



**Board of Education, Regular Meeting  
 Monday, April 8, 2024  
 7:00PM Regular Meeting  
 Administrative Offices Building/Board Room  
 125 S. Church Street  
 Brighton, MI 48116**

**I. Call to Order**

**II. Pledge of Allegiance**

**III. Roll Call**

**IV. Approval of Agenda**

**V. Superintendent Report**

- A. Shining Stars – Winter Athletics
- B. Student representative
- C. Budget Planning 2024-25
- D. Five year operational planning

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**VI. Call to the public**

**VII. For Action**

- A. Regular meeting minutes of March 11, 2024 . . . . .
- B. BHS cafeteria flooring . . . . .
- C. Dividing wall replacement for Spencer . . . . .

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**VIII. For Future Action**

- A. Thrun Policies . . . . .
- B. Elementary Counselors . . . . .
- C. Staffing 2024 – 25 . . . . .
- D. RFP's/BECC . . . . .
- G. Overseas Field trip requests . . . . .
- H. Resolution, LESA Special Education Millage Proposal . . . . .

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**IX. Board Committee Chair Reports/Community Recognition**

**X. Next Meeting, Monday, April 22, 2024 at 7PM**

**XI. Adjournment**



## B.A.S. 2023-2024 Winter Student Athlete Shining Star Recipients

1.) **Boy's Swim & Dive** – Finished 9<sup>th</sup> at the Division 1 State Meet  
Coached by Sean Hickman, Dan Aten, Jessica Bruggner

200 Medley Relay – State Finalist (Gries Kane, Luke Newcomb, Lincoln Hartman, Mason Staszal)

200 Freestyle Relay – State Finalist (Luke Newcomb, Noah Shand, Gries Kane, Mason Staszal)

400 Freestyle Relay – State Semi-Finalist (Noah Shand, Lincoln Hartman, Gries Kane, Mason Staszal)

### Individual Qualifiers

Noah Shand – 100 Freestyle (State Semi-Finalist), 200 Freestyle

Lincoln Hartman – 100 Butterfly (State Finalist), 200 Freestyle

Luke Newcomb – 100 Breaststroke (State Champ, All- American, State Finalist, BHS Record), 200 IM (State Finalist)

Bronsen Chapman – Diving (State Semi-Finalist)

Mason Staszal – 100 Freestyle

Spencer Sanders – 500 Freestyle

2.) **Girl's Gymnastics** –Coach Mrs. Tracie Richards & Mr. Wyatt Gregory

Anna Browne, Senior - D1 State Finals

Vault = 4th 9.4

Bars = 6th 8.95

Beam = 8th 9.275

Floor = 22nd 9.05

All Around = 6th 36.675

Emily Lapa, Senior - D2 State Finals

Beam = 12th 8.775

Isabelle Derkowski, Junior - D2 State Finals

Floor = 19th 8.975

Joelle Yakimow, Sophomore - D2 State Finals

Vault = 33rd 8.45

Bars = 36th 7.75

Beam = 21st 8.55

Floor = 23rd 8.925

All Around = 16th 33.675

Adriana Siuru, Sophomore - D2 State Finals

Beam = 24th 8.475



## **B.A.S. 2023-2024 Winter Student Athlete Shining Star Recipients**

- 7.) **Girls Competitive Cheer** – K.L.A.A. Champions & Finished 6<sup>th</sup> in Div. 1 @ State Finals,  
Coached by Ms. Christina Wilson  
See attached for Team List
- 8.) **Boys Hockey** – 24-5-1 Div. 1 State Finalists, K.L.A.A. Champions– Coached by Mr. Kurt Kivisto  
See attached for Team List  
Cameron Duffany, Sr. 1<sup>st</sup> Team All State, All State Dream Team  
Lane Petit, Sr. 1<sup>st</sup> Team All State  
Levi Pennala, Sr. 1<sup>st</sup> Team All State  
Ryan Watkins, Jr. 1<sup>st</sup> Team All State  
Sean McLaren, Sr, All State Honorable Mention
- 9.) **Brighton Pom & Dance** – Coached by Mrs. Kendall Gessler  
National Champions in Large Schools Team Category & 2<sup>nd</sup> in Pom Category at Nationals in Orlando FL.

Addison Bowers, So.  
Kaitlyn Castilo, Sr.  
Karalyn Dyke, Jr.  
Jorah Heikkinen, Jr  
Cadence Mestel, So.  
Lani Pustinger, So.  
Elle Robinson, So.  
Gianna Silvestri, Sr.  
Maya Spink, Sr.  
Avarie Stodgell, Jr.  
Sophia Tocco, Sr.  
Cora Torongo, Sr.  
McKenna Vandenberg, So.  
Serena Wilhelm, Jr.  
Kenzie Witte, Jr.

### **Brighton Athletic Winter Sports Mentions:**

Boys Basketball finished 12-12, 2<sup>nd</sup> place in the K.L.A.A. West.

Girls Basketball finished 11-13, 2<sup>nd</sup> place in the K.L.A.A. West.

Girls Bowling finished 8<sup>th</sup> in the 16 team K.L.A.A. conference.

Classroom Performance – 81.5 % of all High School Student athletes achieved BHS Scholar Athlete Status (3.0 g.p.a.)



**Kensington Lakes Activities Association  
Brighton Bulldogs Roster  
Varsity Girls Competition Cheer 2023 - 2024**



<u>Varsity</u>	
<u>Name</u>	<u>Grade</u>
Buchholz, Devyn	12
Carrington, Jordynn	12
Dennis, Taylor	10
Frenznick, Ashlyn	10
Frenznick, Avery	10
Gilde, Harmony	12
Henderson, Gabbie	11
Kyser, Callie	10
LaHaie, Gabby	10
Lampkins, Brooke	12
Marchesotti, Stella	12
Markell, Addi	10
Miller, Autumn	12
Molter, Hannah	11
Nelson, Hannah	12
Niner, Olivia	11
Pembroke, Adrianna	11
Perdue, Ava	10
Racey, Elly	11
Robertson, Kadya	11
Sutton-Gates, Aubrie	10
Tepper, Sofia	10
Was, Ava	9

**Head Coach: Christina Wilson**

Asst Coaches: Wendy Lemons and Kristen Austin

**Superintendent: Dr. Matt Outlaw    Athletic Director: John Thompson C.M.A.A.    Principal: Matt Evans  
Trainer: Drew Cavey, ATC    Mascot: Bulldog    Colors: Orange/Black**

Conference:  West Division

**KLAA Spectator Expectations:**

"No Names & No Numbers"

Please cheer for your **TEAM** and not against your opponent or officials



**Kensington Lakes Activities Association  
Brighton Bulldogs Roster  
Varsity Hockey 2023 - 2024**



<b>NO.</b>	<b>Name</b>	<b>Grade</b>	<b>Position</b>
2	Alent, Marek	12	F
4	Blow, Mason	12	D
5	House, Eric	11	D
6	MacDonald, Owen	12	F
7	Watkins, Ryan	11	D
8	Wheeler, Eddie	10	F
9	Helminen, Zack	12	F
10	Whitlock, Landon	10	F
13	Benkner, John	11	D
14	McLaren, Sean	12	D
15	Popma Jr, JP	12	D
16	Duffany, Cameron	12	F
17	Londo, Freddie	11	F
18	Daavettila, Jacob	11	F
19	Seiter, Aiden	12	F
20	Peterson, Tim	9	F
22	Petit, Lane	12	F
24	Walkup, Vince	9	D
26	Burchfield, Charlie	12	F
31	Nickerson, Ryan	12	G
35	Pennala, Levi	12	G

**Head Coach: Kurt Kivisto**

**Assistant Coaches: Eddie MacDonald and Luke Morgan**

**Superintendent: Dr. Matt Outlaw    Athletic Director: John Thompson C.M.A.A.    Principal: Matt Evans**

**Trainer: Drew Cavey, ATC    Mascot: Bulldog    Colors: Orange/Black**

Conference:  **KLAA** West Division

**KLAA Spectator Expectations:**

"No Names & No Numbers"

Please cheer for your **TEAM** and not against your opponent or officials

**BRIGHTON AREA SCHOOLS**  
**Board of Education**  
**April 8, 2024**

**Report #24-26**

**For Action**

Subject:

Board of Education Meeting Minutes

Recommendation:

That the Board of Education approve the regular meeting minutes as presented.

Rationale:

Facts/Statistics:

Per Board policy meeting minutes require board approval.

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:

Supported by:

To approve the meeting minutes of March 11, 2024 as presented.

Voice Vote:

Ayes

Nays

March 11, 2024



Regular Meeting  
Administrative Offices Building/Board Room  
125 S. Church Street, Brighton, Michigan 48116  
Monday, March 11, 2024  
7:00PM

## Minutes

### I. **Call to Order**

President Myers called the meeting to order at 7:01 PM.

### II. **Pledge of Allegiance**

President Myers led the board in the pledge of allegiance.

### III. **Roll Call**

Members present: Roger Myers, President, Alicia Reid, Vice President, Dr. Angela Krebs, Secretary, Jennifer Marks, Treasurer, Bill Trombley, Trustee, John Conely, Trustee, and Andy Storm, Trustee. Also present: Dr. Matthew Outlaw, Superintendent of Schools, Dr. Liz Mosher, Assistant Superintendent of Curriculum, Jacob Anastasoff, Assistant Superintendent of Human Resources, Dave Jones, Assistant Superintendent of Finance, Starr Acromite, Recording Secretary, staff, press and visitors.

### IV. **Approval of Agenda**

Motion: To approve the agenda as presented and amend it to add item IX. Board Committee Chair Reports.

Moved by: Reid

Supported by: Conely

Voice vote: 7 ayes.

Motion carried.

### V. **Superintendent Report –**

A. Student representative – Tyler Langley reported on behalf of BHS.

B. Progress and planning - Dr. Outlaw provided updates via power point on the Strategic Plan, and items planned for 2024-25 that will include Board discussion and direction as the 2019 bond wraps up.

March 11, 2024

VI. **Call to the Public**

The following community members offered comments to the board; Jason Ringuette and Eva Helminen.

VII. **For Action**

A. Motion: To approve the regular minutes of February 12, 2024 as presented.

Moved by: Krebs

Supported by: Reid

Voice vote: 7 ayes.

Motion carried.

B. Motion: To approve the General contractor Services for the Hilton Elementary Bathroom Renovations as presented. The recommendation is Gordon Construction Services in the amount of \$527,000.00.

Moved by: Reid

Supported by: Krebs

Voice vote: 7 ayes.

Motion carried.

C. Motion: ~~To approve the Dividing wall replacement for Spencer as presented.~~ *This item was tabled.*

Moved by: Reid

Supported by: Conely

Voice vote: 6 ayes, 1 nay - Trombley

Motion carried.

VIII. **For Future Action**

A. Thrun Policies – Updates and brief summary was provided on the following policies; 4108, 4207, 4402-R, 4402-R 4404, 4405-R 4407, 4408, 4409-R, 4503-R and 4504.

B. BHS cafeteria flooring – This item was presented for information and will be placed on the April 8 agenda for board consideration.

IX. **Board Committee Chair Report**

Board members provided reports/updates on the following; Policy and bond committees, also announced the Robotics team won awards and will be moving forward to the next stage of competition.

X. **Next Regular Meeting, Monday, April 8, 2024 at 7PM.**

XI. **Adjournment**

March 11, 2024

President Myers adjourned the meeting at 8:05 p.m.

Respectfully submitted,

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Dr. Angela Krebs, Secretary

AK/sa

**BRIGHTON AREA SCHOOLS  
Board of Education  
April 8, 2024**

**Report #24-27**

**For Action**

Subject:

Replace the flooring in the High School Cafeteria

Recommendation:

It is the recommendation that BAS accept the proposal from Cohn's Commercial Floor Covering, Inc. to replace the cafeteria flooring at the Brighton High School with an amount not to exceed \$173,230.00

Rationale:

Quotes were solicited from area vendors for replacing the flooring at the high school cafeteria. The solicitation asked the vendors to quote 2MM and 3MM flooring.

Facts/Statistics:

This expenditure will be covered by \$121,261.00 (70%) from the Food Service Fund and \$51,969.00 (30%) from the General Fund.

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:

Supported by:

To approve the replacement of the high school cafeteria flooring as presented.

Voice Vote:

\_\_\_\_\_ Ayes

\_\_\_\_\_ Nays

**COHN'S COMMERCIAL FLOOR COVERING, INC.**

Sales & Installation



47641 Avante Dr.  
Wixom, MI 48393

248-374-9702 Phone  
248-374-9705 Fax

3-5-2024

To: Brighton Public Schools  
Brighton, Mi

Re: Brighton High School  
Brighton, Mi  
Cafeteria Flooring

Scott,

Here is a quote to provide materials and labor for the project listed above.

Total 2mm.....\$149,875.00

Total 3mm.....\$173,230.00

This quote includes the following.

- 1) Demo + DUMPSTER
- 2) Prep
- 3) Install nora flooring and weld the seams.

I based my quote on the pattern given.

If you have any questions please let me know.

Thanks, Luke  
Cohn's Floors



**Lansing Tile  
& Mosaic, Inc.**

**February 2, 2024**

**Mr. Scott Jacobs  
Brighton Area Schools  
7878 Brighton Road  
Brighton, MI. 48116**

**Re: High School Cafeteria Flooring-Case 00894255 3/1/24**

**Mr. Jacobs,**

**The proposal includes all labor, material and accessories as required for complete installation of the following.**

- **Furnish & Install Nora 3MM Environcare Roll Rubber**
- **Furnish & Install Weld Seam**
- **Demo Existing Vinyl Composition Flooring/Schools Dumpster**
- **Remove Existing Adhesives**
- **\*\*Self-Level Existing Concrete Floor**
- **Minor Prep**
- **Caulk Perimeter Brick**
- **Furnish & Install 6" Vinyl Base as Needed**
- **Perform 4 Moisture Test**
- **Delivery to Site**
- **Daily Clean Up**

**Proposal Total \$ 241,871.00  
(included above one full roll of each color \$ 6,183.00)**

**To use 2MM Environcare \$ 204,871.00  
(included above one full roll of each color \$ 5,601.00)**

**Sincerely,  
Lansing Tile & Mosaic Inc.**

**Chris Ruehle**

## BUDGET PROPOSAL

Project: Brighton High School Cafeteria Flooring Replacement

Architect: Owner Direct

Date of Plans: 2/23/24 - Walk Through

Please find listed below our scope of work, clarifications, and exclusions for the above-mentioned project.

### Scope of Work:

1. Furnish and install Nora rubber flooring.
2. Furnish and install resilient floor base.
3. Furnish demolition of existing floor covering.

Base Bid – 2mm Rubber and Nonwelded Seams \$217,885.00

Add to Use 3mm Rubber \$24,290.00

Add to Weld Seams \$12,898.00

Add to Self-Level Cement Entire Area \$31,350.00

### Clarifications / Exclusions:

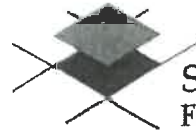
- Includes providing dumpsters for trash removal.
- Includes moisture testing but not remediation of the concrete.
- Not to include concrete flooring and major fills.
- All adhesives, transitions, and minor floor prep up to 1/8" is included in our bid.

~~\$~~ 286,423

If you have any questions or require any additional information, please don't hesitate to contact me.  
 With Integrity,



Evan Howe  
 517.243.1286



**SHOCK BROTHERS  
FLOOR COVERING, INC.**

*Setting the standard in  
quality floorcovering solutions.*

20320 Comillie Dr.  
Roseville, Michigan 48066  
Tel. (586) 585-7470  
Fax (586) 585-7478

**Brighton Area Schools  
Attn: Scott Jacobs**

**\*\*\*\* PROPOSAL \*\*\*\***

**Date** March 5, 2024

**Project** Brighton High School  
Cafeteria

**Estimator** Joseph Shock

**Sections Bid** Furnish and install specified Noraplan Signa Environcare (913) 7038 Hide-n-Seek, Noraplan Signa Environcare 7078 Haunted House, Noraplan Signa Environcare 7051 Snowball Fight, Noraplan Sentica 6532 in the cafeteria patterns based on Finish Plan #3 and 4" cove base at columns and walls that have base existing currently. All seams are to be heat welded.

**Price \*\*\* TWO HUNDRED THIRTY-SEVEN THOUSAND SIX HUNDRED FIFTY DOLLARS\*\*\*  
(\$237,650.00)**

**Sales Tax Included: YES**

**Alternates, Exclusions or Comments**

- Removal of existing VCT is included in this proposal.
- All work will be done during regular hours 6am -4:30pm Monday -Friday.
- **Add to Grind and Self-Level Floor ¼" over entire area Add \$26,500.00**
- **Alternate to upgrade to 3mm product throughout. Add \$31,950.00**

**\*\*\*\* Thank You \*\*\*\***

**\$296,100**

PRICING PROPOSAL

March 8, 2024

Attn: Scott/Brighton Schools  
From: Craig Dwyer/Conventional Carpet Inc.

**Brighton High Cafeteria**

- 54 rolls Nora 1462 2.0 MM, color 7038
- 6 rolls Nora 1700 2.0 MM, color 6532
- 5 rolls Nora 1462 2.0 MM, color 7051
- 17 rolls Nora 1462 2.0 MM, color 7078
- 20 pails Nora 95 adhesive
- Freight
- 15 rolls Welding rod
- 5 ctns Roppe 4" vinyl cove base, color TBD
- 1 pail Base adhesive
- Remove existing VCT if not asbestos
- Floor prep - scarify and skim coat
- Installation of sheetgoods and welding seams
- Installation of base
- Mobilization

Total		\$ 206,827.50
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Alternate add for 3 MM material	Add	\$	31,890.00
Alternate add allowance for self level @ 1/4" thick	Add	\$	61,830.00

Notes: Floor to be carpet ready, no furniture or equipment.  
Pricing based on regular work hours.  
Floor repair based on time and materials.

**Conditions of Proposal:**

1. Proposal made subject to credit review and approval by Conventional Carpet Inc.
2. This proposal valid for 30 days.
3. Terms: Net 30 days. Customer will be responsible for any costs or fees incurred in the collection of any past due invoices, understands that past due invoices are subject to a 1.5% monthly finance charge.
4. One (1) year limited warranty available upon request.

300,547.50

Accepted

**PLEASE NOTE THAT MATERIAL CANNOT BE ORDERED WITHOUT A SIGNED PROPOSAL.  
CANCELLATION OF SUBMITTED ORDERS WILL RESULT IN RESTOCKING FEES.**

**BRIGHTON AREA SCHOOLS**  
**Board of Education**  
**April 8, 2024**

**Report #24-28**

**For Action**

Subject:

The Dividing wall replacement for Spencer Elementary School

Recommendation:

If repairs to the divider wall cannot be performed, it is the recommendation that BAS accept the proposal from Gardiner C. Vose, Inc. to furnish and install an Electronically Operated Partition System at Spencer Elementary School with an amount not to exceed \$124,848.00

Rationale:

A solicitation for quotes was published on 2/6/2024 for replacing the dividing wall at Spencer Elementary School. All quotes were due on 2/26/2024 and the district received one bid from Gardiner C. Vose, Inc. The district is investigating if the divider wall can be repaired.

Facts/Statistics:

This expenditure will be charged to the General Fund

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:

Supported by:

To approve the Dividing wall replacement for Spencer as presented.

Voice Vote:

\_\_\_\_\_ Ayes

\_\_\_\_\_ Nays

**Gardiner C. Vose, Inc.**

832 Crestview  
Bloomfield Hills, MI. 48302  
Phone (248) 332-7000  
Fax. (248) 332-7073

**Quotation**

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**To: Scott Jacobs**

**Date: January 15, 2024**

**Attn:**

**Email:**

**Project: Brighton K12 Operable Folding Partition**

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*Our bid is for products proudly manufactured in the USA by Modernfold Inc.*

This is for material furnished and installed       Includes freight

**Clarification and exceptions to bid:**

Price to furnish and install (1) 75'6 1/2" W x 19'11 1/2" H Acousti Seal Premier Electrically Operated Partition System, 47 STC sound rated operable door finished with Modernfold standard vinyl and (1) pass door, and floating bottom seals.

Pricing does include demo and removal of the existing operable wall.

Price does not include labor and materials to provide additional overhead support to receive our operable wall.

**BID PRICE (incl. all applicable taxes) \$ 124,848.00**

*(Pricing is valid for 60 days from above date)*

Respectfully,  
**Gardiner C. Vose, Inc.**

*Shane Potts*

Shane Potts



BRIGHTON AREA SCHOOLS  
Board of Education  
April 8, 2024

Report #24-29

**For Future Action**

Subject:  
Thrun Policies

Recommendation:

Rationale:

Facts/Statistics:

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:  
Supported by:

Voice Vote:  
 Ayes  
 Nays

## November 2023 Policy Update Summary with Policy Committee Recommendations

Policy	Revision(s) Made	Thrun Revision Options and/or BAS Edits
4000 Series	Thrun Summary	Committee Recommendations
<a href="#">4108 Union Activity and Representation</a>  <a href="#">4108 - Current</a>	Updated to reflect the 2023 amendments to the Public Employment Relations Act (PERA) that remove prohibitions of voluntary deduction from wages for union dues and contributions to political action committees.	<a href="#">Option Chosen</a> : Unless prohibited by a collective bargaining agreement, the District may charge an administrative fee to the labor organization for collecting and processing dues and other deductions on the organization’s behalf.  - No BAS Edits
<a href="#">4207 Third-Party Contracting of Non-Instructional Support Services</a>  <a href="#">4207 - Current</a>	Updated to reflect the 2023 amendment to PERA that removes third-party contracting of non-instructional support services from prohibited subjects of bargaining.  Language modified to allow District to contact third parties to maximum extent allowed by CBAs and law.	- No optional language - No BAS Edits
<a href="#">4402 Assignment and Transfer</a>  <a href="#">4402 - Current</a>	Updated to reflect the 2023 amendments to PERA and Revised School Code (RSC) Section 1248 regarding teacher placement.  Language added to define “qualifications” and “vacancies.”	- No optional language - No BAS Edits * <a href="#">Effective July 1, 2024</a>
<a href="#">4403 Performance Evaluation</a>  <a href="#">4403 - Current</a>	Updated to reflect the 2023 amendments to PERA and RSC Section 1249 regarding teacher evaluation.	<a href="#">Option Chosen</a> : Biennial Evaluations if HE/E for 3 yrs (consistent with current practices)  - No BAS Edits * <a href="#">Effective July 1, 2024</a>
<a href="#">4404 Performance Based Compensation</a>  <a href="#">4404 - Current</a>	Updated to reflect the 2023 repeal of RSC Section 1250 and State School Aid Act (SSAA) Section 164h regarding teacher merit pay.	<a href="#">Option Chosen</a> : To include the policy to keep performance based compensation as an option  - No BAS Edits

## November 2023 Policy Update Summary with Policy Committee Recommendations

<p><a href="#">4405 Reduction in Force and Recall</a></p> <p><a href="#">4405 - Current</a></p>	<p>Updated to reflect the 2023 amendments to PERA and RSC Section 1248 regarding layoff and recall and RSC Section 1249 regarding teacher evaluation.</p>	<p><a href="#">Option Chosen:</a> Allows the Board to approve &amp; implement a tiebreaker mechanism for reduction or recall if all distinguishing factors are equal.</p> <p><a href="#">Option Chosen:</a> 12 month timeframe for recall</p> <ul style="list-style-type: none"> <li>- No BAS Edits</li> </ul> <p>* Effective July 1, 2024</p>
<p><a href="#">4407 Discipline</a></p> <p><a href="#">4407 - Current</a></p>	<p>Updated to reflect the 2023 amendment to PERA that removes teacher discipline from prohibited subjects of bargaining.</p>	<ul style="list-style-type: none"> <li>- No optional language</li> <li>- No BAS Edits</li> </ul>
<p><a href="#">4408 Termination</a></p> <p><a href="#">4408 - Current</a></p>	<p>Updated to reflect the 2023 amendments to PERA that removes teacher discipline from prohibited subjects of bargaining and RSC Section 1249 regarding teacher evaluation.</p>	<p><a href="#">Option Chosen:</a> Align non-teaching professionals w/ teacher probationary language - 5 year timeline</p> <ul style="list-style-type: none"> <li>- No BAS Edits</li> </ul>
<p><a href="#">4409 Non-Renewal</a></p> <p><a href="#">4409 - Current</a></p>	<p>Updated to reflect the 2023 amendments to RSC Section 1249 regarding teacher evaluation.</p>	<p><a href="#">Option Chosen:</a> Align non-teaching professionals w/ teacher probationary language - 5 year timeline</p> <ul style="list-style-type: none"> <li>- No BAS Edits</li> </ul> <p>* Effective July 1, 2024</p>
<p><a href="#">4503 Performance Evaluation (Admin)</a></p> <p><a href="#">4503 - Current</a></p>	<p>Updated to reflect the 2023 amendments to RSC Section 1249 regarding administrator evaluation.</p>	<ul style="list-style-type: none"> <li>- No optional language</li> <li>- No BAS Edits</li> </ul> <p>* Effective July 1, 2024</p>
<p><a href="#">4504 Performance Based Compensation (Admin)</a></p> <p><a href="#">4504 - Current</a></p>	<p>Updated to reflect the 2023 repeal of RSC Section 1250 and SSAA Section 164h regarding teacher merit pay.</p>	<p><a href="#">Option Chosen:</a> To include the policy to keep performance based compensation as an option</p> <ul style="list-style-type: none"> <li>- No BAS Edits</li> </ul>

## Series 4000: District Employment

### 4100 Employee Rights and Responsibilities

#### 4108 *Union Activity and Representation*

The District will not engage in any of the following:

- interfere with, restrain, or coerce employees in the exercise of their rights under the Public Employment Relations Act (PERA);
- discriminate in regard to hire, terms, or other conditions of employment based on membership or non-membership in a labor organization;
- discriminate against an employee because he/she has given testimony or instituted proceedings under PERA;
- initiate, create, dominate, contribute to, or interfere with the formation or administration of any labor organization; and
- use public school resources to assist a labor organization in collecting dues or service fees from wages of public school employees, unless a collective bargaining agreement expressly permits dues or service fee deductions from wages. Upon the expiration of the collective bargaining agreement, the District is not obligated to collect labor organization dues or service fees. Unless prohibited by a collective bargaining agreement, the District may charge an administrative fee to the labor organization for collecting and processing dues and other deductions on the organization's behalf.

This Policy must be implemented consistent with Policy 1101.

An employee who is subject to an investigatory interview that may result in discipline or reasonably believes that an investigatory interview may result in discipline may bring to the investigatory meeting another employee, or a union representative, if the employee is in an exclusively represented bargaining unit. If the employee's union representative of choice is not immediately available, the investigatory meeting need not be delayed and may proceed with another representative present.

The District may permit a union representative to attend other meetings, but is not obligated to do so unless required by law or by an applicable collective bargaining agreement. District administration is not required to inform an employee of the right to union representation.

An employee is not entitled to have legal representation present at an employment-related meeting with District administration unless the Superintendent or designee gives prior permission.

Legal authority: MCL 423.209, 423.210; *Janus v AFSCME, Council 31*, 138 S. Ct. 2448 (2018); *NLRB v J Weingarten, Inc*, 420 US 251 (1975)

Date adopted:

Date revised:

## Series 4000: District Employment

### 4200 Employee Conduct and Ethics

#### 4207 *Third-Party Contracting*

This Policy must be implemented consistent with Policy 1101. Unless expressly prohibited by a collective bargaining agreement and to the maximum extent permitted by law, the Board or designee may contract with third parties as determined by the Board.

Any selected third-party contractor must fully comply with Policies 2202 and 4205(C).

Legal authority: MCL 380.11a(3)

Date adopted:

Date revised:

## Series 4000: District Employment

### 4400 Professional Staff

#### 4402-R Placement (Effective July 1, 2024)

This Policy must be implemented consistent with Policy 1101.

##### A. Teacher as Defined by Revised School Code Section 1249

The appropriate placement of effective teachers is an essential component in promoting student academic growth, educational outcomes, and quality educational services. The Superintendent or designee may make teacher placement decisions at their discretion consistent with this Policy.

Placement includes, but is not limited to, assignment, transfer, or the filling of a position with current staff or newly hired teachers. For vacant positions see Paragraph C (Vacancy).

Placement does not include reduction in force or recall decisions governed by Policy 4405.

1. Consistent with Revised School Code Section 1248, teacher placement decisions shall be based on the following clear and transparent factors:
  - a. Staffing the curriculum with the most effective, certified, and qualified teachers to instruct the applicable courses, grades, and school schedule.
  - b. Appropriate certification, approval, or authorization for all aspects of the assignment. The certification, approval, or authorization, as applicable, will be determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations.
  - c. Teacher placement decisions must be made based on teacher effectiveness criteria established in Revised School Code Section 1249 and Policy 4403.
  - d. Teacher placement decisions will be guided by the following criteria:
    - i. Retaining the most effective teachers who are certified (or otherwise approved or authorized) and qualified to instruct the courses within the curriculum, academic level(s), and department(s).
    - ii. Teachers must be properly certified, approved, or authorized for all aspects of their assignments. The teacher's certification, authorization, or approval status will be:

- A) Determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations; and
- B) Based on documentation on file with the Superintendent's office.
  - 1) A teacher must maintain valid certification, approval, or authorization, as applicable, and is responsible for filing a copy of the certificate, approval, or authorization with the Superintendent's office in compliance with Revised School Code Section 1532.
  - 2) If a teacher petitions for nullification of the teaching certificate or any endorsement, the teacher must promptly provide written notice of that petition to the Superintendent's office.
- iii. In addition, teachers must be fully qualified for all aspects of their assignments, as determined by the Board, based on documentation on file with the Superintendent's office, including:
  - A) Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding;
  - B) Credentials needed for District, school, or program accreditation;
  - C) District-provided professional development, training, and academic preparation for an instructional assignment that is anticipated to contribute to the teacher's effectiveness in that assignment and is integrated into instruction;
  - D) Relevant special training, other than professional development or continuing education as required by state or federal law, and integration of that training into instruction in a meaningful way;
  - E) Disciplinary record, if any
  - F) Length of service in a grade level(s) or subject area(s);
  - G) Recency of relevant and comparable teaching assignments;
  - H) Previous effectiveness ratings;
  - I) Attendance and punctuality;
  - J) Rapport with colleagues, parents, and students;
  - K) Ability to withstand the strain of teaching;
  - L) Compliance with state and federal law; and

M) Other relevant factors as determined by the Superintendent or designee.

e. Length of service may be considered as a tiebreaker if a teacher placement decision involves 2 or more teachers and all other factors distinguishing those teachers from each other are equal.

B. Placement of Non-Teaching Professionals Not Subject to Revised School Code Section 1249

If a collective bargaining agreement or individual employment contract governs the Non-Teaching Professional's employment, the Superintendent or designee will comply with the applicable language on placement.

If a collective bargaining agreement or individual employment contract does not address the placement of Non-Teaching Professionals, the Superintendent or designee is authorized to place Non-Teaching Professionals at their discretion.

C. Vacant Positions

1. Vacancies may be posted consistent with Policy 4205. The Superintendent or designee determines when a vacancy exists. Generally, a vacancy is an unassigned, open position or a newly created position which the District intends to permanently fill.

2. Vacancies may be filled by a certified and qualified internal or external candidate consistent with this Policy. The Superintendent or designee has full discretion to assign Professional Staff or contractors to cover employee absences consistent with business necessity and operational needs.

Legal authority: MCL 380.11a, 380.601a, 380.1248, 380.1249

Date adopted:

Dated revised:

## Series 4000: District Employment

### 4400 Professional Staff

#### 4403-R Performance Evaluation (Effective July 1, 2024)

Performance evaluations are essential to provide quality educational services and to measure competency. This Policy does not diminish the Board's authority or ability to non-renew a professional staff member's contract at the end of the contract's term, consistent with applicable statutes, collective bargaining agreements, Policies, and individual employment contracts. This Policy must be implemented consistent with Policy 1101.

#### A. Teachers as Defined by Revised School Code Section 1249

Teachers will be evaluated pursuant to a performance evaluation system consistent with Revised School Code Section 1249 and the Teachers' Tenure Act. This performance evaluation system will include, as appropriate, the following:

1. a year-end evaluation process that meets statutory standards;
2. an evaluation tool that incorporates components required by law, including:
  - a. locally agreed-on student growth and assessment data or student learning objectives, as defined by Revised School Code Section 1249;
  - b. the teacher's performance; and
  - c. objective criteria.
3. an individualized development plan (IDP) with performance goals developed by the evaluator in consultation with the teacher and recommended training designed to improve the teacher's effectiveness for:
  - a. all probationary teachers;
  - b. teachers rated minimally effective or ineffective during the 2023-24 school year;
  - c. teachers rated needing support or developing; or
  - d. at the evaluator's discretion when performance deficiencies are noted.
4. classroom observations of at least 15 minutes each which include, at a minimum, a review of the teacher's lesson plan, the state curriculum standard used in the lesson, and pupil engagement, with appropriate written feedback and a post-observation meeting between the teacher and the school administrator conducting the observation to discuss those items;

5. a mid-year progress report, if required by law, which aligns with the teacher's individualized development plan, includes specific performance goals developed by the evaluator, and any recommended training identified by the evaluator;
6. a year-end performance evaluation effectiveness rating, of effective, developing, or needing support;
7. tenured teachers rated as highly effective or effective on the 3 most recent consecutive year-end evaluations may be evaluated biennially, but if the teacher is not rated as effective on one of the biennial year-end evaluations, the teacher must receive year-end evaluations;
8. a mentor for teachers rated developing or needing support or for teachers in the first year of probation;
9. opportunity for a tenured teacher rated needing support on a year-end evaluation to request a review consistent with Revised School Code Section 1249;
10. a tool approved by MDE, a modified MDE tool, or a local evaluation tool if adopted in compliance with Revised School Code Section 1249 and corresponding regulations;
11. website posting of required information for the evaluation tool;
12. training on the evaluation tool for teachers and evaluators as required by law; and
13. other components that the Superintendent or designee deems relevant, important, or in the District's best interests.

If a tenured teacher is rated ineffective or needing support on 3 consecutive year-end evaluations, the teacher shall be discharged consistent with due process. The District is not precluded from discharging a teacher at other times as provided by the Teachers' Tenure Act.

If a teacher receives an unevaluated rating, the teacher's rating from the school year immediately before the designation must be used.

#### B. Non-Teaching Professionals Subject to the Teachers' Tenure Act

The performance evaluation system for a Non-Teaching Professional with a teaching certificate subject to the Teachers' Tenure Act must include multiple observations. An IDP will be developed during the employee's probationary period. Except during the probationary period, which must include annual evaluations, the Superintendent or designee will evaluate the employee's performance at intervals determined by the Superintendent or designee. The Superintendent or designee has discretion to select and use an evaluation tool that serves the District's best interests.

The Superintendent or designee also has discretion to implement an IDP if performance deficiencies are noted, regardless of the employee's effectiveness rating.

To the extent required by law, a tenured Non-Teaching Professional subject to the Teachers' Tenure Act rated as needing support may request a review consistent with Revised School Code 1249.

#### C. Non-Teaching Professionals Not Subject to the Teachers' Tenure Act

For Non-Teaching Professionals without a teaching certificate who are not subject to the Teachers' Tenure Act, the Superintendent or designee will evaluate the employee's performance at intervals determined by the Superintendent or designee, except annual evaluation will be performed during the employee's probationary period. The Superintendent or designee has discretion to select and use an evaluation tool that serves the District's best interests.

An IDP may be established at the Superintendent's or designee's discretion.

Legal authority: MCL 38.71 et seq.; MCL 380.11a, 380.601a, 380.1233b, 380.1248, 380.1249; 380.1249a(2); MCL 423.215

Date adopted:

Date revised:

## Series 4000: District Employment

### 4400 Professional Staff

#### 4404 **Performance Based Compensation**

The Superintendent or designee may implement a performance based compensation system for Professional Staff. This Policy must be implemented consistent with Policy 1101.

Legal authority: MCL 380.11a

Date adopted:

Date revised:

## Series 4000: District Employment

### 4400 Professional Staff

#### 4405-R Reduction in Force and Recall (Effective July 1, 2024)

This Policy must be implemented consistent with Policy 1101.

##### A. Reduction in Force and Recall for Classroom Teachers

When making program and staffing decisions resulting in the elimination of a teaching position or the recall of a teacher to a vacant teaching position, the Board will retain the most effective classroom teachers who are certified and qualified to instruct courses within the applicable curriculum, academic levels, and departments. The Board has the exclusive right to determine the size of the teaching staff based on curricular, fiscal, and other operating conditions. To the extent that the determinations involve Revised School Code Section 1248 requirements, the clear and transparent procedures of this Policy guides the implementation of that statute.

##### 1. General Provisions

- a. The Superintendent is responsible, acting within the approved budget, for establishing the number and nature of teaching assignments to implement the approved curriculum. If the Superintendent determines that insufficient funds are budgeted for the existing teaching staff or that a reduction in teaching staff is necessary due to program, curricular, or other operational considerations, the Superintendent will recommend to the Board the teaching positions to be reduced.
- b. Reduction in force and recall decisions must be made based on teacher effectiveness criteria established in Revised School Code Section 1249 and Policy 4403.
- c. Decisions about the reduction and recall of teachers will be guided by the following criteria:
  - i. Retaining the most effective teachers who are certified (or otherwise approved or authorized) and qualified to instruct the courses within the curriculum, academic level(s), department(s), and school schedule(s). A probationary teacher rated as effective or highly effective on the teacher's most recent annual year-end performance evaluation is not subject to displacement by a tenured teacher solely because the other teacher is tenured under the Teachers' Tenure Act.
  - ii. Teachers must be properly certified, approved, or authorized for all aspects of their assignments. The teacher's certification, authorization, or approval status will be:

- A) Determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations; and
- B) Based on documentation on file with the Superintendent's office.
  - 1) A teacher must maintain valid certification, approval, or authorization, as applicable, and is responsible for filing a copy of the certificate, approval, or authorization with the Superintendent's office in compliance with Revised School Code Section 1532.
  - 2) If a teacher petitions for nullification of the teaching certificate or any endorsement, the teacher must promptly provide written notice of that petition to the Superintendent's office.
- iii. In addition, teachers must be fully qualified for all aspects of their assignments, as determined by the Board, based on documentation on file with the Superintendent's office, including:
  - A) Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding;
  - B) Credentials needed for District, school, or program accreditation;
  - C) District-provided professional development, training, and academic preparation for an instructional assignment that is anticipated to contribute to the teacher's effectiveness in that assignment and is integrated into instruction;
  - D) Relevant special training, other than professional development or continuing education as required by state or federal law, and integration of that training into instruction in a meaningful way;
  - E) Disciplinary record, if any;
  - F) Length of service in a grade level(s) or subject area(s);
  - G) Recency of relevant and comparable teaching assignments;
  - H) Previous effectiveness ratings;
  - I) Attendance and punctuality;
  - J) Rapport with colleagues, parents, and students;
  - K) Ability to withstand the strain of teaching;
  - L) Compliance with state and federal law; and

M) Other relevant factors as determined by the Superintendent or designee.

iv. Teachers must provide the District with current information and documentation supporting the teacher's certification and qualifications.

A) Reduction and recall decisions will be based on the teacher's certification and qualifications in the District's records at the time of the decision.

B) A laid off teacher must maintain current contact information (address, phone, and email address) with the Superintendent's office.

C) Failure to maintain current contact information may negatively impact the teacher's recall.

v. Teacher reductions and recalls are by formal Board action.

vi. Before the Board authorizes a teacher reduction, the Superintendent or designee will notify, in writing, the affected teacher of an opportunity to respond, either in person or in writing, to the proposed reduction.

vii. The Superintendent or designee will provide written notice of Board reduction in force or recall decisions to each affected teacher.

viii. A teacher's length of service with the District or tenure under the Teachers' Tenure Act will not be the sole factor in reduction in force and recall decisions.

d. Teacher reduction in force decisions will be implemented by the following:

i. If 1 or more teaching positions are to be reduced, the Superintendent will first identify the academic level(s) or department(s) affected by the reduction. Among those teachers who are certified, approved, or authorized and qualified to instruct the remaining curriculum within the affected academic level(s) or department(s), selection of a teacher(s) for reduction in force will be based on the factors set forth in this Policy.

ii. Teachers within the affected academic level(s) or department(s) who are certified and qualified for the remaining positions will be retained consistent with the factors set forth in this Policy.

iii. When a teaching position is identified for reduction and there exists a concurrently vacant teaching position for which the teacher in the position to be reduced is both certified and qualified, and the teacher has received an overall rating of at least effective on that teacher's most recent year-end performance evaluation, that teacher may be assigned to the vacant position consistent with Policy 4402 unless the

Superintendent or designee determines that the District's educational interests would not be furthered by that assignment.

- iv. If more than 1 teacher whose position has been identified for reduction is certified and qualified for a concurrently vacant teaching assignment, the Superintendent or designee will fill the vacancy consistent with Policy 4402, unless the Superintendent determines that the District's educational interests would not be furthered by that assignment.
- v. If the reduction or recall decision involves more than 1 teacher and multiple teachers and all factors distinguishing those teachers from each other are equal, the Board may approve and implement a tiebreaker mechanism using a discrete part(s) of the evaluation system. For example, if the reduction or recall decision involves more than one teacher and all factors distinguishing those teachers from each other are equal, the teacher with the higher year-end effectiveness score reflected in the [insert Board preference] portion of the evaluation will have preference for reduction or recall, as applicable. If this year-end effectiveness score is also tied, seniority (as established by the most recent seniority list for the bargaining unit to which the tenured teachers belong or, if none exists, the District's records) will determine preference for reduction or recall.

## 2. Teacher Recall Process

- a. A teacher is eligible for recall under this Policy for 12 months from the date the District implemented the reduction in force.
- b. The Superintendent will first identify the academic level(s) or department(s) where a teaching vacancy exists.
- c. Before or in lieu of initiating the recall of a laid-off teacher, the Superintendent may reassign teachers to fill vacancies in accordance with Policy 4402.
- d. After or in lieu of any reassignment of existing teaching staff, the Superintendent may take either of the following actions to fill a vacancy:
  - i. Recall the laid-off teacher who is certified and qualified for the vacancy, provided the teacher was rated at least effective. If more than 1 laid-off teacher is certified and qualified for recall to a vacant teaching assignment, the Superintendent or designee will fill the vacancy consistent with Policy 4402; or
  - ii. Post the vacancy and consider all applicants if the Superintendent determines that:
    - A) the District's educational interests would not be furthered by recalling an otherwise eligible laid-off teacher who meets the

certification and qualification standards for the position, **considering the factors in Policy 4402; or**

- B) no teacher on layoff meets the certification and qualification requirements for the position as otherwise stated herein.
- e. The Superintendent or designee will provide written notice of the Board's recall decision to any recalled teachers and will establish the time within which a teacher must accept recall to preserve the teacher's employment rights.
- f. A laid-off teacher who is offered an interview for a vacancy and who fails to appear at that interview forfeits all rights to recall and continued employment.
- g. A laid-off teacher who is recalled and fails to accept recall by the time designated in the recall notice, or who does not report for work by the deadline specified in the recall notice after filing a written acceptance of recall with the Superintendent, will forfeit all rights to recall and continued employment unless the Superintendent, in the Superintendent's sole discretion, has extended the time limit in writing.

**If a collective bargaining agreement or individual employment contract governs reduction in force or recall, the Superintendent or designee will adhere to the applicable language.**

**B. Reduction in Force and Recall of Non-Teaching Professionals **Not Subject to Revised School Code Section 1249****

For Non-Teaching Professionals governed by a collective bargaining agreement, the Superintendent will implement the collective bargaining agreement's standards and procedures that pertain to reduction in force or recall when recommending a reduction in force or recall to the Board.

If no collective bargaining agreement exists, or if an existing agreement does not address reduction in force or recall of Non-Teaching Professionals, the Superintendent will recommend a reduction in force or recall among Non-Teaching Professionals using the same standards and procedures as set forth in this Policy for teachers.

**C. Unemployment Compensation**

A teacher or Non-Teaching Professional who is laid off and who is paid unemployment compensation chargeable to the District during the summer immediately following a reduction in force and who is recalled on or before the beginning of the next school year will be paid according to an annual adjusted salary rate such that the employee's unemployment compensation received plus the adjusted annual salary rate will be equal to the annual rate of salary the

employee would have earned for the school year had the employee not been laid off.

Legal authority: MCL 38.71 et seq.; MCL 380.11a, 380.601a, 380.1248, 380.1249, 380.1532; MCL 423.215

Date adopted:

Date revised:

## Series 4000: District Employment

### 4400 Professional Staff

#### 4407 Discipline

Maintaining appropriate procedures and standards for addressing misconduct and other inappropriate behavior by Professional Staff is a critical component in furthering an effective educational environment and in providing quality educational services to students. Off-duty conduct may result in discipline if it adversely impacts the District and is not a legally protected activity. Information about substantiated unprofessional conduct will not be suppressed or removed from a personnel file consistent with Revised School Code Section 1230b. This Policy must be implemented consistent with Policy 1101.

##### A. Probationary Professional Staff

Probationary Professional Staff discipline or demotion may occur for any lawful reason.

1. If the complaint alleges suspected child abuse or neglect, the matter must be immediately reported to Children's Protective Services.
2. An employee who is subject to an investigatory interview that may result in discipline or who reasonably believes an investigatory interview may result in discipline may bring a representative consistent with Policy 4108.
3. The Superintendent or designee is authorized to place a Professional Staff member on paid, non-disciplinary administrative leave pending the completion of an investigation when, in the judgment of the Superintendent or designee, placing the Professional Staff member on leave will protect the investigatory process or work environment.
4. Disciplinary measures may include warning, reprimand, unpaid suspension, financial penalty, or discharge. This Policy does not require that disciplinary measures be applied progressively or sequentially. The District may apply appropriate disciplinary measures for the circumstances. The District may also consider preventative measures, including training, coaching, and other remedial measures.
5. Discipline will be confirmed in writing and placed in that person's personnel file. The person's year-end performance evaluation may also reflect the discipline.
6. The Superintendent or designee is authorized to impose discipline except for:
  - a. Nonrenewal of a probationary teacher; or
  - b. Discharge of a probationary teacher.

The Board's action may be based upon the Superintendent's or designee's written recommendation and applicable procedures set forth in the Teachers' Tenure Act.

## B. Tenured and Non-Probationary Professional Staff

Tenured teacher discipline or demotion will occur only for a reason(s) that is not arbitrary or capricious. Likewise, the disciplining of Non-Teaching Professionals will be governed by the arbitrary or capricious standard unless expressly stated otherwise in a collective bargaining agreement, employee handbook, or individual employment contract. Under the arbitrary or capricious standard, a disciplinary decision must be supported by a preponderance of the evidence and the discipline must have a rational relationship to the established misconduct or inappropriate behavior.

Before imposing discipline, the Superintendent or designee will investigate whether a Professional Staff member engaged in conduct that may justify discipline. The investigation should include discussions with witnesses determined by the Superintendent or designee to have relevant information and a review of tangible evidence (e.g., documents, video, electronic communications). The Professional Staff member will be provided an opportunity to respond to the allegation(s).

If a Professional Staff member is governed by a collective bargaining agreement or individual employment contract, the Superintendent or designee will adhere to the disciplinary standards and procedures in that agreement. If the collective bargaining agreement or individual employment contract does not have an applicable provision, then the standards and procedures outlined below will apply.

The following procedures may be used for investigating allegations of Professional Staff misconduct or inappropriate conduct:

1. The Superintendent or designee may consult with legal counsel in appropriate cases and may request that legal counsel assist with an investigation.
2. The Superintendent or designee will give the Professional Staff member oral or written notice of the allegation(s).
3. If the complaint alleges suspected child abuse or neglect, the matter must be immediately reported to Children's Protective Services.
4. The Superintendent or designee will give oral or written notice of the time, date, and location of a meeting to provide the Professional Staff member with an opportunity to respond to the allegation(s) and substantiating factor(s).
5. An employee who is subject to an investigatory interview that may result in discipline or who reasonably believes an investigatory interview may result in discipline may bring a representative consistent with Policy 4108.

6. The Superintendent or designee is authorized to place a Professional Staff member on paid, non-disciplinary administrative leave pending the completion of an investigation when, in the judgment of the Superintendent or designee, placing the Professional Staff member on leave will protect the investigatory process or work environment.
7. If an investigation concludes that a preponderance of the evidence (i.e., more likely than not) establishes that the Professional Staff member engaged in conduct warranting discipline, the appropriate level of discipline will be guided by the following:
  - a. the seriousness of the offense;
  - b. the Professional Staff member's prior disciplinary and employment record;
  - c. whether other Professional Staff members have engaged in similar or like past conduct known to the District's administration and the discipline imposed for those infractions;
  - d. the existence of aggravating or mitigating factors, as determined by the Superintendent or designee;
  - e. applicable federal or state law;
  - f. the Professional Staff member's acceptance of responsibility;
  - g. the likelihood of recurrence; and
  - h. any other factors the Superintendent or designee determine are relevant.
8. Disciplinary measures may include:
  - a. warning;
  - b. reprimand;
  - c. unpaid suspension;
  - d. financial penalty; or
  - e. discharge.

This Policy does not require that disciplinary measures be applied progressively or sequentially. The District may apply appropriate disciplinary measure. The District may consider additional preventative measures to address the misconduct, including training, coaching, and other remedial measures.

9. Discipline will be confirmed in writing and placed in that person's personnel file. The discipline imposed may also be reflected in the person's year-end performance evaluation.

10. The Superintendent or designee is authorized to impose discipline except for:
- a. the discharge of a Professional Staff member; or
  - b. the demotion of a tenured teacher, as defined in the Teachers' Tenure Act.

The Board's action may be based on the Superintendent's or designee's written recommendation and applicable procedures in the Teachers' Tenure Act.

11. A tenured teacher's salary may be escrowed after tenure charges are approved by the Board pursuant to Policy 4208.

Legal authority: MCL 38.71 et seq.; MCL 380.11a, 380.601a; *NLRB v J Weingarten, Inc*, 420 US 251 (1975)

Date adopted:

Dated revised:

## Series 4000: District Employment

### 4400 Professional Staff

#### 4408 Termination

This Policy must be implemented consistent with Policy 1101.

##### A. Probationary Teachers

For purposes of this Policy, the “termination” of a probationary teacher occurs when the probationary teacher is discharged during the term of an existing individual employment contract between the probationary teacher and the Board. Discontinuation of a probationary teacher’s employment at the expiration of an individual employment contract is not termination for purposes of this Policy and is addressed separately in Policy 4409.

The Board may terminate a probationary teacher for misconduct, inappropriate behavior, performance that is not effective, or for any other lawful reason at any time.

The Superintendent or designee may recommend the termination of a probationary teacher to the Board. The recommendation will include the reason(s) for the proposed termination.

Probationary teachers recommended for termination by the Superintendent or designee will be provided advance notice of the allegations; an opportunity for a hearing in closed or open session before the Board; and the time, date, and location of the Board hearing.

##### B. Tenured Teachers

The Superintendent or designee may recommend the termination of a tenured teacher by filing tenure charges with the Board. The Board will consider whether to proceed on the tenure charges or modify the charges. A tenured teacher may be terminated for a reason that is not arbitrary or capricious.

The tenured teacher may challenge the Board’s decision to discharge or demote the teacher by timely filing an appeal with the State Tenure Commission.

##### C. Non-Teaching Professionals

Unless otherwise provided by a collective bargaining agreement or individual employment contract: (1) a Non-Teaching Professional who is not subject to the Teachers’ Tenure Act is subject to 5 years of probationary service and may be non-renewed or terminated at-will by the Board; and (2) after 5 years, the non-probationary Non-Teaching Professional may be terminated for any reason that is not arbitrary or capricious, subject to due process.

The Superintendent or designee may recommend the termination of a Non-Teaching Professional to the Board. The recommendation will include the reason(s) for the proposed termination.

Non-Teaching Professionals recommended for termination by the Superintendent or designee will be provided advance written notice of the allegations; an opportunity for a hearing in closed or open session before the Board; and the time, date, and location of the Board hearing.

Legal authority: MCL 38.83(2), 38.101, 38.121

Date adopted:

Date revised:

## Series 4000: District Employment

### 4400 Professional Staff

#### 4409-R Non-Renewal (Effective July 1, 2024)

For purposes of this Policy, “non-renewal” of a probationary teacher refers to the discontinuation of the employment relationship between the Board and a probationary teacher at the expiration of the probationary year following the process set forth in the Teachers’ Tenure Act.

Teachers must serve a probationary period as required by the Teachers’ Tenure Act. A probationary teacher’s contract may be non-renewed for performance-based reasons or any other lawful reason.

This Policy must be implemented consistent with Policy 1101.

#### A. Probationary Period

1. A probationary teacher rated **developing, or needing support** may be subject to non-renewal consistent with the Teachers’ Tenure Act. To attain tenure, a probationary teacher must be rated **effective (after July 1, 2024) or highly effective (before July 1, 2024)** on the teacher’s 3 most recent year-end annual performance evaluations and serve at least 4 full school years. A teacher’s probationary period may extend beyond 4 years .
2. For a teacher who previously held tenure in another Michigan public school district, the teacher is subject to a 2-year probationary period, unless the Board acts to reduce the teacher’s probationary period.
3. **Unless otherwise provided by a collective bargaining agreement or individual employment contract:**
  - a. **Non-Teaching Professionals who are not subject to the Teachers’ Tenure Act are subject to 5 years of probationary service and may be non-renewed or terminated at-will by the Board; and**
  - b. **After 5 years, the non-probationary Non-Teaching Professional may be non-renewed or terminated for any reason that is not arbitrary or capricious, subject to due process.**

#### B. Non-renewal

1. Probationary teacher non-renewal is subject to the non-renewal procedures specified in the Teachers’ Tenure Act. This Policy shall be implemented consistent with that statute.
2. Before non-renewing a probationary teacher, the probationary teacher must receive written notice of the Superintendent’s or designee’s recommendation for non-renewal and the time, date, and place of the Board meeting at which

the Board will consider the recommendation. The recommendation for non-renewal will state the reason(s) for the recommendation and may include supporting documentation.

3. The probationary teacher must receive written notice of Board action to non-renew the teacher's contract at least 15 calendar days before the end of the school year (June 30) except as provided in subsection 4 below. If the teacher is hired after the beginning of the school year, notice of non-renewal must be received at least 15 calendar days before the teacher's anniversary date of hire.
  4. For a teacher who previously held tenure in another Michigan public school district, the teacher must receive written notice of non-renewal at least 60 calendar days before the completion of the probationary period.
- C. The probationary teacher will be provided an opportunity to address the Board in open or closed session and respond to the Superintendent's or designee's recommendation to non-renew.
  - D. The Board must take action in open session on the recommendation to non-renew the probationary teacher.
  - E. The probationary teacher must be served with written notice of the Board's action non-renewing the teacher's employment and a copy of the Board action within the timeframe required by the Teachers' Tenure Act. The non-renewal notice will specify that a probationary teacher has the right to appeal the timeliness or legal effect of a notice of non-renewal. The appeal must be filed with the State Tenure Commission within 20 calendar days after the probationary teacher's receipt of the notice of non-renewal. A copy of the Teachers' Tenure Act should also be included with the notice.

Legal authority: MCL 38.81 et seq., 38.91 et seq.

Date adopted:

Date revised:

## Series 4000: District Employment

### 4500 Administrators/Supervisors

#### 4503-R Performance Evaluation (Effective July 1, 2024)

Performance evaluations of Administrators are an essential element of providing quality educational services and measuring an employee's competency. This Policy does not alter the Board's authority or ability to terminate an Administrator's employment during the term of an individual employment contract or to non-renew an Administrator's contract at the end of the contract's term. This Policy must be implemented consistent with Policy 1101.

#### A. Building Level and Central Office Instructional Administrators

The Superintendent or designee will ensure that building level and central office Administrators who are regularly involved in instructional matters are evaluated consistent with a performance evaluation system under Revised School Code Sections 1249 and 1249b. This performance evaluation system will include, if appropriate, the following:

1. an annual evaluation process that meets statutory standards and is based on objective criteria;
2. an annual evaluation by the Superintendent or designee, unless the Administrator qualifies for a biennial evaluation. This paragraph does not preclude more frequent Administrator evaluations as determined necessary by the Superintendent or designee;
3. an individualized improvement plan if the Administrator is rated developing or needing support or if performance deficiencies are noted;
4. student growth and assessment data or student learning objectives, as defined by Revised School Code Section 1249;
5. an evaluation and feedback provided in writing with an overall effectiveness rating of effective, developing, or needing support;
6. dismissal of an Administrator rated ineffective or needing support on 3 consecutive evaluations;
7. opportunity for an Administrator rated needing support to request a review consistent with Revised School Code 1249b;
8. a mentor for an Administrator for the first 3 years in which the Administrator is in a new administrative position;
9. a midyear progress report each year that the administrator is evaluated that includes specific performance goals for the remainder of the year and any recommended training identified by the evaluator;

10. for a building level administrator's evaluation, the evaluator will visit the school building where the administrator works, review the building level school administrator's school improvement plan, and observe classrooms with the administrator to collect evidence of school improvement plan strategies being implemented and the impact the school improvement plan has on learning;

11. an evaluation tool approved by the MDE, a modified MDE tool, or a local evaluation tool adopted in compliance with Revised School Code Sections 1249 and 1249b;

12. website posting of required information pertaining to the evaluation tool;

13. appropriate training for evaluators; and

14. other components that the Superintendent or designee deems relevant, important, or in the District's best interest.

B. Non-Instructional Administrators, Supervisors, and Directors

The Superintendent or designee may evaluate Non-Instructional Administrators, Supervisors, and Directors based on the appropriate evaluation instrument as determined by the Board and consistent with any applicable collective bargaining agreement or individual employment contract. An individual improvement plan may be implemented to remediate and enhance employee performance.

Legal authority: MCL 380.11a, 380.601a, 380.1249, 380.1249b

Date adopted:

Date revised:

## Series 4000: District Employment

### 4500 Administrators/Supervisors

#### 4504 **Performance Based Compensation for Administrators/Supervisors**

The Superintendent or designee may implement a performance based compensation system for Administrators, Supervisors, and Directors. This Policy must be implemented consistent with Policy 1101.

Legal authority: MCL 380.11a

Date adopted:

Date revised:

BRIGHTON AREA SCHOOLS  
Board of Education  
April 8, 2024

Report #24-30

**For Future Action**

Subject:

Elementary Counselors

Recommendation:

Rationale:

Facts/Statistics:

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:

Supported by:

Voice Vote:

- Ayes
- Nays

BRIGHTON AREA SCHOOLS  
Board of Education  
April 8, 2024

Report #24-31

**For Future Action**

Subject:

Staffing 2024-25

Recommendation:

Rationale:

Facts/Statistics:

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:

Supported by:

Voice Vote:

- Ayes
- Nays

BRIGHTON AREA SCHOOLS  
Board of Education  
April 8, 2024

Report #24-32

**For Future Action**

Subject:  
RFP's/BECC

Recommendation:

Rationale:

Facts/Statistics:

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:  
Supported by:

Voice Vote:  
 Ayes  
 Nays

**BRIGHTON AREA SCHOOLS**  
**Board of Education**  
**April 8, 2024**

**Report #24-33**

**For Future Action**

Subject:

Overseas Trip 2025

1. Brighton High School request for international trip to France.
2. Brighton High School request for international trip to Spain.

Recommendation:

It is recommended that the Board approve the international trip to France in June of 2025 and Spain in March of 2025 as proposed by French teacher, Matt Dufon and Choir teacher, Phil Johnson respectively.

Rationale:

1. France: The 10-day trip will include tours and visits and provide French-language learners the opportunity to practice their language skills in real-life learning environments while they explore the history, geography, and culture of France. Students will travel to Paris, Loire Valley, Normandy and Brittany.
2. Spain: The 9-day trip will include performances, tours, and visits including Barcelona, Valencia, Toledo, and Madrid. Students will explore and learn about the culture and history as they hear performances and perform in multiple locations throughout the tour.

Facts/Statistics:

1. Destination: France Dates of Travel: June 16- 25, 2025  
The estimated cost of the optional self-funded trip is \$5082 per student. Fundraising opportunities will be provided with possible reductions contingent upon the number of students traveling. The student-to-adult ratio: 5 to 1

Participating students will be enrolled in French language classes, with the successful completion of French 1. Three quotes have been obtained.

2. Destination: Spain Dates of Travel: March 19-27, 2025  
The estimated cost of the optional self-funded trip is \$4000 per student. Fundraising opportunities will be provided and scholarships with possible reductions contingent upon the number of students traveling. The student-to-adult ratio: 5 to 1

Participating students will be enrolled in Choir or Orchestra classes grades 9-12. Three quotes have been obtained.

District Goal Addressed:

- Communication  
 Fiscal Integrity  
 Student Achievement

Moved by:

Supported by:

**Motion:**

To approve the Overseas Trips 2025 to France and Spain for Brighton High School.

Voice Vote:

- Ayes  
 Nays

## **Student Trip Proposal Information Form**

To be used for all overnight trips, trips exceeding 100 Miles and overseas travel ( including travel outside of the continental United States and Canada) in accordance with Board Bylaws and Policies 2340- Field Trips.

**Name of Trip:** *France 2025*

**Proposed Departure Date:** *16 June 2025*    **Return Date:** *25 June 2025*

**Proposing Staff Member:** *Matt Dufon*            **Position:** *Teacher, BHS*

### **PURPOSE OF TRIP**

**1. What is the major place(s) to be visited or event(s) to be attended?**

*Paris, Loire Valley, Normandy, Brittany*

**2. How is the proposed visit or event related to the educational program of the district?**

*This proposed visit would be available to students who have completed a minimum of French I and the 9th grade, by the departure date. The tour introduces students to French culture and history, which is an important part of our French curriculum.*

**3. In what ways will the students benefit?**

*Students will experience French history, culture and language. They will deepen their understanding of the French experience. This sort of educational travel is a life-changing trip for most students.*

**4. How will the travel be evaluated to determine the extent to which these benefits were realized?**

*The benefits are difficult to evaluate empirically. Students normally return from such a trip with a greater interest in world language study and with a greater interest in peoples from other cultures. Teachers return freshly inspired, with lots of stories to share with their students. The trip ignites a passion not just for language, but for history, art, lifelong learning, global citizenship, and more.*

## **STUDENTS AND STAFF**

- 1. Which students, in terms of grade, class, or organization will be attending?**

*Students who have successfully completed 1 year or more of French and who have demonstrated positive behavior patterns in school will be considered for the trip. Students with chronic tardy problems, who have been suspended from school, or who have caused problems in French class will not be considered for the trip. A maximum of one busload of students will be accepted, with approximately 40 students and 4 teachers. A minimum of 12 students and 2 teachers will be accepted.*

- 2. Which staff member(s) will be in charge?**

*Matt Dufon will be in charge.*

- 3. How many additional staff members will be attending?**

*Jean Marie Moffa will assist. Depending upon the size of the group, there may be other staff members.*

- 4. How many chaperones, in addition to staff members, will be attending?**

*None*

## **SCHOOL TIME**

- 1. Has the trip been planned to minimize absence from school?**

*Yes. We will work during summer vacation to make this trip possible.*

- 2. How many school days will be missed?**

*None*

- 3. Has the trip been planned to minimize disruptions of religious and national holidays?**

*Yes*

## ITINERARY

**1. What is the destination?**

*France (see attached itinerary)*

**2. What will be the mode(s) of transportation?**

*Air transportation will be to and from Paris. Bus in France. Students will be responsible for arranging their own transportation to and from Detroit-Wayne Metropolitan Airport (DTW).*

**3. What will be the accommodations and food plans?**

*Hotels in or near city centers. Breakfast will be in the hotels, lunch will be a time for students to choose their own meals, and dinner will be organized in restaurants. Dietary restrictions will be accommodated to the best of our ability.*

**4. What, if any, enroute or supplementary activities are planned?**

*The trip is filled with enriching activities. We also hold after-school meetings with our students where we go over how to use the Métro in Paris, how and what to pack, and lessons on French customs and formalities.*

**5. What arrangements have been made for dealing with emergency situations?**

*See attached documents re: optional cancellation insurance policies available from Explorica. Medical emergencies are facilitated by way of the power of attorney and medical insurance/information forms (attached)*

## FINANCES

**1. What is the estimated total cost per student?**

*Explorica quoted the trip's final cost as \$5,082 with possible reductions contingent upon the number of students traveling. Please see attached chart of the breakdown of the bids from the three companies we received bids from, as well as copies of their brochure proposals.*

*EF had lower quality hotels, located further from city centers.*

*ACIS had pricing that simply was too high to consider (\$500 more expensive than Explorica).*

*Explorica was able to offer us a private tour, with our own requested dates, better quality hotels located more close to city centers, and the best teacher to student ratio, at pricing that is very competitive.*

**2. What is the source of funds?**

*This trip is funded by students and their families.*

**3. What arrangements are available to ensure all students who are eligible can participate regardless of financial circumstances?**

*We will discuss fundraising if there is interest. We have selected a solid company whose price was more accessible to families.*

## **COMMUNICATION**

**1. What will be the communication to families prior to the trip, during the trip, and after the trip?**

*There will be student and parent meetings. We will have a Google classroom set up for the trip. During the trip, students may call home. Parents will also have the chaperones' phone numbers. Chaperones will call parents if there is a discipline or medical issue.*

## **HEALTH AND SAFETY**

**1. What safeguards have been taken to ensure the health and safety of all participants? Please review the Field Trip Questions COVID and respond to have a plan in place to address the questions listed.**

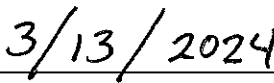
*We require students and their parents to complete an Emergency Treatment Release Form and a Health History Form. (See attached.) COVID-related questions are answered on the attached document.*

**DISTRICT AND SCHOOL POLICIES**

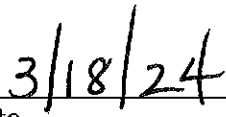
All school district and student handbook rules and regulations will be in effect. *(WE have students and parents sign a Code of Conduct form, stating as much, prior to departure.)*

All permission forms must include signatures by parents and participants admitting that each is aware of the rules and will abide by and support these rules. Trip disclaimer forms must be on files in the school office before students can participate.

  
\_\_\_\_\_  
Signature of Proposing Staff Member

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature of Building Principal

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Central Office Designee

\_\_\_\_\_  
Date

## GENERAL TERMS BEFORE WE GET STARTED

### Important Information

The following trip terms and conditions are for groups traveling on a K-12 Explorica by WorldStrides International tour ("WorldStrides"). By registering for this program, you are agreeing to participate in a full-service group educational travel experience, operated by Lakeland Tours LLC dba WorldStrides, or one of our affiliate businesses. Because of the unique nature of group travel, many elements of your program and itinerary may be selected and/or scheduled at the direction of your group's Program Leader (the teacher, administrator, or parent from your school or community), who will act as your group's representative. Further, please note that, while WorldStrides and its affiliates will arrange the various travel elements for your trip, the total price quoted for your program includes additional pre-trip services, including but not limited to the development of the associated educational content and materials, the printing and distribution of program materials, the costs associated with our various group health and safety measures, and the administrative and service costs related to group management.

### Waiver & Release

All participants must agree to a signed Participant Release and Binding Arbitration Agreement at the time of registration. This form can be viewed and agreed to during online registration, or printed, signed, and returned to WorldStrides via email to: [info@explorica.com](mailto:info@explorica.com) or by mail to: PO Box 9033, Charlottesville, VA 22906.

## FLEXIBLE PAYMENT OPTIONS

We provide you with options and flexibility to make our educational experiences more accessible.

### What are your payment options?

- 1) Monthly Automated Payments:** Pay your deposit and optional travel protection plan costs with credit/debit card or checking account upon enrollment, and the balance of your Tour Fee will be automatically charged to your card or debited from your account in equal monthly installments until 35 days prior to your departure date (checking account) or 65 days prior to your departure date (credit/debit card). Please note that you must make all payments by credit card, debit card, or checking account. If two consecutive payments are returned NSF or declined by your bank or credit card company, we will change your account to the designated Manual Plan.
- 2) Pay in Full:** Pay in full at the time of enrollment.
- 3) 4-Step Manual Payments:** Pay your deposit and travel protection plan costs upon enrollment, \$500 toward your Tour Fee 30 days later, and 75% of your remaining balance at 110 days prior to departure. The final remaining balance is due 65 days prior to departure and can be paid by check, credit or debit card, or checking account. If you enroll 150 days prior to departure or later, you will make only three payments - deposit and travel protection plan costs at enrollment, 75% of your remaining balance at 110 days prior to departure, and the final balance at 65 days prior to departure. Please note that we do not automatically deduct payments on this plan; you must make each payment manually.

All full-paying participants, including participants who have previously traveled, are required to pay a deposit upon enrollment. Any participant who has already paid the deposit for a previous tour will receive a \$100 credit on your account.

Your account must be paid in full by the final payment deadline or your account will be subject to cancellation.

### What if you're late on a payment?

**Late Registration, Late Payment, and Fees:** WorldStrides charges a late registration charge of \$145 if enrollment is less than 110 days before departure. If you are late on any payment, you will be subject to a \$50 late payment fee. No personal checks or business checks will be accepted after the final payment deadline. Only certified check, money order or credit card payments will be accepted. There is a \$35 service charge on returned checks, declined credit cards or declined e-checks. A \$200 fee may apply for any name changes made within 85 days of departure. A \$50 fee, plus any additional airfare costs, will be assessed if you cancel your reservation and choose to re-instate at a later date.

**Waitlist:** Your program space is not guaranteed until your account has been paid in full and you have been advised in writing that all conditions for travel have been satisfied. If you are placed on a waitlist due to late registration or an outstanding account balance after final payment date your account must clear waiting list procedures and may involve additional airline and other charges.

## What do you need to know about your program fees?

The price quoted is based upon a minimum number of travelers. The price quoted is also subject to adjustment if the minimum enrollment is not met, if the program content or itinerary changes, or in the event of circumstances beyond WorldStrides's direct control. Your group may be combined with other group(s) on the program to reach minimum. The combinations may not be of the same age level or have the same itinerary. If the Program Leader chooses not to be combined and travels with less than the minimum number of participants, an additional cost will be charged to your account.

**Non-Refundable Fees:** The fee for enrollment in a Trip Protection Program (discussed below), your deposit, any handling charges, merchandise fees, fees for returned checks, fees for declined credit cards or electronic drafts, late payments, and registration fees are not refundable under any circumstances.

## What is not included in your program fees?

Unless specifically stated in your program, WorldStrides' program prices do not include college credit fees, passport fees, visa fees, trip protection fees, baggage charges, portorage at airports and hotels, gratuities to guides or bus drivers, private or small group fee, expenses incurred during free time, optional excursions, trip extensions, local transportation to unscheduled activities, transportation from your home to the origination point of the program, overnight lodging and meals prior to departure or upon return from a program or the weekend supplement if your departure or return flight falls on a Friday, Saturday or Sunday (not applicable to tours to the United States, Canada or Puerto Rico).

**Adult Supplements:** Adults are automatically placed in twin rooms unless a single room upgrade is requested and available for the required additional applicable fee(s). Depending on the selected tour type, adult groups may be combined with student groups. In addition to the twin or single room fee, adults pay a supplement fee of \$125.

# EXPLORE BEYOND THE CLASSROOM!

## Program Information

Prior to departure, you will receive details regarding flight and hotel information, departure and return times, packing tips, drop-off/pick-up locations, etc. Flight times, airlines, itineraries, tour leader(s), and hotel information are subject to change. This is especially true when participating in a tournament or event, where WorldStrides is subject to the program hosts' schedule, accommodations, and transportation.

## Protecting You on Tour

Optional coverage is available and more details can be found below under PROTECTING YOUR INVESTMENT.

Please note, participants are solely responsible for their pre-program, program, and post-program medical care in all respects, including, but not limited to, obtaining and taking necessary medication(s), vaccinations, and any other medical care and treatment.

## Age Restrictions for Young Travelers

We do not accept applications for travelers under the age of 6 at time of departure. Registration for children 12 and under is subject to individual review, and the decision to allow participation in a trip is at the sole discretion of WorldStrides.

## Travel Documentation

Every participant is responsible for obtaining the required documentation necessary prior to departure, such as a valid passport, visa, transit visas, notarized parental consent form (if applicable), and any required travel insurance coverage. Secure flight data (including name and birthdate) must fully match the information provided to WorldStrides for inclusion on travel documentation and airline tickets, and must meet any other applicable compliance requirements issued by the Transportation Security Administration or related agencies. WorldStrides provides online and customer service to keep the program participant's information current and it is the participant's sole responsibility to assure that this information is fully up to date no later than 85 days prior to the group's departure date. If changes occur after that date, the participant must contact customer service and additional change fees will apply. Visit the Transportation Security Administration website at [www.tsa.gov](http://www.tsa.gov) for more information.

If a participant is unable to travel due to the lack of a proper identification, passport or visa, or necessary inoculations, the standard cancellation policy will apply. Reservations are not transferable at any time.

## Course Credit

Because WorldStrides holds various accreditations, participants may qualify for course credit for participation in a WorldStrides program. Schools, colleges, and universities hold varying policies regarding a student's eligibility to earn or redeem course credit from other accredited institutions. Students should consult their school guidance counselors and/or school policy handbooks to determine their eligibility. WorldStrides is not responsible for the approval or issuance of course credit.

## Optional Accommodations for Individuals and Groups

Participants may upgrade to a twin or single room for an additional fee upon availability. All participants aged 22 and younger at time of departure room in same-gender rooms in triple or quad rooming with travelers from the entire group. Minors, under the age of 18, are not able to room by themselves. Alternatively, your Program Leader may select a custom or "Exclusive Rooming" option, which ensures that students from your group will not be mixed with students from other groups during hotel stays.

**Tour extensions:** For the majority of WorldStrides' programs, tour extensions must be booked at the time of enrollment, must apply to the entire group, and any changes will incur additional charges. All tour extensions are based on the agreed upon paying participants. If there are not enough participants enrolled on a tour extension, WorldStrides reserves the right to add a surcharge or cancel the tour extension at its discretion.

**Stay-ahead and stay-behind:** If the entire group would like to arrive at the first destination a few days earlier or stay at the final destination a few days later than the scheduled tour, WorldStrides can change your airline tickets. The service fee is \$50 per participant, plus additional costs for land arrangements, which will be passed along to the participants. This optional tour enhancement requires a minimum of 10 paying participants. If an individual participant would like to opt to stay ahead or behind your scheduled tour, WorldStrides can arrange the airline ticket for a service fee of \$145 if requested upon enrollment. If requested after enrollment and up to 110 days prior to departure, the fee is \$195. We will change your airline ticket and you are responsible for all accommodations, meals, and transfers before and after the scheduled tour. Travelers younger than 15 years of age are not permitted to fly alone therefore and are ineligible for flight deviations separate from the group unless accompanied by an adult. Because we will arrange your airline tickets separately from your group's, we cannot guarantee that you will share any of the same flights, and additional fees may apply.

**Land-only:** Some Program Leaders may opt for the group to arrange for your own airline tickets and begin your tour at the first hotel at destination. You are solely responsible for transport to/from airports, including the ground transport to meet/depart from the group. For some of our tours, individual participants may opt to arrange your own airline tickets and join the group at the hotel at the first overseas destination your tour fee will reflect the discounted land only rate. You may select this option upon enrollment or up to 110 days before departure and thereafter additional fees may apply. This option is not available less than 90 days before departure. Land only participants are responsible for their own airline tickets and airport transfers. If a participant books airfare prior to the trip being confirmed by an Account Manager, WorldStrides is not responsible for any flight reimbursements/refunds.

**Optional excursions:** On the majority of our international programs, we offer a number of optional activities pre-negotiated with our overseas suppliers. For most optional activities, you can enroll online up to 110 days prior to your departure date, and you can enroll over the phone for most excursions up to 45 days prior to departure. After that date, you can register on a space-available basis only during the tour itself. All optional excursions are based on the agreed upon paying participants. If there are fewer paying participants enrolled on an optional excursion, WorldStrides reserves the right to add a surcharge or cancel the optional excursion at its discretion.

**Alternate departure airport:** Depart from an airport different from your fellow group members. You pay the Tour Fee from the alternate airport, plus a service fee of \$145 if requested up to 130 days before departure. If requested between 129-90 days before departure, the fee is \$195. This option is not available less than 90 days before departure. Additional fees may apply, and your alternate airport must be one of WorldStrides's gateways.

If you are traveling outside of WorldStrides scheduled tour dates, the participant is responsible for all associated costs. WorldStrides is not responsible for participants when they are not part of WorldStrides organized activities, during deviations and/or stay-ahead/stay-behind optional periods, and any time that the activities do not include the services of a WorldStrides Tour Director.

**Frequent Flyer Miles:** Frequent flyer miles are not available to participants.

## Personal Property

Participants are fully responsible for any costs arising from the damage, loss, or theft of any personal property during the program.

## Travelers with Disabilities

WorldStrides happily welcomes all travelers on our tours. However, the trips are fast paced, require a great deal of walking, and can be physically demanding. Due to these restrictions, you may not be able to fully participate in the tour. Furthermore, WorldStrides is not responsible for any denial of service by carriers, hotels, restaurants, and other independent suppliers, and cannot refund the cost of any activity in which you were unable to participate. We encourage that any disability requiring special attention be reported to the Program Leader and WorldStrides at the time you make your reservation. WorldStrides will make reasonable attempts to accommodate special needs. Travelers requiring extraordinary assistance must be accompanied by a paying companion who is capable of and totally responsible for providing the necessary assistance.

## Special Dietary Requirements

WorldStrides cannot be responsible for accommodating any food allergies, or dietary requirements and restrictions, and is not responsible for any problems associate with food or drink, including allergies. Dietary requirements and restrictions are the sole responsibility of the participant.

## Supervision/Behavior

WorldStrides, the Program Leader, and chaperones establish behavior rules and directions for all student participants. Failure to abide by the rules or directions may result in the student being sent home at the parents' expense without any right to a refund. All program participants will be responsible for their own actions at all times, and the Program Leader and chaperones will be held accountable for the action of all participants in their group.

Consumption or possession of alcoholic beverages or drugs of any kind for which you do not have a valid prescription, behavior infringing upon the ability of others to enjoy the Program, or compromising your own or others' safety, or is otherwise inappropriate, or violates the law as well as violation of certain other rules, constitute grounds for immediate expulsion from the tour.

WorldStrides is committed to providing an environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated.

On occasion, program participants may be allowed by the Program Leader to leave the group and to explore on their own. WorldStrides has no responsibility for participants when they are on their own and it is the sole responsibility of those participants to take whatever actions are necessary to rejoin the group, at their own cost. If a program participant is late in appearing for a scheduled departure, the Program Leader has no duty to delay the Program to wait for the participant.

## What happens if your program changes after registration?

**Program Changes Made by WorldStrides:** Changes or substitutions in hotels, itinerary, inclusions, or airports may be made depending on your travel dates, arrival and departure times, national holidays, and events beyond WorldStrides's control at the discretion of WorldStrides as it deems necessary or desirable. Changes in itinerary, including reversing the itinerary, changes to the order in which cities or countries are visited, the duration of the stay in each city, addition and omission of cities or countries may occur. On certain dates some attractions or activities may be closed, and the availability of some venues advertised or communicated cannot be guaranteed. Some venues may require special equipment. Venues may also close without prior notice due to public holidays, festivals and routine maintenance. In these instances, no refunds can be given. Whenever possible, suitable alternatives will be provided.

WorldStrides reserves the right to change the date of departure by no more than two days from the original departure date in spring (Oct-Apr) and three days in the summer (May-Sept). These changes are not grounds for cancellation without penalty or for refunds after the tour.

On occasion, WorldStrides must change dates of a scheduled program by more than 3 days as the result of Exceptional Circumstances, as defined below, or as a result of operational challenges or difficulties, including without limitation, travel restrictions, event cancellations, facility closures, government-imposed restrictions/closures, or other reasons beyond the control of WorldStrides.

Should WorldStrides need to change the destinations visited and/or the dates of a scheduled program by more than 3 days, we will work with your group's Program Leader to reschedule your trip to dates that work for your group.

**Changes Made by Your Group:** WorldStrides offers its WorldClass Flex Program to enable groups to plan trips with confidence. We understand your group may need to change your trip due to unforeseen circumstances. If your group decides they are not comfortable traveling to the planned destination or on the scheduled dates, the group can move the trip to an alternative destination or move to a new future date up until 60 days before departure. Changing the destination or date of the trip will be determined based on availability of trip components including, but not limited to, accommodations, venues, attractions, content, meals, and transportation. We will work with your Program Leader to find an alternative future date up to 24 months from your original departure date. Your group will be able to adjust your trip with no additional fees, just the difference (if applicable) in the price of the new trip.

In the event a tour is moved to the future, all monies paid (less any Non-Refundable Fees) can be transferred from an existing participant to a new participant if the new participant enrolls (which enrollment will include express agreement to these Terms and Conditions) by 110 days before departure. Once funds are transferred, the new participant is subject to the full Terms and Conditions and standard refund policies as defined for the group on the original scheduled trip.

If you or your group reschedules to a new destination or date and then decides to cancel, the cancellation fees will be calculated from the date of transfer from the original tour and standard cancellation fees will apply.

For departures from cities with multiple airports within a reasonable distance, WorldStrides will book flights interchangeably between the airports.

## What if you have to cancel your registration?

All cancellations must be made in writing by the person listed on the registration form to your account representative or customer service at [cancellations@explorica.com](mailto:cancellations@explorica.com) or via mail to WorldStrides, P.O. Box 9033, Charlottesville, VA 22906-9033, must be postmarked prior to the group's departure, and must include account number, registrant's name, and complete address.

The Program Leader may cancel the program on behalf of the entire group, or any individual participant. Within 24 hours following receipt of your registration confirmation or initial payment invoice (whichever is first), you may cancel your WorldStrides program and receive a full refund. After 24 hours, the Standard Cancellation Policy applies.

All refunds are issued using the original form of payment on the account. Check refunds are only issued to the primary responsible party listed on the account. WorldStrides accepts payment via check, e-check, debit card, and credit card. Should you choose to use a gift and/or preloaded credit card to make one or more payments on your WorldStrides account, WorldStrides is not responsible for replacing any credits that are successfully processed back to any lost, stolen, or destroyed gift or preloaded credit card account used for payment.

**Standard Cancellation Policy:** The services and value we provide begin long before your date of departure, and there are significant unrecoverable costs as your departure date approaches. Therefore, if you do not enroll in the Cancel for Any Reason Plan and you, the Program Leader, school, or school administration cancel beyond the 24-hour grace period, WorldStrides will be entitled to retain (in addition to the Non-Refundable Fees):

- \$399 non-refundable fee if more than 150 days
- \$599 non-refundable fee if between 150-110 days
- 50% of all fees + \$99 non-refundable fee if between 109-76 days
- 75% of all fees + \$99 non-refundable fee if between 75-31 days
- 100% if 30 days or less

**Cancellation due to Exceptional Circumstances:** If your group is unable to reschedule your trip to a new destination or date, and your program is canceled or cannot be delivered due to Exceptional Circumstances (explained below), travelers who did not purchase the Cancel for Any Reason Plan, will be refunded all monies paid less Non-Refundable Fees and an additional cancellation fee of \$399 for trips involving international air travel, \$289 for trips involving domestic air travel, or \$149 for trips involving domestic bus travel. After August 2021, cancellation fees for non-purchasers of Cancel for Any Reason Plan will be \$499 for international air travel, \$389 for domestic air travel, and \$189 for domestic bus travel. Please note – these fees are not intended to be a penalty, but rather a fair estimation of a portion of the unrecoverable internal and external costs related to planning, managing, and administering a full-service group travel program, that are incurred by WorldStrides prior to the date of departure.

**Exceptional Circumstances:** Without limitation, WorldStrides, including its affiliates, owners, officers, agents, employees or any associated organization, is not responsible for any injury, loss, or damage to person or property, death, delay, overbooking or downgrading of accommodations, mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely, dangers associated with animals, sanitation problems, food poisoning, lack of or quality of medical care, illness or disease, difficulty in evacuation in case of a medical or other emergency, or for any other inconvenience beyond the direct control of WorldStrides, in connection with the provision of any goods or services whether occasioned by or resulting from, but not limited to, Exceptional Circumstances. Exceptional Circumstances may also justify postponement or (if postponement is not achievable) cancellation of trips. Exceptional Circumstances include, but are not limited to, acts of force majeure, war (whether declared or not), criminal or terrorist activities of any kind or the threat thereof, civil unrest, strikes or other restrictive labor activities, illness or disease, actual, perceived or threatened epidemics or pandemics, government-imposed travel restrictions or closures, and other events outside WorldStrides's control that make performance of a trip as contemplated impossible or impractical.

## PROTECTING YOUR INVESTMENT

Through Trip Mate, our third-party travel protection plan provider, WorldStrides offers two great plans that help protect your educational travel investment.

**Travel Protection Plan:** Trip Mate's standard travel protection plan covers you for the following events:

- A traveler's injury, sickness, or death of a family member
- Theft of passport or visas
- Flight cancellations due to strike or bad weather
- Loss of luggage and personal effects
- Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
- Trip cancellation or trip interruption due to terrorist acts, as defined

**Travel Protection Plan Plus:** Along with providing you the same benefits as our standard Travel Protection Plan, the Travel Protection Plan Plus also includes a Cancel For Any Reason Waiver Benefit.

With our Cancel For Any Reason Waiver Benefit, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:

- 1) Payment for this plan is received by WorldStrides within 14 days of your initial deposit/payment for your trip; and
- 2) you cancel your trip two (2) days (48 hours) or more before your scheduled trip departure date.

This Cancel For Any Reason Waiver Benefit does not cover penalties associated with any air or other travel arrangements not provided by WorldStrides; or the failure of WorldStrides to provide the bargained-for travel arrangements due to cessation of operations.

The Cancel For Any Reason Waiver Benefit is provided by WorldStrides itself and is not an insurance product. It must be purchased within 14 days of your initial payment for your trip.

For details visit [explorica.com/Resources/Travel-Protection-Plan.aspx](http://explorica.com/Resources/Travel-Protection-Plan.aspx)

The cost for the Travel Protection Plan is \$16 per day of your tour, maximum \$244. This plan should be purchased at the time of enrollment, and cannot be refunded once selected. The cost for the Travel Protection Plan Plus is \$24 per day of your tour, maximum \$336. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

**USTOA Membership Means You're Protected:** WorldStrides, as an Active Member of USTOA, is required to post \$1 million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of WorldStrides's customers in the unlikely event of WorldStrides's bankruptcy, insolvency, or cessation of business. Further, you should understand that the \$1 million posted by WorldStrides may be sufficient to provide only a partial recovery of the advance payments received by WorldStrides. Complete details of the USTOA Travelers Assistance Program may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, or by e-mail to [information@ustoa.com](mailto:information@ustoa.com) or by visiting their website at [www.ustoa.com](http://www.ustoa.com).

## GENERAL INFORMATION

**Third-Party Providers:** Lakeland Tours, LLC d/b/a WorldStrides, its employees, shareholders, subsidiaries, affiliates, officers, directors, successors, agents, and assigns (collectively, "WorldStrides") does not own, operate or control any person or entity which is contracted to or does provide goods or services for your trip, including, for example, lodging facilities, airline, vessel or other transportation companies, guides or guide services, local ground operators, entertainment or sightseeing operators, providers or organizers of optional excursions, food service providers, etc. All such persons and entities are independent contractors. As a result, WorldStrides is not liable for any negligent or willful act or failure to act of any such person or entity, or of any third party. Further, WorldStrides is not liable for any inconvenience, costs, losses, or damages associated with the denial of services or special requirements of services imposed by such person or entity, or of any third party.

Participants traveling on tours that include a Greek cruise should refer to the Carrier's Conditions of Carriage (which govern the legal relationship between the passenger and the carrier), at this page: [www.celestialcruises.com/en/conditions-of-carriage](http://www.celestialcruises.com/en/conditions-of-carriage)

**Arbitration:** Any dispute concerning these Terms & Conditions and/or any other matter concerning the trip, including, but not limited to, any events and circumstances occurring during the trip, shall be resolved exclusively by binding arbitration in Charlottesville, Virginia, according to the then existing commercial rules of the American Arbitration Association. Such proceedings will be governed by substantive (but not procedural) Virginia law. The arbitrator and not any federal, state, or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this Agreement, including but not limited to any claim that all or any part of this Agreement is void or voidable. By accepting these Terms and Conditions, you are irrevocably, unconditionally, and expressly submitting to binding arbitration, in lieu of having any such dispute decided in a court of law before a jury.

**Privacy:** Because the nature of our business requires coordination with various providers who deliver the travel services, it is necessary to share some personal information from time to time. For more information, please visit: [WorldStrides.com/privacy-policy](http://WorldStrides.com/privacy-policy).

### **Seller of Travel Registrations:**

- Hawaii TARS-5388; IA 568; and WA 601 887 646, 602 011 744.
- California Seller of Travel Registration No. 2041618-20. Note: Registration as a seller of travel does not constitute approval by the state of California. WorldStrides' principal office is located in Charlottesville, VA. This transaction is not covered by the California Travel Consumer Restitution Fund. You are not eligible to file a claim against that Fund in the event of WorldStrides's default. These Term and Conditions apply to the maximum extent permissible without violating individual applicable state laws; to the extent state law invalidates any provision, all provisions not invalidated by state law will remain in force.

**Please note:** A participant will not be allowed to travel on a WorldStrides tour if his/her name does not appear on the travel roster on the day of departure, or if he/she has not submitted a signed waiver and release form, emergency medical release form, or personal behavior contract. By registering for a WorldStrides trip, and making an initial deposit, participants and/or persons listed on the account are agreeing to and consenting to these Terms and Conditions. If you do not understand any of the foregoing Terms and Conditions, or if you have any questions or comments, please contact WorldStrides Customer Support at 1-800-468-5899.



## Traveling with Explorica: Layers of Assurance

When you travel with Explorica by WorldStrides, you're backed by the strength of North America's largest and most trusted educational travel organization. The following is just a sampling of the comprehensive safety and support services Explorica provides each individual and group.

### Total Travel Protection

No one wants to think about having to cancel their trip, but sometimes life happens. That's why we give travelers the option to protect their investment with their choice of two trusted travel protection plans, both of which provide a cash refund—not just credit for a future trip like other companies provide:

#### TRAVEL PROTECTION PLAN

Our standard plan covers baggage loss, misplaced tickets or passports, sickness or injury during the tour and other common travel mishaps. If you have to cancel your tour due to a covered reason before the day of departure, you will receive a full refund.

#### TRAVEL PROTECTION PLAN PLUS

Our upgraded plan includes everything in the standard plan, and adds total peace of mind by allowing the traveler to cancel their tour for any reason up to 30 days before departure and receive a cash refund.

And, as a member of the United States Tour Operators Association (USTOA), travelers' investments with Explorica are protected by USTOA's \$1 Million Travelers' Assistance Program.

### Comprehensive Liability Coverage

We maintain an industry-leading multi-million-dollar level of liability coverage. Our insurance automatically covers teachers, chaperones, and the school. Explorica's insurance is truly geared to protect you. Additionally, accident, illness, and accident-related dental insurance coverage are provided for Explorica program participants. Limits per single occurrence are \$7,500 for accident, \$1,500 for illness, and \$750 for accident-related dental.

### Industry Leadership

Explorica is a founding member of the Student Youth Travel Association (SYTA), and is a long-standing, active member of the United States Tour Operators Association (USTOA), the National Tour Association (NTA), the European Tour Operators Association (ETOA), the International Airlines Travel Agent Network (IATAN) and other trusted industry associations.

### Trusted Experience

Explorica travelers benefit from over 50 years of experience, and a worldwide network of support:

#### PROACTIVE HEALTH & SAFETY

Backed by the resources of the entire organization, our Health & Safety Team is ready to spring into action with plans for situations large and small. Safety protocols are built into every aspect of our operations. From rigorous safety checks and detailed site visits, to continuous safety trainings conducted by our veteran health and safety professionals, we take every precaution to ensure a safe and enjoyable travel experience for all participants.

#### GLOBAL VIGILANCE

We also partner with WorldAware, a leading worldwide security and risk management organization, for additional assistance monitoring and evaluating global conditions.

#### Unparalleled On-tour Support

We're by your side every step of the way to provide guidance and assistance:

#### EXPERT TOUR DIRECTORS

Explorica tour directors live and work in the cities our tours visit, and are fluent in the local languages and customs. They advise travelers on how to ensure their safety and the safety of their belongings, and are thoroughly trained to handle any situation that may arise. We maintain regular contact with all Explorica field staff to provide up-to-date information on local conditions.

#### DOCTORS ON CALL PROGRAM

WorldStrides has an exclusive partnership with The George Washington University Department of Emergency Medicine. A George Washington University doctor serves on our staff as the WorldStrides Medical Director, overseeing medical response planning for the organization and providing direct case management in the event of a medical response issue anywhere in the world. Our partnership gives us access to doctors who are available 24 hours a day to provide consultations to all our traveling students, parents, and teachers.

#### ON TOUR SUPPORT

We maintain an On Tour Support office that can be reached 24 hours a day, seven days a week, because safety is our first priority. Should your group require an extended stay due to an airline problem or weather-related issue, our On Tour Support office will make arrangements to accommodate your group (hotel, meals, re-booking airline seats, and providing additional bus usage).



### Explorica Medical Release Form

The form should be completed and returned to your Program Leader

Participant's Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_

#### EMERGENCY INFORMATION

Parent / Guardian Name \_\_\_\_\_

Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Email \_\_\_\_\_

Parent / Guardian Name \_\_\_\_\_

Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Email \_\_\_\_\_

Allergies \_\_\_\_\_ Last Tetanus \_\_\_\_\_

Other medical conditions

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Medication being used (include dosage/frequency)

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---

Present state of health

---



Family Physician \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Medical/Hospital Insurance Company \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Policy Holder's Name \_\_\_\_\_

Policy Number \_\_\_\_\_

Participants are encouraged to bring a copy of their insurance card.

### **AUTHORIZATION FOR TREATMENT OF MINOR**

I, the undersigned, understand and acknowledge that reasonable efforts will be made to contact the parent/guardian in case of an emergency, and, if possible, before any medical treatment is administered. In the event of an emergency or if the parents cannot be notified, I hereby give permission to the Program Leader or the Explorica by WorldStrides staff to secure treatment for my child. If necessary, this includes selection of physicians and medical treatment facility who are then authorized to perform such treatments as deemed medically necessary. I further give my permission for Explorica by WorldStrides staff to have access to medical records relating to any treatment contemplated or received by my child and to provide such information, as necessary, to health insurance carriers. I understand that I may be responsible for all costs associated with the provision of emergency medical services or treatment.

**Explorica by WorldStrides cannot be responsible for accommodating any food allergies, requirements or restrictions and is not responsible for any problems associated with the same. All issues with regard to food and drink, including allergies, requirements and restrictions are the sole responsibility of the participant.**

In the event of any emergencies during the trip, the undersigned hereby grants authority to be exercised at the discretion of the Program Leader or chaperone to dispense over-the-counter medication.

Parent / Guardian Name (Print) \_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

## Release Form for Minor Travelers

Explorica Educational Travel requires that this form be completed for any person under the age of 18 who will be traveling **Land Only**.

**Land Only Definition:** For many of our tours, you may opt to arrange your own airline tickets and join the group at the first hotel at their first overseas destination. Tours that include an internal flight (such as China) do not permit the Land Only option. All Land Only Participants are responsible for their own airline tickets AND airport transfers. You will not be met at the airport by an Explorica representative.

Name of Traveler: \_\_\_\_\_

Explorica Tour Center ID: \_\_\_\_\_

Traveler's Date of Birth: \_\_\_\_\_

Traveler's age at time of tour: \_\_\_\_\_

*(This form must be completed if traveler will be under 18 for ANY portion of the tour)*

**Choose ONE option:**

The minor traveler has parent/legal guardian permission to travel unaccompanied. We understand it is our responsibility to confirm that our chosen airline will allow this minor to travel unaccompanied on all legs of all flights.

**OR**

The minor traveler will be accompanied by an adult (person over 18). Name of adult with permission to accompany minor traveler:

\_\_\_\_\_

What is the relationship of the adult to minor traveler?

Parent       Legal Guardian       Other, please specify \_\_\_\_\_

We understand that Explorica Educational Travel will not provide transportation or chaperone service to/from the airport, nor reimburse for such costs. Should chaperone service be required, it is the responsibility of the traveler and the parent/guardian to arrange and pay for it.

We understand that there is a possibility that the minor traveler could arrive before the Explorica group. We understand that the traveler is not considered part of the Explorica group until the traveler has met up with the Group Leader and the Tour Director.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Minor Traveler Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Affidavit of Sole Custody

I, \_\_\_\_\_ (widowed) (divorced) do hereby swear that I have sole and legal custody of \_\_\_\_\_. As such I have the right to take my child/children into Belize and back into the United States.

\_\_\_\_\_  
(Parent or Guardian Signature)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Signature)

Notary Public in and for the county of \_\_\_\_\_  
and the state of \_\_\_\_\_

## Parental Consent for Unaccompanied Minor

We, the undersigned \_\_\_\_\_ do hereby give permission to our son/daughter \_\_\_\_\_ to travel alone for a period not to exceed \_\_\_\_\_ days.

\_\_\_\_\_  
(Parent or Guardian Signature)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Signature)

Notary Public in and for the county of \_\_\_\_\_  
and the state of \_\_\_\_\_

## Affidavit of Other Parental Consent

I, the undersigned, \_\_\_\_\_  
Do hereby authorize my (husband/wife) \_\_\_\_\_  
To travel with our (child/children) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Parent or Guardian Signature)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Signature)

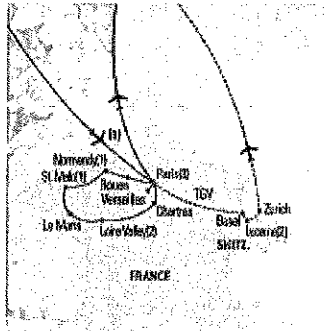
Notary Public in and for the county of \_\_\_\_\_  
and the state of \_\_\_\_\_

Printable options: **Basic Itinerary** | Detailed Itinerary (?p=1&view=detailed)



# Paris & the Loire Valley

## GROUP INFORMATION



**TourCenter ID:**

Dufon-7099

**Departing From:**

Detroit

**Departing:**

June 16, 2025

**Returning:**

June 25, 2025

**Last day for this Tour Fee:**

March 28, 2024



**YOU CAN SIGN UP AT:**

<http://www.explorica.com/Dufon-7099> (/Dufon-7099)

**BEST PRICE guaranteed**

**Total Fee: \* \$5,082.00**

### Tour Quote Breakdown

The following fees apply to your full-paying participants:

Tour Fee*	\$4,852.00
Private Group Fee	\$285.00
On-Tour Tipping	\$95.00
** 2025EarlySavings	\$ -150.00

**Total Fee\* \$5,082.00**

OR 13 monthly payments of \$387.08

After initial payment of \$50.00

\* Last day for this Tour Fee is Mar 28, 2024.

\*\* Only valid with voucher code 2025EarlySavings

### Additional Adult Fees

The following additional fees apply only to full-paying participants 23 and older and are not included in the total price listed above.

Adult Supplement	\$125.00
Twin Room Upgrade	\$405.00
Additional Adult Fee	\$530.00

## TOUR ITINERARY

- Day 1 Start tour
- Day 1 Bonjour Paris
- Meet your tour director and check into hotel
- Paris city walk
- Île de la Cité, Notre-Dame Cathedral, Île St. Louis, Latin Quarter
- Louvre visit
- Dinner in Latin Quarter
- Day 2 Paris landmarks
- Versailles guided excursion
- State Apartments, Hall of Mirrors, Gardens of Versailles
- Paris guided sightseeing tour
- Arc de Triomphe, Champs Élysées, Eiffel Tower, Champ de Mars, École Militaire, Les Invalides, Conciergerie, Tuileries Garden, Place Vendôme, Opera House
- Eiffel Tower ascent
- Day 3 Paris--Loire Valley
- Travel to Loire Valley (via Chartres & Chambord)
- Chartres Cathedral visit
- Château de Chambord photo stop
- Authentic French brasserie dinner
- Day 4 Loire Valley castles
- Loire châteaux tour director-led sightseeing

### TOUR FEE INCLUDES:

- Round-trip airfare
- 7 overnight stays (9 with extension) in hotels with private bathrooms
- Full European breakfast daily
- Dinner daily
- Full-time services of a professional tour director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary
- Tour Diary™
- Local Guide and Local Bus Driver tips; see note regarding other important tips

Azay-le-Rideau visit, Château de Chenonceau visit  
Troglodyte Village guided visit  
Dinner in Troglodyte Village  
Day 5 Loire Valley--St. Malo  
Travel to St. Malo  
St. Malo interactive sightseeing activity  
Church of St. Vincent, Tomb of Jacques Cartier  
Day 6 St. Malo--Normandy  
Travel to Normandy  
Mont-St-Michel monastery visit  
Normandy D-Day landing beaches  
Arromanches D-Day Museum visit  
Day 7 Normandy--Paris  
Travel to Paris via Rouen  
Rouen tour director-led sightseeing  
Rouen Cathedral visit, Old Clock  
Seine River cruise  
Day 8 Paris  
Montmartre tour director-led sightseeing  
Sacré Coeur, Place du Tertre, Moulin Rouge  
Sacré Coeur Basilica visit  
Day 9 Flight home from Paris

- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Optional excursions, optional pre-paid Tour Director and multi-day bus driver tipping, among other individual and group customizations will be listed as separate line items in the total trip cost, if included.



## Paris & the Loire Valley

[explorica.com/Dufon-7099](http://explorica.com/Dufon-7099)

June 16 - June 25, 2025

### Day 1 Start tour

#### Day 1 Bonjour Paris

Meet your tour director and check into hotel  
Paris city walk: Île de la Cité, Notre-Dame Cathedral, Île St. Louis, Latin Quarter  
Louvre visit  
Dinner in Latin Quarter

#### Day 2 Paris landmarks

Versailles guided excursion : State Apartments, Hall of Mirrors, Gardens of Versailles  
Paris guided sightseeing tour: Arc de Triomphe, Champs Élysées, Eiffel Tower, Champ de Mars, École Militaire, Les Invalides, Conciergerie, Tuileries Garden, Place Vendôme, Opera House  
Eiffel Tower ascent

#### Day 3 Paris--Loire Valley

Travel to Loire Valley (via Chartres & Chambord)  
Chartres Cathedral visit  
Château de Chambord photo stop  
Authentic French brasserie dinner

#### Day 4 Loire Valley castles

Loire châteaux tour director-led sightseeing: Azay-le-Rideau visit, Château de Chenonceau visit  
Troglodyte Village guided visit  
Dinner in Troglodyte Village

#### Day 5 Loire Valley--St. Malo

Travel to St. Malo  
St. Malo interactive sightseeing activity: Church of St. Vincent, Tomb of Jacques Cartier

#### Day 6 St. Malo--Normandy

Travel to Normandy  
Mont-St-Michel monastery visit  
Normandy D-Day landing beaches  
Arromanches D-Day Museum visit

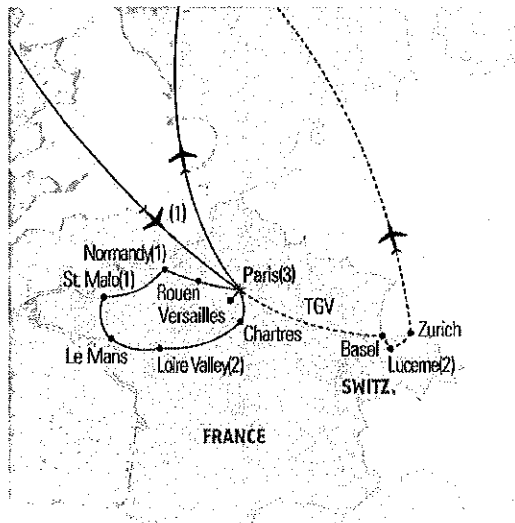
#### Day 7 Normandy--Paris

Travel to Paris via Rouen  
Rouen tour director-led sightseeing: Rouen Cathedral visit, Old Clock  
Seine River cruise

#### Day 8 Paris

Montmartre tour director-led sightseeing : Sacré Coeur, Place du Tertre, Moulin Rouge  
Sacré Coeur Basilica visit

#### Day 9 Flight home from Paris



# Reserve Your Spot!



Tour Center ID: Dufon-7099  
Registration deadline: March 28, 2024

## What's included

We provide everything you need for a remarkable trip:

- Round-trip airfare
- 7 overnight stays (9 with extension) in hotels with private bathrooms
- Full European breakfast daily
- Dinner daily
- Full-time services of a professional tour director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary
- Tour Diary™
- Local Guide and Local Bus Driver tips; see note regarding other important tips
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Optional excursions, optional pre-paid Tour Director and multi-day bus driver tipping, among other individual and group customizations will be listed as separate line items in the total trip cost, if included.

## Tour investment

Students (travelers under the age of 23): \$5,082

Adults (age 23 and over): \$5,612

Price reflects savings of \$150 scholarship. Sign up by 3/28/2024 & enter code 2025EarlySavings in order to take advantage of this limited-time offer!

## Automatic monthly payment plan

Pay just \$50 upon enrollment and the balance will be divided into equal monthly payments, charged automatically to your credit card or checking account. As of March 13, 2024, your monthly payment would be just \$387.08. (Manual plan also available; learn more on [explorica.com/paymentplans](http://explorica.com/paymentplans).)

## Travel protection

Most Explorica travelers protect their investment with one of our trusted plans, starting from just \$16 per day. To learn more, visit [explorica.com/cfar](http://explorica.com/cfar).

Enroll online,  
by phone, or by mail



Visit [explorica.com/Dufon-7099](http://explorica.com/Dufon-7099)



Use Dufon-7099 to register



1.888.310.7121



Download and complete  
a paper application on  
[explorica.com/resources](http://explorica.com/resources)

Mail to:  
PO Box 9033  
Charlottesville, VA 22906-9033



# Tour Price Quote

Paris and the Châteaux

Prepared For  
Jean-Marie Moffa

Prepared On  
December 26, 2023

Tour Page  
www.ef-tours.com/PCH

Alternate Tour Choice  
2nd Choice: Paris, Normandy and Brittany (10 Days)



## Your travel details

Total Length  
10 days

Departing From  
Detroit (MI)

Requested Travel Dates  
Tuesday, June 17, 2025 - Thursday, June 26, 2025

### Your Departure Date Range

Earliest Sat. Jun. 14	Requested Tue. Jun. 17	Latest Fri. Jun. 20
--------------------------	---------------------------	------------------------

## Your experience includes

### An All-Inclusive Tour

Round trip airfare, hotels with private baths, regional-style meals, on-tour transportation and sightseeing activities are covered. Discover all of your itinerary details at [www.ef-tours.com/PCH](http://www.ef-tours.com/PCH).

### Full-time Tour Director

Your culturally connected Tour Director is with your group 24/7, providing deep local insight while handling all on-tour logistics.

### Expert Local Guides

Your expert local guides are natural historians, adding cultural insight and global perspective on your sightseeing tours.

### Personalized Learning Support

Our personalized learning experience engages students before, during and after tour, with the option to create a final, reflective project for academic credit.

### Continuous Support

Your dedicated EF team helps you every step of the way—from recruiting and enrolling travelers to planning and managing your tour.

### Worldwide Presence

EF has over 500 schools and offices in more than 50 countries worldwide so wherever you go, we're there too.

### 24-hour Emergency Service

Travelers and their families can count on EF's dedicated emergency service team.

### Peace of Mind Program

Feel secure knowing your group can change their destination or travel dates due to unforeseen circumstances. Learn more about your flexible options at [ef-tours.com/peaceofmind](http://ef-tours.com/peaceofmind).

## Your Tour Consultant



Kendria Valle  
617-917-5284  
kendria.valle@ef.com

## Lowest Price

Price valid for travelers enrolled January 1, 2024 - January 31, 2024\*

Student

**\$4,529**

or \$278 / 16 mos

Adult

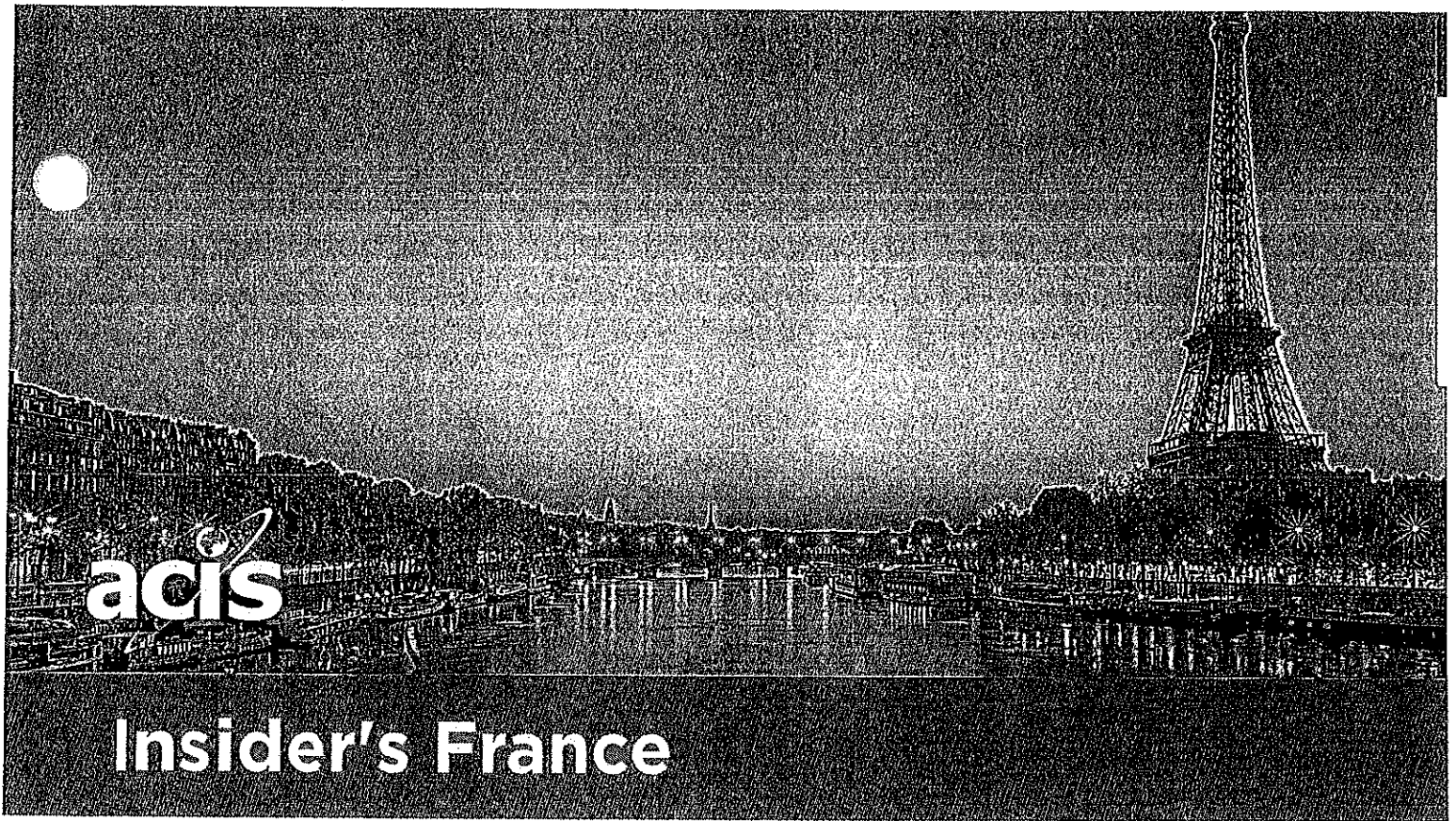
**\$5,349**

or \$329 / 16 mos

### Price Breakdown

Program Price	\$3,999
Global Travel Protection	\$190
1 Day Stay Behind	\$340

\*Adult supplement required for travelers age 20 and older at the time of travel. Change and cancellation fees of up to the total price will apply. Applicable airline baggage fees are not included and can be found at [ef-tours.com/baggage](http://ef-tours.com/baggage). All prices subject to verification by an EF Tour Consultant. Program price validity excludes special discounts. To view EF's Booking Conditions, visit [ef-tours.com/bc](http://ef-tours.com/bc).



**acis**

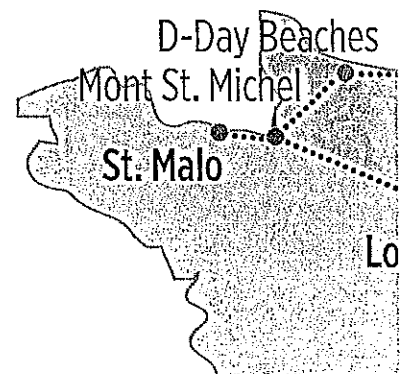
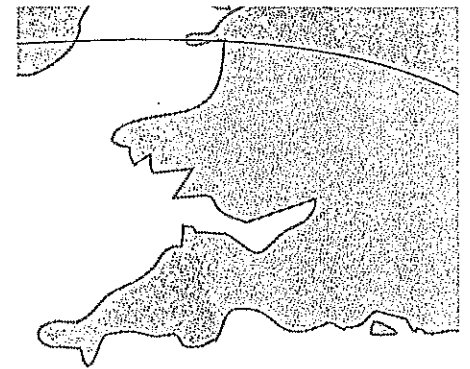
## Insider's France

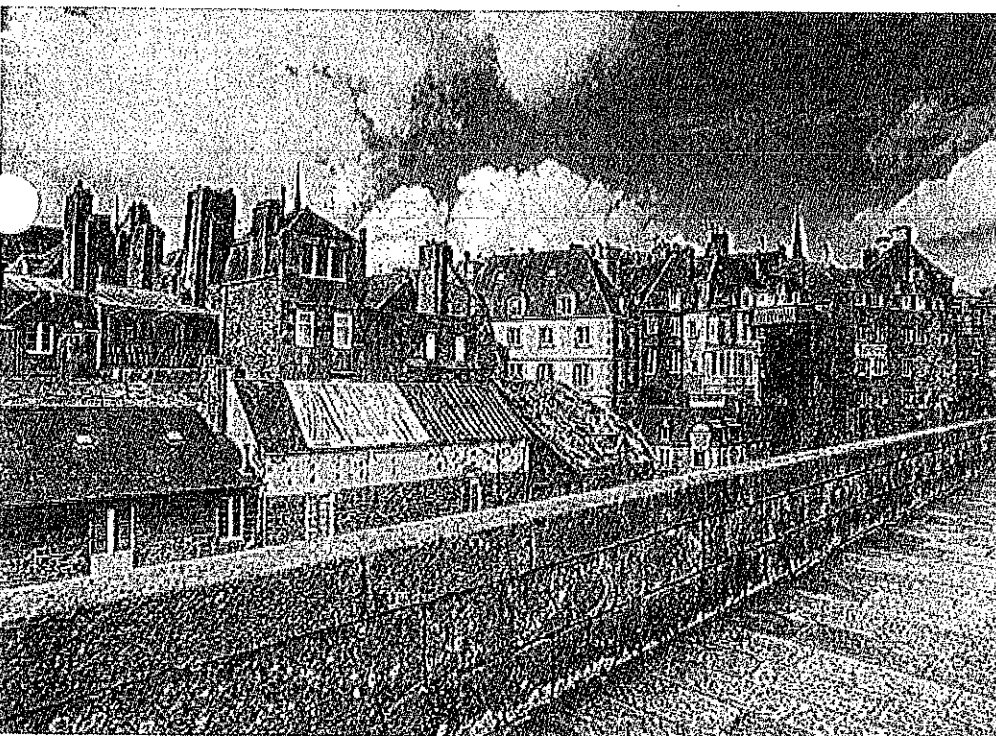
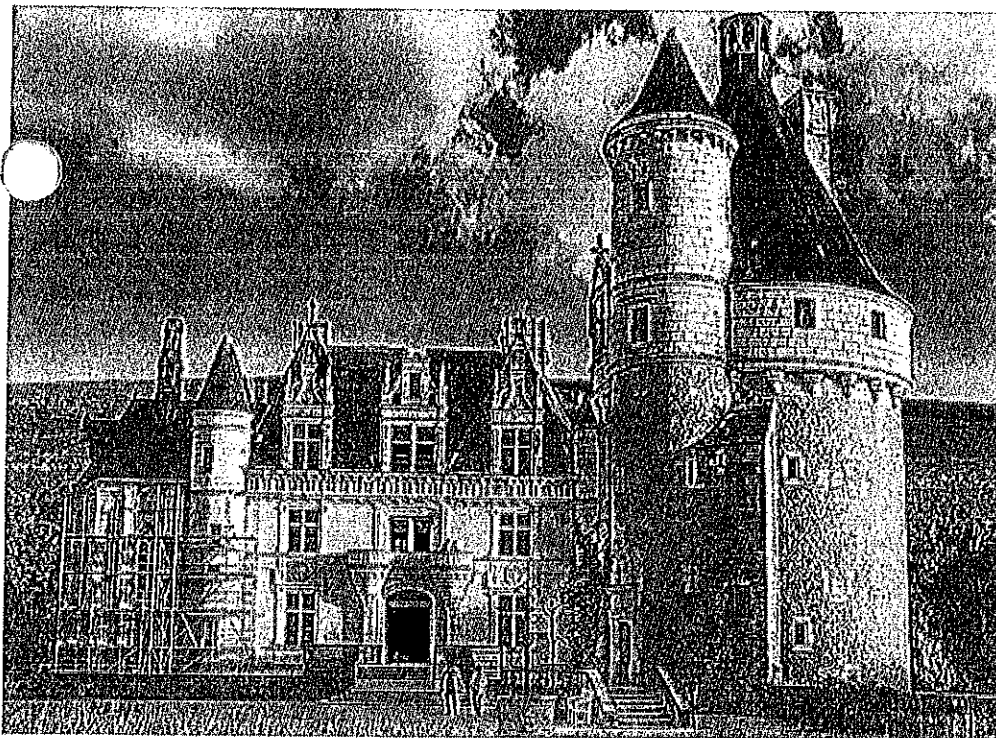
### WHAT'S INCLUDED

- Round-Trip Flights
- ☑ Daily Breakfast and Dinner (unless otherwise noted)
- ★ 3- or 4-Star Hotels
- 👤 24-Hour Tour Manager
- 🏠 Centrally Located Hotels
- ★ Start Exploring
- 🌐 Global Network
- 🚗 All Local Transportation
- Personal Headsets Included Throughout Tour
- 👤 Paris Tour with Guide
- 👤 Versailles Château and Gardens
- 👤 Versailles by Bike
- 👤 Châteaux de Chenonceau et Chambord
- 👤 Mont St. Michel
- 👤 Arromanches 360 Degree Theater
- 👤 American Cemetery at Colleville-sur-Mer
- 👤 Louvre with Guide and Reservation
- 👤 Eiffel Tower Top Floor
- 👤 Pétanque Lesson in Paris
- 👤 Paint Paris

### TRIP ITINERARY

10 Days | Overnights: Over Paris (4), Loire Valley (2), S





## TOUR COST

Depart From: Detroit

Cost per Traveler

**\$5596**

\$327 per month using an automat

## Cost Breakdown

Program Fee

Early Registration Discour

Prepaid Tipping

**Total Cost**

Valid through 2/1/2024

## Additional Fees (a

Adult Surcharge

Single Room Supplement

Double Room Supplement

Ultimate Protection Plan

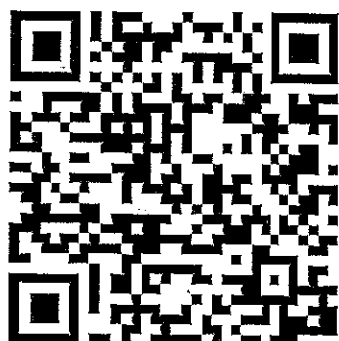
Ultimate-Plus Protection P

French Theater Performan

## NOTES FROM ACIS

Save \$50 off your Total Part trip through E-Check or our

All registered participants c savings of having payments checking account with an A more, visit [acis.com/autopa](http://acis.com/autopa)



# FULL ITINERARY

## DAY 1, JUN 16, 2025: OVERNIGHT FLIGHT

Depart from the USA.

## DAY 2, JUN 17, 2025: PARIS

*Bienvenue à Paris!* Meet your ACIS Tour Manager and get acquainted with this graceful city's cobblestoned streets, charming cafés and vibrant neighborhoods. Paris is called the "City of Light" for its role as a center of education during the Age of Enlightenment (it was also one of the first cities to adopt streetlights). Perhaps stroll through Montmartre to the white-domed Sacré Cœur or seek out a lesser known but equally interesting attraction such as the Musée Marmottan-Monet, housing the artist's *Impression, Sunrise*—the painting for which the Impressionist movement was named. (D)

## DAY 3, JUN 18, 2025: PARIS

A morning sightseeing tour with an expert local guide shows you the city's most impressive monuments, from the magnificent Arc de Triomphe at the top of the Champs-Élysées to Napoleon's final resting place at Les Invalides to the Gothic wonder of Notre Dame. Then journey just outside of Paris to visit a traditional Guinguette on the River Marne. Guinguettes are a treasured French establishment dating from the early 1900s when workers were first given a day off on Sunday. Enjoy an authentic French lunch at one of these riverside restaurants and join the locals on the dance floor as you pick up the steps to the popular *Valse Musette*. Return to Paris for the evening. *Tonight you may choose to attend our optional night at the French theater—a unique cultural experience alongside the locals made accessible with English surtitles (translations shown above the stage).* (B,L)

## DAY 4, JUN 19, 2025: LOIRE VALLEY

This morning, travel to Versailles to visit the intricate gardens and stunning palaces of the Sun King, Louis the XIV. Your visit includes the Hall of Mirrors, where the Treaty of Versailles was signed, and the breathtaking surroundings. Don't worry if you don't have time to cover every room of his vast palace. The best stuff is in the gardens and grounds: all 976-acre gardens, 200,000 trees, 50 fountains and 620 jets of water worth. After wandering about the exquisite and intensely manicured gardens on two feet, hop on two wheels and experience Versailles by bike, exploring the palace's surroundings beyond the gardens. Then continue on to the Loire Valley. (B,D)

## DAY 7, JUN 22, 2025: ROUEN

Today walk in the footsteps of Joan of Arc in Normandy's important World War I battle site of the temporary Mulberry B port. Meet the Arramanches to help offload your luggage. Entrance to the Arramanche is free, but if you can pay tribute to the heroes of the Cemetery and Memorial at Caudebec, descending from the bluff to the sea, where American troops suffered so many casualties. Continue to Rouen, known for its historical connection to Joan of Arc.

## DAY 8, JUN 23, 2025: PARIS

This morning explore Rouen with your ACIS Tour Manager. Visit the city with your ACIS Tour Manager to see the martyrdom of Joan of Arc with their 700 timber houses. Paris where you will breeze through the entrance to the Louvre and see the masterpieces that call it home. Your local guide highlights the *Venus de Milo* and more as you explore. From its beginnings as a royal residence, the world's most visited art museum has been at the center of Parisian life. Its collection of 35,000 works is one of the most important. Later, cap off another exceptional day with a view from the very top of the Eiffel Tower.

## DAY 9, JUN 24, 2025: PARIS

This morning local experts visit the traditional French game of boules. In the afternoon to shop for souvenirs in the vibrant intellectual and cultural Quartier. Then visit eclectic Le Marais for a painting lesson and walking tour. A hidden haven—once the haunt of luminaries like Pablo Picasso, Salvador Dalí and others. Explains the area's history and techniques important to French art. Streets and buildings. In the evening, an authentic French dinner on the heart of Paris in Montmartre. (B,D)

## **Student Trip Proposal Information Form**

To be used for all overnight trips, trips exceeding 100 Miles and overseas travel ( including travel outside of the continental United States and Canada) in accordance with Board Bylaws and Policies 2340- Field Trips.

**Name of Trip: BHS Choir and Orchestra to Spain**

**Proposed Departure Date: March 19, 2025 Return Date: March 27, 2025**

**Proposing Staff Member: Phil Johnson Position: Choir teacher**

Trip quotes and itineraries were received from Witte Travel, Performance International, and Corporate Travel. Our preference is the one from Performance International.

### **PURPOSE OF TRIP**

- 1. What is the major place(s) to be visited or event(s) to be attended?**  
Barcelona, Valencia, Toledo, and Madrid, Spain
- 2. How is the proposed visit or event related to the educational program of the district?**  
Students will perform vocal works in multiple cities and also attend professional performances.
- 3. In what ways will the students benefit?**  
Students will expand their worldview by visiting another country, and enhance their vocal skills by performing several times during the trip. They will hear examples of exemplary musicianship by attending professional performances.
- 4. How will the travel be evaluated to determine the extent to which these benefits were realized?**  
Students, parents, and staff will have discussions after the trip about their experiences and what they have learned, which will also be shared with students who did not attend.

### **STUDENTS AND STAFF**

- 1. Which students, in terms of grade, class, or organization will be attending?**  
Choir and orchestra students in grades 9-12
- 2. Which staff member(s) will be in charge?**  
Phil Johnson
- 3. How many additional staff members will be attending?**  
Sarah Hamilton and Steven Fernandez
- 4. How many chaperones, in addition to staff members, will be attending?**  
Approximately 15

## **SCHOOL TIME**

- 1. Has the trip been planned to minimize absence from school?**  
Yes
- 2. How many school days will be missed?**  
3
- 3. Has the trip been planned to minimize disruptions of religious and national holidays?**  
Yes

## **ITINERARY**

- 1. What is the destination?**  
Spain
- 2. What will be the mode(s) of transportation?**  
Airplane and charter bus
- 3. What will be the accommodations and food plans?**  
Hotel: Arranged by the tour company  
Food: Breakfast and dinner are included in the tour company's itinerary. Lunches are on your own.
- 4. What, if any, enroute or supplementary activities are planned?**  
La Sagrada Familia, Santa Maria de Montserrat Abbey, Valencia Cathedral, La Lonja de la Seda (the Silk Exchange- Unesco world heritage site), Prado Museum, Peñiscola beach.
- 5. What arrangements have been made for dealing with emergency situations?**  
Sarah Hamilton is a nurse.

## **FINANCES**

- 1. What is the estimated total cost per student?**  
Approximately \$4000
- 2. What is the source of funds?**  
Fundraising and parents
- 3. What arrangements are available to ensure all students who are eligible can participate regardless of financial circumstances?**  
Fundraisers and Boosters scholarships

**COMMUNICATION**

- 1. What will be the communication to families prior to the trip, during the trip, and after the trip?**

Prior to and after the trip, communication will be during choir and orchestra Boosters meetings, in the choir newsletter, via email, and trip info parent meetings. During the trip, communication will be via email and phone.

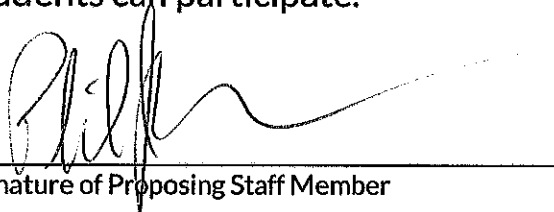
**HEALTH AND SAFETY**

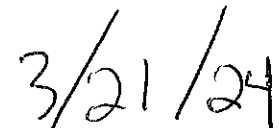
- 1. What safeguards have been taken to ensure the health and safety of all participants? Please review the Field Trip Questions COVID and respond to have a plan in place to address the questions listed.**

**DISTRICT AND SCHOOL POLICIES**

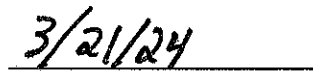
All school district and student handbook rules and regulations will be in effect.

All permission forms must include signatures by parents and participants admitting that each is aware of the rules and will abide by and support these rules. Trip disclaimer forms must be on files in the school office before students can participate.

  
\_\_\_\_\_  
Signature of Proposing Staff Member

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature of Building Principal

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Central Office Designee

\_\_\_\_\_  
Date



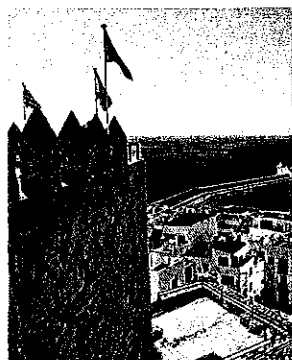
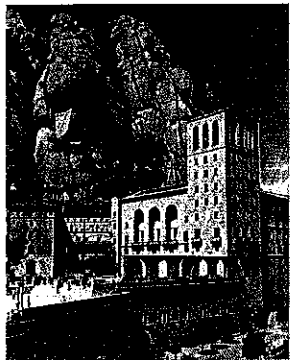
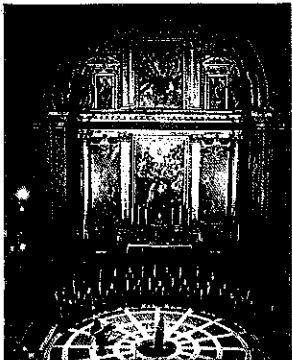
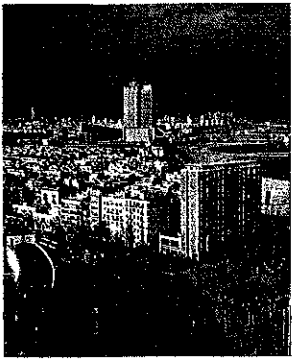
Building Bridges *and*  
Transforming Lives  
*through the* Power of  
Music

March 17-27, 2025

A Performance Tour of  
Spain

PREPARED ESPECIALLY FOR

Mr. Phil Johnson, Director of Choirs  
Brighton High School Choirs



**March 19-27, 2025**

# A Performance Tour of Spain

## Tour Itinerary

### **Day 1 – Wednesday, March 19, 2025 - USA to SPAIN**

The journey to Spain begins by boarding an international flight across the Atlantic to Barcelona, a major cultural and economic center. Meals and snacks will be served on the plane.

### **Day 2 – Thursday, March 20, 2025 - ARRIVE BARCELONA**

Upon arrival in Barcelona, you will take a panoramic tour of the city en route to the hotel. You may see Casa Batlló, Guell Palace or St. Mary of the Sea Cathedral. Barcelona is a city filled with art as well as beautiful architecture. Dinner and overnight in Barcelona.

### **Day 3 – Friday, March 21, 2025 - BARCELONA**

Today in Barcelona you will take a half-day sightseeing tour that will include La Sagrada Family Church and the Gothic Quarter. You will soon discover that many of the unique buildings and tourist sights in Barcelona were designed or influenced by the architect Antoni Gaudí. One of the most popular examples of his work is La Sagrada Family Church. Gaudí dedicated more than 40 years of his life to La Sagrada and is buried there. You will get to explore this fascinating example of the combination of Gothic and Art Nouveau style. Enjoy the afternoon at leisure before performing a concert in the evening. Dinner and overnight in Barcelona.

### **Day 4 – Saturday, March 22, 2025 - BARCELONA / MONTSERRAT EXCURSION**

This morning you will take an excursion with a local guide to visit the Santa Maria de Montserrat, an abbey of the Order of Saint Benedict located on the mountain of Montserrat. The mountain offers a magnificent panoramic view far into the hinterland of Catalonia. The Abbey is home to the famous Montserrat Boys Choir and you'll have an opportunity to hear them sing. You'll also have a possible opportunity to perform an informal recital in Montserrat. The natural beauty surrounding the monastery is breathtaking and makes an excursion to Montserrat a highlight for many travelers visiting Barcelona. Return to Barcelona for the rest of the day at leisure. Dinner and overnight in Barcelona.

### **Day 5 – Sunday, March 23, 2025 - BARCELONA / PENISCOLA / VALENCIA**

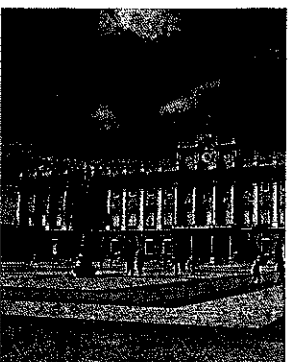
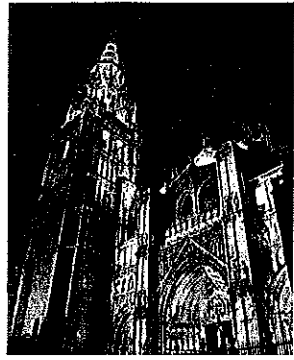
Transfer today to Valencia with a stop en route in Peniscola, one of the most popular tourist resorts in the province of Castellón. The city has water on all sides but one. You will have lunch on your own and spend some time at the beautiful beach. Continue to Valencia for dinner and overnight.

### **Day 6 – Monday, March 24, 2025 - VALENCIA**

Take a half-day sightseeing tour of Valencia today. This charming city is set on the Mediterranean Sea. Your tour will include Valencia Cathedral and La Lonja de la Seda. The Cathedral was built between 1252 and 1482 on the site of an earlier mosque. It was created in various architectural styles and is home to several artistic treasures including the Holy Grail. La Lonja was used as a civic building for the silk exchange and banking. It is a stunning example of Gothic architecture from the 1500s. Enjoy the afternoon at leisure. Dinner and overnight in Valencia.

### **Day 7 – Tuesday, March 25, 2025 - VALENCIA / MADRID**

Transfer today to Madrid with a stop en route in Toledo that will include a guided visit to the Toledo Cathedral, one of only three 13th century Gothic cathedrals in Spain and a premier example of Spanish Gothic architecture. You will also visit St. Tome Church which



## Tour Itinerary (continued)

dates from the 14th century and features a Mudéjar tower. It is best known for housing El Greco's most famous painting, "The Burial of Count Orgaz." Perform at Mass at one of Toledo's many ancient churches. Informal recital in Toledo. Dinner and overnight in Madrid.

### **Day 8 – Wednesday, March 26, 2025 - MADRID**

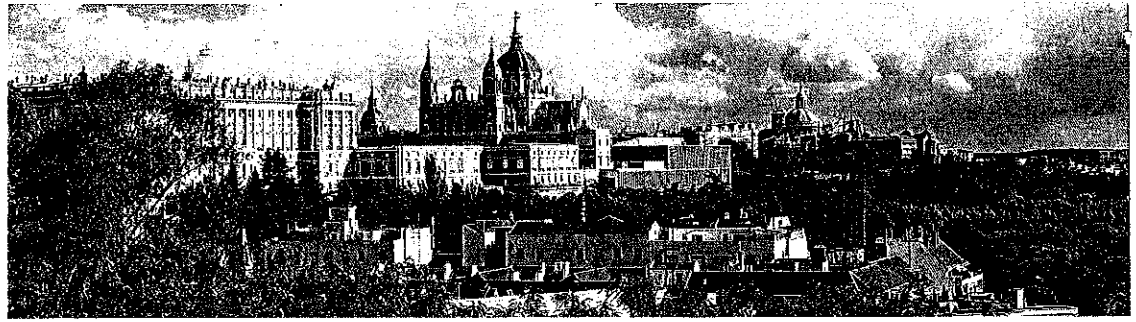
This morning take a half-day sightseeing tour around Madrid which will include the Prado Museum. Madrid is renowned for its rich repositories of European art. At the Prado Museum you can see works by Goya, Velázquez and other Spanish masters. Enjoy the afternoon at leisure before performing a collaborative evening concert in Madrid. Dinner and overnight in Madrid.

### **Day 9 – Thursday, March 27, 2025 - MADRID / USA**

After breakfast you will go to the airport to begin your journey back to the USA. You will take with you lifelong memories of exploring and performing in Spain, sharing your own culture and encountering the rich artistic culture of this beautiful country.



# Financials



## Included

- Estimates for round trip airfare from Detroit to Europe in Economy class
- Airport taxes & fuel surcharges up to \$500 per person
- Professional bi-lingual Tour Manager throughout the tour
- Overnights in superior tourist class hotel accommodations in double occupancy
- Breakfasts & dinner daily
- Motorcoach for sightseeing and transfers as per the itinerary
- All scheduled sightseeing as per the itinerary: entrances to the Sagrada Família, Parc Guell, Montserrat, La Lonja, Prado Museum, Toledo Cathedral
- Organization and promotion of concerts as follows: Evening formal concerts in Madrid and Barcelona (one of them collaborative). Informal recitals in Toledo and Montserrat.

*\*We recommend travel insurance to help cover trip cancellation/interruption, travel delay, emergency medical, baggage delay and accidental death coverage.*

## Financial Facts

### COST PER PERSON\*:

Reduction for land-only = \$1,400

55 paying passengers + 2 free in double occupancy = \$3,530

50 paying passengers + 2 free in double occupancy = \$3,575

45 paying passengers + 2 free in double occupancy = \$3,580

40 paying passengers + 2 free in double occupancy = \$3,635

35 paying passengers + 1 free in double occupancy = \$3,745

30 paying passengers + 1 free in double occupancy = \$3,860

25 paying passengers + 1 free in double occupancy = \$4,025

20 paying passengers + 1 free in double occupancy = \$4,285

\*1 free for every 20 paying passengers

**TOUR DATE: MARCH 19-27, 2025**

## Not Included

- Single Room Supplement: \$520
- Airport taxes and fuel surcharges in excess of \$500 per person
- Personal services and portorage
- Drinks with meals (tap water is included with dinners)
- Tips and gratuities for tour managers and drivers \$80 per person
- Passport and visa fees (if required)
- 4% surcharge for payments made by credit cards
- Travel insurance\*
- Organ or piano rental if required
- Concert programs
- Excess baggage fees assessed by the airlines incl. charges for oversized/overweight items such as choir robe cases, etc.
- Covid-19 test if needed
- Registration and respective fee for the European Travel Information and Authorization System (ETIAS) if required
- Any items not specifically mentioned in the Included section of this proposal

## PAYMENT SCHEDULE

Deposit due April 1, 2024	\$300 per person*
2nd payment due May 1, 2024	\$500 per person
3rd payment due September 1, 2024	\$500 per person
4th payment due October 1, 2024	\$500 per person
5th payment due November 1, 2024	\$500 per person
6th payment due December 1, 2024	\$500 per person
January 15, 2025	Balance Due

\*non-refundable

Payments made by credit cards will incur a 4% surcharge.

While it is not expected, should airfare increase more than 4% of projected price, the increase will be passed on to the group. Pricing is based on currently prevailing exchange rates (exchange rate of 1 EUR = 1.10 USD). Adjustments will be made if the exchange rate varies more than 3% at 120 days prior to departure.

# Travel Protection

In today's changing travel environment, it's important to protect your travel investment so you can relax and enjoy your trip. Unforeseen events such as flight delays, baggage loss or even a sudden sickness or injury could impact your travel plans. For your convenience, we offer a Travelex Insurance Services protection plan to help protect you and your travel investment against the unexpected. For more information on the available plans [click here](#) or contact Travelex Insurance 800-228-9792 and reference location number 100364. [Get your personalized Travelex quote today.](#) The product descriptions provided here are only brief summaries and may be changed without notice. The full coverage terms and details, including limitations and exclusions, are contained in the insurance policy. Travelex Insurance Services, Inc CA Agency License #0D10209. Travel Insurance is underwritten by Berkshire Hathaway Specialty Insurance Company, NAIC #22276. V94. For COVID Coverage FAQ Review [CLICK HERE.](#)

COVERAGE	TRAVEL BASIC	TRAVEL SELECT	TRAVEL AMERICA (available only for trips within the USA)
<b>Emergency Medical Protection</b> Emergency Medical & Dental Expenses, Emergency Evacuation	<ul style="list-style-type: none"> <li>• \$15,000 emergency medical expenses (\$500 dental sublimit)</li> <li>• \$100,000 emergency evacuation</li> <li>• \$10,000 accidental death &amp; dismemberment</li> <li>• Travel Assistance is included</li> </ul>	<ul style="list-style-type: none"> <li>• \$50,000 emergency medical expenses (\$500 dental sublimit)</li> <li>• \$500,000 emergency evacuation</li> <li>• \$25,000 accidental death &amp; dismemberment</li> <li>• Travel Assistance is included</li> </ul>	<ul style="list-style-type: none"> <li>• \$50,000 emergency medical expenses</li> <li>• \$250,000 emergency evacuation</li> <li>• \$25,000 accidental death &amp; dismemberment</li> <li>• Travel Assistance is included</li> </ul>
<b>Travel Protection</b> Trip Cancellation, Trip Interruption, Trip Delay, Missed Connection	<ul style="list-style-type: none"> <li>• 100% of trip cost (limit \$10,000) trip cancellation</li> <li>• 100% of trip cost (limit \$10,000) trip interruption</li> <li>• \$500 (\$250 per day) trip delay</li> <li>• \$500 missed connection</li> </ul>	<ul style="list-style-type: none"> <li>• 100% of trip cost (limit \$50,000) trip cancellation</li> <li>• 150% of trip cost (limit \$75,000) trip interruption</li> <li>• \$750 (\$250 per day) trip delay</li> <li>• \$750 missed connection</li> </ul>	<ul style="list-style-type: none"> <li>• 100% of trip cost (limit \$750) trip cancellation</li> <li>• 150% of trip cost (limit \$1,125) trip interruption</li> <li>• \$2,000 (\$25 per day) trip delay</li> <li>• \$2,000 missed connection</li> </ul>
<b>Baggage Delay/Loss</b>	<ul style="list-style-type: none"> <li>• \$100 baggage delay</li> <li>• \$500 baggage loss</li> </ul>	<ul style="list-style-type: none"> <li>• \$200 baggage delay</li> <li>• \$1,000 baggage loss</li> </ul>	<ul style="list-style-type: none"> <li>• \$1,000 baggage delay</li> <li>• \$2,000 baggage loss</li> </ul>
<b>Cancel for Any Reason</b>	<ul style="list-style-type: none"> <li>• Upgrade not available</li> </ul>	<ul style="list-style-type: none"> <li>• 50% of insured Trip Cost (can only be purchased at the time the base plan is purchased and within 15 days of initial trip payment)</li> </ul>	<ul style="list-style-type: none"> <li>• Upgrade not available</li> </ul>
<b>Get a Quote:</b> <a href="https://www.travelexinsurance.com/?location=10-0364&amp;go=bp">https://www.travelexinsurance.com/?location=10-0364&amp;go=bp</a>			

Coverage and coverage amounts are subject to change at the discretion of Travelex. Please consult their website for a copy of the full insurance policy when you are ready to purchase Travel Protection.



## TERMS & CONDITIONS

### 1. PAYMENT TERMS

- 1.1. Payment. Client (as defined in Section 19 below) shall strictly comply with the Payment Schedule on or before the due date. Perform International ("PI") accepts payment by check or, with a 4% surcharge, Visa and MasterCard. Checks should be made payable to Perform International, LLC. If you choose to pay by credit card, the 4% (non-refundable) fee still applies should you cancel the tour or the tour cancels for any reason.
- 1.2. Additional Deposits. From time to time, PI may request one or more deposits over and above those set forth in the Payment Schedule (the "Additional Deposits"). Additional Deposits may be required because of travel during peak periods, the unique nature of the facilities, or any other matter which, in PI's sole opinion, requires an additional deposit. PI will consult with Client's tour organizer before making a request for an Additional Deposit, but PI's decision whether an Additional Deposit is necessary is final. Client shall pay an Additional Deposit within thirty (30) days of the request by PI.

### 2. DUTIES AND OBLIGATIONS OF PI

- 2.1. Scope and Exclusivity. PI shall have the duties and obligations set forth in this Section 2 and no others.
- 2.2. Services Supplied by PI. PI will provide the transportation, transfers, airfare, lodging and services specified in the attached tour brochure, which tour brochure is hereby incorporated herein by reference, on the terms provided herein. PI reserves the right to vary itineraries and/or destinations and to substitute hotels if circumstances beyond its control necessitate such change(s).
- 2.3. Services Excluded by PI. All transportation, charges, services or other items not specifically identified in the tour brochure for this trip are not covered and must be paid by Client separately. Excluded services and items include, but are not limited to, tips to local guides; meals and beverages other than those noted in the tour brochure; expenses of a personal nature such as laundry, telephone, valet, etc.; portage for hand-carried luggage; passport and visa fees; free time activities; optional excursions and coach driver and guide/escort gratuities.
- 2.4. Special Equipment and Excess Luggage Needs. Special technical equipment (including musical instruments), excess or oversize luggage and the transportation for such are not included. Any piece of luggage/equipment over 50 pounds or exceeding 62 inches (length + width + height) is subject to additional charges.

### 3. LIMITATIONS ON LIABILITY AND INDEMNIFICATION

- 3.1. Limitation on Liability of PI. The Client releases and shall hold harmless PI, its agents and cooperating organizations from all responsibility and/or liability of any nature for loss, damage or injury to property or person ("Claims") due to any cause whatsoever occurring during a tour under PI's management, except Claims caused by the gross negligence or willful misconduct of PI. Client unreservedly releases and shall hold harmless PI, its agents and cooperating organizations from all responsibility and/or liability for any Claims due to Client contracting any infectious disease, including, without limitation, COVID-19, while participating in a tour.
- 3.2. Client's Indemnification. Client shall hold PI, its agents, employees, contractors and affiliated organizations harmless from, and indemnify and defend same against, any and all Claims occurring during the tour, or any part thereof, when such Claim has been caused in part or in whole by the act, neglect, fault, or omission of Client, its agents, servants, employees, or invitees. The provisions of this Paragraph 3.2 shall survive the expiration or termination of this Agreement with respect to any claims or liability occurring prior to such expiration or termination.

### 4. CANCELLATION

- 4.1. Right to Cancel. Client shall be entitled to cancel this Agreement only upon the terms set forth in this Section 4. Client expressly acknowledges and agrees that the tour group representative communicating directly with PI in connection with the tour may cancel the tour on behalf of Client if such representative determines that it is necessary or desirable, whether as the result of an Act of God or otherwise, that the tour be cancelled.
- 4.2. Cancellation Schedule. Subject to the terms of the remainder of this Section 4, and provided that Client has made all payments required under the Payment Schedule, Client may cancel this Agreement by providing written notice of the cancellation to PI. Upon providing such notice, subject to Section 4.3 below, Client is entitled to return of any deposits less the applicable cancellation fee as set forth in the Cancellation Schedule set forth below.  
The following per person fees apply for cancellations:  
At any time prior to 120 days before departure the cancellation fee is \$300 per person;  
From 120 to 91 days before departure the cancellation fee is \$500 per person;  
From 90 to 61 days before departure the cancellation fee is \$700 per person;  
From 60 to 46 days before departure the cancellation fee is \$2000 per person; and  
From 45 days before departure until the departure date the cancellation fee is the full tour price.
- 4.3. Limitations on Cancellation. Notwithstanding the provisions of the preceding Section 4.2, upon providing notice of cancellation to PI, Client shall not be entitled to refund of any deposits which have been used by PI to reserve space or fares if the deposits for space or fares are non-refundable to PI from the providers. Further, in the event that the payments or deposits made by Client are less than the amounts paid by PI to reserve space or fares which are non-refundable, Client shall not receive any funds pursuant to the Cancellation Schedule and shall remain liable to PI for any shortfall. Client shall remain liable to PI for any actual damages to PI resulting from Client's cancellation of the Agreement.
- 4.4. Compliance with Host Requirements. Client understands that destinations countries, cities and event venues may all have their own laws, statutes, ordinances, rules and regulations (collectively, "Laws"), and that such Laws may change between the date of this Agreement and the date of travel, especially as such Laws may be established to protect against the transmission of COVID-19 or other infectious diseases, and that certain venues or attractions may not be open to the public at the time of visitation, or may have requirements such as showing proof of vaccination as a condition to entry. Although PI will endeavor to notify Client of all Laws at the tour destination that may affect Client's access to particular venues or attractions, and any changes to any such Laws after the date hereof, Client accepts responsibility for complying with all such Laws. To the extent Client is unwilling to abide by any such Laws, Client may cancel this Agreement and receive a refund in accordance with the cancellation fee schedule set forth in Section 4.2 above.

### 5. CLIENT'S BREACH AND DEFAULT

- 5.1. Breach. Upon the breach of any term of this Agreement, including but not limited to failure to strictly comply with the payment terms, failure to timely make Additional Deposits, or violation of any of the rules and regulations of PI, PI may, at its option, declare the Client in default and terminate its obligation to perform further under this Agreement. Upon any breach of this Agreement, by failure to make payments or otherwise, PI may, in its sole and absolute discretion, allow the Client to remedy the breach by making the required payments or deposits, or by otherwise performing as required. However, all late payments, if accepted by PI, will be charged a late fee of one and one-half percent (1½ %) of the unpaid balance per month.
- 5.2. PI's Remedies. Upon any breach this Agreement, by failure to make a payment, or otherwise, Client forfeits its entire deposit and PI may attempt to reschedule, resell or reuse any goods or services previously purchased or reserved for Client's benefit including, but not limited to, air or other transportation and hotel accommodations.

### 6. JURISDICTION AND GOVERNING LAW

Any dispute of any kind arising out of or from a claimed breach of this Agreement shall be resolved in the Superior Court of Gwinnett County, Georgia, and Client consents to venue and jurisdiction in that Court. Client further agrees that all disputes arising from this Agreement shall be resolved in accordance with Georgia law.

7. ATTORNEY'S FEES

In the event of any legal action or proceeding arising out of this Agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and related costs incurred in such action and such amount shall be included in any judgment rendered in such proceeding.

8. WAIVER

No waiver by PI of any provision of this Agreement or of any breach by Client hereunder shall be deemed to be a waiver of any other provision hereof, or of any subsequent breach by Client of the same or any other provision. PI's consent to or approval of any act by Client requiring PI's consent or approval shall not be deemed to render unnecessary the obtaining of PI's consent to or approval of any subsequent act of Client.

9. NOTICES

All notices, demands or other communications in this Agreement provided to be given, made or sent by either party to the other shall be deemed to have been duly given, made or sent when made in writing and deposited in the United States mail, certified or registered, postage prepaid, and addressed to the respective party at the appropriate address set forth in the Initial Terms.

10. INTEGRATION AND AMENDMENTS

The provision of this Agreement, including these Terms and Conditions and any Rules and Regulations of PI, supersede any oral or written agreement between the parties, and any such oral or written agreement is hereby integrated into this Agreement. To the extent it conflicts with this Agreement, any information found in any advertising material, brochure, or website is hereby superseded by this Agreement. Any amendment to or revision of this Agreement must be in writing and signed by both parties.

11. ACTS OF GOD

If the tour is cancelled due to an external event that is unforeseeable and unavoidable and not the result of PI's actions making it impossible or impracticable in the sole discretion of PI to honor these Terms and Conditions, such as by reason of wars, riots, revolutions, explosions, strikes, port blockages, government actions or natural disasters such as floods, earthquakes, tsunamis or a widespread occurrence of an infectious disease (collectively, "Acts of God"), Client shall have the option of (1) taking a refund pursuant to the provisions for cancellation in Section 4.2 above, (2) selecting an alternate tour through PI if a comparable tour is available, or (3) participating in an alternate tour at a later date if a substantially similar tour program is re-scheduled to the same destination. Client shall be responsible for paying any increased tour costs associated with any alternate comparable tour or substantially similar re-scheduled tour and any non-refunded fees or deposits paid by PI to suppliers in connection with the originally scheduled tour. Client waives the right to dispute any payments made by credit card or otherwise, whether alleging failure to deliver services or other alleged failure, if a tour is cancelled by PI, by Client or by the tour group's representative as contemplated in Section 4.1 above, as a result of any Act of God.

12. TRAVEL CONDITIONS

12.1. Hotels. Hotels utilized are doubles/twins. Each room will have private facilities, including shower or bath. A supplement surcharge is applicable to participants in single accommodations.

12.2. Fluctuations, Substitutions with Group. Client may, under certain circumstances, substitute another person in their stead. Substitutions on flights are allowed subject to the terms of the airline contract. The addition of a new person is charged at the best price available. PI will use its best efforts to keep the new person at the group rate.

The following per person fees apply for substitutions:

On or after 180 days before departure the substitution fee is \$50 per person;

On or after 120 days before departure the substitution fee is \$100 per person;

On or after 90 days before departure the substitution fee is \$150 per person;

On or after 60 days before departure the substitution fee is \$350 per person; and

On or after 45 days before departure the substitution fee is \$1000 per person.

Substitutions are not possible less than 5 days before departure

\*PI must receive the substitution deposit/payments before making a refund to the Client.

12.3. Rooming List and Late Changes. PI must receive the rooming lists no later than 45 days prior to departure from Client's tour organizer. Late changes in the rooming list, including name changes, additions and deletions are subject to a late change/penalty of \$25 per person. This charge covers the costs of administrative expenses, long distance telephone calls, over-night mail charges, etc.

12.4. Flight Arrangements: All flights will be by scheduled I.A.T.A. carriers with the routing and scheduling at the discretion of PI. Tour price is based on mid-week travel and air fare flying round trip from the location stated in the tour brochure. Any increase in air fare shall be borne by the participant. Airline taxes and fuel surcharges up to the amount specified in the tour brochure are included in the tour price. Client acknowledges that the tour price may be increased by PI after the date of purchase to offset increases in fees, fuel surcharges, taxes and fluctuations in foreign exchange markets or any combination thereof if additional costs are imposed by a supplier or government. The operators providing transportation are not responsible for any act, omission or event during the time that passengers are not on board their aircraft or conveyances. PI has no responsibility or liability of any nature whatsoever for loss, damage, or injury to property or person resulting from the provision of air or motor coach transportation. The price of a vacant seat and the cost of segments of the program lost due to missing scheduled departure or absences during the tour cannot be refunded. If Client misses any included transportation segment (e.g. flight, transfer, bus or train departure), Client is responsible to make arrangements for and to pay the cost of rejoining the group.

12.5. Deviations: Late return deviations are sometimes permitted from the original city of departure, for a minimum fee of \$175, if the class of service is still available at time of booking and if the carrier's fare rules permit the change. All deviations must be applied for by writing, faxing or emailing your request to Perform International. When a deviation is confirmed by the airline, passengers will be notified and invoiced for all charges incurred for their deviation. Each subsequent change is subject to an additional \$50 processing fee, plus airline fees once confirmed. Deviations are difficult, especially during high season, so requests must be made as early as possible. Clients who deviate must arrange for their own ground transportation to and from the airport.

13. FREQUENT FLYER PROGRAM MEMBERS

If Client desires to use frequent flyer miles for free tickets, Client will need to book its flights directly with the airline and purchase a "Land Only" package from Perform International. Perform International is unable to provide ticket copies after departure for mileage credits. Client should check with their preferred carrier to determine if Client qualifies for any mileage accrual.

14. LAND ONLY

Any Client choosing the 'Land Only' package after their initial full-tour reservation has been made in writing, faxing or emailing, is subject to a \$50 change fee up to 60 days prior to departure. Anyone changing to a 'Land Only' option 60 to 0 days prior to departure will be subject to a \$1,000 change fee. If Client chooses the 'Land Only' option must arrange for their own ground transportation to and from the airports and any mid-tour flights.

15. TOUR PRICES

The services specified are based on a minimum of number of passengers. If this quota is not reached, the price of the tour will be increased proportionately. All tour prices quoted for transportation and land arrangements are based on rates (including foreign exchange rates) and taxes in effect at time of publication and are subject to change. Adjustments will be made if the exchange rate varies more than 3% at 120 days prior to departure. Confirmation of final air and land prices and taxes will be advised at that time.

16. INTERNATIONAL TRAVEL WITH A DISABILITIES

Hotels, transportation providers, sea and river cruises outside of the United States are not required to comply with ADA requirements and therefore may not have ramps, wide entryways or elevators/lifts to accommodate disabled passengers or devices such as wheelchairs, walkers and motorized scooters. Due to physical constraints and space limitations, wheelchairs, walkers and motorized scooters may not be taken aboard motor coaches, river cruises or other forms of transportation. Any registrant with a mobility issue must advise Perform International at the time of registration. Failure to provide any of the required information may result in being denied participation; no refunds will be provided for such incidents.

17. TRAVEL INSURANCE

Travel insurance is recommended to help cover trip cancellation/interruption, whether as a result of Acts of God contemplated by Section 11 above or otherwise, travel delay, emergency medical, baggage delay, and accidental death coverage.

18. PHOTOGRAPHS AND VIDEO IMAGES

Client acknowledges that tour guides employed by PI, as well as other private individuals not employed by PI travelling with the tour, take photographs and videos from time to time during tours. In addition, PI sometimes engages professional photographers and videographers to record tour performances for promotional purposes. Client agrees that PI may use any photographs or images in which Client appears for PI's promotional purposes in any type of media, including its company website, as long as no personally identifiable information, such as an individual traveler's name, address or telephone number, is published along with any likeness or images of such person. Client hereby waives any and all claims against PI arising out of the publication of any photographs or videos taken during any tour by any other individual not employed by or otherwise affiliated with PI.

19. CHAPERONES

Parents, legal guardians or chaperones must accompany and be legally responsible for the custody, care and actions of any minor passengers participating in a tour. Any chaperones must be provided by the school, church or group for which the tour was organized, and all parents, guardians or chaperones shall be responsible for paying their own travel and other tour expenses.

20. CLIENT

For the purposes of these terms and conditions, the "Client" is the person who makes a tour reservation to travel on a tour or, in the case of a minor tour participant, the adult person who makes such tour reservation for such minor on the minor's behalf.

# Acceptance & Agreement

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I have read the terms and conditions as outlined in the preceding tour proposal offered by Perform International to the Brighton High School Choirs and agree to recruit members for this tour. I also understand the airfare and land prices are based upon those in effect at the time of quotation and are subject to change. The itinerary is subject to change depending upon local conditions at the time of operation. It is my understanding that Perform International will make every effort to substitute venues of equal or great quality whenever necessary.



Perform International reserves the right to vary itinerary and/or destinations and to substitute hotels if circumstances beyond its control necessitate such change(s).

I will be responsible for ensuring that all parental release forms, if applicable, and medical forms (including proxy statements) are collected for each tour participant and maintained for a period of five (5) years after the end of the tour, and that, upon request during such period, Perform International will be provided with copies of any such forms.

Any dispute of any kind arising out of or from a claimed breach of this Agreement shall be resolved in the Superior Court of Gwinnett County, Georgia, and I consent to venue and jurisdiction in that Court.


Accepted and agreed:

\_\_\_\_\_  
Mr. Phil Johnson, Director of Choirs  
Brighton High School Choirs


\_\_\_\_\_  
Date

Acknowledged and agreed:

Perform International

  
\_\_\_\_\_  
By: Roland Zuehlke

February 22, 2024  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
By: Zoe Franciscus

February 22, 2024  
\_\_\_\_\_  
Date

## What others are saying about Perform International

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### DR. AMANDA QUIST

*"An amazing tour. Thank you Perform International for giving us such an unforgettable experience. Touring through England and France with Frost Chorale is everything I hoped it would be and of course, more. Our tour manager Patrick Dhyand Fargier made it all happen- so grateful to him!"*

*Dr. Amanda Quist  
Director of Choral Activities  
Frost School of Music at the University of Miami*



### ROBYN LANA

*"It is always a joy and honor to collaborate with Perform International, the finest international tour company. They are masters at finding the balance between learning, performing, seeing, experiencing, and collaborating. Every international tour we have done with them has had healthy and abundantly appreciative audiences (if not standing room only), beautiful venues, and time performing with locals. You experience the country with great depth. You return a bit tired but not overly exhausted, and 100% fulfilled. PI, it was a great honor to lead the festival in Maynooth and Dublin. Thank you for your confidence in me and for your outstanding professionalism, even monitoring flight delays in case you were needed. You stand by your clinicians and your clients. Thank you from me and the Cincinnati Youth Choir."*

*Robyn Lana  
Founder & Managing Artistic Director  
Cincinnati Children's Choir*



### DR. PEARL SHANGKUAN

*I kept hearing from my singers – how much they enjoyed singing to such a full and appreciative crowd. I could go on and on about the festival, just know it was an experience that I will cherish for a long time to come. PI's commitment to and follow through in giving all participants a truly rich artistic experience makes it a company after my own heart!*

*Dr. Pearl Shangkuan  
Director of Choral Activities, Calvin College, Grand Rapids MI*



## What others are saying about Perform International continued...

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### DR. SHANE LYNCH

*I have led many international tours in the past, with varying levels of dissatisfaction with each tour. At the heart of my disappointment was the fact that on every previous tour, the performing time--the most important part of the tour for my choirs--always seemed like an afterthought... Not so with our tour with Perform International. This trip was far and away the best international tour I have taken as a conductor; from the venues to the enthusiastic audiences to the support personnel, PI did a fantastic job. I plan on using them for all of my international travel from now on.*



*Dr. Shane Lynch  
Director of Choral Studies, Washington and Lee University*

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### DR. JONATHAN BABCOCK

*"PERFORM INTERNATIONAL is a customer-focused organization that provides informed and responsible personnel to create a fantastic performance and exchange tour.*

*PERFORM INTERNATIONAL went above and beyond our expectations in every aspect; accommodations, exchange opportunities and pre-concert publicity."*

*PERFORM INTERNATIONAL provided us with a wonderful team of tour guides, drivers and coordinators. Their expertise and professionalism far exceeded our expectations."*



*Jonathan Babcock D.M.A.  
Associate Director of Choral Activities, Texas State University*

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### DR. ANTON ARMSTRONG

*"I am happy to endorse my colleague and friend Dr. Gene Peterson. I believe that he is a person of integrity and class. His alliance with PERFORM INTERNATIONAL will ensure a fine experience in performance and cultural exchange, connecting people to people through the universal language of music."*

*Dr. Anton Armstrong  
Conductor, The St. Olaf Choir*





**PERFORM INTERNATIONAL**  
 1050 Crown Pointe Parkway  
 Suite 500  
 Atlanta, GA 30338  
 Phone: 770.220.2242  
 info@perform-international.com

**ENSEMBLE  
 APPLICATION**

**PERFORMANCE TOUR OF SPAIN**

Name of Conductor \_\_\_\_\_

Name of Ensemble \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Perform International highly recommends a Tour Contact person for each group. This person will assist the conductor in all matters relating to the tour including financial, promotional and organizational details.

Tour Contact Person (if other than conductor): \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Email \_\_\_\_\_

Choose one:

Group Billing: Checks payable to \_\_\_\_\_

Send deposit payments to \_\_\_\_\_

Individual Passenger Billing

Approx. number of performers: \_\_\_\_\_ Approx. number of chaperones, family, friends & entourage: \_\_\_\_\_

Tour price that you want in the client PDF Brochure: \$\_\_\_\_\_ based on \_\_\_\_\_ paying passengers.

I will send a personalized letter for use in my PDF brochure by \_\_\_\_\_ (date).

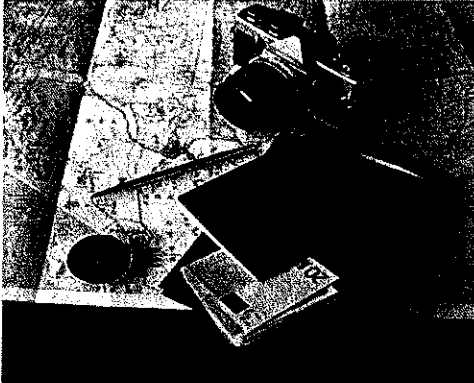
Please use a standard invitation letter for my PDF brochure.

Yes, I will send a photo of myself to use in my PDF brochure by \_\_\_\_\_ (date).

No, I will not send a photo.

Email the PDF Brochure to:  Conductor or  Tour Contact Person (please check one)

**PERFORM INTERNATIONAL**, 1050 Crown Pointe Parkway, Suite 500, Atlanta, GA 30338, Phone: 770.220.2242  
 Email application to: info@perform-international.com



Brighton HS Choir

**PERFORMANCE TOUR OF SPAIN**

MARCH 19 – 26, 2025

**SUMMARY**

- Roundtrip air from Detroit
- Hotel accommodations in superior tourist-class hotels
- Breakfast and dinner daily
- Deluxe air-conditioned motorcoach
- Spanish Tour manager

**PLANNED PERFORMANCES**

- March 21 – Concert performance in Valencia
- March 23 – Concert performance in Granada

**PREPARED BY**

Brenda Kennedy - Muraski | Group Tour Specialist  
 Candice and Dick Wallace | Sales Representatives  
 January 24, 2024

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## ITINERARY

(Meals included: B-breakfast, L-lunch, D-dinner)

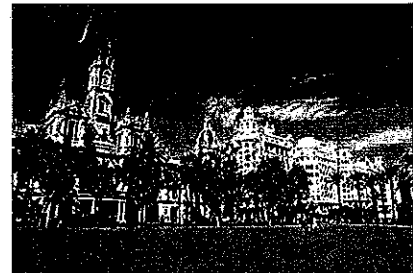
### MARCH 2025

#### 19, Wednesday Departure

Check in at the Detroit Metro Airport for the overnight transatlantic flights to Spain.

#### 20, Thursday Valencia

We have just arrived in Valencia. After collecting our luggage, we'll meet our tour manager and transfer to the waiting motorcoach. The first drive of our tour takes us into Valencia for a panoramic city tour and time for an independent lunch. Later we'll check in at our hotel for a two-night stay. Following time to freshen up, dinner will be served. (D)



#### 21, Friday Valencia

This morning we'll take a guided walking tour of Valencia's old town. Visits will be made to the UNESCO World Heritage site - La Lonja (The Silk Exchange), the Cathedral and the Central Market. The afternoon will be at leisure. We also plan to give a **concert performance** today. (B, D)

#### 22, Saturday Granada

After breakfast, we'll travel to Granada making a stop en route for an independent lunch. Upon arrival in Granada, we'll check in at our hotel for dinner and a two-night stay. This evening, our tour manager will take us for a walk in Granada. (B, D)

#### 23, Sunday Granada

Our day begins with a guided tour of the Alhambra, one of the most remarkable fortresses ever built. After our tour, we'll have time for an independent lunch and exploration in smaller chaperoned groups. This evening we plan to give a **concert performance** in or near Granada. (B, D)



#### 24, Monday Toledo, Madrid

This morning we'll travel to the city of Toledo, a UNESCO World Heritage Site. We'll take a guided walking tour of the Old Town that will include visits to the Cathedral and the Monastery. There will also be some free time for independent exploration. Later, we'll continue on to Madrid for the final two nights of the tour. (B, D)



**25, Tuesday**                      **Madrid**

First on our agenda today is a panoramic tour, during which we'll see Madrid's modern avenues and the Old Quarter where Plaza Mayor and the Royal Palace (Palacio Real) are located. This is the official residence of the Spanish monarchs. Next, we'll visit the Thyssen-Bornemisza National Museum which holds an enormous collection of European art from the continent's most respected masters. Following time to look around, we'll head to Retiro Park for an opportunity to see the Palacio De Cristal and enjoy some free time in smaller chaperoned groups. This evening we'll have a farewell dinner and attend a Flamenco show. (B, D)

**26, Wednesday**                      **Return**

Following breakfast, we'll transfer to the airport for the return flights to the U.S. (B)

## INCLUDED IN COST

### ✈️ AIR TRANSPORTATION

From Detroit to Valencia and from Madrid returning to Detroit via a regularly scheduled air carrier.

### 🚌 LAND TRANSPORTATION

for the complete itinerary by deluxe air-conditioned motorcoach.

### 🏠 ACCOMMODATIONS

In top-quality superior tourist-class hotels based on two persons sharing a room with private facilities.

The supplement for single accommodations is \$ 475

Complimentary passengers who require single occupancy must pay the single supplement, or we can adjust the tour cost to include these single accommodations.

### 🍴 MEALS

Breakfast and Dinner Daily.

### 👤 TOUR PERSONNEL

A Spanish Tour Manager, from arrival until departure, along with local guides for sightseeing tours and visits.

### 📷 ADMISSION FEES

Sightseeing and admission fees in accordance with the itinerary.

### 💰 TIPPING AND TAXES

on all tour services, including tipping to the tour manager, motorcoach driver and local guide, and all hotel, local government and airport taxes.

**All current airline taxes, security fees, and fuel surcharges.**

### 🎁 MISCELLANEOUS

Travel document wallet and choice of Travel Bag / Passport Holder / Photo-Sharing App and Video highlight reel / Water bottle

### 🎵 CONCERT ARRANGEMENTS

The concert sites noted in this proposal are preliminary and cannot be guaranteed until we receive confirmation from our concert organizers.

To book and confirm performance venues, submit a preliminary or sample repertoire and the number of performers. The earlier you provide this information, the sooner we book your concerts. This is especially important for Cathedrals and other popular venues.

### 📣 CONCERT PROMOTION

We design, print, and distribute concert related promotional material, including posters, local press releases and when appropriate, promotion via websites and social media.

In order to do the best possible job promoting your concerts, by 90 days prior to your tour departure, please provide a high-quality photograph, up-to-date biographical information, and your concert tour repertoire.

## **COST**

Based on the foregoing routing, our quotations for your tour, per person from Detroit are:

Paying Participants	Complimentary Passengers	Double Room
33	2	\$4,519*
32	3	\$4,659*

**\*To encourage early registration, we will offer a \$100 discount to everyone who applies with their deposit within the first 60 days of promotion!!!**

We are using projected rates for 2025; because of this we may need to reprice your tour.

Please note that airlines, land arrangement suppliers, and governments may impose additional fees, fuel surcharges, or taxes after the tour is advertised and participants are registered. Such changes may result in an increase in the tour cost. It may also be necessary to increase the tour cost due to exchange rate fluctuations or changes to group size. The final tour cost is based on the total number of participants and required services. Before passing on an increase, Witte Travel will use its best efforts to keep the amount to a minimum; and we will discuss options with you. If it is necessary to increase the tour cost, participants will be advised at final billing and provided with a summary of the contributing factors.

### **WITTE'S 30/60 INCENTIVE PROGRAM**

If you return the Acceptance of Proposal and set-up deposit within 30 days, we place a travel credit of \$250 on your account. This credit may be used toward your expenses or those of one or more members of your group. If you get the registrations and deposits for at least 60% of the group into our office within 60 days of the date on which we ship your brochures to you, you earn a second \$250 travel credit!

### **NOT INCLUDED IN THE COST**

Passports, airline luggage fees, optional travel protection plan (including luggage and trip- cancellation coverage), optional excursions, independent sightseeing, meals noted in the itinerary as independent, beverages with dinner, and any other items not mentioned as included. Unless otherwise stated, we have not included stipends, membership fees nor tuition charges. Please let us know if it is necessary to include these in the cost of your tour.

## OPTIONAL TRAVEL PROTECTION

Witte recommends that each traveler purchase a travel protection plan. For your convenience, we make available a travel protection plan designed by Travelex Insurance Services. The highlights of this travel protection plan include the following:

- Comprehensive plan including coverage for Trip Cancellation/Interruption, Trip Delay, Medical Expense, Evacuation, and more. Can be purchased at any time prior to Witte Travel receiving the final payment for the trip.
- The Basic plan includes a waiver of the pre-existing medical condition exclusion if the protection plan is purchased within 15 days of the initial deposit for the trip, provided the traveler is not disabled from travel at the time Witte Travel receives the premium.
- The premium for the travel protection plan that applies to your tour will be noted in your brochure and on the application form. For those travelers who purchase additional services and/or upgrade their arrangements, it may be necessary to insure the additional trip cost to be eligible for coverage.
- Complimentary passengers only: A Post-Departure Plan\* is available for complimentary passengers in the group. Complimentary passengers can elect to insure their pre-paid, non-refundable trip costs by purchasing the Basic Plan, outlined below. The Basic Plan can be purchased any time prior to the departure date.

BENEFITS	MAXIMUM COVERAGE AMOUNT (Up to Limits Shown Below)	
	Basic Plan	*Post-Departure Plan
Trip Cancellation .....	100% of Insured Trip Cost	
Trip Interruption .....	150% of Insured Trip Cost	100% of Trip Cost (up to \$1000)
Travel Delay (Up to \$150 per day) .....	\$750	\$1,000 (\$350/day)
Missed Connection .....	\$750	\$1,000
Baggage and Personal Effects .....	\$2,000	\$1,000
Baggage Delay .....	\$250	\$250
Equipment Delay .....	\$200	N/A
Emergency Medical & Dental Expense.....	\$50,000 (\$500 dental sublimit)	\$25,000 (\$500 dental sublimit)
Emergency Evacuation and Repatriation .....	\$250,000	\$100,000
Accidental Death & Dismemberment .....	\$25,000	\$10,000

The product descriptions provided here are only brief summaries and may be changed without notice. Coverage and rates may vary by state. Rates are subject to change. The full coverage terms and details, including limitations and exclusions, are contained in the insurance policy. Travelex Insurance Services, Inc. CA Agency License #0D10209. Travel Insurance is underwritten by Berkshire Hathaway Specialty Insurance Company, NAIC #22276. QIM

To view/download the Policy based on the traveler's state of residence, visit the following links:

<http://policy.travelexinsurance.com/335S-1217> (Basic Plan) or  
<http://policy.travelexinsurance.com/PDB-1122> (Post Departure Plan)

**The cost, per person, for travel protection for your group is \$218.**

## OTHER SERVICES

### PROMOTIONAL BROCHURE

We design and print up to 75

copies of a very attractive, full-color brochure for you to distribute to your prospective group members. We also provide a .pdf version for use as an email attachment, social media postings, or placement on your website.

In addition, if desired, we set up a private, secure online booking site.

### TOUR DOCUMENTS

We provide a document wallet for each member of your group including the finalized tour itinerary, hotel list, passenger list, flight schedules with easy-to-follow departure instructions, and luggage tags.

### SPECIAL SERVICES

Our group department is a team of professionals who take care of the administrative and travel needs of your group. Our Accounting Department collects and tracks all payments received from your group. Accounting also sends payment reminders to individual participants. Our Group Air Department assists your group members with their individual needs such as alternate departure cities and extended stays at the destination.

### 24/7 AVAILABILITY

No matter where in the world you find yourself, or whatever travel need arises, a Witte travel professional is ready and able to get you on your way.

### WHY WITTE?

- Witte Travel & Tours has offices in Michigan and the Netherlands, staffed to ensure that every detail is covered in the planning, promotion, and execution of your tour.
- Our sales representatives are available nationwide for local promotional and pre-departure meetings and airport check-ins.
- In 2025 we celebrate our 50th year of operating exceptional custom tours.
- We are eager to share ideas and assistance to make your tour a smashing success, too—just ask!



# PAYMENTS AND CANCELLATIONS

## DEPOSIT AND PAYMENTS ON ACCOUNT

We require an initial deposit of \$500 to set up your tour, invoiced when you are ready for us to print your brochures. This deposit is nonrefundable and applies in full to the cost of the tour. We develop a deposit and payment schedule for your group members when the tour cost is determined, but a typical schedule is:

- Deposit of 15% with application
- Payment of 30% 180 days before departure
- Payment of 30% 120 days before departure
- Balance due on receipt of invoice sent 30 - 45 days prior to departure

## CREDIT CARDS

We accept Visa, MasterCard, Discover and American Express.

## CANCELLATION AND REFUNDS

If it is necessary for you to cancel your group as a whole, we retain your initial deposit of \$500 plus the nonrefundable portion of any payments we have made on your group's behalf to airlines, hotels, concert coordinators, and other suppliers.

If individual group members must cancel, penalties are based on the date we receive their written notice, as follows:

More than 90 days before departure .....	\$300
90-46 days before departure .....	\$600
45-31 days before departure .....	\$800 + Airfare
30 or fewer days before departure.....	No refund



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# PROPOSAL ACCEPTANCE

I hereby accept this proposal for:

Brighton HS Choir

PERFORMANCE TOUR OF SPAIN

MARCH 19 – 26, 2025

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Signature

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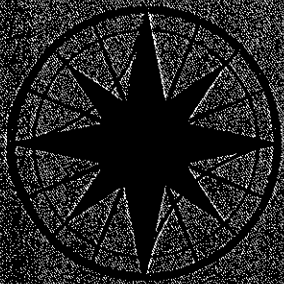
Name, Title

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Date

Please sign and return this page to Brenda Kennedy - Muraski and submit your set-up deposit by February 24, 2024 to earn your \$250 travel credit. In the absence of a signature, your deposit is your acceptance of this proposal agreement.

Choose Logo.



# CLASSIC PERFORMANCES

BY CORPORATE TRAVEL

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Brighton High School Choir  
*MARCH 19, 2025 - MARCH 27, 2025*



## KEY TOUR INCLUSIONS AND HIGHLIGHTS

**Tour Name:** Brighton High School Performance Tour of Spain  
**Number of Paying Passengers:** 30  
**Dates of Travel:** Wednesday, March 19, 2025 –  
Thursday, March 27, 2025  
**Air Departure Gateway:** Detroit, MI (DTW)  
**Motor Coach Reservations:** (1) deluxe motor coach

### THE TOUR INCLUDES

- Seven nights' accommodations (*see options below*)
  - Three nights in Madrid
  - Four nights in Barcelona
- Meals
  - Continental breakfast daily
  - Dinners (5)
    - Welcome dinner (1)
    - Dinner
    - Farewell dinner (1)
- Performances
  - 1 concert in Madrid or Toledo
  - 1 concert in Barcelona
  - 1 singing during Mass in Montserrat
- Rehearsal time (2)
- Luxury motor coach in Spain for specified sightseeing
- AVE 2<sup>nd</sup> class ticker Madrid - Barcelona
- Local tour manager while in Spain
- Tour manager from the USA
- Local guides according to the itinerary
- Entrance Fees
  - Prado Museum in Madrid
  - Greco Museum in Toledo
  - Sagrada Familia, Casa Batlló, and Parc Güell in Barcelona
  - Funicular in Montserrat
- Hotel & city taxes and portorage for 1 piece of luggage
- Gratuities payable to the tour manager, guides, and drivers
- Whisper sets

### THE TOUR DOES NOT INCLUDE

- Airfare; this package is sold land only  
Group air offer will be made when it becomes available approximately 10 months prior to departure)
- Airport transfers for travelers not on group flights
- Meals and beverages not specifically identified Other personal expenses
- Travel Insurance
- Items not specifically mentioned



**TOUR PRICE**

**Accommodation Options:**

*The selected option will establish the group's base price.*

**3-Star Accommodation Package: \$3499 per person, based on double occupancy  
Single Supplement: \$800**

**4-Star Accommodation Package: \$3999 per person, based on double occupancy  
Single Supplement: \$1000**

**This price reflects:**

- **\$100 per person Early Booking Savings** for deposits received before **September 19, 2024**
- **\$105 discount** for those paying the total cost of the tour by cash/check, payment must be received on or before the final payment due date

**PAYMENT SCHEDULE & CANCELLATION POLICY**

<b>Deposit:</b>	\$500 per person due upon registration
<b>Second Deposit:</b>	\$1,000 additional due on or before <b>August 12, 2024</b>
<b>Third Deposit:</b>	\$1,000 additional due on or before <b>October 12, 2025</b>
<b>Final Payment:</b>	Balance due on or before <b>December 12, 2024</b>

All payments are non-refundable, and subject to CTS Terms and Conditions including the CTS Liability Release. **All cancellations must be received in writing.** Penalties will be determined according to postmark date, or date of the fax or email sent by the cancelling passenger.

**ADDITIONAL GROUP BENEFITS AND TERMS**

**COMPLIMENTARY TOURS**

Corporate Travel Service will provide **3 complimentary tour(s)** if the minimum of **30 paying and traveling passengers** is met. These passengers the **31<sup>st</sup>, 32<sup>nd</sup>, and 33<sup>rd</sup>** passengers travel at no cost. Complimentary tours are based on **single occupancy**.

**Complimentary tours include roundtrip, economy class airfare.** The complimentary passenger(s) must arrange and purchase independent airfare, and Corporate Travel will reimburse up to **\$1500**. Corporate Travel will only issue reimbursement upon return of the tour. Receipts must be provided for reimbursement. Reimbursement is limited to the amount paid and does not include vouchers, credits, miles, or other promotions.

Airport transfers are included if traveling on the group flight itinerary. Those electing to travel separately from the group are responsible for these arrangements and the cost of all airport transfers.

*Note: It is important to wait to purchase independent airfare accommodations until notified in writing that the minimum number of passengers has been attained and the trip will operate.*

**Travel Protection for Complimentary Passengers**

Complimentary tours include standard travel protection, including medical coverage, for the duration of the tour.



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## ITINERARY

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**Day 1: Wednesday, March 19, 2025: Depart USA**

- Depart USA via overnight flight(s) to Madrid.

**Day 2: Thursday, March 20, 2025: Arrive Madrid (D)**

- Upon arrival in Madrid, meet your local European tour manager and board your luxury motorcoach.
- City tour, including Plaza Espana, the Royal Palace and the Puerta de Alcala, the Cathedral, grand Plaza Mayor, and main square in Madrid
- Check into hotel
- Welcome dinner
- Overnight in Madrid

**Day 3: Friday, March 21, 2025: Madrid (CB)**

- Breakfast at the hotel
- See Madrid landmarks, including its monumental fountains, the Cibeles, Neptuno and Royal Palace
- Tour Prado Museum
- Dinner on own
- Overnight in Madrid

**Day 4: Saturday, March 22, 2025: Day excursion to Toledo | Performance #1 (CB/D)**

- Breakfast at the hotel
- Excursion to Toledo
- Visit Monastery of St. John the King and the El Greco museum
- Performance in Toledo (**pending final confirmation**)
- Return to Madrid
- Group dinner
- Overnight in Madrid

**Day 5: Sunday, March 23, 2025: Depart for Barcelona (CB/D)**

- Breakfast at the hotel and check-out
- Transfer to train station for high-speed train on the AVE to Barcelona
- Board motor coach for a panoramic tour of Barcelona
- Walk along Las Ramblas
- Visit Gothic Quarter, Montjuic Olympic Stadium and Guell Park
- Group dinner at local restaurant
- Overnight in Barcelona



**Day 6: Monday, March 24, 2025: Barcelona/La Sagrada Familia/Performance #2 (CB|D)**

- Breakfast at the hotel
- Tour La Sagrada Familia
- Explore the L'Eixample district
- Walk along the Passeig de Gracia
- Visit the Manzana de la Discordia zone, which includes Gaudi's Casa Batllo
- Drive up Tibidabo Mountain
- Signature concert at La Sagrada Familia (**pending final confirmation**)
- Group dinner
- Overnight in Barcelona

**Day 7: Tuesday, March 25, 2025: Day excursion to Montserrat/Performance #3 (CB|D)**

- Breakfast at the hotel
- Excursion to Montserrat
- Visit the shrine of Our Lady of Montserrat and the Benedictine Monastery
- Informal singing performance (**pending final confirmation**)
- Return to Barcelona in the afternoon
- Group dinner
- Overnight in Barcelona

**Day 8: Wednesday, March 26, 2025: Free day/Barcelona (CB|D)**

- Breakfast at the hotel
- Free time for shopping or touring to visit to the Mediterranean Sea beach
- Group farewell dinner
- Overnight in Barcelona

**Day 9: Thursday, March 27, 2025: Depart for USA**

- Depart for the airport and your return flight to the USA.

*The itinerary is tentative and subject to final confirmation.*

**CB | Breakfast      L | Lunch      D | Dinner      WT | Wine Tasting**

**BRIGHTON AREA SCHOOLS**  
**Board of Education**  
**April 8, 2024**

**Report #24-34**

**For Future Action**

Subject:

Resolution, LESA Special Education Millage Proposal

Recommendation:

Rationale:

Facts/Statistics:

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:

Supported by:

Voice Vote:

- Ayes
- Nays

**RESOLUTION DECLARING SUPPORT FOR SPECIAL EDUCATION  
MILLAGE RENEWAL AND HEADLEE RESTORATION**

Brighton Area Schools, County of Livingston, State of Michigan (the "District").

A \_\_\_\_\_ meeting of the board of education (the "Board") of the District was held in the \_\_\_\_\_, in the District on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, \_\_\_\_\_ o'clock in the \_\_\_\_\_m.

The Meeting was called to order by \_\_\_\_\_, President.

Present:   Members

Absent:   Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

**WHEREAS:**

1.       Sections 1724 and 1724a of the School Code of 1976, as amended, authorize an intermediate school district to place the question of authorizing millage for educational programs at a special election; and
2.       On November 3, 2015 the voters of Livingston County approved a special education millage proposition for 10 years, with 100% of that special education millage distributed to public school districts and public-school academies in Livingston County to pay for special education programs, services and related expenses and no part of that millage proposition is retained by the Livingston Educational Service Agency for any of its operations; and
3.       Since 2015 the Headlee Amendment has decreased the maximum allowable special education millage the Livingston Educational Service Agency can levy; and
4.       The special education millage proposition approved in 2015 will expire in 2025 and without a renewal and restoration of the associated Headlee reduction, the District would not receive the 2023-2024 equivalent of \$3,060,283 as a direct pass-through of the special education millage from the Livingston Educational Service Agency; and
5.       Without the special education millage renewal and restoration, the District will incur significant general fund budget pressure by having to reduce other general fund expenditures to pay for special education programs, services and related expenses; and
6.       This Board desires to express its support for a Livingston Educational Service Agency special education millage renewal and restoration to be voted upon at an election to be held on Tuesday, November 5, 2024.

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

1.       This District supports the submission by the Livingston Educational Service Agency, Michigan, of a proposal for the levy of 1.1605 mills for special education purposes for a period of ten (10) years, 2026 to 2035, inclusive, to the voters at an election to be held in each of the constituent districts located within the Livingston Educational Service Agency on Tuesday, November 5, 2024.
2.       This Board further acknowledges that this resolution is not legally binding on the Livingston Educational Service Agency and that it is legally authorized to adjust the millage request and

number of years based upon its discretion and judgment, taking into consideration the District's expressed support.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

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Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Brighton Area Schools hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

**BRIGHTON AREA SCHOOLS**  
**Board of Education**  
**April 8, 2024**

**For Information**

Finance:

1. Bills for payment of March 8 - 28, 2024.

**Check Register**

**Brighton Public Schools**

**Run Date: 03/08/2024**

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
<b>REGULAR CHECKS</b>								
030016	03/08/24	13229	ALLIANCE FRANCHISE HOLDINGS	39550 C	11-261-5995-000-000-0000	CHARGING SIGNS	115.38	115.38
030017	03/08/24	05583	BARUZZINI CONTRACTING LLC	39541 C	11-261-4126-000-000-0000	UV REPAIRS	250.00	250.00
030018	03/08/24	06188	BEHIND YOUR DESIGN		11-232-3190-000-000-0000	MARCH MARKETING	2,000.00	2,000.00
030019	03/08/24	06712	BIG JIM'S SEWER AND DRAIN	39568 C	11-261-4122-000-000-0000	LOCKER RM REPAIRS	600.00	600.00
030020	03/08/24	13550	BLUEWATER LABS	39233 P	11-127-6410-031-562-3790	DEPOSIT INK SYSTEM	13,020.00	13,020.00
030021	03/08/24	09670	CITY OF BRIGHTON		11-266-3190-031-000-0000	BHS POLICE MAR	8,451.30	8,451.30
030022	03/08/24	13502	DOMINIC CLARK		21-321-3110-000-007-0000	IPF SUPERVISOR	210.00	210.00
030023	03/08/24	10785	CONSUMERS ENERGY		11-261-5510-000-000-0000	BECC GAS 1/25-2/22	440.06	
					11-261-5510-000-000-0000	BECC GAS 1/25-2/22	60.70	
					11-261-5510-001-000-0000	HAWK GAS 1/25-2/22	1,960.47	
					11-261-5510-006-000-0000	HILT GAS 1/26-2/23	1,245.37	
					11-261-5510-041-000-0000	BRIDGE GAS 1/25-2/22	1,320.17	
					11-261-5510-121-000-0000	MALT GAS 1/25-2/22	2,934.94	
					21-261-5510-002-000-0000	CE GAS 1/25-2/22	1,447.13	9,408.84
030024	03/08/24	11060	CORRIGAN OIL COMPANY	39569 C	11-261-5992-000-000-0000	RES TANK MONIT	329.45	
				39556 C	11-261-5992-000-000-0000	PROPANE	820.05	1,149.50
030025	03/08/24	13543	CONNOR DIETERLE		21-321-7410-000-018-0000	3/2 SCOREKEEPING	90.00	90.00
030026	03/08/24	11871	DTE ENERGY		11-261-5520-000-000-0000	BECC ELECT 1/23-2/21	478.33	
					11-261-5520-001-000-0000	HAWK STREETLITE FEB	346.48	
					11-261-5520-001-000-0000	HAWK ELECT 1/24-2/22	2,164.10	
					11-261-5520-004-000-0000	SPEN ELECT 1/19-2/16	2,109.34	
					11-261-5520-021-000-0000	SCRN ELECT 1/24-2/22	4,532.00	
					11-261-5520-031-000-0000	BHS SIGN 1/26-2/26	49.26	
					11-261-5520-041-000-0000	BRIDGE ELECT 1/23-2/	1,435.01	
					11-261-5521-000-000-0000	TRNS ELECT 1/23-2/21	863.73	
					21-261-5520-002-000-0000	CE ELECT 1/23-2/21	1,736.21	13,714.46
030027	03/08/24	13096	THE DTE ENERGY CO		11-261-4121-000-000-0000	UNDERGROUND SERVICE	1,950.00	1,950.00
030028	03/08/24	15100	E2I DESIGN LLC	39490 C	21-296-7920-031-100-0000	MIRROR BALL MOTOR	177.38	177.38
030029	03/08/24	18685	ETNA SUPPLY CO	39570 C	11-261-6410-000-000-0000	GAS PRO PRESS	6,426.46	6,426.46
030030	03/08/24	13041	GLASCO CORP	39567 C	11-261-4110-000-000-0000	MISCO WIRE REP	476.00	476.00
030031	03/08/24	24751	GOLD STAR PRODUCTS		21-297-6410-000-000-0000	PIZZA/NACHO/MART/COF	150,000.00	150,000.00
030032	03/08/24	13556	HARTLAND ICE HOUSE	39486 C	61-296-5990-031-004-0000	LIV UNITED ICE FEES	5,720.00	5,720.00
030033	03/08/24	31642	IDN-HARDWARE SALES INC	39544 C	11-261-5992-000-000-0000	KEY KITS	1,441.50	
				39545 C	11-261-5992-000-000-0000	LOCK SETS	127.31	1,568.81
030034	03/08/24	32515	INDUSTRIAL COMMERCIAL STRIPIN	39315 P	11-261-5995-000-000-0000	PARKING SIGNS	1,150.00	
				39315 P	11-261-5995-000-000-0000	PARKING SIGNS	1,150.00	
				39315 P	11-261-5995-000-000-0000	PARKING SIGNS	1,150.00	
				39315 P	11-261-5995-000-000-0000	PARKING SIGNS	1,150.00	
				39315 P	11-261-5995-000-000-0000	PARKING SIGNS	1,150.00	
				39315 P	11-261-5995-000-000-0000	PARKING SIGNS	1,150.00	6,900.00

**Check Register**  
Run Date: 03/08/2024

**Brighton Public Schools**

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
030035	03/08/24	13445	JUSTICE FENCE ACQUISITION		11-266-5990-121-000-0000	POLICE GATE REMOTES	350.00	350.00
030036	03/08/24	13546	ADRIAN KRAUSE		21-321-7410-000-018-0000	3/2 SCOREKEEPING	60.00	60.00
030037	03/08/24	13056	LEONARDS FOUNTAIN SPECIALTIE	39546 C	11-261-5991-000-000-0000	BULK CO2	151.92	
				39549 C	11-261-5991-000-000-0000	BULK CO2	100.00	251.92
030038	03/08/24	37707	LIVINGSTON POWER COMPANY	39309 C	11-261-6410-000-000-0000	UNDERGROUND WIRE	7,784.62	7,784.62
030039	03/08/24	38690	MARSHALL MUSIC CO		11-112-4120-021-000-0000	REPAIR HORN	44.00	44.00
030040	03/08/24	13312	MICHIGAN HEALTH COUNCIL	39563 C	21-296-7920-031-000-0000	STUDENT REGS	1,600.00	1,600.00
030041	03/08/24	44865	MICHIGAN SWIMMING		21-321-7410-000-004-0000	2 SWIMMER/10 EVENT	130.00	130.00
030042	03/08/24	13545	RHYS MOLLON		21-321-7410-000-018-0000	3/2 SCOREKEEPING	90.00	90.00
030043	03/08/24	13162	PEOPLE DRIVEN TECHNOLOGY, IN	39383 C	11-113-6410-031-000-0000	CHROMEBOOKS	64,069.92	64,069.92
030044	03/08/24	55308	QUICK SILVER MARKETING		21-321-5910-000-007-0000	BANNER STAND	200.25	200.25
030045	03/08/24	13091	RESCOM DOOR	38735 C	11-261-6410-000-000-0000	GARAGE DOORS	8,648.00	8,648.00
030046	03/08/24	13359	TFSC		11-232-3190-000-000-0000	PR SERVICE	250.00	250.00
030047	03/08/24	75640	THE VAIL CORPORATION		61-296-5990-031-006-0000	CLUB LIFT TICKETS	5,035.00	5,035.00
030048	03/08/24	13387	ABE VINITSKI		21-321-7410-000-012-0000	FEES FOR TRVL SBALL	5,050.00	5,050.00
030049	03/08/24	13347	TITAN WARREN		21-321-3110-000-007-0000	IPF SUPERVISOR	45.00	
					21-321-7410-000-018-0000	3/2 SCOREKEEPING	60.00	105.00
030050	03/08/24	84519	WASTE MANAGEMENT		11-261-4125-000-000-0000	WASTE PICKUP MARCH	5,607.05	5,607.05
030051	03/08/24	88670	THE WINMATT GROUP		11-231-3190-000-000-0000	MARCH SERVICE	800.00	800.00
030052	03/08/24	MSC55	MATT ROLFES		21-321-7410-000-015-0000	MATT ROLFES	974.00	974.00
030053	03/08/24	MSC55	MICHAEL CRUTHIRDS		21-296-7920-021-000-0000	MICHAEL CRUTHIRDS	10.00	10.00
030054	03/08/24	MSC60	ALISHA BROWN	39491 C	21-296-7920-031-001-0000	ALISHA BROWN	55.00	55.00

**Sub Total: \$323,342.89**

**ACH CHECKS**

A08077	03/08/24	02055	AMERICAN INTERIORS INC	38877 C	21-321-6410-000-000-0000	ADD'L PANEL	691.99	691.99
A08078	03/08/24	13547	CAPITAL CONSULTANTS INC	39468 P	11-289-3190-000-000-0000	DESIGN THRU JAN 14	5,910.37	5,910.37
A08079	03/08/24	08977	CENGAGE LEARNING	39505 C	11-222-5410-021-000-0000	MC PERIODICALS	1,073.03	1,073.03
A08080	03/08/24	09122	CHARETTE'S CUT N CARE INC	37864 P	11-261-4124-000-000-0000	WINTER MAINT	26,166.67	26,166.67
A08081	03/08/24	11808	D M BURR SECURITY		11-261-3150-000-000-0000	BANKCOURIER 2/23	102.80	
					11-261-3150-000-000-0000	BANKCOURIER 3/1	102.80	205.60
A08082	03/08/24	20084	FIRE SYSTEMS OF	39555 C	11-261-4129-000-000-0000	SYSTEM INSPECT	250.00	
				39553 C	11-261-4129-000-000-0000	SYSTEM INSPECT	950.00	
				39559 C	11-261-4129-000-000-0000	SYSTEM INSPECT	300.00	
				39552 C	11-261-4129-000-000-0000	SYSTEM INSPECT	375.00	1,875.00
A08083	03/08/24	01273	IMPERIAL DADE	39540 C	11-261-5990-000-000-0000	OPERATION SUP	11,124.18	
				39548 C	11-261-5990-000-000-0000	OPERATION SUP	1,644.36	12,768.54
A08084	03/08/24	13512	ADAM INNES		21-321-3110-000-007-0000	IPF SUPERVISOR	60.00	60.00
A08085	03/08/24	34385	JOHNSON & WOOD LLC	39482 C	11-261-4120-000-000-0000	INSTALL NEW PUMP	6,275.00	6,275.00
A08086	03/08/24	34327	JOHNSON CONTROLS	39547 C	11-261-4123-000-000-0000	HAWK EMERG REPAIR	686.07	686.07
A08087	03/08/24	34867	KENSINGTON VALLEY VARSITY		21-321-5990-000-020-0000	TEAM CREW SOCKS	273.00	

**Check Register**  
Run Date: 03/08/2024

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
					61-296-5990-031-006-0000	CLUB T-SHIRTS	492.52	765.52
A08088	03/08/24	37640	LIVINGSTON COUNTY MECHANICA	39538 C	11-261-4123-000-000-0000	HVAC 2/26-3/1	2,220.00	2,220.00
A08089	03/08/24	37672	LIVINGSTON EDUCATIONAL		11-271-8221-000-000-0000	RTC MARCH	104,104.42	104,104.42
A08090	03/08/24	13399	MARCO TECHNOLOGIES	39528 C	11-284-4120-000-000-0000	DISTRICT PRINTERS	7,360.00	7,360.00
A08091	03/08/24	51360	NORTHLAND SERVICES LLC	39519 C	11-261-4124-000-000-0000	REMOVE SHRUBS	3,200.00	3,200.00
A08092	03/08/24	59761	SCHOOL FINANCIAL SOLUTIONS		11-226-3190-000-006-0000	SHAREDSERV 4TH DRAW	526,715.36	526,715.36
A08093	03/08/24	59924	SCHOOL SPECIALTY LLC	39527 P	11-111-5110-004-000-0000	PAPER ROLLS	316.64	316.64
A08094	03/08/24	59742	DUKE SERVICES LLC	39554 C	11-261-4122-000-000-0000	PLUM 2/26-3/1	2,460.00	2,460.00
A08095	03/08/24	76028	TRI-COUNTY CLEANING	39543 C	11-261-5990-000-000-0000	PARTS	325.69	
				39542 C	11-261-5990-000-000-0000	OPERATION SUP	10.90	336.59
A08096	03/08/24	81465	VERIZON WIRELESS		11-261-3410-000-000-0000	BECC CELLPHONE 2/23	327.40	
					11-261-3410-000-000-0000	OPS CELLPHONE 2/23	88.94	
					11-261-3410-004-000-0000	SPEN CELLPHONE 2/23	48.53	
					11-261-3410-005-000-0000	HRNG CELLPHONE 2/23	48.53	
					11-261-3410-021-000-0000	SCRN CELLPHONE 2/23	48.53	
					11-261-3410-031-000-0000	BHS CELLPHONE 2/23	48.53	
					11-261-3410-121-000-0000	MALT CELLPHONE 2/23	48.53	
					11-261-3412-000-000-0000	TECH CELLPHONE 2/23	46.63	
					11-293-3410-000-000-0000	ATHL CELLPHONE 2/23	46.63	
					21-261-3410-002-000-0000	CE CELLPHONE 2/23	18.01	
					21-297-3410-000-000-0000	FS CELLPHONE 2/23	54.72	824.98
<b>Sub Total:</b>							<b>\$704,015.78</b>	
<b>Register Total:</b>							<b>\$1,027,358.67</b>	

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
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**Posting By Fund**

Fund Name	Amount
CAFETERIA FUND	\$150,054.72
GENERAL FUND	\$853,078.46
SPEC REV - STUDENT ACTIVITY	\$1,842.38
COMMUNITY EDUCATION	\$11,135.59
STUDENT ACTIVITIES	\$11,247.52
<b>Total:</b>	<b>\$1,027,358.67</b>

**Posting To Detail Control Accounts**

Account	Description	Fund	Account Class	Acct. Charge
12-101-1000-000-000-0000	GENERAL FUND CHECKING	G	O	(1,027,358.67)
12-131-0000-000-000-0000	INTERFUND REC AP	G	K	174,280.21
12-402-0000-000-000-0000	A/P CONTROL - GF	G	D	853,078.46
22-402-0000-000-297-0000	A/P CONTROL - FS	C	D	150,054.72
22-402-0000-000-299-0000	A/P CONTROL STUDENT ACT	K	D	1,842.38
22-402-0000-000-300-0000	A/P CONTROL - CE	M	D	11,135.59
22-411-0000-000-000-0000	STUD ACTIVIT I/F	K	N	(1,842.38)
22-411-0000-000-297-0000	FOOD SERVICE I/F	C	N	(150,054.72)
22-411-0000-000-300-0000	COMM ED I/F	M	N	(11,135.59)
62-402-0000-000-000-0000	A/P CONTROL - AGENCY	S	D	11,247.52
62-411-0000-000-000-0000	STUDENT ACT I/F	S	N	(11,247.52)

Check Register

Run Date: 03/14/2024

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
<b>REGULAR CHECKS</b>								
030055	03/14/24	13382	ARBOR VACUUM & SMALL APPLIAN	39640 C	11-261-5992-000-000-0000	REPLACEMENT BRUSH	67.88	67.88
030056	03/14/24	06550	BEST PLUMBING SPECIALTIES INC	39665 C	11-261-5994-000-000-0000	BREAKER REPAIR KIT	436.40	
				39598 C	11-261-5994-000-000-0000	DRINKING FOUNTAIN	1,578.30	2,014.70
030057	03/14/24	06932	BLUE LAKES CHARTERS & TOURS		11-293-4920-000-000-0000	2/12 UNIFIED	895.00	
					11-293-4920-000-000-0000	3/6 UNIFIED	895.00	
					21-391-4910-000-000-0000	3/14 SOARING EAGLE	790.00	2,580.00
030058	03/14/24	07274	BRIGHTON BOWL INC	39648 C	11-293-4290-000-002-0000	SEASON LANE RENTALS	2,250.00	2,250.00
030059	03/14/24	13584	IRENE BUTTER	39661 C	11-113-5110-031-026-0000	ZOOM PRESENT	350.00	350.00
030060	03/14/24	08845	CAROLINA BIOLOGICAL	39394 C	11-113-6410-031-000-0000	MICROSCOPE STORAGE	5,568.16	5,568.16
030061	03/14/24	08318	CEI MICHIGAN LLC	39231 C	11-261-4110-000-000-0000	REPAIR GUTTER	3,980.00	
				39666 C	11-261-4110-000-000-0000	ROOF REPAIR	4,921.00	8,901.00
030062	03/14/24	09080	CHAMPION FORCE ATHLETICS		21-137-3110-000-000-0000	CHEERLEADING	6,992.50	6,992.50
030063	03/14/24	09670	CITY OF BRIGHTON		11-231-4910-000-000-0000	DISTRICT SECURITY	453.81	
					11-231-4910-000-000-0000	BD MEETING SECURITY	247.53	701.34
030064	03/14/24	13502	DOMINIC CLARK		21-321-3110-000-007-0000	IPF SUPERVISOR	112.50	112.50
030065	03/14/24	13578	COMSTOCK PUBLIC SCHOOLS	39594 C	11-293-5992-000-200-0000	WRESTLING TRANSPORT	394.11	394.11
030066	03/14/24	10785	CONSUMERS ENERGY		11-261-5510-031-000-0000	CONCESS GAS 2/1-2/28	160.62	
					11-261-5510-031-000-0000	BHS GAS 2/1-2/28	7,824.97	7,985.59
030067	03/14/24	13090	DELTACOM INC	39600 C	11-261-5992-000-000-0000	WALKIE CLIPS	104.00	104.00
030068	03/14/24	11871	DTE ENERGY		11-261-5520-121-000-0000	IPF ELECT 2/1-3/1	6,827.58	6,827.58
030069	03/14/24	13579	DYNAMIC UNDERGROUND GROUP	39484 C	11-261-6410-000-000-0000	HDPE CONDUIT	6,900.00	6,900.00
030070	03/14/24	15100	E2I DESIGN LLC	39663 C	21-296-7920-031-100-0000	BARN DOOR	586.78	586.78
030071	03/14/24	13308	ENERCO CORPORATION	39612 C	11-261-4122-000-000-0000	WATER TESTING	150.00	150.00
030072	03/14/24	21448	FOUR SEASONS FLORIST		21-137-3110-000-000-0000	DANCE FLOWERS	980.00	980.00
030073	03/14/24	27990	HICKEY LEADERSHIP GROUP	39521 C	11-221-3120-000-000-0000	COACHING	100.00	100.00
030074	03/14/24	13581	HOMESTEAD BARNs LLC	39617 C	11-261-6410-000-000-0000	HRNG POLE BARN	7,000.00	
				39619 C	11-261-6410-000-000-0000	HILT POLE BARN	7,000.00	14,000.00
030075	03/14/24	31642	IDN-HARDWARE SALES INC	39601 C	11-261-5992-000-000-0000	LOCK SUPPLIES	446.89	446.89
030076	03/14/24	13394	IKI INC		21-137-3110-000-000-0000	PIANO/GUITAR LESSON	245.00	245.00
030077	03/14/24	32390	IMAGINE LEARNING, INC.	39440 C	11-112-3450-021-000-3990	MATH LICSENSE	17,000.00	
				39440 C	11-112-3450-121-000-3990	MATH LICENSE	17,000.00	34,000.00
030078	03/14/24	13222	IMPACT SPORTS PERFORMANCE	39647 C	11-293-3131-000-000-0000	FEB PROGRAM	4,708.33	4,708.33
030079	03/14/24	32515	INDUSTRIAL COMMERCIAL STRIPIN	39315 C	11-261-5995-000-000-0000	PARKING SIGNS	1,150.00	1,150.00
030080	03/14/24	33498	J & J LAMINATE CONNECTION INC	39625 C	11-261-5992-000-000-0000	ISLAND TOP	460.00	460.00
030081	03/14/24	13564	JMC EQUIPMENT, LLC	39312 C	11-127-6410-031-550-3790	ENGINE STAND	5,430.00	5,430.00
030082	03/14/24	35832	KONE INC	39667 C	11-261-4129-000-000-0000	MAINT PLAN	67.24	67.24
030083	03/14/24	13546	ADRIAN KRAUSE		21-321-7410-000-018-0000	3/9 SCOREKEEPING	60.00	60.00
030084	03/14/24	13462	LEIGH HARTER SPEECH SERVICES		21-391-4913-000-000-0000	WHOLE BRAIN GROUP	192.50	192.50
030085	03/14/24	13137	LINDE GAS & EQUIPMENT	39487 C	11-127-5110-031-550-3440	SHOP GAS	145.08	145.08
030086	03/14/24	37663	LIVINGSTON CTY SHERIFF		11-266-3190-021-000-2491	FEB SRO	7,250.00	7,250.00

Check Register

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CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
030087	03/14/24	13554	MCKENNA MASON		21-321-7410-000-018-0000	3/9 SCOREKEEPING	90.00	90.00
030088	03/14/24	44865	MICHIGAN SWIMMING		21-321-7410-000-004-0000	STATE MEET	425.00	
					21-321-7410-000-004-0000	STATE MEET	35.00	460.00
030089	03/14/24	46200	MITCHELL REPAIR INFORMATION C	39492 C	11-127-5110-031-550-3440	MARCH BILLING	112.42	112.42
030090	03/14/24	13456	NEWCOM WIRELESS SVC	37952 C	11-261-6410-000-000-0000	VAPE SENSORS	62,080.00	62,080.00
030091	03/14/24	51330	NORTHERN FENCE CO	39643 C	11-261-4124-000-000-0000	FENCE REMOVAL	3,985.00	3,985.00
030092	03/14/24	51460	OAK POINTE COUNTRY	39658 C	21-296-5991-000-023-0000	SKI BANQUET	2,156.92	2,156.92
030093	03/14/24	13477	OLNICK FOOD INC		21-297-5610-000-000-0000	FEB PIZZA	7,693.00	7,693.00
030094	03/14/24	52450	PANERA BREAD CO		21-297-5610-000-000-0000	BAGELS FEB	6,358.44	6,358.44
030095	03/14/24	54800	PRAIRIE FARMS DAIRY		21-297-5611-000-000-0000	MILK FEB	11,157.82	11,157.82
030096	03/14/24	13263	PREMIER SECURITY SOLUTIONS		11-266-3190-001-000-2491	FEB SECURITY	4,672.00	
					11-266-3190-004-000-2491	FEB SECURITY	4,776.00	
					11-266-3190-005-000-2491	FEB SECURITY	4,704.00	
					11-266-3190-006-000-2491	FEB SECURITY	4,712.00	
					11-266-3190-031-000-2491	FEB SECURITY	4,368.00	
					11-266-3190-041-000-2491	FEB SECURITY	4,000.00	27,232.00
030097	03/14/24	55308	QUICK SILVER MARKETING		21-321-5990-000-021-0000	T-SHIRTS	1,017.48	1,017.48
030098	03/14/24	27635	MARY T RATELLE		21-137-3110-000-000-0000	PUPPY TRAINING JAN	1,366.95	1,366.95
030099	03/14/24	56310	REACHING HIGHER INC	39582 C	11-125-3120-021-000-3060	MARCH REACHING HIGHE	5,500.00	5,500.00
030100	03/14/24	56650	REGENTS OF THE UNIV OF MI	39631 C	11-293-3130-000-000-0000	TRAINING COVERAGE	5,893.00	5,893.00
030101	03/14/24	13091	RESCOM DOOR	39595 C	11-261-4110-000-000-0000	FIRE DROP TESTING	560.00	560.00
030102	03/14/24	58197	RUNYAN POTTERY SUPPLY	39485 C	11-113-5110-031-010-0000	GLAZES	678.20	678.20
030103	03/14/24	60122	SCHULTZ INC	39622 C	11-261-4122-000-000-0000	SLUDGE REMOVAL	2,825.47	2,825.47
030104	03/14/24	13054	STAFFORD SMITH		21-297-6410-000-000-0000	MILK COOLER	6,214.00	6,214.00
030105	03/14/24	65692	STATE OF MICHIGAN	39626 C	11-261-7410-000-000-0000	MALT WATER FEES	803.12	803.12
030106	03/14/24	13100	DIANE STEEH		21-391-4913-000-000-0000	CHAIR YOGA	478.72	478.72
030107	03/14/24	13346	TIMELESS MEMORIES		21-391-4910-000-000-0000	FINGER LAKES TRIP	467.00	
					21-391-4910-000-000-0000	MOULIN ROUGE	396.00	863.00
030108	03/14/24	75800	ALISON TINSLEY	39605 C	21-296-5991-000-011-0000	CHEER COACHING	225.00	225.00
030109	03/14/24	13347	TITAN WARREN		21-321-3110-000-007-0000	IPF SUPERVISOR	45.00	
					21-321-7410-000-018-0000	3/9 SCOREKEEPING	90.00	135.00
030110	03/14/24	MSC55	CARL RISPOLI		21-321-7410-000-015-0000	CARL RISPOLI	550.00	550.00
030111	03/14/24	MSC55	CARL RISPOLI		21-321-5990-000-013-0000	CARL RISPOLI	49.99	49.99
030112	03/14/24	MSC55	STEVEN BELL		21-321-7410-000-020-0000	STEVEN BELL	59.95	59.95

Sub Total: \$270,266.66

ACH CHECKS

A08097	03/14/24	03825	ANN ARBOR AUDIO	39646 C	11-293-4120-000-000-0000	AUDIO REPAIRS	4,027.56	4,027.56
A08098	03/14/24	05235	BSN SPORTS INC	39655 C	11-293-5990-000-032-0000	HYPERELITE	1,240.00	
				39655 C	21-296-5991-000-007-0000	HYPERELITE	6,346.30	
				39609 C	21-296-5991-000-008-0000	SINGLETs	358.30	

Check Register

Run Date: 03/14/2024

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
				39608 C	21-296-5991-000-009-0000	PARKAS	521.30	
				39656 C	21-296-5991-000-017-0000	JERSEYS/SHORTS	2,031.30	
				39607 C	21-296-5991-000-017-0000	FIELD GLOVES	3,614.30	
				39654 C	21-296-5991-000-027-0000	PARKAS	4,243.30	
				39611 C	21-296-5991-000-032-0000	BACKPACKS	286.37	18,641.17
A08099	03/14/24	10069	CLEAR RATE COMMUNICATIONS IN		11-261-3410-001-000-0000	HAWK PHONE MAR	193.13	
					11-261-3410-004-000-0000	SPEN PHONE MAR	193.13	
					11-261-3410-005-000-0000	HRNG PHONE MAR	185.89	
					11-261-3410-006-000-0000	HILT PHONE MER	193.13	
					11-261-3410-021-000-0000	SCRN PHONE MAR	267.97	
					11-261-3410-031-000-0000	BHS PHONE MAR	844.96	
					11-261-3410-121-000-0000	MALT PHONE MAR	270.39	
					11-261-3411-000-000-0000	TRNS PHONE MAR	41.05	
					11-261-3412-000-000-0000	TECH PHONE MAR	149.68	
					21-261-3410-002-000-0000	CE PHONE MAR	193.13	2,532.46
A08100	03/14/24	10760	CONSTELLATION NEW ENERGY LL		11-261-5510-000-000-0000	BECC GAS 3/7	466.80	
					11-261-5510-000-000-0000	BECC GAS 3/7	20.65	
					11-261-5510-001-000-0000	HAWK GAS 3/7	2,297.19	
					11-261-5510-004-000-0000	SPEN GAS 3/7	1,571.47	
					11-261-5510-005-000-0000	HRNG GAS 3/7	1,213.94	
					11-261-5510-006-000-0000	HILT GAS 3/7	1,262.01	
					11-261-5510-021-000-0000	SCRN GAS 3/7	1,616.33	
					11-261-5510-031-000-0000	CONCESS GAS 3/7	55.02	
					11-261-5510-031-000-0000	BHS GAS 3/7	10,804.75	
					11-261-5510-041-000-0000	BRIDGE GAS 3/7	1,400.40	
					11-261-5510-121-000-0000	MALTBY GAS 3/7	1,396.05	
					11-261-5510-121-000-0000	MALT GAS 3/7	1,705.71	
					11-261-5511-000-000-0000	TRNS GAS 3/7	2,317.84	
					21-261-5510-002-000-0000	CE GAS 3/7	1,485.65	27,613.81
A08101	03/14/24	20150	FISHER SCIENTIFIC	39393 C	11-132-6410-041-000-0000	MICROSCOPES FINAL	3,826.24	3,826.24
A08102	03/14/24	22765	GELARDI PRODUCE CO		21-297-5610-000-000-0000	PRODUCE FEB	67.00	
					21-297-5610-000-000-0000	PRODUCE FEB	135.80	
					21-297-5610-000-000-0000	PRODUCE FEB	36.95	
					21-297-5610-000-000-0000	PRODUCE FEB	941.95	
					21-297-5610-000-000-0000	PRODUCE FEB	85.50	
					21-297-5610-000-000-0000	PRODUCE FEB	180.30	1,447.50
A08103	03/14/24	01273	IMPERIAL DADE	39636 C	11-261-5990-000-000-0000	OPERATION SUP	3,033.13	
				39613 C	11-261-5990-000-000-0000	OPERATION SUP	50.88	
				39637 C	11-261-5990-000-000-0000	OPERATION SUP	180.63	3,264.64
A08104	03/14/24	13512	ADAM INNES		21-321-3110-000-007-0000	IPF SUPERVISOR	142.50	142.50
A08105	03/14/24	61925	JOHNSON CONTROLS FIRE PROTE	39638 C	11-261-4129-000-000-0000	SERVICE REPAIR	1,748.73	1,748.73

Check Register

Run Date: 03/14/2024

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
A08106	03/14/24	34867	KENSINGTON VALLEY VARSITY	39660 C	21-296-0000-031-003-0000	T-SHIRTS	427.77	
				39635 C	21-296-5991-000-007-0000	VARSITY PATCHES	450.00	
				39603 C	21-296-5991-000-011-0000	T-SHIRTS	363.63	
				39604 C	21-296-5991-000-032-0000	T-SHIRTS	1,182.90	2,424.30
A08107	03/14/24	37640	LIVINGSTON COUNTY MECHANICA	39639 C	11-261-4123-000-000-0000	HVAC 3/4-3/8	2,160.00	2,160.00
A08108	03/14/24	13399	MARCO TECHNOLOGIES		11-111-4220-001-000-0000	HAWK PRINT DEC-FEB	196.06	
					11-111-4220-004-000-0000	SPEN PRINT DEC-FEB	142.42	
					11-111-4220-005-000-0000	HRNG PRINT DEC-FEB	225.97	
					11-111-4220-006-000-0000	HILT PRINT DEC-FEB	109.41	
					11-112-4220-021-000-0000	SCRN PRINT DEC-FEB	184.84	
					11-112-4220-121-000-0000	MALT PRINT DEC-FEB	194.75	
					11-113-4220-031-000-0000	BHS PRINT DEC-FEB	659.44	
					11-232-4220-000-000-0000	SUPT PRINT DEC-FEB	36.28	
					11-261-4220-000-000-0000	OPS PRINT DEC-FEB	17.50	
					21-311-4220-000-000-0000	CE PRINT DEC-FEB	133.68	1,900.35
A08109	03/14/24	43530	MI EDUCATORS FINANCIAL		12-451-0805-000-000-0000	APR GTL LIFE INS	152.05	152.05
A08110	03/14/24	25392	REYES HOLDINGS LLC		21-297-5610-000-000-0000	DRINKS 2/15	1,607.09	
					21-297-5610-000-000-0000	DRINKS 2/22	1,650.80	
					21-297-5610-000-000-0000	DRINKS 2/29	1,508.67	4,766.56
A08111	03/14/24	59924	SCHOOL SPECIALTY LLC	39533 C	11-111-5110-001-000-0000	FOLDERS/ENVELOPES	184.64	
					11-112-5110-021-000-0000	PENCIL/TAPE/PAPER	87.41	272.05
A08112	03/14/24	59742	DUKE SERVICES LLC	39649 C	11-261-4122-000-000-0000	PLUM 3/4-3/8	2,400.00	2,400.00
A08113	03/14/24	61701	THE SIGN GUYS	39381 C	11-266-3190-121-000-0000	WINDOW GRAPHICS	2,376.13	2,376.13
A08114	03/14/24	75670	THRUN LAW FIRM P C		11-231-3170-000-000-0000	LEGAL SERV GENERAL	4,709.50	4,709.50
A08115	03/14/24	75928	TOWN CENTER INC		21-297-4120-000-000-0000	WALKIN FREEZR REPAIR	14,832.55	14,832.55
Sub Total:							\$99,238.10	
Register Total:							\$369,504.76	

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
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Posting By Fund

Fund Name	Amount
CAFETERIA FUND	\$52,469.87
GENERAL FUND	\$277,842.17
SPEC REV - STUDENT ACTIVITY	\$22,794.17
COMMUNITY EDUCATION	\$16,398.55
<b>Total:</b>	<b>\$369,504.76</b>

Posting To Detail Control Accounts

Account	Description	Fund	Account Class	Acct. Charge
12-101-1000-000-000-0000	GENERAL FUND CHECKING	G	O	(369,504.76)
12-131-0000-000-000-0000	INTERFUND REC AP	G	K	91,662.59
12-402-0000-000-000-0000	A/P CONTROL - GF	G	D	277,842.17
22-402-0000-000-297-0000	A/P CONTROL - FS	C	D	52,469.87
22-402-0000-000-299-0000	A/P CONTROL STUDENT ACT	K	D	22,794.17
22-402-0000-000-300-0000	A/P CONTROL - CE	M	D	16,398.55
22-411-0000-000-000-0000	STUD ACTIVIT I/F	K	N	(22,794.17)
22-411-0000-000-297-0000	FOOD SERVICE I/F	C	N	(52,469.87)
22-411-0000-000-300-0000	COMM ED I/F	M	N	(16,398.55)

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
<b>REGULAR CHECKS</b>								
030113	03/22/24	01100	ALGAE SOLUTIONS	39739 C	11-261-5992-000-000-0000	BADGE HOLDERS	147.23	147.23
030114	03/22/24	01630	AMERICAN AWARDS &	39694 C	21-296-7920-031-000-0000	BRASS PLATES	724.50	724.50
030115	03/22/24	13129	APEX RESEARCH	39726 C	11-261-5992-000-000-0000	FLOOR GLUE	18.00	18.00
030116	03/22/24	13382	ARBOR VACUUM & SMALL APPLIAN	39725 C	11-261-5992-000-000-0000	SEBO FILTER	146.03	146.03
030117	03/22/24	00393	AT&T		11-261-3412-000-000-0000	INERNET MARCH	600.00	600.00
030118	03/22/24	05583	BARUZZINI CONTRACTING LLC	39749 C	11-261-4126-000-000-0000	UV SERVICE	900.00	900.00
030119	03/22/24	06550	BEST PLUMBING SPECIALTIES INC	39721 C	11-261-5994-000-000-0000	HOT/COLD STEM UNITS	131.96	
				39750 C	11-261-5994-000-000-0000	SPUD ASSY	244.14	
				39729 C	11-261-5994-000-000-0000	CREDIT MEMO	(55.10)	321.00
030120	03/22/24	13587	MCKEON BOHANON	39741 C	21-296-7920-031-100-0000	MUSICAL PIT PERFORM	1,200.00	1,200.00
030121	03/22/24	09001	CENTRAL MICHIGAN PAPER CO	39593 C	11-111-5110-004-000-0000	COLOR PAPER	850.95	850.95
030122	03/22/24	13502	DOMINIC CLARK		21-321-3110-000-007-0000	IPF SUPERVISOR	48.75	48.75
030123	03/22/24	09964	CLARK HILL P.L.C.		11-231-3170-000-000-0000	SE LEGAL SERV	54.00	
					11-231-3170-000-000-0000	LEGAL SERV 20/21 AGR	1,734.20	1,788.20
030124	03/22/24	13389	COMPTON AND BENNETT INC		21-331-3190-000-000-0000	ASSISTED LIVING 4/6	4,500.00	4,500.00
030125	03/22/24	10785	CONSUMERS ENERGY		11-261-5510-005-000-0000	HRNG GAS 2/7-3/6	2,810.79	
					11-261-5510-121-000-0000	IPF GAS 2/8-3/6	2,561.40	5,372.19
030126	03/22/24	13640	DIOCESE OF LANSING	39673 C	11-371-3190-000-000-7640	TITLE II PD	2,081.00	2,081.00
030127	03/22/24	13800	DLZ MICHIGAN		41-456-6900-000-000-2019	ARCHITECT REIMBURSAB	11,482.04	11,482.04
030128	03/22/24	11871	DTE ENERGY		11-261-5520-005-000-0000	HRNG ELECT 2/9-3/10	1,186.12	
					11-261-5520-031-000-0000	BHS ELECT 2/9-3/10	7,576.43	
					11-261-5520-121-000-0000	MALT ELECT 2/9-3/10	3,558.36	12,320.91
030129	03/22/24	15100	E2I DESIGN LLC	39687 C	21-296-7920-031-100-0000	OSRAM	666.63	666.63
030130	03/22/24	15100	E2I DESIGN LLC	39686 C	21-296-7920-031-100-0000	CHAUVET FOG	354.81	354.81
030131	03/22/24	13520	FORTIS GROUP LLC	39755 C	11-293-3191-000-028-0000	SCHOOL SAFETY	1,917.50	1,917.50
030132	03/22/24	29250	JON T HOLOWICKI		21-296-7920-031-100-0000	SPRING MUSICAL	2,000.00	2,000.00
030133	03/22/24	29735	HORNUNG ELEMENTARY PTO	39735 C	11-111-5110-005-036-0000	PIANO	1,300.00	
				39735 C	21-296-7920-005-000-0000	PIANO	220.00	1,520.00
030134	03/22/24	33350	IVORY VINES	39685 C	11-113-5110-031-049-0000	T-SHIRTS	594.00	594.00
030135	03/22/24	13445	JUSTICE FENCE ACQUISITION		11-266-6410-000-000-2491	POLICE GATE REMOTES	175.00	175.00
030136	03/22/24	45723	MILLER JOHNSON		11-231-3170-000-000-0000	LEGAL SERV TITLE IX	162.50	162.50
030137	03/22/24	13589	CHAD MILLS	39742 C	21-296-7920-031-100-0000	PIT GUITAR	1,200.00	1,200.00
030138	03/22/24	49200	NEFF COMPANY	39745 C	21-296-7920-031-000-0000	ACADEMIC LETTERS	3,656.50	3,656.50
030139	03/22/24	54590	POLAR PARADICE	39704 C	21-296-7920-031-750-0000	STORE FOOD	1,125.00	1,125.00
030140	03/22/24	13591	PRO BILLIARDS POOL TABLE SERVI		21-391-7910-000-000-0000	POOL TABLE REPAIR	1,200.00	1,200.00
030141	03/22/24	13592	IVAN PROGAR		21-321-7410-000-008-0000	WINTER LAX CLINICS	1,000.00	1,000.00
030142	03/22/24	55308	QUICK SILVER MARKETING		21-321-7410-000-015-0000	JERSEYS 14U	696.00	696.00
030143	03/22/24	13091	RESCOM DOOR	39744 C	11-261-4110-000-000-0000	AUTO SHOP DOOR	195.00	
					11-261-4120-000-000-0000	INSTALL SPRING DOOR	1,950.00	2,145.00
030144	03/22/24	13088	RAISE THE BAR		21-321-7410-000-015-0000	9U NEULAND TOURNEY F	500.00	500.00

Check Register

Brighton Public Schools

Run Date: 03/22/2024

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
030145	03/22/24	13393	RUN FAST SPORTS	39751 C	11-293-5990-000-020-0000	SINGLETs	780.00	780.00
030146	03/22/24	13208	TOTAL EFFECT CHEER	39753 C	21-296-5991-000-011-0000	90 MIN JUMP CLINIC	300.00	300.00
030147	03/22/24	84460	WASHTENAW COMMUNITY	39676 C	11-113-3710-031-000-0000	DUAL ENROLLS	14,110.00	14,110.00
030148	03/22/24	84544	WATER TECH	39743 C	11-261-4122-000-000-0000	WATER TESTING	2,546.00	
				39670 C	11-261-5991-000-000-0000	WATER TESTING	204.00	2,750.00
030149	03/22/24	82160	WHOLLY HUNTER LLC	39684 C	21-296-7920-031-005-0000	TIRE LIFTING DISK	45.35	45.35
030150	03/22/24	MSC15	DEARBORN HEIGHTS		20-181-5100-000-000-0000	DEARBORN HEIGHTS	64.40	64.40
030151	03/22/24	MSC55	ALICIA URBAIN		21-321-7410-000-012-0000	ALICIA URBAIN	50.00	50.00
030152	03/22/24	MSC55	JASON MOORE		21-321-7410-000-015-0000	JASON MOORE	256.86	256.86
030153	03/22/24	MSC55	TOM DEKEYSER		21-321-5990-000-012-0000	TOM DEKEYSER	331.49	331.49
030154	03/22/24	MSC60	BODE COOPER	39696 C	21-296-0000-031-030-0000	BODE COOPER	29.98	29.98
030155	03/22/24	MSC60	BRIAN BABAS	39682 C	11-112-5990-021-000-3390	BRIAN BABAS	49.93	49.93
030156	03/22/24	MSC60	CHRISTINE SIMPSON	39700 C	21-296-7920-031-100-0000	CHRISTINE SIMPSON	193.33	193.33
030157	03/22/24	MSC60	ERIC GUERIN	39701 C	21-296-7920-031-100-0000	ERIC GUERIN	73.02	73.02
030158	03/22/24	MSC60	GREG GILES	39695 C	61-296-5990-031-002-0000	GREG GILES	154.75	154.75
030159	03/22/24	MSC60	JAMES YOUNG	39699 C	21-296-7920-031-100-0000	JAMES YOUNG	279.95	279.95
030160	03/22/24	MSC60	KARI CARDENES		11-231-1760-000-000-0000	KARI CARDENES	811.64	811.64
030161	03/22/24	MSC60	KIM OELSLAGER	39702 C	21-296-7920-031-100-0000	KIM OELSLAGER	36.98	36.98
030162	03/22/24	MSC60	LESLIE SPARKS	39746 C	21-296-7920-031-015-0000	LESLIE SPARKS	113.00	113.00
030163	03/22/24	MSC60	MARK OLIVER	39683 C	11-113-5990-031-000-3390	MARK OLIVER	49.81	49.81
Sub Total:							\$81,894.23	
<b>ACH CHECKS</b>								
A08116	03/22/24	00930	ADVANCED WATER	39711 C	11-261-5994-000-000-0000	SOLAR SALT	1,139.25	
				39713 C	11-261-5994-000-000-0000	SOLAR SALT	221.25	
				39712 C	11-261-5994-000-000-0000	SOLAR SALT	803.25	2,163.75
A08117	03/22/24	05235	BSN SPORTS INC	39708 C	21-296-5991-000-005-0000	1/2 ZIP TOPS	164.80	
				39732 C	21-296-5991-000-030-0000	TOPS/PULLOVERS	3,630.30	3,795.10
A08118	03/22/24	08316	CDW GOVERNMENT INC	39441 C	11-113-4120-031-000-0000	SAMSUNG 55IN	479.00	479.00
A08119	03/22/24	11808	D M BURR SECURITY		11-261-3150-000-000-0000	BANKCOURIER 3/8	102.80	102.80
A08120	03/22/24	18952	EXECUTIVE ENERGY		11-261-4128-000-000-0000	ENERGY MNGT FEB	500.00	500.00
A08121	03/22/24	20125	FIRST IMPRESSION PRINT	39756 C	21-296-5991-000-001-0000	PARENT/COACH GUIDE	655.41	655.41
A08122	03/22/24	20150	FISHER SCIENTIFIC	39395 C	11-113-6410-031-000-0000	LABQUEST FINAL	9,125.28	9,125.28
A08123	03/22/24	28800	HOBART SERVICE		21-297-4120-000-000-0000	REP WASHER BHS	308.30	308.30
A08124	03/22/24	01273	IMPERIAL DADE	39719 C	11-261-5990-000-000-0000	OPERATION SUP	38.28	
				39737 C	11-261-5990-000-000-0000	OPERATION SUP	7,858.91	
				39748 C	11-261-5990-000-000-0000	OPERATION SUP	1,765.72	9,662.91
A08125	03/22/24	61925	JOHNSON CONTROLS FIRE PROTE	39747 C	11-261-4129-000-000-0000	DUST DETECT REPAIR	1,397.59	1,397.59
A08126	03/22/24	34867	KENSINGTON VALLEY VARSITY	39703 C	21-296-7920-031-100-0000	2021 PATCHES	340.00	340.00
A08127	03/22/24	37127	LINDHOUT ASSOCIATES		11-261-6220-041-000-4410	BECC WINDOWS&AC	28,916.75	
					41-456-6900-006-000-2019	HILTON ARCHITECT	861.30	

Check Register  
 Run Date: 03/22/2024

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
					41-456-6900-200-000-2019	BECC ARCHITECT	659.07	30,437.12
A08128	03/22/24	37640	LIVINGSTON COUNTY MECHANICA	39722 C	11-261-4123-000-000-0000	HVAC 3/11-3/15	1,860.00	1,860.00
A08129	03/22/24	44930	MICHIGAN VIRTUAL		11-111-3220-000-006-0000	SHAREDSEV CONF	1,895.00	
					11-111-3220-000-006-0000	SHAREDSEV CONF	3,245.00	5,140.00
A08130	03/22/24	48318	NATL INSURANCE SERVICES		12-451-0610-000-000-0000	LIFE INS/APR	432.00	432.00
A08131	03/22/24	53375	PEPPER OF DETROIT	37681 P	11-113-5110-031-038-0000	MUSIC	175.00	
				37681 P	11-113-5110-031-038-0000	MUSIC	56.99	231.99
A08132	03/22/24	59924	SCHOOL SPECIALTY LLC		11-112-5110-121-000-0000	RUBBERBANDS	3.82	3.82
A08133	03/22/24	59742	DUKE SERVICES LLC	39736 C	11-261-4122-000-000-0000	PLUM 3/11-3/18	2,460.00	2,460.00
A08134	03/22/24	61701	THE SIGN GUYS		11-261-5995-000-000-0000	HANDICAP SIGNS	298.00	
					11-261-5995-000-000-0000	VINYL GRAPHICS	465.00	763.00
A08135	03/22/24	76028	TRI-COUNTY CLEANING	39669 C	11-261-5990-000-000-0000	OPERATION SUP	55.00	55.00
A08136	03/22/24	82065	W4 SIGNS INC	39754 C	11-293-5990-000-000-0000	PVC SIGNS	50.00	
				39606 C	11-293-5990-000-000-0000	DIGITAL PRINTS	430.00	480.00
A08137	03/22/24	89592	WRIGHT TOOL COMPANY	39688 C	11-127-5110-031-550-3440	WRENCHES	56.44	56.44
Sub Total:							\$70,449.51	
Register Total:							\$152,343.74	

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
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Posting By Fund

Fund Name	Amount
CAFETERIA FUND	\$308.30
GENERAL FUND	\$113,221.22
CAPITAL PROJECT 2019	\$13,002.41
SPEC REV - STUDENT ACTIVITY	\$17,009.56
COMMUNITY EDUCATION	\$8,647.50
STUDENT ACTIVITIES	\$154.75
<b>Total:</b>	<b>\$152,343.74</b>

Posting To Detail Control Accounts

Account	Description	Fund	Account Class	Acct. Charge
12-101-1000-000-000-0000	GENERAL FUND CHECKING	G	O	(152,343.74)
12-131-0000-000-000-0000	INTERFUND REC AP	G	K	39,122.52
12-402-0000-000-000-0000	A/P CONTROL - GF	G	D	113,221.22
22-402-0000-000-297-0000	A/P CONTROL - FS	C	D	308.30
22-402-0000-000-299-0000	A/P CONTROL STUDENT ACT	K	D	17,009.56
22-402-0000-000-300-0000	A/P CONTROL - CE	M	D	8,647.50
22-411-0000-000-000-0000	STUD ACTIVIT I/F	K	N	(17,009.56)
22-411-0000-000-297-0000	FOOD SERVICE I/F	C	N	(308.30)
22-411-0000-000-300-0000	COMM ED I/F	M	N	(8,647.50)
42-402-0000-000-000-2019	AP CONTROL	H	D	13,002.41
42-411-0000-000-000-2019	2019 CAP PROJ I/F	H	N	(13,002.41)
62-402-0000-000-000-0000	A/P CONTROL - AGENCY	S	D	154.75
62-411-0000-000-000-0000	STUDENT ACT I/F	S	N	(154.75)

Check Register  
 Run Date: 03/29/2024

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
<b>REGULAR CHECKS</b>								
030164	03/29/24	10785	CONSUMERS ENERGY		11-261-5510-004-000-0000	SPEN GAS 2/16-3/18	1,599.44	1,599.44
030165	03/29/24	11871	DTE ENERGY		11-261-5520-000-000-0000	750 MAIN LITE 2/22-3	411.65	
					11-261-5520-006-000-0000	HILT 2/16-3/15	2,493.47	2,905.12
030166	03/29/24	36076	LAKELANDS GOLF &	39763 C	21-296-5991-000-005-0000	84 BUFFET 3/13/2024	2,400.86	2,400.86
Sub Total:							\$6,905.42	
<b>ACH CHECKS</b>								
A08138	03/29/24	05235	BSN SPORTS INC	39764 C	11-293-5990-000-009-0000	PULLOVERS	732.30	
				39768 C	21-296-5991-000-004-0000	JACKETS/PANTS	3,423.40	
				39767 C	21-296-5991-000-013-0000	SHOES/TOPS	476.80	
				39765 C	21-296-5991-000-017-0000	PERFORM TEES	576.80	
				39766 C	21-296-5991-000-017-0000	POLOS/PANTS	322.32	5,531.62
A08139	03/29/24	13650	DIRECT ENERGY BUSINESS LLC		11-261-5520-000-000-0000	BECC ELECT 3/19	484.63	
					11-261-5520-001-000-0000	HAWK ELECT 3/19	2,214.96	
					11-261-5520-004-000-0000	SPEN ELECT 3/19	2,154.52	
					11-261-5520-005-000-0000	HRNG ELECT 3/19	7,260.53	
					11-261-5520-006-000-0000	HILT ELECT 3/19	2,728.50	
					11-261-5520-021-000-0000	SCRN ELECT 3/19	4,821.99	
					11-261-5520-031-000-0000	BHS ELECT 3/19	53,449.13	
					11-261-5520-041-000-0000	BRIDGE ELECT 3/19	1,453.88	
					11-261-5520-121-000-0000	MALT ELECT 3/19	21,781.58	
					11-261-5521-000-000-0000	TRNS ELECT 3/19	783.18	
					21-261-5520-002-000-0000	CE ELECT 3/19	1,743.82	98,876.72
A08140	03/29/24	34867	KENSINGTON VALLEY VARSITY	39770 C	21-296-5991-000-032-0000	T-SHIRTS	141.70	141.70
A08141	03/29/24	37640	LIVINGSTON COUNTY MECHANICA		11-261-4123-000-000-0000	HVAC 3/18-3/21	1,920.00	1,920.00
A08142	03/29/24	59742	DUKE SERVICES LLC	39777 C	11-261-4122-000-000-0000	PLUM 3/18-3/21	2,280.00	2,280.00
Sub Total:							\$108,750.04	
Register Total:							\$115,655.46	

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
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Posting By Fund

Fund Name	Amount
GENERAL FUND	\$106,569.76
SPEC REV - STUDENT ACTIVITY	\$7,341.88
COMMUNITY EDUCATION	\$1,743.82
<b>Total:</b>	<b>\$115,655.46</b>

Posting To Detail Control Accounts

Account	Description	Fund	Account Class	Acct. Charge
12-101-1000-000-000-0000	GENERAL FUND CHECKING	G	O	(115,655.46)
12-131-0000-000-000-0000	INTERFUND REC AP	G	K	9,085.70
12-402-0000-000-000-0000	A/P CONTROL - GF	G	D	106,569.76
22-402-0000-000-299-0000	A/P CONTROL STUDENT ACT	K	D	7,341.88
22-402-0000-000-300-0000	A/P CONTROL - CE	M	D	1,743.82
22-411-0000-000-000-0000	STUD ACTIVIT I/F	K	N	(7,341.88)
22-411-0000-000-300-0000	COMM ED I/F	M	N	(1,743.82)