



WAVERLY
COMMUNITY SCHOOLS
Pride. Tradition. Excellence.

Waverly Community Schools

Regular Meeting

Monday, May 21, 2018 6:30 PM

Agenda of Regular Meeting

The Board of Education Waverly Community Schools

A Regular Meeting of the Board of Education of Waverly Community Schools will be held May 21, 2018, beginning at 6:30 PM in the Board Room, 515 Snow Road, Lansing, MI.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

- I. Call to Order and Pledge to the Flag - Vice President Angela Witwer
- II. Special Presentations
 - A. Moderately, Cognitvely, Impaired (MoCI) - Presented by Randy Cusack
 - B. Robotics - Presented by Jeffry Parks
- III. Correspondence
- IV. Public Comment
- V. Student Representative Report
- VI. Board Member Comment
- VII. Adoption of Agenda
- VIII. ***Approval of Minutes 4
- IX. Presentation of Reports
 - A. Advisory Committee Reports
 - 1. Personnel & Policy - Member Nester
 - 2. Finance & Facilities - Member Wright
 - a. Adhoc Committee - W. View - Member Jones
 - 3. Teaching & Learning - Member Sherry
 - 4. Sinking Fund - Member Sherry
 - B. Personnel & Policy
 - 1. ***Recommendation to approve Report #17-66, Personnel Recommendations 10
 - 2. Recommendation to approve Report #17-60, Policy (Second Reading) 11
 - C. Finance & Facilities
 - 1. ***Recommendation to approve Report #17-67, Finance Report 12
 - 2. Recommendation to approve Report #17-68, Technology Device Purchase - 19

Laptops	
3. Recommendation to approve Report #17-69, Baseball Dugouts and Pool Mezzanine	25
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5. Recommendation to approve Report #17-71, Technology Device Purchase - i-Pads	32
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X. Superintendent's Report	
XI. Closed Session	
XII. Other Board Business	
XIII. Adjournment	
XIV. ***Denotes Consent Agenda	

The Board of Education of the Waverly Community Schools Minutes of Regular Meeting, April 16, 2018

Opening of Meeting

The regular meeting of the Waverly Community Schools Board of Education was held Monday, April 16, 2018, in the Board Room of the Waverly Administrative Center, 515 Snow Rd., Lansing, Michigan. The meeting was called to order at 6:30 PM by President Britt Slocum and the pledge to the flag was led by WHS Principal, Chris Huff.

Members Present: Mr. Britt Slocum, President
Mrs. Angela Witwer, Vice President
Mrs. Mary Ann Martin
Mr. Alan Wright, Vice Secretary-Treasurer
Mrs. Melissa Sherry
Mr. Calvin Jones, Trustee
Mrs. Holly Nester, Trustee

Student Rep. Present: Ms. Brina Williams

Staff Present: Kelly Blake, Superintendent
Patty Roost
Andrew Shauver
Tim Lyman
Dr. Aileen Myer
Susan Friend
Tiffany Wright
David Palme
Helene McNeilly
Chris Huff
Mike Moreno
Shawn Talifarro
Vickie Tisdale
Molly Francis
Teri Collette-Such
Todd Simon

Others Present: Danielle Williams

Special Presentations:

Andrew Shauver – Instructional Technology Coach, shared with the Board the Student Technology Showcase that will take place in May. May 10, 2018 from 5:30 – 7:00 PM in the WHS – Media Center. There are 25 exhibits available for the community to see at the WHS. There will be teachers and learners from all over the district showing a variety of different pieces of technology that they are working on.

Tim Lyman, Elmwood Elementary School Principal, presented the Elmwood Elementary 2017-2018 Board Report – Mr. Lyman spoke about “Relationships” and how important those are in his building. Activities that they do in their building like “Girls on the Run”, Porcupine Challenge”, Family Breakfasts (Fall & Spring) and the 3rd & 4th grade Satellite Choir. Relationship activities that they do with their families, including the Fall & Spring Family Breakfasts, Elmwood Ball, Family Bowling Night and the End of Year Community Event. Relationship with Staff – They have a shout out board, food for late start days and their “Culture Club” – Committee Work. Mr. Lyman spoke about MTSS and PBIS (Positive Behaviors, Interventions and Supports). He also showed some “overall” results from M-Step from 2014-15 until 2016-17. Also M-Step results by subject, comparing Elmwood to the State.

Chris Huff, Waverly High School Principal, started with presenting the WHS assessment results for the classes of students that are currently at the high school and how they are improving. He also went over the new School Index and showed the Board how the Overall Index is calculated. Mr. Huff talked about NICHE and where Waverly Senior High School ranks with nearly 100,000 schools and districts based on statistics and millions of opinions from students and parents. Waverly is #4 of 1,063 in Most Diverse Public High Schools in Michigan! #111 of 618 for Best College Prep Public High Schools in Michigan, and #225 of 691 Best Public High Schools in Michigan. Not Bad! Principal Huff also showed the results they have gotten by providing “PRIDE” class. In each category students are doing better than they were without this class. He also presented a list of all the clubs that are available to students in the high school. (Not to mention all of the sports that they can participate in) Who knew that K-Wave stands for Korean Pop Music Club? Did you know that this year we have added 174 new students, just at the high school? Enrollment is now over 1100 students. Principal Huff also spoke about Delayed Start Initiatives that they are using at the high school and showed a photo collage of some of the fine people that have come to speak to our high school students! Mr. Huff’s presentation was a ½ hour long for 8 slides!

Dr. Aileen Myer, Alternative Education, spoke about the fact that they also (like Elmwood) work on Relationships, they celebrate successes, work on motivating students and holding them accountable. They work on Edgenuity to recover credits and earn grade level credits. She discusses with students their personal and academic goals and they review graduation progress and calculate daily percentage goals. Visuals are used to show the students how well they are doing, including a bulletin board - On Target for Graduation, Calendars to show a competition between the morning and afternoon classes, targets to show how they are doing with meeting their target goals. They also have a Wall of Success board and a Student of the Week board. Students report they can be successful because of: Less distractions, Strong teacher/student relationships, Flexible Schedules and Work at my own pace. They have completed a total of 681 classes they have 36 graduates!

Correspondence:

None

Public Comment:

Addressing the Board during Public Comment was Todd Simon.

Student Representative Report

Brina Williams reported what is going on at the WHS.

Apr. 18 – 6:30 PM – Band Jazz Night - CANCELLED

Apr. 25 – Honor Society Induction Ceremony – 7:00 PM

Apr. 26 – Senior Meeting

May 5 – Prom @ Lansing Center – 7:30 – 11:00

May 10 – Band Bounce – Auditorium

May 10 – Advanced Art Showcase – 6:30 PM

May 11 – Decision Day – Celebrate college/work/military choice

May 11 – Reflections Pops Concert – 6:30 PM

May 12 – Senior Party – 7:00 – 11:30 PM

May 15 – 6:30 PM – Orchestra Concert

May 17 – Choir Spring Sing – 7:30 PM

May 19 – Relay for Life @ Beagle Elementary 11:00 AM – 11:00 PM (Various Waverly clubs and groups are participating.

May 23-25 – Senior Exam days

May 25 – SENIORS LAST DAY

May 31 – 7:00 PM – Senior Honors Night

June 2 – Graduation – 7:00 PM – Wharton Center

Board Member Comment:

Member Martin – Excited about the Robotics Group and all of the wonderful things it has achieved. Lots and lots of cars in both large parking lots on Sunday. It was a dance recital and Member Martin is happy to see our facilities being utilized.

Member Witwer – Thank you for the presentations. Also Thank You to Vickie Tisdale for Member Witwer’s recent visit to Waverly East. And our Robotics team was talked about at Economic Club in the city which is a huge audience. It is great to hear today about all of the great things going on at Waverly. It is just amazing how many things are going on in Waverly and it is so positive. Thank you to the kids in Robotics because they have gotten a lot of sponsorships and if you watch their Facebook page they are doing everything right getting money for their team. They are thanking people profusely for sponsoring their team.

Member Wright – Looking forward to the Technology Showcase.

Member Sherry – Just wanted to say thank you to all of the presenters. Also Thank you to Susan Friend for putting together the fieldtrip for the H.S. kids. They didn’t just go to one place, they were all over the place! A shout out for Nicole Ole-Shaw for all of the time she spends, and it is a lot, doing MSU concessions etc....to earn money for Waverly groups. Congratulations to Dr. Myer!

Member Jones – Consumers Power CEO recognized our Robotics group. Member Jones thinks that we should have the different clubs and groups from the H.S. come to a Board Mtg. and show & tell us about what they are doing. We have several Waverly kids in the BWL First Step program. They earn \$10 per hour and \$1500 scholarship to LCC. Thank you to the presenters tonight and Congratulations to Dr. Myer.

Member Nester – Thank you to the presenters. It makes her proud to hear all of the awesome things that are happening in Waverly. She agrees with Member Jones that we should extend an invite to the clubs and groups to come in and talk at a Board Mtg.

Member Slocum – Thank you everyone for your presentations. Ditto on everything else that was said.

Adoption of Agenda

A motion was presented by Member Martin and supported by Member Jones. Motion: The Board of Education approve the agenda as presented.

Motion carried. Vote: AYES – 7; NAYS – 0

******Approval of Minutes***

The minutes of the regular meeting of March 19, 2018 were approved as presented.

Advisory Committee Reports:

Windemere View Adhoc Sub-Committee - Member Jones reported that the area around Windemere View is completely fenced. Asbestos removal will be done by Friday. Demolition of the building could start as early as next Monday, depending upon the weather.

******Personnel Report #17-59 – For Action***

The Board of Education approved the employment of (Non-Certified) Ann Marie Lindsay (H.R. Specialist – Admin.); the Transfer of (Certified) Michelle DeBrabander (from Winans PE Teacher to Interim Winans Asst. Principal – thru June 2018); the resignation of (Certified) Laurel Trombly (Teacher - WMS); and the retirement of (Non Certified) Brenda Emmert (WMS Food Service) effective 5-31-2018; and Denise Boughton (WMS Food Service) effective 6-18-2018.

Personnel & Policy – For Discussion - Bylaws – (First Reading) – Report #17-60

New Policy 1421	Criminal History Record Check
New Policy 1439	Administrator Discipline
New Policy 2410	Prohibition of Referral or Assistance
Revised Policy 2414	Reproductive Health and Family Planning
New Policy 2418	Sex Education
Revised Policy 3121	Criminal History Record Check
Revised Policy 3139	Staff Discipline
Revised Policy 4121	Criminal History Record Check
Revised Policy 4139	Staff Discipline
Revised Policy 8142	Criminal History Record Check
Revised Policy 8321	Criminal Justice Information Security
Revised Policy 7540.03	Student Technology Acceptable use and Safety
Revised Policy 7540.04	Staff Technology Acceptable use and Safety
Revised Policy 7540.05	District-Issued Staff E-Mail Account
New Policy 7540.06	District-Issued Student E-Mail Account
Revised	Thrun – Student Discipline Package
Revised Bylaw 166.2	Meeting Format

Recommendation to approve – Report #17-61 – Business Services Contract Extension

The Superintendent recommends the Board of Education approve a contract extension with Ingham Intermediate School District for the Scope of Services described in the attached Business Services Agreement. A motion was presented by Member Wright and supported by Member Martin. MOTION: The Board of Education approve the recommendation to continue our existing contract for payroll and benefits services.

Discussion: Member Slocum said that he had a question but Evan wasn't in attendance. Member Martin also has a question. She is assuming that the ISD is doing a good job as far as Evan can tell. Susan Friend, H.R. Director spoke up and said that she and Evan monitor this together and she thinks that they are doing a great job. Susan turned to the Principals and asked them if they also thought that the process was working well and they agreed. They are very timely and responsive and if there are any changes or anything they are always willing to push the envelope for us. She also mentioned that they have many other people that can step in and do the work if someone is out sick or on vacation, and we don't have that here.

Motion carried. Vote: AYES – 7; NAYS – 0

******Finance Report - #17-62 – For Action***

The Board of Education approved the Finance Report as presented.

Amendment to the Waverly Community Schools Section 125 Cafeteria Medical Benefits Plan – Report #17-63 – For Action

A motion was presented by Member Wright and supported by Member Sherry. MOTION: The Board of Education approve the resolution to amend the Waverly Community Schools Section 125 Cafeteria Medical Benefits Plan, effective July 1, 2018 and authorize the Superintendent to execute each amendment as written.

Motion carried. VOTE: AYES: 7; NAYS: 0

Recommendation to approve - Report #17-64 – Extended Field Trip

A motion was presented by Member Nester and supported by Member Witwer. MOTION: The Board of Education approve the Extended Field Trip to Quebec City, Canada in June of 2018 by Amy Parson – Waverly High School Language Teacher as presented.

Discussion: Member Martin would like them to come to a Board Meeting after their trip to tell us about their trip.

Motion carried. Vote: AYES – 7; NAYS – 0

Recommendation to approve - Report #17-65 – Ingham ISD General Education Fund 2018-2019 Proposed Budget.

A motion was presented by Member Martin and supported by Member Wright. MOTION: The superintendent recommends the Board of Education support the IISD Budget Resolution as presented in the support material.

Motion carried. Vote: AYES – 7; NAYS – 0

Superintendent's Report

Superintendent Blake said:

- Congratulations again to Aileen Myer for getting her doctorate.
- She also thanked Chris, Tiffany, Susan and Evan for the fieldtrip and also the PLC at the high school that planned the environment for testing, Amber, Matt & Mike.
- Congratulations to the Robotics team who will be going to Nationals. They have been doing a lot of fundraising and we are proud of them because they have been working really hard. We are going to pay for them to go to Nationals and then they can use the money that they have been fundraising for food.
- State testing has started. It has been busy in every school.
- We are happy to have back our H.R. Specialist – Ann Marie Lindsay who missed us and decided to come back. She started last Wednesday.
- Kristin Kochheiser at Waverly East, won a special scholarship and WLNS covered it from Gruebau Orthodontists. They paid for special items in her classroom. It was a surprise.
- And we have a special treat for everyone who made it through the long meeting. Ice Cream cookie sandwiches from the MSU Dairy store because of their fieldtrip last week.

Other Board Business

Member Martin: Thanked all of the presenters tonight.

***Denotes Consent Agenda

Adjourned @ 8:22 PM

Respectfully submitted,

Mary Ann Martin, Secretary
par

WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
May 21, 2018

Report #17-66

Subject: Personnel Report**

A. Employment – Administration

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Christopher Smith	Winans Assistant Principal	\$88,494	8/6/2018

B. Transfer – Certified

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
Randa Chakhtoura	Food Service Substitute	Lunch Aide Elmwood	5/17/2018

C. Retirement – Certified

<u>Name</u>	<u>From Position</u>	<u>Years</u>	<u>Effective</u>
Kathy McDaniel	High School Teacher	29	6/30/2018
Melissa Lamb	School Psychologist	2	6/30/2018
Virginia Murphy	High School Teacher	20	6/30/2018

D. Retirement – Non-Certified

<u>Name</u>	<u>From Position</u>	<u>Years</u>	<u>Effective</u>
George Dixon	Custodian	21	6/30/2018
Annette Knapp	High School Paraprofessional	22	6/08/2018
Bethann D’Mello	Elmwood Food Service	19	5/16/2018
Cathy Patino	Elmwood Food Service	26	6/08/2018
Maureen Chartrand	Elmwood Food Service	17	6/08/2018

E. Resignation – Certified

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
Nathan Oliver	High School Teacher	Personal	6/30/2018
Alexandria Distan	Speech & Language Pathologist	Personal	6/30/2018
Tessa Joseph	1 st Grade Teacher Winans	Personal	6/30/2018

F. Resignation – Non-Certified

<u>Name</u>	<u>From Position</u>	<u>Reason</u>	<u>Effective</u>
Joshua Kirkland	Winans Paraprofessional	Personal	6/08/2018

G. Transfer – Non-Certified

<u>Name</u>	<u>From Position</u>	<u>To Position</u>	<u>Effective</u>
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H. Employment – Certified

<u>Name</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
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I. Employment – Non-Certified

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
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**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
May 21, 2018**

Report #17-60

FOR ACTION

Subject: POLICY – Second Reading

Recommendation:

The Superintendent recommends the Board of Education approve the policy updates listed below at second reading.

Volume 32, No. 1

New Policy 1421	Criminal History Record Check
New Policy 1439	Administrator Discipline
New Policy 2410	Prohibition of Referral or Assistance
Revised Policy 2414	Reproductive Health and Family Planning
New Policy 2418	Sex Education
Revised Policy 3121	Criminal History Record Check
Revised Policy 3139	Staff Discipline
Revised Policy 4121	Criminal History Record Check
Revised Policy 4139	Staff Discipline
Revised Policy 8142	Criminal History Record Check
Revised Policy 8321	Criminal Justice Information Security
Revised Policy 7540.03	Student Technology Acceptable use and Safety
Revised Policy 7540.04	Staff Technology Acceptable use and Safety
Revised Policy 7540.05	District-Issued Staff E-Mail Account
New Policy 7540.06	District-Issued Student E-Mail Account

Policy/Forms

Revised	Thrun – Student Discipline Package
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Bylaws

Revise Bylaw 166.2	Meeting Format
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**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
MAY 21, 2018**

Report #17-67

FOR ACTION***

Subject:

Finance Report

Recommendation:

It is recommended the following be approved:

Financial Report:

The cash balance as of March 31, 2018 was \$4,675,716.36. Receipts during April, consisting of property taxes, state aid and other revenues in the amount of \$3,022,190.60 minus disbursements during April of \$2,608,852.01, left the district with a General Fund cash balance, as of April 30, 2018, of \$5,088,973.41, including \$1,500,000.00 from the issuance of a State Aid Note.

On a modified accrual basis, 2017-18 General Fund expenditures/transfers-out exceed revenues/transfers-in by \$695,678. A summary of year to date activity in comparison to the original budget is included in the supporting documentation.

On a modified accrual basis, 2017-18 Sinking Fund revenues exceed expenditures by \$36,494. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

On a modified accrual basis, 2017-18 Capital Improvement Fund revenues/transfers-in exceed expenditures/transfers-out by \$853,067. A summary of year to date activity in comparison to the budget is included in the supporting documentation.

The balance of the 2016 Building and Site, Series II Bonds remaining to be allocated, including \$12,043 of accrued interest, is \$966,784. A summary of life to date activity is included in the supporting documentation

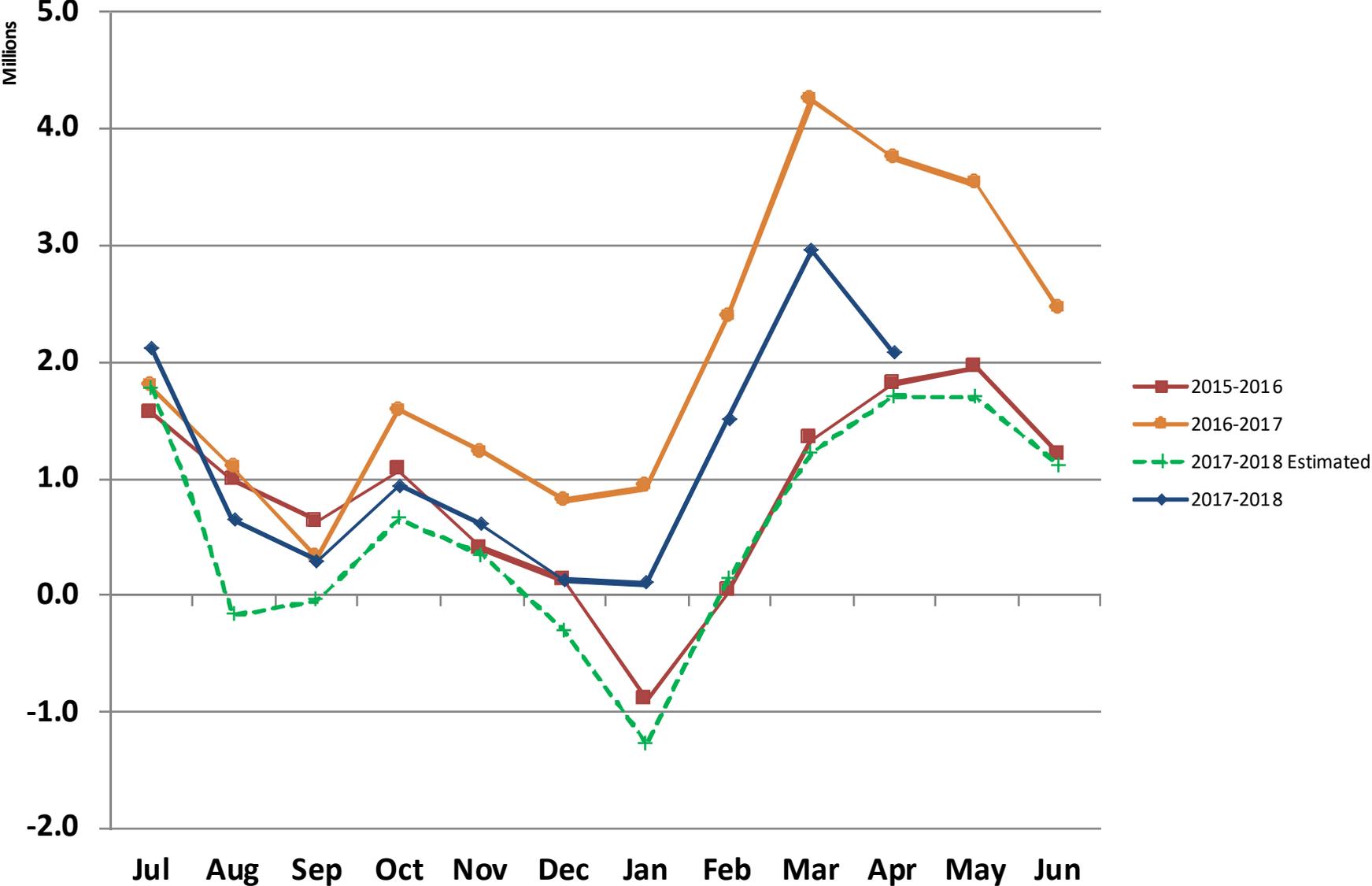
Waverly Community Schools

Finance Committee - Cash Position Report

For the Month Ended April 30, 2018

Balance on Hand March 31, 2018	4,675,716.36
Revenues	
State Aid	1,921,523.48
Taxes	61,524.77
Other Revenue	1,039,142.35
Interfund Transfers In	-
State Aid Note Proceeds	-
	<u>3,022,190.60</u>
Disbursements	
Payroll and Related Liabilities	(2,118,036.90)
Other Expenditures	(490,855.88)
State Aid Repayment	-
	<u>(2,608,892.78)</u>
Prior Month Adjustments During April 2018	(40.77)
Balance on Hand April 30, 2018	<u><u>5,088,973.41</u></u>
PNC Bank - General	4,996,364.23
MILAF	7,510.10
PNC Bank - Payroll	46,458.16
Comerica - Checking	<u>38,640.92</u>
	<u><u>5,088,973.41</u></u>
Difference	-

Waverly Community Schools Cash Flow Analysis (Monthly Lows)



**Waverly Community Schools
Budgetary Comparison Schedule
For the Month Ended April 30, 2018**

	Revised Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	9,255,690	9,035,061	(220,629)	2.4%
State sources	21,275,640	13,746,740	(7,528,900)	35.4%
Federal sources	772,672	432,334	(340,338)	44.0%
Intergovernmental	2,860,627	2,053,565	(807,062)	28.2%
Transfers In	75,000	-	(75,000)	100.0%
Total revenue	34,239,629	25,267,700	(8,971,929)	26.2%
Expenditures				
Current:				
Instruction:				
Basic program	15,247,511	11,172,895	(4,074,616)	26.7%
Added needs	4,031,018	3,027,347	(1,003,670)	24.9%
Total instruction	19,278,529	14,200,242	(5,078,286)	26.3%
Support Services:				
Pupil	2,902,641	2,060,280	(842,360)	29.0%
Instructional staff	1,426,690	989,963	(436,727)	30.6%
General administration	255,621	265,771	10,150	-4.0%
School administration	2,397,067	1,935,680	(461,387)	19.2%
Business	504,628	381,055	(123,573)	24.5%
Operations and maintenance	3,479,645	2,684,247	(795,398)	22.9%
Pupil transportation services	991,759	762,868	(228,891)	23.1%
Central	410,775	322,080	(88,695)	21.6%
Other	64,718	59,883	(4,835)	7.5%
Total support services	12,433,544	9,461,828	(2,971,715)	23.9%
Athletics	522,934	456,179	(66,755)	12.8%
Community services	42,416	36,726	(5,690)	13.4%
Non Publics	6,925	5,685	(1,240)	17.9%
Debt service:				
Principal	130,000	130,000	-	0.0%
Interest	16,850	14,250	(2,600)	15.4%
Capital outlay	598,065	188,232	(409,833)	68.5%
Payments to other public schools	926,178	620,236	(305,942)	33.0%
Total expenditures	33,955,440	25,113,379	(8,842,062)	26.0%
Excess of Revenue (Under)Over Expenditures	284,188	154,322	(129,867)	
Transfers Out	850,000	850,000	-	0.0%
Change in Fund Balance	(565,812)	(695,678)	(129,867)	
Favorable Expenditure Variance (1.5%)	509,332			
Projected Change in Fund Balance	(56,480)			
Fund Balance - Beginning of year	4,220,636			
Fund Balance - End of year	4,164,156			12.3%

Waverly Community Schools
Sinking Fund - Budgetary Comparison Schedule
For the Month Ended April 30, 2018

	Revised Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	815,046	802,429	(12,617)	1.5%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	-	-	-	0.0%
Total revenue	815,046	802,429	(12,617)	1.5%
Expenditures				
Current:				
Support Services - Business	-	40	40	0.0%
Support Services - Central	-	-	-	0.0%
Facilities Acquisition, Construction and Improvements:				
Site Acquisition Services	-	-	-	0.0%
Site Improvement Services	439,820	262,798	(177,022)	40.2%
Architecture and Engineering Services	22,825	55,698	32,873	-144.0%
Building Acquisition and Construction Services	-	-	-	0.0%
Building Improvement Services	447,400	447,400	-	0.0%
Other Acquisition and Construction Services	-	-	-	0.0%
Total expenditures	910,045	765,935	(144,110)	15.8%
Excess of Revenue (Under)Over Expenditures	(94,999)	36,494	131,493	
Transfers Out	-	-	-	
Net Change in Fund Balance	(94,999)	36,494	131,493	
Fund Balance - Beginning of year	765,909			
Fund Balance - End of year	670,910			

Waverly Community Schools
Capital Improvement Fund - Budgetary Comparison Schedule
For the Month Ended April 30, 2018

	Revised Budget	Actual	Over (Under) Budget	% Available
Revenue				
Local sources	-	3,067	3,067	0.0%
State sources	-	-	-	0.0%
Federal sources	-	-	-	0.0%
Intergovernmental	-	-	-	0.0%
Transfers In	850,000	850,000	-	0.0%
Total revenue	850,000	853,067	3,067	-0.4%
Expenditures				
Current:				
Support Services - Business	-	-	-	0.0%
Support Services - Central	-	-	-	0.0%
Facilities Acquisition, Construction and Improvements:				
Site Acquisition Services	-	-	-	0.0%
Site Improvement Services	-	-	-	0.0%
Architecture and Engineering Services	-	-	-	0.0%
Building Acquisition and Construction Services	-	-	-	0.0%
Building Improvement Services	-	-	-	0.0%
Other Acquisition and Construction Services	-	-	-	0.0%
Total expenditures	-	-	-	0.0%
Excess of Revenue (Under)Over Expenditures	850,000	853,067	3,067	
Transfers Out	-	-	-	
Net Change in Fund Balance	850,000	853,067	3,067	
Fund Balance - Beginning of year	450,630			
Fund Balance - End of year	1,300,630			

Waverly Community Schools
2016 Building and Site Bonds, Series II
Budget Summary
As of April 30, 2018

	Budget	Actual	Encumbered	Balance Remaining
Construction				
Remodeling	838,157	946,155	0	(107,999)
Site Improvements	96,342	228,638	(0)	(132,296)
Technology Infrastructure	-	-	-	-
Construction Base Budget Subtotal	934,499	1,174,793	0	(240,295)
Technology Equipment - Contract				
Interactive Classroom	-	-	-	-
Network Equipment	-	-	-	-
Wireless Network	-	-	-	-
Phone System	-	-	-	-
AV Systems	122,000	58,022	0	63,978
Video Distribution/Video Production	150,000	-	-	150,000
Tech Equipment Contract Subtotal	272,000	58,022	0	213,978
Technology Equipment - Owner PO				
Computers/Mobile Devices	1,162,653	306,087	2,200	854,366
Servers/Backend Systems	35,000	(14,342)	-	49,342
Printers	-	-	-	-
AV Equipment	53,350	60,836	9,605	(17,091)
Non-Instructional Equipment (from FFE)	-	-	-	-
Tech Equipment Owner PO Subtotal	1,251,003	352,581	11,805	886,617
District				
Loose Equipment (Furniture & Transportation)	701,452	758,181	12,218	(68,948)
Project Contingency	-	-	-	-
Owner GC/Contingency/Issuance Costs	253,453	30,903	-	222,550
Field General Conditions	-	18,992	-	(18,992)
Architect	40,625	10,739	-	29,886
Tech Design/Construction Mgr	46,968	117,024	-	(70,056)
District Subtotal	1,042,498	935,839	12,218	94,440
Totals	3,500,000	2,521,236	24,024	954,741

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
MAY 21, 2018**

Report #17-68

FOR ACTION

Subject:

Technology Device Purchase Recommendation

Recommendation:

The Superintendent recommends the Board of Education approve the purchase of technology devices from Dell Inc. through the Midwestern Higher Education Commission (MHEC), as per the attached quote, in accordance with Board Policy 6320 (Purchasing).

Statement of Purpose:

The purpose of this recommendation is to refresh technology devices as part of the 2013 Building and Site Bond implementation.

Budget Impact:

The total cost of this recommendation is not to exceed Thirty-Three Thousand Two Hundred Forty-Five and 82/100 Dollars (\$33,245.82). The purchase will be funded with the bond proceeds from the Building and Site, Series II issue.

Historical Information:

On May 7, 2013 a special election was held for the purpose of proposing a ballot question to authorize Waverly Community Schools to borrow the sum of \$18,470,000 and issue its general obligation unlimited tax bonds therefor, in one or more series. The ballot proposal having received sufficient votes was approved.

MHEC purchases save schools time and money by providing bids compliant with the Revised School Code, allowing schools to buy without bidding independently.

Rationale for Recommendation:

The rationale for this recommendation is to replace laptops for central office and school administrators which were purchased in 2013 and have required an increasing amount of technology help support and decreased battery life. These devices were scheduled for replacement after an expected useful life of 4-5 years.

Strategic Plan Reference:

We will enhance and implement the tools and instruction to develop each student's proficiency in 21st century technology.



A quote for your consideration!

Total: \$33,245.82

Based on your business needs, we put the following quote together to help with your purchase decision. Please review your quote details below, then contact your sales rep when you're ready to place your order.

Quote number: 3000024492602.1	Quote date: Apr. 26, 2018	Quote expiration: May 26, 2018
---	-------------------------------------	--

Company name: WAVERLY COMMUNITY SCHOOLS	Customer number: 7895105	Phone: (517) 321-7265
---	------------------------------------	---------------------------------

Sales rep information: Jeff Keyes Jeff_Keyes@Dell.com (800) 456-3355 Ext: 5139959	Billing Information: WAVERLY COMMUNITY SCHOOLS ADMINISTRATION BLDG/BUS OFFICE 515 SNOW RD LANSING MI 48917-4501 US (517) 321-7265
--	---

Pricing Summary

Item	Qty	Unit Price	Subtotal
Dell Latitude 7380	18	\$1,675.00	\$30,150.00
Dell Business Dock - WD15 with 130W adapter	18	\$171.99	\$3,095.82
Subtotal:			\$33,245.82
Shipping:			\$0.00
Environmental Fees:			\$0.00
Non-Taxable Amount:			\$33,245.82
Taxable Amount:			\$0.00
Estimated Tax:			\$0.00
Total:			\$33,245.82

Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

Dear Customer,

Your Quote is detailed below; please review the quote for product and information accuracy. If you find errors or desire certain changes please contact me as soon as possible.

Regards,
Jeff Keyes

Order this quote easily online through your [Premier page](#), or if you do not have Premier, using [Quote to Order](#)

Shipping Group 1

Shipping Contact: ROBERT HARPST	Shipping phone: (517) 319-3014	Shipping via: DELL Standard Delivery	Shipping Address: 515 SNOW RD LANSING MI 48917 US
---	--	--	--

SKU	Description	Qty	Unit Price	Subtotal
	Dell Latitude 7380	18	\$1,675.00	\$30,150.00
	Estimated delivery date: Jun. 4, 2018			
	Contract No: 99AGZ			
	Customer Agreement No: MHEC-07012015			
210-AMGI	Dell Latitude 7380, XCTO	18	-	-
379-BCPQ	7th Generation Intel Core i5-7300U (Dual Core, 2.60GHz, 3MB Cache)	18	-	-
619-AHKN	Win 10 Pro 64 English, French, Spanish	18	-	-
658-BCSB	Microsoft(R) Office 30 Days Trial	18	-	-
338-BKVV	Intel Core i5-7300U Processor Base, Integrated HD Graphics 620 with Displayport over USB Type-C	18	-	-
409-BCUR	Intel Rapid Storage Technology	18	-	-
631-ABJY	No Out-of-Band Systems Management	18	-	-
370-ADIB	8GB, 1x8GB, 2400MHz DDR4 Memory	18	-	-
400-AOTF	M.2 256GB SATA Class 20 Solid State Drive	18	-	-
391-BDJB	13.3" FHD (1920 x 1080) Touch, IR Camera & Mic, WLAN/WiGig Capable	18	-	-
583-BDKF	Internal US English Qwerty Non-backlit Keyboard	18	-	-
570-AADK	No Mouse	18	-	-

555-BDPR	Qualcomm QCA61x4A 802.11ac Dual Band(2x2) Wireless Adapter+ Bluetooth 4.1 Driver	18	-	-
555-BCMW	Qualcomm QCA61x4A 802.11ac Dual Band (2x2) Wireless Adapter+ Bluetooth 4.1	18	-	-
362-BBBB	No Wireless WWAN Card	18	-	-
451-BBYE	Primary 4-cell 60W/HR Battery	18	-	-
492-BBXF	65W AC Adapter, 3-pin	18	-	-
346-BCCX	Single Pointing, 82 key with No Smartcard or Fingerprint Reader with Displayport over Type C	18	-	-
525-0086	Dell Data Guardian + Encryption Enterprise, 1 Year	18	-	-
812-2589	ProSupport for Software, Dell Data Guardian + Dell Encryption Enterprise, 1 Year	18	-	-
620-AAOH	No Media	18	-	-
817-BBBB	No FGA	18	-	-
537-BBBD	E5 Power Cord (US)	18	-	-
340-AGIK	Safety/Environment and Regulatory Guide (English/French Multi-language)	18	-	-
340-BSJS	Quick Reference Guide, English/French	18	-	-
340-ACQQ	No Option Included	18	-	-
460-BBEX	No Carrying Case	18	-	-
387-BBMF	Energy Star 6.1	18	-	-
452-BBSE	No Docking Station	18	-	-
389-BCGW	No UPC Label	18	-	-
332-1286	US Order	18	-	-
389-BLSV	Intel Core i5 Processor Kabylake Label	18	-	-
525-0131	Dell Command Power Manager (DCPM)	18	-	-
525-BBCL	SupportAssist	18	-	-
640-BBLW	Dell(TM) Digital Delivery Cirrus Client	18	-	-
658-BBMR	Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)	18	-	-
658-BBRB	Waves Maxx Audio	18	-	-
658-BCUV	Dell Developed Recovery Environment	18	-	-

658-BDOT	Latitude E7380 Software Driver	18	-	-
389-BDBY	No Label	18	-	-
800-BBGU	BTO Standard Shipment (VS)	18	-	-
430-XXYG	No Resource DVD / USB	18	-	-
340-AAPP	Direct ship Info Mod	18	-	-
340-BSJY	MIX SHIP Config (DAO)	18	-	-
389-BEYY	Regulatory Label included	18	-	-
804-2166	Onsite/In-Home Service After Remote Diagnosis 3 Years	18	-	-
804-2167	Dell Limited Hardware Warranty Plus Service	18	-	-

SKU	Description	Qty	Unit Price	Subtotal
	Dell Business Dock - WD15 with 130W adapter	18	\$171.99	\$3,095.82
	Estimated delivery date: May 2, 2018			
	Contract No: 99AGZ			
	Customer Agreement No: MHEC-07012015			
450-AFGM	CUS,DS,IE,WD15,US,130W	18	-	-
			Subtotal:	\$33,245.82
			Shipping:	\$0.00
			Environmental Fees:	\$0.00
			Estimated Tax:	\$0.00
			Total:	\$33,245.82

Unless you have a separate written agreement that specifically applies to this order, your order is subject to [Dell's Terms of Sale](#) (for consumers the terms include a binding arbitration provision). Please see the legal disclaimers below for further information.

Important Notes

Terms of Sale

Unless you have a separate written agreement that specifically applies to this order, your order will be subject to and governed by the following agreements, each of which are incorporated herein by reference and available in hardcopy from Dell at your request: Dell's Terms of Sale (www.dell.com/learn/us/en/uscorp1/terms-of-sale), which include a binding consumer arbitration provision and incorporate Dell's U.S. Return Policy (www.dell.com/returnpolicy) and Warranty (for [Consumer warranties](#) ; for [Commercial warranties](#)).

If this purchase includes services: in addition to the foregoing applicable terms, the terms of your service contract will apply ([Consumer](#); [Commercial](#)). If this purchase includes software: in addition to the foregoing applicable terms, your use of the software is subject to the license terms accompanying the software, and in the absence of such terms, then use of the Dell-branded application software is subject to the Dell End User License Agreement - Type A (www.dell.com/AEULA) and use of the Dell-branded system software is subject to the Dell End User License Agreement - Type S (www.dell.com/SEULA).

If your purchase is for Mozy, in addition to the foregoing applicable terms, your use of the Mozy service is subject to the terms and conditions located at <https://mozy.com/about/legal/terms>.

You acknowledge having read and agree to be bound by the foregoing applicable terms in their entirety. Any terms and conditions set forth in your purchase order or any other correspondence that are in addition to, inconsistent or in conflict with, the foregoing applicable online terms will be of no force or effect unless specifically agreed to in a writing signed by Dell that expressly references such terms.

Pricing, Taxes, and Additional Information

All product, pricing, and other information is valid for U.S. customers and U.S. addresses only, and is based on the latest information available and may be subject to change. Dell reserves the right to cancel quotes and orders arising from pricing or other errors. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, including your Customer Number, to the Dell Tax Department at 800-433-9023. Please ensure that your tax-exemption certificate reflects the correct Dell entity name: **Dell Marketing L.P.**

Note: All tax quoted above is an estimate; final taxes will be listed on the invoice.

If you have any questions regarding tax please send an e-mail to Tax_Department@dell.com.

For certain products shipped to end-users in California, a State Environmental Fee will be applied to your invoice. Dell encourages customers to dispose of electronic equipment properly.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
MAY 21, 2018**

Report #17-69

FOR ACTION

Subject:

Approve Contract for Constructing New Baseball Dugouts and Renovating Entrance to the HS Pool Mezzanine

Recommendation:

In accordance with Board Policy 6320 (Purchasing), the Superintendent recommends the Board of Education approve the award to L J Trumble for the projects.

Statement of Purpose:

Renovations to the Varsity Baseball Field are nearly complete. The project did not include construction of the new dugouts. The existing dugouts are constructed of plywood and 4x4 lumber and are showing signs of deterioration. The new dugouts will be constructed with masonry and will include new interior equipment finishes along with an attached storage shed.

The renovations to the Pool Mezzanine will remediate a fire code violation by removing the existing steel gates which prevent entry to the pool mezzanine. The project will enclose the existing alcove and provide new entry doors that can be secured.

Background Information:

On February 26, 2018 the Board of Education approved a budget amendment which included a transfer of \$600,000 from the General Fund to the Board Designated Capital Projects Fund for the purpose of reconstructing tennis courts and the baseball dugouts.

On Thursday, April 12, 2018 the Baseball Dugout and Pool Mezzanine Request for Proposals (RFP) was released to the public with bid responses due Thursday, April 26, 2018. A copy of the bid tabulation is included in the support materials for reference. A satisfactory post bid interview was conducted with the lowest responsible bidder to ensure compliance with bid specifications. Additionally, Kingscott, along with District administration, negotiated value engineering changes to reduce the total cost of the project.

Budget Impact:

The total cost of this recommendation is ONE HUNDRED FIFTY-FOUR THOUSAND FOUR HUNDRED FIFTY AND NO/100 DOLLARS (\$154,450.00). The contract will be funded entirely by the Board Designated Capital Projects Fund.

Discussion of Options:

The Board may entertain a motion to take one of the following actions:

- 1) Accept the bid recommendation, as presented
- 2) Reject the bid recommendation, as presented
- 3) Table the recommendation for further discussion

May 10, 2018
Mr. Evan Nuffer
Waverly Community Schools
515 Snow Rd.
Lansing, Michigan 48917

RE: HS Pool Mezzanine Egress and Baseball Dugout Project – **Award Recommendation**
A/E No.: 4001-11

Dear School Board,

On Thursday April 26, 2018 bids were received for HS Pool Mezzanine Egress and Baseball Dugout Project. In all, two bids were received ranging from \$178,700.00 – 203,700.00. LJ Trumble Builders LLC. of Lansing, Michigan, was the low bidder, in the amount of \$178,700.00 (\$2,000.00 Performance Bond)

Based on our review of the bid forms, the results of the post bid interview, Kingscott Associates, Inc. recommends the following:

- That the Waverly Community Schools Board of Education enter contract with LJ Trumble Builders LLC. of Lansing, Michigan, for the HS Pool Mezzanine Egress and Baseball Dugout Project as outlined in the plans and specifications prepared by Kingscott Associates, Inc. dated April 12, 2018 for the base bid project in the amount of One Hundred Seventy-Eight Thousand, Seven Hundred Dollars and No Cents **(\$178,700.00)**
- That Performance and Payment Bonds be required in the amount of Two Thousand Dollars and No Cents **(\$2,000.00)**
- One alternate was priced (install a crushed stone floor in lieu of a concrete slab floor in dugouts, deduct of \$5,000.00). It is not recommended to accept this alternate.
- **The total amount of the base contract will be \$180,700.00**

During the post bid interview process, value engineering options were discussed and presented for architect and owner review. Based on review of the alternate products and pricing with the school district, Kingscott Associates, Inc. recommends accepting the following voluntary alternates

- Change to only one color and type of CMU (Deduct \$4,600.00)
- Change to an alternate manufacture for benches and helmet cubbies (Deduct \$13,000.00)
- Revised demolition and excavating pricing (Deduct \$8350.00)
- Revised Performance Bond (Deduct \$300.00)

Once entered into contract with the contractor, Kingscott Associates will issue a deductive change order in the amount of -\$26,250.00 to bring the new contracted amount to \$154,450.00

As with any construction project, Waverly Community Schools should maintain a contingency for unforeseen conditions of 8% (**\$12,350**) of the project cost. Kingscott will make bi-weekly visits to the site to observe progress of the installation and report to District Administration. Should you have any questions, please feel free to contact me.

Enclosed with this letter of recommendation is a copy of the bid tabulation sheet

Sincerely,

Mark Rimes
Construction Services Manager

Kingscott

WE BELIEVE IN PEOPLE
working together to create the extraordinary!

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
MAY 21, 2018**

Report #17-70

FOR ACTION

Subject:

Approve Contract for Reconstructing Tennis Courts

Recommendation:

In accordance with Board Policy 6320 (Purchasing), the Superintendent recommends the Board of Education approve the award to Sandborn Construction for the project.

Statement of Purpose:

The purpose of this project is to renovate all ten tennis courts with a new asphalt surface and perimeter fencing along with new perimeter sidewalks.

Background Information:

On February 26, 2018 the Board of Education approved a budget amendment which included a transfer of \$600,000 from the General Fund to the Board Designated Capital Projects Fund for the purpose of reconstructing tennis courts and the baseball dugouts.

On Tuesday, May 1, 2018 the Tennis Court Request for Proposals (RFP) was released to the public with bid responses due Tuesday, May 15, 2018. A copy of the bid tabulation is included in the support materials for reference. A satisfactory post bid interview was conducted with the lowest responsible bidder to ensure compliance with bid specifications. Additionally, Kingscott, along with District administration, is recommending the voluntary alternate submitted by the lowest responsible bidder. The voluntary alternate was to pulverize the existing asphalt in place and put a new 3" cap over the compacted pulverized surface. The base bid included milling off 3" of existing material and replacing with 3" of new asphalt.

Budget Impact:

The total cost of this recommendation is FIVE HUNDRED FIVE THOUSAND AND NO/100 DOLLARS (\$505,000.00). The contract will be funded entirely by the Board Designated Capital Projects Fund.

Discussion of Options:

The Board may entertain a motion to take one of the following actions:

- 1) Accept the bid recommendation, as presented
- 2) Reject the bid recommendation, as presented
- 3) Table the recommendation for further discussion

May 16, 2018

Mr. Evan Nuffer
Waverly Community Schools
515 Snow Rd.
Lansing, Michigan 48917

RE: HS Tennis Court Replacement Project – **Award Recommendation**
A/E No.: 4001-11

Dear School Board,

On Tuesday May 16, 2018 bids were received for HS Tennis Court Replacement Project. In all, three bids were received ranging from \$546,000.00 to \$651,700.000. Sandborn Construction of Portland, Michigan, was the low bidder, in the amount of \$546,000.00 (\$5,000.00 Performance Bond).

Based on our review of the bid forms, the results of the post bid interview, Kingscott Associates, Inc. recommends the following:

- That the Waverly Community Schools Board of Education enter contract with Sandborn Construction. of Portland, Michigan, for the HS Tennis Court Replacement Project as outlined in the plans and specifications prepared by Kingscott Associates, Inc. dated May 1, 2018 for the base bid project in the amount of Five Hundred Forty-Six Thousand Dollars and No Cents **(\$546,000.00)**
- That Performance and Payment Bonds be required in the amount of Five Thousand Dollars and No Cents **(\$5,000.00)**
- Acceptance of the alternate to pulverize the existing Tennis Courts in place to use as new base and install 3” of new asphalt on top of the base. **(Deduct of \$46,000)**
- **The total amount of the base contract will be \$505,000.00**

As with any remodeling project, Waverly Community Schools should maintain a contingency for unforeseen conditions of 8% **(\$40,500)** of the project cost. Kingscott will make bi-weekly visits to the site to observe progress of the installation and report to District Administration. Should you have any questions, please feel free to contact me.

Enclosed with this letter of recommendation is a copy of the bid tabulation sheet

Sincerely,



Mark Rimes
Construction Services Manager

Kingscott

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working together to create the extraordinary!

CONTRACTOR	AFFIDAVIT 1	AFFIDAVIT 2	BID BOND	ADDENDUM 1	ADDENDUM 2	BASE BID	PERFORMANCE BOND	Alternate 1
LJ Trumble	x	x	x	x	x	\$567,894	\$6,000	\$ 11,000.00
American Asphalt	x	x	X	x	x	651,700	\$7,000	\$ 616,300.00
Sandborn Construction	x	x	X	x	x	\$546,000	\$ 5,000.00	Deduct \$46,000

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
May 21, 2018**

Report #17-71

FOR ACTION

Subject:

Technology Device Purchase Recommendation - iPads

Recommendation:

The Superintendent recommends the Board of Education approve the purchase of technology devices through REMC, as per the attached summary, in accordance with Board Policy 6320 (Purchasing).

Statement of Purpose:

The purpose of this recommendation is to begin purchasing technology devices as part of the Building and Site, Series II Bond implementation.

Budget Impact:

The total cost of this recommendation is not to exceed Ninety-One Thousand Seven Hundred Eighty-Eight and 00/100 Dollars (\$91,788.00). The purchase will be funded with the proceeds from the sale of \$3,500,000 Building and Site, Series II bonds. The total cost of this recommendation is within the budget allocated for these purchases.

Historical Information:

These devices are replacing Kindergarten Student and Staff devices purchased at the beginning of the bond. These devices provide increased processing power, portability, and battery life and also conform to the District standard for portable devices. This recommendation is for the purchase of Two Hundred Forty-Six (246) devices for students and staff.

REMC purchases save schools time and money by providing bids compliant with the Revised School Code, allowing schools to buy without bidding independently.

Rationale for Recommendation:

The rationale for this recommendation is to maintain our technology fleet by replacing aging and slow technology that no longer meet the needs of students and staff. This request is to purchase Two Hundred Forty-Six devices. These devices were scheduled for replacement after an expected useful life of 4 years.

Strategic Plan Reference:

We will enhance and implement the tools and instruction to develop each student's proficiency in 21st century technology.

Apple Inc. Education Price Quote

Customer: R. Jon Harpst Jr
 WAVERLY COMMUNITY SCHOOLS
 Phone: 5173217265
 email: rharpst@inghamisd.org

Apple Inc: Jason Lewandowski
 1 Infinite Loop
 Cupertino, CA 95014
 email: jlewandowski@apple.com

Apple Quote: 2204778399

Quote Date: Saturday, May 05, 2018

Quote Valid Until: Monday, June 04, 2018

Quote Comments:

Please reference Apple Quote number on your Purchase Order.

REMC SPOT

Row #	Details & Comments	Qty	Unit List Price	Extended List Price
1	<p>BNDL IPAD 32G SGRY 10P AC+ MI SPOT-USA Part Number: BNBG2LL/A</p> <p>iPad Wi-Fi 32GB – Space Grey (10-pack) Part Number: MR8A2LL/A Quantity: 240.000</p> <p>APS MI SPOT PROF LEARNING CREDIT-USA Part Number: D6686LL/A Quantity: 240.000</p> <p>3-Year AppleCare+ for iPad / iPad mini Part Number: S6560LL/A Quantity: 240.000</p>	24	\$3,730.00	\$89,520.00
2	<p>BNDL IPAD 6G 32G SPGRY 3Y AC MISPOT-USA Part Number: BNBE2LL/A</p> <p>iPad Wi-Fi 32GB – Space Gray Part Number: MR7F2LL/A Quantity: 6.000</p> <p>APS MI SPOT PROF LEARNING CREDIT-USA Part Number: D6686LL/A Quantity: 6.000</p> <p>3-Year AppleCare+ for iPad / iPad mini Part Number: S6560LL/A Quantity: 6.000</p>	6	\$378.00	\$2,268.00

Edu List Price Total

\$91,788.00

- Additional Tax \$0.00

- Estimated Tax \$0.00

Extended Total Price* \$91,788.00

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

Complete your order by one of the following:

- This document has been created for you as Apple Quote ID 2204778399. Please contact your institution's Authorized Purchaser to submit the above quote online at <https://ecommerce.apple.com>. Simply go to the Quote area of your Apple Education Online Store, click on it and convert to an order.
 - If you are the Authorized Purchaser and need to register for access to the Apple Education Online Store, go to <http://myaccess.apple.com>. For registration assistance, call 1.800.800.2775, option 4, option 1.
- If you are unable to submit your order online, please send a copy of this Quote with your Purchase Order via email to institutionorders@apple.com. **Be sure to reference the Apple Quote number on the PO to ensure expedited processing of your order.**
 - For more information, go to provision C below, for details.

THIS IS A QUOTE FOR THE SALE OF PRODUCTS OR SERVICES. YOUR USE OF THIS QUOTE IS SUBJECT TO THE FOLLOWING PROVISIONS WHICH CAN CHANGE ON SUBSEQUENT QUOTES:

- A. ANY ORDER THAT YOU PLACE IN RESPONSE TO THIS QUOTE WILL BE GOVERNED BY (1) ANY CONTRACT IN EFFECT BETWEEN APPLE INC. ("APPLE") AND YOU AT THE TIME YOU PLACE THE ORDER OR (2), IF YOU DO NOT HAVE A CONTRACT IN EFFECT WITH APPLE, CONTACT contracts@apple.com.
- B. ALL SALES ARE FINAL. PLEASE REVIEW RETURN POLICY BELOW IF YOU HAVE ANY QUESTIONS. IF YOU USE YOUR INSTITUTION'S PURCHASE ORDER FORM TO PLACE AN ORDER IN RESPONSE TO THIS QUOTE, APPLE REJECTS ANY TERMS SET OUT ON THE PURCHASE ORDER THAT ARE INCONSISTENT WITH OR IN ADDITION TO THE TERMS OF YOUR AGREEMENT WITH APPLE.
- C. YOUR ORDER MUST REFER SPECIFICALLY TO THIS QUOTE AND IS SUBJECT TO APPLE'S ACCEPTANCE. ALL FORMAL PURCHASE ORDERS SUBMITTED BY EMAIL MUST SHOW THE INFORMATION BELOW:
 - APPLE INC. AS THE VENDOR
 - BILL-TO NAME AND ADDRESS FOR YOUR APPLE ACCOUNT
 - PHYSICAL SHIP-TO NAME AND ADDRESS (NO PO BOXES)
 - PURCHASE ORDER NUMBER
 - VALID SIGNATURE OF AN AUTHORIZED PURCHASER
 - APPLE PART NUMBER AND/OR DESCRIPTION OF PRODUCT AND QUANTITY
 - TOTAL DOLLAR AMOUNT AUTHORIZED OR UNIT PRICE AND EXTENDED PRICE ON ALL LINE ITEMS
 - CONTACT INFORMATION: NAME, PHONE NUMBER AND EMAIL
- D. UNLESS THIS QUOTE SPECIFIES OTHERWISE, IT REMAINS IN EFFECT UNTIL Monday, June 04, 2018 UNLESS APPLE WITHDRAWS IT BEFORE YOU PLACE AN ORDER, BY SENDING NOTICE OF ITS INTENTION TO WITHDRAW THE QUOTE TO YOUR ADDRESS SET OUT IN THE QUOTE.
 - APPLE MAY MODIFY OR CANCEL ANY PROVISION OF THIS QUOTE, OR CANCEL ANY ORDER YOU PLACE PURSUANT TO THIS QUOTE, IF IT CONTAINS A TYPOGRAPHIC OR OTHER ERROR.
- E. THE AMOUNT OF THE VOLUME PURCHASE PROGRAM (VPP) CREDIT SHOWN ON THIS QUOTE WILL ALWAYS BE AT UNIT LIST PRICE VALUE DURING REDEMPTION ON THE VPP STORE.
- F. UNLESS SPECIFIED ABOVE, APPLE'S STANDARD SHIPPING IS INCLUDED IN THE TOTAL PRICE.

Opportunity ID: 18000001273610

<https://ecommerce.apple.com>

Fax:

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Document rev 10.6.1

Date of last revision – June 20th, 2016

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
May 21, 2018**

Report #17-74

FOR ACTION

Subject:

Technology Device Purchase Recommendation - Chromebooks

Recommendation:

The Superintendent recommends the Board of Education approve the purchase of technology devices through TIPS, as per the attached summary, in accordance with Board Policy 6320 (Purchasing).

Statement of Purpose:

The purpose of this recommendation is to begin purchasing technology devices as part of the Building and Site, Series II Bond implementation.

Budget Impact:

The total cost of this recommendation is not to exceed Five Hundred Ninety-Two Thousand Two Hundred Thirty-One and 00/100 Dollars (\$592,231.00). The purchase will be funded with the proceeds from the sale of \$3,500,000 Building and Site, Series II bonds. The total cost of this recommendation is within the budget allocated for these purchases.

Historical Information:

These devices are replacing First through Sixth Grade Student and Staff devices purchased in Series I. These devices provide increased processing power, portability, and battery life and also conform to the District standard for portable devices. This recommendation is for the purchase of One Thousand Three Hundred and Nineteen (1,319) devices for students and staff.

TIPS purchases save schools time and money by providing bids compliant with the Revised School Code, allowing schools to buy without bidding independently.

Rationale for Recommendation:

The rationale for this recommendation is to maintain our technology fleet by replacing aging and slow technology that no longer meet the needs of students and staff. This request is to purchase One Thousand Three Hundred and Nineteen devices. These devices were scheduled for replacement after an expected useful life of 4 years.

Strategic Plan Reference:

We will enhance and implement the tools and instruction to develop each student's proficiency in 21st century technology.

Sales Quote SQ001509

April 27, 2018

Page 1 / 4



WAVERLY COMMUNITY SCHOOLS

515 SNOW RD
LANSING, MI 48917

Trinity3 Technology
2550 University Ave W
Suite 315-S
St. Paul, MN 55114

External Document No.

Payment Terms

Net 30

No.	Description	MFG Code	Quantity	Unit Price	Line Amount
0034395	3380 3855U TCH 1.6G 4G 32G SSD 13" CHROME	DELL	1,319	449.00	592,231.00
0000506	GOOGLE CHROMEOS MGT LIC+S EDU	GOOGLE	1,319		
0033337	ANYWHERE PREMIUM FILTERING	SECURLY	1,319		

Software Solutions (4 Year Coverage)
-Add Lightspeed - as low as \$12.00 EA
-Add LanSchool – as low as \$15.00 EA
-Add GoGuardian – as low as \$15.00 EA

Includes

- *4 Year Platinum Warranty – Including Accidental
- *White Glove – Google Mgmt installed on each device
- * Asset Tagging of each device with your asset tags - Will send excel doc with assets tags with corresponding serial numbers prior to delivery
- * Free Shipping
- * “Green” Packaging – slotted packing system on pallets

4 Year Platinum Warranty Plan:

Traditional Hardware Failure Warranty
Unlimited Accidental Damage Protection (ADP) – spills, etc
Free Shipping – Both directions for any parts or repairs
Theft/Loss

Sales Quote SQ001509

April 27, 2018

Page 2 / 4



No.	Description	MFG Code	Quantity	Unit Price	Line Amount
	Optional "Parts Closet" to maintain onsite				
	<p>Secure Online Technician Portal – Optional Portal designed for technicians or staff to report RMA's, RMA Status, notify Spare Parts Usage and Replenishment, Reporting, New product Order Status, etc.</p> <ul style="list-style-type: none"> - Can be fully customized based on features identified your staff. - RMA Reporting / RMA Status - Spare Parts Usage and Replenishment – Real time replacement - Multiple User Logins/Access - All locations and contacts for each location imported - Full quoting function for sites/locations to request pricing and product <p>Tips Contract #170306</p>				

Subtotal	592,231.00
Total Tax	0.00
Total US Incl. Tax	592,231.00

Finance this \$592,231.00 order at \$16,774.45/month with a 36 Month FMV Lease.



Trinity3, LLC Warranty Statement

Trinity3 LLC (“Trinity3”) with its principal offices at 2550 University Avenue West, Suite 315-S, St. Paul, MN 55114 is providing extended warranty coverage (“Warranty”) for the specific products purchased from Trinity3 on your sales quote or sales order. The Warranty period starts on the date of product delivery and continues until the expiration listed on your Trinity3 sales order. The warranty is limited to the original buyer and is not transferable.

The Warranty may provide for duplicate coverage already provided to you by other insurance policies or manufacturer’s warranties available to you. You are not required to purchase a Warranty in order to purchase a computer or other electronic device from Trinity3.

What is covered?

Trinity3 will repair or replace (at our sole discretion) hardware failure and damage by accident for the specific serialized system purchased from Trinity3 or the specific technology covered under our extended Warranty (Gold Warranty) or upgraded Warranty (Platinum Warranty) during the time frame identified on your Trinity3 sales order. Accidental damage protection (“ADP”) is only offered under the Gold & Platinum Warranties and applies only for the designated coverage period from the date of original purchase or date of warranty agreement. The warranty protection period varies by product type, specific warranty purchased and the specific coverage period indicated on the Trinity3 sales order. For a summary of the differences between coverages, please see the link below.

www.trinity3.com/Warranty/Warranties

What are the Claim Limits?

The Warranty is limited to an individual user accidental damage incident that renders the system unusable. The Warranty does not include preventive maintenance, so you should maintain the system or device in accordance with the manufacturer’s instructions. ADP is not intended to and does not protect multi-system damage events nor does it protect against the following: general use wear and tear, cosmetic wear, vandalism, human/natural disasters (including, but not limited to: fire, smoke, flood, power surge and storm-related damages) and laptop battery replacement. Platinum Warranty coverage on laptop batteries is three years (on new mobile devices only) with one battery replacement from the date of purchase.

www.trinity3.com/Warranty/Warranties

What is the Deductible?

There is no deductible or any other fees required to fulfill a repair and/or replacement.

How do I report a Problem?

In the case of hardware failure or an accidental damage event, loss or theft, we can provide simple and fast help. Call Trinity3 Customer Service at 1-855-862-5120 or submit online;



www.trinity3.com/warranty/add

Submissions must be reported in a timely manner and please be prepared to provide the serial number and description of the problem or defect.

Trinity3 repairs all products at our technical facility located in St. Paul, MN. Unless a claim is for loss or theft, returning the original device is required. Trinity3 will provide you with a prepaid shipping label for you to return your device to Trinity 3. Failure to return your original device to Trinity3 will result in additional charges for the non-returned equipment.

Trinity3 service technicians located at the Trinity3 technical center: 650 Pelham Blvd, Suite 600, St. Paul, MN 55114 will assess the device and take appropriate action to repair and/or replace the hardware failure, once the product is returned.

Repairs and/or replacements may be fulfilled with new or reconditioned equipment. Reconditioned equipment may have minor cosmetic flaws. Replacement of accessories may be with generic or non-original manufacturer accessories. If the exact model is not available, the replacement will be of like kind and quality but you will be notified in advance if a different model is to be returned.

Trinity3 will use reasonable efforts to amicably resolve any disputes with respect to our Warranties. If you have and issues or problems with our warranties or your customer experience working with Trinity3, we welcome and invite you to contact your sales and/or customer service representative to reach a positive outcome.

www.trinity3.com/OurTeam/ContactUs

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
MAY 21, 2018**

Report #17-72

FOR ACTION***

Subject:

Lodging, Meals and Travel Reimbursement

Recommendation:

The Superintendent recommends the Board of Education establish the following reimbursements rates for Lodging, Meals and Travel for the 2018-2019 school year:

Breakfast: \$7.00, including reasonable gratuity

Lunch: \$10.00, including reasonable gratuity

Dinner: \$15.00, including reasonable gratuity

*Daily meal reimbursement shall not exceed Thirty-Two and 00/100 Dollars (\$32.00)

Lodging: Except as otherwise provided in a collective bargaining agreement, lodging reimbursement shall be based on the least expensive single occupancy room rate, not to exceed Three Hundred and 00/100 Dollars (\$300.00) per night without prior written approval of the Superintendent or his/her designee.

Travel: Except as otherwise provided in a collective bargaining agreement, mileage reimbursement shall be based on the shortest applicable route from the employee's primary work location, or home, to the destination. The Board shall reimburse mileage in accordance with the IRS established rate(s).

Statement of Purpose:

The purpose of the recommendation is to establish reimbursement rates as per Board policy 6550 – Travel Payment & Reimbursement.

Budget Impact:

Indeterminate

Historical Perspective:

Board policy 6550, revised June 20, 2016 requires the Board to annually approve payment and reimbursement rates for per diem meals, lodging, and mileage. Rates have not previously been established by the Board, except as provided in a collective bargaining agreement.

Rationale for Recommendation:

The purpose of the recommendation is to establish reimbursement rates as per Board policy 6550 – Travel Payment & Reimbursement.

Strategic Plan Reference:

As the heart of the community, our mission is to educate and prepare each student to achieve her or his academic best, develop character, become a lifelong learner and contribute as a citizen of our global society.

**WAVERLY COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR BOARD MEETING
May 21, 2018**

Report #17-73

FOR ACTION

Subject: Extended International Summer Trips

The Superintendent recommends the Board of Education approve extended international trips to:

1. Costa Rica & Nicaragua – June 17-25, 2020
2. Holocaust in Europe – July 5-17, 2020

The purpose of these trips is to increase the global, cultural and historical competencies of Waverly students. The first hand experiences that our students will be exposed to will be transformative.

The trips support numerous curricular objectives in social studies, English, math, science and the arts as well as opportunities for interpersonal growth.

Robert Lurie coordinates the program and is supported by social studies teachers Renee Sarafin, Todd Simon, Kevin Kacel and Adam Hussain. This will be the fifth and sixth international trips that Robert Lurie has lead at Waverly. Renee Sarafin, Todd Simon, Kevin Kacel and Adam Hussain have all chaperoned in the past.

Waverly High School
Robert Lurie

Proposal for International Trips for Students

Our international trip team of teachers (Robert Lurie, coordinator, Todd Simon, Renee Sarafin, Kevin Kacel and Adam Hussain) are seeking Board permission to lead two international trips for the summer of 2020. We are seeking to provide even more opportunities for our Waverly students to increase their global and curricular competencies through international travel and learning. We propose two trips in the summer of 2020 to meet the expressed financial and content desires of our students and families who we surveyed prior to choosing these trips. We are excited to provide these opportunities for our students.

We would like a Board response as soon as possible because the price of the trips increases over time.

As in the past, we will be using EF Travel as our trip provider.

Trip 1

Costa Rica and Nicaragua

June 17-25, 2020

<https://www.eftours.com/personal/my-tours/2138412mh/overview>

Major Attractions

Mayasa Crater and Volcano Museum

Arenal Region

San Jose

Trip 2

Holocaust in Europe

July 5-17, 2020

<https://www.eftours.com/personal/my-tours/2097434cd/overview>

Major Attractions

Berlin Wall

Warsaw Ghetto

Krakow and Auschwitz

Prague

Munich/Nuremberg/Salzburg

A. The purpose of these trips is to increase the global, cultural and historical competencies of Waverly students. The first hand experiences that our students will be exposed will be transformative.

The trips support numerous curricular objectives in social studies, English, math, science and the arts as well as opportunities for interpersonal growth.

Students will benefit from the experience by increasing global competencies as well as curricular competencies. Students will understand the world in unique ways and will make curricular connections that are not available in their classrooms.

The district will benefit with more globally and curricularly competent students and will be able to promote that these international learning opportunities are available at Waverly

B. The trip is open to all Waverly students. In the past, the majority of these students have been in high school.

We can accommodate as many students who choose to register.

Robert Lurie coordinates the program and is supported by social studies teachers Renee Sarafin, Todd Simon, Kevin Kacel and Adam Hussain.

This will be the fifth and sixth international trips that Robert Lurie has lead at Waverly. Renee Sarafin, Todd Simon, Kevin Kacel and Adam Hussain have all chaperoned in the past.

It is unknown how many more staff will attend. There will be at least one chaperon for every six students. The chaperones will all likely be Waverly staff members.

The trips occur over the summer break so students will not miss any school.

C. Not applicable although research is required by the students so they can maximize their experience.

D. The itineraries for both trips are attached.

EF Tours arranges all transportation and accommodations. These trips will required plane, bus, rail, and boat transportation. Travelers are housed in American-style hotels.

Students purchase liability insurance through EF Tours. This is required.

EF Tours has a world wide support system to respond to any emergency situation that might arise. They are professionals.

All tour guides are covered by EF Tour liability insurance.

E. Costa Rica \$2,800

Holocaust in Europe \$4,800

Students and families pay their own way. Waverly provides fundraising opportunities to help such as 50/50 raffles and concession stands.

EF Tours uses their electronic portal to collect all monies. This is very easy.

Because of the collection methods, there are not surpluses or shortages

No specific provisions have been made for students who experience hardship. However, we purposely plan these trips 2 years in advance to allow more students to be able to participate. Most schools run these trips only 1 year in advance. Our plan allows for more students to participate which is our goal.

F. There will be informational meetings to enroll travelers in May and September of 2018.

In the six months before the trip, there will be monthly meetings to help in preparation.

While on the trip, we will use Facebook to keep parents and community involved.

EF Tours has a 24/7 hotline so parents can reach the tour at any time in case of an emergency.

The tour leader has emergency contact information for all travelers.

This is the formula that has worked well in the past.

The list of hotels are published on the EF Tours website about 6 weeks prior to departure.

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip International Trips

Proposed Departure Date 2020 Return Date _____

Proposer Robert Lurie Position _____

Date by which response is needed ASAP Proposal Date Jan 2020

A. Purpose

1. What is the major place to be visited or event to be attended?

2. How is the trip related to the educational program of the District?

3. In what ways will the students benefit?

4. In what ways will the District benefit?

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

B. Students and Staff

1. Which students, (grade, class, or organization), will be going?

B. Students and Staff (cont'd)

2. How many students in total?

3. How many students are currently experiencing academic problems?

4. Which staff member will be in charge?

5. What previous experience has the staff member had in conducting overnight or extended field trips?

6. What other staff members will be going?

7. How many chaperones, in addition to staff members, will be going?

8. What are their names and affiliations with the students?

9. How many school days will be missed?

10. How will teachers be advised in advance that the students will be out of school?

C. School Work

1. How will missed work be made up?

2. What special assistance will be provided students with academic problems?

D. Itinerary

1. What is the destination?

2. What will be the mode of transportation? What liability insurance does the carrier have?

3. Where will the group be housed and fed?

D. Itinerary (cont'd)

4. What enroute or supplementary activities are planned?

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

6. If tour guides are involved, what liability insurance do they carry?

E. Finances

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

2. What is the source of funds?

3. How will the funds be collected and safeguarded?

4. How will any shortfall be made up or excess funds used?

5. What provision has been made for students who are financially unable to pay any necessary costs?



Educational Tours

Watch videos, read reviews, and enroll on your teacher's Tour Website

eftours.com/

This is also your tour number

COSTA RICA AND NICARAGUA

9 or 12 days | Nicaragua | Costa Rica | Extension to Panama

Travel to Nicaragua for an in-depth look at Granada, one of the first European cities in the mainland Americas. Then, journey into the heart of Central America and experience Costa Rica. Here you'll experience the volcanic Arenal Region and the rich wildlife of the Rincón de la Vieja National Park in Guanacaste.

EVERYTHING YOU GET:

-  **Full-time Tour Director**
-  **Sightseeing:** Comprehensive sightseeing of natural attractions; 1 sightseeing tour led by an expert, licensed local guide; (2 with extension)
-  **Entrances:** Convento San Francisco; Las Isletas boat tour; Crater viewpoint and museum; Rincon de la Vieja National Park; Snorkeling; Hot springs; Kayaking; La Fortuna Waterfall; Poás Volcano. *With extension: Panama Viejo Ruins and Museum; Miraflores visitor center; Biomuseo; Emberá Village tour*
-  **weShare:** Our personalized learning experience engages students before, during, and after tour, with the option to create a final, reflective project for academic credit.
-   **All of the details are covered:** Round-trip flights on major carriers; Comfortable motorcoach; 8 overnight stays in hotels with private bathrooms (11 with extension); 3 meals daily (Days 2-8) (Days 9-11 with extension); Dinner on arrival day; Breakfast on departure day
-  



Arenal Volcano



Anyone can see the world.

YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

And the experience begins long before you get your passport stamped and meet your **Tour Director** in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travelers on Facebook, Twitter, or Instagram, or delving deeper into your destinations with our personalized learning experience, **weShare**, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels, and meals while also providing their own insight into the local history and culture. **Expert local guides** will lead your group on sightseeing tours, providing detailed views of history, art, architecture, or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

@EFtours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveltuesday

— MELISSA, TRAVELER



Via Twitter



CHECK OUT WHAT A TOUR IS ALL ABOUT

Watch the videos at eftours.com/

Your teacher's Tour Website



This tour may be reversed



Learn from your Tour Director and expert local guides



Via Instagram

What you'll experience on your tour

Day 1: Fly to Nicaragua

- Meet your Tour Director at the airport in Managua.
- Transfer to Granada.

Day 2: Granada

- Take a guided walking tour of Granada: Cathedral and Parque Colón; La Plazuela de los Leones; Calle la Calzada; Merced Church.
- Visit the Convento de San Francisco.
- Take a boat tour of Las Isletas.

Day 3: Granada

- Travel to Volcan Masaya.
- Visit the Crater viewpoint and museum.
- Make a photo stop at Catarina Mirador.
- Visit the Masaya city craft market.

Day 4: Guanacaste

- Travel to Guanacaste, where you'll feel the sand between your toes as you become immersed in this natural wonderland. The emerald Pacific glimmers alongside miles of beaches—an ideal setting for divers, surfers and boaters. Take in the craggy bluffs cloaked in forests stretching tall above you and encounter local cattle ranchers driving oxen carts farther inland. Learn about Guanacaste's remarkable array of plant and animal life when you explore Rincón de la Vieja National Park. Located high in the mountains, this rain/cloud forest boasts numerous geothermal hot springs.

Day 5: Guanacaste

- Visit Rincón de la Vieja National Park.
- Explore life under the sea on a snorkeling excursion.

Day 6: Arenal region

- Continue to the Arenal region and get ready for an adventure to remember. Behold the perfect conical shape that emerges from the green hills of Alajuela: this is the fascinating Arenal Volcano. Overlooking the San Carlos plain and the Pacific lowlands, this mile-high volcano has been active for the past 7,000 years. Not only does the volcano serve as a watershed for the lake, but it also provides thermal energy for the nearby hot springs. Relax in these naturally heated pools; then, walk to the bottom of the spectacular La Fortuna Waterfall.
- Visit the hot springs.
- Time to see more of Arenal or
 - Enjoy a canopy tour.

Day 7: Arenal region

- Take a kayaking trip on Lake Arenal.
- Hike to La Fortuna Waterfall.

Day 8: San Jose

- Visit Poás Volcano.
- Travel to San Jose.
- Enjoy a free evening or
 - Experience a folklore evening.

Day 9: Depart for home

• 3-DAY TOUR EXTENSION

Day 9: Panama City

- Fly to Panama City.
- Enjoy free time along the Amador Causeway.

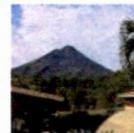
Day 10: Panama City

- Take a guided tour of Panama City: Old Panama; Indian art and crafts market; Casco Viejo.
- Visit the Panama Viejo Ruins and Museum.
- Visit the Miraflores visitor center.
- Visit the Biomuseo.

Day 11: Panama City

- Visit Rio Chagres National Park.
- Enjoy a canoe ride on the Rio Chagres
- Visit Emberá Indian Village. Immerse yourself in the culture and customs of the Emberá Indians during your visit to their small, indigenous village on the banks of Lake Alajuela deep in Chagres National Park. Discover the Emberá's traditional dances and music, as well as their knowledge of botanical plants. Chagres National Park, located just 30 minutes outside of Panama City, was established in 1985 to protect the Rio Chagres watershed, the primary source of water for the Panama Canal. Enjoy a canoe ride on the clear waters of the Rio Chagres, home to otters, caimans and crocodiles, as you make your way to the upper reaches of Lake Alajuela.

Day 12: Depart for home



I gotta say, this is my #favourite view from Costa Rica. #costarica #vacation #eftours #volcano #summer2013 #summer #hotel #tacotal #volcan #puravida

– DANIELA, TRAVELER



Via Instagram

Costa Rica was absolutely amazing! It truly was a great adventure. Our tour director was fantastic beyond words. She was so personable, and her knowledge of Costa Rica's history, culture, and flora and fauna was incredibly remarkable.

– KRISTEN, TRAVELER



Via Facebook

TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

1. _____

2. _____

3. _____

— The easiest ways to —
ENROLL TODAY



Enroll on our website
eftours.com/enroll



Enroll by phone
800-665-5364



Enroll by mail
EF Educational Tours
Two Education Street
Cambridge, MA 02141

Our child came home a citizen of a global community with a greater understanding of their part in the world. Now, they understand that there is so much more out there than our everyday.

—CHARLOTTE, DAUGHTER TRAVELED JUNE 2015

“ Tour review

THE WORLD LEADER IN INTERNATIONAL EDUCATION

For over 50 years EF has been working toward one global mission: *Opening the World Through Education*. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration, and global competence. What's more:

- **We always offer the lowest prices, guaranteed** so more students can travel.
- **We're fully accredited, just like your school**, so you can earn credit while on tour.
- **All of our educational tours feature experiential learning activities** and visits to the best sites.
- **We're completely committed to your safety**. We have more than 500 schools and offices in over 50 countries around the world, so local EF staff members can react quickly and in person wherever you travel.
- **Your full-time Tour Director is with your group** every step of the way on tour, providing insight about your destinations as well as great local tips.





Educational Tours

Watch videos, read reviews, and enroll on your teacher's Tour Website

eftours.com/

This is also your tour number

HOLOCAUST IN EUROPE

10 or 13 days | Germany | Poland | Czech Republic

One of history's darkest moments takes on a poignant immediacy when you walk through the cities, towns, and buildings where the events occurred. At the Jewish Museum in Berlin, in the Warsaw Ghetto, in Prague's Jewish Quarter, and at the camps of Auschwitz and Birkenau, you have the opportunity to recall the suffering, honor the victims, and celebrate the liberation.

YOUR EXPERIENCE INCLUDES:



Full-time Tour Director



Sightseeing: 5 sightseeing tours led by expert, licensed local guides (8 with extension); 3 walking tours (4 with extension)



Entrances: Topography of Terror Museum; Jewish Museum in Berlin; POLIN Museum of the History of Polish Jews; Auschwitz and Birkenau; St. Vitus Cathedral; Golden Lane; Jewish Museum in Prague; Jewish Cemetery in Prague; Spanish Synagogue; Old-New Synagogue; with extension: Nuremberg Documentation Center; Dachau; Eagle's Nest or Documentation Center



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



All of the details are covered: Round-trip flights on major carriers; comfortable motorcoach; train; 8 overnight stays in hotels with private bathrooms (11 with extension);



European breakfast and dinner daily



Anyone can see the world.

YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

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When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels, and meals while also providing their own insight into the local history and culture. **Expert local guides** will lead your group on sightseeing tours, providing detailed views of history, art, architecture or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

@EFtours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveltuesday

—MELISSA, TRAVELER



CHECK OUT WHAT A TOUR IS ALL ABOUT

Watch the videos at eftours.com/

Your teacher's Tour Website



What you'll experience on your tour

Day 1: Fly overnight to Germany

Day 2: Berlin

- Meet your Tour Director at the airport in Berlin, the vibrant capital of reunified Germany.
- Take a walking tour of Berlin to explore how the city has been transformed since the Berlin Wall fell in 1989 and the vital role the city now plays in the European Union.

Day 3: Berlin

- Take an expert-led tour of Berlin: Brandenburg Gate; Kurfürstendamm.
- Photo stop at Checkpoint Charlie.
- Visit the Topography of Terror Museum, built on the grounds of the Gestapo and SS headquarters. Here you can learn about the Nazi regime and discover this documentation center.
- Visit the Jewish Museum.

Day 4: Warsaw

- Travel by train to Warsaw.

Day 5: Warsaw

- Take a walking tour of Warsaw and the Warsaw Ghetto, including the Warsaw Ghetto Monument.
- Visit the POLIN Museum of the History of Polish Jews.

Day 6: Krakow

- Travel to Krakow, the only major Polish city to escape devastation during World War II, leaving the beautiful architecture of its Old Town intact.
- Take an expert-led tour of Krakow. You'll see Wawel Cathedral, where Polish kings were crowned and Pope John Paul II once served as archbishop. Stroll through Główny Square, passing beautiful Sukiennice Cloth Hall and the Jagiellonian University.

Day 7: Krakow

- Take a somber visit to the concentration camps at Auschwitz and Birkenau. Now the site of a memorial museum, you can view a film about the horror of Auschwitz and Hitler's Third Reich here. Before you leave, observe a moment of remembrance for the six million victims of the Holocaust.

Day 8: Prague

- Travel to charming Prague, and encounter the legendary beauty of the former capital of the Holy Roman Empire. Here, you'll discover how the city gracefully balances classical features with a lively, bohemian spirit.

Day 9: Prague

- Take an expert-led tour of the city. Walk the quaint, cobbled streets of the Mala Strana and visit the 13th-century Stare Mesto (Old Town) and Market Square. Here you'll see the famous 15th-century astronomical clock.
- Visit St. Vitus Cathedral to continue celebrating the art and architecture of the City of One Hundred Spires.
- Visit the Golden Lane.
- Take an expert-led tour of the Jewish Quarter.
- Visit the Jewish Museum.
- Visit the Jewish Cemetery.
- Visit the Spanish Synagogue.
- Visit the Old-New Synagogue.

Day 10: Depart for home

☪ 3-DAY TOUR EXTENSION

Day 10: Nuremberg | Munich

- Travel to Nuremberg.
- Visit the Documentation Center.
- Continue on to Munich.

Day 11: Munich

- Take an expert-led tour of Munich.
- Visit Dachau, a WWII Nazi concentration camp built in 1933 and liberated by the Allies in 1945. It now serves as a memorial museum.

Day 12: Munich

- Take a guided excursion to Salzburg.
- Visit Eagle's Nest or the Documentation Center.

Day 13: Depart for home



In Berlin, Germany #berlin #germany #ef #eftours #neverstopexploring

- NICK, TRAVELER



Via Instagram



#prague #czechrepublic #beautiful #eftours #view fromthetownhall

- ANN, TRAVELER



Via Twitter

TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

1. _____

2. _____

3. _____

— The easiest ways to —
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Enroll by mail
EF Educational Tours
Two Education Street
Cambridge, MA 02141

Our child came home a citizen of a global community with a greater understanding of their part in the world. Now, they understand that there is so much more out there than our everyday

—CHARLOTTE, DAUGHTER TRAVELED JUNE 2015

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- **Your full-time Tour Director is with your group** every step of the way on tour, providing insight about your destinations as well as great local tips.

