



Board of Education, Regular Meeting
Monday, April 22, 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 B. Technology Review Report C. JROTC | | |
| VI. Call to the public | | |
| VII. For Action | | |
| A. Regular meeting minutes of April 8, 2024 | Report 24-35 | Page 3 |
| B. Thrun Policies | Report 24-36 | Page 7 |
| C. BHS Lead Principal. | Report 24-37 | Page 37 |
| D. Elementary Counselors | Report 24-38 | Page 41 |
| E. Staff reduction, certified | Report 24-39 | Page 42 |
| F. BECC East Wing Renovation. | Report 24-40 | Page 45 |
| G. BECC Fire Alarm Replacement | Report 24-41 | Page 50 |
| H. Overseas Field trip requests | Report 24-42 | Page 57 |
| I. Resolution, LESA Special Education Millage Proposal . . | Report 24-43 | Page 111 |
| VIII. For Future Action | | |
| A. 2024/2025 LESA Budget | Report 24-44 | Page 114 |
| IX. Board Committee Chair Reports/Community Recognition | | |
| A. Trustee Trombley statement regarding vendor for upcoming event | | |
| X. Closed Session | | |
| A. Superintendent Evaluation | | Page 149 |
| XI. Next Meeting, Monday, May 13, 2024 at 7PM | | |
| XII. Adjournment | | |

BRIGHTON AREA SCHOOLS
Board of Education
April 22, 2024

Shining Stars

A. Science Olympiad – BHS and Scranton Science Olympiad students were nominated to receive “Shining Star” recognition.

B. The Bridge Alternative High School – Mr. Jacob Steiner, teacher and the Bridge Boys Basketball Team were nominated to receive “Shining Star” recognition.

BRIGHTON AREA SCHOOLS
Board of Education
April 22, 2024

Report #24-35

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 April 8, 2024 as presented.

Voice Vote:

Ayes

Nays

April 8, 2024



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

Minutes

I. **Call to Order**

President Myers called the meeting to order at 7:00 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, John Conely, Trustee. 2 absent - Bill Trombley, 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.

Moved by: Krebs

Supported by: Reid

Voice vote: 5 ayes, 2 absent – Trombley and Storm.

Motion carried.

V. **Superintendent Report –**

A. Shining Stars/Winter Athletics – The following winter Athletes received “Shining Star” recognition; Boy’s Swim & Dive, Hockey, Bowling, Girl’s Gymnastics, Competitive Cheer and Pom & Dance, Boys & Girls ski and wrestling.

B. Student representative – Emily Kramer reported on behalf of BHS.

April 8, 2024

C. Budget Planning 2024/25 – Dave Jones, Assistant Superintendent of Finance provided a high level over view of the budget planning via power point.

D. Five year operational planning-Dave Jones, Assistant Superintendent of Finance provided via power point a long-range operational plan through 2030, which includes technology, operational needs and projected costs. A more detailed discussion will take place at a board workshop.

VI. **Call to the Public**

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

VII. **For Action**

A. Motion: To approve the regular minutes of March 11, 2024 as presented.

Moved by: Reid

Supported by: Krebs

Voice vote: 5 ayes, 2 absent – Trombley and Storm.

Motion carried.

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

Moved by: Reid

Supported by: Conely

Voice vote: 5 ayes, 2 absent – Trombley and Storm.

Motion carried.

C. Motion: To approve the Dividing wall replacement for Spencer as presented.

Moved by: Krebs

Supported by: Marks

Voice vote: 5 ayes, 2 absent – Trombley and Storm.

Motion carried.

Board consensus was reached to have the gearbox evaluated on the current dividing wall in addition to the recommendations.

VIII. **For Future Action**

A. Thrun Policies – The following policies were presented for board review; 4108, 4207, 4402-R, 4402-R 4404, 4405-R 4407, 4408, 4409-R, 4503-R and 4504.

B. Elementary Counselors – Recommendation to add two additional counselors in fall 2024. This would allow a full-time counselor at each elementary school to support students.

C. Staffing 2024/25 – The district is working on finalizing staffing, BHS lead principal interviews took place today. Recommendations will be placed on the April 22 agenda for board consideration.

D. RFP's/BECC - The RFP's are out for these two projects. The bid opening will take place on April 10 and the results from the bid opening will be sent to the board prior to the April 22 board meeting.

1. East Wing/HVAC/Windows

April 8, 2024

2. BECC Fire Alarm Replacement

E. Overseas Field trip requests – These requests were presented for review and will be placed on the April 22 agenda for board consideration.

F. Resolution, LESA Special Education Millage Proposal – This resolution declaring support for the special education millage renewal and Headlee restoration was presented for board review and will be placed on the April 22 for board consideration.

IX. **Board Committee Chair Report**

Board members provided reports/updates on the following; Academic, policy, bond/facilities committees. Congratulations were extended to the Robotics and DECA teams.

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

XI. **Adjournment**

President Myers adjourned the meeting at 8:50 p.m.

Respectfully submitted,

Dr. Angela Krebs, Secretary

AK/sa

BRIGHTON AREA SCHOOLS
Board of Education
April 22, 2024

Report #24-36

For Action

Subject:
Thrun Policies

Recommendation:

Rationale:

Facts/Statistics:

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

Motion

Moved by:
Supported by:

That the board approve the Thrun Policies as presented.

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 |
| 4108 Union Activity and Representation 4108 - Current | 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. | Option Chosen : 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 |
| 4207 Third-Party Contracting of Non-Instructional Support Services 4207 - Current | 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 |
| 4402 Assignment and Transfer 4402 - Current | 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 * Effective July 1, 2024 |
| 4403 Performance Evaluation 4403 - Current | Updated to reflect the 2023 amendments to PERA and RSC Section 1249 regarding teacher evaluation. | Option Chosen : Biennial Evaluations if HE/E for 3 yrs (consistent with current practices) - No BAS Edits * Effective July 1, 2024 |
| 4404 Performance Based Compensation 4404 - Current | Updated to reflect the 2023 repeal of RSC Section 1250 and State School Aid Act (SSAA) Section 164h regarding teacher merit pay. | Option Chosen : 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>4405 Reduction in Force and Recall</p> <p>4405 - Current</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>Option Chosen: Allows the Board to approve & implement a tiebreaker mechanism for reduction or recall if all distinguishing factors are equal.</p> <p>Option Chosen: 12 month timeframe for recall</p> <ul style="list-style-type: none"> - No BAS Edits <p>* Effective July 1, 2024</p> |
| <p>4407 Discipline</p> <p>4407 - Current</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"> - No optional language - No BAS Edits |
| <p>4408 Termination</p> <p>4408 - Current</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>Option Chosen: Align non-teaching professionals w/ teacher probationary language - 5 year timeline</p> <ul style="list-style-type: none"> - No BAS Edits |
| <p>4409 Non-Renewal</p> <p>4409 - Current</p> | <p>Updated to reflect the 2023 amendments to RSC Section 1249 regarding teacher evaluation.</p> | <p>Option Chosen: Align non-teaching professionals w/ teacher probationary language - 5 year timeline</p> <ul style="list-style-type: none"> - No BAS Edits <p>* Effective July 1, 2024</p> |
| <p>4503 Performance Evaluation (Admin)</p> <p>4503 - Current</p> | <p>Updated to reflect the 2023 amendments to RSC Section 1249 regarding administrator evaluation.</p> | <ul style="list-style-type: none"> - No optional language - No BAS Edits <p>* Effective July 1, 2024</p> |
| <p>4504 Performance Based Compensation (Admin)</p> <p>4504 - Current</p> | <p>Updated to reflect the 2023 repeal of RSC Section 1250 and SSAA Section 164h regarding administrator merit pay.</p> | <p>Option Chosen: To include the policy to keep performance based compensation as an option</p> <ul style="list-style-type: none"> - No BAS Edits |

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 22, 2024

Report #24-37

For Action

Subject:

BHS Lead Principal

Recommendation:

Rationale:

Facts/Statistics:

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

Motion

Moved by:

Supported by:

To approve the hiring of BHS Lead Principal, Matt Evans as presented.

Voice Vote:

- Ayes
- Nays



Personal Info



Education

- Master of Education in Special Education**
 Walden University
 Sep 2018 - Present
 4.0 GPA
 Post-graduate certificate in special education has been earned. Twenty-four of thirty credits have been completed toward the full degree program.
- Master of Arts in Educational Leadership**
 Eastern Michigan University
 Jun 2012 - Jan 2017
 4.0 GPA
- Bachelor of Science**
 Valparaiso University
 Aug 2006 - May 2010
 Major in mathematics with a complementary major in secondary education

Skills

Problem-Solving
 Instructional Leadership
 Collaboration

Summary

Dedicated and highly motivated school administrator with 14 years of experience within the public school setting in an instructional role, as well as in high school administration. In each role, leadership opportunities have been actively sought out in an effort to maximize the positive impact on as many students as possible.

Exhibited a proven record of fostering a positive learning environment as part of a student-centered education, in which students are challenged to achieve their personal best utilizing a data-driven approach. Experienced in working collaboratively with colleagues to promote school initiatives, and develop curriculum, and school-wide policies and procedures in alignment with organizational goals.

Work Experience

Brighton High School Interim Lead Principal, Brighton Area Schools, Brighton, MI

February 2024 - Present

Continuation of previous responsibilities as a Grade Level Principal with the following additions:

- Grade Level Principal responsibilities for the Class of 2024 (including attendance issues, grade concerns, behavior incidents, 504s, and IEP attendance)
- Management of building operations (custodial concerns, maintenance issues, room assignments, furniture issues, etc.)
- Oversight of any human resources related issues
- Production of weekly parent communication and staff communication
- Oversight of the Brighton High School budget
- Administrative oversight of Senior Class Council
- Administrative lead for Commencement Ceremony (planning and ceremony lead)
- Administrative lead for upcoming senior events (Senior Picnic, Senior Walk, Senior Elementary Walk, Senior Sunset, etc.)
- Oversight of the yearly calendar and planning for next year's calendar of events
- Point of contact for PTO

school safety related concerns, and all school drills

**Brighton High School Grade Level Principal, Brighton Area Schools,
Brighton, MI**

June 2019 - February 2024

- Oversight of student attendance, grades, and behavior for an assigned grade level
- Teacher evaluation
- Evaluation of support staff and paraprofessionals
- Working with Class Council Advisors to oversee the class council and any events put on by that particular class council
- Supervision of school events, including extracurriculars and assemblies
- Provision of professional learning for building staff
- Special education oversight and management of staff caseloads
- Writing of 504 plans for students in current grade level
- Oversight of substitute teachers (both daily and building subs)
- Oversight of course test outs
- Support for accommodated standardized testing
- Presenting at various parent nights (incoming Freshman, Junior, and Senior parent meetings)
- Lead administrator for Commencement Ceremony when assigned grade level was Seniors
- Oversight of RTLC
- Oversight of online learning
- Annual review of Student Handbook and presentation of changes to the Policy Committee
- Implementation and oversight of "Staff Voice" Form

**Brighton High School Math Teacher, Brighton Area Schools, Brighton,
MI**

July 2015 - June 2019

- Taught Algebra 1, Algebra 2 - 2 year, and Advanced Algebra Applications
- Utilized various instructional strategies, including the use of technology, to promote student engagement and improve learning outcomes
- Monitored student progress and provided feedback to all key stakeholder groups
- Created a safe and supportive classroom culture where students were pushed to achieve their personal best
- Supervised a student teacher
- District Technology Committee member
- Member of LESA/WISD Assessment Literacy Network
- Member of the district's Administrator in Training program

**Bridge Alternative High School Math Teacher, Brighton Area Schools,
Brighton, MI**

January 2011 - June 2015

students as part of an alternative education program for students ages 14-19

- Assisted with the scheduling of students
- Member of the interview team for all new hires
- Summer school math teacher
- Summer school administrator

High School Math Teacher, Center for Occupational and Personalized Education (COPE), Ypsilanti, MI

September 2010 - January 2011

- Taught Pre-Algebra, Algebra 1, Geometry, and Algebra 2 in a multi-age classroom setting
- Collaborated with building personnel to develop individualized learning plans for students based on identified needs

Additional Professional Work Experience

Assistant High School Baseball Coach - Brighton High School

September 2017 - June 2023

Math Department Coordinator

September 2017 - June 2019

- Department liaison with building administration
- Attended monthly meetings for department leads
- Member of the interview team for all department hires
- Assisted in the development of the department teaching schedule
- Oversaw department budget and purchase of department materials

Assistant Standardized Testing Supervisor - SAT, WorkKeys, PSAT 9 and 10, Accommodated Testing

September 2018 - September 2020

School Improvement Team Member - Bridge Alternative High School

January 2011 - June 2015

- Writer of building School Improvement Plan
- Building Data Coach as part of the District Data Committee
- Lead point of contact for AdvancEd accreditation review

Head Varsity Baseball Coach - Pinckney High School

November 2014 - September 2017

Head Freshman Baseball Coach - Pinckney High School

September 2012 - November 2014



BRIGHTON AREA SCHOOLS
Board of Education
April 22, 2024

Report #24-38

For Action

Subject:

Elementary Counselors

Recommendation:

To staff a full time counselor in each of the four elementary buildings.

Rationale:

Facts/Statistics:

There are two full time counselors currently sharing time between the four elementary buildings.

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

Motion

Moved by:

Supported by:

To approve two additional (1.0) elementary counseling positions as presented.

Voice Vote:

- Ayes
- Nays

BRIGHTON AREA SCHOOLS
Board of Education
April 22, 2024

Report #24-39

For Action

Subject:

Staff reduction, certified

Recommendation:

Approve reduction of certified teacher for 2024-25

Rationale:

Rebecca Marzonie, Certified Staff FTE reduction from 1.0 FTE to .6 FTE

Facts/Statistics:

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

Motion

Moved by:

Supported by:

To approve the reduction of a certified staff as presented.

Roll Call Vote:

- ___ Conely
- ___ Reid
- ___ Myers
- ___ Trombley
- ___ Krebs
- ___ Marks
- ___ Storm

A regular meeting of the Board of Education (the “Board”) of Brighton Area Schools (the District) was held in the boardroom Administrative building, within the boundaries of the District, on the 22nd day of April, 2024, at 7 o’clock in the p.m..

The meeting was called to order at _____ by Roger Myers, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS:

1. The Board of Education of Brighton Area Schools has received a recommendation from its Superintendent that Ms. Rebecca Marzonie’s professional position should be reduced from 1.0 FTE to 0.6 FTE for the 2024-2025 school year; and
2. The Superintendent has reviewed Board Policy 4405 and applicable legal standards and recommends the reduction of particular professional staff.
 - a. The Board of Education is informed that the reasons for the Superintendent’s recommendation are: Anticipated staffing requirements for the 2024-2025 school year, based on programming limitations and adjustments, including the retention of effective teachers who are certified and qualified to instruct the planned educational program, and in compliance with the Revised School Code and Board Policy 4405 to retain the most effective teachers.
3. On the basis of the Superintendent’s recommendation, the Board of Education determines that a reduction in professional staff should be effectuated for the 2024-2025 school year; and

NOW, THEREFORE, BE IT RESOLVED:

1. The following professional staff member’s position is hereby reduced from 1.0 FTE to .6 FTE effective August 30, 2024 for the reasons stated above:
 - a. Rebecca Marzonie;
2. The identification of the above-named professional occurs through the application of Board Policy 4405 and is based upon the needs of the District to retain effective teachers who possess the necessary certification and qualifications to support the anticipated academic programming for the 2024-2025 school year.

3. The Superintendent is authorized and directed to provide written notification to the above-named professional that her position has been reduced from 1.0 FTE to .6 FTE effective August 30, 2024, pursuant to Board Policy 4405.
4. The Superintendent is authorized to take all other measures necessary and proper to implement the foregoing staff reduction.
5. 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

6. Resolution declared adopted.

Angela Krebs, Secretary
Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Brighton Area Schools, Livingston County, Michigan, certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held on April 22nd, 2024, the original of which resolution is a part of the Board's minutes and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Angela Krebs, Secretary
Board of Education

**BRIGHTON AREA SCHOOLS
Board of Education
April 22, 2024**

Report #24-40

For Action

Subject:

General Contractor Services for the 2019 Bond Project Phase #6 – East Wing Classroom Renovations, Exterior Window Replacement, First Floor Unit Ventilator/AC Upgrades.

Recommendation:

It is the recommendation that BAS accept the proposal from Corrigan Construction to perform the services of General Contractor for the 2019 Phase #6 bond project – East Wing Renovations, Exterior Window Replacement and First Floor Unit Ventilator/AC Upgrades per the 4/10/24 RFP with an amount not to exceed \$2,028,587.00.

Rationale:

Per Phase Six of the 2019 bond project, BAS will need to retain the services of a qualified firm to act as General Contractor for the East Wing Renovations, Exterior Window Replacement and First Floor Unit Ventilator/AC Upgrades. A public bid was held on 4/10/2024 at 12:15pm in the board room. Five (5) bids were received and reviewed by BAS and Lindhout Associates (Architects). The top three bidders were interviewed by BAS and Lindhout Associates and the bid of Corrigan Construction LLC was determined to be the best option.

Facts/Statistics:

This expenditure will be covered by \$1,030,247 from 2019 Bond Funds and \$998,340.00 from 11t Grant Funds.

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

Motion

Moved by:

Supported by:

To approve the general contractor services for the 2019 bond project #6.

Voice Vote:

_____ Ayes

_____ Nays

Brighton Area Schools

REQUEST FOR PROPOSAL FOR
CONTRACTOR SERVICES
PART 4 – PROPOSAL SUMMARY

All materials necessary to complete the Project shall be the responsibility of the Contractor.

Single Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Bidding and Contract Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as issued by the Owner, hereby agrees to furnish all material, labor, equipment, and services as described in the above documents, without exception, including all scheduled allowances and permits, if any, necessary to complete the Project, to the sum of:

| | | |
|----|---------------------|-------------------------|
| \$ | <u>2,028,587.38</u> | Base Bid |
| \$ | <u>31,719.60</u> | Alternate No. 1 - Total |
| \$ | <u>150,552.11</u> | Alternate No. 2 - Total |

This proposal has been prepared to provide the District with all the information requested in Part 3 - Proposal Details of the RFP regarding Contractor services. The undersigned certifies that the proposal contained herein meets or exceeds the scope of services as outlined in this RFP, and that any items that have been deleted from and/or added to the requested scope of services (including, but not limited to, the proposed contract language) are clearly noted as follows or separately attached:

Signed this 10th day of April, 2024

Firm Name: Brett Severson

Address: 8700 N. Second St.
Suite 200
Brighton, MI 48116

Phone Number: 248-296-2136 Fax Number: --

By:  Director of Construction
Signature and Title

ATTACHMENT "B"

FAMILIAL DISCLOSURE STATEMENT

AFFIDAVIT OF Brett Severson
(insert name of affiant)

STATE OF MICHIGAN)
)ss
COUNTY OF Livingston)

Brett Severson makes this Affidavit under oath and states as follows:
(insert name of affiant)

1 I am a/the:

- President
- Vice-President
- Chief Executive Officer
- Member
- Partner
- Owner
- Other (please specify) Director of Construction

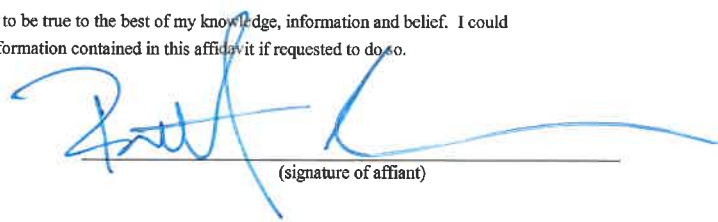
of Corrigan Construction, LLC [insert name of contractor], a bidder for contractor services for Brighton Area Schools.

2 I have personal knowledge and/or I have personally verified that the following are all of the familial relationships existing between the owner(s) and the employee(s) of the aforementioned contractor and the school district's superintendent and/or board members:

| | |
|-------|-----|
| _____ | N/A |
| _____ | N/A |
| _____ | N/A |
| _____ | N/A |

3 I have authority to bind the aforementioned contractor with the representations contained herein, and I am fully aware that the school district will rely on my representations in evaluating bids for contractor services.

4 I declare the above information to be true to the best of my knowledge, information and belief. I could completely and accurately testify regarding the information contained in this affidavit if requested to do so.


(signature of affiant)

Dated: April 10, 2024

Subscribed and sworn before me in Livingston County,
Michigan, on the 10 day of April, 2024
Jessica Roy (signature)
Jessica Roy (printed)
Notary public, State of Michigan, County of _____

My Commission expires on 22-Oct-2029
Acting in the County of Livingston

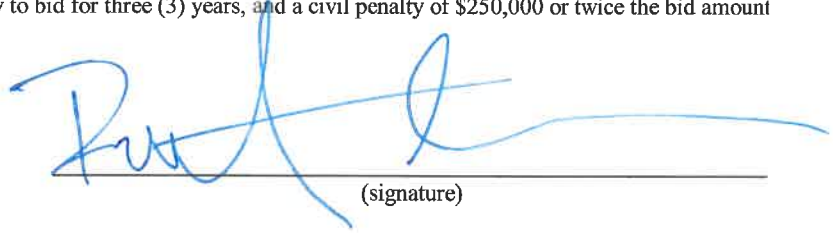
JESSICA ROY
NOTARY PUBLIC - MICHIGAN
LIVINGSTON COUNTY
ACTING IN THE COUNTY OF Livingston
MY COMMISSION EXPIRES 22-Oct-2029

ATTACHMENT "C"

IRAN ECONOMIC SANCTIONS ACT CERTIFICATION

I am the Director of Construction of Corrigan Construction LLC, or I am bidding in my individual capacity ("Bidder"), with authority to submit a binding bid for the provision of contractor services to Brighton Area Schools. I have personal knowledge of the matters described in this Certification, and I am familiar with the Iran Economic Sanctions Act, MCL 129.311, et seq. ("Act"). I am fully aware that the school district will rely on my representations in evaluating bids.

I certify that Bidder is not an Iran-linked business, as that term is defined in the Act. I understand that submission of a false certification may result in contract termination, ineligibility to bid for three (3) years, and a civil penalty of \$250,000 or twice the bid amount on and legal costs.



(signature)

Brett Severson

(printed)

April 10, 2024

(Date)

**BRIGHTON AREA SCHOOLS
Board of Education
April 22, 2024**

Report #24-41

For Action

Subject:

General Contractor Services for the 2019 Bond Project Phase #6 – Fire Alarm Panel and Device Replacement.

Recommendation:

It is the recommendation that BAS accept the proposal from Livingston Power Company to perform the services of General Contractor for the 2019 bond project Phase #6 – Fire Alarm Panel and Device Replacement per the 4/10/24 RFP with an amount not to exceed \$219,950.00.

Rationale:

Per Phase Six of the 2019 bond project, BAS will need to retain the services of a qualified firm to act as General Contractor for the Fire Alarm Panel and Device Replacement. A public bid was held on 4/10/2024 at 1:00pm in the board room. Three (3) bids were received and reviewed by BAS and Lindhout Associates (Architects). The three bidders were interviewed by BAS and Lindhout Associates and the bid of Livingston Power Company was determined to be the best option.

Facts/Statistics:

This expenditure will be covered by the 2019 Bond Funds.

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

Motion

Moved by:

Supported by:

To approve General Contractor services for the Fire Alarm Panel & Device Replacement.

Voice Vote:

_____ Ayes

_____ Nays

Brighton Area Schools

REQUEST FOR PROPOSAL FOR
CONTRACTOR SERVICES
PART 4 – PROPOSAL SUMMARY

All materials necessary to complete the Project shall be the responsibility of the Contractor.

Single Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Bidding and Contract Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as issued by the Owner, hereby agrees to furnish all material, labor, equipment, and services as described in the above documents, without exception, including all scheduled allowances and permits, if any, necessary to complete the Project, to the sum of:

\$ 219,950.00

This proposal has been prepared to provide the District with all the information requested in Part 3 - Proposal Details of the RFP regarding Contractor services. The undersigned certifies that the proposal contained herein meets or exceeds the scope of services as outlined in this RFP, and that any items that have been deleted from and/or added to the requested scope of services (including, but not limited to, the proposed contract language) are clearly noted as follows or separately attached:

This is a proposal for Fire Alarm work only. Complete installation of new and demo of old. Quote based off the drawings provided.

Signed this 10th day of April, 2024.

Firm Name: Livingston Power Company

Address: 233 Brighton Road

Howell, MI 488432

Phone Number: 517-546-8100

Fax Number: 517-579-4824

By:

Stephen Bullinger
Signature and Title

PRESIDENT

ATTACHMENT "A"

AIA Document A101-2017 Standard Form of Agreement Between Owner and Contractor.

ATTACHMENT "B"

FAMILIAL DISCLOSURE STATEMENT

AFFIDAVIT OF Livingston Power Company
(insert name of affiant)

STATE OF MICHIGAN)
COUNTY OF Livingston)ss
)

Stephen Bullinger makes this Affidavit under oath and states as follows:
(insert name of affiant)

1. I am a/the:

- President
- Vice-President
- Chief Executive Officer
- Member
- Partner
- Owner
- Other (please specify) _____

of Livingston Power Co. [insert name of contractor], a bidder for contractor services for Brighton Area Schools.

2. I have personal knowledge and/or I have personally verified that the following are all of the familial relationships existing between the owner(s) and the employee(s) of the aforementioned contractor and the school district's superintendent and/or board members:

None

3. I have authority to bind the aforementioned contractor with the representations contained herein, and I am fully aware that the school district will rely on my representations in evaluating bids for contractor services.

4. I declare the above information to be true to the best of my knowledge, information and belief. I could completely and accurately testify regarding the information contained in this affidavit if requested to do so.

Stephen Bullinger
(signature of affiant)
Steve Bullinger

Dated: 4/10/24

Subscribed and sworn before me in Livingston County,
Michigan, on the 10 day of April, 2024

Jason Melton (signature)
Jason Melton (printed)

Notary public, State of Michigan, County of Livingston

My Commission expires on 3/7/25

Acting in the County of Livingston

ATTACHMENT "C"

IRAN ECONOMIC SANCTIONS ACT CERTIFICATION

I am the Pres. (title) of Liv Pow Co (bidder), or I am bidding in my individual capacity ("Bidder"), with authority to submit a binding bid for the provision of contractor services to Brighton Area Schools. I have personal knowledge of the matters described in this Certification, and I am familiar with the Iran Economic Sanctions Act, MCL 129.311, et seq. ("Act"). I am fully aware that the school district will rely on my representations in evaluating bids.

I certify that Bidder is not an Iran-linked business, as that term is defined in the Act. I understand that submission of a false certification may result in contract termination, ineligibility to bid for three (3) years, and a civil penalty of \$250,000 or twice the bid amount, whichever is greater, plus related investigation and legal costs.

Stephen Bullinger

(signature)

Stephen Bullinger

(printed)

4/9/2024

(date)

BRIGHTON AREA SCHOOLS
Board of Education
April 22, 2024

Report #24-42

For 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.

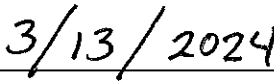
DISTRICT AND SCHOOL POLICIES

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.



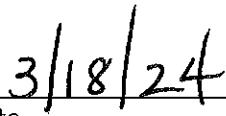
Signature of Proposing Staff Member



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 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 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 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

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 or by visiting their website at 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

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.

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

Medication being used (include dosage/frequency)

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____

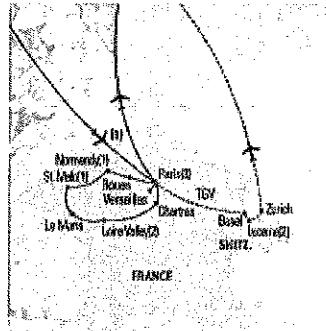
(Notary Signature)

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 \(/Dufon-7099\)](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

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

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 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

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

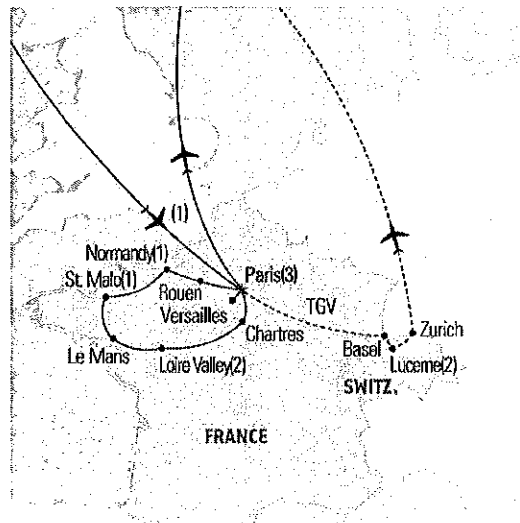
Day 7 Normandy--Paris

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.)

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.

Enroll online,
by phone, or by mail



Visit explorica.com/Dufon-7099



Use Dufon-7099 to register



1.888.310.7121



Download and complete
a paper application on
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.eftours.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.eftours.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 eftours.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

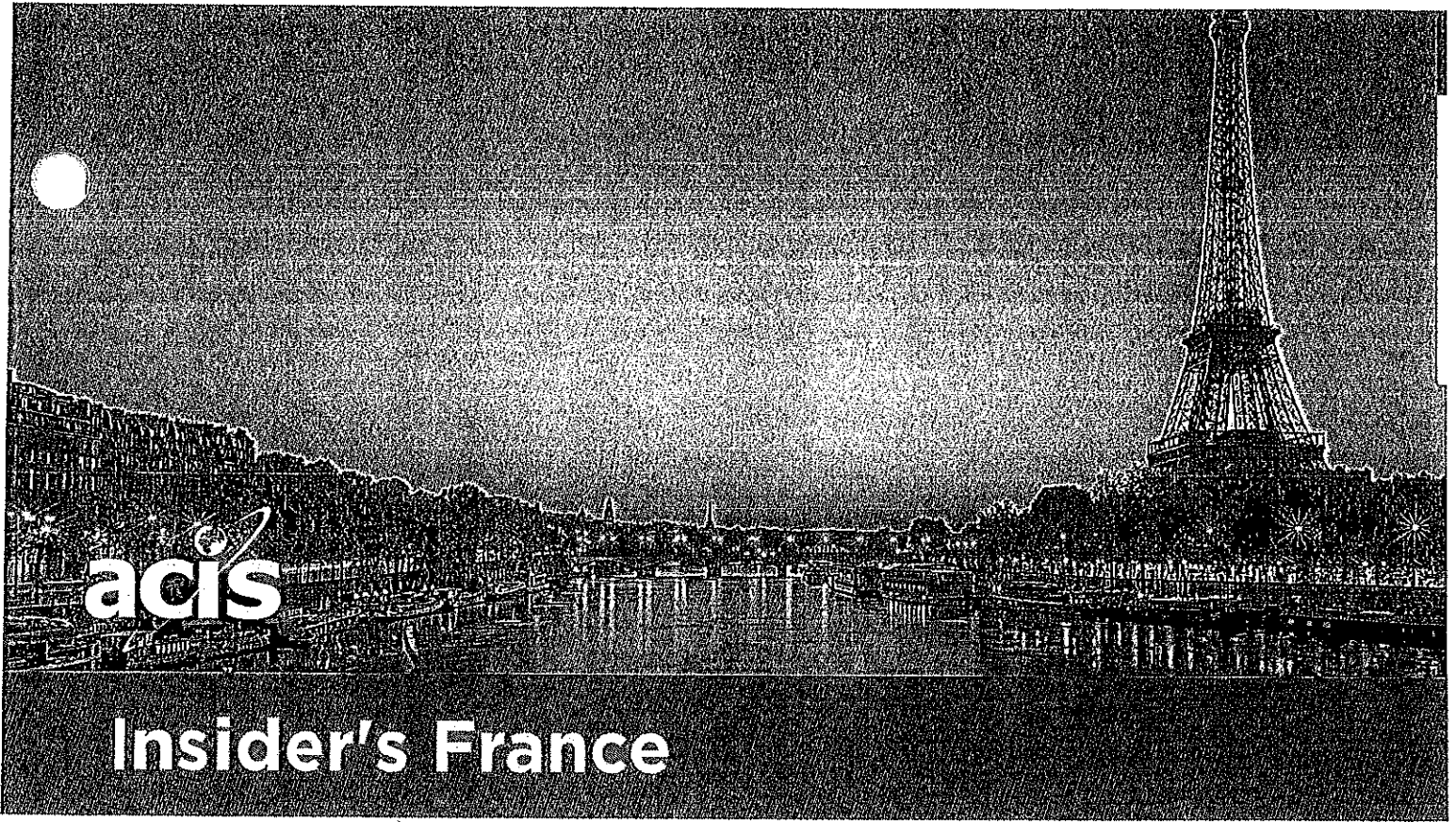
\$5,349

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 eftours.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 eftours.com/bc.



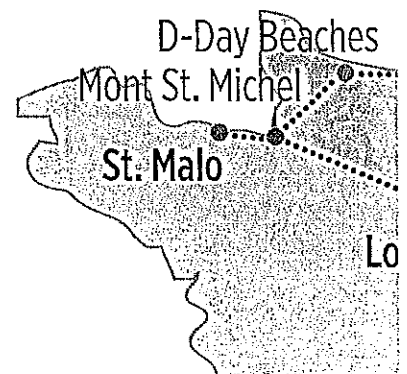
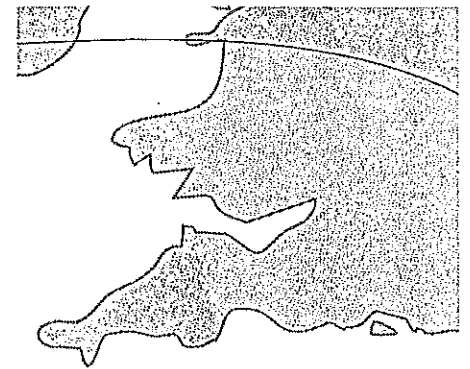
Insider's France

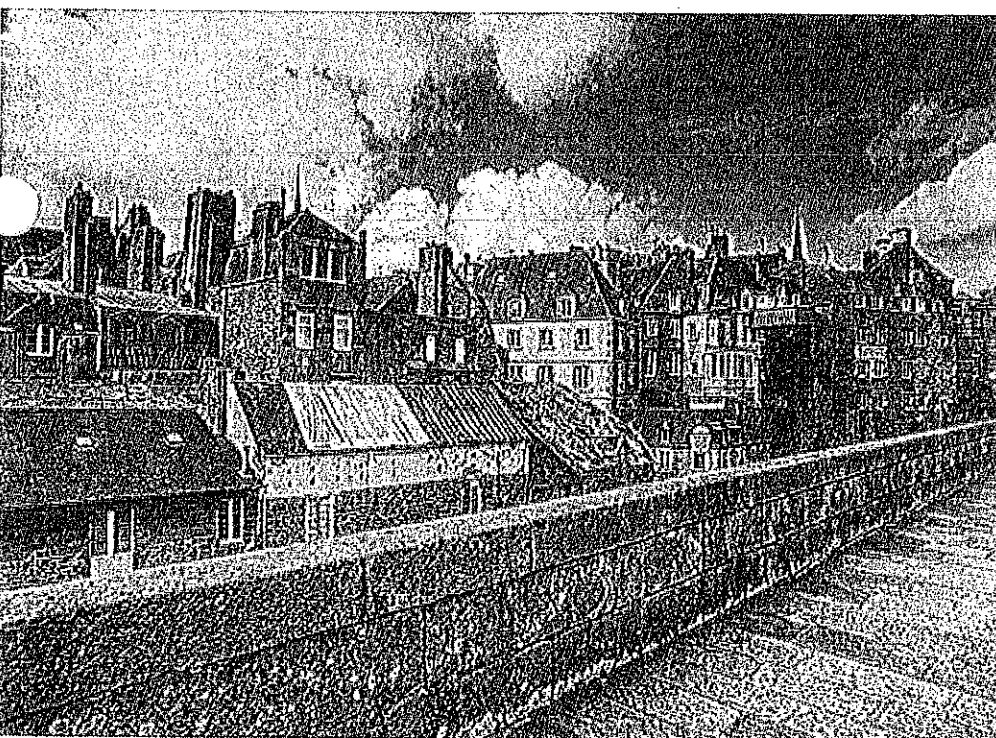
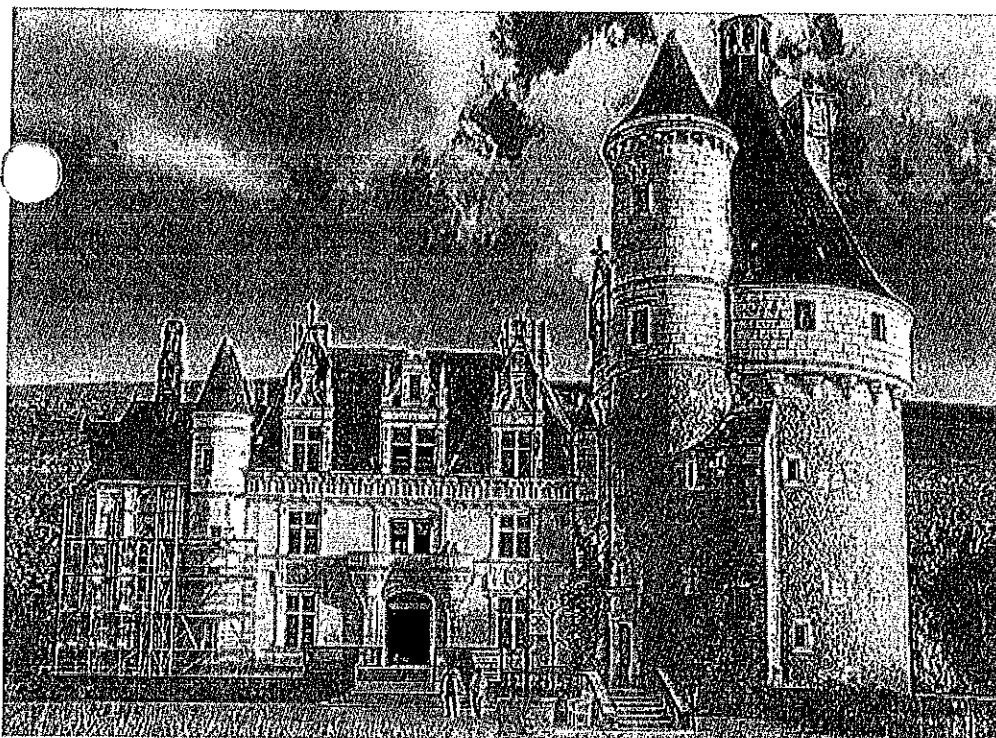
WHAT'S INCLUDED

- 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

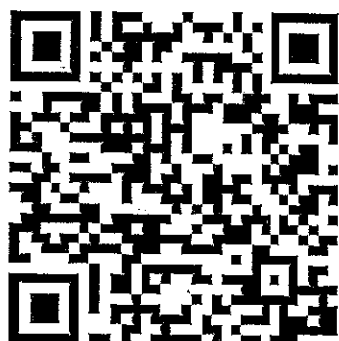
Ultimate-Plus Protection P

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 accounts with an A more, visit acis.com/autopa



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.

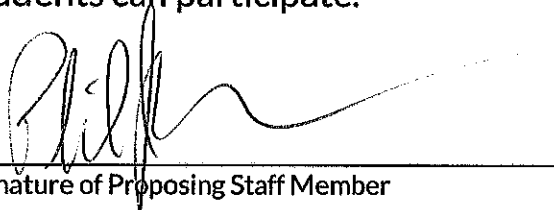
HEALTH AND SAFETY

- 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.**

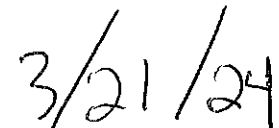
DISTRICT AND SCHOOL POLICIES

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

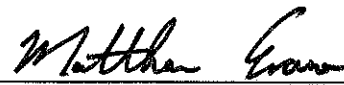
All permission forms must include signatures by parents and participants admitting that each is aware of the rules and will abide by and support these rules. Trip disclaimer forms must be on files in the school office before students can participate.



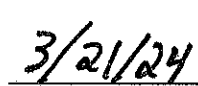
Signature of Proposing Staff Member



Date



Signature of Building Principal



Date

Signature of Central Office Designee

Date



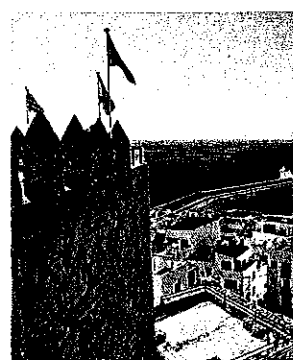
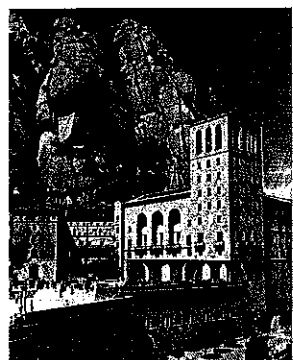
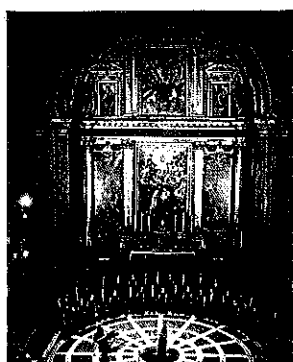
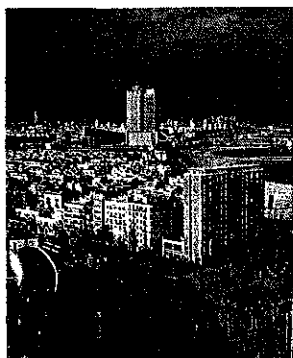
Building Bridges *and*
Transforming Lives
through the Power of
Music

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

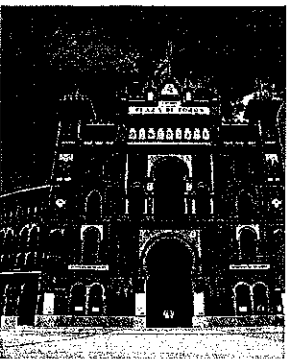
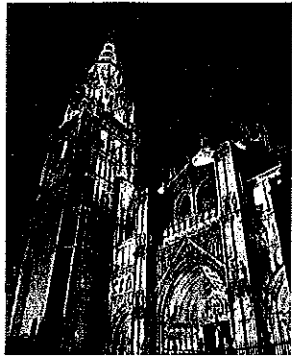
Transfer today to Valencia with a stop en route in Peniscola, one of the most popular tourist resorts in the province of Castellón. The city has water on all sides but one. You will have lunch on your own and spend some time at the beautiful beach. Continue to Valencia for dinner and overnight.

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

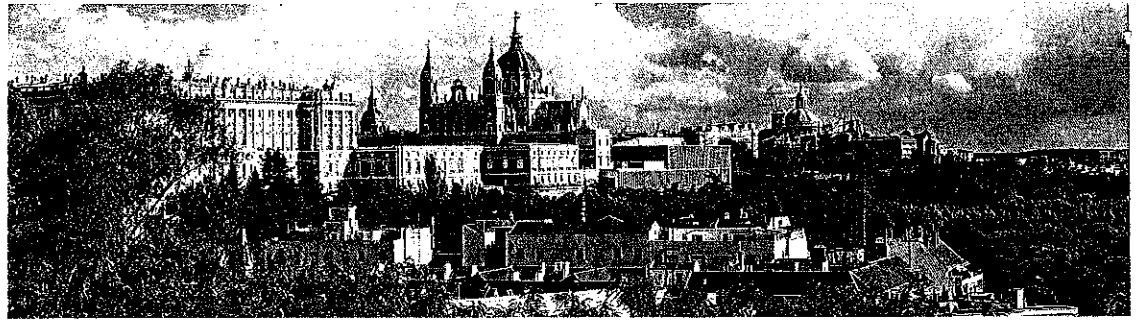
This morning take a half-day sightseeing tour around Madrid which will include the Prado Museum. Madrid is renowned for its rich repositories of European art. At the Prado Museum you can see works by Goya, Velázquez and other Spanish masters. Enjoy the afternoon at leisure before performing a collaborative 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 portage
- 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) |
|---|---|---|--|
| Emergency Medical Protection Emergency Medical & Dental Expenses, Emergency Evacuation | <ul style="list-style-type: none"> • \$15,000 emergency medical expenses (\$500 dental sublimit) • \$100,000 emergency evacuation • \$10,000 accidental death & dismemberment • Travel Assistance is included | <ul style="list-style-type: none"> • \$50,000 emergency medical expenses (\$500 dental sublimit) • \$500,000 emergency evacuation • \$25,000 accidental death & dismemberment • Travel Assistance is included | <ul style="list-style-type: none"> • \$50,000 emergency medical expenses • \$250,000 emergency evacuation • \$25,000 accidental death & dismemberment • Travel Assistance is included |
| Travel Protection Trip Cancellation, Trip Interruption, Trip Delay, Missed Connection | <ul style="list-style-type: none"> • 100% of trip cost (limit \$10,000) trip cancellation • 100% of trip cost (limit \$10,000) trip interruption • \$500 (\$250 per day) trip delay • \$500 missed connection | <ul style="list-style-type: none"> • 100% of trip cost (limit \$50,000) trip cancellation • 150% of trip cost (limit \$75,000) trip interruption • \$750 (\$250 per day) trip delay • \$750 missed connection | <ul style="list-style-type: none"> • 100% of trip cost (limit \$750) trip cancellation • 150% of trip cost (limit \$1,125) trip interruption • \$2,000 (\$25 per day) trip delay • \$2,000 missed connection |
| Baggage Delay/Loss | <ul style="list-style-type: none"> • \$100 baggage delay • \$500 baggage loss | <ul style="list-style-type: none"> • \$200 baggage delay • \$1,000 baggage loss | <ul style="list-style-type: none"> • \$1,000 baggage delay • \$2,000 baggage loss |
| Cancel for Any Reason | <ul style="list-style-type: none"> • Upgrade not available | <ul style="list-style-type: none"> • 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) | <ul style="list-style-type: none"> • Upgrade not available |
| Get a Quote: https://www.travelexinsurance.com/?location=10-0364&go=bp | | | |

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, COVID19, 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

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

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...

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*

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*

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).

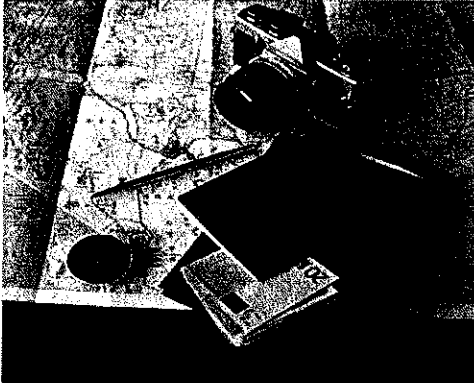
Please use a standard invitation letter for my PDF brochure.

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

CONTENTS

| | |
|----------------------------------|---|
| Itinerary | 1 |
| Included in Cost | 3 |
| Cost | 4 |
| Not Included in the Cost | 4 |
| Optional Travel Protection | 5 |
| Other Services | 6 |
| Payments and Cancellations | 7 |
| Proposal Acceptance | 8 |

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**

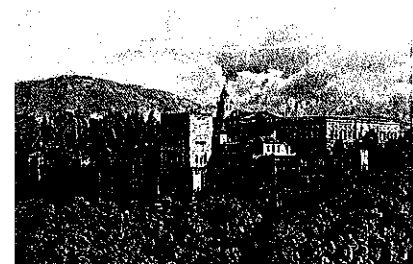
This morning we'll take a guided walking tour of Valencia's old town. Visits will be made to the UNESCO World Heritage site - La Lonja (The Silk Exchange), the Cathedral and the Central Market. The afternoon will be at leisure. We also plan to give a **concert performance** today. (B, D)

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 |



PROPOSAL ACCEPTANCE

I hereby accept this proposal for:

Brighton HS Choir

PERFORMANCE TOUR OF SPAIN

MARCH 19 – 26, 2025

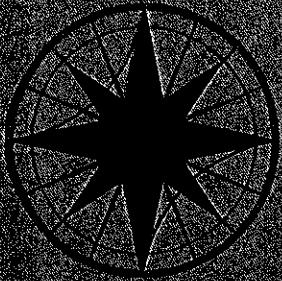
Signature

Name, Title

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

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 2nd 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

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

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 **31st, 32nd, and 33rd** 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.



ITINERARY

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 22, 2024

Report #24-43

For 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:

To approve the resolution, LESA Special Education Millage Proposal as presented.

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.

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 22, 2024

Report #24-44

For Future Action

Subject:

2024/2025 LESA Budget

Recommendation:

To approve the 2022/2023 LESA Budget as presented.

Rationale:

Facts/Statistics:

Resolutions for approval and disapproval for LESA budget have been provided for board consideration.

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

Motion

Moved by:

Supported by:

To approve the 2024/2025 LESA Budget.

Voice Vote:

Ayes

Nays

**LOCAL DISTRICT RESOLUTION
FOR APPROVAL OF
THE LIVINGSTON EDUCATIONAL SERVICE AGENCY (LESA)
2024-2025 BUDGET**

_____, Michigan (the "District")

A _____ meeting of the board of education of the District was held in the _____ in the District, on the _____ day of _____, 2024, at _____ o'clock in the _____.

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. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and
2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The Board of Education has received and reviewed the proposed LESA budget in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its support for the proposed LESA budget.
2. The Secretary of the Board of Education or his/her designee shall forward a copy of this resolution to the LESA Board of Education or its superintendent no later than June 1, 2024.

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

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2024, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

**LOCAL DISTRICT RESOLUTION
FOR DISAPPROVAL OF
THE LIVINGSTON EDUCATIONAL SERVICE AGENCY (LESA)
2024-2025 BUDGET**

_____, Michigan (the "District")

A _____ meeting of the board of education of the District was held in the _____ in the District, on the ____ day of _____, 2024, at ____ o'clock in the _____.

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. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and

2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The Board of Education has received and reviewed the proposed LESA budget in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its objections to certain portions of the proposed LESA budget. The objections, along with proposed changes, if any, are set forth on Exhibit A attached hereto and incorporated herein by reference.

2. The Secretary of the Board of Education or his/her designee shall forward a copy of this resolution to the LESA Board of Education or its superintendent no later than June 1, 2024, along with the specific objections and proposed changes that this Board has to the budget.

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.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2024, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

| General Education Fund | Budget | | Change | |
|---|---------------------|---------------------|------------------|-------------|
| | 2023-24 Revised | 2024-25 | \$ | % |
| | | | | |
| Total Revenues | \$ 26,945,375 | \$ 28,103,176 | | |
| Less Expenditures | (26,468,596) | (27,932,907) | | |
| Net Surplus/ (Deficit) | \$476,779 | \$170,269 | | |
| Estimated Beginning Fund Balance - July 1 | 2,642,707 | 3,119,486 | | |
| Estimated Ending Fund Balance - June 30 | \$ 3,119,486 | \$ 3,289,755 | | |
| Ending Fund Balance as a Percentage of Expenditures | 11.8% | 11.8% | | |
| Programs | | | | |
| General Education & Curriculum | 1,190,310 | 1,138,862 | (51,448) | -4% |
| Student programs | 35,000 | 35,000 | - | 0% |
| Instructional Support | 1,225,310 | 1,173,862 | (51,448) | -4% |
| Community Relations/Communications | 42,038 | 65,210 | 23,172 | 55% |
| Central Office Services | 19,170 | 24,550 | 5,380 | 28% |
| Superintendent & Board of Education | 465,602 | 466,166 | 564 | 0% |
| Administration - Superintendent & Board of Education | 526,810 | 555,926 | 29,116 | 6% |
| Attendance Officer/Pupil Auditor | 126,436 | 127,052 | 616 | 0% |
| Technology Services | 138,269 | 194,444 | 56,175 | 41% |
| Finance & HR | 420,406 | 458,432 | 38,026 | 9% |
| Support Services | 78,900 | 142,900 | 64,000 | 81% |
| Administration - Central Services | 764,011 | 922,828 | 158,817 | 21% |
| Transportation Services | 145,898 | 149,322 | 3,424 | 2% |
| Operations & Maintenance | 240,067 | 248,198 | 8,131 | 3% |
| Overhead | 385,965 | 397,520 | 11,555 | 3% |
| Career & Technical Education Consortium | 3,856,382 | 2,738,839 | (1,117,543) | -29% |
| Adult Education | 337,197 | 261,840 | (75,357) | -22% |
| WIOA Youth | 75,175 | 77,114 | 1,939 | 3% |
| General Education Social Work | 273,654 | 281,086 | 7,432 | 3% |
| Mental Health Grant | 898,861 | 1,191,160 | 292,299 | 33% |
| Title I Regional Assistance Grant | 116,221 | 116,221 | - | 0% |
| Homebound Services | 75,910 | 72,896 | (3,014) | -4% |
| WAY School | 465,500 | 474,480 | 8,980 | 2% |
| Consortiums - Instructional | 6,098,900 | 5,213,636 | (885,264) | -15% |
| Data Processing Consortium | 408,000 | 408,000 | - | 0% |
| Homeless Coordinator | 28,204 | 28,204 | - | 0% |
| Homeless Van | 18,452 | 17,950 | (502) | -3% |
| Regional Transportation Collaborative | 9,488,331 | 9,391,998 | (96,333) | -1.0% |
| Technology Consortium | 787,200 | 801,276 | 14,076 | 2% |
| Consortiums - Support Services | 10,730,187 | 10,647,428 | (82,759) | -1% |
| Great Start Collaborative | 492,069 | 419,798 | (72,271) | -15% |
| Head Start | 2,078,102 | 1,922,331 | (155,771) | -7% |
| Head Start Food Service | 190,000 | 190,000 | - | 0% |
| Great Start Readiness Grant | 3,977,242 | 6,489,578 | 2,512,336 | 63% |
| Early Childhood | 6,737,413 | 9,021,707 | 2,284,294 | 34% |
| Total General Fund Expenditures | 26,468,596 | 27,932,907 | 1,464,311 | 6% |

Notes:

1. Increase due to vacancy in 2023-2024, anticipated to be filled in 2024-2025.
2. Increase due to staffing costs, particularly health insurance.
3. Increase attributed to expenditures related to the communications plan.
4. Increase in transfer to the Capital Projects fund.
5. Decrease resulting from one-time state grant funding received in FY 2023-2024.
6. Decrease resulting from one-time state grant funding received in FY 2023-2024.
7. Increase for new mental health professionals, supporting students countywide.
8. Adjustment/decrease made to align program expenditures with the proposed updated grant for 2024-2025.
9. Increase attributed to additional state grant funds to support Early Childhood (Great Start-preschool) classrooms countywide.

| Special Education Fund | Budget | | Change | |
|---|-----------------------|---------------|---------------|---|
| | 2023-24 Revised | 2024-25 | \$ | % |
| | Total Revenues | \$ 61,752,821 | \$ 63,989,979 | |
| Less Expenditures | (59,947,778) | (63,628,794) | | |
| Net Surplus/(Deficit) | \$1,805,043 | \$361,185 | | |
| Estimated Unassigned Beginning Fund Balance - July 1 | 7,339,070 | 9,144,113 | | |
| Estimated Unassigned Ending Fund Balance - June 30 | \$ 9,144,113 | \$ 9,505,298 | | |
| Ending Fund Balance as a Percentage of Expenditures | 15.3% | 14.9% | | |

Programs

| | | | | | |
|---|-------------------|-------------------|------------------|------------|----|
| Cognitive Impairment Programs - Moderate & Severe | 5,576,984 | 6,300,267 | 723,283 | 13% | 1 |
| Early Childhood Developmental Delay Programs | 960,986 | 1,052,413 | 91,427 | 10% | |
| Emotional Impairment | - | 260,143 | 260,143 | 100% | 2 |
| Instructional Programs | 6,537,970 | 7,612,823 | 1,074,853 | 16% | |
| Assistive Technology Programs | 307,398 | 458,378 | 150,980 | 49% | 3 |
| Nursing Programs | 296,312 | 307,041 | 10,729 | 4% | |
| Occupational Therapist Programs | 2,368,081 | 2,408,397 | 40,316 | 2% | |
| Orientation/Mobility Programs | 29,692 | 29,315 | (377) | -1% | |
| Physical Therapist Programs | 592,760 | 599,943 | 7,183 | 1% | |
| Psychology Programs | 3,324,031 | 3,680,196 | 356,165 | 11% | 4 |
| Social Worker Programs | 4,440,145 | 4,750,598 | 310,453 | 7% | 4 |
| Hearing Impaired Programs | 257,692 | 265,032 | 7,340 | 3% | |
| Speech and Language Impairment Programs | 7,240,177 | 7,798,922 | 558,745 | 8% | 5 |
| Program Consultants | 1,798,318 | 1,852,496 | 54,178 | 3% | |
| Early On Services | 2,518,142 | 2,609,988 | 91,846 | 4% | |
| Visually Impaired Programs | 145,046 | 143,532 | (1,514) | -1% | |
| Work Study Programs | 530,084 | 525,178 | (4,906) | -1% | |
| Project Search/START grant | 25,391 | 166,917 | 141,526 | 557% | 6 |
| Proportionate Share (private school support requirement- IDEA) | 117,397 | 117,397 | - | 0% | |
| Instructional Support Programs | 23,990,666 | 25,713,330 | 1,722,664 | 7% | |
| Transportation | 5,378,133 | 5,785,897 | 407,764 | 8% | 7 |
| Operations & Maintenance | 604,874 | 712,214 | 107,340 | 18% | 8 |
| Transportation & Operations Services | 5,983,007 | 6,498,111 | 515,104 | 9% | |
| Superintendent & Board of Education | 147,851 | 147,652 | (199) | 0% | |
| Other Central Office Services | 43,992 | 56,433 | 12,441 | 28% | 9 |
| Community Relations/Communications | 67,449 | 121,501 | 54,052 | 80% | 10 |
| Administration - Superintendent & Board of Education | 259,292 | 325,586 | 66,294 | 26% | |
| Administration - Directors | 3,446,152 | 3,393,922 | (52,230) | -2% | |
| Administration - School Based | 3,446,152 | 3,393,922 | (52,230) | -2% | |
| Administration - Assistant Superintendent of Special Education | 474,938 | 466,425 | (8,513) | -2% | |
| Administration - Fiscal Services | 1,007,079 | 1,088,728 | 81,649 | 8% | |
| Technology Services | 408,789 | 412,706 | 3,917 | 1% | |
| Compliance Monitoring Programs | 170,835 | 170,835 | - | 0% | |
| Attendance Officer/Pupil Auditor | 12,558 | 12,617 | 59 | 0% | |
| Visual Imaging | 8,500 | 8,500 | - | 0% | |
| Administration - Central Services | 2,082,699 | 2,159,811 | 77,112 | 4% | |
| Support Services & SE distribution to local districts | 17,647,992 | 17,925,211 | 277,219 | 2% | 11 |
| Operational Support and Overhead | 17,647,992 | 17,925,211 | 277,219 | 2% | |
| Total Special Education Fund Expenditures | 59,947,778 | 63,628,794 | 3,681,016 | 6% | |

Notes:

- Increase attributed to vacancies in 2023-24, expected to be filled in 2024-25, as well as increased staffing costs, primarily in health insurance and steps/scale increases per contract.
- Increase attributable to new staff (3.0 FTE) for new Center Based Behavior program.
- Increase in Assistive Technology (1.0 FTE) to support student behavior and augmentative and alternative communication.
- Increase in Psychology (1.2 FTE and Contracted Service) and Social work (2.0 FTE) to provide support services throughout the County.
- Increase in Speech & Social Work (4.0) to support preschool inclusion work throughout the County.
- Increase attributed to the initiation of the new Project Search program and teacher (grant funded in Year 1).
- Increase for anticipated route/package changes for drivers and aides, as well as increased costs for bus replacement.
- Increase attributable to capital outlay planned for 2024-25.
- Increase due to staffing costs, particularly health insurance.
- Increase due to vacancy in 2023-2024, anticipated to be filled in 2024-2025.
- Increase for additional operational support to local districts.



Livingston
**EDUCATIONAL
SERVICE** Agency



Livingston ESA Board of Education

- [Mrs. LuAnn Loy](#), President (Brighton). Current term expires June 30, 2029.
- [Mr. Donald K. Cortez](#), Vice-President (Howell). Current term expires June 30, 2029.
- [Mr. Harold Fryer](#), Secretary (Fowlerville). Current term expires June 30, 2025.
- [Mr. Gary Kaiser](#), Treasurer (Pinckney). Current term expires June 30, 2025.
- [Mrs. Eileen Jankowski](#), Trustee (Hartland). Current term expires June 30, 2027.

Our Goal

Share our proposed budget so that you have the information you need to carry out your role.

- Explain the budgeting process required by law
- Review your role in this process
- Address questions that you may have
- Support the need for supplemental budget sessions if requested



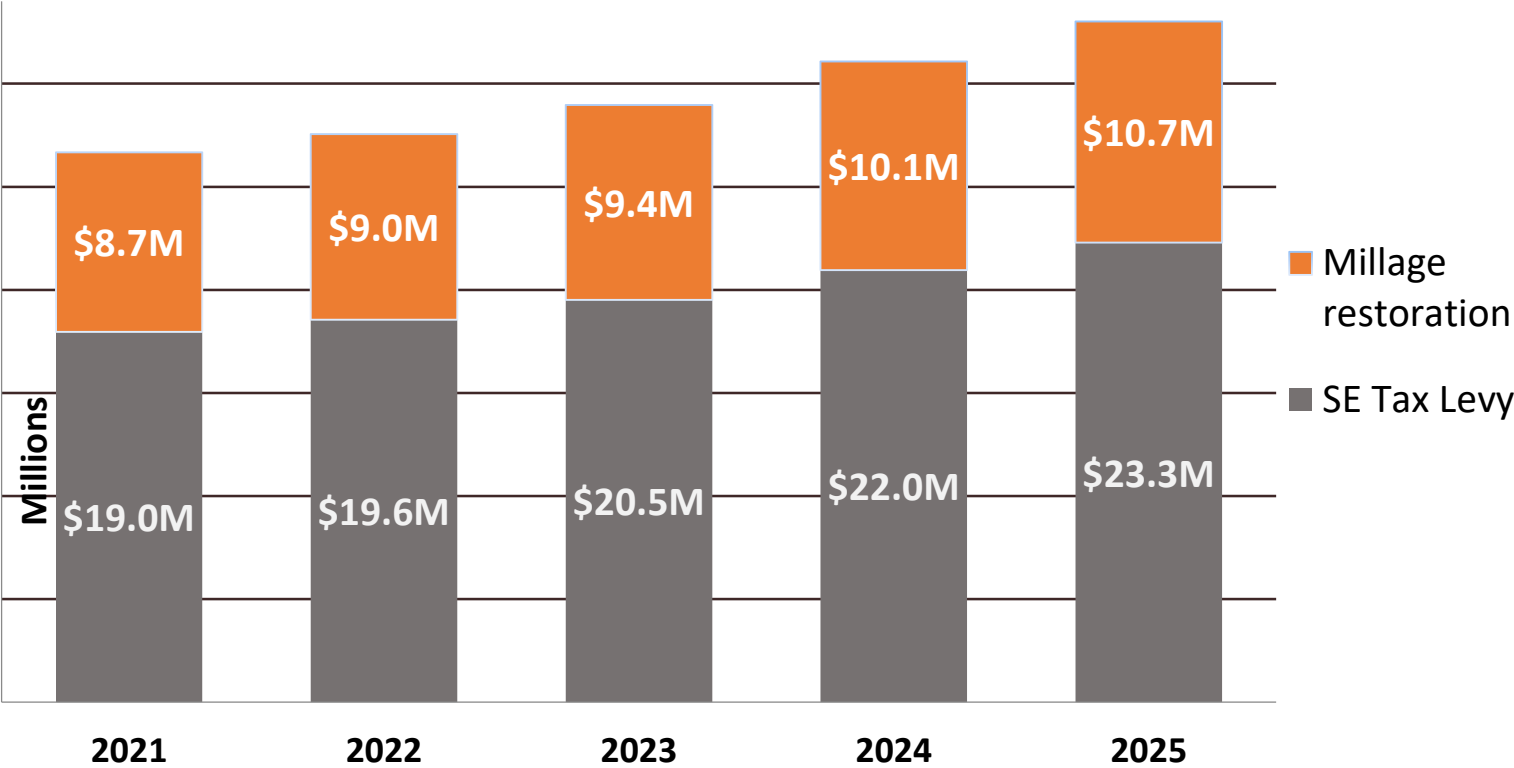
Process for Livingston ESA Budget Adoption

Section 624 of the Revised School Code created a process for the Livingston ESA general fund budget to be approved by local boards. The Agency has elected to present for consideration the Special Education Budget as well as the General Education Budget. The following calendar outlines the steps and deadlines for the process:

| | |
|--------------------------|---|
| By May 1 st | The Livingston ESA school board submits the proposed General Education and Special Education Fund budget for the next school fiscal year to the board of each constituent district for review. |
| By June 1 st | Local boards review the Livingston ESA proposed budgets and adopt a resolution expressing support or disapproval; if disapproval, submit any specific objections and proposed changes to Livingston ESA |
| By June 30 th | Livingston ESA Board receives/considers any specific objections or proposed changes and holds the annual budget hearing to approve the budget |

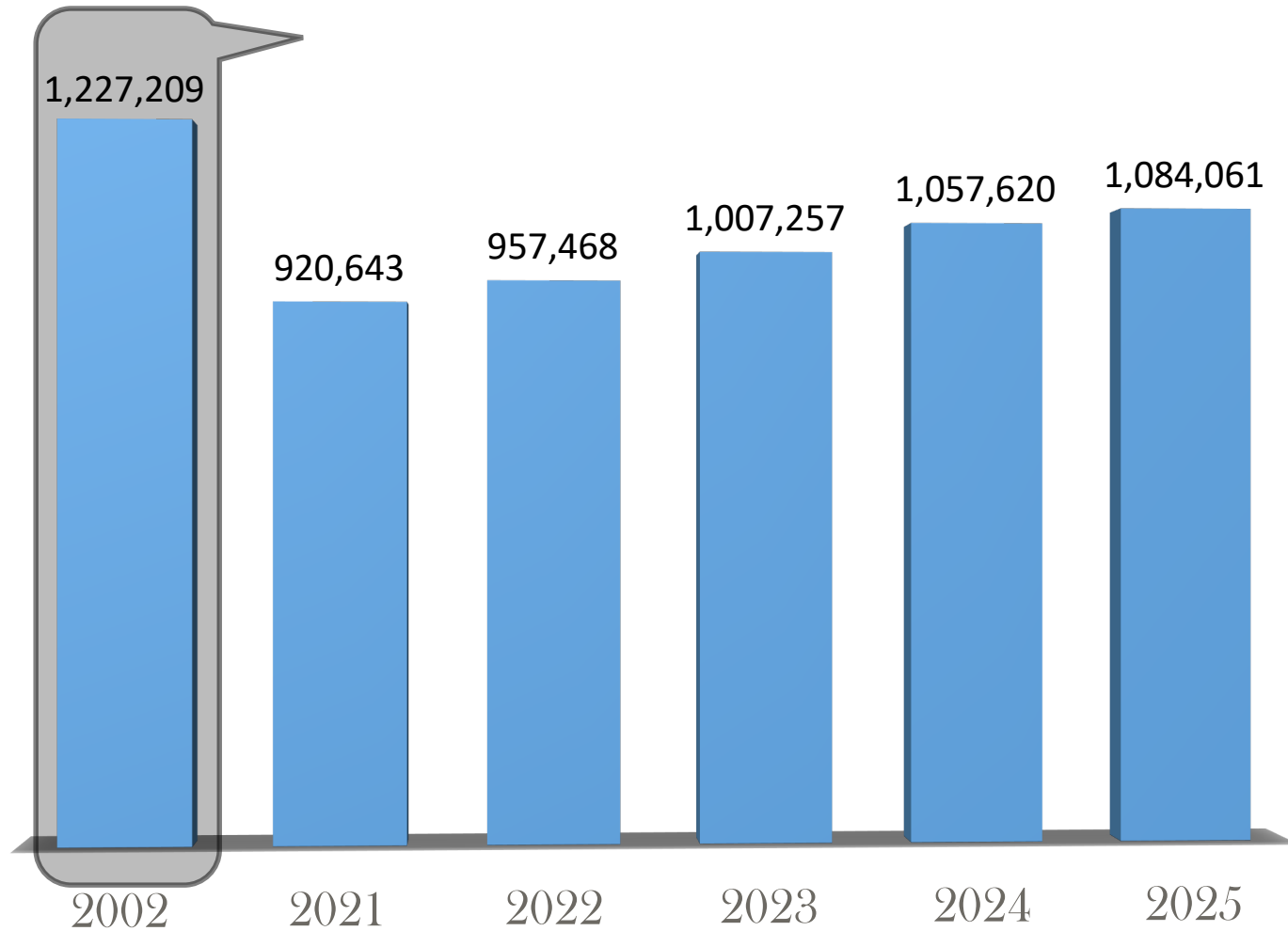
Financial Trends & Information

Special Education Fund Tax Levy



Financial Trends & Information

General Fund Section 81



- Section 81 Revenues – **2.5% increase**
- Taxable Values– **6.0 % Increase (after anticipated millage rollback)**
- Wage Rates – **3.0 % *contingent on local settlements**
- Retirement Rate - **42%- Adjusted for possible reduction in UAAL %**
- Health Benefits - **“Hard Caps”**
- Annual Special Education Millage Distribution - **\$5,400,000**
- Headlee Restoration Millage Distribution- **\$10,700,000**
- Continuation of “One Time” Supplemental Millage Distribution- **\$500,000**

Livingston ESA Staffing Allocation

| | Brighton | Fowlerville | Hartland | Howell | Pinckney | Pathway/ Early On* | Curriculum & Instruction | Career Development** | Ed. Center** | TOTALS |
|--|----------|-------------|----------|--------|----------|--------------------|--------------------------|----------------------|--------------|--------|
| | FTE | FTE | FTE | FTE | FTE | FTE | FTE | FTE | FTE | FTE |
| Administrative offices | 6.0 | 1.7 | 3.4 | 8.6 | 4.2 | 17.5 | 3.0 | 10.0 | 21.1 | 75.5 |
| Special Education Provider | 31.6 | 16.2 | 29.3 | 39.1 | 13.4 | 28.3 | - | - | - | 157.9 |
| Special Education Provider- County Wide | - | - | - | - | - | - | - | - | 11.8 | 11.8 |
| Special Education Teacher/Aide | 1.3 | - | 1.6 | 6.2 | - | 83.5 | - | - | 2.0 | 94.6 |
| Transportation (Drivers, Mechanics, Aides) | 26.0 | - | 42.0 | 42.0 | 23.0 | 74.0 | - | - | - | 207.0 |
| Technology | 3.5 | 2.3 | 1.0 | - | - | 1.0 | - | - | 1.1 | 9.0 |
| Early Childhood (Head Start, GSRP) | 8.0 | 10.0 | 12.0 | 31.0 | 3.0 | - | - | - | 14.0 | 78.0 |
| | 76.4 | 30.2 | 89.3 | 126.9 | 43.6 | 204.3 | 3.0 | 10.0 | 50.0 | 633.8 |
| *Pathway/ Early On: | | | | | | | | | | |

Includes Pathway school, Adult Transition programs, Early-On (0-3 years)

**Career Development:

Includes Career and Technical Education consortium (CTE, Adult Ed, Alternative Ed, Early Middle College)

***Ed Center:

Administrative offices include: A/P, Payroll, Student Count Auditor, Medicaid, Special Education Compliance Monitoring/Support, Communications, HR, Administrative Assistants, Receptionist, Custodial/Maintenance, Superintendent, Assistant Superintendents

Primary Expenditure Categories

| Livingston ESA General & Special Education Funds | |
|--|-------------|
| Salaries & Benefits | 66% |
| Outgoing Transfers (<i>89% to local districts</i>) | 25% |
| Supplies & Materials, Purchased Services, Other | 9% |
| Total | 100% |

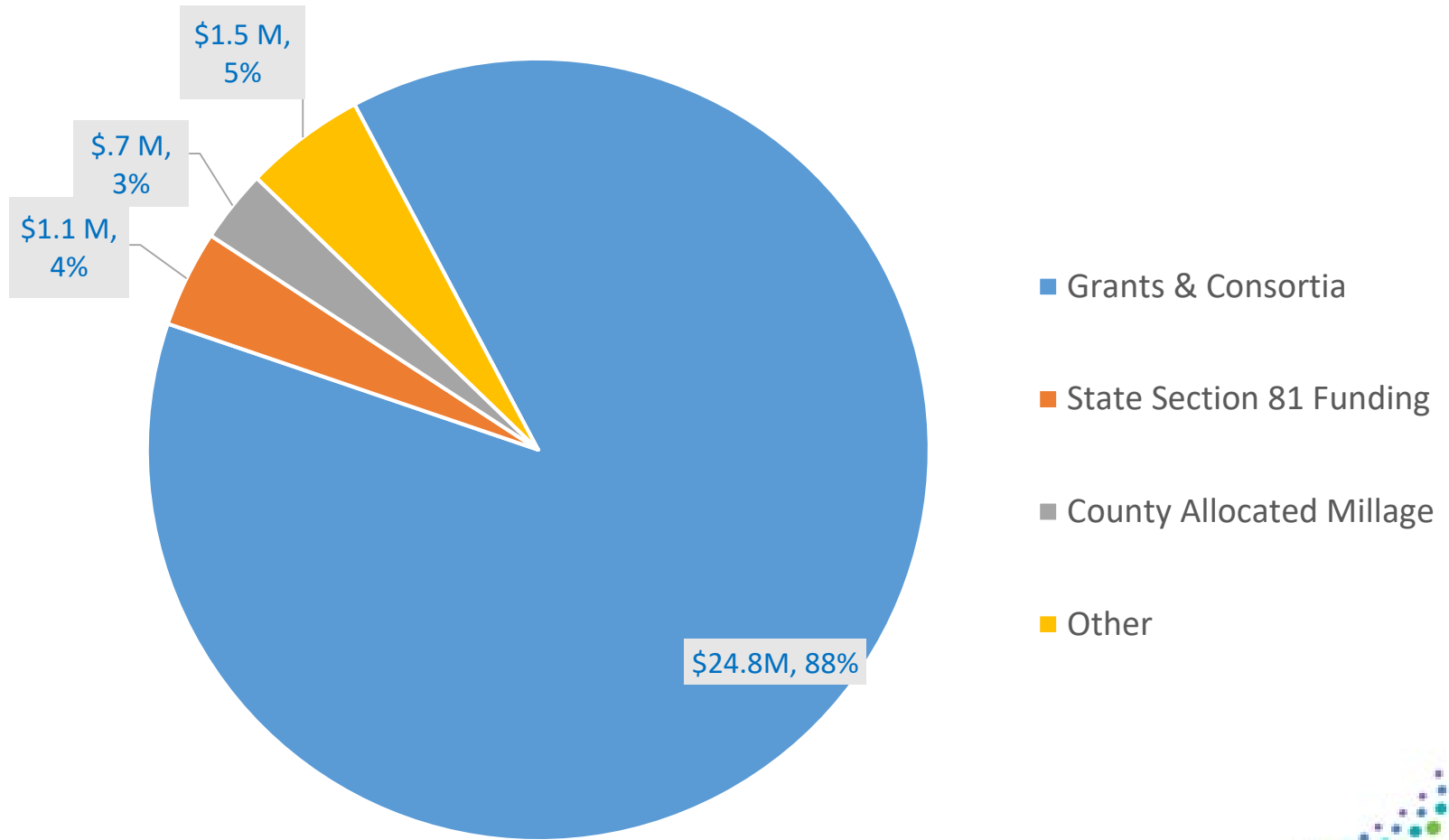
| Average Livingston County District | |
|---|-------------|
| Salaries & Benefits | 75% |
| Outgoing Transfers | 4% |
| Supplies & Materials, Purchased Services, Other | 21% |
| Total | 100% |

FY 2024-2025 Summary by Fund

| | General Fund | Special Education Fund |
|--------------------------------------|--------------|------------------------|
| Revenues | \$28,103,000 | \$63,990,000 |
| Expenditures | \$27,933,000 | \$63,629,000 |
| Surplus/(Deficit) | \$170,000 | \$361,000 |
| | | |
| Beginning Fund Balance | \$3,119,000 | \$9,144,000 |
| Ending Fund Balance | \$3,289,000 | \$9,505,000 |
| Fund Balance % (expenditures) | 12% | 15% |

General Education Fund Revenue Sources

2024-25 Revenue



General Education Fund Grants & Collaborative Service Budgets

| | |
|---|---------------------|
| Regional Transportation | \$9,392,000 |
| Early Childhood Grants | 9,007,000 |
| Career Development | 3,043,000 |
| General Education Social Work/Mental Health | 1,472,000 |
| Technology Staff | 801,000 |
| WAY Alternative School | 475,000 |
| Administrative Software | 408,000 |
| Other (Regional Asst Grant, Homeless, Homebound etc.) | 320,000 |
| Total | \$24,918,000 |

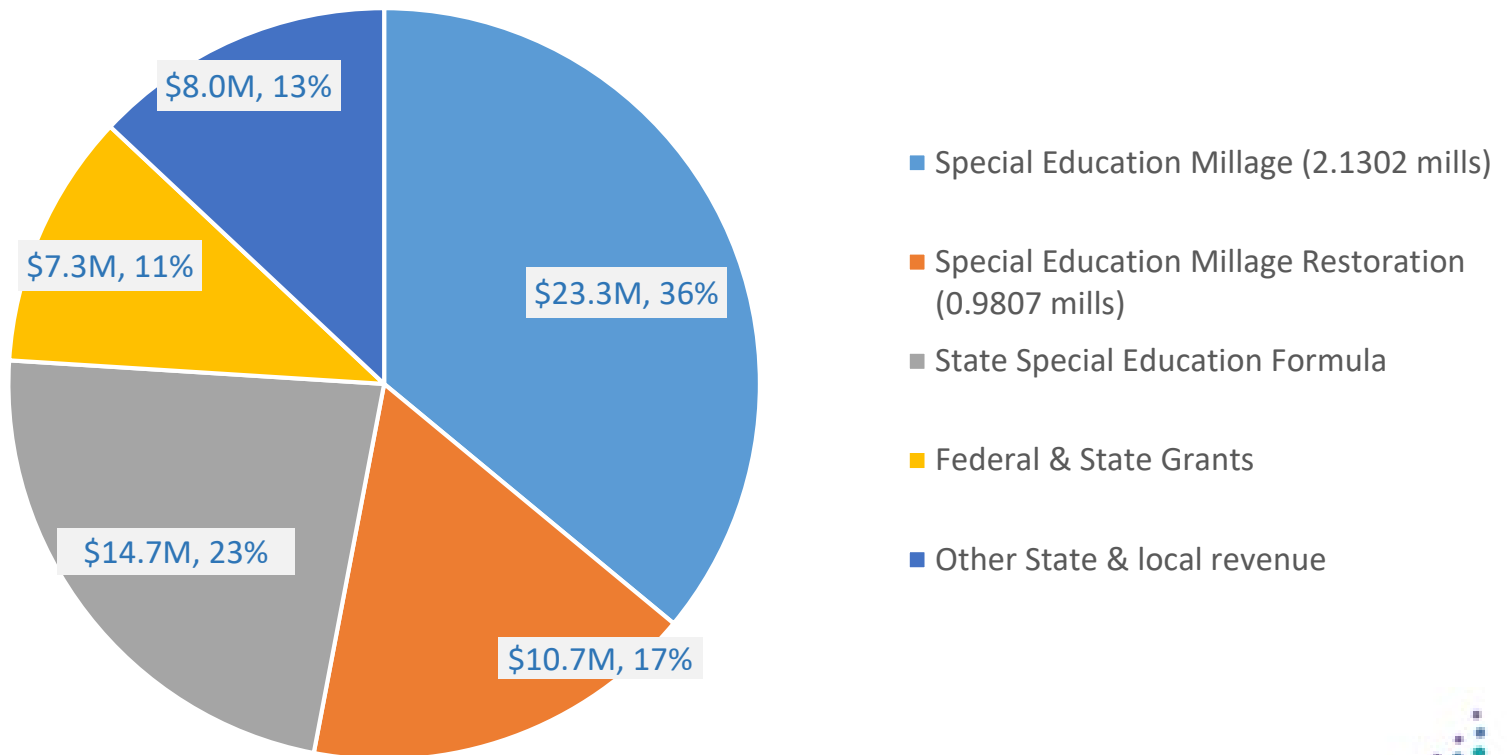
State & Local General Education Fund Expenditure Budgets

| | |
|---|--------------------|
| Administrative Services | \$1,794,000 |
| Instructional Staff Development | 1,094,000 |
| County Truancy Officer/Pupil Accounting | 127,000 |
| TOTAL | \$3,015,000 |



Special Education Fund Revenue Sources

2024-25 Revenue



Special Education Fund Expenditure Budgets

| | |
|--|---------------------|
| Special Education Directors & Instructional Support Staff in Local Districts | \$29,107,000 |
| Special Education Millage Distribution to Local Districts (Includes Headlee Restoration) | 16,583,000 |
| Center Based (Pathway) Special Education Programs | 7,613,000 |
| Specialized Transportation | 5,786,000 |
| Other Support Services (Special Education ISD Director, Compliance Monitoring, Finance, HR, Technology, Operations, Capital Outlay etc.) | 4,540,000 |
| Total | \$63,629,000 |

Budget Documents:

Appropriation Resolution & Budget Detail by Program

2024-2025 General Appropriation Resolution

RESOLVED, that this resolution shall be the general appropriations of the Livingston Educational Service Agency for the fiscal year beginning July 1, 2024 and ending June 30, 2025: A resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the Livingston Educational Service Agency.

BE IT FURTHER RESOLVED, that the total revenue and unappropriated fund balance estimated to be available for appropriations in the **General Education Fund** of the Livingston Educational Service Agency for the fiscal year beginning July 1, 2024 and ending June 30, 2025 is as follows. Included in Local Revenue is LESA's share of allocated millage in the amount of \$683,423:

| Revenue: | Original Budget |
|---|---------------------|
| Local | \$1,021,414 |
| State | 12,165,078 |
| Federal | 2,494,455 |
| Payments from Other Public Schools | 12,417,229 |
| Fund Modifications (Other Operating Transfers In) | 5,000 |
| Total Revenue | \$28,103,176 |
| Fund Balance: | |
| <u>Estimated Fund Balance, July 1, 2024</u> | <u>\$3,119,486</u> |
| Less <u>Non-Spendable</u> | 0 |
| Less Committed/Assigned | 0 |
| Fund Balance Available to Appropriate | \$3,119,486 |
| Total Available to Appropriate | \$31,222,662 |

BE IT FURTHER RESOLVED, that \$27,932,907 of the total available to appropriate in the **General Education Fund** is hereby appropriated in the amounts and for the purposes set forth below:

| Expenditures: | Original |
|---------------------------------------|---------------------|
| Instruction: | |
| Basic Programs | \$4,079,424 |
| Added Needs | 844,139 |
| Adult and Continuing | 119,326 |
| Support Services: | |
| Pupil | 2,057,385 |
| Instruction Staff | 2,655,705 |
| General Administration | 528,766 |
| School Administration | 1,185,080 |
| Business | 247,144 |
| Operations/Maintenance | 387,998 |
| Transportation | 9,612,679 |
| Central | 1,913,816 |
| Other (mostly food service) | 225,000 |
| Community Services | 281,599 |
| Payments to Other Schools | 3,480,775 |
| Payments to Other Government Agencies | 171,574 |
| Other Financing Uses | 142,497 |
| Total Appropriated | \$27,932,907 |

Ending Fund Balance:

| | |
|--|--------------------|
| Total <u>Estimated Fund Balance</u> , July 1, 2025 | \$3,289,755 |
| Less Committed | 0 |
| Less Assigned | 0 |
| Unassigned Fund Balance July 1, 2025 | \$3,289,755 |



2024-2025 LESA Budget

| General Education Fund | Budget | | Change | |
|---|---------------------|---------------------|------------------|-------------|
| | 2023-24 Revised | 2024-25 | \$ | % |
| Total Revenues | \$ 26,945,375 | \$ 28,103,176 | | |
| Less Expenditures | (26,468,596) | (27,932,907) | | |
| Net Surplus/ (Deficit) | \$476,779 | \$170,269 | | |
| Estimated Beginning Fund Balance - July 1 | 2,642,707 | 3,119,486 | | |
| Estimated Ending Fund Balance - June 30 | \$ 3,119,486 | \$ 3,289,755 | | |
| Ending Fund Balance as a Percentage of Expenditures | 11.8% | 11.8% | | |
| Programs | | | | |
| General Education & Curriculum | 1,190,310 | 1,138,862 | (51,448) | -4% |
| Student programs | 35,000 | 35,000 | - | 0% |
| Instructional Support | 1,225,310 | 1,173,862 | (51,448) | -4% |
| Community Relations/Communications | 42,038 | 65,210 | 23,172 | 55% |
| Central Office Services | 19,170 | 24,550 | 5,380 | 28% |
| Superintendent & Board of Education | 485,602 | 468,186 | (17,416) | -4% |
| Administration - Superintendent & Board of Education | 526,810 | 555,926 | 29,116 | 6% |
| Attendance Officer/Pupil Auditor | 126,438 | 127,052 | 614 | 0% |
| Technology Services | 138,299 | 194,444 | 56,145 | 41% |
| Finance & HR | 420,406 | 458,432 | 38,026 | 9% |
| Support Services | 78,900 | 142,900 | 64,000 | 81% |
| Administration - Central Services | 764,011 | 922,828 | 158,817 | 21% |
| Transportation Services | 145,898 | 149,322 | 3,424 | 2% |
| Operations & Maintenance | 240,067 | 248,198 | 8,131 | 3% |
| Overhead | 385,965 | 397,520 | 11,555 | 3% |
| Career & Technical Education Consortium | 3,856,382 | 2,738,839 | (1,117,543) | -29% |
| Adult Education | 337,197 | 261,840 | (75,357) | -22% |
| WIOA Youth | 75,175 | 77,114 | 1,939 | 3% |
| General Education Social Work | 273,654 | 281,086 | 7,432 | 3% |
| Mental Health Grant | 898,861 | 1,191,180 | 292,299 | 33% |
| Title I Regional Assistance Grant | 116,221 | 116,221 | - | 0% |
| Homebound Services | 75,910 | 72,896 | (3,014) | -4% |
| WAY School | 465,500 | 474,480 | 8,980 | 2% |
| Consortiums - Instructional | 6,098,900 | 5,213,636 | (885,264) | -15% |
| Data Processing Consortium | 408,000 | 408,000 | - | 0% |
| Homeless Coordinator | 28,204 | 28,204 | - | 0% |
| Homeless Van | 18,452 | 17,950 | (502) | -3% |
| Regional Transportation Collaborative | 9,488,331 | 9,391,998 | (96,333) | -1.0% |
| Technology Consortium | 787,200 | 801,278 | 14,078 | 2% |
| Consortiums - Support Services | 10,730,187 | 10,647,428 | (82,759) | -1% |
| Great Start Collaborative | 492,086 | 419,798 | (72,271) | -15% |
| Head Start | 2,078,102 | 1,922,331 | (155,771) | -7% |
| Head Start Food Service | 190,000 | 190,000 | - | 0% |
| Great Start Readiness Grant | 3,977,242 | 6,489,578 | 2,512,336 | 63% |
| Early Childhood | 6,737,413 | 9,021,707 | 2,284,294 | 34% |
| Total General Fund Expenditures | 26,468,596 | 27,932,907 | 1,464,311 | 6% |

Additional Information

- Additional Information is available by contacting:
 - Dr. Michael Hubert, Livingston ESA Superintendent, mike@livingstonesa.org
 - Stephanie L. Weese, Livingston ESA Assistant Superintendent for Administrative Services, stephanieweese@livingstonesa.org
 - Laura Walters, Livingston ESA Finance & Budget Director, laurawalters@livingstonesa.org
 - Or, visiting the Agency website at www.livingstonesa.org

BRIGHTON AREA SCHOOLS
Board of Education
April 22, 2024

For Information

Finance:

- 1. Bills for payment of April 5 - 12, 2024.

Check Register
Run Date: 04/05/2024

| CheckNo | CkDate | Vendor | Name | PO # | Account | Description | Amount | CheckAmt |
|-----------------------|----------|--------|-------------------------------|---------|--------------------------|----------------------|-----------|-----------|
| REGULAR CHECKS | | | | | | | | |
| 030167 | 04/05/24 | 06188 | BEHIND YOUR DESIGN | | 11-232-3190-000-000-0000 | APRIL MARKETING | 2,000.00 | 2,000.00 |
| 030168 | 04/05/24 | 06550 | BEST PLUMBING SPECIALTIES INC | 39814 C | 11-261-5994-000-000-0000 | PIPE SUPPLIES | 916.88 | |
| | | | | 39819 C | 11-261-5994-000-000-0000 | BD SPRING | 9.04 | |
| | | | | 39817 C | 11-261-5994-000-000-0000 | REDUCER | 75.12 | |
| | | | | 39815 C | 11-261-5994-000-000-0000 | STEEL CAP | 184.74 | |
| | | | | 39816 C | 11-261-5994-000-000-0000 | PRESS CAP | 184.92 | |
| | | | | 39818 C | 11-261-5994-000-000-0000 | PIPE SUPPLIES | 1,200.06 | 2,570.76 |
| 030169 | 04/05/24 | 06712 | BIG JIM'S SEWER AND DRAIN | 39828 C | 11-261-4122-000-000-0000 | REP BATHROOM | 325.00 | 325.00 |
| 030170 | 04/05/24 | 13124 | BULLSEYE PEST SOLUTIONS | 39805 C | 11-261-4125-000-000-0000 | PEST TRAPS | 650.00 | |
| | | | | 39804 C | 11-261-4125-000-000-0000 | PEST CONTROL | 650.00 | 1,300.00 |
| 030171 | 04/05/24 | 08318 | CEI MICHIGAN LLC | 39798 C | 11-261-4110-000-000-0000 | ROOF GUTTER REPAIR | 2,758.00 | |
| | | | | 39799 C | 11-261-4110-000-000-0000 | ROOF REPAIR | 646.00 | 3,404.00 |
| 030172 | 04/05/24 | 09670 | CITY OF BRIGHTON | | 11-231-4910-000-000-0000 | BD MEETING SECURITY | 247.53 | |
| | | | | | 11-261-3830-000-000-0000 | BECC WATER 2/1-3/31 | 266.89 | |
| | | | | | 11-261-3830-031-000-0000 | 620 7TH WATER 2/1-3/ | 3,836.97 | |
| | | | | | 11-261-3830-031-000-0000 | BHS WATER 2/1-3/31 | 6,988.22 | |
| | | | | | 11-261-3830-031-000-0000 | CONCESS WATER 2/1-3/ | 166.77 | |
| | | | | | 11-261-3830-041-000-0000 | BRIDGE WATER 2/1-3/3 | 800.67 | |
| | | | | | 11-261-3831-000-000-0000 | TRNS WATER 2/1-3/31 | 891.28 | |
| | | | | | 11-266-3190-031-000-0000 | BHS POLICE APR | 8,451.30 | |
| | | | | | 11-293-3191-000-028-0000 | BHS HOCKEY SEC | 866.36 | |
| | | | | | 21-261-3830-002-000-0000 | CE WATER 2/1-3/31 | 1,391.38 | 23,907.37 |
| 030173 | 04/05/24 | 09964 | CLARK HILL P.L.C. | | 11-231-3170-000-000-0000 | LEGAL AERV RET AGREE | 1,704.30 | |
| | | | | | 11-231-3170-000-000-0000 | SE LEGAL SERV | 1,242.00 | 2,946.30 |
| 030174 | 04/05/24 | 10785 | CONSUMERS ENERGY | | 11-261-5510-000-000-0000 | BECC GAS 2/23-3/22 | 292.40 | |
| | | | | | 11-261-5510-000-000-0000 | DRIER GAS 2/23-3/22 | 60.70 | |
| | | | | | 11-261-5510-001-000-0000 | HAWK GAS 2/23-3/22 | 1,572.77 | |
| | | | | | 11-261-5510-006-000-0000 | HILT GAS 2/24-3/26 | 1,099.25 | |
| | | | | | 11-261-5510-021-000-0000 | SCRN GAS 2/21-3/20 | 901.60 | |
| | | | | | 11-261-5510-041-000-0000 | BRIDGE GAS 2/23-3/22 | 877.20 | |
| | | | | | 11-261-5510-121-000-0000 | MALT GAS 2/23-3/22 | 1,815.90 | |
| | | | | | 11-261-5511-000-000-0000 | TRNS GAS 2/23-3/22 | 549.07 | |
| | | | | | 21-261-5510-002-000-0000 | MILLER GAS 2/23-3/22 | 1,187.78 | 8,356.67 |
| 030175 | 04/05/24 | 13529 | CWW INC | 39040 C | 11-266-5990-031-000-2491 | BHS SHADES INSTALL | 13,514.00 | 13,514.00 |
| 030176 | 04/05/24 | 11871 | DTE ENERGY | | 11-261-5520-000-000-0000 | BECC ELECT 2/22-3/21 | 444.86 | |
| | | | | | 11-261-5520-001-000-0000 | HAWK ELECT 2/23-3/22 | 2,038.38 | |
| | | | | | 11-261-5520-004-000-0000 | SPEN ELECT 2/17-3/18 | 2,157.77 | |
| | | | | | 11-261-5520-021-000-0000 | SCRN ELECT 2/23-3/22 | 5,089.93 | |
| | | | | | 11-261-5520-031-000-0000 | BHS SIGN 2/27-3/26 | 51.28 | |
| | | | | | 11-261-5520-041-000-0000 | BRIDGE ELECT 2/22-3/ | 1,334.56 | |

Check Register

Brighton Public Schools

Run Date: 04/05/2024

| CheckNo | CkDate | Vendor | Name | PO # | Account | Description | Amount | CheckAmt |
|---------|----------|--------|------------------------------|---------|--------------------------|----------------------|-----------|-----------|
| | | | | | 11-261-5521-000-000-0000 | TRNS ELECT 2/22-3/21 | 816.53 | |
| | | | | | 21-261-5520-002-000-0000 | MILLER ELECT 2/22-3/ | 1,599.75 | 13,533.06 |
| 030177 | 04/05/24 | 13041 | GLASCO CORP | 39775 C | 11-261-4110-000-000-0000 | GLASS REPAIR | 926.00 | |
| | | | | 39802 C | 11-261-6410-000-000-0000 | GARAGE DOOR | 8,675.00 | 9,601.00 |
| 030178 | 04/05/24 | 26290 | SARAH C HAMILTON | | 21-296-7920-031-100-0000 | ORCH PIT KEYBOARD | 2,100.00 | 2,100.00 |
| 030179 | 04/05/24 | 13537 | HYDRO-CHEM SYSTEMS | 39797 C | 11-261-5992-000-000-0000 | CLEANING CHEMS | 729.85 | 729.85 |
| 030180 | 04/05/24 | 31642 | IDN-HARDWARE SALES INC | 39308 C | 11-261-5992-000-000-0000 | MASTER KEY | 450.00 | 450.00 |
| 030181 | 04/05/24 | 13212 | INTEGRITY INTERIORS | | 41-456-6220-021-000-2019 | SCRANTON CONST | 970.00 | |
| | | | | | 41-456-6220-031-000-2019 | BHS CONST | 5,956.29 | 6,926.29 |
| 030182 | 04/05/24 | 13504 | ION ELECTRIC SERVICE, LLC | 39671 C | 11-111-4120-001-000-0000 | DATA RUN | 275.00 | |
| | | | | 39706 C | 41-456-6450-200-000-2019 | 21 DATA RUNS | 4,500.00 | 4,775.00 |
| 030183 | 04/05/24 | 34925 | KIDS READ NOW, INC | 39101 C | 11-221-5110-000-000-3670 | RENEWALS | 19,712.50 | 19,712.50 |
| 030184 | 04/05/24 | 35950 | KVBSA | | 21-321-7410-000-015-0000 | KVBSA REGISTER | 3,600.00 | 3,600.00 |
| 030185 | 04/05/24 | 13161 | L&W SUPPLY CO | 39387 C | 11-261-6410-000-000-0000 | CEILING TILES | 6,340.10 | 6,340.10 |
| 030186 | 04/05/24 | 39215 | LANSING TILE & MOSAIC | | 41-456-6220-031-000-2019 | BHS CONST | 65,612.44 | 65,612.44 |
| 030187 | 04/05/24 | 13056 | LEONARDS FOUNTAIN SPECIALTIE | 39822 C | 11-261-5991-000-000-0000 | BULK CO2 | 100.00 | |
| | | | | 39793 C | 11-261-5991-000-000-0000 | BULK CO2 | 139.00 | 239.00 |
| 030188 | 04/05/24 | 37707 | LIVINGSTON POWER COMPANY | | 11-261-6220-041-000-4350 | ESSER III CONST | 1,471.16 | |
| | | | | | 41-456-6220-001-000-2019 | HAWKINS CONST | 305.16 | |
| | | | | | 41-456-6220-004-000-2019 | SPENCER CONST | 16,110.15 | |
| | | | | | 41-456-6220-006-000-2019 | HILTON CONST | 4,378.02 | |
| | | | | | 41-456-6220-021-000-2019 | SCRANTON CONST | 23,641.07 | |
| | | | | | 41-456-6220-031-000-2019 | BHS CONST | 570.78 | 46,476.34 |
| 030189 | 04/05/24 | 41230 | MEIER FLOWERLAND INC | | 21-351-7911-000-000-0000 | STAFF FLOWERS | 1,689.60 | 1,689.60 |
| 030190 | 04/05/24 | 42705 | MICH ASSN OF SCHOOL | | 11-231-4910-000-000-0000 | BOARDBOOKS | 1,000.00 | 1,000.00 |
| 030191 | 04/05/24 | 44230 | MICHIGAN PLAYGROUNDS LLC | 39592 P | 11-261-5995-000-000-0000 | ROPE BRIDGE REP | 483.78 | 483.78 |
| 030192 | 04/05/24 | 13456 | NEWCOM WIRELESS SVC | 39776 C | 11-266-6410-000-000-2491 | TRITON SENSOR | 1,287.00 | 1,287.00 |
| 030193 | 04/05/24 | 13474 | PMP HEALTH | | 11-232-3220-000-000-0000 | INTERCHANGE RETREAT | 2,950.00 | 2,950.00 |
| 030194 | 04/05/24 | 13604 | PORTLAND BASKETBALL LLC | | 21-296-5991-000-005-0000 | SUMMER SHOOTOUT | 850.00 | 850.00 |
| 030195 | 04/05/24 | 54800 | PRAIRIE FARMS DAIRY | | 21-297-5611-000-000-0000 | MILK JAN | 1,327.43 | 1,327.43 |
| 030196 | 04/05/24 | 13263 | PREMIER SECURITY SOLUTIONS | | 11-266-3190-001-000-2491 | MARCH SECURITY | 5,160.00 | |
| | | | | | 11-266-3190-004-000-2491 | MARCH SECURITY | 5,056.00 | |
| | | | | | 11-266-3190-005-000-2491 | MARCH SECURITY | 5,176.00 | |
| | | | | | 11-266-3190-006-000-2491 | MARCH SECURITY | 4,936.00 | |
| | | | | | 11-266-3190-031-000-2491 | MARCH SECURITY | 4,424.00 | |
| | | | | | 11-266-3190-041-000-2491 | MARCH SECURITY | 4,256.00 | 29,008.00 |
| 030197 | 04/05/24 | 13480 | PROGRESSIVE PLUMBING | 39824 C | 11-261-5994-000-000-0000 | PIPE INSULATION | 263.80 | 263.80 |
| 030198 | 04/05/24 | 13597 | PUKKA INC | 39790 C | 21-296-5991-000-018-0000 | CAPS | 394.56 | 394.56 |
| 030199 | 04/05/24 | 55308 | QUICK SILVER MARKETING | | 21-321-5990-000-008-0000 | T-SHIRTS | 480.46 | |
| | | | | | 21-321-5990-000-019-0000 | HELMET | 76.00 | |
| | | | | | 21-321-5990-000-019-0000 | BELTS & SOCKS | 1,272.00 | |

Check Register

Brighton Public Schools

Run Date: 04/05/2024

| CheckNo | CkDate | Vendor | Name | PO # | Account | Description | Amount | CheckAmt |
|---------|----------|--------|----------------------------|---------|--------------------------|----------------------|-----------|-----------|
| | | | | | 21-321-5990-000-019-0000 | CAMO JERSEYS | 1,174.50 | 3,002.96 |
| 030200 | 04/05/24 | 55314 | QUICK STITCH EMBROIDERY | | 21-321-5990-000-026-0000 | REC UNIFORMS | 4,665.65 | 4,665.65 |
| 030201 | 04/05/24 | 13214 | ROBERTSON MORRISON | | 41-456-6220-001-000-2019 | HAWKINS CONST | 4,555.70 | |
| | | | | | 41-456-6220-004-000-2019 | SPENCER CONST | 600.00 | |
| | | | | | 41-456-6220-005-000-2019 | HOR CONST | 360.00 | |
| | | | | | 41-456-6220-006-000-2019 | HILTON CONST | 1,520.20 | |
| | | | | | 41-456-6220-021-000-2019 | SCRANTON CONST | 6,602.20 | |
| | | | | | 41-456-6220-031-000-2019 | BHS CONST | 4,860.80 | |
| | | | | | 41-456-6220-121-000-2019 | MALTBY CONST | 7,774.50 | 26,273.40 |
| 030202 | 04/05/24 | 13095 | ROSEVILLE GLASS CO | | 41-456-6220-200-000-2019 | BECC CONST | 28,769.00 | 28,769.00 |
| 030203 | 04/05/24 | 58323 | SET SEG | | 12-192-0000-000-000-0000 | ACA TRACK&REPORT | 7,568.00 | 7,568.00 |
| 030204 | 04/05/24 | 63595 | SOWASH VENTURES LLC | 39787 C | 11-371-3190-000-000-7530 | ON SITE PD | 260.00 | |
| | | | | 39787 C | 11-371-3190-000-000-7640 | IN SITE PD | 2,140.00 | 2,400.00 |
| 030205 | 04/05/24 | 64030 | STANDARD FOOD SERV SYS | | 21-297-5640-000-000-0000 | CITRA COMBI CLEAN | 14.50 | 14.50 |
| 030206 | 04/05/24 | 75885 | TELOCIN GROUP | 38809 C | 11-261-6410-000-000-0000 | GENERATOR CONTROLLER | 5,657.15 | 5,657.15 |
| 030207 | 04/05/24 | 75820 | T&M ASPHALT SEALCOATING | | 41-456-6220-021-000-2019 | SCRANTON CONST | 3,823.90 | 3,823.90 |
| 030208 | 04/05/24 | 75930 | TOWN AND COUNTRY POOLS INC | 39827 C | 11-261-5991-000-000-0000 | POOL CHEMS | 965.00 | 965.00 |
| 030209 | 04/05/24 | 76885 | U S POSTMASTER | | 12-192-1000-000-000-0000 | REFILL PERMIT 10 | 5,300.00 | 5,300.00 |
| 030210 | 04/05/24 | 82158 | WHMI 93.5 FM | | 11-231-3510-000-000-0000 | OPEN ENROLL ADS | 1,490.00 | 1,490.00 |
| 030211 | 04/05/24 | 84519 | WASTE MANAGEMENT | | 11-261-4125-000-000-0000 | WASTE PICKUPS APR | 5,607.05 | 5,607.05 |
| 030212 | 04/05/24 | 88670 | THE WINMATT GROUP | | 11-231-3190-000-000-0000 | APRIL SERVICE | 800.00 | 800.00 |
| 030213 | 04/05/24 | MSC55 | GEOFFREY PEART | | 21-321-3190-000-026-0000 | GEOFFREY PEART | 600.00 | 600.00 |
| 030214 | 04/05/24 | MSC55 | JAMES LOVE | | 21-321-3190-000-026-0000 | JAMES LOVE | 760.00 | 760.00 |
| 030215 | 04/05/24 | MSC55 | KEN GRYBEL | | 21-321-7410-000-015-0000 | KEN GRYBEL | 360.00 | 360.00 |
| 030216 | 04/05/24 | MSC55 | KEN GRYBEL | | 21-321-7410-000-026-0000 | KEN GRYBEL | 2,030.00 | 2,030.00 |
| 030217 | 04/05/24 | MSC55 | MARK WARREN | | 21-321-3190-000-026-0000 | MARK WARREN | 400.00 | 400.00 |
| 030218 | 04/05/24 | MSC55 | MELANIE STEPP | | 21-321-7410-000-012-0000 | MELANIE STEPP | 989.46 | 989.46 |
| 030219 | 04/05/24 | MSC55 | NICOLE DORAIS | | 21-321-3190-000-026-0000 | NICOLE DORAIS | 460.00 | 460.00 |
| 030220 | 04/05/24 | MSC55 | SCOTT CRAVEN | | 21-321-3190-000-026-0000 | SCOTT CRAVEN | 680.00 | 680.00 |
| 030221 | 04/05/24 | MSC55 | STEVEN BELL | | 21-321-5990-000-020-0000 | STEVEN BELL | 11.99 | 11.99 |
| 030222 | 04/05/24 | MSC60 | JENNIFER CHAPEL | 39697 C | 21-296-7920-031-100-0000 | JENNIFER CHAPEL | 441.85 | 441.85 |

Sub Total: \$380,743.76

ACH CHECKS

| | | | | | | | | |
|--------|----------|-------|---------------------------|---------|--------------------------|-------------------|-----------|-----------|
| A08143 | 04/05/24 | 00890 | ADVANCE AUTO PARTS | | 11-127-5110-031-550-3440 | SHOP SUPPLIES | 108.73 | |
| | | | | | 21-296-7920-031-005-0000 | AUTO ACTIVITY SUP | 1,414.67 | 1,523.40 |
| A08144 | 04/05/24 | 02055 | AMERICAN INTERIORS INC | 38977 | 11-226-5990-121-000-0000 | MECHO BLINDS | 3,990.00 | 3,990.00 |
| A08145 | 04/05/24 | 13547 | CAPITAL CONSULTANTS INC | 39468 P | 11-289-3190-000-000-0000 | INTERIOR DESIGN | 2,969.24 | |
| | | | | 39468 P | 11-289-3190-000-000-0000 | INTERIOR DESIGN | 4,947.72 | 7,916.96 |
| A08146 | 04/05/24 | 09122 | CHARETTE'S CUT N CARE INC | 37864 C | 11-261-4124-000-000-0000 | WINTER MAINT | 26,166.67 | 26,166.67 |
| A08147 | 04/05/24 | 09961 | CLARK CONSTRUCTION CO | | 41-456-6910-200-000-2019 | BECC CONST MNGR | 1,686.18 | 1,686.18 |

Check Register

Brighton Public Schools

Run Date: 04/05/2024

| CheckNo | CkDate | Vendor | Name | PO # | Account | Description | Amount | CheckAmt |
|---------|----------|--------|-----------------------------|---------|--------------------------|---------------------|-----------|-----------|
| A08148 | 04/05/24 | 10760 | CONSTELLATION NEW ENERGY LL | | 11-261-5510-000-000-0000 | BECC GAS 4/3 | 389.79 | |
| | | | | | 11-261-5510-000-000-0000 | DRIER GAS 4/3 | 29.84 | |
| | | | | | 11-261-5510-000-000-0000 | CREDIT | (143.25) | |
| | | | | | 11-261-5510-001-000-0000 | HAWK GAS 4/3 | 1,753.10 | |
| | | | | | 11-261-5510-004-000-0000 | SPEN GAS 4/3 | 1,406.21 | |
| | | | | | 11-261-5510-005-000-0000 | HRNG GAS 4/3 | 992.18 | |
| | | | | | 11-261-5510-006-000-0000 | HILT GAS 4/3 | 1,066.78 | |
| | | | | | 11-261-5510-021-000-0000 | SCRN GAS 4/3 | 1,234.63 | |
| | | | | | 11-261-5510-031-000-0000 | CONCESS GAS 4/3 | 104.44 | |
| | | | | | 11-261-5510-031-000-0000 | BHS GAS 4/3 | 9,429.44 | |
| | | | | | 11-261-5510-041-000-0000 | BRIDGE GAS 4/3 | 1,169.35 | |
| | | | | | 11-261-5510-121-000-0000 | IPF GAS 4/3 | 801.95 | |
| | | | | | 11-261-5510-121-000-0000 | MALT GAS 4/3 | 2,685.60 | |
| | | | | | 11-261-5511-000-000-0000 | TRNS GAS 4/3 | 801.95 | |
| | | | | | 21-261-5510-002-000-0000 | MILLER GAS 4/3 | 1,260.74 | 22,982.75 |
| A08149 | 04/05/24 | 11428 | CSM MECHANICAL LLC | | 11-261-6220-041-000-4350 | ESSER III CONST | 34,152.40 | 34,152.40 |
| A08150 | 04/05/24 | 11808 | D M BURR SECURITY | | 11-261-3150-000-000-0000 | BANKCOURIER 3/15 | 102.80 | |
| | | | | | 11-261-3150-000-000-0000 | BANKCOURIER 3/22 | 102.80 | 205.60 |
| A08151 | 04/05/24 | 29800 | HOUGHTON MIFFLIN PUBLISHING | | 11-212-5990-000-000-3480 | MAP GROWTH 23/24 | 759.00 | 759.00 |
| A08152 | 04/05/24 | 01273 | IMPERIAL DADE | 39832 C | 11-261-5990-000-000-0000 | OPERATION SUP | 72.00 | |
| | | | | 39833 C | 11-261-5990-000-000-0000 | OPERATION SUP | 36.00 | |
| | | | | 39773 C | 11-261-5990-000-000-0000 | OPERATION SUP | 7,858.91 | |
| | | | | 39831 C | 11-261-5990-000-000-0000 | OPERATION SUP | 39.20 | |
| | | | | 39774 C | 11-261-5990-000-000-0000 | OPERATION SUP | 4,410.88 | 12,416.99 |
| A08153 | 04/05/24 | 34750 | KAUKAB LLC | | 21-137-3110-000-000-0000 | STEAM CLASS | 342.00 | 342.00 |
| A08154 | 04/05/24 | 37640 | LIVINGSTON COUNTY MECHANICA | 39792 C | 11-261-4123-000-000-0000 | HVAC 3/25-3/28 | 1,980.00 | 1,980.00 |
| A08155 | 04/05/24 | 38604 | MANER COSTERISAN PC | | 11-231-3180-000-000-0000 | FUNRAISING CONSULT | 8,800.00 | 8,800.00 |
| A08156 | 04/05/24 | 13399 | MARCO TECHNOLOGIES | 39780 C | 11-284-4120-000-000-0000 | DIST PRINTERS | 7,360.00 | 7,360.00 |
| A08157 | 04/05/24 | 51360 | NORTHLAND SERVICES LLC | | 11-261-4124-000-000-0000 | MONTHLY MAINT APR | 29,500.00 | 29,500.00 |
| A08158 | 04/05/24 | 59924 | SCHOOL SPECIALTY LLC | 39727 C | 11-111-5110-001-000-0000 | CONST PAPER | 141.62 | |
| | | | | 39527 C | 11-111-5110-004-000-0000 | PAPER ROLL | 69.35 | |
| | | | | | 11-112-5110-121-000-0000 | TAPE/BINDERS | 41.60 | 252.57 |
| A08159 | 04/05/24 | 59742 | DUKE SERVICES LLC | 39800 C | 11-261-4122-000-000-0000 | PLUM 3/25-3/28 | 2,400.00 | 2,400.00 |
| A08160 | 04/05/24 | 61701 | THE SIGN GUYS | | 21-296-5991-000-004-0000 | SPONSOR SIGNS | 221.82 | 221.82 |
| A08161 | 04/05/24 | 13246 | SPENCE BROTHERS | | 41-456-6220-200-000-2019 | BECC CONST | 50,497.00 | 50,497.00 |
| A08162 | 04/05/24 | 75670 | THRUN LAW FIRM P C | | 11-231-3170-000-000-0000 | LEGAL SERV GENERAL | 5,355.96 | 5,355.96 |
| A08163 | 04/05/24 | 76028 | TRI-COUNTY CLEANING | 39830 C | 11-261-5990-000-000-0000 | OPERATION SUP | 214.19 | |
| | | | | 39796 C | 11-261-5990-000-000-0000 | OPERATION SUP | 403.55 | |
| | | | | 39772 C | 11-261-5990-000-000-0000 | OPERATION SUP | 32.82 | |
| | | | | 39794 C | 11-261-5990-000-000-0000 | OPERATION SUP | 248.69 | 899.25 |
| A08164 | 04/05/24 | 81465 | VERIZON WIRELESS | | 11-261-3410-000-000-0000 | BECC CELLPHONE 3/23 | 359.43 | |

Check Register
Run Date: 04/05/2024

| CheckNo | CkDate | Vendor | Name | PO # | Account | Description | Amount | CheckAmt |
|------------------------|----------|--------|--------------|---------|--------------------------|---------------------|---------------------|----------|
| | | | | | 11-261-3410-000-000-0000 | OPS CELLPHONE 3/23 | 89.23 | |
| | | | | | 11-261-3410-004-000-0000 | SPEN CELLPHONE 3/23 | 48.53 | |
| | | | | | 11-261-3410-005-000-0000 | HRNG CELLPHONE 3/23 | 48.53 | |
| | | | | | 11-261-3410-021-000-0000 | SCRN CELLPHONE 3/23 | 48.53 | |
| | | | | | 11-261-3410-031-000-0000 | BHS CELLPHONE 3/23 | 48.53 | |
| | | | | | 11-261-3410-121-000-0000 | MALT CELLPHONE 3/23 | 48.53 | |
| | | | | | 11-261-3412-000-000-0000 | TECH CELLPHONE 3/23 | 46.63 | |
| | | | | | 11-293-3410-000-000-0000 | ATHL CELLPHONE 3/23 | 46.63 | |
| | | | | | 21-261-3410-002-000-0000 | CE CELLPHONE 3/23 | 18.01 | |
| | | | | | 21-297-3410-000-000-0000 | FS CELLPHONE 3/23 | 57.80 | 860.38 |
| A08165 | 04/05/24 | 82065 | W4 SIGNS INC | 39621 C | 11-111-5110-004-000-0000 | LOGO FLAG | 96.00 | 96.00 |
| Sub Total: | | | | | | | \$220,364.93 | |
| Register Total: | | | | | | | \$601,108.69 | |

| CheckNo | CkDate | Vendor | Name | PO # | Account | Description | Amount | CheckAmt |
|---------|--------|--------|------|------|---------|-------------|--------|----------|
|---------|--------|--------|------|------|---------|-------------|--------|----------|

Posting By Fund

| Fund Name | Amount |
|-----------------------------|---------------------|
| CAFETERIA FUND | \$1,399.73 |
| GENERAL FUND | \$336,143.35 |
| CAPITAL PROJECT 2019 | \$233,093.39 |
| SPEC REV - STUDENT ACTIVITY | \$5,422.90 |
| COMMUNITY EDUCATION | \$25,049.32 |
| Total: | \$601,108.69 |

Posting To Detail Control Accounts

| Account | Description | Fund | Account Class | Acct. Charge |
|--------------------------|-------------------------|------|---------------|--------------|
| 12-101-1000-000-000-0000 | GENERAL FUND CHECKING | G | O | (601,108.69) |
| 12-131-0000-000-000-0000 | INTERFUND REC AP | G | K | 264,965.34 |
| 12-402-0000-000-000-0000 | A/P CONTROL - GF | G | D | 336,143.35 |
| 22-402-0000-000-297-0000 | A/P CONTROL - FS | C | D | 1,399.73 |
| 22-402-0000-000-299-0000 | A/P CONTROL STUDENT ACT | K | D | 5,422.90 |
| 22-402-0000-000-300-0000 | A/P CONTROL - CE | M | D | 25,049.32 |
| 22-411-0000-000-000-0000 | STUD ACTIVIT I/F | K | N | (5,422.90) |
| 22-411-0000-000-297-0000 | FOOD SERVICE I/F | C | N | (1,399.73) |
| 22-411-0000-000-300-0000 | COMM ED I/F | M | N | (25,049.32) |
| 42-402-0000-000-000-2019 | AP CONTROL | H | D | 233,093.39 |
| 42-411-0000-000-000-2019 | 2019 CAP PROJ I/F | H | N | (233,093.39) |

Check Register
Run Date: 04/12/2024

| CheckNo | CkDate | Vendor | Name | PO # | Account | Description | Amount | CheckAmt |
|-----------------------|----------|--------|-------------------------------|---------|--------------------------|----------------------|-----------|-----------|
| REGULAR CHECKS | | | | | | | | |
| 030223 | 04/12/24 | 01630 | AMERICAN AWARDS & | 39876 C | 21-296-5991-000-005-0000 | MVP BOARD | 136.00 | 136.00 |
| 030224 | 04/12/24 | 04535 | ARTS PEOPLE INC | | 21-331-7910-000-000-0000 | ONLINE TICKETING JAN | 632.13 | |
| | | | | | 21-331-7910-000-000-0000 | ONLINE TICKETING DEC | 681.70 | |
| | | | | | 21-331-7910-000-000-0000 | ONLINE TICKETING FEB | 310.37 | |
| | | | | | 21-331-7910-000-000-0000 | ONLINE TICKETING MAR | 216.68 | 1,840.88 |
| 030225 | 04/12/24 | 06932 | BLUE LAKES CHARTERS & TOURS | | 11-293-4920-000-000-0000 | UNIFIED BBALL 1/9/24 | 995.00 | |
| | | | | | 21-296-5991-000-017-0000 | BLAX 4/6 | 8,330.00 | |
| | | | | 39878 C | 21-296-7920-031-000-0000 | BHS TRIP ONTATIO | 2,495.00 | 11,820.00 |
| 030226 | 04/12/24 | 07308 | BRIGHTON FORD | 39859 C | 11-127-5110-031-550-3440 | AUTO SUPPLIES | 30.50 | 30.50 |
| 030227 | 04/12/24 | 10290 | COHNS COMMERCIAL FLOOR COV | 39835 C | 11-261-4110-000-000-0000 | FLOOR TAPE | 350.00 | 350.00 |
| 030228 | 04/12/24 | 10785 | CONSUMERS ENERGY | | 11-261-5510-031-000-0000 | BHS GAS 2/29-3/27 | 6,625.47 | |
| | | | | | 11-261-5510-031-000-0000 | CONCESS GAS 2/29-3/2 | 578.93 | 7,204.40 |
| 030229 | 04/12/24 | 10808 | CONTI CORP | 39494 C | 11-261-4910-000-000-0000 | INSTALL SURFACE MOUN | 876.00 | 876.00 |
| 030230 | 04/12/24 | 13613 | D.J.K. RESTAURANTS, INC | 39873 C | 21-296-5991-000-017-0000 | CATERING | 3,160.00 | 3,160.00 |
| 030231 | 04/12/24 | 11871 | DTE ENERGY | | 11-261-5520-000-000-0000 | IPF ELECT 3/2-4/2 | 5,175.41 | |
| | | | | | 11-261-5520-001-000-0000 | HAWK LITE MAR | 342.92 | 5,518.33 |
| 030232 | 04/12/24 | 35700 | EDYNAMIC HOLDINGS | 36889 C | 11-127-5110-031-593-3440 | SIRE LICENSES | 3,590.00 | 3,590.00 |
| 030233 | 04/12/24 | 13608 | ROBERT EVANS | 39862 C | 21-296-7920-031-015-0000 | CONCERT VIDEOS | 375.00 | 375.00 |
| 030234 | 04/12/24 | 31642 | IDN-HARDWARE SALES INC | 39871 C | 11-261-5992-000-000-0000 | LOCKS | 234.49 | 234.49 |
| 030235 | 04/12/24 | 13222 | IMPACT SPORTS PERFORMANCE | 39879 C | 11-293-3131-000-000-0000 | PROGRAM+ADDL SUPP | 15,988.33 | 15,988.33 |
| 030236 | 04/12/24 | 33350 | IVORY VINES | 39865 C | 21-296-7920-031-026-0000 | BUFF SHIRTS | 903.00 | |
| | | | | 39860 C | 21-296-7920-031-027-0000 | FRESHMAN SHIRTS | 240.00 | 1,143.00 |
| 030237 | 04/12/24 | 13039 | KBE USA INVESTMENTS | 39874 C | 21-296-5991-000-027-0000 | BANNERS | 1,939.00 | 1,939.00 |
| 030238 | 04/12/24 | 13567 | SEAN LAROSA | | 11-283-3190-000-000-0000 | EDU CONSULT SERVICES | 4,500.00 | 4,500.00 |
| 030239 | 04/12/24 | 13137 | LINDE GAS & EQUIPMENT | 39863 C | 11-127-5110-031-550-3440 | SHOP GAS | 135.72 | 135.72 |
| 030240 | 04/12/24 | 37663 | LIVINGSTON CTY SHERIFF | | 11-266-3190-021-000-2491 | MAR SRO | 7,250.00 | 7,250.00 |
| 030241 | 04/12/24 | 37777 | LOGISOFT COMPUTER PRODUCTS | 39520 C | 11-112-5110-021-010-0000 | ADOBE VIP | 405.00 | |
| | | | | 39520 C | 11-127-5110-031-562-3440 | ADOBE VIP | 785.00 | |
| | | | | 39520 C | 11-127-5110-031-596-3440 | ADOBE VIP | 785.00 | |
| | | | | 39520 C | 11-221-5990-000-000-0000 | ADOBE VIP | 147.50 | |
| | | | | 39520 C | 11-284-5910-000-000-0000 | ADOBE VIP | 202.50 | 2,325.00 |
| 030242 | 04/12/24 | 43372 | DISTRIBUTIVE EDU CLUB/AMERICA | 39904 C | 11-127-5110-031-510-3440 | DECA CONF | 2,280.00 | |
| | | | | 39904 C | 11-127-5110-031-596-3440 | DECA CONF | 3,000.00 | |
| | | | | 39904 C | 21-296-0000-031-003-0000 | DECA CONF | 1,634.75 | 6,914.75 |
| 030243 | 04/12/24 | 44230 | MICHIGAN PLAYGROUNDS LLC | 39592 C | 11-261-5995-000-000-0000 | BRIDGE ROPE REP | 900.00 | 900.00 |
| 030244 | 04/12/24 | 44571 | MICH RECREATIONAL CONSTRUCT | 38221 C | 11-261-5995-000-000-0000 | POST CAPS FOR MILLER | 500.00 | 500.00 |
| 030245 | 04/12/24 | 46200 | MITCHELL REPAIR INFORMATION C | 39900 C | 11-127-5110-031-550-3440 | APRIL BILLING | 112.42 | 112.42 |
| 030246 | 04/12/24 | 13610 | NABERHAUS THERAPY | | 11-122-3190-021-160-0000 | IEE SERVICE | 2,800.00 | 2,800.00 |
| 030247 | 04/12/24 | 13477 | OLNICK FOOD INC | | 21-297-5610-000-000-0000 | MARCH PIZZA | 6,286.00 | 6,286.00 |
| 030248 | 04/12/24 | 52450 | PANERA BREAD CO | | 21-297-5610-000-000-0000 | BAGELS MARCH | 6,098.79 | 6,098.79 |

Check Register

Run Date: 04/12/2024

| CheckNo | CkDate | Vendor | Name | PO # | Account | Description | Amount | CheckAmt |
|------------|----------|--------|----------------------------|---------|--------------------------|----------------------|--------------|-----------|
| 030249 | 04/12/24 | 41115 | PERFORMANCE HEALTH HOLDING | 39875 C | 11-293-5992-000-100-0000 | TRAINING SUPS | 824.24 | 824.24 |
| 030250 | 04/12/24 | 54800 | PRAIRIE FARMS DAIRY | | 21-297-5611-000-000-0000 | MILK MARCH | 11,644.75 | 11,644.75 |
| 030251 | 04/12/24 | 55308 | QUICK SILVER MARKETING | | 21-321-5990-000-026-0000 | SPRING UNIFORMS | 4,665.65 | |
| | | | | | 21-321-5990-000-033-0000 | BARC BLANKETS | 1,934.00 | |
| | | | | | 21-331-3512-000-000-0000 | GIVE AWAY TEES | 1,350.50 | 7,950.15 |
| 030252 | 04/12/24 | 13607 | THRIVING YOUNIVERSITY, LLC | 39845 C | 11-221-3120-000-000-7640 | INPERSON PROF DEV | 9,000.00 | 9,000.00 |
| 030253 | 04/12/24 | 13347 | TITAN WARREN | | 21-321-3110-000-007-0000 | IPF SUPERVISOR | 30.00 | 30.00 |
| 030254 | 04/12/24 | 84519 | WASTE MANAGEMENT | | 11-261-4125-000-000-0000 | BHS WASTE PICKUP | 518.17 | 518.17 |
| 030255 | 04/12/24 | MSC35 | KIM FAIRLEY | | 20-162-0000-000-000-0000 | KIM FAIRLEY | 32.25 | 32.25 |
| 030256 | 04/12/24 | MSC55 | ANDY KULESZA | | 21-321-7410-000-015-0000 | ANDY KULESZA | 1,380.00 | 1,380.00 |
| 030257 | 04/12/24 | MSC55 | CARL RISPOLI | | 21-321-7410-000-015-0000 | CARL RISPOLI | 935.00 | 935.00 |
| 030258 | 04/12/24 | MSC55 | JASON MOORE | | 21-321-7410-000-015-0000 | JASON MOORE | 1,200.00 | 1,200.00 |
| 030259 | 04/12/24 | MSC55 | MATT HALE | | 21-321-7410-000-015-0000 | MATT HALE | 825.00 | 825.00 |
| 030260 | 04/12/24 | MSC55 | MATT ROLFES | | 21-321-7410-000-015-0000 | MATT ROLFES | 880.00 | 880.00 |
| 030261 | 04/12/24 | MSC55 | NATE EDWARDS | | 21-321-7410-000-015-0000 | NATE EDWARDS | 770.00 | 770.00 |
| 030262 | 04/12/24 | MSC55 | PATTI MARSHALL-DOANE | | 21-331-3192-000-000-0000 | PATTI MARSHALL-DOANE | 73.37 | 73.37 |
| 030263 | 04/12/24 | MSC55 | RYAN NEULAND | | 21-321-7410-000-015-0000 | RYAN NEULAND | 770.00 | 770.00 |
| Sub Total: | | | | | | | \$128,861.54 | |

ACH CHECKS

| | | | | | | | | |
|--------|----------|-------|---------------------------|---------|--------------------------|-------------------|----------|----------|
| A08166 | 04/12/24 | 00930 | ADVANCED WATER | 39870 C | 11-261-5994-000-000-0000 | SOLAR SALT | 569.80 | 569.80 |
| A08167 | 04/12/24 | 06600 | BHHG ENERGY | 39858 C | 11-261-4110-000-000-0000 | LIGHTBULB REP | 3,985.94 | |
| | | | | 39857 C | 11-261-4110-000-000-0000 | LIGHTBULB REP | 3,600.00 | 7,585.94 |
| A08168 | 04/12/24 | 05235 | BSN SPORTS INC | 39881 C | 21-296-5991-000-001-0000 | BACKPACKS | 1,380.60 | |
| | | | | 39884 C | 21-296-5991-000-004-0000 | JERSEYS | 60.30 | |
| | | | | 39882 C | 21-296-5991-000-018-0000 | GOLF SHIRTS | 1,214.30 | |
| | | | | 39883 C | 21-296-5991-000-032-0000 | SHIRTS/HOODIES | 1,238.20 | |
| | | | | 39886 C | 21-296-5991-000-032-0000 | PANTS | 692.30 | 4,585.70 |
| A08169 | 04/12/24 | 08977 | CENGAGE LEARNING | | 11-113-5110-031-000-0000 | GALE EBOOK SUBSCR | 50.00 | 50.00 |
| A08170 | 04/12/24 | 20125 | FIRST IMPRESSION PRINT | 39880 C | 21-296-5991-000-032-0000 | BANNERS | 1,472.00 | 1,472.00 |
| A08171 | 04/12/24 | 22765 | GELARDI PRODUCE CO | | 21-297-5610-000-000-0000 | PRODUCE MAR | 59.90 | |
| | | | | | 21-297-5610-000-000-0000 | PRODUCE MAR | 59.90 | |
| | | | | | 21-297-5610-000-000-0000 | PRODUCE MAR | 1,481.31 | |
| | | | | | 21-297-5610-000-000-0000 | PRODUCE MAR | 72.00 | |
| | | | | | 21-297-5610-000-000-0000 | PRODUCE MAR | 32.45 | 1,705.56 |
| A08172 | 04/12/24 | 28800 | HOBART SERVICE | | 21-297-4120-000-000-0000 | REP HAWK WASHER | 325.12 | 325.12 |
| A08173 | 04/12/24 | 01273 | IMPERIAL DADE | 39898 C | 11-261-5990-000-000-0000 | OPERATION SUP | 284.60 | |
| | | | | 39869 C | 11-261-5990-000-000-0000 | OPERATION SUP | 4,964.86 | 5,249.46 |
| A08174 | 04/12/24 | 33405 | J RYAN & ASSOCIATES LLC | | 11-112-5990-021-000-3390 | TEAM SHIRTS | 690.50 | 690.50 |
| A08175 | 04/12/24 | 34867 | KENSINGTON VALLEY VARSITY | 39893 C | 21-296-5991-000-002-0000 | JACKET/PATCHES | 126.00 | |
| | | | | 39895 C | 21-296-5991-000-007-0000 | SHIRTS/TOPS | 563.00 | |

Check Register

Run Date: 04/12/2024

| CheckNo | CkDate | Vendor | Name | PO # | Account | Description | Amount | CheckAmt |
|-----------------|----------|--------|-----------------------------|---------|--------------------------|----------------------|--------------|------------|
| | | | | 39892 C | 21-296-5991-000-012-0000 | SHIRTS | 258.78 | |
| | | | | 39894 C | 21-296-5991-000-019-0000 | JACKET/PATCHES | 324.00 | |
| | | | | 39896 C | 21-296-5991-000-020-0000 | TOPS | 41.00 | |
| | | | | 39896 C | 21-296-5991-000-021-0000 | TOPS | 41.00 | |
| | | | | 39890 C | 21-296-5991-000-027-0000 | SHIRTS | 1,003.46 | |
| | | | | 39891 C | 21-296-5991-000-030-0000 | DECALS | 250.00 | 2,607.24 |
| A08176 | 04/12/24 | 37640 | LIVINGSTON COUNTY MECHANICA | 39856 C | 11-261-4123-000-000-0000 | HVAC 4/1-4/4 | 1,920.00 | 1,920.00 |
| A08177 | 04/12/24 | 44930 | MICHIGAN VIRTUAL | 39839 C | 11-112-3710-000-035-0000 | TUITION | 1,890.00 | |
| | | | | 39839 C | 11-113-3710-000-006-0000 | SHARED SERVICES TUIT | 64,485.00 | |
| | | | | 39839 C | 11-113-3710-031-000-0000 | TUITION - HS | 135,685.00 | |
| | | | | 39839 C | 11-132-3710-041-000-0000 | TUITION - BRIDGE | 27,350.00 | 229,410.00 |
| A08178 | 04/12/24 | 25392 | REYES HOLDINGS LLC | | 21-297-5610-000-000-0000 | DRINKS 3/21 | 1,779.36 | |
| | | | | | 21-297-5610-000-000-0000 | DRINKS 3/14 | 1,210.63 | |
| | | | | | 21-297-5610-000-000-0000 | DRINKS 3/7 | 1,440.04 | 4,430.03 |
| A08179 | 04/12/24 | 59924 | SCHOOL SPECIALTY LLC | | 11-111-5110-006-050-0000 | A GALLANT | 9.97 | 9.97 |
| A08180 | 04/12/24 | 59742 | DUKE SERVICES LLC | 39867 C | 11-261-4122-000-000-0000 | PLUM 4/1-4/5 | 2,400.00 | 2,400.00 |
| A08181 | 04/12/24 | 61495 | SHAR PRODUCTS COMPANY | 39899 C | 11-113-5110-031-039-0000 | ORCH REPAIRS | 120.00 | 120.00 |
| A08182 | 04/12/24 | 61701 | THE SIGN GUYS | 39885 C | 21-296-5991-000-017-0000 | DRY BOARD | 90.66 | 90.66 |
| A08183 | 04/12/24 | 62467 | FRANK C SMITH | 39864 C | 21-296-7920-031-100-0000 | USB MUSICAL | 2,100.00 | 2,100.00 |
| A08184 | 04/12/24 | 75928 | TOWN CENTER INC | | 21-297-4120-000-000-0000 | REP HAWK COOLER | 700.59 | 700.59 |
| A08185 | 04/12/24 | 84583 | WAYNE COUNTY REGIONAL | 39097 C | 11-252-5910-000-000-0000 | 1099 FORMS | 48.22 | |
| | | | | 39096 C | 11-252-5910-000-000-0000 | W2 FORMS | 139.26 | 187.48 |
| Sub Total: | | | | | | | \$266,210.05 | |
| Register Total: | | | | | | | \$395,071.59 | |

Check Register

Run Date: 04/12/2024

| CheckNo | CkDate | Vendor | Name | PO # | Account | Description | Amount | CheckAmt |
|---------|--------|--------|------|------|---------|-------------|--------|----------|
|---------|--------|--------|------|------|---------|-------------|--------|----------|

Posting By Fund

| Fund Name | Amount |
|-----------------------------|---------------------|
| CAFETERIA FUND | \$31,223.09 |
| GENERAL FUND | \$317,125.75 |
| SPEC REV - STUDENT ACTIVITY | \$30,068.35 |
| COMMUNITY EDUCATION | \$16,654.40 |
| Total: | \$395,071.59 |

Posting To Detail Control Accounts

| Account | Description | Fund | Account Class | Acct. Charge |
|--------------------------|-------------------------|------|---------------|--------------|
| 12-101-1000-000-000-0000 | GENERAL FUND CHECKING | G | O | (395,071.59) |
| 12-131-0000-000-000-0000 | INTERFUND REC AP | G | K | 77,945.84 |
| 12-402-0000-000-000-0000 | A/P CONTROL - GF | G | D | 317,125.75 |
| 22-402-0000-000-297-0000 | A/P CONTROL - FS | C | D | 31,223.09 |
| 22-402-0000-000-299-0000 | A/P CONTROL STUDENT ACT | K | D | 30,068.35 |
| 22-402-0000-000-300-0000 | A/P CONTROL - CE | M | D | 16,654.40 |
| 22-411-0000-000-000-0000 | STUD ACTIVIT I/F | K | N | (30,068.35) |
| 22-411-0000-000-297-0000 | FOOD SERVICE I/F | C | N | (31,223.09) |
| 22-411-0000-000-300-0000 | COMM ED I/F | M | N | (16,654.40) |

BRIGHTON AREA SCHOOLS
Board of Education
April 22, 2024
Report # 24-44

For Action

Subject:

A. Superintendent Evaluation

Motion

Moved by:

Supported by:

To enter closed session to consider a periodic personnel evaluation inasmuch as the Superintendent has requested a closed session.

Roll Call Vote:

- Reid
- Krebs
- Marks
- Myers
- Conely
- Storm
- Trombley