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## Community Consolidated School District 15

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Joseph M. Kiszka Educational Service Center  
580 N. 1st Bank Drive  
Palatine, IL 60067-8110

Meg Schnoor, Ed.D.  
Assistant Superintendent for Teaching and Learning

(847) 963-3106 Fax (847) 963-3119  
www.ccsd15.net



**Date:** June 12, 2019

**To:** Board of Education

**From:** Dr. Meg Schnoor, Assistant Superintendent for Teaching and Learning  
Colleen Mullins, District Literacy Coordinator

**RE:** Labeling Project for Fountas and Pinnell Classroom Implementation - Crossland Literacy

The barcoding, labeling and organization of the new Fountas and Pinnell Classroom (FPC) is critical to the success. Full FPC implementation for Grades K-3 will include close to 300,000 texts organized, labeled and barcoded differently for the various instructional contexts. Crossland Literacy, the sole sales representative for Heinemann Publishing in the state of Illinois, will complete the labeling project for CCSD 15 at a cost of \$75,000.

Crossland Literacy will:

- Receive boxes and store materials until pick up by CCSD 15 district.
- Unpack the individual boxes and do inventory check to ensure CCSD 15 has received all materials.
- Manage and resolve any issues directly with the publisher such as missing or damaged items.
- Label and barcode all the individual books according to the guidelines set forth by the district personnel.
- Label boxes by school, grade level and teacher name.
- Repack the materials and pallet materials for pickup in West Dundee by CCSD 15 warehouse personnel.

**Proposal for Receiving Handling and Labeling**

**Sold to:**  
 CCSD 15  
 Attn: Colleen Mullins  
 580 N 1st St  
 Palatine, Illinois 60067

**Bill to:**  
 CCSD 15  
 580 N 1st St  
 Palatine, Illinois 60067

**Proposed Dates: July 2019-January 2020**

Title	Price	Qty	Sub-Total
Receiving, Handling, Labeling Packing of FPC Materials			\$ 75,000.00
			\$ -
			\$ -
<b>Total</b>			<b>\$ 75,000.00</b>

If customer agrees to above proposal, please respond by email to [kelly@crosslandlit.com](mailto:kelly@crosslandlit.com)

Payment is expected within 30 days of final service date to:

Crossland Literacy  
 739 S 8th Street  
 West Dundee, IL 60118  
 Fed ID# 46-4199089

Prepared by:  
 Crossland Literacy  
 847-767-4822

[kelly@crosslandlit.com](mailto:kelly@crosslandlit.com)

