

ADM CURRENT PURCHASING PROCEDURES

Teacher initiates a purchase order through an online system. The date is entered. The vendor name and address is entered and the ship to address is entered. Each item order is typed in with a description and price. When the teacher hits submit, the purchase order goes to the administrator for approval. The administrator is notified by email that there is a purchase order pending approval. The administrator clicks on the link and after reviewing the order, sends it on to the administrative assistant who will put the account code on the purchase order and then submits it to the business manager for final approval. The business manager receives an email that there is a purchase order pending final approval. The business manager clicks on the link and after reviewing the order, approves it and prints a copy for the accounts payable person. The accounts payable person enters the purchase order information into the school accounting system and then files the PO until the invoice and packing slip are received from the administrative assistant that placed the order. Once the accounts payable person receives the invoice and packing slip, she attaches her copy of the purchase order and inputs the invoice information into the computer so that a check can be generated. Once the process on the computer is complete, the accounts payable person will print pre-check reports and then printed checks. The checks are torn from the check stubs. The stubs are stapled to the invoice, packing slip, and purchase order and filed. The checks are put in an envelope and mailed to the vendor.

How much time does it take to process one per purchase order?

A quick purchase order can take about 6 minutes from start to finish. The check process time once the purchase order is received is about 4 minutes. The postage per check is \$.45. My estimation for the cost of the whole process is about \$3.08 without considering the cost of the checks or paper printed. Most purchase orders would take longer to process.

How many purchase orders do we process in one year?

ADM processed more than 1,400 purchase orders during the 2011-12 school year. This doesn't include any small or large technology purchases.

Adel Elementary	384
Activity Department	345
High School	250
DeSoto	162
Central Office	154
Middle School	106

How many non-payroll checks do we issue in one year?

ADM issued 2,531 non-payroll checks during the 2011-12 school year. Almost 50% of the checks written were for \$200 or less. About 30% of the checks issued were for \$100 or less.

Why p-Cards Are a Better Way to Pay School District Bills

Not all p-Cards are the same. The benefits listed below reflect those of the current _____ ASBO (partnering with Illinois ASBO) p-Card program.

The traditional purchase order process is wasteful and inefficient

- Labor intensive
- Mountains of paper
- Many people and steps involved
- Same process regardless of transaction cost
- Not cost effective for small dollar value purchases
- Creates an illusions of control and accountability
- Is time consuming
- Usually results in a single payment check being written

p-Cards provide many advantages and benefits over cash, check, purchase order and credit card purchasing

- No revolving line of credit
- No annual fees
- Control over what is purchased
- Control over where purchases can be made
- Limit the dollar value of each purchase
- Individual card limits/parameters can be established
- Prevent budget overspending
- Requires no special software
- Requires only internet access
- Fraud protection per transaction
- Speeds up obtaining critically needed items
- Convenient
- No minimum number of cards
- Reduces to one check the payment of many purchases from multiple stores
- No transaction charges
- No implementation fees
- All cards provided free
- Superior purchasing reports-management information systems free

Want to know more? Go to www.illinois-pcard.com.

Updated November 2011

PROCUREMENT CARD (P-Card)

Use of Procurement Cards is a cost-effective way to reduce the administrative costs associated with making frequent and low dollar purchases. The purpose of the Procurement Card program is to provide a cost effective purchasing tool to authorized District staff to efficiently and effectively expedite the purchasing process. *(It's similar to a credit card but has less risk as there is more control over purchases.)*

Here's how it works:

- Procurement cards will be made available to certain employees based upon need as determined by the appropriate District Administrator.
 - Issuance of a p-Card will require employee training and a signed User Agreement.
- Procurement cards will have transaction and monthly limitations as well as vendor limitations.
 - One p-Card could be issued for each building for the purpose of registration fees only.
(Registration fees would be paid on time and would eliminate the need for a check request in advance.)
 - One p-Card could be issued for the FCS teacher for grocery purchases at Fareway with a limit of \$150/month.
 - The p-Card could be used for online vendors in place of the credit card. Because of the limitations on the p-card, there is less risk than using our District credit card for purchases.
- Employees will be required to provide appropriate documentation for purchases and will attach that documentation to the monthly statement which will be sent to the Central office so payment can be made.

Getting Started

Issue five individual p-cards – one for each building and one for the Central office.

Each building will use p-cards for registration fees and any other case which a credit card is needed.

The buildings will issue a purchase order for the amount of the p-card in their possession and will be restricted as to the uses of the p-card.

Each building could eliminate the need to do several individual purchase orders for each order placed if using the p-card.

Invoices/receipts are collected for each purchase and matched with the monthly statement for each p-card.

Fewer checks are printed each month.

Rebates are earned on purchases made with the p-card (.8%).

P-Card Program Update:

Iowa Schools Participation in Illinois p-card program: The following report shows the activity through the program year (May-April). The "rebates" are not big dollar amounts but can become significant if the system is used. In our current economic situation \$\$ "in" is much better than \$\$ "out." Want to know more? Check out the information below. For a "true" interpretation of the program call a business official at one of the participating districts for their perception and recommendations (*Woodbury Central and West Des Moines are the highest users on a per pupil basis*).



Should your district be joining the Iowa P-card program?

First it is necessary to know the definition of "Procurement Card – Purchase Card – P-Card." The terms are all used interchangeably and mean the same thing. The basic concept is that a p-card is essentially a credit card which can be set up with many internal controls. The following paragraphs will discuss the rationale for evaluating the current PO process for purchases, advantages of using a p-card, what controls can be placed on the cards, why the Illinois program was selected, and how to begin the process.

Why would schools be interested in using a p-card?

For many years schools have used a traditional purchase order (PO) process to secure goods and services for school operations. The process often becomes quite labor intensive with multiple copies required for the purchase to occur. Some of the negative features of our traditional PO system include:

- ☐ *Paper Intensive / Mountains of Paper*
- ☐ *Same Process Regardless of Transaction Value*
- ☐ *High Average Per Transaction Cost to School District*
- ☐ *High Average Per Transaction Cost to the Vendor*
- ☐ *Not Cost-Effective for Small Purchases*

An analysis of a district's purchasing and payment function helps identify some of the questions and benchmarking opportunities that may be achieved with a p-card system.

- ☐ *How many non-payroll checks are written each month?*
- ☐ *How many of the non-payroll checks are for less than \$500?*
- ☐ *How many of the non-payroll checks are for less than \$25?*
- ☐ *How many POs are written each month?*
- ☐ *What can you eliminate?*
- ☐ *What can you save?*

Why is the Streamlining of Small Purchases Significant?

The majority of transactions in most organizations are for relatively small amounts

- *Could these small transactions each month be consolidated into one payment?*
- *Who are the employees creating all of these small purchases?*
- *What does it actually cost to complete a PO from request to payment?*

What Controls can be placed on p-cards that do not exist on regular credit cards?

The following controls can be placed on the use of p-cards

- *Transaction limits per charge*
- *Monthly or annual limits to prevent exceeding budget allocations*
- *Preferred Supplier Restriction to encourage purchasing from suppliers offering better discounts for school supplies / services*
- *You control what can be purchased, where it can be purchased from and limit the amount*

The forms and instructions can be found on the Iowa ASBO website to download.
The program year is May-April.

P-card – is it worth the effort?

P-card historical financial summary

Participating districts	2007-08 \$		2008-09		2009-10		2010-11	
2007-2008	spent	Rebate	spent	Rebate	spent	Rebate	spent	Rebate
Harlan CSD	52,802	369.61	147,866	1,182.93	110,285	926.39	119,105	1,029.07
Louisa-Muscatine CSD	26,995	188.96	77,957	623.66	174,655	1,467.10	93,575	808.49
Mt. Pleasant CSD	25,445	178.11	142,594	1,140.75	129,120	1,084.61	191,653	1,655.88
Waterloo	4,209	29.46	36,414	291.31	71,484	600.47	663,726	5,734.59
Western Dubuque	1,370	9.59	53,218	425.74	67,538	567.32	89,681	774.84
Nashua Plainfield	437	3.06	16,238	129.90	24,531	206.06	32,726	282.75
Davenport	-	-	-	-	0	0.00	0	0.00
Waverly Shell Rock	-	-	5,954	47.63	3,549	29.81	5,696	49.21
2008-2009	111,258	778.80						
Dubuque CSD			291,069	2,328.55	661,922	5,560.14	808,324	6,983.92
Iowa City CSD			126,485	1,011.88	193,375	1,624.35	226,560	1,957.48
Nevada CSD			13,397	107.18	18,816	158.05	38,740	334.71
West Liberty CSD			47,455	379.64	152,711	1,282.77	215,742	1,864.01
West Branch CSD			15,546	124.37	44,544	374.17	47,671	411.88
Woodbury Central CSD			34,734	277.87	232,912	1,956.46	253,743	2,192.34
Johnston CSD			500	4.00	1,070,836	8,995.02	702,185	6,066.88
			1,009,427	8,075.42				
2009-2010								
Corwith Wesley					5,280	44.35	13,465	116.34
Valley Community					6,058	50.89	28,370	245.12
Des Moines					5,988	50.30	112,660	973.38
West Des Moines					129,993	1,091.94	2,199,491	19,003.60
South Tama CSD					19,165	160.99	108,931	941.16
Dike-New Hartford CSD					2,234	18.77	64,981	561.44
					3,124,996	26,249.97		
2010-2011								
North Iowa							21,663	187.17
Rudd Rockford							111,487	963.25
Wilton							100,517	868.47
North Scott							10,512	90.82
Wapello							7,738	66.86
							6,268,942	54,163.66
Total Rebate check from								
Illinois ASBO & rebate % of purch	\$1,001.32		\$10,094.27	1.0%	\$32,812.46	1.05%	\$67,704.57	1.08%
IASBO portion	\$222.52	0.2%	\$ 2,018.85	0.2%	\$ 6,562.49	0.20%	\$13,540.91	0.20%
LEA portion	\$778.80	0.8%	\$ 8,075.42	0.8%	\$26,249.97	0.80%	\$54,163.66	0.80%

Iowa usage is increasing.

As of fall 2010 Iowa district usage accounted for 4% of the total program usage in the 12 participating states. Fall 2011 data show Iowa usage to be 9% of the total usage. We *are* learning the advantages of using the program.

P-card historical financial summary

Participating districts 2007-2008	2007-08 \$	2007-08	2008-09		2009-10		2010-11		Comparative Implementati Fall 10 enr \$ / st	2010-11	Cumulative Rebate
	spent	Rebate	spent	Rebate	spent	Rebate	spent	Rebate			
Harlan CSD	52,802	369.61	147,866	1,182.93	110,285	926.39	119,105	1,029.07	1473	\$ 81	\$3,508.00
Louisa-Muscatine CSD	26,995	188.96	77,957	623.66	174,655	1,467.10	93,575	808.49	785	\$ 119	\$3,088.21
Mt. Pleasant CSD	25,445	178.11	142,594	1,140.75	129,120	1,084.61	191,653	1,655.88	2086	\$ 92	\$4,059.36
Waterloo	4,209	29.46	36,414	291.31	71,484	600.47	663,726	5,734.59	10622	\$ 62	\$6,655.83
Western Dubuque	1,370	9.59	53,218	425.74	67,538	567.32	89,681	774.84	2879	\$ 31	\$1,777.50
Nashua Plainfield	437	3.06	16,238	129.90	24,531	206.06	32,726	282.75	680	\$ 48	\$621.78
Davenport	-	-	-	-	0	0.00	0	0.00	16183	\$ -	\$0.00
Waverly Shell Rock	-	-	5,954	47.63	3,549	29.81	5,696	49.21	1888	\$ 3	\$126.66
2008-2009	111,258	778.80									
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Nevada CSD			13,397	107.18	18,816	158.05	38,740	334.71	1482	\$ 26	\$599.94
West Liberty CSD			47,455	379.64	152,711	1,282.77	215,742	1,864.01	1211	\$ 178	\$3,526.42
West Branch CSD			15,546	124.37	44,544	374.17	47,671	411.88	813	\$ 59	\$910.42
Woodbury Central CSD			34,734	277.87	232,912	1,956.46	253,743	2,192.34	588	\$ 432	\$4,426.67
Johnston CSD			500	4.00	1,070,836	8,995.02	702,185	6,066.88	6094	\$ 115	\$15,065.90
			1,009,427	8,075.42							
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Valley Community					6,058	50.89	28,370	245.12	449	\$ 63	\$296.00
Des Moines					5,988	50.30	112,660	973.38	30975	\$ 4	\$1,023.68
West Des Moines					129,993	1,091.94	2,199,491	19,003.60	8993	\$ 245	\$20,095.54
South Tama CSD					19,165	160.99	108,931	941.16	1518	\$ 72	\$1,102.15
Dike-New Hartford CSD					2,234	18.77	64,981	561.44	797	\$ 82	\$580.20
					3,124,996	26,249.97					
2010-2011											
North Iowa							21,663	187.17	497	\$ 44	\$187.17
Rudd Rockford							111,487	963.25	489	\$ 228	\$963.25
Wilton							100,517	868.47	790	\$ 127	\$868.47
North Scott							10,512	90.82	2964	\$ 4	\$90.82
Wapello							7,738	66.86	765	\$ 10	\$66.86
							6,268,942	54,163.66			
Total Rebate check from											
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IASBO portion	\$222.52	0.2%	\$ 2,018.85	0.2%	\$ 6,562.49	0.20%	\$13,540.91	0.20%			
LEA portion	\$778.80	0.8%	\$ 8,075.42	0.8%	\$26,249.97	0.80%	\$54,163.66	0.80%			

RESOLUTION AUTHORIZING ISSUANCE OF INDIVIDUAL PROCUREMENT CARDS

WHEARAS, the Board of Education of the Adel DeSoto Minburn Community School District has the authority to enter into an agreement with the Bank of Montreal for purchasing cards.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Adel DeSoto Minburn Community School District that the Superintendent/Board Secretary are authorized to enter into an Agreement with the Bank of Montreal to secure Procurement Cards for each authorized employee of the school district under such terms and conditions as approved by the Board.

The Board of Education authorizes the Superintendent/Board Secretary/Business Manager to execute a p-Card program agreement on its behalf.

Approved this _____ day of _____ 20 ____.

Ayes _____

Nays _____

President: _____
(Tim Canney)

Date: _____

November 2012 Board Report from Activities Department

Fall in Review

- Cross Country
 1. Girls finish 4th in RRC Meet
 2. Boys finish 5th in RRC Meet
 3. We did not have anyone qualify for state meet
- Volleyball
 1. Finished 3rd in the RRC
 2. Lost in the Regional Finals to Red Oak
 3. We will have a lot of starters back- we should expect great things next fall
- Football
 1. Placed 2nd in District #1 6-3 regular season
 2. Lost in Sub-state to Spencer
- Cheerleading/Dance
 1. Cheerleading placed 6th at the State competition
 2. Alec Craigmile was selected to the All-State Team
 3. Three cheerleaders selected to cheer on Honor Squad - Alec Craigmile, Rachel Soderstrum, Jordyn Yost
- Fall Play "Cheaper By The Dozen" was a great success-Molly Longman and cast and crew did a great job.
- Marching Band-Competed in several contests this Fall
 1. Valleyfest- 11th place finish
 2. State Marching Festival at Waukeg-Division 1 rating scored a 71.3, which is the highest score for an ADM Marching Band.
 3. Played at all home football games except the one that rained.
 4. The new band uniforms are in and look great!!
- We had 5 students compete in All-state Band and Choir
 1. Scott Clabough-Band
 2. Rachel Wiley-Band
 3. Kyle Clements-Band
 4. Andrea Baier-Choir
 5. LewElla Riker-Choir
- We had two students compete in Opus Honor Choir
 1. Jonathan Norris made mixed Opus Honor choir

Coaching Updates:

- We will be interviewing for the Head Baseball position on Tuesday, November 13th. We are interviewing three candidates.

Athletic Booster Club Update:

- We are working through some changes with the Booster Club distribution process and will continue to improve this.
- They are not sure the amount they will be donating this year.
- I have asked them to save \$15,000 of that for some major facility improvements.
- We have identified several areas that are in need of improvement:

1. Track
2. Turf Field
3. Scoreboard for Stadium
4. I have put together some cost estimates for all of these and a proposal on how to get the money for these.

Winter Preview:

- 7th-8th sports have already started with great participation numbers (started around Nov 1st)-there is no set date for MS sports to start. We have already had a few basketball games.
- High School Girls Basketball started Nov. 5. About 25 girls out.
- High School Boys Basketball started today, Nov. 12. Looks like they will have great numbers out.
- High School wrestling started today, Nov. 12. Looks like they will have great numbers out also.
- Looking for a great winter season. Our goal is for the success from the fall to carry into the winter sports like the spring and summer did for the fall.
- HS Winter Concert Dec. 10

General:

- As you can see, our programs are performing at or near the top in everything we are doing. We have a very dedicated group of coaches, students and parents here at ADM.
- We will continue to find ways to keep improving our programs.

AP Current Year Score Summary (2012)

This report lists the total numbers of each score (1 to 5) for each AP subject.

✓ Data Updated Jun 28, 2012, Report Run Nov 6, 2012

Show : Go

Disciplines: All

Adel-Desoto-Minburn High School (160010)

Total AP Students in Your School: 69

School Totals for this View	5	4	3	2	1	Total Exams
Number of Exams	1	14	30	33	14	92
Percentage of Total	1	15	33	36	15	100

Subject Totals	5	4	3	2	1	Total Exams
Music Theory		1	1	1		3
English Language and Composition		1	2	7		10
English Literature and Composition		2	6	6	1	15
Psychology		2	1	1		4
United States Government and Politics	1	1	3	1		6
United States History		2	2	11	4	19
World History		2	4	3	1	10
Calculus AB		3	5	3	6	17
Statistics			6		2	8

AP School Summary with Comparable Groups (2012)

Print / Download Options

This report compares the AP scores at your school to comparable groups, overall and by individual subject. Comparisons also include total number of exams, mean score, standard deviation, and number of schools per exam for each group.

✓ Data Updated Jun 28, 2012, Report Run Nov 6, 2012

Exams at your School or All Exams: Exams at Your School

<< Customize Report

Adel-Desoto-Minburn High School (160010)

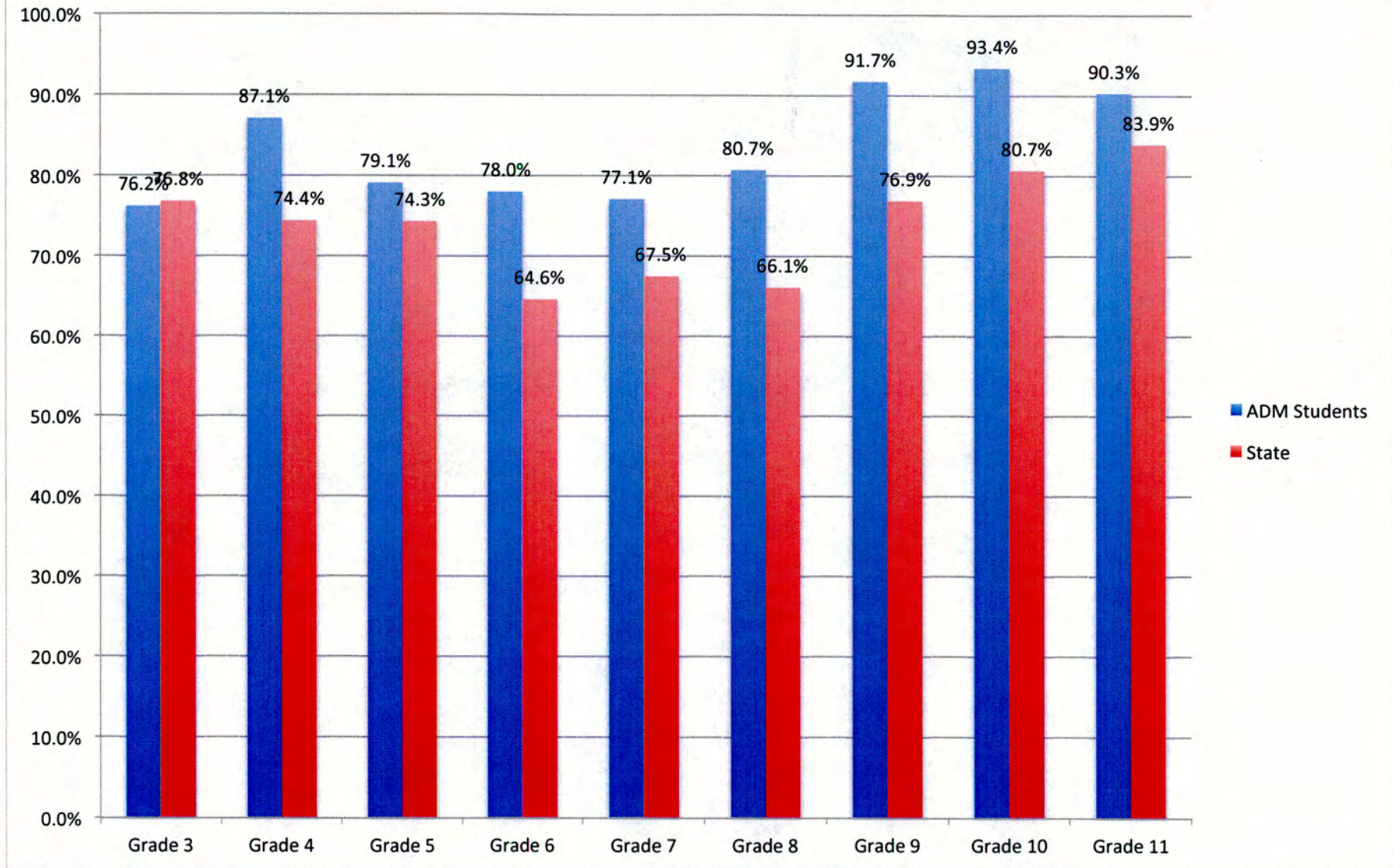
	Score	Mus Theo	Eng Lang Comp	Eng Lit Comp	Psyc	US Gov Pol	US Hist	World Hist	Calc AB	Stat	Total Exams*
School (160010)	5					1					1
	4	1	1	2	2	1	2	2	3		14
	3	1	2	6	1	3	2	4	5	6	30
	2	1	7	6	1	1	11	3	3		33
	1			1			4	1	6	2	14
	Total Number of Exams	3	10	15	4	6	19	10	17	8	92
	Mean Score	3.00	2.40	2.60	3.25	3.33	2.11	2.70	2.29	2.50	2.51
	Standard Deviation	1.00	0.70	0.83	0.96	1.03	0.88	0.95	1.16	0.93	0.97
Iowa	Total Schools	1	1	1	1	1	1	1	1	1	1
	5	14	172	137	366	193	194	59	336	76	2,555
	4	21	323	332	387	223	442	142	280	161	3,609
	3	16	580	557	306	338	477	279	275	174	4,376
	2	15	514	533	208	273	585	185	155	97	3,532
	1	5	115	90	219	182	200	34	318	75	2,377
	Total Number of Exams	71	1,704	1,649	1,486	1,209	1,898	699	1,364	583	16,449
	Mean Score	3.34	2.95	2.94	3.32	2.98	2.92	3.01	3.12	3.11	3.03
United States	Standard Deviation	1.22	1.08	1.04	1.37	1.29	1.17	1.00	1.49	1.21	1.28
	Total Schools	18	79	123	49	63	91	24	130	42	213

Five
Year

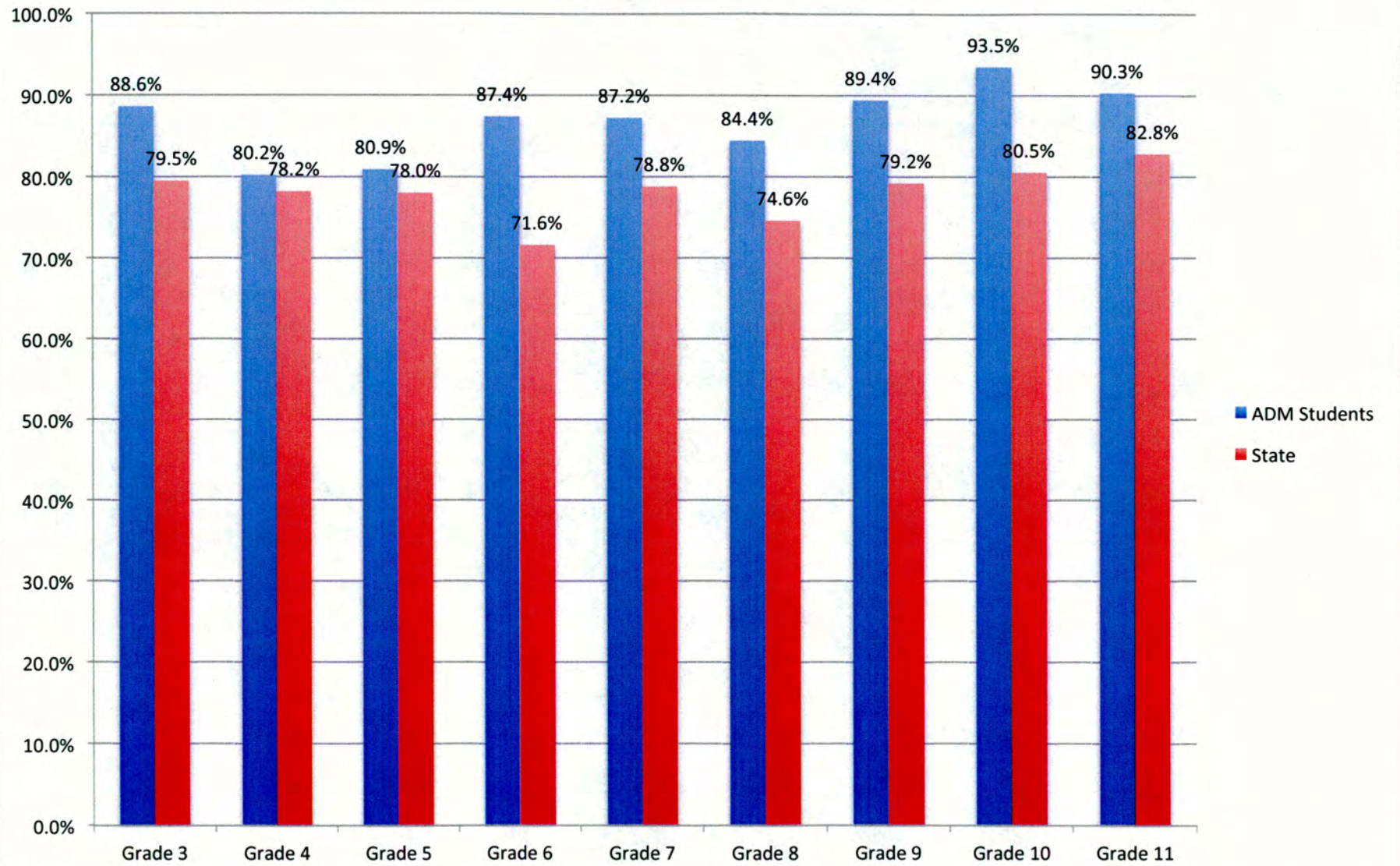
	2008	2009	2010	2011	2012
Adel-Desoto-Minburn High School (160010)					
Total AP Students	40	36	36	65	69
Number of Exams	45	42	41	89	92
AP Students with Scores 3+	18	16	17	30	35
■ % of Total AP Students with Scores 3+	45.0	44.4	47.2	46.2	50.7
Iowa					
Total AP Students	7,816	8,302	9,000	9,632	10,453
Number of Exams	11,818	12,512	14,074	14,931	16,449
AP Students with Scores 3+	5,172	5,363	5,751	6,267	6,694
■ % of Total AP Students with Scores 3+	66.2	64.6	63.9	65.1	64.0
Global					
Total AP Students	1,588,530	1,698,133	1,855,310	1,982,133	2,106,829
Number of Exams	2,754,327	2,944,031	3,236,335	3,475,395	3,714,431
AP Students with Scores 3+	955,312	1,038,383	1,116,959	1,193,662	1,294,971
■ % of Total AP Students with Scores 3+	60.1	61.1	60.2	60.2	61.5

Report - Students Score 3 or higher

Reading Comprehension 2011-12



Math 2011-12



AP Current Year Score Summary (2012)

This report lists the total numbers of each score (1 to 5) for each AP subject.

✓ Data Updated Jun 28, 2012, Report Run Nov 6, 2012

Show : Go

Disciplines : All

Adel-Desoto-Minburn High School (160010)

Total AP Students in Your School: 69

School Totals for this View

Number of Exams

Percentage of Total

5	4	3	2	1	Total Exams
1	14	30	33	14	92
1	15	33	36	15	100

Subject Totals

Music Theory

English Language and Composition

English Literature and Composition

Psychology

United States Government and Politics

United States History

World History

Calculus AB

Statistics

5	4	3	2	1	Total Exams
	1	1	1		3
	1	2	7		10
	2	6	6	1	15
	2	1	1		4
1	1	3	1		6
	2	2	11	4	19
	2	4	3	1	10
	3	5	3	6	17
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✓ Data Updated Jun 28, 2012, Report Run Nov 6, 2012

Exams at your School or All Exams : Exams at Your School

<< Customize Report

Adel-Desoto-Minburn High School (160010)

	Score	Mus Theo	Eng Lang Comp	Eng Lit Comp	Psyc	US Gov Pol	US Hist	Worl Hist	Calc AB	Stat	Total Exams*
School (160010)	5					1					1
	4	1	1	2	2	1	2	2	3		14
	3	1	2	6	1	3	2	4	5	6	30
	2	1	7	6	1	1	11	3	3		33
	1			1			4	1	6	2	14
	Total Number of Exams	3	10	15	4	6	19	10	17	8	92
	Mean Score	3.00	2.40	2.60	3.25	3.33	2.11	2.70	2.29	2.50	2.51
	Standard Deviation	1.00	0.70	0.83	0.96	1.03	0.88	0.95	1.16	0.93	0.97
	Total Schools	1	1	1	1	1	1	1	1	1	1
Iowa	5	14	172	137	366	193	194	59	336	76	2,555
	4	21	323	332	387	223	442	142	280	161	3,609
	3	16	580	557	306	338	477	279	275	174	4,376
	2	15	514	533	208	273	585	185	155	97	3,532
	1	5	115	90	219	182	200	34	318	75	2,377
	Total Number of Exams	71	1,704	1,649	1,486	1,209	1,898	699	1,364	583	16,449
	Mean Score	3.34	2.95	2.94	3.32	2.98	2.92	3.01	3.12	3.11	3.03
	Standard Deviation	1.22	1.08	1.04	1.37	1.29	1.17	1.00	1.49	1.21	1.28
	Total Schools	18	79	123	49	63	91	24	130	42	213
United States	5	3,446	47,857	30,704	43,947	29,919	49,581	14,122	63,470	18,308	544,589

3 qualifies for college credit

Five
Year

	2008	2009	2010	2011	2012
Adel-Desoto-Minburn High School (160010)					
Total AP Students	40	36	36	65	69
Number of Exams	45	42	41	89	92
AP Students with Scores 3+	18	16	17	30	35
■ % of Total AP Students with Scores 3+	45.0	44.4	47.2	46.2	50.7
Iowa					
Total AP Students	7,816	8,302	9,000	9,632	10,453
Number of Exams	11,818	12,512	14,074	14,931	16,449
AP Students with Scores 3+	5,172	5,363	5,751	6,267	6,694
■ % of Total AP Students with Scores 3+	66.2	64.6	63.9	65.1	64.0
Global					
Total AP Students	1,588,530	1,698,133	1,855,310	1,982,133	2,106,829
Number of Exams	2,754,327	2,944,031	3,236,335	3,475,395	3,714,431
AP Students with Scores 3+	955,312	1,038,383	1,116,959	1,193,662	1,294,971
■ % of Total AP Students with Scores 3+	60.1	61.1	60.2	60.2	61.5

Report - Students Score 3 or higher

AP Enrollment 2012-13

English Literature and Composition	14
English Language and Composition	9
Music Theory	4
Calculus A/B	20
Probability and Statistics	10
World History	16
US History	11
US Government and Politics	4
Psychology	6
<hr/>	
Total	95

72 students
enrolled
19 taking
multiple
classes