Motion by Dr. March; support by Dr. McNamee to approve the resignations of M. Christine Butler, effective August 31, 2011, Kenneth Laub, effective July 15, 2011, and Diane Heck effective September 30, 2011 from Monroe Public Schools.

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



**Recall from Layoff**

Motion by Dr. McNamee; support by Mr. VanWasshenova to approve the recall of Dawn Brodie from the Monroe Public Schools layoff list, notify said teacher of this recall by official communication, and to approve the teacher contract extension for said teacher for the 2011/12 school year effective July 13, 2011.  
Vote: Motion carried by a 7-0 roll call vote.

**Secretarial Appointment**

Motion by Dr. McNamee; support by Mrs. Knabusch-Taylor to approve the appointment of Kimberly VanDevelde as a secretary with Monroe Public Schools effective August 15, 2011 and place on the Class 3, 10 month step 1 salary for the 2011/12 school year as contained in the Master Agreement, and upon completion of all pre-employment requirements.  
Vote: Motion carried by a 7-0 roll call vote.

**Resolution Designating Monroe Board of Education as Policyholder of Insurance Benefits and Programs**

Motion by Mr. VanWasshenova; support by Mrs. Knabusch-Taylor to designate the Monroe Public Schools Board of Education as the policyholder for the insurance benefits and programs provided to the School District's employees.  
Vote: Motion carried by a 7-0 roll call vote.

**Out of Country Trip for MHS Students – June, 2012**

Motion by Dr. March; support by Mr. Benore to approve the Monroe High School Costa Rica trip, 6/7/2012 to 6/15/2012 according to the terms of Policy IICA, Field Trips and Excursions.  
Discussion: Board members asked Brian DeMaggio if it was safe to send our students to Costa Rica. Mr. DiMaggio responded that Costa Rica is one of the safest countries in Latin America. No district funds will be used for this trip. Contingency plans are in place in the event of an emergency situation.  
Vote: Motion carried by a 7-0 roll call vote.

**Out of State Field Trip – MHS Choir**

Motion by Dr. McNamee; support by Mr. Benore to approve the Monroe High School choir students overnight out of state trip to New York City.  
Vote: Motion carried by a 7-0 roll call vote.

**Consent Agenda-Purchases**

Motion by Mr. VanWasshenova; support by Ms. Spicer that Agenda Items C.10, C.11, C.12, and C.14 be considered as a Consent Agenda and that the consent agenda items be approved as recommended. Mr. Vensel noted that Item C.10 is to be funded by Title I.

- C.10 Move to approve the purchase of smart boards from Smart Ed Services, voice amplification systems from Lightspeed Technologies and AV equipment from Red Letter Productions for a total cost not to exceed \$49,406. Monies to be utilized from the Title I funds.
- C.11 Move to approve the purchase of equipment to upgrade from Netech for a cost not to exceed \$396,095.90 to be funded from Technology millage monies.
- C.12 Move to approve the purchase of phone system equipment from Suntel Services at a cost not to exceed \$67,637.34. Monies to be utilized from the Technology millage fund.
- C.14 Move to accept the Base Bid, Proposal A, plus Alternate A-1 and A-2, from Bryant Asphalt Paving of LaSalle, Michigan for the Operations Center asphalt parking lot reconstruction at a total cost not to exceed \$113,357.50 and reject all other bids.

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

**Custer Bus Shelters**

Motion by Mr. Benore; support by Dr. March to accept the low bid from Snider & Associates of North Royalton, Ohio for the construction of two bus shelters at the Custer Complex at a total cost not to exceed \$23,986.18 plus \$950 for engineered/sealed drawings.

Discussion: When asked, George O'Dell explained that these would be open pavilions with metal roofs. There were no bids from local companies as no one in Monroe manufactures these structures.

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

**Purchase of Wood Chips**

Motion by Mrs. Knabusch-Taylor; support by Dr. McNamee to approve the purchase of 280 cubic yards of wood chips from Brink Wood Products at a delivered cost not to exceed \$4,300 with funding to come from the operations budget.

Discussion: Board members received a revised recommendation with correct calculations. They were inclined to award the bid to a local company if there was only a 5% difference in bids.

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

**Approval to Extend School Security Guard Contract**

Motion by Mrs. Knabusch-Taylor; support by Mr. Vensel to extend the security service agreement with Roberts Security one additional year, expiring June 30, 2012. The hourly rate will be established at \$13.75. It should be noted the requirements of Public Act 129-131 and 138 of 2005 (laws pertaining to criminal checks) be included.

Discussion: Mr. VanWasshenova will vote no on the motion because the contract should have been bid out this year. He would like to investigate installing cameras as well. Mr. Vensel would like to study whether or not it would be in our best interest to invest in another liaison officer rather than security guards. Administrators noted that these security guards also lock and unlock doors and assist community members who use our facility at all hours of the day and night when needed.

Vote: Motion carried by a 6-1 roll call vote. Mr. VanWasshenova voted no.

**Approval to Extend Custodial Service Agreement**

Motion by Mr. VanWasshenova; support by Mrs. Knabusch-Taylor to extend the custodial service agreement with Mulligan's Building Maintenance one additional year, expiring June 30, 2012.

Discussion: Board members asked the reason for added costs. Administration will inform the board members before the next meeting.

Vote: No vote was taken because a motion was made to table this item.

Motion by Mr. VanWasshenova, support by Dr. March to table the motion to extend the custodial service agreement with Mulligan's Building Maintenance one additional year, expiring June 30, 2012.

Vote: Motion carried by a 4-3 roll call vote. Mrs. Knabusch-Taylor, Dr. McNamee and Mr. Vensel voted no.

**Superintendent Comments**

- Mr. Monday welcomed Julie Everly and Ryan McLeod to their first Board of Education meeting as central office administrators.
- We are looking forward to the upcoming fair where MPS will have a booth at the Monroe Bank and Trust Expo Center. Bobb Vergiels highlighted our planned activities at the booth this year.
- The local Fashion Bug store is collecting school supplies at their Telegraph Road location.
- Our first "back to school" activity is scheduled for Tuesday and Wednesday, August 2<sup>nd</sup> and 3<sup>rd</sup> at Monroe High School when registration will be held for incoming students.

- Thank you to the MHS class of 1956 which has donated 100 solar-powered calculators to Monroe Middle School for use in the classrooms.
- On August 16-18, the Technology group will host its third annual Technology Summer Institute at Monroe High School for our teachers.
- Two board of education seats are expiring this year and the deadline to register to run for these seats is August 16 at 4:00 pm.

**Old Business**

Mr. VanWasshenova would like to discuss the vacant school nurse position at a Personnel Committee meeting before it is posted. A meeting will be scheduled.

**New Business**

Dr. March is concerned about the 9<sup>th</sup> grade classes not being held at the Knabusch Math & Science Center during the upcoming school year due to a drop in enrollment. Only 18 students had registered for the two classes scheduled to be held there. Mr. Monday will investigate this matter further and report back to the board members.

**Public Commentary-Any Topic**

There was none at this time.

**Adjournment**

Motion by Mr. VanWasshenova; support by Dr. March that the July 12, 2011, Board Meeting #12 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 7-0 hand vote at 8:04 PM.

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**June Knabusch-Taylor, Secretary**

Board Meeting #13  
July 26, 2011  
Item #C.2

## **REPORTS AND UPDATES**

### **BOARD COMMITTEES/OTHER REPORTS**

- None at this time

**APPROVAL TO EXTEND CUSTODIAL SERVICE AGREEMENT**

**BACKGROUND**

Mulligan Maintenance Services was contracted with this past year to clean several of the district's facilities. The original Board resolution indicated that the contract initiated in 2010 could be extended two additional years (3 year agreement) if the district was satisfied with the performance of the company. In reviewing the level of service performed over the past year, we feel very comfortable recommending the district extend the current agreement for the 2011-12 school year. It should be noted that the scope of Mulligan's service has expanded significantly from the original contract. We currently have Mulligan employees at Riverside, Administration, Fenmoor, Bolles Harbor, Monroe High School, Custer 2, Manor and Raisinville. The original contract was established at \$6,704 per month for three positions. The new agreement will be \$16,006 per month for seven positions. It should be noted that the monthly fee will fluctuate depending on additional service utilized by the district. Those charges will be based upon a rate of \$13.50 per hour.

**ENCLOSURE**

Contract agreement from Mulligan's Building Maintenance

**RECOMMENDATION**

Move to extend the custodial service agreement with Mulligan's Building Maintenance one additional year, expiring June 30, 2012.

**MOTION:** \_\_\_\_\_ **SUPPORT:** \_\_\_\_\_ **ACTION:** \_\_\_\_\_

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Ms. Spicer	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Dr. McNamee	_____	_____	_____	_____
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Ms. Benore	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Vensel	_____	_____	_____	_____



**CONSENT AGENDA - PURCHASES**

**ENCLOSURES**

- C.5 MHS Guard Shack Gates
- C.6 MHS Pool Heat Exchanger
- C.7 MHS Fire Extinguishers
- C.8 Technology Purchases

**RECOMMENDATION**

Move that Agenda Items C.5-C.8 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

**MOTION:** \_\_\_\_\_ **SUPPORT:** \_\_\_\_\_ **ACTION:** \_\_\_\_\_

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Dr. March	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Dr. McNamee	_____	_____	_____	_____
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Mr. Benore	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Vensel	_____	_____	_____	_____

Board Meeting #13  
July 26, 2011  
Item #C.5

**MHS GUARD SHACK GATES**

**BACKGROUND**

Due to the age and condition of the gates on the guard shack at Monroe High School it has become necessary to replace them. The current equipment is original to the guard shack, installed in 1975. The gates have become rusted and unreliable. We are proposing to replace the gates with the same type and style of the original ones which will then work with the existing equipment and will not require additional wiring. Monies to be taken from the Site Sinking Fund.

**ENCLOSURES**

Proposal from Traffic & Safety Control Systems, Inc.

**RECOMMENDATION**

Move to accept the proposal from Traffic & Safety Control Systems, Inc., Wixom, MI to replace the gates on the guard shack at Monroe High School at a total cost not to exceed \$6,408. Monies to be taken from the Building and Site Sinking Fund.

**MOTION:** \_\_\_\_\_ **SUPPORT:** \_\_\_\_\_ **ACTION:** \_\_\_\_\_

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Ms. Spicer	_____	_____	_____	_____
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Mr. Vensel	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Benore	_____	_____	_____	_____
Dr. McNamee	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____





## Traffic & Safety Control Systems, Inc.

July 8, 2011

Monroe Public Schools  
Mr. Vince

Subject: Replacement of Barrier Gates.

Equipment:

(2) White MBE 35 Magnetic AutoControl gates w/ 12 ft arms	\$ 4,708.00
Installation, shipping and handling	<u>1,700.00</u>
Total cost	\$ 6,408.00

Not quoted: In ground detection loops, only if necessary \$ 350.00 each

**Installation to include the following:**

- Remove existing equipment.
- Saw cut and install vehicle detection loops, if necessary.
- Mount all control equipment.
- Pull necessary control wires and terminate all wires.
- Final tune-in and checkout of control system.
- One-year warranty covering all parts and labors to repair or replace defective parts due to normal wear and tear. Acts of God, vandalism, or misuse is not covered.

**Notes:**

- 1.) All power shall be brought to the gate location by others. It shall be a system that meets NEC standards. This includes all power to the power panels in the booths.
- 2.) All signing for traffic control shall be provided and installed by others.
- 3.) All conduits for power and control wiring shall be provided and installed by others.
- 4.) All concrete islands and/or mounting pads shall be provided and installed by others. This includes concrete filled protective barrier posts.
- 5.) The standard equipment/gate color is white. Optional colors are available at additional cost.
- 6.) Terms are net 30 days, F.O.B. Wixom, MI, 6% sales tax will be added if applicable. A 1-1/2% per month finance charge will be added to all invoices older than 30 days.
- 7.) CAUTION: This equipment is for automobiles only. Clearly marked alternate paths must be provided for motorcycles, bicycles, and pedestrians.

Jeffrey E. Timar  
Traffic and Safety

Board Meeting #13  
July 26, 2011  
Item #C.6

**MHS POOL HEAT EXCHANGER**

**BACKGROUND**

Due to the age and condition of the pool heat exchangers at Monroe High School it has become necessary to replace them. The current equipment is original to the building, installed in 1975 and can no longer heat the pool appropriately or efficiently. Last year a steam condensation receiver and related piping was installed and will remain for use with the new equipment. Money has been set aside in the site sinking fund for this project.

**ENCLOSURES**

Bids from Sieb Plumbing and Monroe Plumbing

**RECOMMENDATION**

Move to accept the low bid from Sieb Plumbing, Monroe to replace the heat exchangers for the Monroe High School swimming pool at a total cost not to exceed \$46,663 and reject all other bids. Monies to be taken from the Building and Site Sinking Fund.

**MOTION:** \_\_\_\_\_ **SUPPORT:** \_\_\_\_\_ **ACTION:** \_\_\_\_\_

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Ms. Spicer	_____	_____	_____	_____
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Mr. Vensel	_____	_____	_____	_____
Mr. Benore	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Dr. McNamee	_____	_____	_____	_____

**SIEB**  
**PLUMBING, HEATING & AIR CONDITIONING, INC.**

"Serving You Since 1868"  
 303 EAST FRONT STREET  
 MONROE, MICHIGAN 48161-2099  
 PHONE (734) 241-8898 - FAX (734) 241-9067

May 16, 2011

Monroe Public Schools

Attn: Vince Castiglione

Ref: Replacement of heat exchangers at Monroe High School  
 (Pool Equipment Room)

**SCOPE OF WORK AS FOLLOWS:**

- (A) Remove and dispose of existing heat exchangers, control valves, equipment stand and piping to be replaced.
- (B) New equipment stand to be built with galvanized unistrut.
- (C) Receive and set 2 new Taco 16" shell & tube heat exchangers, model E16206-S with the following specifications:
  - Carbon steel shell
  - Navel brass tube sheet
  - Navel brass baffles
  - 90/10 copper nickel tubes ¾" X 20 BMG
  - Carbon steel head with epoxy coated lining.
  - (2) saddles
  - (2) JOCO brass 23/4" brass vacuum breakers
- (D) Provide CSO standalone control system to control two heat exchangers with communication wiring.
- (E) Install all piping as required including new steam control valve and relief valve, gauges & thermometers.
- (F) After installation & testing new heat exchangers and piping to be re-insulated with fiberglass insulation.
- (G) One year parts and labor warranty.

**Total Price for Above \$46,663.00**

Alternate Deduct w/ same scope as base:

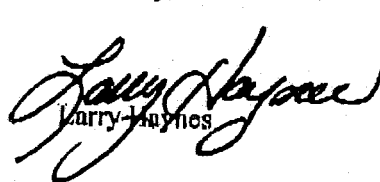
Install two Taco 14" shell & tube heat exchangers; model E14206-S with the following specifications.

- Carbon steel shell
- Navel brass tube sheet
- Navel brass baffles
- 90/10 copper nickel tubes ¾" x 20 BMG
- Carbon steel heat with epoxy coated lining.
- (2) saddles
- (2) JOCO brass ¾" brass vacuum breakers.

**Total Deduct - \$5,665.00**

Alternate #2- Deduct temperature control system and install two new 2" steam control valves to match existing  
 Total \$8,794.00

Sincerely,

  
 Larry Haynes



# Submittal Data Information

## U Tube Heat Exchangers

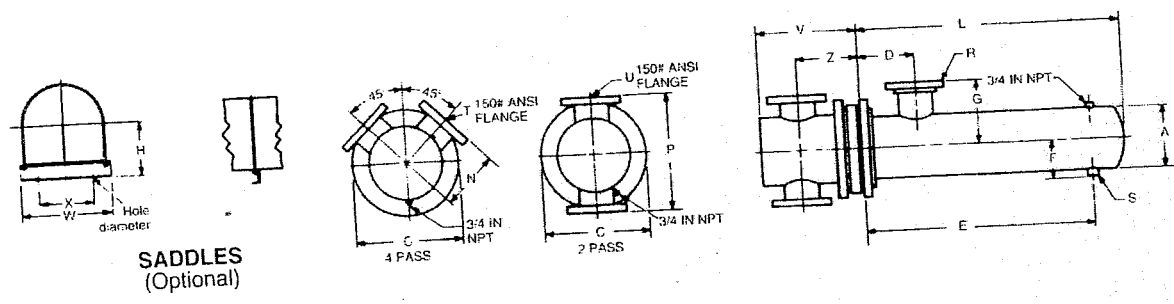
201-012

14" DIAMETER STEAM

EFFECTIVE: APRIL 15, 1995

Job: \_\_\_\_\_

Item No.	Model No.	Pass	GPM Tubes	Temp. In	Temp. Out	Steam Pressure Shell	Pressure Drop Tubes	Velocity Tubes



**DIMENSIONS**  
14 Inch Diameter

Model Number		Fabricated Steel Heads				Dimensions (inches)											Heating Surface (sq. ft.)	Shipping Weight (lbs.)		
		2 Pass		4 Pass		2 and 4 Pass														
2 Pass	4 Pass	P	U	V	Z	N	T	V	Z	A	C	D	E	F	G	L	R	S		
G14206S	G14406S	26	6F	18 <sup>3</sup> / <sub>8</sub>	12 <sup>1</sup> / <sub>2</sub>	13	4F	16 <sup>5</sup> / <sub>8</sub>	11 <sup>5</sup> / <sub>8</sub>	14	21	10	29	8 <sup>3</sup> / <sub>4</sub>	12	37 <sup>1</sup> / <sub>2</sub>	6F	1 <sup>1</sup> / <sub>2</sub> T	75.7	568
G14208S	G14408S	26	6F	18 <sup>3</sup> / <sub>8</sub>	12 <sup>3</sup> / <sub>8</sub>	13	4F	16 <sup>3</sup> / <sub>8</sub>	11 <sup>3</sup> / <sub>8</sub>	14	21	10	40 <sup>1</sup> / <sub>2</sub>	8 <sup>3</sup> / <sub>4</sub>	12	49 <sup>1</sup> / <sub>2</sub>	6F	2T	102.4	664
G14210S	G14410S	26	6F	18 <sup>3</sup> / <sub>8</sub>	12 <sup>3</sup> / <sub>8</sub>	13	4F	16 <sup>3</sup> / <sub>8</sub>	11 <sup>3</sup> / <sub>8</sub>	14	21	10	52 <sup>1</sup> / <sub>2</sub>	8 <sup>3</sup> / <sub>4</sub>	12	61 <sup>1</sup> / <sub>2</sub>	6F	2T	129.1	756
G14212S	G14412S	26	6F	18 <sup>3</sup> / <sub>8</sub>	12 <sup>3</sup> / <sub>8</sub>	13	4F	16 <sup>3</sup> / <sub>8</sub>	11 <sup>3</sup> / <sub>8</sub>	14	21	10	64 <sup>1</sup> / <sub>2</sub>	8 <sup>3</sup> / <sub>4</sub>	12	73 <sup>1</sup> / <sub>2</sub>	8F	2 <sup>1</sup> / <sub>2</sub> T	155.8	847
G14214S	G14414S	26	6F	18 <sup>3</sup> / <sub>8</sub>	12 <sup>3</sup> / <sub>8</sub>	13	4F	16 <sup>3</sup> / <sub>8</sub>	11 <sup>3</sup> / <sub>8</sub>	14	21	10	76	9 <sup>5</sup> / <sub>8</sub>	12	85 <sup>1</sup> / <sub>2</sub>	8F	2 <sup>1</sup> / <sub>2</sub> T	182.5	937
G14216S	G14416S	26	6F	18 <sup>3</sup> / <sub>8</sub>	12 <sup>3</sup> / <sub>8</sub>	13	4F	16 <sup>3</sup> / <sub>8</sub>	11 <sup>3</sup> / <sub>8</sub>	14	21	10	88	9 <sup>5</sup> / <sub>8</sub>	12	97 <sup>1</sup> / <sub>2</sub>	8F	2 <sup>1</sup> / <sub>2</sub> T	209.2	1029
G14218S	G14418S	26	6F	18 <sup>3</sup> / <sub>8</sub>	12 <sup>3</sup> / <sub>8</sub>	13	4F	16 <sup>3</sup> / <sub>8</sub>	11 <sup>3</sup> / <sub>8</sub>	14	21	10	100	9 <sup>5</sup> / <sub>8</sub>	12	109 <sup>1</sup> / <sub>2</sub>	10F	2 <sup>1</sup> / <sub>2</sub> T	236.0	1120
G14220S	G14420S	26	6F	18 <sup>3</sup> / <sub>8</sub>	12 <sup>3</sup> / <sub>8</sub>	13	4F	16 <sup>3</sup> / <sub>8</sub>	11 <sup>3</sup> / <sub>8</sub>	14	21	10	112	9 <sup>5</sup> / <sub>8</sub>	12	121 <sup>1</sup> / <sub>2</sub>	10F	3T	262.7	1212

SADDLE DIMENSIONS: H-10; W-17; X-12; Hole Dia.  $\frac{3}{4}$ .

MATERIALS OF CONSTRUCTION (Unless otherwise indicated, standard will be furnished.)

Shell	<b>Standard</b> Steel	<b>Optional</b> 304ss, 316ss
Head	Cast Iron 4-10" Fabricated Steel 12-30"	Fabricated Steel, Cast Bronze, Fabricated 304ss/316ss
Tubes	3/4 x 20 BWG Copper	Cast Bronze, Fabricated 304ss/316ss
Tube Sheet	Steel	3/4 x 18 BWG Copper, Steel, 304ss, 316ss, 90/10 Cu Ni, Admiralty
Separators	Steel	Bronze, Brass, 304ss, 316ss, 90/10 Cu Ni
Working Pressure	150 PSIG (ASME)	Bronze, Brass, 304ss, 316ss, 90/10 Cu Ni
Max. Temperature	375°F	Consult Factory
		Consult Factory

All dimensions shown are subject to change and should not be used for pre-piping. Contact your local Taco representative should certified dimensional drawings be required.

**Do it Once. Do it Right.**

Taco, Inc., 1160 Cranston Street, Cranston, RI 02920 Telephone: (401) 942-8000 Fax: (401) 942-2360  
 Taco (Canada), Ltd., 6180 Ordan Drive, Mississauga, Ontario L5T 2B3 Telephone: (905) 564-9422 Fax: (905) 564-9436  
 Visit our website at: www.taco-hvac.com

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TACO, Inc.



506 COOPER STREET P.O. BOX 307  
MONROE, MICHIGAN 48161-0307  
PHONE: (734) 241-4277  
FAX: (734) 241-3602

Celebrating Over 60 Years of Mechanical Customer Service

Date: May 6, 2011

John D. Kohler, Architects  
1118 West Front Street  
Monroe, MI 48161

Attn: Mr. George O'Dell

Re: Monroe High School: Swimming Pool Heat Exchangers

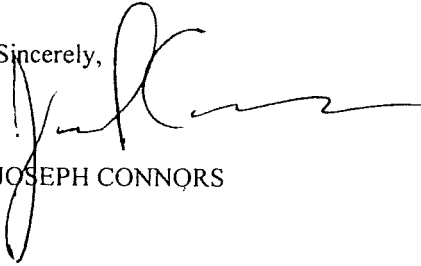
Dear Mr. O'Dell:

Our price to replace the two (2) existing low pressure steam to hot water heat exchangers for the swimming pools at this school is \$49,890, subject to the following qualifications and conditions:

- The new heat exchangers will be provided with navel brass tube sheets suitable for swimming pool water.
- Demolition and removal of the existing heat exchangers and heat exchanger stand is included.
- The new heat exchange stand will be constructed out of galvanized unistrut.
- The above price includes \$7,988 for new temperature controls consisting of the following:
  - DDC control panel/with controller
  - Two (2) new control valves
  - New immersion sensors
  - New flow sensors
  - Programming & commissioning
- The new heat exchangers and new steam piping will be insulated with 2" fiberglass insulation.
- The existing steam piping will be replaced from the existing shut-off valves (which will also be replaced with new ball valves) to the inlet of the heat exchangers.
- The existing condensate piping will remain as is and be connected to the new heat exchangers.
- The existing galvanized pool piping immediately adjacent to the heat exchangers will be replaced with new galvanized steel piping, including four (4) new Bray all stainless steel High Performance Butterfly valves, new gauges & thermometers, and new safety relief valves. The existing CPVC Pool piping will remain as is.
- There is currently no existing communication wiring at this location. We recommend adding a Network IT router for connectivity to the BAS system. The add for this is \$1,927.
- The work is figures on a straight time basis during the normal work week. Nothing is included for performing the work on an overtime or shift work basis.
- Nothing is included for performance and payment bonds. Add 1% to the above prices if bonds are required.

Thank you for the opportunity to submit a proposal for this project. Please call me if you have any questions concerning our proposal, or if I can help you in any other way.

Sincerely,

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

JOSEPH CONNORS

**MHS FIRE EXTINGUISHERS**

**BACKGROUND**

Every six years fire extinguishers must be recertified according fire code regulations. We are proposing a replacement of all the fire extinguishers at Monroe High School in lieu of the recertification. Baker's Ace Hardware submitted the low bid of \$5,143 including installation.

**ENCLOSURES**

Bids from Baker's Ace Hardware, Grainger and Simplex Grinnel

**RECOMMENDATION**

Move to accept the low bid from Baker's Ace Hardware to replace the fire extinguishers at Monroe High School for a total cost not to exceed \$5,143. Monies to be taken from the General Fund.

**MOTION:** \_\_\_\_\_ **SUPPORT:** \_\_\_\_\_ **ACTION:** \_\_\_\_\_

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Ms. Spicer	_____	_____	_____	_____
Mr. Benore	_____	_____	_____	_____
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Dr. McNamee	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Vensel	_____	_____	_____	_____

# Delivery Ticket



**SOLD BY**  
 BAKER'S ACE HARDWARE  
 905 NORTH DIXIE HWY.  
 MONROE MI 48162  
 734-241-8974

361889771

Customer 40205

Order 00300133-00

Order Date 07/20/11

Page 001 OF 001

**SHIP TO**  
 MONROE PUBLIC SCH - MAINTENANCE - FENMOOR  
 4920 W. ALBAIN  
 ATTN: OPERATIONS  
 MONROE MI 48161  
 734-265-3000

Name	MONROE PUBLIC SCHOOL	Territory	000	Ship Via	OUR TRUCK -NONE-	Initials	RF
P/O Number	SEE BELOW	Salesperson	008	Other Zone	00 UPS Zone 0	Order Type	QTE
Rel Number		Branch	004	COL/PPD	PREPAID	Date/Time	20-JUL-11 04:11PM
Phone	734-265-3000	Status		Route		Username	rfragner

QTY SHIP	UNIT	HM	DESCRIPTION & HAZARD CLASS	LINE NO	ITEM NUMBER	LOC	QTY ORDER	QTY BKORD	BIN LOC	WEIGHT	UNIT AMOUNT	EXTENDED AMOUNT
***** QUOTE ***** Quote Expiration Date: 08/19/11 ROUTE : 000000 DELIVERY DATE: 00/00/00 DRIVER: 00000 TRUCK: 00000 STOP: 001 Hardgood P/O QUOTE 139 EA FIRE EKT FIRE AWAY3A40BC 1 ACE 83559 4 139 <i>5# fire extinguishers</i> <i>Installation</i>												
										33.0000	4587.00	
										Cash/CCJ Rcvd	.00	
										Subtotal	4587.00	
										Tax	.00	
										Total Sale	4587.00	
										<i>556</i>	<i>TOTAL w/install</i>	<i>5143</i>



# GRAINGER®

## Quotation

1300 THIRD ST AMPOINT  
 PERRYSBURG, OH 43551  
 Ph : (419) 666-3320  
 Fax: (419) 666-1595

**Customer Information**  
 MONROE PUBLIC SCHOOLS  
 4920 W ALBAIN RD  
 MONROE MI 48161-9500

**Billing Information**  
 MONROE PUBLIC SCHOOLS  
 1275 N MACOMB ST  
 MONROE MI 48162-3196

**Shipping Information**  
 MONROE PUBLIC SCHOOLS  
 4920 W ALBAIN RD  
 MONROE MI 48161-9500

**Information**  
 Grainger Quote Number 2013890310  
 Validity Start Date 07/20/2011  
 Validity End Date 08/20/2011  
 Document Print Date 07/20/2011  
 Previous Document Number  
 Creation Date 07/20/2011  
 Grainger EIN Number 36-1150280  
 PO #  
 PO Create Date  
 PO Release #  
 Customer Number 811072982  
 Department Number  
 Project/Job Number  
 Requisitioner Name  
 Attention  
 Caller KAHELENE STOTTS  
 Telephone Number 7342653333  
 Page 1 / 2

**Freight Forwarder**

We will deliver according to the following terms and conditions:

Incoterms® 2010: FOB ORIGIN  
 Freight Terms: Prepaid  
 Carrier:  
 Payment Terms: Net 30 days after invoice date

Special Instructions:

Item	Material	Description	Quantity	Unit	Price	Total in USD
10	3GRW6	Fire Extinguisher, ABC, 5 Lb.	139.00	EA	49.00	6,811.00
<b>Sub Total</b>						<b>6,811.00</b>
<b>Total USD</b>						<b>\$ 6,811.00</b>

Please reference our Grainger Quote Number, your Grainger Customer Number, and method of payment when remitting payment.  
 These items are sold for domestic consumption in the United States. If exported, purchaser assumes full responsibility for compliance with US export controls.



# Quotation

1300 THIRD ST AMPOINT  
PERRYSBURG, OH 43551  
Ph : (419) 666-3320  
Fax: (419) 666-1595

Information	
Granger Quote Number	2013890310
Creation Date	07/20/2011
Customer Number	811072982
Page	2 / 2

Item PO-Line	Material	Description	Quantity	Unit	Price	Total in USD
-----------------	----------	-------------	----------	------	-------	--------------

This transaction is subject to W.W. Granger, Inc. sales terms and conditions. For a copy, please visit the website at [www.granger.com](http://www.granger.com) or refer to the current catalog.

Thank you for the opportunity to provide this quotation. Please note that all the prices are based on products and quantities quoted. Any changes to the products and/or quantities may result in different pricing. The non-catalog freight policy applies unless freight amount is listed above. Please contact the Granger office shown above if you have further questions or need to submit a new request.

**SimplexGrinnell** BE SAFE.

A Tyco International Company

July 19, 2011

To: Vince Castiglione  
From: Todd Van Wert  
RE: 2011 Fire Extinguisher Service Options for High School

Mr. Castiglione:

Per an earlier telephone discussion with Ms. Kahlene Stotts, SimplexGrinnell would like to offer the following options for the Monroe Public School District for servicing the High School fire extinguishers for 2011:

- Option 1: Remove and replace the 139 5lbs. ABC fire extinguishers with new extinguishers at a cost of \$45.00 per extinguisher. Additionally, SimplexGrinnell will credit the cost of the 2011 annual fire extinguisher inspection for the High School Building to the Monroe Public School District. The annual inspection cost is \$481.00 (\$3.46/extinguisher). With the credit for the inspection, the net cost of the new 5lbs. ABC fire extinguishers for the District will be \$41.54.
- Option 2: Provide the six-year maintenance service on the 139 5lbs. ABC fire extinguishers at a cost of \$38.00. Included in the six-year maintenance is: labor and delivery, recharge, locking pin, verification collar, tamper seal and o-ring. If the valve stem (\$13.00) or gauge (\$13.25) need to be replaced, the District will be charged the additional amount. The cost of the annual inspection will not be credited for this option. The net cost for the District for this option will be \$41.46 (six-year maintenance and inspection cost).

A significant advantage of replacing versus servicing the fire extinguishers now is, if serviced, in six years the extinguishers will need to either be replaced (most likely at a higher cost than what is being offered now), or hydro-tested at a higher cost than the six-year maintenance (the cost of a hydro-test is currently about \$10.00 more than the six-year maintenance).

Thank you for your business. Please feel free to contact me directly at (419) 460-4847 if you have any questions or would like to discuss either of these options in more detail.

Respectfully,

  
Todd Van Wert  
Service Sales Representative  
SimplexGrinnell

Board Meeting #13  
July 26, 2011  
Item #C.8

## CUSTER COMPLEX PROJECTOR INSTALLATIONS

### BACKGROUND

See attached memo from Dave Payne.

### ENCLOSURE

Memo from Dave Payne  
Proposals from JBK and CDW

### RECOMMENDATION

Move to approve the installation and completion of multimedia setups at Custer by JBK Technologies, Oxford, Michigan for a cost not to exceed \$19,800 to be funded from Technology millage monies.

**MOTION:** \_\_\_\_\_ **SUPPORT:** \_\_\_\_\_ **ACTION:** \_\_\_\_\_

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Benore	_____	_____	_____	_____
Dr. McNamee	_____	_____	_____	_____
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Vensel	_____	_____	_____	_____

# Memo

**To:** Ryan McLeod  
**From:** David Payne  
**Date:** 7/22/2011  
**Re:** Custer Complex Projector Installations

---

We are recommending approval to have JBK install and complete multimedia setups in classrooms at Custer Complex. This will allow us to install the 30 new PTO purchased smart boards, 50 new Lightspeed sound systems, as well as the 34 additional projectors. When installations are completed all core classrooms at Custer Complex will have a mounted projector, smart board, sound system, and document camera. All equipment has been purchased and delivered. We are requesting that JBK complete the installs at a cost not to exceed \$19,800.00. This project will be funded by Technology millage monies. We have had JBK install our projectors and smart boards for the last five years and have been happy with their quality of work.

FIRM QUOTATION

# JBK Technologies

2590 Lakeville Rd. Suite B Oxford, MI 48370

Phone: 248-875-8792

<b>Customer:</b>	Monroe Public Schools				
<b>Address:</b>	1275 N. Macomb Street				
<b>City:</b>	Monroe	<b>State:</b>	MI	<b>Zip:</b>	48162
<b>Contact name:</b>	David Payne	<b>Phone #:</b>	734-265-3000	<b>Fax #:</b>	734-265-3001

New Projector, Audio & SMARTBOARD System, Rapid Run & Amp replacements Custer Complex Install 2011

**Scope of Work –MISC. New Projector / Rapid Run & Amp Replacement Install Labor Only BASE BID**

JBK will provide labor to install 34 new customer provided projectors, mounts, audio systems / speakers and install all customer provided related cabling, and connectors for complete video and audio functionality at the Custer Complex.

JBK technicians will install customer provided raceway within each classroom to provide a concealed pathway from the ceiling to the teachers location within each classroom. JBK technicians will focus and test all systems upon completion of each install

JBK will provide labor to install 14 new customer provided Rapid Runs and 21 AMP replacements at the Custer Complex.

Pricing is per project and valid through November 30<sup>th</sup> 2011.

Installation Labor	\$ 19,800.00
Materials	\$ 0.00
<b>Total Labor Cost</b>	<b>\$ 19,800.00</b>
<b>Total Material Cost</b>	<b>\$ 0.00</b>
<b>Sub Total</b>	<b>\$ 19,800.00</b>
<b>Michigan State Sales Tax</b>	<b>\$ 0.00</b>
<b>Grand Total</b>	<b>\$ 19,800.00</b>
<b>Terms</b>	<b>Progress Payments Every 30 Days.</b>



CDWG.com | 800.594.4239

OE400SPS

# SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
CFZB979	9512489	7/21/2011

**BILL TO:**  
 KEVIN HAUSER  
 1275 N MACOMB ST

**SHIP TO:**  
 MONROE PUBLIC SCHOOLS  
 Attention To: KEVIN HAUSER  
 1275 N MACOMB ST

Accounts Payable  
 MONROE , MI 48162-3128

MONROE , MI 48162-3128  
 Contact: KEVIN HAUSER 734.265.3162

Customer Phone #734.265.3162

Customer P.O. # PROJ/SCREEN INSTALL  
 ESTIMATE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
RAYNELLE HOWLETT 866.224.4820		Free Drop Ship	MasterCard/Visa Govt	GOVT-EXEMPT
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	823819	PROJECTOR SCREEN INSTALL 1-10U Mfg#: LLC-SCREENINSTALL 1-10 Contract: MARKET	147.62	147.62
1	823815	PREMIUM PROJECTOR INSTALL 1-10U Mfg#: LLC-PROJ INSTALL 1-10U Contract: MARKET	575.55	575.55
			SUBTOTAL	723.17
			FREIGHT	0.00
			TAX	0.00
				US Currency
<b>TOTAL</b>				<b>723.17</b>

CDW Government  
 230 North Milwaukee Ave.  
 Vernon Hills, IL 60061  
 Phone: 847.371.5000

Fax: 312-705-9452

**Please remit payment to:**  
 CDW Government  
 75 Remittance Drive  
 Suite 1515  
 Chicago, IL 60675-1515

Board Meeting # 13  
July 26, 2011  
Item #C.9

**ELEMENTARY SCHOOL PLANNERS**

**BACKGROUND**

The elementary principals, as a group, are requesting permission to purchase 2,600 common elementary planners at a cost of \$5,239.20 from School Specialty Premiere Planning and Student Development for the 2011/2012 school year. Typically each school purchases a supply of planners for each student every school year. Our students and teachers have learned to use the student planner as a tool in the classroom

**ENCLOSURE(S)**

Enclosed are the copies of each quote for the individual schools with the expense of the planners by building.

**RECOMMENDATION**

Move to approve the purchase of 2,600 student planners from School Specialty Premiere Planning and Student Development in the amount of \$5,239.20 including shipping and handling. The funds will come from the teaching supplies budget for each elementary building.

**MOTION:** \_\_\_\_\_ **SUPPORT:** \_\_\_\_\_ **ACTION:** \_\_\_\_\_

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Dr. March	_____	_____	_____	_____
Mrs. Knabusch-Taylor	_____	_____	_____	_____
Dr. McNamee	_____	_____	_____	_____
Mr. Benore	_____	_____	_____	_____
Ms. Spicer	_____	_____	_____	_____
Mr. Vensel	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____



MAIL: 400 Sequoia Drive, Suite 200  
 Bellingham, WA 98226

CALL: Customer Service: 800.447.2034  
 Sales Support: 800.221.1165

FAX: 734-550-1000

WEB: [www.premier.us](http://www.premier.us)  
 Sales Consultant: Kerry Brosnan

School: Arborwood Elementary School  Same as "School" Contact: \_\_\_\_\_  
 Address: 1135 Riverview Ave  
 City: Monroe State: MI  
 Zip: 48162 Cust#: 414322  
 Phone: (734) 265-3080 Fax: \_\_\_\_\_  
 Primary Contact: Julie Everly  Ship to: Same as "School"  
 Email: everly@monroe.k12.mi.us  Ship to: \_\_\_\_\_  
 Materials Contact: Julie Everly Contact: \_\_\_\_\_  
 Email: everly@monroe.k12.mi.us Address: \_\_\_\_\_

Address: 1275 N. MaComb St.  
 City: Monrow State: MI  
 Zip: 48162 Cust #: 414230  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: MI  
 Zip: \_\_\_\_\_ Cust #: \_\_\_\_\_

**PURCHASE ORDER INFORMATION**

P.O. # \_\_\_\_\_  
 P.O. to follow - hold shipment until P.O. received \_\_\_\_\_  
 P.O. to follow - OK to ship without P.O. \_\_\_\_\_  
 P.O. will NOT be used - Alternate Funding \_\_\_\_\_  
 Special Instructions Sheet attached \_\_\_\_\_  
 Part of Multi-School Combo (see worksheet) \_\_\_\_\_  
 No longer part of Multi-School Combo \_\_\_\_\_

**STANDARD COVER DETAILS**

**Imprint (Imprint = Name and/or Logo)**

No Imprint  NEW Logo to follow  
 Repeat last year's Imprint  NEW Imprint ATTACHED  
 Name to read: \_\_\_\_\_  
 Use logo: \_\_\_\_\_

**CUSTOMIZED COVER DETAILS**

Outside Front	Inside Front	Repeat Design	Reverse Colors	Change Date	See Special Instructions	Inside Back	Outside Back
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cover Worksheet Attached

**Color Information**

Outside Front	Inside Front	Colors	Inside Back	Outside Back
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

**Foil Stamp Duracover™ Information**

Stock Color: \_\_\_\_\_  
 Foil Color: \_\_\_\_\_

First, please select the size of your planner:  5x8"  7x9"  8.5x11"  7x11" **Classic** Reset Planner

CODE	DETAILS/DESCRIPTION	SHARED QTY	QTY	UNIT PRICE	PRICE
CLAP-B8 Planner Classic - 8.5x11 - Primary - Block - Eng	<input checked="" type="checkbox"/> Student Editions <input type="checkbox"/> PSH <input type="checkbox"/> FE Grade Level <u>K-3</u>		180	\$1.76	\$316.80
	<input type="checkbox"/> Teacher Editions				0.00
	L. Plans & R. Charts				0.00
Handbook	<input type="checkbox"/> Generic, No Printing <input checked="" type="checkbox"/> Name & Logo Imprint <input type="checkbox"/> Handbook <input type="checkbox"/> Custom Title Page # of Pgs: _____ x _____		180	0.00	0.00
	Shared Handbook # of Pgs: _____ x _____			0.00	0.00
Covers	FRONT <input type="checkbox"/> Standard <input type="checkbox"/> Custom <input type="radio"/> Lam <input type="radio"/> Dura <input type="radio"/> Foil <input type="checkbox"/> OFC <input type="checkbox"/> IFC		180		0.00
	CHOICES-B BACK <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Custom <input type="radio"/> Lam <input type="radio"/> Dura <input type="radio"/> Foil <input type="checkbox"/> OBC <input type="checkbox"/> IBC		180	0.00	0.00
			180		0.00
			180		0.00

First, please select the size of your planner:  5x8"  7x9"  8.5x11"  7x11" **Classic** Reset Planner

CODE	DETAILS/DESCRIPTION	SHARED QTY	QTY	UNIT PRICE	PRICE
CLAE-M8 Planner Classic - 8.5x11 - Elementary - Matrix - Eng	<input type="checkbox"/> Student Editions <input type="checkbox"/> PSH <input type="checkbox"/> FE Grade Level _____		380	\$1.76	\$668.80
	<input type="checkbox"/> Teacher Editions				0.00
	L. Plans & R. Charts				0.00
Handbook	<input type="checkbox"/> Generic, No Printing <input checked="" type="checkbox"/> Name & Logo Imprint <input type="checkbox"/> Handbook <input type="checkbox"/> Custom Title Page # of Pgs: _____ x _____		380	0.00	0.00
	Shared Handbook # of Pgs: _____ x _____			0.00	0.00
Covers	FRONT <input type="checkbox"/> Standard <input type="checkbox"/> Custom <input type="radio"/> Lam <input type="radio"/> Dura <input type="radio"/> Foil <input type="checkbox"/> OFC <input type="checkbox"/> IFC		380		0.00
	CHOICES-B BACK <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Custom <input type="radio"/> Lam <input type="radio"/> Dura <input type="radio"/> Foil <input type="checkbox"/> OBC <input type="checkbox"/> IBC		380	0.00	0.00
			380		0.00

Fulfillment:				0.00
Fulfillment:				0.00
Other:				0.00

Shipping Planner (est) \$223.00

Subtotal \$985.60

I authorize SS P&SD to fax/ email product support or promotional information.

Shipping - Fulfillment Items (est)

Shipping (total est) \$223.00

Other

% Sales Tax

TOTAL \$1,208.60

A fuel surcharge of up to 10% of the shipping charges may be added to the final invoice.

**DELIVERY OPTIONS**

Choose your earliest date to accept delivery:  Anytime before the below checked date  Or

DELIVERY	ALL MATERIALS DUE BY	P.O. DUE BY	DELIVERY	ALL MATERIALS DUE BY	P.O. DUE BY
<input type="checkbox"/> June 3, 2011	<b>April 12</b>	<b>May 2</b>	<input type="checkbox"/> Aug. 5, 2011	<b>June 14</b>	<b>July 1</b>
<input type="checkbox"/> June 17, 2011	<b>April 26</b>	<b>May 16</b>	<input type="checkbox"/> Aug. 12, 2011	<b>June 21</b>	<b>July 11</b>
<input type="checkbox"/> June 24, 2011	<b>May 3</b>	<b>May 23</b>	<input type="checkbox"/> Aug. 19, 2011	<b>June 28</b>	<b>July 18</b>
<input type="checkbox"/> July 1, 2011	<b>May 10</b>	<b>May 27</b>	<input type="checkbox"/> Aug. 26, 2011	<b>July 5</b>	<b>July 25</b>
<input type="checkbox"/> July 15, 2011	<b>May 24</b>	<b>June 13</b>	<input checked="" type="checkbox"/> Sept. 2, 2011	<b>July 13</b>	<b>Aug. 1</b>
<input type="checkbox"/> July 22, 2011	<b>May 31</b>	<b>June 20</b>	<input type="checkbox"/>		
<input type="checkbox"/> July 29, 2011	<b>June 7</b>	<b>June 27</b>			

Note: In order to receive the selected delivery date all materials must be received by the "All Materials Due By" date. Changes to the order or adjustments to the materials that are received after submission will also result in a change to the delivery date and may incur additional charges.

AUTHORIZED CUSTOMER SIGNATURE

7/12/11

DATE

PLEASE PRINT

*Kerry Basnas*  
SALES CONSULTANT SIGNATURE

Typesetting/ formatting request

Send in materials two weeks earlier than standard materials deadline. Extra fee applies.

TERMS:

Net 30 days, interest 1.5% per month  
Shipping F.O.B. plant  
Prices based on Camera-Ready Art

MAIL: 400 Sequoia Drive, Suite 200 CALL: Customer Service: 800.447.2034  
 Bellingham, WA 98226 Sales Support: 800.221.1165

FAX: 734-550-1000

WEB: [www.premier.us](http://www.premier.us)  
 Sales Consultant: Kerry Brosnan

School: Custer Elementary School  
 Address: 5003 W. Albain Road  
 City: Monroe State: MI  
 Zip: 48161 Cust#: 301956  
 Phone: (734) 265-3080 Fax: \_\_\_\_\_  
 Primary Contact: Julie Everly  
 Email: everly@monroe.k12.mi.us  
 Materials Contact: Julie Everly  
 Email: everly@monroe.k12.mi.us

Same as "School" Contact: \_\_\_\_\_  
 Bill to: Monroe Public Schools  
 Address: 1275 N. MaComb St.  
 City: Monrow State: MI  
 Zip: 48162 Cust #: 414230  
 Ship to: Same as "School"  
 Ship to: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: MI  
 Zip: \_\_\_\_\_ Cust #: \_\_\_\_\_

**PURCHASE ORDER INFORMATION**

P.O. # \_\_\_\_\_  
 P.O. to follow - hold shipment until P.O. received  
 P.O. to follow - OK to ship without P.O.  
 P.O. will NOT be used - Alternate Funding \_\_\_\_\_  
 Special Instructions Sheet attached  
 Part of Multi-School Combo (see worksheet)  
 No longer part of Multi-School Combo

**STANDARD COVER DETAILS**

Imprint (Imprint = Name and/or Logo)  
 No Imprint  NEW Logo to follow  
 Repeat last year's Imprint  NEW Imprint ATTACHED  
 Name to read:  
Monroe Public Schools  
 Use logo:

**CUSTOMIZED COVER DETAILS**

Outside Front	Inside Front	Repeat Design	Reverse Colors	Change Date	See Special Instructions	Inside Back	Outside Back
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cover Worksheet Attached

**Color Information**

Outside Front	Inside Front	Colors	Inside Back	Outside Back
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

**Foil Stamp Duracover™ Information**

Stock Color: \_\_\_\_\_  
 Foil Color: \_\_\_\_\_

First, please select the size of your planner:  5x8"  7x9"  8.5x11"  7x11" **Classic** Reset Planner

CODE	DETAILS/DESCRIPTION	SHARED QTY	QTY	UNIT PRICE	PRICE
Planner CLAP-B8	<input checked="" type="checkbox"/> Student Editions <input type="checkbox"/> PSH <input type="checkbox"/> FE Grade Level <u>K-3</u>		510	\$1.76	\$897.60
	Classic - 8.5x11 - Primary - Block - Eng				0.00
	<input type="checkbox"/> Teacher Editions L. Plans & R. Charts				0.00
Handbook	<input type="checkbox"/> Generic, No Printing <input checked="" type="checkbox"/> Name & Logo Imprint <input type="checkbox"/> Handbook <input type="checkbox"/> Custom Title Page # of Pgs: ___ x ___		510	0.00	0.00
	Shared Handbook # of Pgs: ___ x ___			0.00	0.00
Covers	FRONT <input type="checkbox"/> Standard <input type="checkbox"/> Custom <input type="radio"/> Lam <input type="radio"/> Dura <input type="radio"/> Foil <input type="checkbox"/> OFC <input type="checkbox"/> IFC		510		0.00
	CHOICES-B BACK <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Custom <input type="radio"/> Lam <input type="radio"/> Dura <input type="radio"/> Foil <input type="checkbox"/> OBC <input type="checkbox"/> IBC		510	0.00	0.00
			510		0.00
			510		0.00

First, please select the size of your planner:  5x8"  7x9"  8.5x11"  7x11" **Classic** Reset Planner

CODE	DETAILS/DESCRIPTION	SHARED QTY	QTY	UNIT PRICE	PRICE
Planner CLAE-M8	<input type="checkbox"/> Student Editions <input type="checkbox"/> PSH <input type="checkbox"/> FE Grade Level _____		520	\$1.76	\$915.20
	Classic - 8.5x11 - Elementary - Matrix - Eng				0.00
	<input type="checkbox"/> Teacher Editions L. Plans & R. Charts				0.00
Handbook	<input type="checkbox"/> Generic, No Printing <input checked="" type="checkbox"/> Name & Logo Imprint <input type="checkbox"/> Handbook <input type="checkbox"/> Custom Title Page # of Pgs: ___ x ___		520	0.00	0.00
	Shared Handbook # of Pgs: ___ x ___			0.00	0.00
Covers	FRONT <input type="checkbox"/> Standard <input type="checkbox"/> Custom <input type="radio"/> Lam <input type="radio"/> Dura <input type="radio"/> Foil <input type="checkbox"/> OFC <input type="checkbox"/> IFC		520		0.00
	CHOICES-B BACK <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Custom <input type="radio"/> Lam <input type="radio"/> Dura <input type="radio"/> Foil <input type="checkbox"/> OBC <input type="checkbox"/> IBC		520	0.00	0.00
			520		0.00

Fulfillment:				0.00
Fulfillment:				0.00
Other:				0.00

Shipping Planner (est) \$405.00

Subtotal \$1,812.80

I authorize SS P&SD to fax/ email product support or promotional information.

Shipping - Fulfillment Items (est) \_\_\_\_\_

Shipping (total est) \$405.00

Other \_\_\_\_\_

% Sales Tax \_\_\_\_\_

TOTAL \$2,217.80

A fuel surcharge of up to 10% of the shipping charges may be added to the final invoice.

**DELIVERY OPTIONS**

Choose your earliest date to accept delivery:  Anytime before the below checked date  Or \_\_\_\_\_

DELIVERY	ALL MATERIALS DUE BY	P.O. DUE BY	DELIVERY	ALL MATERIALS DUE BY	P.O. DUE BY
<input type="checkbox"/> June 3, 2011	April 12	May 2	<input type="checkbox"/> Aug. 5, 2011	June 14	July 1
<input type="checkbox"/> June 17, 2011	April 26	May 16	<input type="checkbox"/> Aug. 12, 2011	June 21	July 11
<input type="checkbox"/> June 24, 2011	May 3	May 23	<input type="checkbox"/> Aug. 19, 2011	June 28	July 18
<input type="checkbox"/> July 1, 2011	May 10	May 27	<input type="checkbox"/> Aug. 26, 2011	July 5	July 25
<input type="checkbox"/> July 15, 2011	May 24	June 13	<input checked="" type="checkbox"/> Sept. 2, 2011	July 13	Aug. 1
<input type="checkbox"/> July 22, 2011	May 31	June 20	<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> July 29, 2011	June 7	June 27			

Note: In order to receive the selected delivery date all materials must be received by the "All Materials Due By" date. Changes to the order or adjustments to the materials that are received after submission will also result in a change to the delivery date and may incur additional charges.

7/12/11

\_\_\_\_\_  
AUTHORIZED CUSTOMER SIGNATURE

\_\_\_\_\_  
DATE

PLEASE PRINT

*Ferry Brosnan*  
SALES CONSULTANT SIGNATURE

Typesetting/ formatting request

Send in materials two weeks earlier than standard materials deadline. Extra fee applies.

TERMS:

Net 30 days, interest 1.5% per month  
Shipping F.O.B. plant  
Prices based on Camera-Ready Art

MAIL: 400 Sequoia Drive, Suite 200 CALL: Customer Service: 800.447.2034  
 Bellingham, WA 98226 Sales Support: 800.221.1165

FAX: 734-550-1000

WEB: [www.premier.us](http://www.premier.us)  
 Sales Consultant: Kerry Brosnan

School: Manor Elementary School  Same as "School" Contact: \_\_\_\_\_  
 Address: 1731 W. Lorain St  
 City: Monroe State: MI  
 Zip: 48162 Cust#: 414344  
 Phone: (734) 265-3080 Fax: \_\_\_\_\_  
 Primary Contact: Julie Everly  
 Email: everly@monroe.k12.mi.us  
 Materials Contact: Julie Everly  
 Email: everly@monroe.k12.mi.us

Bill to: Monroe Public Schools  
 Address: 1275 N. MaComb St.  
 City: Monrow State: MI  
 Zip: 48162 Cust #: 414230  
 Ship to: Same as "School"  
 Ship to: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: MI  
 Zip: \_\_\_\_\_ Cust #: \_\_\_\_\_

**PURCHASE ORDER INFORMATION**

P.O. # \_\_\_\_\_  
 P.O. to follow - hold shipment until P.O. received  
 P.O. to follow - OK to ship without P.O.  
 P.O. will NOT be used - Alternate Funding \_\_\_\_\_  
 Special Instructions Sheet attached  
 Part of Multi-School Combo (see worksheet)  
 No longer part of Multi-School Combo

**STANDARD COVER DETAILS**

**Imprint (Imprint = Name and/or Logo)**

No Imprint  NEW Logo to follow  
 Repeat last year's Imprint  NEW Imprint ATTACHED  
 Name to read: \_\_\_\_\_  
 Monroe Public Schools  
 Use logo:

**CUSTOMIZED COVER DETAILS**

Outside Front	Inside Front	Repeat Design	Inside Back	Outside Back
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Reverse Colors	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Change Date	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	See Special Instructions	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>New Design</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Attached	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	To Follow	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	See Special Instructions	<input type="checkbox"/>	<input type="checkbox"/>

Cover Worksheet Attached

**Color Information**

Outside Front	Inside Front	Colors	Inside Back	Outside Back
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

**Foil Stamp Duracover™ Information**

Stock Color: \_\_\_\_\_  
 Foil Color: \_\_\_\_\_

First, please select the size of your planner:  5x8"  7x9"  8.5x11"  7x11" **Classic** Reset Planner

CODE	DETAILS/DESCRIPTION	SHARED QTY	QTY	UNIT PRICE	PRICE
Planner CLAP-B8	<input checked="" type="checkbox"/> Student Editions <input type="checkbox"/> PSH <input type="checkbox"/> FE Grade Level <u>K-3</u>		180	\$1.76	\$316.80
	Classic - 8.5x11 - Primary - Block - Eng				0.00
	<input type="checkbox"/> Teacher Editions L. Plans & R. Charts				0.00
Handbook	<input type="checkbox"/> Generic, No Printing <input checked="" type="checkbox"/> Name & Logo Imprint <input type="checkbox"/> Handbook <input type="checkbox"/> Custom Title Page # of Pgs: _____ x _____		180	0.00	0.00
	Shared Handbook # of Pgs: _____ x _____			0.00	0.00
Covers	FRONT <input type="checkbox"/> Standard <input type="checkbox"/> Custom <input type="radio"/> Lam <input type="radio"/> Dura <input type="radio"/> Foil <input type="checkbox"/> OFC <input type="checkbox"/> IFC		180		0.00
	CHOICES-B BACK <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Custom <input type="radio"/> Lam <input type="radio"/> Dura <input type="radio"/> Foil <input type="checkbox"/> OBC <input type="checkbox"/> IBC		180	0.00	0.00
			180		0.00
			180		0.00

First, please select the size of your planner:  5x8"  7x9"  8.5x11"  7x11" **Classic** Reset Planner

CODE	DETAILS/DESCRIPTION	SHARED QTY	QTY	UNIT PRICE	PRICE
Planner CLAE-M8	<input type="checkbox"/> Student Editions <input type="checkbox"/> PSH <input type="checkbox"/> FE Grade Level _____		210	\$1.76	\$369.60
	Classic - 8.5x11 - Elementary - Matrix - Eng				0.00
	<input type="checkbox"/> Teacher Editions L. Plans & R. Charts				0.00
Handbook	<input type="checkbox"/> Generic, No Printing <input checked="" type="checkbox"/> Name & Logo Imprint <input type="checkbox"/> Handbook <input type="checkbox"/> Custom Title Page # of Pgs: _____ x _____		210	0.00	0.00
	Shared Handbook # of Pgs: _____ x _____			0.00	0.00
Covers	FRONT <input type="checkbox"/> Standard <input type="checkbox"/> Custom <input type="radio"/> Lam <input type="radio"/> Dura <input type="radio"/> Foil <input type="checkbox"/> OFC <input type="checkbox"/> IFC		210		0.00
	CHOICES-B BACK <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Custom <input type="radio"/> Lam <input type="radio"/> Dura <input type="radio"/> Foil <input type="checkbox"/> OBC <input type="checkbox"/> IBC		210	0.00	0.00
			210		0.00

Fulfillment:				0.00
Fulfillment:				0.00
Other:				0.00

Shipping Planner (est) \$162.00

Subtotal \$686.40

Shipping - Fulfillment Items (est)

Shipping (total est) \$162.00

Other

% Sales Tax

TOTAL \$848.40

I authorize SS P&SD to fax/ email product support or promotional information.

A fuel surcharge of up to 10% of the shipping charges may be added to the final invoice.

**DELIVERY OPTIONS**

Choose your earliest date to accept delivery:  Anytime before the below checked date  Or

DELIVERY	ALL MATERIALS DUE BY:	P.O. DUE BY:	DELIVERY	ALL MATERIALS DUE BY:	P.O. DUE BY:
<input type="checkbox"/> June 3, 2011	April 12	May 2	<input type="checkbox"/> Aug. 5, 2011	June 14	July 1
<input type="checkbox"/> June 17, 2011	April 26	May 16	<input type="checkbox"/> Aug. 12, 2011	June 21	July 11
<input type="checkbox"/> June 24, 2011	May 3	May 23	<input type="checkbox"/> Aug. 19, 2011	June 28	July 18
<input type="checkbox"/> July 1, 2011	May 10	May 27	<input type="checkbox"/> Aug. 26, 2011	July 5	July 25
<input type="checkbox"/> July 15, 2011	May 24	June 13	<input checked="" type="checkbox"/> Sept. 2, 2011	July 13	Aug. 1
<input type="checkbox"/> July 22, 2011	May 31	June 20	<input type="checkbox"/>		
<input type="checkbox"/> July 29, 2011	June 7	June 27			

Note: In order to receive the selected delivery date all materials must be received by the "All Materials Due By" date. Changes to the order or adjustments to the materials that are received after submission will also result in a change to the delivery date and may incur additional charges.

7/12/11

AUTHORIZED CUSTOMER SIGNATURE

DATE

PLEASE PRINT  
*Kerry Brogan*  
SALES CONSULTANT SIGNATURE

Typesetting/ formatting request  
Send in materials two weeks earlier than standard materials deadline. Extra fee applies.

TERMS:  
Net 30 days, interest 1.5% per month  
Shipping F.O.B. plant  
Prices based on Camera-Ready Art

MAIL: 400 Sequoia Drive, Suite 200  
 Bellingham, WA 98226

CALL: Customer Service: 800.447.2034  
 Sales Support: 800.221.1165

FAX: 734-550-1000

WEB: [www.premier.us](http://www.premier.us)  
 Sales Consultant: Kerry Brosnan

School: Raisinville Elementary School  
 Address: 2300 N. Raisinville Rd.  
 City: Monroe State: MI  
 Zip: 48162 Cust#: 414319  
 Phone: (734) 265-3080 Fax: \_\_\_\_\_  
 Primary Contact: Julie Everly  
 Email: [everly@monroe.k12.mi.us](mailto:everly@monroe.k12.mi.us)  
 Materials Contact: Julie Everly  
 Email: [everly@monroe.k12.mi.us](mailto:everly@monroe.k12.mi.us)

Same as "School" Contact: \_\_\_\_\_  
 Bill to: Monroe Public Schools  
 Address: 1275 N. MaComb St.  
 City: Monroe State: MI  
 Zip: 48162 Cust #: 414230  
 Ship to: Same as "School"  
 Ship to: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: MI  
 Zip: \_\_\_\_\_ Cust #: \_\_\_\_\_

PURCHASE ORDER INFORMATION	
<input type="checkbox"/> P.O. #	_____
<input type="checkbox"/> P.O. to follow - hold shipment until P.O. received	_____
<input type="checkbox"/> P.O. to follow - OK to ship without P.O.	_____
<input type="checkbox"/> P.O. will NOT be used - Alternate Funding	_____
<input type="checkbox"/> Special Instructions Sheet attached	_____
<input type="checkbox"/> Part of Multi-School Combo (see worksheet)	_____
<input type="checkbox"/> No longer part of Multi-School Combo	_____

**STANDARD COVER DETAILS**

Imprint (Imprint = Name and/or Logo)  
 No Imprint  NEW Logo to follow  
 Repeat last year's Imprint  NEW Imprint ATTACHED  
 Name to read:  
 Monroe Public Schools  
 Use logo:

**CUSTOMIZED COVER DETAILS**

Outside Front	Inside Front	Repeat Design	Inside Back	Outside Back
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Reverse Colors	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Change Date	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	See Special Instructions	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	New Design	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Attached	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	To Follow	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	See Special Instructions	<input type="checkbox"/>	<input type="checkbox"/>

Cover Worksheet Attached

**Color Information**

Outside Front	Inside Front	Colors	Inside Back	Outside Back
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

**Foil Stamp Duracover™ Information**

Stock Color: \_\_\_\_\_  
 Foil Color: \_\_\_\_\_

First, please select the size of your planner:  5x8"  7x9"  8.5x11"  7x11" **Classic** Reset Planner

CODE	DETAILS/DESCRIPTION	SHARED QTY	QTY	UNIT PRICE	PRICE
Planner CLAE-M8	<input checked="" type="checkbox"/> Student Editions <input type="checkbox"/> PSH <input type="checkbox"/> FE Grade Level _____		250	\$1.76	\$440.00
	Classic - 8.5x11 - Elementary - Matrix - Eng				0.00
	<input type="checkbox"/> Teacher Editions				0.00
Handbook	L. Plans & R. Charts				0.00
	<input type="checkbox"/> Generic, No Printing <input checked="" type="checkbox"/> Name & Logo Imprint <input type="checkbox"/> Handbook <input type="checkbox"/> Custom Title Page # of Pgs: _____ x _____		250	0.00	0.00
Covers	Shared Handbook # of Pgs: _____ x _____			0.00	0.00
	FRONT <input type="checkbox"/> Standard <input type="checkbox"/> Custom <input type="radio"/> Lam <input type="radio"/> Dura <input type="radio"/> Foil		250		0.00
	<input type="checkbox"/> OFC <input type="checkbox"/> IFC				
	CHOICES-B BACK <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Custom <input type="radio"/> Lam <input type="radio"/> Dura <input type="radio"/> Foil		250	0.00	0.00
	<input type="checkbox"/> OBC <input type="checkbox"/> IBC				
			250		0.00
			250		0.00

Fulfillment:				0.00
Fulfillment:				0.00
Other:				0.00

Shipping Planner (est)	\$102.00	Subtotal	\$440.00
Shipping - Fulfillment Items (est)		Shipping (total est)	\$102.00
		Other	
		% Sales Tax	
		<b>TOTAL</b>	<b>\$542.00</b>

I authorize SS P&SD to fax/ email product support or promotional information.

A fuel surcharge of up to 10% of the shipping charges may be added to the final invoice.

**DELIVERY OPTIONS**

Choose your earliest date to accept delivery:  Anytime before the below checked date  Or \_\_\_\_\_

DELIVERY	ALL MATERIALS DUE BY	P.O. DUE BY	DELIVERY	ALL MATERIALS DUE BY	P.O. DUE BY
<input type="checkbox"/> June 3, 2011	<b>April 12</b>	<b>May 2</b>	<input type="checkbox"/> Aug. 5, 2011	<b>June 14</b>	<b>July 1</b>
<input type="checkbox"/> June 17, 2011	<b>April 26</b>	<b>May 16</b>	<input type="checkbox"/> Aug. 12, 2011	<b>June 21</b>	<b>July 11</b>
<input type="checkbox"/> June 24, 2011	<b>May 3</b>	<b>May 23</b>	<input type="checkbox"/> Aug. 19, 2011	<b>June 28</b>	<b>July 18</b>
<input type="checkbox"/> July 1, 2011	<b>May 10</b>	<b>May 27</b>	<input type="checkbox"/> Aug. 26, 2011	<b>July 5</b>	<b>July 25</b>
<input type="checkbox"/> July 15, 2011	<b>May 24</b>	<b>June 13</b>	<input checked="" type="checkbox"/> Sept. 2, 2011	<b>July 13</b>	<b>Aug. 1</b>
<input type="checkbox"/> July 22, 2011	<b>May 31</b>	<b>June 20</b>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> July 29, 2011	<b>June 7</b>	<b>June 27</b>			

Note: In order to receive the selected delivery date all materials must be received by the "All Materials Due By" date. Changes to the order or adjustments to the materials that are received after submission will also result in a change to the delivery date and may incur additional charges.

7/12/11

\_\_\_\_\_  
AUTHORIZED CUSTOMER SIGNATURE

\_\_\_\_\_  
DATE

PLEASE PRINT

*Kerry Brosnan*  
\_\_\_\_\_  
SALES CONSULTANT SIGNATURE

Typesetting/ formatting request

Send in materials two weeks earlier than standard materials deadline. Extra fee applies.

TERMS:

Net 30 days, interest 1.5% per month  
Shipping F.O.B. plant  
Prices based on Camera-Ready Art



MAIL: 400 Sequoia Drive, Suite 200 CALL: Customer Service: 800.447.2034  
 Bellingham, WA 98226 Sales Support: 800.221.1165

FAX: 734-550-1000

WEB: [www.premier.us](http://www.premier.us)  
 Sales Consultant: Kerry Brosnan

School: Waterloo Elementary School  Same as "School" Contact: \_\_\_\_\_  
 Address: 1933 S. Custer Road.  
 City: Monroe State: MI  
 Zip: 48162 Cust#: 414436  
 Phone: (734) 265-3080 Fax: \_\_\_\_\_  
 Primary Contact: Julie Everly  
 Email: everly@monroe.k12.mi.us  
 Materials Contact: Julie Everly  
 Email: everly@monroe.k12.mi.us

Bill to: Monroe Public Schools  
 Address: 1275 N. MaComb St.  
 City: Monrow State: MI  
 Zip: 48162 Cust #: 414230  
 Ship to: Same as "School"  
 Ship to: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: MI  
 Zip: \_\_\_\_\_ Cust #: \_\_\_\_\_

**PURCHASE ORDER INFORMATION**

P.O. # \_\_\_\_\_  
 P.O. to follow - hold shipment until P.O. received  
 P.O. to follow - OK to ship without P.O.  
 P.O. will NOT be used - Alternate Funding \_\_\_\_\_  
 Special Instructions Sheet attached  
 Part of Multi-School Combo (see worksheet)  
 No longer part of Multi-School Combo

**STANDARD COVER DETAILS**

Imprint (Imprint = Name and/or Logo)

No Imprint  NEW Logo to follow  
 Repeat last year's Imprint  NEW Imprint ATTACHED  
 Name to read: \_\_\_\_\_  
 Monroe Public Schools  
 Use logo:

First, please select the size of your planner:  5x8"  7x9"  8.5x11"  7x11" **Classic** Reset Planner

CODE	DETAILS/DESCRIPTION	SHARED QTY	QTY	UNIT PRICE	PRICE
Planner CLAE-M8	<input checked="" type="checkbox"/> Student Editions <input type="checkbox"/> PSH <input type="checkbox"/> FE Grade Level <u>4-6</u>		190	\$1.76	\$334.40
	Classic - 8.5x11 - Elementary - Matrix - Eng				0.00
	<input type="checkbox"/> Teacher Editions				0.00
Handbook	<input type="checkbox"/> Generic, No Printing <input checked="" type="checkbox"/> Name & Logo Imprint <input type="checkbox"/> Handbook <input type="checkbox"/> Custom Title Page # of Pgs: _____ x _____		190	0.00	0.00
	Shared Handbook # of Pgs: _____ x _____			0.00	0.00
Covers	FRONT <input type="checkbox"/> Standard <input type="checkbox"/> Custom <input type="radio"/> Lam <input type="radio"/> Dura <input type="radio"/> Foil <input type="checkbox"/> OFC <input type="checkbox"/> IFC		190		0.00
	CHOICES-B BACK <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Custom <input type="radio"/> Lam <input type="radio"/> Dura <input type="radio"/> Foil <input type="checkbox"/> OBC <input type="checkbox"/> IBC		190	0.00	0.00
			190		0.00
			190		0.00

**CUSTOMIZED COVER DETAILS**

Outside Front	Inside Front	Repeat Design	Inside Back	Outside Back
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Reverse Colors	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Change Date	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	See Special Instructions	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	New Design	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Attached	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	To Follow	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	See Special Instructions	<input type="checkbox"/>	<input type="checkbox"/>

Cover Worksheet Attached

**Color Information**

Outside Front	Inside Front	Colors	Inside Back	Outside Back
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Fulfillment:				0.00
Fulfillment:				0.00
Other:				0.00

**Foil Stamp Duracover™ Information**

Stock Color: \_\_\_\_\_  
 Foil Color: \_\_\_\_\_

I authorize SS P&SD to fax/ email product support or promotional information.

A fuel surcharge of up to 10% of the shipping charges may be added to the final invoice.

Shipping Planner (est)	\$88.00	Subtotal	\$334.40
Shipping - Fulfillment Items (est)		Shipping (total est)	\$88.00
		Other	
		% Sales Tax	
		<b>TOTAL</b>	<b>\$422.40</b>

**DELIVERY OPTIONS**

Choose your earliest date to accept delivery:  Anytime before the below checked date  Or \_\_\_\_\_

DELIVERY:	ALL MATERIALS DUE BY:	P.O. DUE BY:	DELIVERY:	ALL MATERIALS DUE BY:	P.O. DUE BY:
<input type="checkbox"/> June 3, 2011	<b>April 12</b>	<b>May 2</b>	<input type="checkbox"/> Aug. 5, 2011	<b>June 14</b>	<b>July 1</b>
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7/12/11

AUTHORIZED CUSTOMER SIGNATURE

DATE

PLEASE PRINT

*Kerry Brozman*  
SALES CONSULTANT SIGNATURE

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## TERMS:

Net 30 days, interest 1.5% per month  
Shipping F.O.B. plant  
Prices based on Camera-Ready Art

**Board Meeting #13**  
July 26, 2011  
Item #C.14

**ADJOURNMENT**

**RECOMMENDATION**

Move to adjourn the July 26, 2011 Board Meeting #13.

**HAND VOTE**

MOTION: \_\_\_\_\_ SUPPORT: \_\_\_\_\_ ACTION: \_\_\_\_\_

TIME: \_\_\_\_\_