



East Lansing Board of Education

509 Burcham Drive, East Lansing, MI 48823

Regular Meeting
September 23, 2024 - 7:00 PM
Board Room
509 Burcham Drive
East Lansing, Michigan 48823



Agenda

I. Opening of Meeting

A. *Call to Order*

B. *Roll Call*

C. *Mission Statement: Nurturing Each Child, Educating All Students, Building World Citizens*

D. *Approval of Agenda*

Motion: The Board of Education approve the agenda of the September 23, 2024, regular meeting, as presented.

E. **Approval of Minutes**

Motion: The Board of Education approve the following minutes.

- 1. September 9, 2024, regular meeting

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II. Recognition

III. Student Representative Report

IV. Superintendent's Report

V. Public Comment: This is the opportunity to address the Board. Speakers are to confine their remarks to five minutes. If a speaker requires more than five minutes, after all other persons who have requested to speak during this part of the meeting have spoken, that speaker will be allowed additional time. The Superintendent or other district staff may comment to clear up or avoid significant misunderstandings.

VI. Presentation

- A. Dave Nielsen, Maner Costerisan, Audited Financial Statements Year Ended June 30, 2024

VII. Board Discussion

VIII. **Action Items**

A. **World Language Department trip to Quebec, Canada**

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Motion: The Board of Education approve the trip request from Ms. Christopoulos, to travel to Quebec, Canada June 14-20, 2025.

B. **Audited Financial Statements for the Year Ended June 30, 2024**

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Motion: The Board of Education accept the audited financial statements for the year ended June 30, 2024, as presented.

IX. **Committee Reports**

- A. Academic and Technology Committee
- B. Facilities Committee
- C. Finance Committee
- D. Intergovernmental Relations
- E. Personnel Committee
- F. Policy Committee

X. **Announcements**

- A. The next regularly scheduled meeting of the Board of Education is October 14, 2024.

XI. **Adjournment**

Respectfully Submitted,

***Dori Leyko
Superintendent***

I. Opening of Meeting

I.A. Call to Order

The meeting was called to order by President Chris Martin at 7:00 pm.

I.B. Roll Call

Dr. Terah Chambers:	Present
Dr. Kath Edsall:	Present
Ms. Tali Faris-Hylen:	Present
Mr. Gary Holbrook:	Present
Dr. Elizabeth Lyons:	Present
Mr. Chris Martin:	Present
Dr. Estrella Torrez:	Present
Student Representative Stella Alfredson	Present
Student Representative Holyn Walsh	Present
Superintendent Dori Leyko	Present

Present: 10.

I.C. Mission Statement: *Nurturing Each Child, Educating All Students, Building World Citizens*

The mission statement was read by Dr. Estrella Torrez.

I.D. Approval of Agenda

Motion 24-25/016: *The Board of Education approves the agenda of the September 9, 2024, regular meeting, as presented.*

This motion, made by Ms. Tali Faris-Hylen and seconded by Mr. Gary Holbrook, Passed.

Friendly amendment made by Dr. Kath Edsall to include the addition to the consent agenda as follows:

V. Consent Agenda

B. Hiring of **Robert Richards** pending clean background check - 1.0 FTE Spanish Teacher at MacDonald Middle School at BA Step 3 effective September 11, 2024.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Mr. Gary Holbrook: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Dr. Estrella Torrez: Aye

Aye: 7, Nay: 0

I.E. *Approval of Minutes*

Motion 24-25/017: *The Board of Education approves the following minutes as presented.*

I.E.1. August 26, 2024, regular meeting

This motion, made by Dr. Elizabeth Lyons and seconded by Dr. Terah Chambers, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Mr. Gary Holbrook: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Dr. Estrella Torrez: Aye

Aye: 7, Nay: 0

II. **Recognition**

No Recognition

III. **Student Representative Report**

- Fall Sports are continuing
 - Swim and Dive
 - Volleyball
 - Tennis
 - Football
- Homecoming Week – theme is *Here Comes the Sun*.
- Homecoming Court was announced and there are 21 students on Court.
- Spirit Week with different themes each day.
- Club Rush took place last week.

IV. **Superintendent's Report**

Click [here](#) for Superintendent's Report.

Discussion followed.

V. **Consent Agenda**

Motion 24-25/018: *The Board of Education approves the consent agenda to include the following:*

V.A. Hiring of **Allison Vinton** - 1.0 FTE School Social Worker at Robert L Green Elementary at MA Step 12 effective September 23, 2024.

V.B. Hiring of **Robert Richards** pending clean background check - 1.0 FTE Spanish Teacher at MacDonald Middle School at BA Step 3 effective September 11, 2024.

This motion, made by Dr. Kath Edsall and seconded by Dr. Terah Chambers, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Mr. Gary Holbrook: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Dr. Estrella Torrez: Aye

Aye: 7, Nay: 0

VI. Public Comment: This is the opportunity to address the Board. Speakers are to confine their remarks to five minutes. If a speaker requires more than five minutes, after all other persons who have requested to speak during this part of the meeting have spoken, that speaker will be allowed additional time. The Superintendent or other district staff may comment to clear up or avoid significant misunderstandings.

- Betsy Planck - 2180 Trafalger, East Lansing – Accountability
- Brad Lutz - 304 Brookfield Cir, East Lansing - DEI

VII. Board Discussion

No Board Discussion

VIII. Action Items

VIII.A. Policy Manual Updates

Motion 24-25/019: The Board of Education approves the July 2024 Thrun Policy Updates for series 2000–4000, as presented.

This motion, made by Dr. Terah Chambers and seconded by Ms. Tali Faris-Hylen, Passed

Friendly amendment made by Dr. Kath Edsall to revise Policy 4105A replacing he/she with they.

Friendly amendment made by Mr. Gary Holbrook to revise Policy 4105B replacing he/she with they.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Mr. Gary Holbrook: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Dr. Estrella Torrez: Aye

Aye: 7, Nay: 0

Discussion followed.

IX. Committee Reports

IX.A. Academic and Technology Committee

- Next meeting is September 16 at 12:00 pm

IX.B. Facilities Committee

- Will be scheduling a meeting soon

IX.C. Finance Committee

- No report

IX.D. Intergovernmental Relations

- No report

IX.E. Personnel Committee

- No report

IX.F. Policy Committee

- Next meeting is September 16 at 10:30
- Will discuss Series 5000 policy updates

X. **Announcements**

X.A. The next regularly scheduled meeting of the Board of Education is September 23, 2024.

XI. **Adjournment**

The meeting was called adjourned by President Chris Martin at 7:37 pm.

President

Secretary



East Lansing
Public Schools

MEMORANDUM

TO: ELPS Board of Education

FROM: Glenn Mitcham

SUBJECT: Action Item: World Language Department trip to Quebec, Canada

DATE: September 16, 2024

Recommendation:

It is recommended that the Board approve the trip request from Ms. Christopoulos, to travel to Quebec, Canada June 14-20, 2025.

Background:

In short, the trip will provide students with authentic interaction in the target language and personal connection with the rich culture tradition of the French-Canadian culture.

In keeping with district policy, bids from three tour companies, as well as other required information was provided within the information packet to the Board.



East Lansing
Public Schools

MEMORANDUM

TO: ELPS Board of Education

FROM: Glenn Mitcham

SUBJECT: Information for Board consideration of the World Language Department trip to Quebec, Canada

DATE: September 3, 2024

Recommendation:

It is recommended that the Board consider the attached proposal from Ms. Christopoulos, to travel to Quebec, Canada June 14-20, 2025. The trip will provide students with authentic interaction in the target language and personal connection with the rich culture tradition of the French-Canadian culture.

In keeping with district policy, three competitive bids were sought. Families will be paying for the trip, so there will be no cost to the district. Students will be provided the opportunity to fundraise.

Thank you for your consideration of this exciting opportunity for our middle school students.

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**EAST LANSING PUBLIC SCHOOLS
EXTENDED EDUCATIONAL FIELD TRIP REQUEST FORM**

IMPORTANT: all out-of-state and overnight field trips require the approval of the East Lansing Board of Education. Per Board Policy 2340.01, "The Board may approve extended educational field trips for student groups under school sponsorship. Each trip requires separate approval and must be approved annually. An extended educational field trip exceeds one (1) school day and is directly related to the subject matter being taught in the district." For further details, please refer to ELPS BOE Policy 2340.01, included in the Field Trip Application Packet. All requirements must be satisfied before the Board will act on Extended Educational Field Trip requests.

Required documents must be attached to this request form:

1. Letter to ELPS Board of Education, requesting approval of this trip
2. Detailed itinerary
3. 3 tour company bids, if a commercial carrier is providing service
4. Certificate of liability insurance, if a commercial carrier is providing service
5. Copy of parent consent form (customize using provided template)

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Name and position of staff person requesting trip:

Brenna Christopoulos - French Teacher (ELHS)

Trip destination and dates: (please attach detailed itinerary to this form)

Quebec, Canada June 14-20, 2025

Purpose for trip and relationship to district curriculum:

connecting the French language with a francophone culture, using class concepts in the real world, etc.

Grade level of student participants, and number expected to participate:

Completed 9th-12th grade, 25-35 students

Cost to students and fundraising/scholarship plans:

Approx. \$1,937 (based on # of participants)

Parent-organized fundraisers + a \$2,000 stipend from Prometour to be split however needed

Names of chaperones, plus total number committed:

Brenna Christopoulos + other teachers

Total number will be determined based on number and gender of students

Brenna Christopoulos
French Teacher
East Lansing High School

August 27, 2024

Dear Superintendent Leyko and School Board Members,

I am excited to present a World Language Department trip to Québec, Canada. We are seeking your approval for this educational opportunity, as it will provide our students with authentic interaction in the target language, personal connection with the rich cultural traditions of francophone heritage, and the chance to learn more about themselves as world travelers.

The trip will take place June 14–20, 2025 and will include between 25 and 35 students. We will depart from ELHS by private bus and travel straight to Québec City. There, we will visit sites such as the Chateau Frontenac, the Parliament of Québec, Parc de la Chute Montmorency, Sainte-Anne de Beaupré Basilica, Onhoüa Chetek8e Huron Village, and more. Then, we will travel by bus to Montréal, where we will explore the famous street art and murals, Quartier Le Plateau-Mont Royal, Notre-Dame Basilica, and more. Throughout the trip, students will partake in interactive demonstrations and walking tours with native guides. Finally, we will head back to East Lansing by bus.

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As you can see from the itinerary, this trip connects students to the French language within the contexts of architecture, history, art, and food. Students will be using the target language to navigate the activities, understand their guides, and communicate with the native speakers they encounter. It also reminds our students that they are part of a greater language learning community.

Out of the three itineraries and quotes that I researched, I chose the 7-day trip with Prométour. Our department has worked with Prométour many times in the past, including our 2023 Québec trip and our 2024 France and Spain trip. We find their services and communication to be excellent. They have proven themselves to be a reliable company that provides amazing experiences for students at an appropriate price. One of the highlights of the 2023 Quebec trip was our knowledgeable tour guide Marc. The students raved about him and we plan to request him as our guide once again. Additionally, this company offers great liability insurance, flexibility with our itinerary requests, high quality and safe hotels, and more.

While Explore America provides a solid itinerary for a similar trip, the cost of the trip is ultimately too high. Part of this comes from their requirement that we fly to Québec rather than offering a bussing option. Traveling by bus makes the entire trip less stressful for the trip leader and other chaperones. The ETAdventures quote is comparable to Prometour in price; however, the process to get a quote from this company was a challenge on its own due to lack of communication for weeks at a time. It took seven weeks to receive this quote which has significantly delayed our trip planning process and request for board approval. We need to know that the representatives we are working with are available to address our needs in a timely manner and we are more comfortable working with a company that we trust in this area.

In order to enable students with financial constraints to participate in the trip, we plan to work with parents to initiate fundraising opportunities. Additionally, Prométour has offered us a \$2,000 stipend that we may use for students in any way we see fit, whether it be divided between all students or offered to select students who are in need of assistance. We believe that all students should have the opportunity to experience international travel, and we are very encouraged already with the number of students who have already inquired about this trip, as well as future trips to come. It is evident that our students are eager to become World Citizens and we look forward to working to make this a reality.

Sincerely,

Brenna Christopoulos
ELHS World Language Department

**EAST LANSING PUBLIC SCHOOLS
EXTENDED EDUCATIONAL FIELD TRIP REQUEST FORM**

Method of transportation: (Important: please note 3 tour company bids must be obtained and attached to this paperwork. One bid must be from a local company.)

Motor coach

Liability insurance: if using a private tour group or transportation company, a certificate of insurance from the outside company with a minimum of \$2,000,000 liability coverage naming East Lansing Public Schools as "additional insured" is required. Liability insurance form must be attached to this request.

Name of liability insurance company and amount of coverage:

Tec Assur \$1,000,000 / La Souveraine \$5,000,000

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Signature of staff person requesting trip:

- I acknowledge responsibility for the accuracy of all submitted information.
- I acknowledge responsibility for holding an orientation session with students and chaperones, including expectations for chaperones, students, and staff. Session will include review of rules and procedures with parents.
- I acknowledge responsibility for appointing a second trip leader, and agree to familiarize him/her with all trip management details.
- I recognize it is my responsibility to ensure all student participants and their parents provide required documentation, including:
 - Field trip consent form with parent and student signatures
 - Rules acknowledgement form, with parent and student signatures
 - Medical authorization forms
- I acknowledge responsibility for leaving copies of all required documentation and forms with the building principal before leaving on the trip.

I have read and agree to all responsibilities listed above.

Brenna Christopoulos 8/29/24
Staff Member Signature Date

I have discussed these plans with the staff member planning this trip. I believe the trip meets ELPS Board Policy requirements for Extended Educational Field Trips.

[Signature] 8/29/24
Building Principal Signature Date

**EAST LANSING PUBLIC SCHOOLS
EXTENDED EDUCATIONAL FIELD TRIP CONSENT FORM**

Directions for use: type in all required information to customize this consent form for the planned field trip. Make copies for student participants and parents. Consent forms **MUST** be signed by both student participants and parents at least 10 days prior to the trip. A copy of all signed consent forms must be provided to the building principal at least a week before departure.

Destination and dates for field trip: insert information below.

Quebec, Canada → Quebec City & Montreal June 14-20, 2025

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Transportation arrangements:

Motor Coach

Trip leader and co-leader:

Brenna Christopoulos

This is to certify that _____ has my permission
(print student name)
to participate in all activities and related travel for the extended educational field trip outlined above. I have had an opportunity to discuss plans with the trip leader, and understand the risks involved.

I release and hold harmless East Lansing Public Schools and its employees and officers from all liability with reference to this extended educational field trip.

Signature of Student

Date

Signature of Parent or Legal Guardian

Date

Prométour

EDUCATIONAL TOURS



East Lansing High School

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Quebec City & Montreal 2025

June 14 - 20, 2025

7 Days

Erin Cuggy
Tour Consultant
✉ erin@prometour.com

DAY 1: Travel to Quebec City

Saturday 14-Jun-2025



Board your **private motor coach** at your school and begin the journey to **French Canada**.

DAY 2: Quebec City

Sunday 15-Jun-2025



Meet your **Quebecois Prometour Tour Director** upon arrival, he/she will remain with your group for the duration of your visit.

Enjoy breakfast at a local restaurant with your group.

Board your **motor coach** and head out to your first activity.

Stretch your legs while discovering this charming, 400 year old fortified city on a **guided walking tour**. Walk along St-Louis and St-Jean Streets, see the breathtaking Chateau Frontenac, and admire the magnificent architecture and views.

Explore **St-Jean Street** in the heart of Old Quebec at your **own pace**.

Have lunch on your own.

Take a tour of the **Parliament of Quebec** to learn about the politics that govern the province of Quebec.

Partake in an **Improv** workshop; practice your French skills, interact with your fellow travelers, and see a new side of acting!

Enjoy dinner in a quaint local restaurant with your group and Prometour Tour Director.

Overnight accommodation in **Québec City**.

Example: Best Western Plus Centre Ville Quebec (or similar)

DAY 3: Quebec City & Beaupre Coast

Monday 16-Jun-2025

Enjoy breakfast at the hotel with your group.

At **Parc de la Chute Montmorency** have time for photos, to walk over the suspended bridge, and take the 487 steps for a different view of the falls which are higher than those of Niagara Falls.

Visit the **Copper Museum**, watch a demonstration of "Repoussé" work and then live the experience of an artisan by working on your own decorative copper piece that you can bring home.

Have lunch on your own.

Enter the **Ste-Anne de Beaupré Basilica**. This impressive house of worship is one of the five national shrines of Canada. (**non guided**)

See the fabulous display of nature that the glaciers left at the spectacular **Canyon Sainte-Anne** by crossing 3 suspended bridges and numerous steps where you can



descend 55 metres into the canyon.

Enjoy dinner in a quaint local restaurant with your group and Prometour Tour Director.

Overnight accommodation in **Québec City**.

Example: Best Western Plus Centre Ville Quebec (or similar)

DAY 4: Quebec City

Tuesday 17-Jun-2025

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Enjoy breakfast at the hotel with your group.

At the **Plains of Abraham Museum** partake in **The Soldiers of the Martello Tower** interactive workshop to learn about the daily life of a soldier in the 1812 Battle of Quebec.

Wander through the enchanting **Quartier Petit Champlain**, the oldest shopping district in North America. Today, it showcases the talents of local artisans, and is the location of the **Escalier Casse-Cou** and **Wall of History**.

Have lunch on your own.

The First Nations Community plays an important role in Quebec's history and still thrives today. Learn about Huron-Wendat history and customs during a **guided tour** of the "**Onhoua Chetek8e**" **Huron Village**, then participate in a hands-on **medicine wheel workshop**.

Experience the Quebecois tradition of sugaring off at a **Cabane à Sucre**. Tour the sugar shack to learn how tree sap becomes syrup (aka liquid gold), enjoy a lumberjack meal, listen to folk songs, learn traditional dances, and have maple taffy on snow!

Overnight accommodation in **Québec City**.

Example: Best Western Plus Centre Ville Quebec (or similar)

DAY 5: Quebec City to Montreal

Wednesday 18-Jun-2025



Enjoy breakfast at the hotel with your group.

Explore the **Musée de la Civilisation** at your own pace. With several exhibits, including a permanent exhibit of Quebec, it is one of Canada's most impressive museums. (**non guided**)

Board your **motor coach** and continue on to **Montreal**.

Have lunch on your own.

Discover Montreal's bustling public arts scene on a **walking tour** that showcases some of the city's most expressive **street art & wall murals**. (**guided**)

Have time to explore **Quartier Le Plateau-Mont Royal**, a neighbourhood characterized by brightly coloured houses, cafés, book shops, and a *laissez-faire*

attitude.

Enjoy dinner in a quaint local restaurant with your group and Prometour Tour Director.

Overnight accommodation in **downtown Montreal**.
Example: Best Western Ville Marie Montreal (or similar)

DAY 6: Montreal

Thursday 19-Jun-2025



Enjoy breakfast at a local restaurant with your group.

Admire the spectacular interior of Montreal's impressive **Notre-Dame Basilica**, the city's oldest Catholic church and an iconic heritage building. (**non-guided**)

Supervised by a **local guide** , learn about the history of **Old Montréal**, buildings from past centuries and important historical figures, as your team uses their observation skill to answer **scavenger hunt** questions within a time limit. May the best team win!

Have time to explore **Marché Jean Talon** , where you can find plenty of local Quebec products. (**non-guided**)

Interact with local vendors and practice your French by purchasing items for your lunch.

-meal not included

Take in the view of Montreal from the **Kondiaronk Belvedere Lookout** on **Mount Royal**, named after a great First Nation's Chief who contributed to the signing of the Peace Treaty in 1701.

Head to **Café Graffiti**, a place for Montreal youth to come together to find support, socialize, and develop their creativity. Have a short presentation on different Graffiti techniques, then use your creativity to **design your own take-home souvenir hat!**

Enjoy dinner in a quaint local restaurant with your group and Prometour Tour Director.

Say a fond *Au Revoir* to your Quebecois **Prometour Tour Director** .

After a fun-filled trip, board your **motor coach** and begin the journey back to the **USA**.

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DAY 7: East Lansing

Friday 20-Jun-2025



Arrive at your school.

PRICE PER PERSON SHEET

This is a privately operated tour - you will not be combined with another group

40 to 44 participants : **1 695 USD**

35 to 39 participants : **1 797 USD**

30 to 34 participants : **1 937 USD**

STUDENT DELUXE
INSURANCE PLAN + **118 USD**

SUPPLEMENTS

PAYMENT SCHEDULE

Based on Travel Dates

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Adult Activity Supplement \$15 per day, per person

Twin Room Supplement \$60 per night, per person

To Be Determined

Single Room Supplement \$120 per night, per person

Student Deluxe Insurance Plan Supplement \$118 per person

Please check with your credit card company and/or financial institution for any extra application fees.

Adult Deluxe Insurance Plan Supplement \$154 per person

Student Group Deluxe Plan covering group travel dates

Refer to complete policy for all insurance details.

Coverage includes:

Student Group Essential Plan

PRICE INCLUDES:

+ Trip Cancellation

+ Missed Connections

+ Baggage & Personal Effects: Delay

+ Cancel For Any Reason (CFAR) up to 75% of prepaid, forfeited, non-refundable payments or deposits

This trip is quoted as a student tour, prices are subject to increase if number of adults exceeds 30% of group size.

Student Group Essentials Plan covering group dates of travel

Refer to complete policy for all insurance details

Coverage Includes:

Trip Interruptions and Delay

Emergency Medical and Dental Expenses

Emergency Evacuation and Repatriation

Accidental D & D

Political and Security Evacuation

Travel assistance services

Roundtrip Bus Transportation

East Lansing - Quebec City - Montreal - East Lansing

No approved vendor list specified

Ground transportation while in destination

Private bus transportation for entirety of the trip

Accommodation

4 nights multiple occupancy in quality hotels

Students: 3 & 4 per room, single beds not guaranteed

Chaperones: Twin accommodation according to gender

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Meals

5 Breakfasts + 5 Dinners

Group menu with 1 non-alcoholic beverage + vegetarian option

Activities & Sightseeing

All aforementioned visits, activities, tours and admissions

Tour Guides

Service of a dynamic, bilingual Prometour Tour Director

Local city/activity guides as indicated in the program

Tips

For your bus driver

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Chaperones

1:6 complimentary trip ratio

Twin accommodation according to gender

Other

Applicable service fees, taxes and FICAV contribution

Liability certificate

PRICE DOES NOT INCLUDE:

Meals that are not indicated in the daily program

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Student Group Deluxe Plan

- *Cancellation*

- *Cancel For Any Reason (CFAR)*

Tips

It's customary to tip as a token of appreciation, ultimately tips are at the discretion of the group.

These tipping suggestions are based on industry standards:

Prometour Tour Director \$4 per day, per person

Local Activity Guides \$2 per activity, per person

Personal spending money

Any applicable processing fees \$35

Costs associated with travel documents, visas, medical testing, vaccinations, or other as required by your destination(s) or home country

Costs associated with changes to itinerary due to unforeseen circumstances including but not limited to: pandemics, epidemics, natural disasters, or other.

NOTES

These prices are based on current seasonal rates. This program may be subject to price revision 11 months prior to return date.

Prométour reserves the right to alter your itinerary before or during your tour for reasons including but not limited to: severe weather conditions, government restrictions, holidays, special events, or other unforeseen circumstances.

The final itinerary may differ from this version. When a scheduled activity or tourist site is not possible, we will make every effort to minimize inconvenience by adjusting the itinerary or replacing the item with a similar item of equal standard and value.

Special requests such as: specific hotels, restaurants, activities, Tour Director, daily scheduling etc. are subject to availability.

Green Initiative!

Prométour's target is to be a 100% carbon neutral company. Complimentary CO2 offsetting is included on all tours with bus or air transportation.

EXCHANGE RATE Prometour has quoted this package at an exchange of 1 CAD = 0.80 USD

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Useful Information

TERMS & CONDITIONS

These prices are valid until: 02-Aug-2024

Your Prometour Tour Consultant: Erin Cuggy

339 rue Saint-Paul East, Montreal, Quebec, H2Y 1H3, Canada

www.prometour.com

✉ erin@prometour.com

☎ USA: 1-800-304-9446 / CAN: 1-800-657-7754



CSIO

CERTIFICATE OF LIABILITY INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.

1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS		2. INSURED'S FULL NAME AND MAILING ADDRESS		
To whom it may concern		9081-5523 Quebec Inc (Prométour 2000) 339 St-Paul Street E		
	QC	POSTAL CODE	Montréal	Quebec
				POSTAL CODE H2Y 1H3

3. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES (but only with respect to the operations of the Named Insured)

Travel agency specializing in tailor-made tours for student groups

4. COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

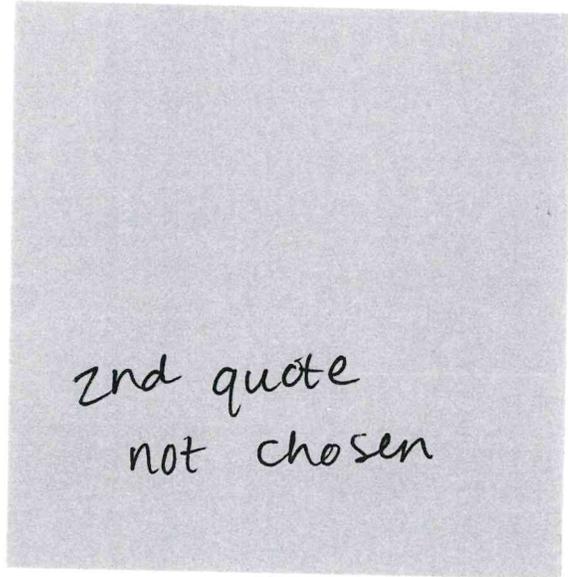
TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)				
				COVERAGE	DED.	AMOUNT OF INSURANCE		
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <u>OR</u> <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS <input type="checkbox"/> EMPLOYER'S LIABILITY <input type="checkbox"/> CROSS LIABILITY <input type="checkbox"/> WAIVER OF SUBROGATION <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input checked="" type="checkbox"/> POLLUTION LIABILITY EXTENSION <input checked="" type="checkbox"/> Deductible for US claim <input type="checkbox"/>	TecAssur - Assurances Spécialisées - TECA6016	2023/08/26	2024/08/26	COMMERCIAL GENERAL LIABILITY BODILY INJURY AND PROPERTY DAMAGE LIABILITY - GENERAL AGGREGATE	\$25,000	\$5,000,000		
						- EACH OCCURRENCE		\$5,000,000
						PRODUCTS AND COMPLETED OPERATIONS AGGREGATE		\$5,000,000
						<input type="checkbox"/> PERSONAL INJURY LIABILITY OR		
						<input checked="" type="checkbox"/> PERSONAL AND ADVERTISING INJURY LIABILITY		\$1,000,000
						MEDICAL PAYMENTS		\$10,000
						TENANTS LEGAL LIABILITY	\$25,000	\$250,000
						POLLUTION LIABILITY EXTENSION		
							\$50,000	
<input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES	TecAssur - Assurances Spécialisées -	2023/08/26	2024/08/26	NON-OWNED AUTOMOBILES		\$5,000,000		
<input checked="" type="checkbox"/> HIRED AUTOMOBILES	TecAssur - Assurances Spécialisées -	2023/08/26	2024/08/26	HIRED AUTOMOBILES				
AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** <small>** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE</small>				BODILY INJURY AND PROPERTY DAMAGE COMBINED				
				BODILY INJURY (PER PERSON)				
				BODILY INJURY (PER ACCIDENT)				
				PROPERTY DAMAGE				
				EACH OCCURRENCE				
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/>				AGGREGATE				
OTHER LIABILITY (SPECIFY) <input checked="" type="checkbox"/> Responsabilité professionnelle <input type="checkbox"/>	La Souveraine, Compagnie d'assurance générale - SOV79159015	2023/01/17	2024/01/17		\$25,000	\$5,000,000		

5. CANCELLATION

6. BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS		7. ADDITIONAL INSURED NAME AND MAILING ADDRESS (Commercial General Liability- but only with respect to the operations of the Named Insured)		
Lemieux Assurances 1610 Alphonse-Desjardins Boulevard Suite 300				
Lévis	QC	POSTAL CODE	G6V 0H1	
BROKER CLIENT ID: 90815-1				POSTAL CODE

8. CERTIFICATE AUTHORIZATION

ISSUER Lemieux Assurances	CONTACT NUMBER(S)		
AUTHORIZED REPRESENTATIVE Priscilia Beaulieu	TYPE Main	NO. (418) 835-0939	TYPE Télécopieur NO. (418) 835-5810
	TYPE	NO.	TYPE NO.
SIGNATURE OF AUTHORIZED REPRESENTATIVE 	DATE September 1, 2023	EMAIL ADDRESS pbeaulieu@lemieuxassurances.com	



TOUR INCLUDES

- Bus transportation throughout your tour
 - Professional tour manager with your group throughout the tour
 - Three nights Hotel accommodations in the Montreal area
 - Two nights Hotel accommodations in the Quebec area
-
- Breakfast included at the hotel daily
 - 5 Dinners
 - Sit-Down dinner at a restaurant
 - Dinner at Restaurant du Vieux Port
 - Sit-Down dinner at a restaurant
 - Dinner at Le Petit Chateau
 - Dinner at Cabane a Pierre
 - Security at the hotel for your group so chaperones can sleep easy at night
 - City tour of Montreal
 - Admission and self-guided visit at the Notre Dame Basilica
 - Free Time in Vieux-Montréal
 - Free Time at the Underground City
 - Montreal Ghost Tour
 - Admission to the Montreal Museum of Fine Arts
 - Free Time on Rue St. Denis
 - Admission to The Montreal Biodome
 - Trampoline and Laser Tag at SkyTag Montreal
 - Guided walking tour of Quebec City
 - Visit to the Plains of Abraham in Quebec City
 - Visit to the Sainte-Anne-De-Beaupre' Basilica
 - Visit to Chez Marie Bakery
 - See the falls at Montmorency
 - Security at the hotel for your group so chaperones can sleep easy at night
 - Gratuities for the bus driver
 - Gratuities for the tour manager
 - Trip delay and medical insurance coverage up to \$100,000 per person
 - One free place in single occupancy for every 10 paying passengers
 - FREE website where travelers can register and pay online with no monthly fees

TOUR PRICING

Prices are per person and based on a minimum of 30 paying passengers per bus.

Quad Room	Triple Room	Double Room	Single Room
\$1875	\$1947	\$2093	\$2530

We have provided you with some documents that will help you in the planning, fundraising, and execution of your trip as well as information about our company.

[Download our Trip Planning Manual](#)

[Download our Fundraising Guide](#)

[Download our Sample Parent Trip Information Letter](#)

[Download our Introductory Packet](#)

WHY CHOOSE EDUCATIONAL TRAVEL ADVENTURES?

Our dedicated team has been traveling with students for over 22 years! Let us make your trip perfect from the planning to the registration and payments to travel time. We offer competitive pricing with no hidden costs or unexpected fees. You're making the right choice with ETA!

We can supply you with flyers and PowerPoint presentations.

You can use these for parent meetings to get the word out about your trip.

Customized Website with Online Registration & Payments - FREE.

Registration and payments are simple with an easy online website customized with all of your trip details. We accept all major credit cards, debit cards, e-checks and if preferred, checks or money orders can be mailed to our office.

Itineraries are Customized for You and Your Group is Never Combined with Another!

You'll have a tour manager and bus dedicated to your group. If you need to make minor changes along the way, that's ok and there are no worries about students from other schools that you have never met before.

Enjoy Sit Down Dinners in Restaurants!

Unless otherwise requested, you won't have to eat all your meals in food courts.

Sleep Easy with Night Security at the Hotel.

If desired, this can be included with your trip.

Cancel For Any Reason Insurance!

For a small charge you can add optional insurance that allows individuals to cancel with little or no penalty.

TOUR ITINERARY

Thursday, June 12, 2025

You will take a break for lunch (not included).

You'll depart on the bus for your trip. The bus should arrive 15 minutes prior to this departure time.

You will meet your tour manager.

You'll drive to your next stop.

You'll arrive at your hotel and check in.

You will have dinner.

Uniformed security guard will be at the hotel to monitor the hallways during the night.

Friday, June 13

You'll have breakfast.

You'll board your bus and depart the hotel for the day.

You'll take a guided city tour of Montreal. You'll start with a walk down St. Catherine Street through Montreal's great shopping area and then you'll head past McGill University. There, you'll enter Montreal's "Underground City." You'll exit near the financial district and Chinatown, and then you'll continue to the Old City. There, you'll see City Hall, Place Jacques Cartier, and the Old Port.

You'll visit the magnificent Notre Dame Basilica. Montreal's oldest Catholic church, built in 1656, is known for its intricately designed interior, which includes stained glass chronicling the history of the city.

You will take a break for lunch (not included).

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You'll have free time in Old Montreal (Vieux-Montréal) which has been preserved in much of its original state, with the oldest buildings dating back to the 1600's. Old Montreal is European in character. Cobblestone streets, a café culture and historic 17th and 18th century architecture all contribute to the quaint charm that is unique amongst cities in North America. You'll stroll down St. Paul, the oldest street in one of North America's oldest cities that runs through the heart of Montreal and have a moment to relax in Place Jacques Cartier, formerly a market, it is now one of the city's main gathering places and entertainment sites.

You'll visit the Underground City of Montreal. The name "the Underground City" refers to the vast network of pedestrian walkways below the city. There are 20 miles of connecting passageways beneath downtown, with the subway, commuter trains and buses also converging here. Approximately 500,000 people circulate daily on this network, where some 2,000 shops and restaurants, 10 major hotels, museums, theaters and universities can be found.

Dinner at Restaurant du Vieux Port. Situated directly on St. Paul Street in a beautiful, century-old structure. Inside, you're greeted by old stone walls, wood floors, cozy fireplaces and an attentive staff.

You'll drive to your next stop.

Explore Old Montréal in a truly different way and meet the spirits and ghosts that haunt its streets! You will be astonished and captivated as witches, charlatans and former criminals await you in the dark corners of Old Montréal... Hear their memories filled with legends, grim stories, criminal intrigues, mysteries and secrets...

You will return to your hotel for the evening.

Saturday, June 14

You'll have breakfast.

You'll board your bus and depart the hotel for the day.

You'll visit the Montreal Museum of Fine Arts, Canada's oldest and one of its most important art institutions. The museum was founded in 1860 and has been guided by a commitment to attract people from all walks of life. The museum has a large collection of decorative and ethnographic objects, 19th-century paintings, and Canadian paintings, prints and drawings, only a small fraction of which can be displayed at a time. It also hosts major traveling shows.

You'll enjoy free time to shop, eat and explore along Rue St. Denis. This avenue is lined with attractive town houses, today occupied by restaurants, art galleries and fashionable stores. The area became known as Montreal's Quartier Latin (Latin Quarter) when several institutions of higher education were established here during the early 20th century. The houses were divided into smaller apartments to accommodate the many students attending these institutions.

You'll visit the The Montreal Biodome, a facility located in Montreal that allows visitors to walk through replicas of four ecosystems found in the Americas. You'll pass from the Laurentian Forest to the rivers and the rain forest and through the Arctic seeing tapyrs, birds, fish beavers and more.

You will have dinner.

You'll experience SkyTag with Trampoline and Laser Tag. Over 10,000 square feet of trampolines including the interactive Wipe Out, the Interactive Obstacle course, Dodgeball, Basket-Ball, Open Court and a Foam Pit. Over 8,000 multi-level Laser Tag arena, making it the biggest arena in the Montreal and surrounding area.

Sunday, June 15

You'll have breakfast.

You'll check out of your hotel room.

You'll board your bus and depart the hotel for Quebec

You'll return to Quebec City and have free time to enjoy the city and the Carnaval activities during the afternoon.

ramparts surrounding Old Quebec (Vieux-Quebec) are the only fortified city walls remaining in the Americas north of Mexico. Your tour will begin with a stop at Place d'Armes (Armoury Square), right at the heart of the Old Town. You'll also see the Dufferin Terrace with its breathtaking view of surrounding landscapes, the St-Lawrence River and Quebec City's Citadel. Next you'll see the famous Chateau Frontenac and then you'll continue on the charming streets and alleys of the Old Town. You'll have a chance to explore the walls of the old city the Lower Town and the Citadel near the Plains of Abraham.

You will visit the Plains of Abraham. Known for the clash of supremacy between the French and British empires, where it set the scene of the 1759 conquest. This would later decide the fate of North America. It is today known as a city park of outstanding value with over a hundred and three hectares of grassy meadow. It is also the one of the sites that hosts the annual Winter Carnival festivities.

You'll dine at Le Petit Chateau. Le Petit Château is located just a few steps from the Château Frontenac. Its contemporary décor invites you in to sample a wide selection of crêpes, fondues and other traditional delights.

You'll arrive at your hotel and check in.

Monday, June 16

You'll have breakfast.

You'll visit the Basilica, a shrine dedicated to Sainte Anne. Even though little is known about Saint Anne, the mere fact of being the mother of Mary and the grandmother of Jesus is enough for the Church's recognition and veneration since time immemorial. The Basilica is built in Romanesque Revival style and is in the shape of a cross. Many people from around the world make a pilgrimage to this location every year.

You'll visit Chez Marie Bakery, a stone homestead built in 1652, and sample great fresh bread with assorted jams and maple produce.

You'll see Montmorency Falls. This spectacular waterfall is almost 100 feet higher than Niagara Falls and is one of the most impressive waterfalls in North America. You'll marvel at the magnificent view from the cable car as you glide by.

You'll begin your drive to the next stop.

You'll have dinner at Cabane a Pierre. This log cabin structure will put you in mind of the logging camps of long ago. The atmosphere is festive any time of the year with succulent country meals and entertainment provided by professional chansonniers and musicians.

You'll drive to your next stop.

Uniformed security guard will be at the hotel to monitor the hallways during the night.

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Tuesday, June 17

You'll have breakfast.

You'll check out of your hotel room.

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If desired, this can be included with your trip.

Cancel For Any Reason Insurance!

For a small charge you can add optional insurance that allows individuals to cancel with little or no penalty.

WHAT DO I DO NEXT?

If you like the proposal, we can set up a tour agreement and confirm your group. If there is something you want to change, let us know and we can send you a revised quote. Everything is completely customized and we would be happy to make any changes that you wish. Once you decide on a final trip itinerary we will issue a tour agreement that will outline the payment terms for your group. At that time you can choose to handle the participant registration yourself or via a customized trip website that we can create.

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RESERVATIONS / BOOKING CONDITIONS

- This quote is valid for fifteen days. We will issue a tour agreement and confirm all services upon your request. No space is currently reserved and prices are not guaranteed until the tour agreement is signed by both parties and your deposit is received.
- Prices are based on the number of paying passengers specified and are subject to change if the minimum number indicated is not booked. Prices vary based on the number of people sharing each room. Each room will hold up to four people and prices have been given based on either one, two, three or four people sharing a room.
- There are no hidden costs or extra fees. If an attraction or location with an admission charge is listed on "Package Includes" then the cost to enter is included. We do not charge higher prices for adults. All participants pay the same price! Current volatility and extreme increases in the cost of fuel has made it necessary to let you know about the possibility of a fuel surcharge. In the past we have always absorbed these charges but we do reserve the right to pass increases (due to fuel costs) imposed by our transportation suppliers on to you. These surcharges have typically been between 1% to 4% of your trip cost.
- A deposit is required with your signed tour agreement to confirm space.
- Final balances and a final rooming list are due sixty days prior to departure.
- Travel insurance is available and strongly recommended. It enables individuals to cancel and receive a full refund due to a family or medical emergency or to cancel for any reason at all and receive a 70% refund. It is also provides trip delay coverage in the event of service delay or cancellation by a common carrier.

REFERENCES

Educational Travel Adventures has been in business for more than twenty years and has planned successful and memorable tours for thousands of student travelers. Please ask for references so that you may speak with a fellow tour planner about their experiences with our company.



Questions? I'm available. Just let me know.



Safina Eck-Goetz

GET IN TOUCH

Price valid until 7/31/2024

STUDENT

\$2,299

or \$221/ 10 mos

ADULT

\$2,749

or \$266/ 10 mos

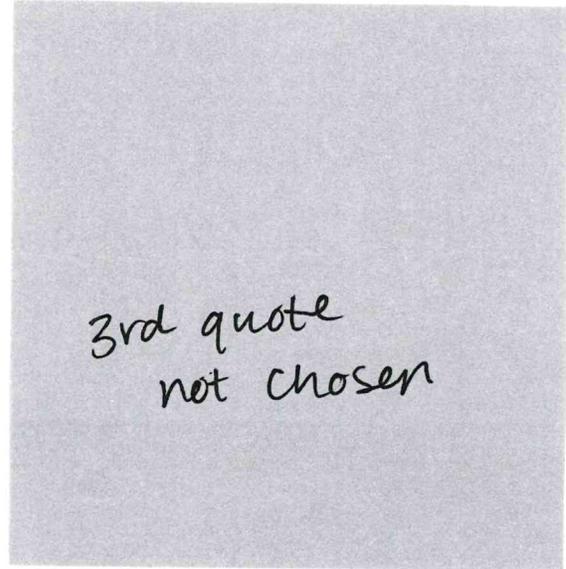
Travel Dates 2025

Earliest departure	Requested dates	Latest return
JUN 15	JUN 17 – JUN 22	JUN 24

✈ Depart from Detroit (MI)

YOUR TOUR

TEAM & SUPPORT



31



DAY 1

Montréal

Hi there! How can we help you today?

- Chinatown

Enjoy an evening activity

Take a guided tour of Montréal

- Mount Royal Park
- Jacques Cartier Square
- Old Port
- McGill University

Visit the Notre-Dame Basilica

Explore on your own or add this in-depth excursion:

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Bicycle tour of Montréal



Visit Montréal's Museum of Archaeology and History

Enjoy an Old Montréal dinner

Enjoy an evening activity

Experience a view of Montréal from the top of Canada's tallest
Ferris wheel, La Grande Roue

Travel to Québec City

Visit the Capital Observatory

Take a guided tour of Québec City

- Streets of the Old City
- Petit Champlain Street
- Château Frontenac
- Dufferin Terrace
- Upper Town

Participate in a historical interpretation and re-enactment at the Plains of Abraham

Take a walking tour of Québec City

- Cape Diamond, the city's highest point
- Citadelle
- Promenade des Gouverneurs

Visit a museum in Old Québec, which may include:

- Museum of the Fort
- The Citadelle of Québec
- Museum of Civilization

Enjoy dinner at a traditional sugar shack

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Take an excursion to the Beaupré Coast

Visit Montmorency Falls

- 270-foot falls (almost 100 feet higher than Niagara)

Visit one of Québec's educational Economuseums

Visit the Basilica of Sainte-Anne-de-Beaupré

Enjoy an evening activity

Travel to Montréal

Depart for home



East Lansing
Public Schools

MEMORANDUM

TO: ELPS Board of Education, Dori Leyko, Superintendent

FROM: Richard Pugh, Director of Finance & Operations

SUBJECT: Action Item – Audited Financial Statements for the Year Ended June 30, 2024

DATE: September 11, 2024

Recommendation:

It is recommended that the Board of Education accept the audited financial statements for the year ended June 30, 2024 as presented.

Background:

Districts are required to have an annual independent audit of its year-end financial statements. The attached audited financial statements will be posted to the District's website per transparency reporting requirements. Dave Nielsen, Principal from Maner Costerisan, CPAs will present the audited financial statement to the Board of Education on September 23, 2024.

The June 30, 2024 General Fund fund balance is \$15,960,868 (28.3% of total revenues and other financing sources) or an increase of \$458,914 from prior year. The audited ending fund balance is an increase over the final budget revision by \$995,003 (1.8% of total expenditures). Page 55 of the Report on Financial Statements is a nice summary of the General Fund budget to actual results.