

To: Board of Education
From: Ann Bruemmer, Division Director: Teaching & Learning
Ron May, Specialist: Textbooks
Date: April 28, 2008
Re: Textbook adoptions
Contact Person: Ron May, 832-5008, ext. 653

Background: The handwriting committee composed of teachers from Pre-K through 6th grade began its work in the fall. The committee looked at the current research and articles on handwriting. Discussions on the needs of students in Lawrence were reviewed and criteria for selection of the handwriting program were created. The committee looked at 3 different handwriting programs: Zaner Blozer Handwriting, DeNealian (our current program), and Handwriting Without Teachers.

Rationale: Based on the committees review and the criteria selection list, it was determined that Handwriting Without Tears was the best choice. Training will be provided in the fall prior to school starting for teachers that will be implementing the program.

We will have copies of each of this program on display for the BOE meeting.

Recommendation: It is recommended that the Board of Education approve the following:

Purchase contract #2689 for Handwriting Without Tears supplies and materials in the amount of \$59,101.46.

Motion:

I move to approve the following contracts and purchases:

Purchase contract #2689 for Handwriting Without Tears supplies and materials in the amount of \$59,101.46.

Account:

Textbook Rental Fund Elem.	016-016-1000-7000-644
❖ Handwriting Without Tears	\$59,101.46

PURCHASE CONTRACT

(Please ship and bill from this contract, no other purchase order will be issued.)

Mailing/Billing Address

Board of Education Lawrence USD #497
Lawrence Public Schools
110 McDonald Drive
Lawrence, Kansas 66044

Contract No. 2689

Account No. 016-016-1000-7000-644 \$59,101.46

Phone (785) 832-5000

Fax (785) 832-5022

This contract between Handwriting Without Tears

8001 MacArthur Blvd Cabin John, MD 20818

of the first part and the Board of Education of Lawrence USD #497, Douglas County, Kansas, of the second part.

WITNESSETH, That said party of the first part, for the consideration set forth below, does hereby agree to furnish unto said party of the second part, the following goods and/or services, to wit:

QUANTITY	DESCRIPTION	AMOUNT
	Handwriting Without Tears Materials See attached order:	\$53,728.60
	Shipping	\$5372.86
	TOTAL OF CONTRACT INCLUDING SHIPPING	\$59,101.46

DELIVERY INSTRUCTIONS: Ship to one site to: Pat Maddux, 110 McDonald Drive, Lawrence, KS 66044

IN WITNESS WHEREOF, The said parties have hereunto set their hands:

Date Party of the first part

April 28, 2008
Date **Board of Education, USD #497 Douglas County, Kansas**

April 28, 2008
Date Attest: _____
Clerk of the Board of Education

Before filling this order, please be sure you are in compliance with the Kansas Employment Laws as stated on the back of this purchase contract.

Original - Must be signed and returned to the Board of Education before payment can be released

Yellow Copy - Vendor Copy

Pink Copy - Accounting

1. The contractor shall observe the provisions of the Kansas act against discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, physical handicap unrelated to such person's ability to engage in the particular work, national origin or ancestry.
2. In all solicitations or advertisements for employees, the contractor shall include the phrase "equal opportunity employer" or a similar phrase to be approved by the commission (Civil Rights Commission).
3. If the contractor fails to comply with the manner in which the contractor reports to the commission in accordance with the provisions of K.S.A. 1976 Sup. 44-1030, as amended, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the contracting agency.
4. If the contractor is found guilty of a violation of the Kansas act against discrimination under a decision or order of the commission which has become final, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part by the contracting agent.
5. The contractor shall include the provisions of paragraphs (1) through (4) inclusively of this subsection (a) in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.

Handwriting Without Tears, Inc.
Summary Purchase Recommendations

Lawrence Public Schools - Ron May-

	First Year	Future Years
Pre-K - 11 Teachers, 150 Students		
Essential Teacher's Guide* and Student Workbooks	\$802.50	\$802.50
Essential Non-Consumables - One Time Purchase	\$2,156.00	\$0.00
Recommended Materials	\$656.70	\$265.10
Total for All Materials	\$3,615.20	\$1,067.60
Kindergarten - 31 Teachers, 770 Students		
Whole Class Teaching Strategy		
Essential Teacher's Guide* and Student Workbooks	\$4,119.50	\$4,119.50
Essential Non-Consumables - One Time Purchase	\$10,017.50	\$0.00
Recommended Materials	\$6,417.50	\$4,908.90
Total for All Materials	\$20,554.50	\$9,028.40
Grade 1 - 39 Teachers, 770 Students		
Essential Teacher's Guide* and Student Workbooks	\$4,119.50	\$4,119.50
Essential Non-Consumables - One Time Purchase	\$627.25	\$0.00
Recommended Materials	\$5,174.30	\$4,526.90
Total for All Materials	\$9,921.05	\$8,646.40
Grade 2 - 39 Teachers, 840 Students		
Essential Teacher's Guide* and Student Workbooks	\$4,494.00	\$4,494.00
Essential Non-Consumables - One Time Purchase	\$0.00	\$0.00
Recommended Materials	\$1,851.15	\$1,642.50
Total for All Materials	\$6,345.15	\$6,136.50
Grade 3 - 37 Teachers, 740 Students		
Essential Teacher's Guide* and Student Workbooks	\$3,959.00	\$3,959.00
Essential Non-Consumables - One Time Purchase	\$0.00	\$0.00
Recommended Materials	\$1,740.80	\$1,542.85
Total for All Materials	\$5,699.80	\$5,501.85
Grade 4 - 35 Teachers, 790 Students		
Essential Teacher's Guide* and Student Workbooks	\$4,226.50	\$4,226.50
Essential Non-Consumables - One Time Purchase	\$0.00	\$0.00
Recommended Materials	\$514.10	\$326.85
Total for All Materials	\$4,740.60	\$4,553.35
Grade 5 - 64 Teachers, 0 Students		
Essential Student Workbooks	\$342.40	\$342.40
Recommended Materials	\$342.40	\$0.00
Total for All Materials	\$684.80	\$342.40
Special Ed Resource Room		
Essential Teacher's Guide* and Student Workbooks	\$963.00	\$481.50
Essential Non-Consumables - One Time Purchase	\$48.75	\$0.00
Recommended Materials	\$1,155.75	\$437.25
Total for All Materials	\$2,167.50	\$918.75
Total First Year**	\$53,728.60	
Total Future Years**		\$36,195.25
* 1 Free Teacher's Guide with every 25 workbooks purchased.		
**Prices do not include 10% Shipping and Handling fees (see order form for S&H to Canada, AK, HI)		
Prices good through December 31st. 2008		

Handwriting Without Tears, Inc

Itemized Purchase Recommendations

Pre-K

10 Classrooms, 150 Students (working in a group of 4 students and 1 teacher)

		Price**	Quantity	Total
Essential Teacher's Guide and Student Workbook				
<i>Pre-Kindergarten Teacher's Guide *</i>	1 per class	Free	11	\$0.00
<i>Get Set for School</i>	1 per student	\$5.35	150	\$802.50
Essential Non-Consumables - One Time Purchase				
Get Set for School Sing Along CD *	1 per class	\$9.75	11	\$107.25
Wood Pieces Set for Capital Letters *	1 per 4 students	\$25.00	38	\$950.00
Mat for Wood Pieces *	1 for every person in a group	\$2.95	30	\$88.50
Laminated Capital Letter Cards for Wood Pieces *	1 per class	\$13.50	11	\$148.50
Roll-A-Dough Letters *	1 for every person in a group	\$13.25	30	\$397.50
Stamp and See Screen *	1 for every person in a group	\$9.75	30	\$292.50
Slate Chalkboard *	1 for every person in a group	\$3.25	30	\$97.50
Pre-K Wall Cards *	1 per class	\$6.75	11	\$74.25
Recommended Materials				
Little Sponge Cubes	1 per class	\$1.95	11	\$21.45
Flip Crayons	1 per class	\$15.50	11	\$170.50
Mat Man Shapes (book) *	1 per class	\$10.95	11	\$120.45
Name Plates	1 per class	\$5.35	11	\$58.85
Capital and Number Practice Strips	1 per class	\$3.25	11	\$35.75
Magic "C" Bunny Puppet *	1 per class	\$12.95	11	\$142.45
Rock, Rap, Tap and Learn CD*	1 per class	\$9.75	11	\$107.25
Total				\$3,615.20
1 Free Teachers Guide with every 25 workbooks purchased.				
* Non-Consumable Items				
** Quantity Discount Pricing - based on total purchases of 30 items or more				

Handwriting Without Tears, Inc				
Itemized Purchase Recommendations				
Kindergarten - 31 Teachers, 770 Students				
Whole Classroom Teaching Strategy				
		Price**	Quantity	Total
Essential Teacher's Guide and Student Workbooks				
<i>Kindergarten Teacher's Guide *</i>	1 per class	Free	31	\$0.00
<i>Letters and Numbers for Me</i>	1 per student	\$5.35	770	\$4,119.50
Essential Non-Consumables - One Time Purchase				
Wood Pieces Set for Capital Letters *	1 per 4 students	\$25.00	193	\$4,825.00
Mat for Wood Pieces *	1 per student	\$2.95	770	\$2,271.50
Laminated Capital Letter Cards for Wood Pieces *	1 per class	\$13.50	31	\$418.50
Slate Chalkboard *	1 per student	\$3.25	770	\$2,502.50
Recommended Materials				
Wide Double Line Notebook Paper	4 per class	\$9.25	124	\$1,147.00
Draw and Write Notebook	1 per student	\$2.25	770	\$1,732.50
Print Wall Cards *	1 per class	\$5.35	31	\$165.85
Print Alphabet Desk Strips (sold in sets of 4)	1 per 4 students	\$0.95	193	\$183.35
Gray Block Paper	1 per class	\$3.75	31	\$116.25
Little Sponge Cubes	1 per class	\$1.95	31	\$60.45
Blackboard with Double Lines *	1 per student	\$5.35	56	\$299.60
Big Sheet Draw and Write Paper	1 per class	\$5.75	31	\$178.25
Double Line Chart Tablets (Set of 2)	1 per class	\$19.75	31	\$612.25
Rock, Rap, Tap and Learn CD*	1 per class	\$9.75	31	\$302.25
Mat Man Shapes (book) *	1 per class	\$10.95	31	\$339.45
Magic "C" Bunny Puppet *	1 per class	\$12.95	31	\$401.45
Pencils for Little Hands	1 box per class	\$7.50	31	\$232.50
Flip Crayons	1 per class	\$15.50	31	\$480.50
Name Plates	1 per class	\$5.35	31	\$165.85
Total				\$20,554.50
1 Free Teachers Guide with every 25 workbooks purchased.				
* Non-Consumable Items				
** Quantity Discount Pricing - based on total purchases of 30 items or more				

Handwriting Without Tears, Inc

Itemized Purchase Recommendations

Grade 1 - 39 Teachers, 770 Students

		Price**	Quantity	Total
Essential Teacher's Guide and Student Workbooks				
<i>1st Grade Printing Teacher's Guide *</i>	1 per class	Free	39	\$0.00
<i>My Printing Book</i>	1 per student	\$5.35	770	\$4,119.50
Essential Non-Consumables - One Time Purchase				
Slate Chalkboard *	1 per 4 students	\$3.25	193	\$627.25
Recommended Materials				
Wide Double Line Notebook Paper	4 per class	\$9.25	156	\$1,443.00
Draw and Write Notebook	1 per student	\$2.25	770	\$1,732.50
Print Wall Cards *	1 per class	\$5.35	39	\$208.65
Print Alphabet Desk Strips (sold in sets of 4)	1 per 4 students	\$0.95	193	\$183.35
Big Sheet Draw and Write Paper	1 per class	\$5.75	39	\$224.25
Little Sponge Cubes	1 per class	\$1.95	39	\$76.05
Gray Block Paper	1 per class	\$3.75	20	\$75.00
Double Line Chart Tablets (Set of 2)	1 per class	\$19.75	39	\$770.25
Rock, Rap, Tap and Learn CD*	1 per class	\$9.75	45	\$438.75
Pencils for Little Hands	1 box per class	\$7.50	3	\$22.50
Total				\$9,921.05

1 Free Teachers Guide with every 25 workbooks purchased.

* Non-Consumable Items

** Quantity Discount Pricing - based on total purchases of 30 items or more

Handwriting Without Tears, Inc

Itemized Purchase Recommendations

Grade 2 - 39 Teachers, 840 Students

		Price**	Quantity	Total
Essential Teacher's Guide and Student Workbooks				
<i>2nd Grade Printing Teacher's Guide *</i>	1 per class	Free	39	\$0.00
<i>Printing Power</i>	1 per student	\$5.35	840	\$4,494.00
Recommended Materials				
Regular Double Line Notebook Paper	4 per class	\$9.25	156	\$1,443.00
Print Wall Cards *	1 per class	\$5.35	39	\$208.65
Print Alphabet Desk Strips (sold in sets of 4)	1 per 4 students	\$0.95	210	\$199.50
Total				\$6,345.15

1 Free Teachers Guide with every 25 workbooks purchased.

* Non-Consumable Items

** Quantity Discount Pricing - based on total purchases of 30 items or more

**Handwriting Without Tears, Inc
Itemized Purchase Recommendations**

Grade 3 - 37 Teachers, 740 Students

		Price**	Quantity	Total
Essential Teacher's Guide and Student Workbooks				
<i>3rd Grade Cursive Teacher's Guide *</i>	1 per class	Free	37	\$0.00
<i>Cursive Handwriting</i>	1 per student	\$5.35	740	\$3,959.00
Recommended Materials				
Regular Double Line Notebook Paper	4 per class	\$9.25	148	\$1,369.00
Cursive Wall Cards *	1 per class	\$5.35	37	\$197.95
Cursive Alphabet Desk Strips (sold in sets of 4)	1 per 4 students	\$0.95	183	\$173.85
Total				\$5,699.80

1 Free Teachers Guide with every 25 workbooks purchased.

* Non-Consumable Items

** Quantity Discount Pricing - based on total purchases of 30 items or more

**Handwriting Without Tears, Inc
Itemized Purchase Recommendations**

Grade 4 - 35 Teachers, 790 Students

		Price**	Quantity	Total
Essential Teacher's Guide and Student Workbooks				
<i>4th Grade Cursive Teacher's Guide *</i>	1 per class	Free	35	\$0.00
<i>Cursive Success</i>	1 per student	\$5.35	790	\$4,226.50
Recommended Materials				
Narrow Double Line Notebook Paper	4 per class	\$9.25	15	\$138.75
Cursive Wall Cards *	1 per class	\$5.35	35	\$187.25
Cursive Alphabet Desk Strips (sold in sets of 4)	1 per 4 students	\$0.95	198	\$188.10
Total				\$4,740.60

1 Free Teachers Guide with every 25 workbooks purchased.

* Non-consumable items

** Quantity Discount Pricing - based on total purchases of 30 items or more

**Handwriting Without Tears, Inc
Itemized Purchase Recommendations**

Grade 5 - 64 Teachers

		Price**	Quantity	Total
Essential Student Workbooks				
<i>4th Grade Cursive Teacher's Guide *</i>	1 per class	\$5.35	64	\$342.40
Recommended Materials				
Cursive Wall Cards *	1 per class	\$5.35	64	\$342.40
Total				\$684.80

1 Free Teachers Guide with every 25 workbooks purchased.

* Non-consumable items

** Quantity Discount Pricing - based on total purchases of 30 items or more

Handwriting Without Tears, Inc				
Itemized Purchase Recommendations				
Special Ed. Resource Room				
		Price**	Quantity	Total
Essential Teacher's Guide and Student Workbooks				
<i>Pre-Kindergarten Teacher's Guide *</i>	1 per class	\$5.35	15	\$80.25
<i>Get Set for School</i>	1 per student	\$5.35	15	\$80.25
<i>Kindergarten Teacher's Guide *</i>	1 per class	\$5.35	15	\$80.25
<i>Letters and Numbers for Me</i>	1 per student	\$5.35	15	\$80.25
<i>1st Grade Printing Teacher's Guide *</i>	1 per class	\$5.35	15	\$80.25
<i>My Printing Book</i>	1 per student	\$5.35	15	\$80.25
<i>2nd Grade Printing Teacher's Guide *</i>	1 per class	\$5.35	15	\$80.25
<i>Printing Power</i>	1 per student	\$5.35	15	\$80.25
<i>3rd Grade Cursive Teacher's Guide *</i>	1 per class	\$5.35	15	\$80.25
<i>Cursive Handwriting</i>	1 per student	\$5.35	15	\$80.25
<i>4th Grade Cursive Teacher's Guide *</i>	1 per class	\$5.35	15	\$80.25
<i>Cursive Success</i>	1 per student	\$5.35	15	\$80.25
Essential Non-Consumables - One Time Purchase				
Slate Chalkboard *	1 per student	\$3.25	15	\$48.75
Recommended Materials				
Writing Notebook	1 per student	\$2.25	50	\$112.50
Print Alphabet Desk Strips (sold in sets of 4)	1 per 4 students	\$0.95	15	\$14.25
Cursive Alphabet Desk Strips	1 per 4 students	\$0.95	15	\$14.25
Pre-K Wall Cards *	1 per class	\$6.75	15	\$101.25
Print Wall Cards *	1 per class	\$5.35	15	\$80.25
Cursive Wall Cards *	1 per class	\$5.35	15	\$80.25
Double Line Chart Tablets (Set of 2)	1 per class	\$19.75	15	\$296.25
Rock, Rap, Tap and Learn CD*	1 per class	\$9.75	15	\$146.25
Get Set for School Sing Along CD *	1 per class	\$9.75	15	\$146.25
Mat Man Shapes (book) *	1 per class	\$10.95	15	\$164.25
1 Free Teachers Guide with every 25 workbooks purchased.				
* Non-consumable items				
** Quantity Discount Pricing - based on total purchases of 30 items or more				