



East Lansing Board of Education

509 Burcham Drive, East Lansing, MI 48823

Regular Meeting
October 24, 2022 - 7:00 PM
Board Room
509 Burcham Drive
East Lansing, Michigan 48823



Agenda

I. Opening of Meeting

A. *Call to Order*

B. *Roll Call*

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

D. *Approval of Agenda*

Motion: The Board of Education approves the agenda of the October 24, 2022 regular meeting, as presented.

E. Approval of Minutes

1. October 3, 2022

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Motion: The Board of Education approves the minutes of the October 3, 2022 regular meeting, as presented.

II. Recognition

Canines for Change

- Jen Jockheck and Gus - East Lansing High School
- John Atkinson and Bailey - MacDonald Middle School
- Becca McAndrews and Mel - Marble Elementary
- Rinard Pugh and Biscuit - Red Cedar Elementary
- Amy Webster and Trammell - Robert L. Green Elementary
- Aimee Holbrook and Frodo - Whitehills Elementary

III. Student Representative Report

IV. Superintendent's Report

V. Consent Agenda

Motion: The Board of Education approve the consent agenda to include the following:

A. Hiring of **Christopher Laskos**, 1.0 FTE School Psychologist at MA Step 16 effective November 7, 2022.

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

VII. **Presentation**

A. Jason Woodward, TowerCo - Proposal for a cellular tower on ELPS property 9

VIII. **Action Items**

A. **PA 152 (80/20 vs Hard Cap) Resolution** 17
Motion: The Board of Education adopts the Resolution to Comply with PA 152 of 2011 as presented.

B. **World Language Department trip to Puerto Rico in June 2023** 21
Motion: The Board of Education approve the trip request from Ms. Sanchez, to travel to Puerto Rico, June 22 - 28, 2023.

C. **World Language Department trip to Quebec, Canada in June 2023** 37
Motion: The Board of Education approve the trip request from Ms. Gehres, to travel to Quebec, Canada, June 12 - 17, 2023.

D. **Employee One-Time Bonus** 60
Motion: The Board of Education approves the one-time district employee bonus as presented.

IX. **Committee Reports**

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

X. **Announcements**

XI. **Adjournment**

Respectfully Submitted,

***Dori Leyko
Superintendent***

Regular Meeting
Monday, October 3, 2022, 7:00 PM Eastern

Board Room
509 Burcham Drive
East Lansing, Michigan 48823

I. Opening of Meeting

I.A. Call to Order

Board President Kate Powers called the meeting to order at 7:00 pm.

I.B. Roll Call

Dr. Terah Chambers: Present
Dr. Kath Edsall: Present
Ms. Monica Fink: Present
Dr. Elizabeth Lyons: Present
Mr. Chris Martin: Present
Ms. Kate Powers: Present
Ms. Debbie Walton: Present

Student Representatives

Gabriel Benavides Present 7:01
Alexander Mielock Absent
Ms. Dori Leyko Present

Present: 9. Absent: 1

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

I.D. Approval of Agenda

Motion: 22-23/021: The Board of Education approves the agenda for the October 3, 2022, regular meeting, as presented.

This motion, made by Mr. Chris Martin and seconded by Ms. Debbie Walton

Motion: 22-23/022: The Board of Education amends the October 3, 2022, regular meeting agenda to add Board Discussion as Item VII. The remaining items will be renumbered accordingly.

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

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye

Aye: 7, Nay: 0

Motion: 22-23/023: The Board of Education approves the amended agenda for the October 3, 2022, regular meeting, as presented.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye

Aye: 7, Nay: 0

I.E. Approval of Minutes

Motion 22-23/024: The Board of Education approves the minutes of the September 12, 2022 regular meeting, as presented.

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

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye

Aye: 7, Nay: 0

II. Recognition

- No recognition

III. Student Representative Report

Student Representative Benavides reported:

- The boys' soccer team won their conference and will be playing in the Gold Cup;
- The football team had a big victory over Dewitt but lost to Grand Blanc the following week. The team is 4 and 1.
- The girls' swimming and diving team is currently 6 and 1 and 4 and 0 in the conference. They are tied with DeWitt. They have the largest team in over a decade.
- Band Night Out was a huge success. They raised \$16,000. Thank you to the community for all their support.
- Homecoming was September 23 and it went well. Thank you to parents and staff for helping with the parade.
- Homecoming dance was the next night and everyone had a great time.
- A senior at the high school has started a free tutoring program - Tabooli Tutoring - for underclassmen and middle school students. Currently, there are 25 students and 10 tutors that meet every Sunday. They are looking for more mentees.

IV. Superintendent's Report

No School for Students Friday, October 14

There is no school for students next Friday, October 14 due to professional learning for staff.

Changes to Friday Night Football Game Policies

East Lansing High School released updated guidelines for Friday night football game attendance. In addition to the previous procedures and rules that were in place, two changes have been made. These changes will be in effect beginning this Friday:

Limited bag policy: Spectators are not allowed to bring purses larger than a clutch size (6.5x4.5 inches), tote bags, backpacks diaper bags, camera bags and binocular cases, seatback with pockets, and other similar bags into the stadium. Patrons are allowed one large clear Ziploc type storage bag if needed for medical supplies or baby/young children supplies.

Spectators 8th grade and below must be accompanied by, seated with and supervised by an adult.

A complete list of event policies and expectations was emailed home by each school either Friday or today.

October is National Principals Month

We are fortunate in ELPS to have our buildings led by a great team of principals – these leaders are skilled, collaborative, committed and, most importantly, put kids first. If you have the opportunity sometime this month, please help me recognize our great team of leaders in the district.

At-Home COVID-19 Tests Available

Each building is stocked with at-home COVID-19 tests for student and family use. If you need at-home COVID tests, please contact your school office.

In addition, families can request COVID-19 tests by mail with this link:

<https://accesscovidtests.org/>

Discussion followed.

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

- Moses Biber - Outdoor activities and learning
- Nichole Biber - Indigenous People's Day

VI. Presentation

Dave Nielsen, Maner Costerisan, Audited Financial Statements for Year Ended June 30, 2022.

Discussion followed

VII. Board Discussion

No discussion.

VIII. Action Items

VIII.A. **Audited Financial Statements for the Year Ended June 30, 2022**

Motion 22-23/025: The Board of Education accepts the audited financial statements for the year ended June 30, 2022, as presented.

This motion, made by Dr. Kath Edsall and seconded by Mr. Chris Martin, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye

Aye: 7, Nay: 0

VIII.B. **Policy 3118 - Title IX Sexual Harassment – Revision**

Motion 22-23/026: The Board of Education approves the revisions to Policy 3118 - Title IX Sexual Harassment, as presented.

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

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye

Aye: 7, Nay: 0

IX. Committee Reports

IX.A. Academic and Technology Committee

- Last meeting discussed a few academic and technology items;
- Student representatives were back and one was able to attend the meeting;
- Next meeting will be October 19 at 9:00 am in the Board Room.

IX.B. Facilities Committee

- Next meeting is Thursday, October 6, at 10:00 am in the Board Room;
- Debrief on summer projects;
- Community input regarding elementary playground equipment.

IX.C. Finance Committee

- Last meeting discussed audited financial statements;
- Went over future meeting schedule;
- Discussed annual decision for medical/dental hard cap vs 80/20. Will be bringing 80/20 to the board for action at the next meeting;
- Possibility of having a cell tower located at the back of the high school. This could be lease income to the district.

IX.D. Intergovernmental Relations

- No report.

IX.E. Personnel Committee

- No report.

IX.F. Policy Committee

- Next meeting will be October 19 at 4:00 pm in the Board Room.

X. Announcements

- Dr. Chambers - What an awesome team we have in EL.
- Ms. Powers seconded Dr. Chambers' comment - so much pride in this district.

XI. Adjournment

The meeting adjourned at 7:51 pm.

President

Secretary



MEMORANDUM

TO: Board of Education

FROM: Dori Leyko
Superintendent of Schools

SUBJECT: Human Resources Action Item

DATE: October 21, 2022

Hire

It is recommended that the Board approve the hiring of **Christopher Laskos**, 1.0 FTE School Psychologist at MA Step 16 effective November 7, 2022.

ENTERING CONNECTICUT RECENTLY

TowerCo

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TowerCo. | 5000 Valleystone Dr., Suite 200, Cary, NC 27519 | 919-658-5700 | 919-469-5530 (fax)

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TowerCo Company Background

- Development Expertise – 18 years developing communication towers across all 50 states with a polished track record of building over 1000 towers and owning over 6000 towers since inception.
- TowerCo employees come from a long history of developing towers with an average of 15+ years’ experience. We know what it takes to efficiently complete a successful build through site acquisition, regulatory, zoning and construction.
- We pride ourselves on being a quick and nimble company that is easy to do business with.
- TowerCo is a privately owned company

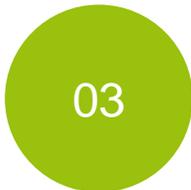


TowerCo has been in business since 2004 and has owned and marketed **over 6,000 wireless tower assets throughout the United States.**



We are currently one of **the largest privately held tower companies in the US.**

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6,000 land assets under agreement



Our core business is **owning, building and managing wireless communication towers** in the United States and marketing those tower assets for colocation.

TowerCo, Partnering with AT&T / FirstNet

FirstNet - Connecting First Responders & Public Safety Professionals With The Latest Tools And Tech. Communicate Across Agencies And With Other Public Safety Professionals. Additional information can be found at www.firstnet.com

- As an approved vendor with AT&T, TowerCo can bring FirstNet solutions to Michigan communities and schools for public safety by implementing coverage and capacity needs without the schools incurring any expense.
- In today's climate Public Safety is more important than ever. TowerCo has extensive experience and is equipped to address any opposition due to the concerns related to the safety of wireless transmission.

Governor Snyder's directive addressing FirstNet: <https://www.michigan.gov/formergovernors/recent/snyder/press-releases/2017/08/03/signs-agreement-for-michigan-to-be-early-adopter-in-nationwide-public-safety-broadband-network>

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- To learn more about TowerCo's municipality initiatives visit <https://www.towerco.com/municipalities/>



TowerCo, Partnering with Local Municipalities

List of Michigan Communities and Companies, TowerCo has Partnered with to enhance communication:

- **DTE Detroit Edison**
- **Oakland County Road Commission**
- **East Grand Rapids Township**
- **Commerce Township**
- **Orion Township**
- **Saline**
- **West Bloomfield**
- **Orion Township Schools**
- **East Grand Rapids Schools**
- **City of Kalamazoo**
- **City of Royal Oak**
- **City of Omer**
- **Muskegon Catholic Central**

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TowerCo Tower Projects



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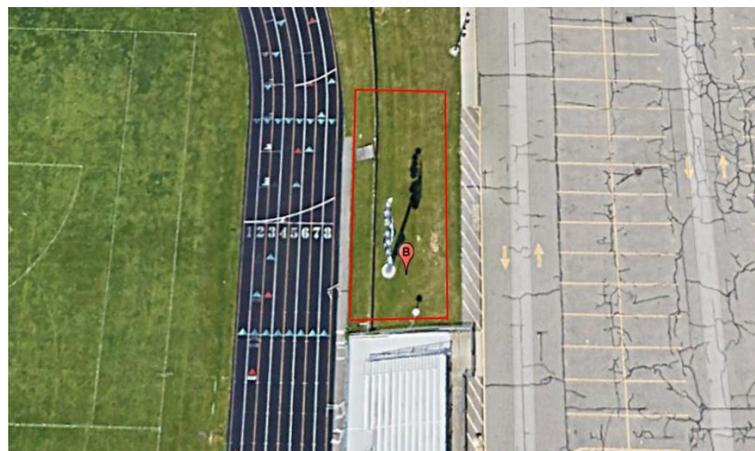
East Lansing HS, Project Summary

To develop a communication tower on the HS campus in order to provide wireless coverage for AT&T / FirstNet

- **Project calls for a 120' to 130' communications tower, monopole design**
- **TowerCo would need to lease a min of 50' x 50' compound for the tower and ground equipment**
- **Lease would consist of a monthly payment to the school, along with an annual escalator.**
- **Tower would be designed for future carriers, Verizon, Dish & T-Mobile**
- **All maintenance inside the compound, and tower are the responsibility of TowerCo.**

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East Lansing HS, Project Summary



Thank you



East Lansing
Public Schools

MEMORANDUM

TO: ELPS Board of Education, Dori Leyko, Superintendent

FROM: Richard Pugh, Director of Finance & Operations

SUBJECT: Action Item – PA 152 Resolution (80/20 vs Hard Cap) Resolution

DATE: October 7, 2022

Recommendation:

It is recommended that the Board of Education adopt the Resolution to Comply with PA 152 of 2011 as presented.

Background:

Since the inception of PA 152 of 2011 the Board has elected the 80/20 split (80% employer and 20% employee) of health care cost rather than electing the hard cap. Historically, it costs the Board more (and correspondingly the employee less) to elect 80/20 than the hard cap. For the calendar year 2023 it costs for Board approximately \$297,000 more to elect 80/20 versus the hard cap. This amount is estimated based on the census at the time of the MESSA renewal reports.

From the 9-12-2022 BOE packet:

PA 152, of 2011 limited what a public employer may contribute to a medical benefit plan for its employees. This commonly referred to limit is either 80/20 (80% employer share, 20% employee share) or a hard cap. If a public employer fails to elect 80/20 the default is the hard cap limits that are indexed annually.

Hard cap limits are set annually, on a calendar year basis, by the Michigan Department of Treasury. School Boards may elect to have employees' pay not less than 20% of the healthcare premiums (now referred to as medical benefit plan costs) instead of defaulting to the hard cap. The Michigan Department of Treasury's interpretation of PA 152 is that Districts cannot have some groups under hard cap and others under 80/20. Rather, a District must be all hard cap or all 80/20.

The Board of Education's previous election of 80/20 was through December 31, 2022. I have updated the dates in the attached 80/20 resolution from the one the Board previously adopted.

The Finance Committee will review the PA 152 Resolution at their meeting on September 29, 2022. A recommendation to the Board will follow.

**EAST LANSING PUBLIC SCHOOLS
RESOLUTION TO COMPLY WITH PUBLIC ACT 152 OF 2011**

East Lansing Public Schools, Ingham and Clinton Counties Michigan (the "District").

A regular meeting of the Board of Education (the "Board") of the District was held **in the Board Room of the Administrative Office at 509 Burcham Drive, East Lansing, Michigan** on the **24th day of October, 2022**, at 7:00 o'clock p.m.

The meeting was called to order at ___ o'clock, p.m., by _____.

Members Present:

Members Absent:

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS:

1. Public Act 152 of 2011 (the "Act"), commonly referred to as the Publicly Funded Health Insurance Contribution Act, became effective on September 27, 2011 and limits the monetary expenditures which the District may make towards the cost of employee medical benefit plans.

2. Section 4 of the Act allows the Board to comply with the requirements of the Act by paying not more than 80% of the total annual costs of all medical benefit plans that the District offers or contributes to for its eligible employees (and their eligible dependents), including the premium or illustrative rates of the medical benefit plans, as well as all employer payments for reimbursement of co-pays, deductibles, and payments into health savings accounts, flexible spending accounts, or similar accounts used for health care, instead of paying the specific monetary limitations (*i.e.*, "hard caps") described in Section 3 of the Act.

3. The District offers or contributes to one or more such medical benefits plans for its qualifying employees through insurance policies/contracts between the District and one (1) or more companies or providers.

4. The Board has determined that it is in the District's best interest to comply with Section 4 of the Act for medical benefit plans beginning on or after December 31, **2022** by paying not more than 80% of the total annual costs of all of the medical benefit plans that it offers or contributes to for its eligible employees (and their eligible dependents) as an alternative to compliance with Section 3 of the Act.

5. The Board recognizes its statutory obligation to bargain in good faith about health care benefits with those labor organizations that represent District employees.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The District declares that for medical benefit plan coverage years beginning on or after December 31, **2022**, and through December 31, **2023**, it shall comply with the Publicly Funded Health Insurance Contribution Act by limiting its payment for employee medical benefit plans to not more than 80% of the total annual costs of all medical benefit plans that it offers or contributes to for its eligible employees (and their eligible dependents), leaving payment responsibility for the remaining amount to the participating employees.

2. The District reserves the right to allocate the employee's share of those total annual costs of the medical benefit plans among District employees as the District sees fit.

3. This resolution's expiration date of December 31, **2023** shall not be interpreted to restrict or otherwise limit any subsequent action of the Board to elect to implement the specific monetary limitations (*i.e.*, "hard caps") described in Section 3 of the Act, or to take any other lawful action related to the medical benefit plans that it offers

or contributes to for its employees. Unless this Board further extends its decision to comply with the Act by establishing the 80% contribution as permitted in Section 4 of the Act, the requirements of Section 3 of the Act shall become effective on January 1, 2024.

4. The Board will continue to bargain in good faith about health care benefits with those labor organizations that represent District employees.

5. The President and Secretary of the Board are authorized and directed to execute any and all documents which are necessary for the District to comply with the Act and to implement this resolution.

6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are rescinded.

Ayes:

Nays:

Resolution declared adopted.

Secretary, Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of the East Lansing Public Schools, Ingham and Clinton Counties Michigan, certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on **October 24, 2022**, the original of which is part of the Board's minutes. The undersigned certifies that notice of the meeting was given to the public pursuant to the provisions of the Michigan Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education



East Lansing
Public Schools

MEMORANDUM

TO: ELPS Board of Education

FROM: Glenn Mitcham

SUBJECT: Action Item: World Language Department trip to Puerto Rico

DATE: October 7, 2022

Background:

It is recommended that the Board consider the attached proposal from Ms. Sanchez, to travel to Puerto Rico June 22-28, 2023. The trip will provide students with authentic interaction in the target language and personal connection with the rich culture tradition of the Puerto Rican and Latinx culture.

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

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

Recommendation:

It is recommended that the Board approve the trip from Ms. Sanchez, to travel to Puerto Rico June 22-28, 2023.

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

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

Required documents must be attached to this request form:

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

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Name and position of staff person requesting trip:

Diana Sanchez - World Language Department

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

Puerto Rico June 22-28, 2023

Purpose for trip and relationship to district curriculum:

To provide our students with authentic interaction in the target language

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

9th-12th, approximately 30.

Cost to students and fundraising/scholarship plans:

Early enrollment cost is \$2,653.

There will be fundraisers such as the staff vs.

Seniors Basketball game

Names of chaperones, plus total number committed:

Diana Sanchez Elena Espinoza

Steve Neal LesleyAnne Newsted

Diana Sanchez
World Language Teacher
East Lansing High School

September 29th, 2022

Dear Superintendent Leyko and School Board Members,

Hola! I am excited to present a Spanish trip to Puerto Rico during the month of June 2023. We are seeking your approval for this educational opportunity. This trip will provide our students with authentic interaction in the target language, personal connection with the rich cultural traditions of Puerto Rican and Latinx heritage, and the chance to learn more about themselves as world travelers. We are interested in taking 30 students.

The trip is scheduled to take place between the 22nd and 28th of June. Our plane will leave from Detroit on June 22nd and arrive in San Juan, Puerto Rico. In San Juan, our students will have the opportunity to walk around the city and explore the Museum of Casa Blanca. They will walk along the city wall that's nearly 400 years old and see La Fortaleza, where the governor resides while in San Juan. They will get a guided tour of San Juan which also includes the castle of El Morro and the botanical gardens. We will journey to El Yunque National Forest which is the only tropical rainforest in the U.S. Forest Service and enjoy Luquillo beach. We will travel south to Ponce, where students will see colonial architecture then move on to the Cumuy Caves. Students will get to visit the Caguana Ceremonial Indigenous Park and Heritage Center where they will learn about the Indigenous people of Puerto Rico. We will end our trip by returning to San Juan and getting some free time to explore the city one last time.

In taking a closer look at the itinerary, this trip connects the target language of Spanish within the context of history, architecture, music, art, and food. Students will be using their Spanish to navigate the activities, understand their guides, and communicate with Spanish speakers they encounter during regular interactions. Due to the cultural focus of many of the activities in Puerto Rico, I would like to invite two colleagues who have experience teaching through a multicultural lens to join as chaperones. Their perspective will allow our students to dive deeper into the intersectional experience of Puerto Ricans whose heritage encompasses both Indigenous and African ancestry.

Out of the three itineraries that I researched, I ultimately chose the seven day trip with WorldStrides because it would allow us to make the most of our time together, whereas a five or six day trip wouldn't give us enough time to explore as many unique places in Puerto Rico. A trip through WorldStrides is moderately priced, but gives opportunities such as a payment plan and reduced pricing for families whose gross household income falls below \$85,000. WorldStrides is a reliable company and my colleagues who teach German have utilized their services with success. The trip through Explorica requires that chaperones partially contribute to their own trip which puts a burden on the adults when we are already asking them to take time out of their summer to support our students. This trip is also one day shorter and I feel that having a full five days in Puerto Rico would give our students the trip they deserve after waiting several years for this opportunity. The trip through EF is comparable, but it is slightly more expensive and their initial offer gave a 10:1 chaperone/student ratio while also having to share transportation with another school's student group. Overall, WorldStrides is a reliable company that offers 6:1 for chaperone/student ratio, gives us five full days in Puerto Rico, and has opportunities after the trip for students to potentially earn high school or college credit.

While this trip is slightly more expensive than our previous Spanish language trips to Costa Rica, we recognize that prices for flights have increased and that is the biggest factor as to why this trip is coming in at its current price. It is still a more financially conscientious trip when compared to Europe and we have students who have connected heritage with Puerto Rico who are specifically interested in this destination. We work as a group to provide opportunities to fundraise for this trip. Parent-led fundraising efforts in the East Lansing community have been transformative, because the parents have a variety of connections and innovative ideas about how to fundraise. I believe that all students should have the opportunity to experience international travel, and I am very encouraged already with the number of students who have asked me about this trip, as well as future trips to come. It is evident that our students are eager to become World Citizens, and I look forward to working to make this a reality.

Sincerely,
Diana Sanchez

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

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

WorldStrides

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

Name of liability insurance company and amount of coverage:

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Signature of staff person requesting trip:

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

I have read and agree to all responsibilities listed above.

Diana Sanchez
Staff Member Signature

9/28/22
Date

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

Sharon St. John
Building Principal Signature

9/28/22
Date

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

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

Destination and dates for field trip: insert information below.

Puerto Rico - the cities of San Juan, Luquillo/El Yunque, Ponce, Cumuy. June 22-28, 2023
--

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Transportation arrangements:

Worldstrides

Trip leader and co-leader:

Diana Sanchez

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

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

Signature of Student

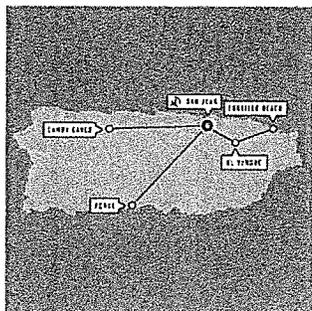
Date

Signature of Parent or Legal Guardian

Date

San Juan & Beyond

GROUP INFORMATION



Trip ID:
ELHS-Spanish-2023

For questions you may also reach out to our WorldStrides rep Michael at 800-946-8143, or 415-902-5413 calls or texts, or MichaelE@WorldStrides.com.

Departing:
June 22, 2023

Returning:
June 28, 2023

Sign Up Deadline
November 10, 2022



Total Fee:* \$2,653.00

Program Quote Breakdown

The following fees apply to your full-paying participants:

Program Fee*	\$2,903.00
** Early Enrollment Savings	\$ -250.00

Total Fee* \$2,653.00

OR 6 monthly payments \$425.67 of

After initial payment of \$99.00
* Last day for this Program Fee is Nov 10, 2022.

** Only valid with voucher code Travel7P

Additional Adult Fees

The following additional fees apply only to full-paying participants 23 and older and are not included in the total price listed above.

Adult Supplement	\$125.00
Twin Room Upgrade	\$270.00

Additional Adult Fee	\$395.00
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Free Chaperones

6 Travelers = 1 Free Chaperone

Your free place ratio is such that your group will fully contribute towards 4 free place(s), and partially contribute to an additional free place. We reimburse this partial contribution to you as a Cash Stipend.

4 Free Chaperones

Private Group Fees:

Your Tour is a Private Group Tour

PROGRAM ITINERARY (DETAILED)

Day 1 Hola San Juan

Meet your tour director and check into hotel
San Juan city walk
Museo de Casa Blanca, La Muralla, La Fortaleza

Details: San Juan city walk

This afternoon we will embark on a tour exploring Puerto Rico's rich history.

Day 2 San Juan

San Juan guided sightseeing tour
Plazas San José y Colón, Calle de Cristo, El Morro visit, El Capitolio visit, Teatro Tapia
San Juan Museum visit
San Juan Botanical Gardens visit
Optional LEAP Experience sustainable farming in San Juan \$50

Details: San Juan guided sightseeing tour

Jump into the buzzing capital of Puerto Rico. San Juan's 16th-century historic district offers up a taste of Renaissance Spain, while the modern hotels, busy cafés, and traffic-packed streets in the new sections give the city a distinctly 21st-century energy. Start your invasion at El Morro, one of the oldest standing forts in the Caribbean. The fort rises 140 feet above the sea and contains ramparts, tunnels, and dungeons open for exploration. Thick city walls connect this fort with the similar fortifications of El Castillo San Cristobal and La Fortaleza, and the heavy wooden doors of the San Juan Gate were once the only way for visitors to pass into the heavily fortified city. See the less militaristic side of colonial life at the Casa Blanca, an elaborate house originally built for town founder Ponce de Leon. The beautiful 16th-century Catedral de San Juan soars up nearby. Find harmony at the Pablo Casals museum, dedicated to the world-famous cellist (and containing a rather eerie cast of his hands), and relaxation at the Condado, San Juan's answer to Miami Beach.

Details: San Juan Botanical Gardens visit
Get an exciting look at the environment of Puerto Rico while you explore 289 acres of gardens, including a bamboo canopy, countless tropical plants, an orchid exhibit, and 125 species of palm trees. Frequented by over 60 species of birds, this visit is a real education in ecological diversity.

Day 3 San Juan

El Yunque Caribbean National Forest visit
Luquillo beach free time
Optional Bioluminescent Bay excursion \$70

Details: El Yunque Caribbean National Forest visit
Surrounded by millennium-old trees, catching the barest glimpse of the bright feathers of the Puerto Rican parrot and listening to the distinctive chanting of the coquí frogs (said to stop singing if ever taken away from the island), you'll understand why native Puerto Ricans considered this forest the home of the god of happiness. El Yunque is the only tropical forest within the U.S. National Forest Service and is a fantastic place to experience all the animal and plant riches that a rainforest has to offer.

Day 4 San Juan

Ponce tour director-led sightseeing
Parque de Bombas, Lions Fountain, Ponce Cathedral, Casa Alcaldia

Details: Ponce tour director-led sightseeing

As a Private Group, the cost of your tour will be based on the final group size. The Private Group amount in bold below has been included in the total cost of the trip quoted above and this is based on your estimated group size. If the final group size is smaller or larger than estimated, the Private Group amount will be updated on each participant's account the day after the final enrollment deadline.

15-19 Travelers \$297
20-24 Travelers \$148
25-29 Travelers \$54
30+ Travelers \$0

PROGRAM FEE INCLUDES:

- Round-trip airfare and other transportation described in the itinerary
- Traveler Assistance, Medical Insurance & Travel Insurance
- Three college credits upon completion of on-line course
- Centrally located three- and four-star hotels
- Daily breakfast to start the day energized and ready to go
- Appetizing, hearty three-course dinner daily (included lunches are noted on the itinerary)
- Full time, bilingual, WorldStrides tour director who is LEAP-trained in experiential education
- Local guide at sites and on city tours as described in the itinerary
- LEAP! Educational Program
- Entrances and transportation to sites and activities described in your itinerary
- Local Guide and Local Bus Driver tips; see note regarding other important tips

Picturesque Ponce is quite possibly the prettiest city in Puerto Rico. Colonial architecture, colorful balconies, horse-drawn carriages, and marble-lined sidewalks all combine to give Ponce its unbeatable charm. The town's elegant cathedral rises from the main square, across from the almost gaudy former firehouse -- the building's bright red and black stripes contrast with the surrounding edifices' calm pastels. Step inside and check out the museum honoring the bravery of the city's firemen and showcasing antique fire engines.

- 24/7 On Tour Emergency Support
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Please view our Terms & Conditions for a full list of items that may not be included in the cost of your tour.

Day 5 San Juan

Camuy Caves guided excursion
Caguana Ceremonial Indigenous Park and Heritage Center visit

Details: Camuy Caves guided excursion

Descend into a Tolkein-like world of glowing caves, fern-shaded ravines, and underground rivers. The Camuy Caves are the third largest cave system in the world, stretching out over 300 acres, and only seven miles of caves have so far been explored. See the highlights with a licensed guide.

Details: Caguana Ceremonial Indigenous Park and Heritage Center visit

Learn about the Indigenous people who lived in Puerto Rico before the arrival of the Spanish. At the Heritage Center, operated by the Institute of Puerto Rican Culture, you'll see artifacts, petroglyphs, and a number of stone-lined ball courts that archaeologists have uncovered. This is one of the most important Taino-culture archaeological sites in the world.

Day 6 San Juan

Free time in San Juan
LEAP Salsa Time!

Details: LEAP Salsa Time!

The tradition of salsa dancing awaits you! Locals show you how to move to Latin American rhythms.

Day 7 End tour

Travel home



CERTIFICATE OF LIABILITY INSURANCE

9/30/2022

DATE (MM/DD/YYYY)

3/18/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

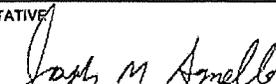
PRODUCER Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
INSURED 1437003 WORLDSTRIDES 218 WEST WATER STREET, SUITE 400 CHARLOTTESVILLE VA 22902	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Arch Insurance Company		11150
	INSURER B : Zurich American Insurance Company		16535
	INSURER C : *** SEE ATTACHMENT ***		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES CERTIFICATE NUMBER: 18357616 REVISION NUMBER: XXXXXXX 30

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	TAP0198147	9/30/2021	9/30/2022	EACH OCCURRENCE \$ 10,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 10,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 10,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY	N	N	PRA1071630	9/30/2021	9/30/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$	N	N	SEE ATTACHMENT	9/30/2021	9/30/2022	EACH OCCURRENCE \$ 40,000,000 AGGREGATE \$ 40,000,000 \$ XXXXXXXX
B B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC1071628 WC0797564	9/30/2021 9/30/2021	9/30/2022 9/30/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	PROFESSIONAL LIABILITY & ABUSIVE ACTS	N	N	TAP0196147	9/30/2021	9/30/2022	EACH CLAIM: \$10M AGGREGATE: \$10M ABUSIVE ACTS: \$2M OCC/\$2M AGG.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 JUNE/JULY 2023 EAST LANSING HIGH SCHOOL IS ADDITIONAL INSURED ON GENERAL LIABILITY COVERAGE, AS REQUIRED BY WRITTEN CONTRACT AND SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY.

CERTIFICATE HOLDER	CANCELLATION See Attachment
18357616 EAST LANSING HIGH SCHOOL 509 BURCHAM DR EAST LANSING MI 48823	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 

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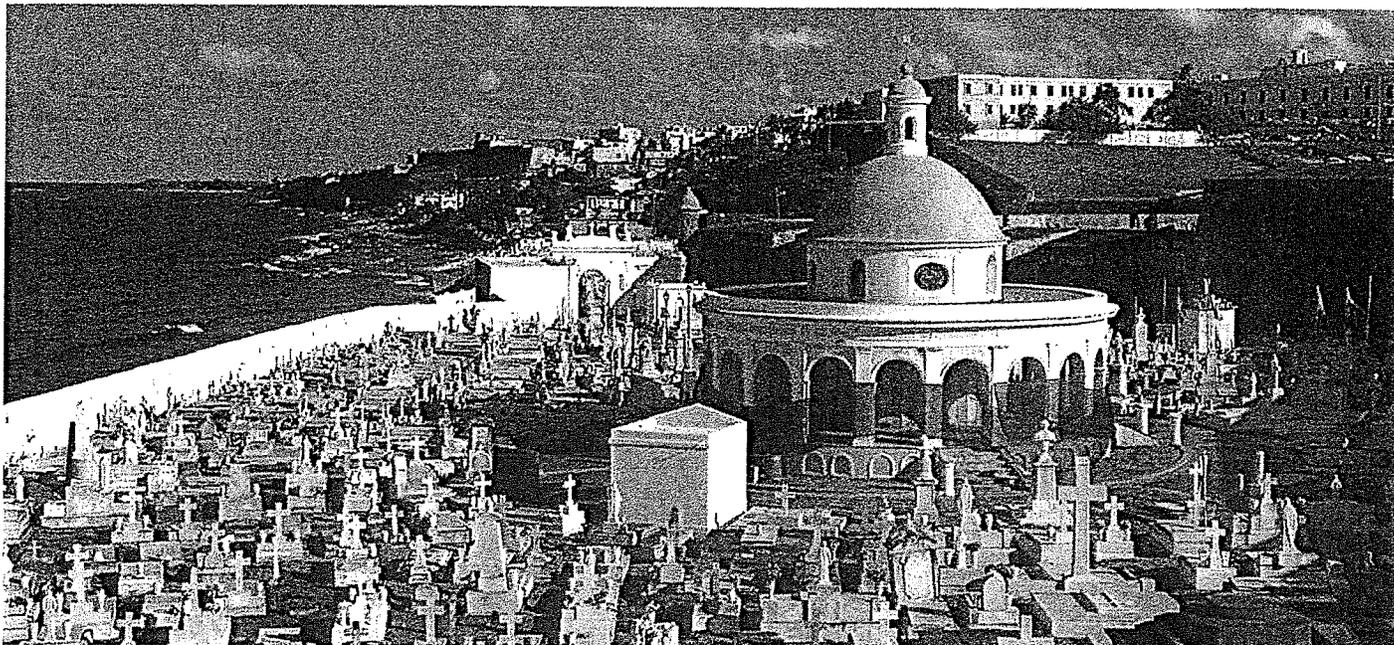
Excess Program Structure

Effective Date	Carrier	Policy Number	Limit	Layer
9/30/21 to 9/30/22	Illinois Union Insurance Company	G7254514A001	\$5,000,000	\$5M xs Primary
9/30/21 to 9/30/22	Ascot Specialty Insurance Company	ESXS2110000470	\$5,000,000	\$5M xs \$5M
9/30/21 to 9/30/22	Mercer Insurance Company	20000000212	\$5,000,000	\$5M xs \$10M
9/30/21 to 9/30/22	Lexington Insurance Company	080878105	\$10,000,000	\$10M xs \$15M
9/30/21 to 9/30/22	Federal Insurance Company	93652069	\$15,000,000	\$15M xs \$25M
Total Limits			\$40,000,000	

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Underlying schedule of insuring agreements included under Excess tower (subject to policy limits, deductibles, terms, conditions, and applicable statutes and regulations):

- General Liability
- Employee Benefits Liability
- Automobile Liability
- Employer's Liability
- Foreign General Liability
- Foreign Contingent Automobile Liability
- Foreign Employer's Liability



Puerto Rico

explorica.com/Sanchez-566

June 22 - June 27, 2023

Day 1 Hola San Juan

Meet your tour director and check into hotel
San Juan city walk: Museo de Casa Blanca, La Muralla , La Fortaleza
Dinner

Day 2 San Juan landmarks

Breakfast
San Juan guided sightseeing tour: Antiguo Casino, Convento de Santo Tomás, Iglésia San Jose, Catedral de San Juan, El Castillo San Cristobal visit , El Castillo del Morro guided visit, San Juan Museum visit, El Capitolio visit
San Juan Botanical Gardens visit
Dinner
Optional Zipline Canopy Tour

Day 3 Fajardo

Breakfast
El Yunque Caribbean National Forest visit
Luquillo beach free time
Dinner
Optional Bioluminescent Bay excursion

Day 4 San Juan

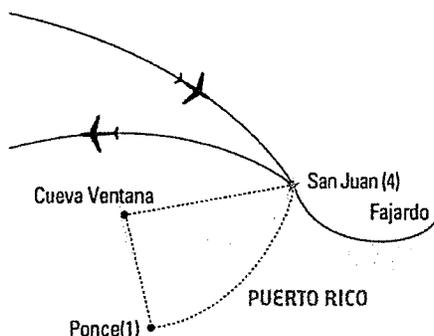
Breakfast
Island excursion & snorkel trip
Dinner

Day 5 Start extension in Ponce

Breakfast
Cueva Ventana visit
Travel to Ponce
Ponce tour director-led sightseeing: Parque de Bombas , Lions Fountain , Ponce Cathedral , Casa Alcaldia
Taino Ceremonial Park visit
Dinner

Day 6 End tour

Breakfast
Travel to San Juan
Travel home



Reserve your Spot!



Tour Center ID: Sanchez-566
Registration deadline: October 18, 2022

Enroll online,
by phone, or by mail

What's included

We provide everything you need for a remarkable trip:

- Round-trip transportation
- 4 overnight stays in hotels (5 with extension)
- Breakfast daily (except arrival day)
- Dinner daily (except departure day)
- Full-time services of a professional Tour Director
- Guided sightseeing tours and city walks as per itinerary
- Visit to select attractions as per itinerary
- Tour Diary™
- Overnight security chaperone
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Optional excursions, optional pre-paid Tour Director and multi-day bus driver tipping, among other individual and group customizations will be listed as separate line items in the total trip cost, if included.

Tour investment

Students (travelers under the age of 23): \$2,295

Adults (age 23 and over): \$2,565

Automatic monthly payment plan

Pay just \$50 upon enrollment and the balance will be divided into equal monthly payments, charged automatically to your credit card or checking account. As of September 29, 2022, your monthly payment would be just \$320.71. (Manual plan also available; learn more on explorica.com/paymentplans.)

Travel protection

Most Explorica travelers protect their investment with one of our trusted plans, starting from just \$16 per day. To learn more, visit explorica.com/cfar.

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explorica.com/Sanchez-566

1.888.310.7121

Download and complete
a paper application on
explorica.com/resources



PO Box 9033
Charlottesville, VA 22906-9033



Tour Price Quote

Puerto Rico: Island of Natural Wonders

Prepared For
Diana Sanchez at East Lansing High School

Prepared On
September 21, 2022

Tour Page
www.efexploreamerica.com/PRJ

All-inclusive Price

Price valid for travelers enrolled October 1, 2022 - October 31, 2022

Student
\$3,019

or \$418 / 7 mos

Adult
\$3,419

or \$475 / 7 mos

Price Breakdown

Program Fee	\$2,920
Travel Protection Plan	\$99

For every 6 paying travelers, 1 chaperone travels FREE

Unless explicitly stated, lunches are not included.
Adult supplement required for travelers age 20 and older at the time of travel.

An additional \$200 Under 10 Supplement will be applied to all traveler accounts if the group size falls under 10 paying travelers. This will be applied to paying traveler accounts no later than 140 days before departure. Applicable airline baggage fees are not included and can be found at EFExploreAmerica.com/Baggage. All prices subject to verification by an EA tour consultant. To view EA's Booking Conditions, visit EFExploreAmerica.com/BC. Breakfast excluded on day of arrival; dinner excluded on day of departure (Unless otherwise noted).

Your travel details

Total Length
7 days

Departing From
Detroit (MI)

Requested Travel Dates
Friday, June 23, 2023 - Thursday, June 29, 2023

Your Departure Date Range

<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Earliest Wed. Jun. 21	Requested Fri. Jun. 23	Latest Sun. Jun. 25

Your experience includes

Round-trip Transportation 34

Hotel Accommodations

Overnight Security

Meals

All Gratuities

Guided Tours and Activities

Full-Time Tour Director

Your Tour Director stays with your group 24/7, providing local insight and knowledge, while handling every on-tour detail.

Training and Support

We prepare new Group Leaders on a free Training Tour and provide personal support every step of the way.

Traveler Resources

We offer travelers flexible payment options as well as a dedicated support team to manage finances and answer tour questions.

24-hour Emergency Service

Travelers and their families can count on EF's dedicated emergency service team while on tour.

Expert Tour Planning

Your dedicated EF team provides expertise every step of the way—from recruiting and enrolling travelers to planning and managing your tour.

Personalized Learning Support

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

Illness and Accident Coverage

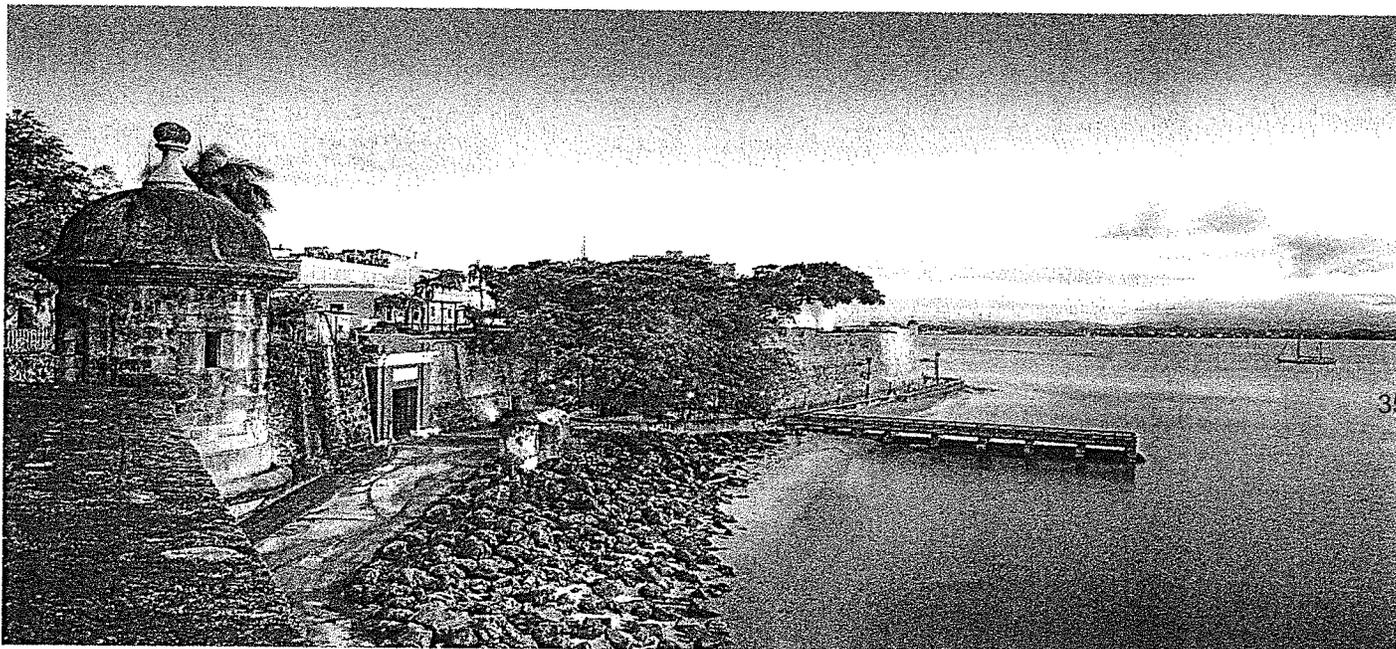
Rest easier knowing your travelers are covered on tour with EF's comprehensive coverage plan.

\$50 Million Liability Policy

Group Leaders and schools are protected while on tour.

Your tour consultant

Hannah Flynn
1-800-503-2323
hannah.flynn@ef.com



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San Juan & Beyond

educationaltravel.com/ELHS-Spanish-2023

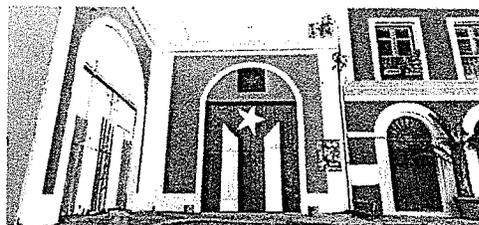
June 22 - June 28, 2023

Day 1 Hola San Juan

Meet your tour director and check into hotel
San Juan city walk: Museo de Casa Blanca, La Muralla, La Fortaleza

Day 2 San Juan

San Juan guided sightseeing tour: Plazas San José y Colón, Calle de Cristo, El Morro visit, El Capitolio visit, Teatro Tapia
San Juan Museum visit
San Juan Botanical Gardens visit
Optional LEAP Experience sustainable farming in San Juan



Day 3 San Juan

El Yunque Caribbean National Forest visit
Luquillo beach free time
Optional Bioluminescent Bay excursion

Day 4 San Juan

Ponce tour director-led sightseeing: Parque de Bombas, Lions Fountain, Ponce Cathedral, Casa Alcaldia

Day 5 San Juan

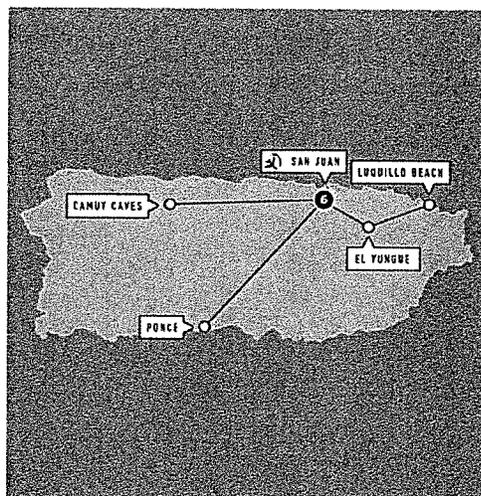
Camuy Caves guided excursion
Caguana Ceremonial Indigenous Park and Heritage Center visit

Day 6 San Juan

Free time in San Juan
LEAP Salsa Time!

Day 7 End tour

Travel home



Reserve your spot!

MyTrip ID: ELHS-Spanish-2023

Registration deadline: November 10, 2022

What's included

We provide everything you need for a remarkable trip:

- Round-trip airfare and other transportation described in the itinerary
- Traveler Assistance, Medical Insurance & Travel Insurance
- Three college credits upon completion of on-line course
- Centrally located three- and four-star hotels
- Daily breakfast to start the day energized and ready to go
- Appetizing, hearty three-course dinner daily (included lunches are noted on the itinerary)
- Full time, bilingual, WorldStrides tour director who is LEAP-trained in experiential education
- Local guide at sites and on city tours as described in the itinerary
- LEAP! Educational Program
- Entrances and transportation to sites and activities described in your itinerary
- Local Guide and Local Bus Driver tips; see note regarding other important tips
- 24/7 On Tour Emergency Support
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Please view our Terms & Conditions for a full list of items that may not be included in the cost of your tour.

Tour investment

Students (travelers under the age of 23): \$2,653

Adults (age 23 and over): \$3,048

Price reflects savings of \$250 scholarship. Sign up by 11/10/2022 and enter code Travel7P in order to take advantage of this limited-time offer!

Automatic monthly payment plan

Pay just \$99 upon enrollment and the balance will be divided into equal monthly payments, charged automatically to your credit card or checking account. As of September 29, 2022, your monthly payment would be just \$425.67.

Travel protection

We recommend covering your educational investment with one of our two comprehensive travel protection plans offered through Trip Mate. For details, visit worldstrides.com/travel-protection-plans.

Enroll online,
by phone, or by mail

Visit educationaltravel.com/ELHS-Spanish-2023

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Use ELHS-Spanish-2023 to register

1.800.771.5353



Mail in your paper application to:

WorldStrides Programs
Attn: Participant Services
PO Box 9033
Charlottesville, VA 22906-9033



East Lansing
Public Schools

MEMORANDUM

TO: ELPS Board of Education

FROM: Glenn Mitcham

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

DATE: October 7, 2022

Background:

It is recommended that the Board consider the attached proposal from Ms. Gehres, to travel to Quebec, Canada June 12-17, 2023. The trip will provide students with authentic interaction in the target language and personal connection with the rich culture tradition of the French-Canadian culture.

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

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

Recommendation:

It is recommended that the Board of Education approve the trip request from Ms. Gehres, to travel to Quebec, Canada June 12-17, 2023.

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

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

Required documents must be attached to this request form:

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

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Name and position of staff person requesting trip:

Rachel Gehres - World Language Teacher

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

Quebec, Canada June 12-17, 2023

Purpose for trip and relationship to district curriculum:

To provide our students with authentic interaction in the target language

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

9-12 grades 25-35 participants

Cost to students and fundraising/scholarship plans:

≈ \$1390
parent-led fundraising will be supported

Names of chaperones, plus total number committed:

<u>Rachel Gehres</u>	<u>Ross Gorman</u>
<u>Brenna Christopoulos</u>	<u>Erin Pratt</u>
	<u>Diana Sanchez</u>

Rachel Gehres
World Language Teacher
World Language Department Co-Chair
East Lansing High School

May 26th, 2022

Dear Superintendent Leyko and School Board Members,

Bonjour! I am excited to present a French trip to Quebec City and Montreal Canada during the month of June in 2023. We are seeking your approval for this educational opportunity. This trip will provide our students with authentic interaction in the target language, personal connection with the rich cultural traditions of French-Canadian heritage, and the chance to learn more about themselves as world travelers. We are interested in taking between 25 and 35 students on the trip.

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The trip is scheduled to take place between the 12th and 17st of June. The tour bus will leave on the 12th from East Lansing and cross the border in Sarnia, Ontario, taking us straight to Quebec City. In Quebec City, our students will experience multiple interactive lessons and excursions that teach about the daily life of soldiers, prisoners, and the battles between the French and English over the territory of New France. Students will try their hand at copper smithing. Students will explore the four-hundred year old village of Quebec; enjoy a lumberjack style traditional dinner at a sugar shack, complete with folk music and dancing, and walk the bridge over the Montmorency waterfall. Quebec is the closest thing to experiencing a quaint European old-world style city that a student can have without crossing the ocean. In Montreal, students will discover some of the most interesting Graffiti murals using the Graffmap app.

As you can see from the itinerary, this trip connects the target language of French within the context of music, architecture, history, art, and food. Students will be using their French to navigate the activities, understand their guides, and communicate with the Francophones they encounter during regular interactions. Due to the historical focus of many of the activities in Quebec, I like to invite at least one colleague from the history department to join the trip as chaperone. In this way the World Language Department can connect with the History Department, potentially leading to cross-curricular collaboration in the future.

Out of the three itineraries that I researched, I ultimately chose the six-day trip with Prométour due to the wide variety of activities for a fantastic price. We have worked with Prometour in the past and I believe their service is excellent. They are proving themselves a reliable company that provides excellent experiences for students at an appropriate price. While Great Adventure Tours provides a solid itinerary, it lacks the experience that we have with Prométour, and has a higher student to chaperone ratio at 1:10, compared with Prométour at 1:6. The Explorica quote seems to be comparable to the Prometour price, however I would like to travel with a company we have been with before.

In order to enable students with financial constraints to attend the trip, we strive to offer Quebec as an alternative to those who cannot afford Europe. My goal in offering the Quebec trip is to give the best experience possible for students to afford under \$1500 with all expenses included. We work with parents to provide opportunities to fundraise for this trip. Parent-led fundraising efforts in the East Lansing community have been transformative, because the parents have a variety of connections and innovative ideas about how to fundraise. I believe that all students should have the opportunity to experience international travel, and I am very encouraged already with the number of students who have asked me about this trip, as well as future trips to come. It is evident that our students are eager to become World Citizens, and I look forward to working to make this a reality.

Sincerely,
Rachel Gehres



9/9/2022

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

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

Destination and dates for field trip: insert information below.

Quebec, Canada June 12-17, 2023

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Transportation arrangements:

Prométour Tour Company

Trip leader and co-leader:

Rachel Gehres, Brenna Christopoulos

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

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

Signature of Student

Date

Signature of Parent or Legal Guardian

Date

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

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

Prométour Tour Company

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

Name of liability insurance company and amount of coverage:

Lemieux Assurances

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Signature of staff person requesting trip:

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

I have read and agree to all responsibilities listed above.

[Signature]

Staff Member Signature

5/26/2022

Date

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

[Signature]

Building Principal Signature

6-10-2022

Date

[Signature]

09/10/2022



USA: 1-800-304-9446 CAN: 1-800-657-7754 INFO@PROMETOUR.COM

East Lansing - Quebec - June 2023

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EAST LANSING

TRAVEL DATES: June 12 - 17 2023

6 DAYS

the perfect holiday according to...

Erin Cuggy

Tour Consultant

✉ erin@prometour.com

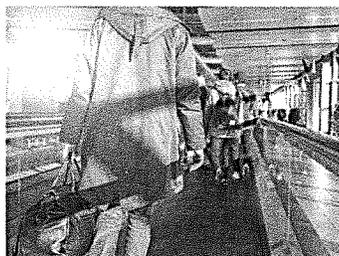
DAY 1: EAST LANSING - QUEBEC CITY Monday 12-Jun-2023



Board your bus and travel to La Belle Province

DAY 2: QUEBEC CITY

Tuesday 13-Jun-2023



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

Enjoy breakfast (croissants and a bowl of hot chocolate) at **Restaurant Le Cochon Dingue**, a small Parisian bistro with a wildly contagious and irresistible Quebecois "joie de vivre"

44

Stretch your legs while exploring this 400 year old fortified city on a **guided walking tour**; walk along St-Louis and St-Jean Streets, see the breathtaking Chateau Frontenac, admire the magnificent architecture and views, plus much more!

Have lunch on your own

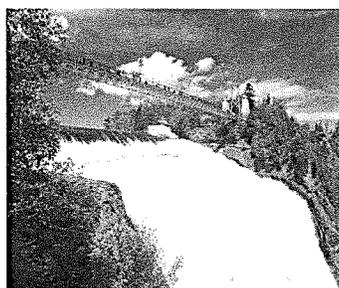
Take a tour of the **Parliament of Quebec** and learn about the politics that govern the province of Quebec that operate in a similar fashion to British parliament

Enjoy some leisure time to explore **St-Jean Street**, in the heart of Old Quebec, to do some shopping

Dinner in a quaint local restaurant with your group

Overnight accommodation at **Best Western Plus Centre Ville Québec**

DAY 3: QUEBEC CITY- BEAUPRE COAST- ILE D'ORLEANS Wed 14-Jun-2023



Enjoy breakfast at the hotel with your group

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

Embark on a **bike tour of Ile d'Orleans!** The tour combines history, art, and the most spectacular landscapes of the island while you learn about the European roots of the Canadian population. Pass by the **Félix Leclerc** memorial, learn about important artists, listen to music, and admire the fantastic painting representing farmers from the beginning of the century. Stop at **Cassis Mona & Filles** to learn about blackcurrant farming, then taste the best apple juice on the island at **Polyculture Plante**, and stop at **Chocolaterie de l'Île** to taste the finest chocolate!

Have lunch on your own

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

Enjoy a self-guided visit of the **Basilique Sainte-Anne-de-Beaupré**

Live the Quebecois tradition of "sugaring off" at the **Erablière du Lac Beauport** sugar shack - tour the sugar shack, enjoy a lumberjack meal & learn traditional dances and folk songs

DAY 4:QUEBEC CITY

Thursday 15-Jun-2023



Enjoy breakfast at the hotel with your group

Head to the **Plains of Abraham Museum** and partake in "**The Military**"; under the command of generals Wolfe & Montcalm, re-enact the 1759 battle on the Plains of Abraham

The First Nations Community plays an important role in Quebec's history and still thrives today. On a guided visit of the "**Onhoua Chetek8e**" **Huron Village** learn about Huron-Wendat history and customs. Then, enjoy a hearty Huron meal with your group on site, followed by a workshop to learn how to make your own medicine wheel. To finish off, you will get to hear 3 different legends told by a local storyteller

Visit **Érico**, a chocolaterie in Quebec and visit the chocolate museum! You will learn all about how to make delicious chocolate and if time permits, you will have the chance to buy some to bring home!

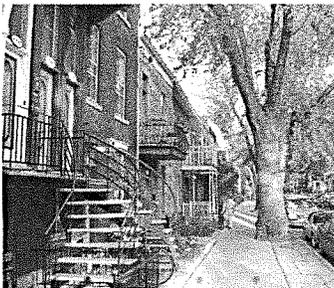
Enjoy dinner in a local restaurant with your group

Participate in the animated historical ghost tour "**Crimes in New France**" - revisit the most famous crimes and ghosts (6 in all) in the history of **Vieux-Québec**

Overnight accommodation at **Best Western Plus Centre Ville Québec**

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DAY 5:QUEBEC CITY -TROIS-RIVIERES- MONTREAL Friday 16-Jun-2023



Board your bus and continue on to**Trois-Rivieres**

Have a guided visit of **Musee Quebecois de la Culture Populaire** and discover what shapes the Quebecois identity

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

Have lunch on your own

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

Enjoy breakfast at the hotel with your group

Explore **Le Plateau-Mont-Royal**, one of Montreal's most artistic neighborhoods, while discovering some of the most interesting **Graffiti murals** the city has to offer using the Graffmap app

Dinner in a quaint local restaurant with your group

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

Board your bus and return home

DAY 6: EAST LANSING

Saturday 17-Jun

Arrive back at school



PRICE PER PERSON SHEET

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

40 to 44 participants : **1 234 USD**

35 to 39 participants : **1 287 USD**

30 to 34 participants : **1 390 USD**

25 to 29 participants : **1 503 USD**

SUPPLEMENTS

Adult Insurance Premium \$15 per day, per person
Adult Activity Supplement \$15 per day, per person
Twin Room Supplement \$45 per night, per person
Single Room Supplement \$90 per night, per person

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

PAYMENT SCHEDULE

Based on Dates of Travel
To be determined

Monthly installments available at time of online registration
Please check with your credit card company and/or financial institution for any extra applicable fees

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PRICE INCLUDES

- **PROMETOUR PEACE OF MIND PROGRAM**
Student Group Insurance Program covering group dates of travel
Coverage includes:
Trip Cancellation, Interruption and Delay
Cancel for Any Reason up to 75% of prepaid, forfeited, non-refundable payments or deposits
Baggage & Personal Effects; Damage Loss & Delay
Emergency Medical & Dental Expenses
Emergency Evacuation/Repatriation
24 hour Accidental Death & Dismemberment
Travel Assistance & Concierge

PRICE DOES NOT INCLUDE:

- Meals that are not indicated in the daily program
- Tips are at your discretion – these are standard guidelines
Prometour Tour Director: \$3 USD per day, per person
Bus Drivers: \$2 USD per day, per person
- Personal spending money
- Costs associated with travel documents, visas, medical testing, vaccinations, or other as required by your destination(s) or home country
- Costs associated with changes to itinerary due to unforeseen circumstances including but not limited to: pandemics, epidemics, natural disasters, or other
- Any applicable processing fees

Transportation

- Roundtrip motor coach transportation
- Associated ground transportation costs while in destination

Accommodation

- 3 nights in multiple occupancy in quality hotels (4-star standard, 3 & 4 per room, single beds not guaranteed)

Meals and Services

- 4 Breakfasts + 1 Lunch + 4 Dinners / (group menu with 1 non-alcoholic beverage + vegetarian option)
- All aforementioned visits, activities, tours and admissions
- Service of a dynamic bilingual Prométour Tour Director
- 1:6 complimentary trip ratio based on full paying participants (twin accommodation according to gender)
- Applicable service fees, taxes and FICAV contribution

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Prométour reserves the right to alter your itinerary before or during your tour for reasons including but not limited to: severe weather conditions, government restrictions, holidays, special events, or other unforeseen circumstances. When a scheduled activity or tourist site is not possible, we will make every effort to minimize inconvenience by adjusting the itinerary or replacing the item with a similar item of equal standard and value.

New Green Initiative!

Prométour's target is to be a 100% carbon neutral company by 2023. Complimentary CO2 offsetting is now included on all tours including bus or air transportation.

EXCHANGE RATE Prométour has quoted this package at an exchange of 1.00 CAD = 0.80 USD

Useful Information

Going Green - Prométour's Carbon Offset program with TAKING ROOT

Your Role as a Group Leader

CHILD PROTECTION POLICY

SAFETY PROTOCOL

TERMS & CONDITIONS

These prices are valid until: 04-Jun-2022

Your Prométour Tour Consultant: Erin Cuggy

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

www.prometour.com

✉ erin@prometour.com

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



Prométour

EDUCATIONAL TOURS



USA: 1-800-304-9446

CAN: 1-800-657-7754

INFO@PROMETOUR.COM

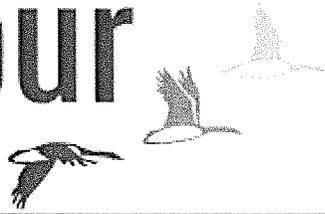
We understand that travel plans can sometimes change due to unforeseen events. Prometour's exclusive **Peace of Mind Program** allows you to register for a trip knowing that group leaders have flexibility to make necessary decisions to keep travelers and their money safe.

This program, along with the accompanying Travel Insured International Student Deluxe Group insurance policy and Prometour's regular Terms & Conditions must be accepted upon registration. The Peace of Mind Program goes in to affect at the time of the group confirmation. The following outlines the benefits of Prometour's Peace of Mind Program and applies to a group dynamic only, see the programs Terms and Conditions for more details. 49

45 days or more prior to departure	44 days to 48-hours prior to departure	Less than 48-hours prior to departure
<p>Change the travel dates of the group's current trip Or Prometour will work with the group leader to modify the current trip Or Use the Cancel for Any Reason (CFAR) Insurance benefit and claim to the insurance company a refund up to 75% of applicable Prometour Cancellation Fees</p>	<p>Use the Cancel for Any Reason (CFAR) Insurance benefit and claim to the insurance company a refund up to 75% of applicable Prometour Cancellation Fees</p> <p>Within 30 Days prior to departure If a Terrorist Act* occurs in your departure city or in a city which is a scheduled destination on your covered trip itinerary; Use the Trip Cancellation Insurance benefit and claim to the insurance company for a 100% refund of applicable Prometour Cancellation Fees</p>	<p>If a formal Level 4 Travel Advisory (Do not Travel) is issued by the U.S. Department of State for any country on your covered trip itinerary, your Group Leader may still choose the from the following options</p> <p>Change the travel dates of the group's current trip Or Prometour will work with the group leader to modify the current trip.</p> <p>If group chooses to cancel Prometour will work with its partners and suppliers to collect as much money back to the participants whenever possible.</p>
<p>For any exclusions from insurance benefits, Prometour is committed to working with groups on a case-by-case basis for alternative options. *Certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security and the Attorney General of the United States</p>		

Prométour

EDUCATIONAL TOURS



USA: 1-800-304-9446

CAN: 1-800-657-7754

INFO@PROMETOUR.COM

PROMETOUR'S PEACE OF MIND PROGRAM TERMS & CONDITIONS

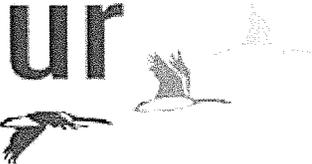
Benefits of the Peace of Mind Program (hereinafter, "Program") are only available when purchased by the entire group and not individually. The Program provides special benefits from Prometour, and includes the Travel Insured International Student Group Travel Protection "Deluxe Plan" with CFAR, underwritten by United States Fire Insurance Company, Eatontown, New Jersey. Distributed and sold by Travel Insurance Center and Senior Market Sales, Inc. Refer to the insurance policy for Terms of Coverage

To qualify for the Program, it must be included in your group travel package, and must be confirmed 90 days prior to the trip's scheduled departure date. Participants must pay all program fees, stated at the time of registration, by the initial deposit deadline. All Payments must be up to date as stated by the group's payment schedule. This program cannot be added after the first payment is made or in any subsequent payments. Not valid for residence of New York State.

If the trip is postponed or the itinerary revised, Prometour will make every effort to provide alternate travel arrangements subject to the following limitations: If the postponed or revised trip results in a higher price than the original trip, participants will be required to pay the difference in cost. Participants cancelling from a revised or postponed trip will be charged a cancellation fee based on original trip's departure date.

In order to qualify for the Peace of Mind Program 48 hours or less prior to departure, a formal Level 4 Travel advisory must be issued by the U.S. Department of State, stating that Americans cannot travel to any location or locations that are included in the group's trip itinerary.

Prométour

EDUCATIONAL TOURS 

USA: 1-800-304-9446 CAN: 1-800-657-7754 INFO@PROMETOUR.COM

June 2022

To whom it may concern,

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Please be advised that Prométour is currently protected with liability insurance with Evolution insurance company. For your records, please see our current insurance certificate attached to this email.

In accordance with East Lansing Public Schools travel requirements, Prométour will add your school's name to our liability insurance for the trip to Quebec scheduled for June 12 – 17, 2023. Please note that this addition can only be made upon our insurance renewal in November 2022. Prométour will provide the updated document to Ms. Rachel Gehres once it's been processed.

Please feel free to contact me at erin@prometour.com if you require more information or have any questions.

Kind regards,

Erin Cuggy

Tour Consultant

USA: 1-800-304-9446 CAN: 1-800-657-7754 INFO@PROMETOUR.COM

Lemieux assurances
200-4815 boulevard de l'Ormière
Québec (Québec) G1P1K6

Certificat d'assurance / Insurance Certificate

CE CERTIFICAT EST ÉMIS À TITRE D'INFORMATION SEULEMENT ET NE CONFÈRE AUCUN DROIT À SON DÉTENTEUR. CE CERTIFICAT NE MODIFIE, N'AUGMENTE OU N'ALTÈRE AUCUNEMENT LES COUVERTURES ACCORDÉES PAR LES POLICES DÉCRITES CI-BAS. / THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

Émis en faveur de / Certificate Holder

À qui de droit/To whom it may concern

Assuré / Named Insured

9081-5523 Québec Inc. FASRS Prométour 2000
339. St-Paul, Montréal, Québec, Canada,
H2Y 1H3

LA PRÉSENTE EST POUR CERTIFIER QUE LA(LES) POLICE(S) D'ASSURANCE MENTIONNÉE(S) CI-DESSOUS A(ONT) ÉTÉ ÉMISE(S) À L'ASSURÉ NOMMÉ CI-DESSUS ET EST (SONT) EN VIGUEUR POUR LA PÉRIODE D'ASSURANCE INDUQUÉE. NONOBTANT TOUTE DEMANDE, MODALITÉS D'UN CONTRAT OU TOUT AUTRE DOCUMENT POUR LEQUEL CE CERTIFICAT EST REQUIS, L'ASSURANCE FOURNIE PAR LA(LES) POLICE(S) DÉCRITE(S) EST (SONT) SUJETTE(S) AUX MODALITÉS DE CETTE(CES) POLICE(S). TOUTEFOIS, LA LIMITE D'ASSURANCE A PU ÊTRE RÉDUITE SUITE À DES INDEMNISATIONS OU SINISTRES PAYÉS. / THIS IS TO CERTIFY THAT THE POLICY(IES) OF INSURANCE LISTED BELOW HAS(HAVE) BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICY(IES) DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICY, THE LIMIT SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. 52

GENRE D'ASSURANCE / TYPE OF INSURANCE	DESCRIPTION	LIMITE(S) / LIMIT(S) (\$ CAN)	N° DE POLICE / POLICY NUMBER	DATE D'ÉCHÉANCE (JJ-MM-AAAA) / EXPIRY DATE (DD- MM-YYYY)
RESPONSABILITÉ CIVILE GÉNÉRALE / GENERAL CIVIL LIABILITY <input type="checkbox"/> PAR ÉVÉNEMENT / PER OCCURRENCE <input type="checkbox"/> RÉCLAMATIONS PRÉSENTÉES / CLAIMS MADE	PAR PÉRIODE D'ASSURANCE / ANNUAL AGGREGATE	N/A		
	DOMMAGES MATÉRIELS ET BLESSURES CORPORELLES / PROPERTY DAMAGE AND BODILY INJURY	N/A		
	PRÉJUDICE PERSONNEL DÉCOULANT DE LA PUBLICITÉ/ PERSONAL AND ADVERTISING INJURY	N/A		
	FRAIS MÉDICAUX, PAR PERSONNE / MEDICAL EXPENSES, PER PERSON	N/A		
	RESPONSABILITÉ LOCATIVE, PAR EMPLACEMENT / TENANT'S LEGAL LIABILITY, PER LOCATION	N/A		
	AUTOMOBILE DES NON-PROPRIÉTAIRES – FPQ 6 / NON- OWNED AUTOMOBILE – QEF 6	N/A		
AUTRES / OTHER	ASSURANCE CONTRE LES ERREURS ET OMISSIONS PROFESSIONAL LIABILITY	5 000 000\$	EVO23170	06/11/2021 06/11/2022
RÉFÉRENCE / REFERENCE :				

AVIS DE RÉSILIATION (sauf 15 jours pour non-paiement de la prime) / CANCELLATION CLAUSE (except 15 days for non-payment)

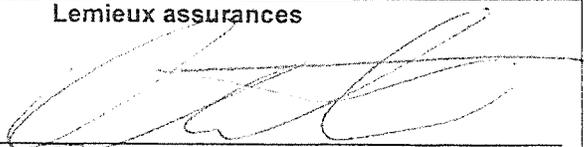
La police ne pourra être annulée ou sa couverture réduite sans qu'un préavis de 30 jours ne soit donné à Ministère des Transports du Québec

Date: 10/11/2021

Lemieux Assurances
4815, Boul. de l'Ormière, bur. 200
Québec (QC) G1P 1K6

Lemieux assurances

Par/By:


Représentant autorisé / Authorized Representative



GREAT ADVENTURE TOURS INC.
13480 Sylvestre Rd. Tecumseh, ON N9K 0C2
Phone: (519) 727-3661 // Toll Free: (800) 638-3945
Fax: (519) 727-6988
fannie@greatadventuretours.com
www.greatadventuretours.com

May 20, 2022
Quote #: 23-SQ4003

East Lansing High School
509 Burcham Dr.
East Lansing, MI 48823
Phone: (517) 333-7500

Care of: Rachel Gehres
Rachel.gehres@elsp.us

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Quebec City Educational trip

June 12-17, 2023

Welcome to this 400-year-old city, one of the oldest cities in North America and capital of the province of Québec.

Day 1 – Monday, June 12, 2023

Meet with your **deluxe motor coach*** at your school and depart for Québec City (789miles – Approx. 13hours drive, plus rest stops). Appropriate rest and meal stop (Individual expenses) will be provided along the way.

- - Border crossing US/Canada - -

Upon arrival, check into your **Quebec City Hotel accommodation** for a **5-night stay** – Enjoy your stay at this centrally located hotel near Quebec’s most popular attraction.

☞ Private nighttime security guard to monitor the group’s room floor from 10:00pm-2:00am ☞

Day 2 – Tuesday, June 13, 2023

Start your day with **delicious breakfast buffet** at your hotel. Take your pick from a selection of hot and cold breakfast items such as scrambled eggs, sausage, waffles, assorted breads and pastries, cereals, fruits, coffee, tea and juices.

After breakfast, **travel to Old Quebec to meet with local tour guide** – Enjoy a **three-hour entertaining and historical tour of Quebec City**. Follow your guide and let yourself be charmed by Old Quebec the only walled city north of Mexico.

Day 2 – Tuesday, June 13, 2023 • Continue

Enjoy some **free time to stroll around and grab lunch** (individual expenses). Will be happy to provide suggestions.

After lunch, participate in one (1) of the following activities:

- * **The Military: Re-enactment of the Battle of the Plains of Abraham** educational program – Under the command of both generals Wolfe and Montcalm, revisit the soldier's living conditions during the 1759 battle on the Plains of Abraham.
- * **Soldier of the Martello Tower** – Accompanied by British officers, learn all about the living conditions of the soldiers billeted in one of the Martello Towers. Students take part in the 1812 military lifestyle within a very interactive historical activity through competitions and games.

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Tonight, enjoy dinner at the **Cochon Dingue*** – A little bit of Parisian bistro and a Quebec joy of life wildly contagious.

*Crazy Pig Restaurant / If available.

After dinner, group returns to their hotel for a good night sleep.

Day 3 – Wednesday, June 14, 2023

Enjoy a **delicious breakfast buffet** at your hotel.

This morning, participate in a **Treetop Adventure** in the heart of Chauveau, Quebec City's biggest nature Park – Imagine climbing ladders, crossing suspended bridges, and even gliding along a zipline through the forest canopy. You can do all that and more in a gorgeous natural setting when you head out on a treetop adventure.

Enjoy some **free time to stroll around and grab lunch** (individual expenses). Will be happy to provide suggestions.

This afternoon, make a splash at **Village Vacances Valcartier**: The largest waterpark in Canada – This Vacation Village offers various waterpark options, including a Pirates' Hideout, Dungeon City, over 30 waterslides, a lazy river, a wave pool and more! For maximum comfort, the water in all pools is heated.

Enjoy a **BBQ dinner** at the waterpark.

Tonight, delve into **Québec City's military history** with a spectacular sound and light show at the **Musée du Fort** – Students will meet the fascinating characters that tried to take Québec City and learn more about their military strategies. A 40 m2 model will bring this page of history to life, set to a powerful soundtrack complete with special effects!

Day 4 - Thursday, June 15, 2023

Enjoy a **delicious breakfast buffet** at your hotel.

This morning, enjoy a **guided visit** at the **Traditional Huron site "ONHOÛA CHETEK8E"**– Discover the world and culture of Québec's indigenous peoples as you explore this authentic recreation of a traditional Huron site. Visit the Huron Long House, enjoy presentation of the traditional way of life and the social organization at the time when the Europeans arrived.

After lunch, travel along the **Route de la Nouvelle-France** (New France Route), a historical journey through fascinating cultural, heritage and agritourist sites, including the Sainte-Anne-de-Beaupré's Basilica, a famous pilgrimage destination

On your way, visit **Montmorency Falls** and enjoy a **gondola ride to the top** – The falls, at 275 ft high, are 98 ft higher than Niagara Falls. A suspension bridge over the crest of the falls provides access to both sides of the park as well as a spectacular view. Group will be hiking on the trails that crisscross the site.

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Afterwards, group boards coach and continue to **Ste-Anne-de-Beaupré** to visit the town's majestic double-spired basilica.

Participate in a **guided visit** of the **Shrine of Ste-Anne-de-Beaupré** – The Shrine, which celebrated its 350th anniversary in 2008, is one of the oldest pilgrimage sites in North America. Although the present basilica was consecrated only 30 years ago, worshippers here have credited the shrine with miraculous cures since it was first built in 1658, and 17th-century sailors believed that St-Anne protect3d them form shipwrecks.

Then, enjoy a typical **Sugar Shack dinner** at a local Cabane à Sucre – Group will be entertained by folkloric music and will then learn the process of making maple products and will end the evening by tasting maple taffy on snow.

This evening, group will participate in a **Quebec Haunted Walk** – As skies begin to darken over Quebec City, the costumed tour guide strikes a match and lights his lantern. Enjoy a walking tour through the darker side of Quebec's history to hear over 400 years of Historical murders, executions, mysterious ghost sightings, tragedies.

After the tour, group returns to their hotel for a well-deserved night sleep.

Day 5 - Friday, June 16, 2023

Enjoy a **delicious breakfast buffet** at your hotel.

After breakfast, enjoy a **1-hour guided tour at La Citadelle of Québec** – This national historical site, also known as the Gibraltar of America, is the best place to begin a trip into the military past and present of Quebec City. This tour will provide you information about the American attacks, the construction of the fortress and its buildings.

Day 5 - Friday, June 16, 2023 • Continue

At lunch time, enjoy some **free time to grab a bite to eat** and to **do some shopping** at **Les Galeries de la Capitale** – The largest commercial complex in eastern Canada, with more than 250 stores, 35 restaurants, six movie theatres, skating rink, rollercoaster, Ferris wheel, merry-go-round, climbing wall, balloon ride and more!

Late afternoon, group returns to their hotel to freshen-up, pack their luggage, and get ready for dinner and tonight's farewell dance cruise!

Tonight, enjoy a **2-hour DJ Disco Cruise*** on the St-Lawrence River. This is the ideal rendezvous to gather with friends and dance to the latest hits. This river gives you beautiful panoramic view of Québec City by night.

**This cruise is for teens only and are supervised by experience personnel.*

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After the cruise, group returns to their hotel for a well-deserved night sleep.

Day 6 - Saturday, June 17, 2023

Enjoy a **delicious breakfast buffet** at your hotel.

Group checks out of their hotel and depart for their return home!

Let us be part of your next Great Adventure to beautiful Quebec City!



**Driver's hours are regulated by both countries federal department of transportation.*

Package price per person (US FUNDS) based on the following minimums,
PER deluxe motor coach, and the following stated room occupancy:

	<u>QUAD</u>	<u>TRIPLE</u>	<u>DOUBLE</u>	<u>SINGLE</u>
30-39 paying participants	\$1299.00	\$1389.00	\$1569.00	\$2089.00
40-49 paying participants	\$1199.00	\$1289.00	\$1469.00	\$1989.00

☞ This package price includes:

- Round trip deluxe motor coach transportation from you school to Quebec City, Canada and for all your transportation needs based on the above itinerary, including the cost of relief drivers on day 1 and day 6.
- 5-Night hotel accommodation in Quebec City (Rated, 3-4-star property).
- Daily breakfast buffet at hotel.
- 4 Dinners.
- All activities (admission) as listed in the above itinerary.
- Service of a security guard to monitor your group nightly (10pm-2am).
- 24/7 customer service support while on tour.
- 1 complimentary package for chaperones (Based on sharing a double occupancy room) with every 10 paying students.
- 1 single hotel room for the motor coach driver.
- All taxes and meal gratuities.

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IMPORTANT

Please note that nothing has been booked. Rates are subject to change due to availability at the time of booking and will be secure upon reception of signed contract and deposit. This itinerary is completely customizable.

Please feel free to share any of your thoughts about this
 Quebec City Educational-fun trip.

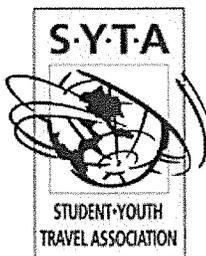


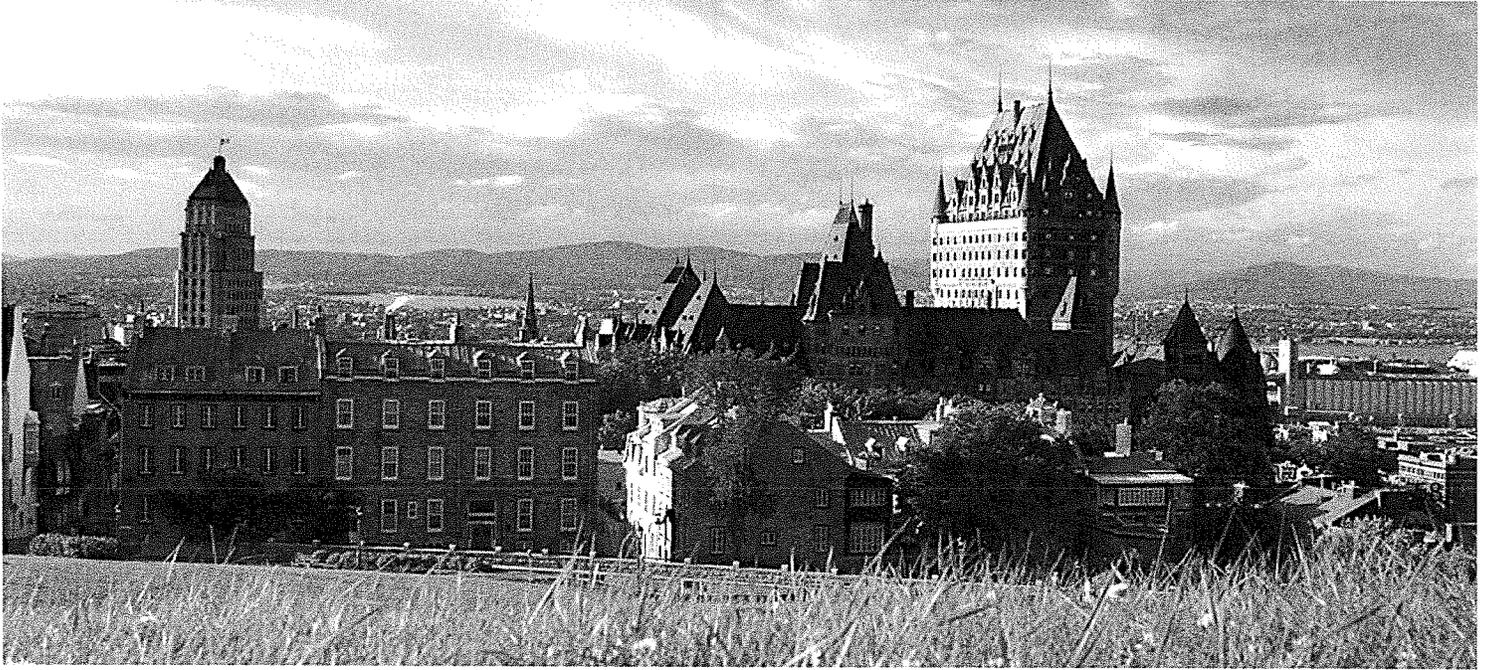
Great Adventure Tours is a proud member of

SYTA

Student Youth Travel Association

SYTA members specialize in planning Student and Youth travel. Each SYTA professional operators meets or exceeds SYTA's membership requirements and has pledged to conduct their business activities in a manner that is compliant with SYTA's code of ethics.





Québec & Montréal

explorica.com/Gehres-631

June 12 - June 16, 2023

Day 1 Bonjour Québec

Meet your tour director
Travel to Québec City
Québec city walk: Dufferin Terrace , Old Québec & Château Frontenac
Crêperie dinner

Day 2 Québec City landmarks

Breakfast
Québec tour director-led sightseeing: l'Escalier casse-cou (breakneck steps) , Notre-Dame-des-Victoires, Rue Saint-Jean
Musée du Fort visit
Tour Director led Plains of Abraham battlefield re-enactment
Dinner and traditional entertainment at a sugar shack

Day 3 Québec--Montréal

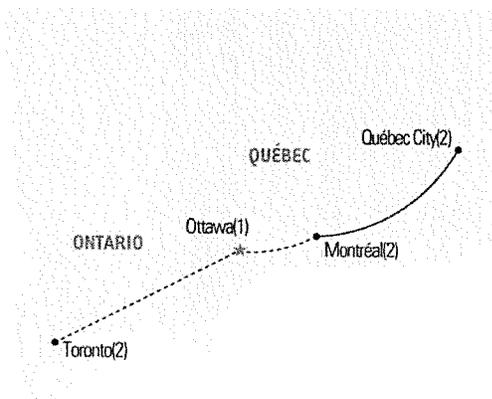
Breakfast
Beaupré Coast panoramic tour
Basilica of Sainte-Anne-de-Beaupré tour
Montmorency Falls visit
Village des Hurons guided visit
Travel to Montréal along the St. Lawrence River
Montréal tour director-led sightseeing: Old Montréal, McGill University, Place Ville Marie, Bell Center, Mont Royal
Dinner

Day 4 Montréal landmarks

Breakfast
Notre-Dame Basilica visit
Montréal Museum of Archaeology: Pointe-à-Callière guided visit
Saint Joseph's Oratory of Mount Royal
Olympic Park Tower Observatory
Montréal Science Centre visit
Dinner

Day 5 End tour

Breakfast
Travel home



Reserve your Spot!



Tour Center ID: Gehres-631
Registration deadline: September 30, 2022

What's included

We provide everything you need for a remarkable trip:

- Round-trip transportation
- 4 overnight stays in hotels with private bathrooms (7 with extension)
- Breakfast daily (except arrival day)
- Dinner daily (except departure day)
- Full-time services of a professional Tour Director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary
- Overnight security chaperone
- Tour Diary™
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Optional excursions, optional pre-paid Tour Director and multi-day bus driver tipping, among other individual and group customizations will be listed as separate line items in the total trip cost, if included.

Tour investment

Students (travelers under the age of 23): \$1,301

Adults (age 23 and over): \$1,526

Automatic monthly payment plan

Pay just \$50 upon enrollment and the balance will be divided into equal monthly payments, charged automatically to your credit card or checking account. As of September 09, 2022, your monthly payment would be just \$178.71. (Manual plan also available; learn more on explorica.com/paymentplans.)

Travel protection

Most Explorica travelers protect their investment with one of our trusted plans, starting from just \$16 per day. To learn more, visit explorica.com/cfar.

Enroll online,
by phone, or by mail



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East Lansing
Public Schools

MEMORANDUM

TO: Board of Education

FROM: Dori Leyko, Superintendent

SUBJECT: Employee One-Time Bonus

DATE: October 20, 2022

Recommendation:

The Board of Education approve the one-time district employee bonus as presented.

Information:

I am recommending that the Board of Education authorize a one-time bonus payment to district employees with a target processing date of November 21, 2022 and March 17, 2023 to all employees as follows:

- Bonus payment is being made due to the strong financial health of the district following the June 30, 2022 audited financial statements.
- To be eligible, individuals must be employed by the district (including employees on approved maternity leaves of absence) who are employed on the date of Board authorization (anticipated Oct. 24, 2022) and on the date of payroll processing (anticipated Nov. 21, 2022).
- Employees regularly scheduled to work 20 or more hours per week (at time of Board authorization) will receive \$1,500.
- Employees regularly scheduled to work at least 10 but fewer than 20 hours per week (at time of Board authorization) will receive \$750.
- Employees regularly scheduled to work less than 10 hours per week (at time of Board authorization) will receive \$250.
- A second round of employee bonuses will be provided to staff hired between October 25, 2022 and January 31, 2023. The same criteria as above will be applied with a targeted distribution date of March 17, 2023.
- This bonus payment does not apply to individuals who only receive a Schedule C stipend from the District.
- The Superintendent is given discretion to make the decision on whether or not an individual shall receive the bonus payment in situations that may not fall under the above-stated restrictions.
- The total cost to the district is approximately \$672,000.