Board of Education Regular Meeting
Tuesday, September 22, 2026
7:00 PM
Weston Middle School Library Learning Commons
135 School Road
Weston, CT 06883

I. CALL TO ORDER, VERIFICATION OF QUORUM (Possible action)
II. PLEDGE OF ALLEGIANCE
   A. I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible with liberty and justice for all.
III. STUDENT BOARD OF EDUCATION REPRESENTATIVE COMMENTS (Discussion)
IV. APPROVAL OF MINUTES (Discussion and possible action)
   - June 15, 2026, Board of Education Meeting
   - September 1, 2026, Board of Education Special Meeting
V. PUBLIC COMMENT

   A. The Board welcomes the opportunity to hear from members of the public about matters concerning Weston Public Schools. Public comment is an important chance for the Board to receive input and feedback from our school community. We listen attentively to all comments shared.

      While we value and pay close attention to public comment, it is our practice not to respond substantively, or sometimes at all, during public comment. There are several reasons for this:

      First, engaging in a discussion on non-agenda items could violate the Board's obligations to comply with the Freedom of Information Act.

      Second, the Board or the administration may not be prepared to discuss certain matters raised in the first instance by a public comment.

      Third, the Board develops its meeting agenda carefully to ensure that the Board

addresses matters that are pressing or relevant at the time of the meeting.

We encourage members of the public with specific questions, concerns, or complaints about our schools to reach out directly to Superintendent Forti. . You may also email the Board at our email address, boardofeducation@westonps.org.

Additional details on Public Comment at board meetings can be found on our website: https://www.westonps.org/procedures-and-guidelines-for-publi

Meeting Conduct: Bylaws of the Board #9325 - https://v3.boardpolicyonline.com/b/bl/westonps/s/2046282

VI. NEW BUSINESS
- A. Consent Agenda (Discussion and possible action)
  1. Staffing Update
  2. Field Trips
     a. Overnight Field Trip: France and Spain, April 2027
     b. Overnight Field Trip: Heritage Music Festival: Boston, April 2027
- B. Annual Report on Community Partnerships, Workforce Development, and Staff Attrition: (Discussion and possible action)
- C. 2026-2027 District Improvement Plan (Discussion)
- D. Weston Board of Education Policies, Regulations, and Bylaws: First Read (Discussion)
  - P 3000 Concept and Roles in Business and Non-Instructional Operations
  - P 3110 Budget Planning and Priorities
  - P 3111 Fiscal Year
  - P 3120 Budget Development and Preparation
  - P 3150 Budget Adoption
  - P 3160 Transfer of Funds Between Categories; Amendments
  - P 3250 Materials, Services Fees, Charges
  - R 3250 Materials Fees
  - P 3313 Relations with Vendors
  - P 3434 Periodic Audit
- E. Finance and Operations (Discussion and possible action)
  1. FY26 End of Year Financial Report
  2. Funds Transfer to Non-Lapsing Account
  3. FY25 Unliquidated Encumbrance Update and Equipment Purchase

VII. DISTRICT UPDATES
- A. Superintendent (Discussion)
- B. Pupil Personnel Services and Special Education (Discussion)

VIII. COMMITTEE UPDATES: Refer to committee meeting minutes for details (Discussion)
- A. Communications Committee
- B. Curriculum Committee
- C. ~~Educational Optimization Committee (EOC)~~

D. Finance & Operations Committee
E. Negotiations Committee
F. Policy Committee
G. Safety & Security Committee

IX. MEMBER ORGANIZATION UPDATES (Discussion)
A. Connecticut Association of Boards of Education (CABE)
B. Cooperative Educational Services (CES)
C. Weston Education Foundation (WEF)

X. NEXT SCHEDULED MEETING(S) OF THE BOARD OF EDUCATION
- September 24, 2026, Tri-Board Meeting, 6:00 PM, Via Zoom
- October 5, 2026: Board of Education Special Meeting, 7:00 PM, Location TBD
- October 19, 2026: Board of Education Meeting, 7:00 PM, Weston Middle School Library Learning Commons

A. Review of Pending Agenda Items for Next Meeting

XI. ADJOURNMENT (Possible action)

Weston Board of Education Special Meeting
Tuesday, September 1, 2026
7:00 PM
Weston Middle School Library Learning Commons
135 School Road
Weston, CT 06883

Absent: Peter Gordon, **Present:** David Felton, Sharon Ferraro, Michael Guido, Deborah Low, Lisa Luft, Nicole Wallach. Present: 6, Absent: 1.

I. **CALL TO ORDER, VERIFICATION OF QUORUM (Possible action)**
Additional Attendees:
Erica Forti, Superintendent of Schools; Tina Henckel, Assistant Superintendent; Phillip Cross, Chief Financial and Operations Officer; Tracy Edwards, Assistant Superintendent of Pupil Personnel Services; Juliane Givoni, Director of Human Resources; Daniel DiVito, Director of Digital Learning and Technology; James Wiltsie, Director of Safety and Security.

A quorum was met and the meeting was called to order at 7:02 PM
Move that the September 1, 2026 Weston Board of Education Special Meeting is hereby called to order. Unseconded with a motion by Low, Deborah.

II. **PLEDGE OF ALLEGIANCE**

A. **I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible with liberty and justice for all.**

III. **SUPERINTENDENT UPDATE (Discussion)**
Superintendent Forti welcomed staff and students back for the 2026-2027 school year.

IV. **2025-2026 DISTRICT IMPROVEMENT PLAN: Year in Review Part 3 - District Academic Goals and Standardized Assessment Data**

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(Discussion)
The Year in Review Part 3: District Improvement Plan 2025-2026 was presented to the Board.

V. **BOARD CHAIR UPDATE (Discussion)**
Chair Low welcomed back all of our staff and students. WIS Assistant Principal Leslie Ford will be leaving Weston for her new role as Principal of Reed Intermediate School in Newtown. Board member and Secretary Sharon Ferraro will be stepping down after five years of dedicated service. Sharon served on numerous Board committees and as the Board's representative to WEF, generously contributing her time and energy to our schools.

VI. **NEXT SCHEDULED MEETING(S) OF THE BOARD OF EDUCATION**

- September 22, 2026: Board of Education Regular Meeting, 7:00 PM, Weston Middle School Library Learning Common

- September 24, 2026: Tri-Board Meeting (Board of Selectmen, Board of Education, Board of Finance), 6:00 PM, Via Zoom

A. Review of Pending Agenda Items for Next Meeting

VII. **ADJOURNMENT (Possible action)**
The meeting adjourned at 8:25
Move that the September 1, 2026 Weston Board of Education Special Meeting be adjourned. Carried with a motion by Ferraro, Sharon and a second by Luft, Lisa.
David Felton: Yea, Sharon Ferraro: Yea, Michael Guido: Yea, Deborah Low: Yea, Lisa Luft: Yea, Nicole Wallach: Yea
Yea: 6, Nay: 0

Respectfully submitted by:

Jodi Sacchetta

Jodi Sacchetta, Board Clerk

DRAFT

Board of Education Regular Meeting
Monday, June 15, 2026
7:00 PM
Weston Middle School Library Learning Commons
135 School Road
Weston, CT 06883

Present: David Felton, Sharon Ferraro, Peter Gordon, Michael Guido, Deborah Low, Lisa Luft, Nicole Wallach. Present: 7.

I. **CALL TO ORDER, VERIFICATION OF QUORUM: Possible action**
The meeting was called to order at 7:00 PM

Additional Attendees:
Tina Henckel, Assistant Superintendent; Phillip Cross, Chief Financial and Operations Officer; Tracy Edwards, Assistant Superintendent of Pupil Personnel Services; Juliane Givoni, Director of Human Resources; Daniel DiVito, Director of Digital Learning and Technology; Meghan Conetta, Jennifer D'Amico, Laura Kaddis: Building Principals; WHS Student BOE Representatives
Move that the June 15, 2026 Weston Board of Education is hereby called to order. Unseconded with a motion by Low, Deborah.

II. **PLEDGE OF ALLEGIANCE**

A. **I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible with liberty and justice for all.**

III. **STUDENT BOARD OF EDUCATION REPRESENTATIVE COMMENTS: Discussion**
Senior trip to Six Flags, preparations are underway for finals, introduced incoming 2026-2027 co-presidents.

IV. **APPROVAL OF MINUTES: Discussion and possible action**

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- **May 4, 2026 Board of Education Executive Session**
- **May 4, 2026 Board of Education Special Meeting**
- **June 1, 2026 Board of Education Executive Session**

V.

The minutes were approved without objection.
Move that the minutes of the meetings were presented for review. There being no corrections, the minutes are approved as presented Carried with a motion by Felton, David and a second by Ferraro, Sharon.
David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Michael Guido: Yea, Deborah Low: Yea, Lisa Luft: Yea, Nicole Wallach: Yea
Yea: 7, Nay: 0

VI. **PUBLIC COMMENT**

A. **The Board welcomes the opportunity to hear from members of the public about matters concerning Weston Public Schools. Public comment is an important chance for the Board to receive input and feedback from our school community. We listen attentively to all comments shared.**

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We encourage members of the public with specific questions, concerns, or complaints about our schools to reach out directly to Superintendent Forti. . You may also email the Board at our email address, boardofeducation@westonps.org.

Additional details on Public Comment at board meetings can be found on our website: https://www.westonps.org/608477_3

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Meeting Conduct: Bylaws of the Board #9325 - https://meetings.boardbook.org/Public/Book/2468?docTypeId=224318&file=ab5f2950-f792-4ecc-bc14-37a3939de003
Comments from the public:

Anna Haffner - Banks Drive
Ruben Zweiban - Gen Lane
Hilary Kole - White Birch Road
Gus Christensen- Norfield Road
Kellie James - Bernhard Drive

VII. **CONSENT AGENDA: Discussion and possible action**
The consent agenda was approved without objection.
Move that the Weston Board of Education approve the consent agenda, as presented Carried with a motion by Felton, David and a second by Luft, Lisa.
David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Michael Guido: Yea, Deborah Low: Yea, Lisa Luft: Yea, Nicole Wallach: Yea
Yea: 7, Nay: 0

A. **Staffing Update**

B. **2026-2027 contracts for Central Office Administrative Staff: Superintendent, Assistant Superintendent, Assistant Superintendent for Pupil Personnel Services, Chief Finance and Operations Officer, Director of Digital Learning and Technology, Director of Human Resources, Director of Safety and Security, Director of Facilities**

C. **2026-2027 compensation for Central Office Unaffiliated Support Staff: Executive Assistant to the Superintendent, Administrative Assistant to the Assistant Superintendent, Human Resources Specialist, Administrative Assistant to the Pupil Services Assistant Superintendent, Finance and Facilities Office Manager, Bookkeeper, Payroll Coordinator, Accounts Payable and Accounts Receivable Coordinator, District Data Coordinator, Information Technology Manager, Vocational Specialist, Board Certified Behavior Analyst, District Nurse Supervisor, Food Services Director**

D. **2026-2027 contract for the School Medical Advisor**

VIII. **OLD BUSINESS**

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A. **Weston Board of Education Policies, Regulations, and Bylaws (second read): Discussion and possible action**

The policies and regulations presented were approved without objection.

Move that the policies, regulations and/or bylaws were presented for review. There being no corrections, the documents were approved as presented Carried with a motion by Felton, David and a second by Luft, Lisa.

David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Michael Guido: Yea, Deborah Low: Yea, Lisa Luft: Yea, Nicole Wallach: Yea

Yea: 7, Nay: 0

1. **Policy/regulation review — Review (no changes)**

    - **P 5131.5 Vandalism**
    - **R 5131.5 Vandalism**

2. **Policy/regulation review — New**

    - **P 1110.1 Communication with the Public/Parent Involvement**
    - **P 1411 Law Enforcement Agencies**
    - **P 4115 Personnel/Certified - Evaluation**

3. **Policy/regulation review — Updates**

    - **P 4153 Family & Medical Leave**
    - **P 4215 Personnel_Non Certified - Evaluation_Supervison**
    - **P 5118 Non-Resident Students Tuition**
    - **R 5118 Non-Resident Attendance and Tuition Fees**
    - **P 5123 Promotion_Acceleration_Retention**
    - **P 5124 Reporting to Parents**
    - **P 5126 Awards for Achievement**
    - **R 5131.3 Student Driving_Parking**
    - **P 5131.8 Chemical Health Policy for Student Athletes**

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- **P 5131.91 Hazing and Initiation**
- **P 5132 Dress and Grooming**
- **P 5134 Married_Pregnant Students**
- **P 5137 Physical Activity and Student Discipline**
- **P 5145.2 Freedom of Speech_Expression**
- **P 6112.1 Open Campus**
- **P 6114 Emergencies and Disater Preparedness**
- **P 6141.312 Migrant Students**
- **P 6143 Parent and Guardian Access to Instructional Material**
- **P 6145.2 Interscholastic_Intramural Athletics**
- **R 6145.2 Insterscholastic Intramural Athletics**
- **P 6145.3 Publications**
- **P 6155 Differentiation and Grouping**
- **P 6163.3 Live Animals in the Classroom**
- **P 6164.2 Guidance Services**
- **P 6171 Special Education**
- **P 6173 Homebound Instruction**
- **P 6180 Evaluation of the Instructional Program**

4. **Policy/regulation review — Retire**

- **R 4115 Personnel/Certified - Evaluation**
- **R 5144.1 Restraint and Seclusion of Students and Use of Exclusionary Time Out**
- **P 6142.1 Instruction Family Life and Sex Education**

IX. **NEW BUSINESS**

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A. **Impartial Hearing Officer for the 2026-2027 school year: Discussion and possible action**

The motion was approved withut objection.
Move that the Board of Education authorize the Superintendent to appoint qualified hearing officers to conduct hearings for the 2026-2027 school year in the following matters: (1) student residency disputes; (2) student expulsion proceedings; and (3) special education matters, including but not limited to impartial hearings under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act; and that such appointments be made in accordance with applicable federal and state law, Board policy, and district procedures."
Carried with a motion by Felton, David and a second by Ferraro, Sharon.
David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Michael Guido: Yea, Deborah Low: Yea, Lisa Luft: Yea, Nicole Wallach: Yea
Yea: 7, Nay: 0

B. **Gifts, Grants and Bequests (Recognition, Acceptance or Approval): Discussion and possible action**

- **WIS PTO Donation: 12,500, security window film, and custom decals**
- **WHS PTO Donation: $3,400, staff lounge update**

The motion was approved without objection.
Move that the Weston Public Schools recognize, accept, and/or approve all donations presented. Carried with a motion by Felton, David and a second by Ferraro, Sharon.
David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Michael Guido: Yea, Deborah Low: Yea, Lisa Luft: Yea, Nicole Wallach: Yea
Yea: 7, Nay: 0

C. **AFSCME Union Contract: 2026-2029 Tentative Agreement: Discussion and possible action**

The motion was approved without objection.
Move that the Weston Board of Education ratify the tentative agreement between the Board and the LOCAL 1303-110 OF COUNCIL 4 AFSCME, AFL-CIO, regarding the collective bargaining agreement between the Board and the AFSCME covering the period July 1, 2026 to June 30, 2029. Carried with a motion by Felton, David and a second by Ferraro, Sharon.
David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Michael Guido: Yea, Deborah Low: Yea, Lisa Luft: Yea, Nicole Wallach: Yea
Yea: 7, Nay: 0

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D. **2026-2027 District Academic Calendar: Discussion and possible action**
Language added regarding inclement weather: add 4 days to the school calendar and, after that, if more days are needed, they will be taken from April vacation.
Move that the Weston Board of Education approve the update to the 2026-2027 district academic calendar, as presented Carried with a motion by Felton, David and a second by Ferraro, Sharon.
David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Michael Guido: Yea, Deborah Low: Yea, Lisa Luft: Yea, Nicole Wallach: Yea
Yea: 7, Nay: 0

E. **District Improvement Plan - Year in Review: Part 2 - Academics and Culture & Climate: Discussion**
The Year in Review Part 2: District Improvement Plan 2025-2026 was presented to the Board.

F. **Finance, Facilities and Operations: Discussion and possible action**
The FY26 monthly report (through May) was presented and approved without objection. Results from the recent IAQ/HVAC Inspection were presented for discussion only.
Move that the Weston Board of Education approve the monthly financial report, as presented Carried with a motion by Felton, David and a second by Luft, Lisa.
David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Michael Guido: Yea, Deborah Low: Yea, Lisa Luft: Yea, Nicole Wallach: Yea
Yea: 7, Nay: 0

1. **FY26 Monthly Financial Update (through May) Including Internal Services**

2. **State Mandated 5 Year IAQ/HVAC Inspection**

X. **DISTRICT UPDATES**

A. **Superintendent: Discussion**
On behalf of Superintendent Forti, Assistant Superintendent Henckel thanked the staff for their dedication throughout they year and thanked the Board for their support.

B. **Pupil Personnel Services and Special Education: Discussion**
An update was presented on numerous PPS/SpEd student and

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parent meetings that recently took place. Recordings can be found on the district website under PPS.

XI. **MEMBER ORGANIZATION UPDATES: Discussion**

A. **Connecticut Association of Boards of Education (CABE)**

B. **Cooperative Educational Services (CES)**

C. **Weston Education Foundation (WEF)**

XII. **COMMITTEE UPDATES (Refer to committee meeting minutes for details): Discussion**

A. **Communications Committee**

B. **Curriculum Committee**

C. **Educational Optimization Committee (EOC)**

D. **Finance & Operations Committee**

E. **Negotiations Committee**

F. **Policy Committee**

G. **Safety & Security Committee**

XIII. **)NEXT SCHEDULED MEETINGS OF THE BOARD OF EDUCATION**

- **June 17, 2026: Tri-Board Meeting (Board of Selectmen, Board of Education, Board of Finance), 6:00 PM, Via Zoom**
- **September 2, 2026: Weston Board of Education Special Meeting (Workshop), 7:00 PM, Weston Middle School Library Learning Common**
- **September 22, 2026: Weston Board of Education Meeting, 7:00 PM, Weston Middle School Library Learning Common**

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A. **Review of Pending Agenda Items for Next Meeting**

XIV. **ADJOURNMENT: Possible action**

Move that the June 15, 2025 Weston Board of Education meeting be adjourned. Carried with a motion by Felton, David and a second by Ferraro, Sharon.
David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Michael Guido: Yea, Deborah Low: Yea, Lisa Luft: Yea, Nicole Wallach: Yea
Yea: 7, Nay: 0

Respectfully submitted by:

Jodi Sacchetta

Jodi Sacchetta, Board Clerk

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INTEROFFICE MEMORANDUM

To: **Erica Forti**

From: **Juliane Givoni - Director of Human Resources**

Subject: **Staffing Update – September 2026**

Date: **September 18, 2026**

NEW HIRES:

- Audra Cartelli (1.0) HES Curriculum & Instruction Leader/Reading Interventionist - Effective August 24, 2026
- John Cropsey (1.0) WMS Building Substitute - Effective August 31, 2026
- Camryn Dembski (1.0) WMS Long-Term Substitute Math Teacher - Effective September 14, 2026
- Adele DiVito (1.0) WIS SPED Para-Educator - Effective August 25, 2026
- Fernando Fernandes (1.0) WMS/WHS French/Spanish Teacher – Effective August 24, 2026
- Jessica Forgette (0.5) WHS Art Teacher – Effective August 24, 2026
- Todd Gilman (1.0) WMS SPED Para-Educator – Effective September 11, 2026
- Robert Heibler (1.0) WHS SPED Para-Educator - August 31, 2026
- Charles Jankowski (1.0) WMS Building Substitute – Effective September 14, 2026
- Lauren Kruszewski (1.0) WIS Fifth Grade Teacher - Effective August 24, 2026
- Regina Leahy (1.0) WIS SPED Para-Educator - Effective August 28, 2026
- Melissa Leventhal (1.0) HES Kindergarten Para-Educator - Effective August 25, 2026
- Victoria Licamele (1.0) HES Long-Term Substitute Para-Educator - Effective August 31, 2026
- Victor Luna (1.0) WMS/WHS Spanish Teacher- Effective August 24, 2026
- Meggin Lundstrom (0.75) HES Early Learning Center Para-Educator – Effective August 25, 2026
- Andrea Mayhew (0.75) HES Early Learning Center Para-Educator – Effective August 25, 2026
- Madhavi Miryala (3 hour) WIS Cafeteria Aide - Effective August 27, 2026
- Alexander Morgan (2.5 hour) HES Cafeteria Aide - Effective September 8, 2026
- Jennifer Read (1.0) HES Principal's Administrative Assistant - Effective August 6, 2026
- Amy Shapiro (1.0) WMS Building Substitute - Effective August 27, 2026
- Martin Shedd (0.4) WHS Latin Teacher - Effective August 24, 2026

- Tobias Squance (1.0) WHS Building Substitute - Effective August 27, 2026
- Annie Weinbrum (1.0) WIS Building Substitute - Effective September 3, 2026
- Kevin Wheeler (1.0) HES/WIS Building Substitute - Effective September 14, 2026
- Jo-Anne Wong Ferreira (1.0) CO Payroll Coordinator - Effective September 22, 2026
- Kari Yacawych (1.0) WMS Library Media Specialist - Effective August 24, 2026
- David Yolan (0.6) WHS Long-Term Substitute Math Teacher - Effective August 26, 2026

CHANGES OF ASSIGNMENT:

- Karyn Balzi (1.0) WIS Third Grade Teacher - Effective August 24, 2026
- Shelby Jackson (1.0) WIS Fifth Grade Teacher - Effective August 24, 2026
- Kevin Joyce (1.0) WMS Math Teacher - Effective August 24, 2026
- Alyssa Larson (1.0) HES First Grade Teacher - Effective August 24, 2026
- Daniel Passarelli (1.0) Curriculum & Instruction Leader Social Studies 6-12/ WHS Social Studies Teacher - Effective August 24, 2026
- Doug Pregman (1.0) WHS Social Studies Teacher - Effective August 24, 2026
- Seth Schachter (1.0) HES Library Para-Educator - Effective August 25, 2026
- Caitlin Weir (1.0) HES Kindergarten Teacher - Effective August 24, 2026
- Christina Wolf-Gallo (1.0) WIS/WMS PE/Health Teacher - Effective August 24, 2026

TRANSFERS:

- Amy Ardito (1.0) WHS Math Teacher - Effective August 24, 2026
- Shawna Johnson (1.0) WMS Social Studies Teacher - Effective August 24, 2026
- Abby Rovasio (1.0) HES/WMS Social Worker - Effective August 24, 2026

RESIGNATIONS:

- Regina Allan (1.0) WIS SPED Paraeducator - Effective June 30, 2026
- Elaina Braddick (1.0) HES Assistant to the Principal - Effective July 2, 2026
- Shaquanta Campbell (1.0) WMS SPED Paraeducator - Effective June 30, 2026
- Gabrielle Deitz (1.0) WMS SPED Paraeducator - Effective June 30, 2026
- Leslie Ford (1.0) WIS Assistant Principal - Effective September 4, 2026
- Dolly Kelly-Pinto (1.0) WMS & WHS Spanish Teacher - Effective June 30, 2026
- Kate Luongo (1.0) WIS Library Paraeducator - Effective September 16, 2026
- Jeffrey Magnano (1.0) WIS Fifth Grade Teacher - Effective June 30, 2026
- Timothy Mathews (1.0) SPED Paraeducator - Effective June 30, 2026
- Nicholas Martorana (1.0) SPED Teacher - Effective June 30, 2026
- Jennifer Russo-Donofrio HES/WIS BCBA - Effective June 30, 2026
- Christopher Strange (1.0) WIS SPED Paraeducator - Effective June 30, 2026

WESTON PUBLIC SCHOOLS
WESTON, CT

OVERNIGHT FIELD TRIP APPROVAL REQUEST FORM

SUBJECT AREA: World Languages (open to all WHS students) **COST PER STUDENT:** 4,913 (+$241 for transportation)

DATE OF FIELD TRIP: 4/9-4/18 2027 **FIELD TRIP DESTINATION:** Franc eand Spain

STATE THE EDUCATIONAL PURPOSE OR RATIONALE FOR THE TRIP:
See attached

Departure from: New Yo k Airp ort s Date/Time: 4/9/2027 TBD
Return to: New York Air ports Date/Time: 4/18/2027
Number of students: capped at 43 Grade(s): 9th-12th
Administrator in charge & on site: Meghan Conetta Teacher in Charge: Mercedes F ernades
Total Number of Chaperones: 3 to 7 Ratio of Chaperone to Student: 1:6
Names of Teachers: Meghan Conetta, Mercedes F ernades, Other Adults: No
Gretchen Mancuso (Amanda Telford - Sarah Kuczynski ,Dan Passarelli, Lauren Mattera-Arcamone)

Substitute coverage will be required: ____Yes ____# of Subs X No

Parent Informational Meeting: Date September 28th, 2026 Location Virtual

TRANSPORTATION (Please check one)
First Student: Yes _____ No X If yes, how many buses? _____

- Alternate Bus Company Name Coach Tours - Round trip to NYC airports ($4,818)
- Van: Driver Name TBD
- Student Driver: Name(s) No

Have you completed and attached to this request form a copy of the cover letter sent to parents? Yes X No _____
Have you provided the school nurse with a list of students that will attend this field trip? Yes____ No X

Signed: Mercedes Fernandes
(Teacher)
Requested by: _____
(Principal)
Pre-Approval: _____
(Assistant Superintendent)

Pre-Approval: _____ **INSURANCE COVERAGE Y/N:** Y
(Director of Finance and Operations)

Approved: _____ ☐ Request denied
(BOE Chairperson)

Copies (once approved):

__Teacher
__Principal or Designee
__Bus Garage (First Student)
__Finance & Operations Office
__Assistant Superintendent
__Human Resources

WESTON PUBLIC SCHOOLS
Weston, Connecticut

OVERNIGHT FIELD TRIP DETAILED DOCUMENTATION

Trip Destination(s): France and Spain

Departure Date: 4/9/2027

Return Date: 4/18/2027

Trip Leader(s): Mercedes Fernandes

Travel Agency/Trip Sponsor ("Trip Advisor") (if any): passports

Detailed Itinerary: see attached

[Itinerary must be as detailed as possible, preferably listed by day. This should include all scheduled locations, travel, activities, free time, etc.]

Flight Information:

[Flight information should include departure/arrival locations, times, flight numbers, and airlines.]

Hotel Information:

[Hotel information should include each hotel/motel/accommodation in which students will be staying during the trip. For each accommodation, this information should include the name, address, telephone number, website/email (if applicable), and a general description of the accommodation.]

Means of Travel:

[Include all means of travel during the Trip, including but not limited to air, bus, taxi, train, etc.]

Travel Budget:

[The travel budget must include the overall cost per student broken down by detail (accommodations, food, airfare, chaperone stipend [per WTA contract], ground transportation, supplemental activities, etc.]

PARENT PACKET AND DOCUMENTATIO N

Weston High School

Meghan Conetta, Principal
Parthena Proskinitopoulos, Assistant Principal
Nick Torres, Assistant Principal
Mark Berkowitz, Athletic Director
Matthew Hartigan, Assistant Director of Pupil Services

Dear Parents and Guardians,

We are thrilled to share an exciting proposal for an upcoming international educational journey: the "Café Olé" Tour, scheduled for April 9 – April 18, 2027. This ten-day expedition will take Weston High School students through the cultural and historical heart of both France and Spain, covering Paris, Biarritz, San Sebastian, Burgos, Segovia, Toledo, and Madrid.

The core rationale for this trip is to provide a comprehensive, interdisciplinary living classroom that transcends regular school boundaries. This unique travel opportunity is open to all Weston High School students in grades 9 through 12, regardless of their current language enrollment. Whether your student studies French, Spanish, Latin, or is not currently enrolled in a world language, this journey serves as a powerful instrument for school-wide enrichment. It bridges academic learning with real-world experience, sparking personal growth, empathy, and a lifelong appreciation for global exploration.

This itinerary offers an unparalleled academic experience that activates the American Council on the Teaching of Foreign Languages (ACTFL) World-Readiness Standards:

- **Linguistic Immersion (Communication):** French and Spanish students will step out of the classroom into a real-world laboratory, interacting with their teachers, guides, native speakers in traditional markets, restaurants, and cultural landmarks.
- **Historical Continuity (Connections):** Latin students will see the ancient world come alive through the intentional study of Roman heritage sites, including the monumental Aqueduct of Segovia and the archaeological ruins of the Complutum Roman Forum. This thread beautifully connects Classical roots to contemporary Romance cultures.
- **Cultural & Cross-Disciplinary Growth (Cultures, Comparisons, Communities):** Students will study world history, art history, and architecture firsthand—from the masterpieces of the Louvre and the Prado Museum to a live Flamenco performance in Madrid. By observing shifts in daily life, language, and design across borders, they will develop critical thinking and cross-cultural awareness.

The total all-inclusive program cost for students is **$5,154**. **What is Included:** transportation to and from NYC airport, chaperones (including an administrator), round-trip airfare, centrally-located 3- or 4-star hotels (triple rooming basis), private deluxe motorcoach transportation, high-speed TGV train tickets, all breakfasts and dinners, full-time services of a professional Tour Director, local expert guides, all entrance fees for scheduled excursions, and a complimentary Post-Departure Travel Protection Plan.

This is a Private Tour based on a minimum of 20 payees. This tour is private and will not be combined with other groups. If fewer than 20 participants enroll, our group may be offered the option to combine with others, to travel on an alternate or modified program, or to keep our group private with the addition of a supplement.
+$250 to keep your tour private with 15-19 payees
+$740 to keep your tour private with 10-14 payees

- **Payment Options:**
  - *E-Z Pay Plan:* Automated monthly deductions with a final deadline of March 10, 2027.
  - *Convenience Billing:* Suggested monthly statements with a final full payment deadline of December 10, 2026.

The maximum number of students that will be able to participate is 43 and, beyond this number, priority will be given to students who are currently enrolled in a World Language class at WHS and interested students will be placed on a wait list.

The deadline for participants to sign up and receive an early enrollment discount of -$150 (already calculated in the price) is October 9th.

The deadline for WHS to cancel this trip due to lack of participation and receive a full refund is November 10th. Passports prides itself on the ability to work with groups of all sizes, even when enrollment numbers don't quite match what we were hoping for or what the tour price was based on. However, if we do not have 20 or more paying participants enrolled on our April 2027 Cafe Ole tour by November 10, 2026, and we cannot come up with an agreed-upon solution, we can cancel the tour, and everyone would receive a refund of all payments in full. **Please note that this applies only to group cancellation. Individual cancellations would be subject to the standard policy.**

INDIVIDUAL CANCELLATION POLICY

Cancel by 105 days prior to your departure date

Prior to 105 days, the cancellation fee is the non-refundable amount of $620. Service fees, like credit card fees, are non-refundable.

Cancel between 104 days and 30 days prior to your departure date, and receive a 75% refund

You do not need to purchase insurance to have this offer extended to you. It is universal to all Passports travelers. Under this policy, you can cancel for any reason and receive a 75% refund. Airline tickets, if purchased, would be refunded as a voucher issued by the airline, if available, and deducted from your refund from Passports. Service fees (see above) and Peace of Mind fees are non-refundable.

Cancel 29 days or less

No refund

OPTIONAL PEACE OF MIND POLICIES

Passports offers two optional plans for individual cancellations that provide enhanced refunds. **Peace of Mind Plan - 75% Refund:** This offers a 75% refund for cancellation for any reason between 2 - 29 days prior to departure minus the cost of the plan ($199)* and service fees, if any.*

Ultimate Peace of Mind Plan - 100% Refund: You can cancel at any time, for any reason, and receive a 100% refund minus the cost of the plan ($449)*.

*Airline tickets, if purchased, would be refunded as a voucher issued by the airline, if available. If a voucher is not available, the cost of the airline ticket is non-refundable. Service Fees are also nonrefundable.

To receive detailed information about the trip, please join us for an informational virtual meeting on Monday, September 28th at 7pm (link to follow). We look forward to partnering with you to provide your child with an unforgettable, global educational experience.

Warm regards,

Ms. Mercedes Fernandes
WL CIL K-12
Group Organizer
Weston High School World Languages Department
mercedesfernandes@westonps.org

WESTON PUBLIC SCHOOLS
Weston, Connecticut

A parent communication cover letter is required
(Please include with your document for parents)

In view of the Board of Education policy that field trips should be of significant educational value, the coordinator of the field trip must include a cover letter to each parent along with the required forms described below for written permission for their child to participate in a planned activity not held on the school grounds. This letter should include the following information.

- The purpose of the field trip and how it aligns to and enhances the school curriculum.
- The details of the field trip including destination, cost, departure time, return time, lunch provisions, etc.
- Any costs associated with the trip should be noted. This includes a stipulation that money may be made available from the Principal's Fund to provide for students who may be unable to afford the trip.
- The signature of the principal as well as that of the participating teacher.
- Assurance that adequate provisions have been made for chaperones to insure the safety and conduct of students.
- A contact name, email and phone number for questions and if there is an emergency during the trip.

WESTON PUBLIC SCHOOLS
Weston, Connecticut

PERMISSION FORM AND ENFORCEMENT OF SCHOOL RULES

(In accordance to Weston Public School Policies 6153, 6153a, 6153b, and 6153c)

I give permission for my son/daughter to travel as per the attached itinerary for a Weston High School Field Trip to:

France and Spain

I understand that all school rules will be strictly enforced and any violation of those rules can result in the student being sent home at the parent/guardian's expense and that other appropriate disciplinary action may be taken upon the student's return to Weston High School (including suspension from school). This includes prohibiting the use of any electronic devices.

Parent/Guardian's Name	Telephone Number
Parent/Guardian's Signature	Date

To help insure an enjoyable trip for both students and chaperones, I give permission for my son's/daughter's bags to be inspected.

Parent/Guardian's Signature	Date

I, the student, understand that all school rules will be strictly enforced and any violation of those rules can result in my being sent home at my parent/guardian's expense and that other appropriate disciplinary action may be taken upon the student's return to Weston High School (including suspension from school).

Student's Signature	Date

WESTON PUBLIC SCHOOLS
Weston, Connecticut

CONSENT FORM FOR DRIVERS OF STUDENTS ON SCHOOL RELATED ACTIVITIES

The Weston Board of Education is attempting to limit as much as possible the liability of individuals involved in transporting Weston Public School students on school related trips. This is the primary reason why the school system has strongly recommended the use of public transportation whenever and wherever possible to transport students to places of interest.

Individuals who plan to drive Weston students on school related activities should be aware that they assume responsibility and liability when they personally transport students in a private vehicle. Even though the Weston Board of Education's insurance will respond in case of an accident related to a school sponsored activity, when an individual is driving students in a private vehicle, the Board of Education's insurance will respond only after the individual's personal insurance responds. Furthermore, the Weston Board of Education's insurance will generally only respond in cases of third party loss.

- I have read the above statement concerning the responsibility assumed by individuals driving Weston Public School students on school related activities and understand the liability I am accepting in driving students on school-sponsored activities.
- I am a licensed driver in the State of Connecticut.
- I have not had an accident or received a traffic violation during the last three years.
- I currently have automobile insurance in force as prescribed by the State of Connecticut.
- **I have attached to this form a copy of my insurance card and a copy of the Connecticut driver's license.**

_____ _____

Signature Date

AGREEMENT, WAIVER AND RELEASE OF LIABILITY

The parties to this Agreement are the Student, the Student's parents or legal guardians, and **[NAME OF BOARD OF EDUCATION]** (the "District"). The Student, with the consent of the Student's parents or legal guardians ("Parents"), has chosen to participate in an off-campus, overnight travel program (the "Trip"). Participation in the Trip is voluntary and not an educational requirement of the District.

The Student and the Parents will:

- complete all forms and provide the necessary information as detailed in this Overnight Travel Packet,
- certify that the information provided in this Overnight Travel Packet is correct, and agree to keep it updated as necessary, and
- review and understand all information provided by the third-party travel agency/trip sponsor ("Trip Advisor") (as applicable).

I. Acknowledgements

- Participation in the Trip is voluntary and is not an educational requirement of the District. The Trip is offered as an accommodation to students who wish to travel abroad and is not considered part of the District's curriculum. No grade, award or academic advancement will be granted by the District as a result of a student's participation in the Trip.

- The Trip is not open to the general public and is offered only to qualified members of the District community. The District does not make any financial profit from the proceeds of the Trip nor does it charge any surcharge or other fee beyond those fees necessary to cover the cost of the Trip.

- The Student and the Parents have been given ample opportunity to review the Agreement and understand that the Agreement includes, among other things, a release of their claims against the District, its officers, directors, trustees, administrators, faculty, employees, agents and representatives (hereinafter "Released Parties") for personal injuries, damages and/or losses relating to and/or arising out of the Trip.

II. Acknowledgement of Risk(s)

The Student and Parents acknowledge and agree that:

- Travel generally and the activities associated with it and with the Trip present risks to the Student personally and to his/her property, some of which may result in serious personal injury or death, and that these risks can be a consequence of not only the Student's actions or negligence but also the actions or negligence of others, or travel conditions or equipment. Travel includes risks associated with the conduct of third parties, such as risk of traffic accidents, crime, assault and/or theft.

- Travel (particularly foreign travel) may also involve other risks, such as unfamiliar or different terrain, climate, food and drink, customs, laws, social and sexual mores, safety practices and regulations, communications, criminal and law enforcement activities, acts of war or terrorism, disability access, driving practices, disease, and lack of access to health care providers and facilities.

- The Student and the Parents have had the opportunity to read information that was provided about the Trip, and understand that it is their responsibility to review websites for the Centers for Disease Control ("CDC") and the most recent State Department Travel Advisory, if any, for the country(ies) that the Student will visit and to review such information periodically for updates and changes, particularly related to COVID-19, prior to the Trip. For Students who will be required to take any medications during the Trip, the Student and the Parents have conferred with the appropriate District personnel about any applicable laws, rules and/or regulations regarding the possession, use and administration of medications in the particular location(s) where the Student will be traveling during the Trip, which may be different from Connecticut's laws, rules and/or regulations regarding the possession, use and administration of medications.

PLEASE READ AND INITIAL TO CONFIRM:

I have read and/or reviewed the website for the CDC concerning health and other travel risks, cautions, and warnings, and recommendations, including any CDC Outbreak Notice/Travel Health in the areas in which the Student will be traveling, and the CDC and Connecticut Department of Public Health websites regarding COVID-19 available at https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19.html and https://portal.ct.gov/DPH, respectively.

I am responsible for consulting with a physician or appropriate specialist for advice on the risks of travel and recommendations for appropriate precautions.

I am responsible for taking the precautions recommended by the CDC.

I will continue to review the information above to obtain the most current, up-to-date travel information possible up to the departure date for the Trip.

_____Initials of Student

_____Initials of Parent/Guardian

- The Student and the Parents have reviewed the Trip literature provided by the District and, if applicable, the Trip Advisor, that describes the risks associated with the Trip. The Trip Advisor is solely responsible for describing the risks related to the services it provides. The Student's and the Parents' questions and concerns regarding those risks have been addressed to their satisfaction, and they fully understand and assume those risks.

- The Student and the Parents are responsible for evaluating the risks that the Student may face and for taking any health precautions that they deem advisable or necessary and agree that the Student may participate safely in all Trip activities with or without reasonable accommodation. If the Student requires a reasonable accommodation or if the Parents have concerns about the Student's participation in any Trip activities, they agree to provide written notice to the District at least four (4) weeks in advance of the Trip, unless extraordinary circumstances exist.

- The specific itinerary for the Trip may change during the course of the Trip due to unforeseen and unknowable circumstances and any activities that the Student may take part in, whether as a component of the Trip or separate from it, will be considered to have been undertaken with the Student's and the Parents' approval and understanding of any and all risks involved.

- The District is not responsible for any injury, loss, or damage to the Student's person or property, whether resulting from acts or omissions of third parties, or other persons not under the control of the District, from the operation or condition of facilities or premises, from acts of war or terrorism, or from acts of God or nature, except to the extent that the injury, loss, or damage is caused by the sole negligence or reckless, wanton or intentional misconduct of the District, its officers, trustees, faculty, employees, agents, or representatives.

- **Notice of Risks Related to COVID-19**

  COVID-19 is an illness caused by a virus that can spread from person to person, primarily through respiratory droplets, even among individuals with mild (or no) symptoms or those who do not feel ill. COVID-19 symptoms can range from mild (or no) symptoms to severe illness. Symptoms of COVID-19 may include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, headache, congestion or runny nose, muscle or body aches, sore throat, new loss of smell or taste, nausea or vomiting, and diarrhea. The estimated incubation period is between 2 and 14 days. Though COVID-19 is a relatively new disease, currently available information indicates that those at increased risk are older individuals or individuals of any age who smoke, are immunocompromised, or have underlying medical conditions (such as, but not limited to, cancer, chronic kidney disease, COPD, Down Syndrome, certain heart conditions, moderate to severe asthma, obesity, pregnancy, or sickle cell disease). Currently, there are authorized and recommended vaccines to prevent COVID-19, and the CDC recommends that everyone who is eligible get a booster and stay up to date on their COVID-19 vaccines, especially people with weakened immune systems. **Additional information regarding COVID-19 is available on the CDC's website at https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19.html and on the Connecticut Department of Public Health's website at https://portal.ct.gov/DPH.**

- The District cannot protect against exposure to or infection by COVID-19 that occurs due to the Student's participation in the Trip, particularly given that the Student will be traveling to another location outside of the District's control. However, by participating in the Trip, the Student and the Parents agree that the Student will abide by all health and safety protocols related to COVID-19, including those established by the District, the Trip, the Tour Company, the CDC, and other public health officials, and that they will continue to monitor information related to COVID-19 available at **https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19.html** and https://portal.ct.gov/DPH up to the date of departure for the Trip.

III. Assumption of Risks and Waiver of Liability/Release of All Claims

In consideration for being allowed to participate in the Trip, and with only those

exceptions described below, the Student and the Parents fully ASSUME ALL RISKS, inherent and otherwise, whether or not described above, in connection with the Trip and RELEASE AND DISCHARGE the District, its officers, trustees, faculty, employees, agents or other representatives under the direction and control of the District (the "Released Parties") from any and all liability, damage, injury or loss, including bodily injury or death, arising from, related to, occurring during, or associated with the Student's participation in the Trip for any reason. These agreements of Assumption of Risks and Waiver of Liability/Release of All Claims do NOT apply if (1) the liability, damage, loss or injury is CAUSED SOLELY BY THE NEGLIGENCE of the Released Parties and do not include the negligence or any other act or omission by any other person or entity (such as the Student, the Parents, other third parties or independent vendors/contractors); or (2) the liability, damage, loss or injury is CAUSED BY THE RECKLESS, WANTON or INTENTIONAL MISCONDUCT of a Released Party. These agreements of Assumption of Risks and Waiver of Liability/Release of All Claims will be construed in accordance with Connecticut law.

IV. Indemnification and Hold Harmless

The Student and the Parents agree to defend, indemnify and hold harmless the Released Parties from any and all claims, lawsuits or demands made by anyone arising from or relating to the Student's involvement with the Trip, except for negligence caused solely by a Released Party or the reckless, wanton or intentional misconduct of a Released Party.

V. Code of Conduct and Adherence to Standards

The Student and the Parents understand and agree that:

- By participating in the Trip, the Student is subject to the policies, rules and regulations of the District and any host school, company, and/or organization that may be involved regarding conduct on the Trip, including but not limited to the ***[Insert Tour Agency Policies, if applicable]***, attached as Appendix A, and may be subject to District disciplinary action as provided in the District's Student Handbook and applicable student discipline policies for any violations of applicable policies, rules and/or regulations.

- The Participant will be subject to the laws, rules and regulations of the country[ies] where the Student is traveling and those laws may be substantially and materially different from those in the United States.

- While participating in the Trip, the Student will comply with the Expectations and Code of Conduct, attached as Appendix B, and the Expectations and Protocols Related to COVID-19, attached as Appendix D, and will not engage in inappropriate conduct, including but not limited to, the use of physical or verbal threats or violence, abuse of the customs or mores of the community, or unauthorized absences from scheduled Trip activities.

- Consumption, use or possession of illegal drugs or alcohol will not be tolerated. The laws of many foreign countries state that possession or use of illegal drugs is punishable by fine, imprisonment and/or deportment.

- The Student will obey all directives issued by the District, the Trip Leader(s), any associated organizations and/or the United States Government.

VI. Financial Obligations

The Student and the Parents agree:

- to pay any money owed to cover any costs and fees relating to the Trip (for travel, accommodations, cultural visits and the like) by the date specified;
- to pay any additional costs that may be incurred relating to the termination of the Student's participation in the Trip, as explained in the Expectations and Code of Conduct and Section VIII below; and
- to abide by the Trip Advisor's and/or the District's Refund Policies, which are attached as Appendix C.

VII. Participation and Trip Modification

The Student and the Parents understand and agree that:

- The District and/or Trip Advisor reserve the right to cancel or modify the Trip at any time for any reasons including, but not limited to, emergencies, low enrollment, change in conditions, COVID-19, and unavailability of facilities and/or personnel.
- Absent express permission from the Trip Leader(s), the Student will attend and participate in all scheduled Trip activities and will adhere to the Trip schedule as set by the District and/or the Trip Advisor.
- Failure of the Student to attend and participate in all scheduled Trip activities may result in increased risk for all of the participants and the District, and may result in disciplinary consequences in accordance with the Expectations and Code of Conduct.

VIII. Termination of Participation

The Student and the Parents understand and agree that:

- In its sole discretion, the District may terminate the Student's involvement with the Trip at any time, including before departure or during the Trip. Reasons for termination may include, but are not limited to, inappropriate conduct or other behavior by the Student deemed detrimental to the best interests of the Trip and violations of this Agreement, including (but not limited to) the Expectations and Code of Conduct, the Expectations and Protocols related to COVID-19, emergencies, or health or safety conditions or considerations.
- If the Student's conduct should cause him/her to be removed from the Trip, the Participant and the Parents or legal guardians will bear the costs of return transportation. Such termination shall not diminish or otherwise alter the Student's obligation to make any payment required for the Trip, and the District shall not be required to make any refund.

IX. Activities Outside the Trip's Itinerary

The District strongly advises against voluntarily withdrawing the Student early from the

Trip and thereby causing the Student to travel separately from Trip participants and chaperones. Such early withdrawal of the Student from the Trip by the Parents and/or the Student presents risks to the Student personally and to his/her property, some of which may result in serious personal injury or death. Notwithstanding the foregoing, should the Student choose to, or should the Parents cause the Student to, remain at the Trip location or elsewhere after the Trip ends, or should the Student leave the Trip voluntarily or involuntarily, the Student will cease to be involved in the Trip; the Parents will be fully responsible for the Student thereafter; and the District will not be responsible for supervising the Student in any respect, or for any injury, loss, or damage to the Student's person or property.

X. Severability

It is understood and agreed that, if any provision or term of this Agreement or the application thereof is held invalid, the invalidity shall not affect other provisions, terms or applications of this Agreement, which can be given effect without the invalid provisions, terms or applications. To this end, the provisions and terms of this Agreement are declared severable.

XI. Governing Law; Venue

This release shall be construed in accordance with, and governed by, the laws of the State of Connecticut. The parties agree that the venue for any dispute arising under this Agreement shall be in any Connecticut court of competent jurisdiction.

XII. Construction and Scope of Agreement

The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any party. This Agreement, which includes the entire International Travel Packet, is the entire and complete agreement of the parties relating in any way to the subject matter hereof. This Agreement supersedes any earlier written or oral understandings or agreements between the parties.

_____

Student signature Date

_____

Parent/Legal Guardian signature Date

_____

Parent/Legal Guardian signature Date

Weston Public Schools

_____

Signature Date

_____ _____

Print Name Title

STUDENT INFORMATION SHEET
Student Information and Instructions

Student's Name:
Student's Cell #:

Parent(s)/Guardian(s) and Other Contacts

Parent/Guardian 1 Name:	
Parent/Guardian 2 Name:	
E-mail address:	
Address of Parent(s)/Guardians:	
Home# /	Work# /
Cell# /	

Medical/Health/Insurance Care Information

Student's Doctor Name:	
Address:	
Office Telephone:	After Hours Number:

Health Insurance Company:
Group or Policy Number:
Name of Insured:
Date of Birth of Insured:
Worldwide Telephone Number:

Secondary Health Insurance Company, if any:
Group or Policy Number:
Name of Insured:
Date of Birth of Insured:
Worldwide Telephone Number:

Passport Information Form

If you have a passport, please complete this form. If you do not yet have your passport, you must complete this form as soon as you receive your passport. Make sure to attach a photocopy of the first page of your passport, showing your personal data and signature. If you have a student visa, please make a photocopy of your I-20 form as well.

Name as it appears on passport

Country of issue

Passport Number

Date of Issuance

Place of Issuance

Date of expiration

YOU MUST ATTACH A PHOTOCOPY OF THE FIRST PAGE OF YOUR PASSPORT SHOWING YOUR PERSONAL DATA AND SIGNATURE

WESTON PUBLIC SCHOOLS
Weston, Connecticut

PARENTAL MEDICAL AUTHORIZATION
(For Students Under 18)

I am the legal parent or guardian of _____(my "child"), who was born on _____and who is currently less than eighteen (18) years of age as of departure of the Trip. I understand that, in the United States, in the event of a medical emergency threatening my child's life or limb, no informed consent is required for my child's treatment and that emergency medical care will be obtained and rendered to my child. I further understand that if my child's medical condition is urgent but not life threatening, informed consent is required for treatment. I also understand that the customs and requirements in other countries may differ as to the need for consent.

If my child needs medical care for which informed consent or my permission may be required, whether on an emergency or urgent basis, and if reasonable attempts to reach me for consultation and informed consent are unsuccessful, then I hereby delegate to the Trip Leader(s) or his/her designee or representative the authority to make on my behalf all medical decisions regarding the care and treatment of my child, including decisions regarding surgery, transfusions, and the administration of anesthetic, and to give informed consent to such treatment.

I also consent to, and authorize, the Trip Leader(s), or his/her designee, to arrange for and provide routine care and treatment for my child's health needs or conditions, such as basic first aid. I understand and agree that further specific consent will not be obtained prior to providing such routine treatment.

I hereby confirm that I have reviewed the District's Policy 5141.21 and understand that, if my child is required to take any medications during the Trip, such medications will be administered in accordance with this Policy and Regulations and all applicable federal, state and international laws. As such, if my child is required to take any medications during the Trip, an authorized prescriber has provided a written medication order, including the recommendation for self-administration by my child, if applicable. I further understand that I must meet or speak with the school nurse prior to the Trip to review and discuss procedures for the administration of the medication.

I represent that medical professionals have verified that my child has no past or current physical or psychological condition that might adversely affect his or her participation in these activities, other than as described on the Medical Information Form. My child is fully capable of participating in this activity, with or without reasonable accommodations, without causing harm to himself/herself or others.

Parent/Legal Guardian Signature Date

Printed Name of Parent/Legal Guardian

Address

Home Telephone

Business Telephone

Cell Phone

E-mail Address

PARENTAL AND STUDENT MEDICAL AUTHORIZATION
(For Students 18 or Older)

I, _____(the "Student"), was born on _____and I am now or will be or become during the Trip at least eighteen (18) years of age. I understand that, in the United States, in the event of a medical emergency threatening my life or limb, no informed consent is required for my treatment and that emergency medical care will be obtained and rendered to me. I further understand that if my medical condition is urgent but not life threatening, informed consent is required for treatment. I also understand that the customs and requirements in other countries may differ as to the need for consent or as to the age of majority.

If I need medical care for which informed consent or my permission may be required, whether on an emergency or urgent basis, and if I am unable to consent or give permission, I request that reasonable attempts be made to reach my parents/guardians for consultation and informed consent. If those efforts are unsuccessful, then I hereby delegate to the Trip Leader(s) or his/her designee or representative the authority to make on my behalf all medical decisions regarding my care and treatment, including decisions on surgery and the administration of anesthetic, and to give informed consent to such treatment.

I hereby confirm that I have reviewed the District's Policy 5141.21 and understand that, if I am required to take any medications during the Trip, such medications will be administered in accordance with this Policy and Regulations and all applicable federal, state and international laws. As such, if I am required to take any medications during the Trip, an authorized prescriber has provided a written medication order, including the recommendation for self-administration by me, if applicable. I further understand that I must meet or speak with the school nurse prior to the Trip to review and discuss procedures for the administration of the medication.

I represent that medical professionals have verified that I have no past or current physical or psychological condition that might adversely affect my participation in these activities, other than as described on the Medical Information Form. I am fully capable of participating in this activity, with or without reasonable accommodations, without causing harm to myself or others.

I acknowledge that this document may not comply with the laws of the state where it was signed to constitute a power of attorney for health care, but I nevertheless wish it to provide guidance to health care providers as to who may give substituted consent on my behalf if I cannot speak for myself or make an informed decision.

Student Signature Date

Printed Name of Student Place of Execution

I am the parent or legal guardian of the above named Student and, to the extent required,

confirm the instructions and wishes of the Student as expressed in this Authorization.

Parent/Legal Guardian Signature Date

Printed Name of Parent/Legal Guardian

Address

Home Telephone Business Telephone

Cell Phone E-mail Address

MEDICAL INFORMATION FORM

Student name: _____ Date: _____

Name of Primary Care Physician: _____

Office Address: _____

Phone number: _____ Fax number: _____

Date of Student's Last Physical Exam: _____

Emergency Contact Person: _____

Phone number: _____ Email Address: _____

Relationship of Emergency Contact Person: _____

Does this person have authority to make medical decisions for the Student? _____

Secondary Emergency Contact Person: _____

Phone number: _____ Email Address: _____

Relationship of Secondary Emergency Contact Person: _____

Does this person have authority to make medical decisions for the Student? _____

1. Does your child have any health conditions?

_____

_____

2. Is your child under any medical treatment?
(Please indicate name of treatment or medication, dosage and directions for use.)

_____

_____

3. Does your child have any allergies? (Please list foods, medications or other allergies.)

_____

4. If the answer to number 3 is yes, does your child have a prescription for an EpiPen?

5. Is there any medical restriction or other reason that would cause your child to be unable to participate in any part of the Trip?

6. You are strongly encouraged to purchase travel insurance for your child to cover accident, illness and injury. Have you purchased travel insurance for your child that covers accidents, illness and injury while abroad? If so, please provide policy information below.

7. In order to participate in the Trip, you must provide us with the following:

   a. A medical certificate from the child's physician certifying that your child is physically able to travel abroad, up to date with all scheduled immunizations, and is able to participate in all aspects of the Trip with or without reasonable accommodations.

   b. The administration of medication on this Trip shall be done in accordance with the District's 5141.21 and all applicable laws. As such, if the Student is required to take any medications during the Trip, an authorized prescriber must provide a written medication order, including the recommendation for self-administration by the Student, if applicable. A parent/guardian must meet or speak with the school nurse prior to the Trip to review and discuss procedures for the administration of the medication.
   c. I have filled out the medical and emergency contact information section above fully, accurately and to the best of my ability and I certify that there is no medical or health condition that I have not reported herein.

Name of Parent/Guardian (Please Print)

Parent/Guardian Signature

Date

Suggested Packing List (optional)

[This packing list should be inclusive of all items recommended for participation in the Trip and should be as detailed as possible. These items may include but are not limited to the following: specific types of clothing and accessories appropriate for weather, planned activities and terrain; backpacks/small travel bags; bug spray; sunscreen; leisure items; toiletries; personal items; rain gear; footwear.]

APPENDIX A

[Insert Tour Agency Policies, if applicable]

APPENDIX B

Expectations and Code of Conduct

WESTON BOARD OF EDUCATION wishes to insure that the Trip is a great one for everyone involved. With large groups, order is important. Rules are necessary to guarantee your safety and the success of the Trip. Please understand that the guidelines listed below are important and are for everyone to follow. As this is a District sponsored trip, all participants are expected to conduct themselves with the maturity, respect and dignity that are expected of a student in the District. Each participant is an ambassador for the District and the reputation you create by your behavior, actions, and performance directly reflects on the entire school community.

1. All participants will be expected to follow behavior guidelines and requirements as set forth by the Weston Public Schools Student Handbook and Policy 5114-2.21.
2. The use of any alcoholic beverages, drug substances, or any type of tobacco is not permitted.
3. Students will follow the directives of all chaperones that have been appointed for the Trip.
4. Involvement in any misconduct during the Trip that violates local or federal law, where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare or safety of other students or chaperones, will result in disciplinary action. Chaperones cannot intervene on behalf of any student who might be arrested for shoplifting, vandalism, disturbing the peace, etc. Such an event would jeopardize the success of the Trip and the possibility of any future trips hereafter.
5. Leaving assigned areas without prior consent from a chaperone will not be permitted.
6. Students will be responsible for their own belongings, including luggage, music, and passport.
7. Do not use hotel phones or make any additional room purchases.
8. Students will be on time on all occasions, respecting the group timeline of the Trip.
9. Students are not permitted to leave hotel premises after curfew. Disciplinary action will be taken.
10. Students will be expected to have spending money and money for meals/snacks as requested on the Trip.
11. All students are expected to travel in groups of three or more at all times.

If infractions occur during the Trip, it will be at the discretion of the chaperones and/or school administrators what action will be taken during the Trip, including but not limited to the following: (1) limited free time; and/or (2) students will be sent home early at parent's or legal guardian's expense. Students may also face disciplinary action upon return to the country and to their school site.

(continued on page 27)

(continued from page 26)

I have read the above rules and regulations. I agree to the consequences in the event a problem with my child arises. I understand that I will be required to provide transportation for my child to return home, if it is deemed necessary by the chaperone(s) and/or the District's administration.

Parent's Signature: _____ **Date:** _____

I have read the above rules and regulations and I agree to abide by them. I also understand that, in the event of my misconduct, I will be sent home at my parent's or legal guardian's expense.

Student's Signature: _____ Date: _____

APPENDIX C

Refund Policies (optional)

APPENDIX D

Health and Wellness Expectations and Protocols in Accordance to Policy 5132.2 Before the Trip:

- Students must be in good health, have no flu-like symptoms, including being fever-free for 24 hours before the departure of the trip.
- It is highly recommended that all students participating in the Trip be vaccinated. Please email the school nurse with a copy of your child's COVID-19 vaccination card, if you have not done so already.
- During the week prior to the Trip, students will be required to test for COVID-19. Additional information regarding COVID-19 testing prior to the Trip.
- Students who test positive for COVID-19 before departing for the Trip will not be permitted to participate in the Trip. For information regarding refund policies, please refer to the Agreement above and Appendix C.

Protocols for students experiencing COVID-19 symptoms during the Trip:

- If a student experiences or exhibits Flu-like or COVID-19 symptoms at any point during the Trip, the following actions will be taken:
- The student promptly will be given a COVID-19 test via self-testing with an FDA approved or authorized COVID-19 test kit ("Test Kit"), administered by the Trip nurse or other chaperone.
- If the student tests negative for COVID-19, the student may continue participating in the Trip with no change to the applicable expectations, rules, and protocols for the Trip.
- The student's parent/guardian will be promptly notified of the test result.

Protocols for students who test positive for COVID-19 via a Test Kit:

- The student will be isolated in a hotel room and will be monitored regularly by the Trip nurse and a chaperone.
- The student's parent/guardian will be notified promptly, and the parent/guardian will be required to travel to the trip site within 24 hours of receiving such notification.
- Once the student is with their parent/guardian at the Trip site, the student's participation in the Trip is terminated and the parent/guardian will be considered to have assumed full responsibility for the student's care, including, without limitation, responsibility for monitoring the student and transporting the student home. The parent/guardian is responsible for all costs incurred in connection with the student upon termination of the student's participation in the Trip, as set forth more fully in Appendix C.

passports
educational group travel

Tour Proposal

Tour Overview

Group Organizer
Ms. Mercedes Fernandes

Tour Name
Café Olé

Departure Date
4/9/2027

Return Date
4/18/2027

Departure City
New York City, NY

Free Spot Ratio
1 free spot for every 6 payees

Price Breakdown

$4572
$653 / month

Program Cost	$4922	
	-$200	Welcome Scholarship
	-$150	Early Enrollment Discount until October 9, 2026
Total Cost	**$4572**	
E-Z Monthly Payments	$653	

What You Get

Accommodations
Accommodations in centrally-located three-star or four-star hotels. Rooming on a triple basis. Optional double rooms: $400 per person. Group leader single room included.

Transportation
Round-trip airfare on scheduled airline. Deluxe touring motorcoach. Driver tip is included in the Program Cost. Unlimited public transportation.

Meals
All breakfasts. All dinners.

Tour Director
Services of a specially-trained **passports** Tour Director throughout. Tipping is included in the Program Cost.

Travel Protection
passports provides a complimentary Post-Departure Travel Protection Plan that includes coverage for Trip Interruption, Trip Delay, Medical Expenses, and more.

Optional Add-ons

$105 Capitaine Fracasse dinner cruise
$400 Include double rooms for your entire group

51 Union St., Suite 106, Worcester, MA 01608 800.332.7277

Private Tour

This is a Private Tour Based on 20+ Payees

This tour is private and will not be combined with other groups. If you have fewer than 20 participants enroll, your group may be offered the option to combine with others, to travel on an alternate or modified program, or to keep your group private with the addition of a supplement.

+$250 to keep your tour private with 15-19 payees
+$740 to keep your tour private with 10-14 payees

The Fine Print

Final Payment Deadline

Program cost is valid for those who pay in full before the Final Payment Deadline. Final payment is due 12/10/2026 or, with E-Z Pay, 3/10/2027.

Double Rooms and Adults

Adults 24 years or older are automatically charged for double rooms. With doubles, total price is $4,972.

EASY ENROLLMENT



Online Application

To enroll online, participants can visit **passports.com** and enter your group's Tour ID:
MFERNANDES2027-2



Paper Application

To enroll with a paper application, participants can fill out the application and mail it along with the initial deposit to the **passports** office:

51 Union Street, Suite 106, Worcester, MA 01608

MAKING PAYMENTS



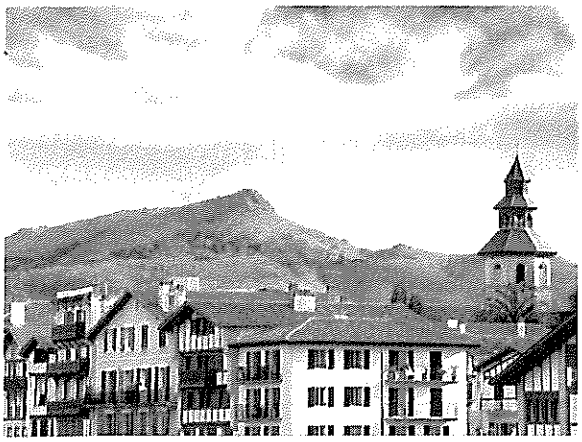
E-Z Pay Plan

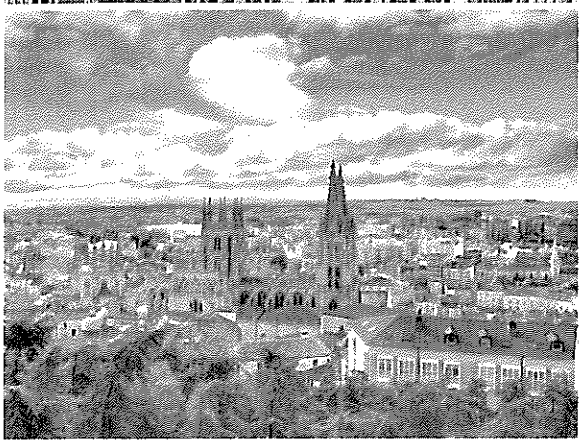
Participants enrolled on E-Z Pay will have monthly payments automatically deducted from their checking accounts on a specified date. The final payment deadline is 30 days prior to departure, 3/10/2027.



Convenience Billing Plan

Participants not enrolled on E-Z Pay will be sent a suggested monthly payment statement each month, equal to the remaining balance divided by the number of months until the final payment deadline. Participants can pay when they choose, as long as they are paid in full by the final payment deadline. The final payment deadline is 120 days prior to departure, 12/10/2026.







Café Olé

Group Organizer: Ms. Mercedes Fernandes

Tour Includes

Departure Date
April 9, 2027

Overnights
Paris 3 • Biarritz 1 • Burgos 1 • Madrid 3

Accommodations
Accommodations in centrally-located three-star or four-star hotels. Rooming on a triple basis. Double rooms: $400 per person.

Transportation
Round-trip transportation on scheduled airline. Deluxe touring motorcoach. Unlimited public transportation.

Meals
All breakfasts. All dinners.

Tour Director
Services of a specially-trained **passports** Tour Director throughout. Tipping is included in the Program Cost. Whisper headsets included.

Travel Protection
passports provides a complimentary Post-Departure Travel Protection Plan that includes coverage for Trip Interruption, Trip Delay, Medical Expenses, and more.

Investment

$4572

Program Cost	$4722
	-$150 Early Enrollment Discount
Total	$4572

Early Enrollment Discount expires October 9, 2026. Final payment is due 12/10/2026 or, with E-Z Pay, 3/10/2027. Tour cost is based on a minimum group size of 20 participants. Departure from New York City, NY. Adults 24 years or older are automatically charged for double rooms. With doubles, total price is $4,972.

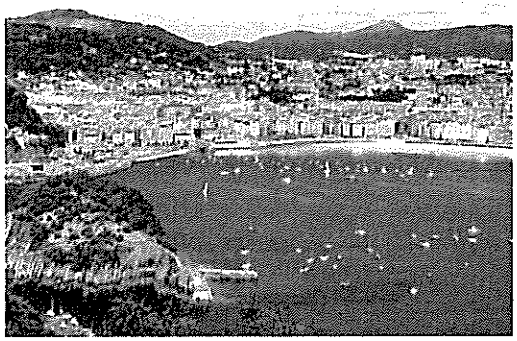
For More Information

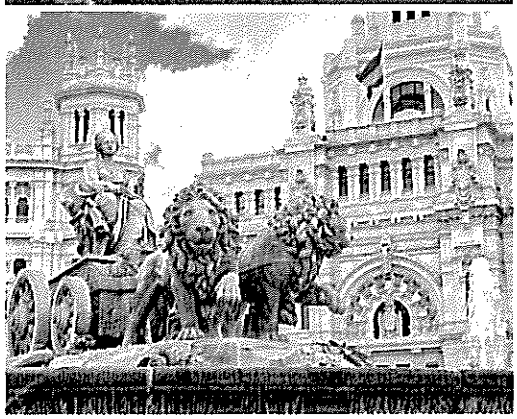
1 Visit our website
passports.com

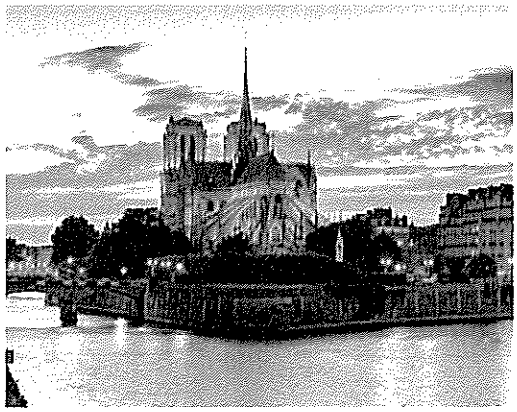
2 Enter Tour ID
MFERNANDES2027-2

Café Olé

Departs: April 9, 2027







To enroll or view full text itinerary, point your camera here:

Days 1-2: Arrival Paris
Arrival Paris: Arrival transfer

Day 3: Paris
Paris City Sightseeing, Excursion to the Palace of Versailles, RER train to Paris: Paris City Sightseeing, Palace of Versailles State Apartments and Hall of Mirrors, Versailles Palace Gardens

Visit Notre-Dame Cathedral

Day 4: Paris
Visit to the Louvre Museum

Ascent to the second level of the Eiffel Tower

Optional Capitaine Fracasse dinner cruise

Seine River cruise

Day 5: Paris - Biarritz
Train to Biarritz: Departure transfer, TGV Train Paris-Biarritz, Arrival transfer

Tour director-led walking tour in Biarritz

Day 6: Biarritz - Burgos
Travel to Burgos via San Sebastian: San Sebastian's Old Town Walking Tour

Day 7: Burgos - Madrid
Travel to Madrid via Segovia: Segovia Walking Tour, Visit to Segovia's Alcázar

Day 8: Madrid
Half-day city sightseeing: Guide, Prado headset, Prado Museum

Excursion to Toledo: Toledo Guided Walking Tour, Visit to Toledo Cathedral, Santo Tomé Church, Visit to a historic synagogue

Day 9: Madrid
Excursion to Complutum (Alcalá de Henares): Complutum Roman Forum and House of Hippolytus, Guide

Flamenco Show

Day 10: Departure
Depart Madrid: Departure transfer

Friday 4/9 - Saturday 4/10

Arrival Paris

Arrival Paris: Arrival transfer

Dinner

Overnight

Meals Included: Dinner
Overnight: Paris

Sunday 4/11

Paris

Paris City Sightseeing, Excursion to the Palace of Versailles, RER train to Paris: Paris City Sightseeing, Palace of Versailles State Apartments and Hall of Mirrors, Versailles Palace Gardens

Visit Notre-Dame Cathedral

Dinner

Overnight

Meals Included: Breakfast, Dinner
Overnight: Paris

Detailed Itinerary

Days 1-2: Arrival

Weeks, or even months of preparation come to fruition at last as you board your airplane bound for Europe and the glittering jewel at her heart, Paris. *Bienvenue!*

Settle into your hotel, then have a look at one of the world's most beautiful capital cities.

Time permitting, you may want to head to Montmartre, Paris' highest hill and its most celebrated bohemian district. Artists still flock to the charming *Place du Tertre*, as they did when Toulouse-Lautrec painted the French Cancan dancers at the famous *Moulin Rouge* cabaret. Visitors enjoy panoramic views of the city as they make their way to the *Sacré-Coeur*, the white-domed basilica that anchors the Parisian skyline.

Day 3: Paris City Sightseeing, Excursion to Versailles, RER train to Paris, Notre-Dame

Set out on a coach tour of the city in the company of a local guide. On the Right Bank of the River Seine, see Napoléon's *Arc de Triomphe*, the *Champs-Elysées*, the *Place de la Concorde*, and the exuberant *Opéra Garnier*. On the Left Bank, discover the Eiffel Tower, the Invalides, the Latin Quarter and *Saint-Germain-des-Prés*.

Visit to the State Apartments and the Hall of Mirrors at the Palace of Versailles
Enjoy a bit of relevant French history today at the palace where the Sun King, Madame de Pompadour and Queen Marie-Antoinette all come to life. In this ultimate example of Baroque architecture, you will marvel at the lavish decoration, abundant gilding and exuberant ornamentation, particularly in the Royal Apartments of Louis XIV and in the Hall of Mirrors. Imagine the sense of self-importance that must have inflated the ego of these kings and queens.

The main gardens, designed by the famous landscape architect André Le Nôtre, are an integral part of the palace's overall design, showcasing a harmonious blend of French formal gardens and Italian Renaissance influences. Covering approximately 800 hectares, the gardens boast intricate geometric patterns, magnificent fountains, and extensive parterres, all aligned with the palace's central axis, creating an awe-inspiring vista.

A walk through the main gardens of Versailles offers visitors a chance to witness the spectacular fountains, such as the grand Fountain of Apollo, which represents the Sun King himself riding a chariot drawn by four horses. Visitors can also explore the perfectly manicured lawns, the grand canal, and the numerous statues and sculptures that adorn the garden. The intricate groves, such as the enchanting Bosquet de la Salle de Bal, provide a sense of intimacy and a place for quiet contemplation amidst the grandiosity of the estate. A visit to Versailles' main gardens is a journey through history, offering a glimpse into the lavish lifestyle of the French royalty.

Return to Paris using the efficient RER transit system.

Visit Notre-Dame Cathedral

Visit *Notre-Dame de Paris*, gutted by the fire of April 15, 2019, but still standing, solemn and magnificent with its iconic towers miraculously preserved from destruction.

Begun in 1163 and completed in 1272, this cathedral has presided over centuries of glorious and somber French history, including its desecration during the French Revolution. In 1831, Victor Hugo launched a campaign of restoration with a novel he titled *Notre Dame de Paris*. Because he saw the cathedral as the main character, he strongly objected to the title of the English edition: *The Hunchback of Notre Dame*.

Monday 4/12

Paris
Visit to the Louvre Museum

Ascent to the second level of the Eiffel Tower

Optional Capitaine Fracasse dinner cruise

Dinner

Seine River cruise

Overnight

Meals included: Breakfast, Dinner
Optional: Capitaine Fracasse dinner cruise
Overnight: Paris

Tuesday 4/13

Paris - Biarritz
Train to Biarritz: Departure transfer, TGV Train Paris-Biarritz, Arrival transfer

Tour director-led walking tour in Biarritz

Dinner

Overnight

Meals included: Breakfast, Dinner
Overnight: Biarritz

Day 4: Louvre Museum, Paris, Eiffel Tower, Optional Capitaine Fracasse Dinner Cruise, Seine River Cruise

Enter the *Musée du Louvre* and walk along grand galleries filled with treasures. See Leonardo da Vinci's *Mona Lisa*, the *Vénus de Milo* sculpted between 130 and 100 BC, the 19th century painting depicting *The Coronation of Napoléon* among many other masterpieces.

Free time in Paris
The afternoon is unscheduled.

You may wish to visit the *Musée de la Parfumerie Fragonard* housed in the *Théâtre des Capucines*, a theater built in 1900 that was transformed into a museum in 1993. Its collections illustrate the history and manufacture of perfume. A mini-factory with a 19th-century copper distilling apparatus demonstrates the extraction of essences. Visitors also learn all about the esoteric artistry of the "Noses."

For a change of pace, go have a look at 21st-century Paris at the *Quartier de la Défense*, on the outskirts of the city. Admire *la Grande Arche*, a feat of modern architecture with its hollow cube large enough to contain *Notre-Dame*. See how it is situated in near-perfect alignment with the *Arc de Triomphe*, the *Place de la Concorde* and the *Louvre* (you may want to take the elevator to the top for a better perspective). Check out *Les Quatre Temps*, a huge shopping center located nearby.

Ascent to the second level of the Eiffel Tower
Take an elevator to the *deuxième étage* of the most famous cast iron structure ever built, *la Tour Eiffel*, for an unforgettable panorama of Paris.

Optional Capitaine Fracasse dinner cruise
This evening, dine in style and see illuminations transform Paris into a wonderland like no other as the *Capitaine Fracasse* cruise ship takes you along the River Seine.

Seine River cruise
See Paris transformed into a wonderland like no other during a cruise along the River Seine.

Day 5: Train to Biarritz, Biarritz Walking Tour

Hop on to the fastest train in the world, the *Train à Grande Vitesse*. Speed south to the seaside resort of Biarritz, located on the beautiful *Côte d'Argent*.

Tour director-led walking tour in Biarritz
Set out to explore a seaside resort famous for having one of the longest sandy beaches in Europe, known as "the Beach of Queens and the Queen of Beaches" ever since Empress Eugénie of France and Queen Victoria vacationed there in the 19th century. Nowadays, Biarritz is popular with surfers from all over the world, earning another nickname: the California of France.

Wednesday 4/14

Biarritz - Burgos
Travel to Burgos via San Sebastian: San Sebastian's Old Town Walking Tour

Dinner

Overnight

Meals included: Breakfast, Dinner
Overnight: Burgos

Thursday 4/15

Burgos - Madrid
Travel to Madrid via Segovia: Segovia Walking Tour, Visit to Segovia's Alcázar

Dinner

Overnight

Meals included: Breakfast, Dinner
Overnight: Madrid

Day 6: San Sebastian, Burgos, Burgos

Travel to Burgos via San Sebastian

Travel to San Sebastian
Travel to the most Basque of all Basque cities, Donostia (San Sebastian). Sandy beaches and a fine culinary tradition uphold the city's reputation as a major resort. It also has its place in American history: from the nearby port of Pasajes, the French officer Lafayette sailed to America to fight alongside the Americans against the British Crown.

Tour director-led Old Town Walking Tour in San Sebastian
Your tour director will show you the sights, in particular *Plaza de la Constitutión* with City Hall, the *Iglesia de san Vicente* (the city's oldest church), and the Baroque *Basílica de Santa María del Coro*.

In the Basque region, one must sample the typically Basque *pintxos* which, like Spain's better known *tapas*, are snack-like morsels of all kinds, all absolutely delicious!

Travel to Burgos
Travel across the Castilian countryside to Burgos, long prominent among Spanish cities.

Free time in Burgos
The remainder of the day is free to plan as you wish.

You may wish to visit the magnificent Gothic cathedral Santa María, which is the third-largest in Spain. It once was an important pilgrims' station on the traditional Way of St. James, the path followed through the centuries by pilgrims converging from all over Europe to Santiago de Compostela. El Cid, the 11th-century warrior who became a legend, is buried in the cathedral.

Day 7: Segovia, Madrid

Travel to Madrid via Segovia
Travel to the beautiful city of Segovia, where Isabella, Christopher Columbus' sponsor, was proclaimed Queen of Castile. Segovia is said to resemble a "living museum," replete with ancient houses, splendid courtyards, a well-preserved Roman aqueduct and an imposing cathedral crowned by crenellated towers.

Tour director-led walking tour in Segovia
On a walking tour led by your tour director, you will see why Segovia is said to resemble a "living museum," replete with ancient houses, splendid courtyards, a well-preserved Roman aqueduct and an imposing cathedral crowned by crenellated towers.

Visit to Segovia's Alcázar
Visit the most-photographed of all the Spanish castles, *El Alcázar de Segovia*. With its perfectly-proportioned features, it has become a symbol of Spain's medieval heritage.

Travel to Madrid
Travel over the *sierras* to Madrid.

Get settled in your *madrileño* hotel and explore your surroundings.

Friday 4/16

Madrid
Half-day city sightseeing: Guide, Prado headset, Prado Museum

Excursion to Toledo: Toledo Guided Walking Tour, Visit to Toledo Cathedral, Santo Tomé Church, Visit to a historic synagogue

Dinner

Overnight

Meals included: Breakfast, Dinner
Overnight: Madrid

Saturday 4/17

Madrid
Excursion to Complutum (Alcalá de Henares): Complutum Roman Forum and House of Hippolytus, Guide

Flamenco Show

Dinner

Overnight

Meals included: Breakfast, Dinner
Overnight: Madrid

Day 8: Madrid City Sightseeing, Excursion to Toledo

On a tour of the city, you will be introduced to the sights and the city grand squares: *Plaza Mayor*, *Puerta del Sol*, *Plaza de España* with the Cervantes Monument, *Gran Vía*, *Calle Alcalá*, *Plaza de Colón*, and *Plaza de Cibeles* with its fountains.

Guide
A half-day local guide, well-educated and specially-trained on the history and culture of Madrid and its surroundings, will accompany your group.

Prado headset

Visit to the Prado Museum
View world-famous paintings by El Greco, Goya, and Velázquez, and much. much more, at the magnificent *Museo del Prado*.

Excursion to Toledo

Guided walking tour in Toledo
Your guided walking tour starts at the main square, *Plaza de Zocodover*.

Toledo is surrounded on three sides by the Río Tajo, which has cut a deep gorge out of the encircling mountains. Christianity, Judaism and Islam coexist on the tiny streets of this ancient city, which was once the capital of Spain. Indeed, the entire panorama of Spanish history is embodied in its churches, synagogues, Moorish mosques and fortifications.

Visit to Toledo Cathedral
Visit one of the most impressive Spanish cathedrals, completed in 1492, after nearly 300 years. Its treasury contains an impressive display of gold and silver vessels and alabaster sculpture.

Visit to the Church of Santo Tomé (El Greco's painting)
Visit the Church of St. Thomas to view El Greco's *Burial of the Count of Orgaz*, a fresco commissioned in honor of a Spanish nobleman who was known for his generosity and charitable deeds.

Visit to a historic synagogue
Enjoy a visit to one of the city's two remaining medieval synagogues.

Day 9: Complutum (Alcalá de Henares), Madrid, Flamenco Show

Excursion to Complutum (Alcalá de Henares)

Travel to Alcala de Henares
Travel to the university town of Alcala de Henares, located in the suburbs of Madrid.

Complutum Roman Forum and House of Hippolytus
Explore the archaeological remains of Complutum, the Roman predecessor of modern Alcalá de Henares. This open-air site features the layout of a Roman town with streets, houses, mosaics, and public buildings including the forum. Key highlights include the House of Hippolytus with its well-preserved fish mosaic. The visit offers insight into daily life in Roman Hispania.

Guide
A half-day local guide, well-educated and specially-trained on the history and culture of Madrid and its surroundings, will accompany your group.

Free time in Madrid
Enjoy some free time in Madrid today.

Sunday 4/18

Departure
Depart Madrid: Departure transfer
Meals Included: Breakfast

Retiro Park
Why not stroll through Retiro Park. Once royalty's playground, *El Parque del Retiro* now opens its gardens and recreational areas to the public. You may be tempted by a row boat ride on the lake (you row!), or by a solar boat ride (you relax!).

Flamenco Show
Enjoy an evening of traditional entertainment, *flamenco!* The poet Federico García Lorca called it "the most gigantic creation of the Spanish people." You will long remember the complex and insistent rhythms, the castanets, guitars, and clacking heels as the highlight of your trip to Spain.

Day 10: Departure

¡Adios España! Madrid's airport recedes and you're 500 miles closer to home with each hour in the air. Race the sun westward, arriving home later today, eager to share your experiences with family and friends.

Cost Breakdown

Itinerary	Café Olé
Departing	April 9, 2027
Departure City	New York City, NY
Rooming	Triples
Program Cost	$4,722
	-$150 Early Enrollment Discount for enrollments before 10/9/2026
Total Cost	$4,572
Monthly Payment	$653 with **$0 deposit**
Standard Final Payment Deadline	12/10/2026
E-Z Pay Final Payment Deadline	03/10/2027
Available Add-ons not included in price	Capitaine Fracasse dinner cruise: $105 Double rooms: $400 per person - 8 @ $50 per night (mandatory for adults 24 years and older)

APRIL 9 -
APRIL 18, 2027

passports

CAFÉ OLÉ



MEETING AGENDA

- Why **passports**?
- Educational Objectives
- Our Route
- Our Itinerary
- What's Included?
- What Am I Responsible For?
- Cost Breakdown
- How Do I Enroll?
- Deposit Methods
- Payment Methods
- Travel Protection



WHY PASSPORTS?

EXPERIENCE

Founded by Dr. Gil Markle, known to many as the father of the educational travel industry, **passports** has been a prominent, respected company in the industry since 1992.

SAFETY

The safety and security of travelers is **passports'** #1 priority. All programs include high-quality flights, meals and accommodations. All firms providing transportation and accommodations have been reliably working with **passports** for decades.

PEACE OF MIND

A bilingual, full-time passports Tour Director on tour. A 1:6 chaperone-to-student ratio. Complimentary overseas medical coverage. Support of a 24-7 Operations Hotline. Top-notch customer service at 1-800-332-7277.

EDUCATIONAL OBJECTIVES

Align on-tour services with school curriculum and **passports** lesson plans.

Acquire global skills and perspectives needed to work in an interconnected and diverse world.

Gain confidence in new and different cultural and social settings.

Promote global awareness, language learning and respect for other cultures.

OUR ITINERARY

Days 1-2: Arrival Paris
Arrival Paris: Arrival transfer

Day 3: Paris
Paris City Sightseeing, Excursion to the Palace of Versailles, RER train to Paris: Paris City Sightseeing, Palace of Versailles State Apartments and Hall of Mirrors, Versailles Palace Gardens

Visit Notre-Dame Cathedral

Day 4: Paris
Visit to the Louvre Museum

Ascent to the second level of the Eiffel Tower

Optional Capitaine Fracasse dinner cruise

Seine River cruise

Day 5: Paris - Biarritz
Train to Biarritz: Departure transfer, TGV Train Paris-Biarritz, Arrival transfer

Tour director-led walking tour in Biarritz

OUR ITINERARY

Day 6: Biarritz - Burgos
Travel to Burgos via San Sebastian: San Sebastian's Old Town Walking Tour

Day 7: Burgos - Madrid
Travel to Madrid via Segovia: Segovia Walking Tour, Visit to Segovia's Alcázar

Day 8: Madrid
Half-day city sightseeing: Guide, Prado headset, Prado Museum

Excursion to Toledo: Toledo Guided Walking Tour, Visit to Toledo Cathedral, Santo Tomé Church, Visit to a historic synagogue

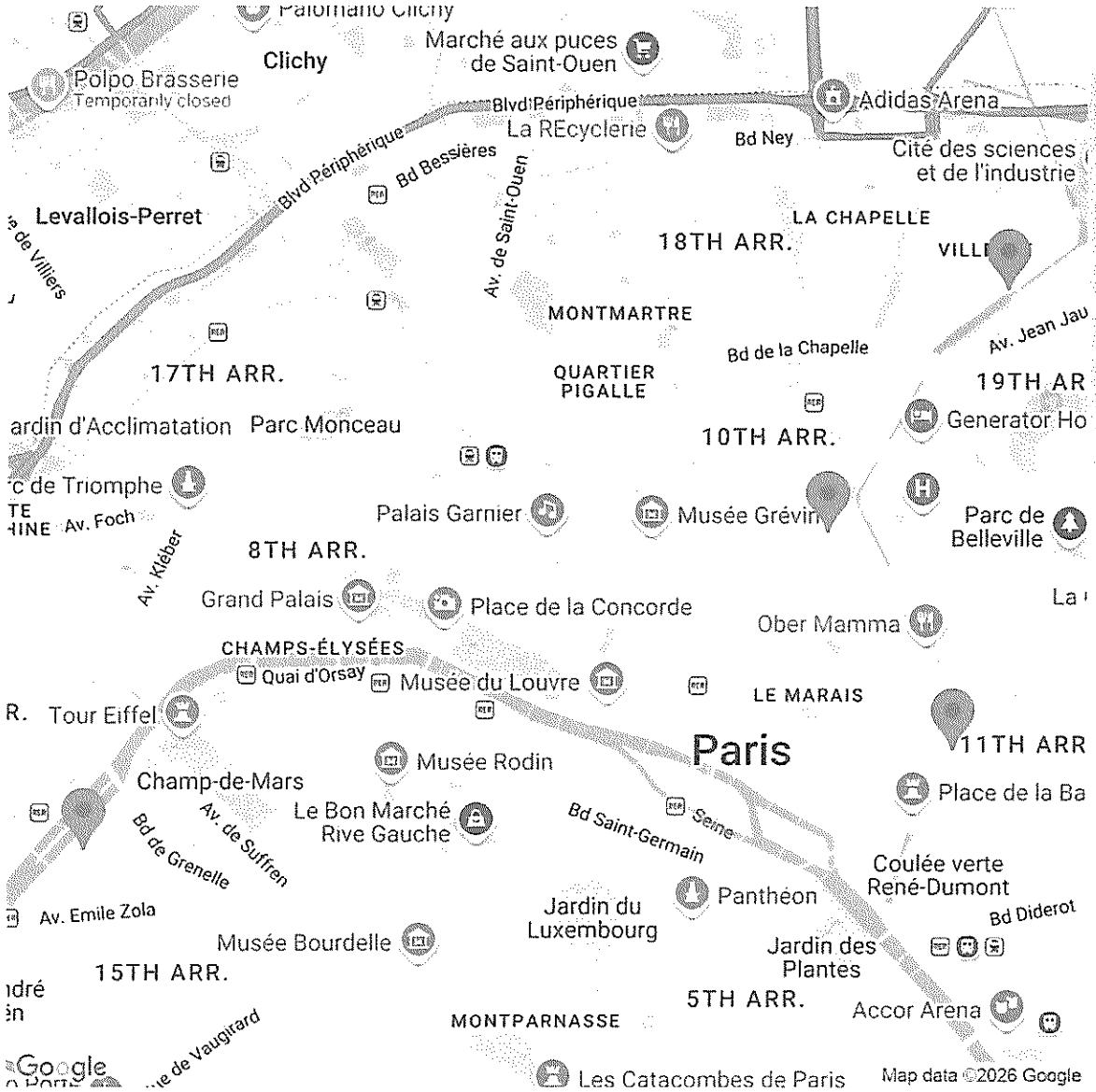
Day 9: Madrid
Excursion to Complutum (Alcalá de Henares): Complutum Roman Forum and House of Hippolytus, Guide

Flamenco Show

OUR ITINERARY

Day 10: Departure
Depart Madrid: Departure transfer


PARIS
3 NIGHTS



TYPICAL HOTELS IN PARIS

Holiday Inn Express Canal de la Villette

68 Quai de la Seine, Paris 75019

Hotel Magenta 38

38, Boulevard de Magenta, Paris 75010

Ibis Paris Bastille Opera

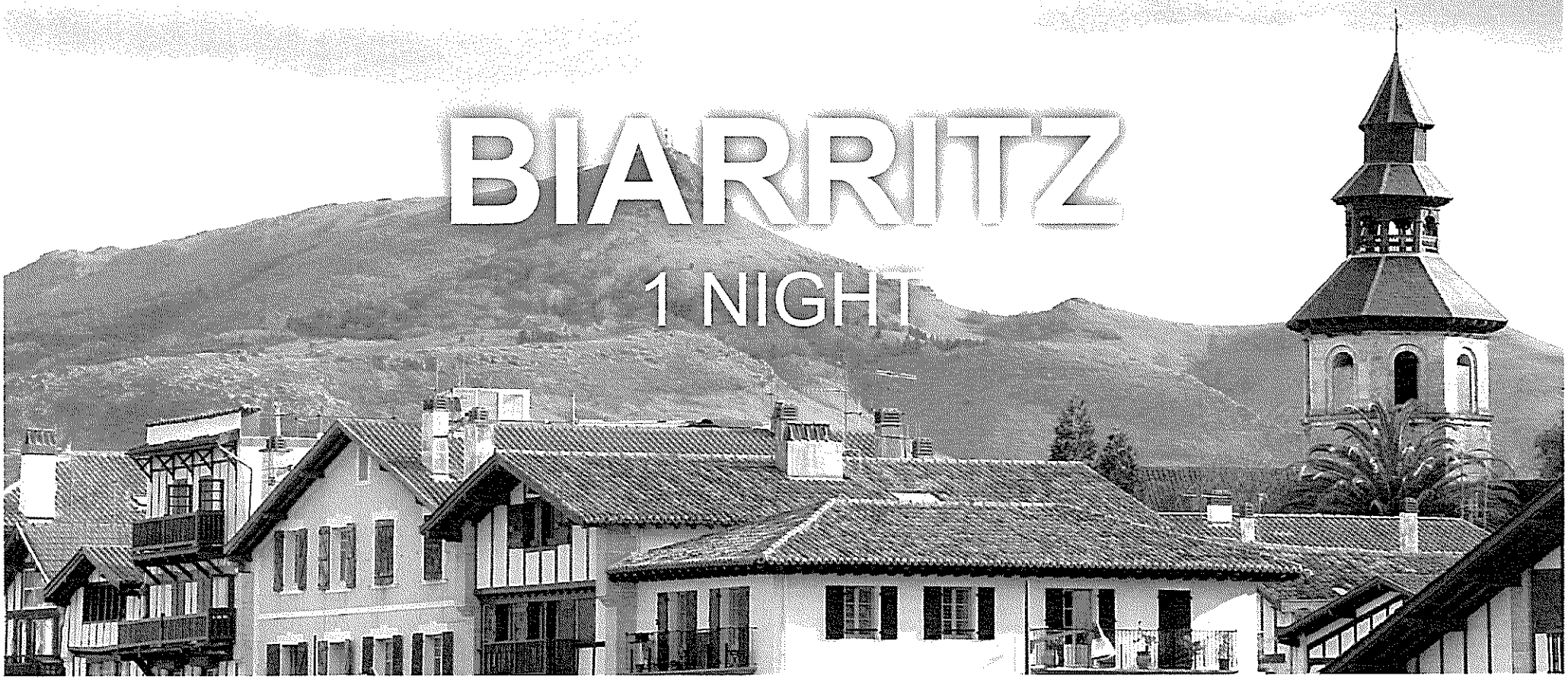
15 Rue Breguet, Paris 75011

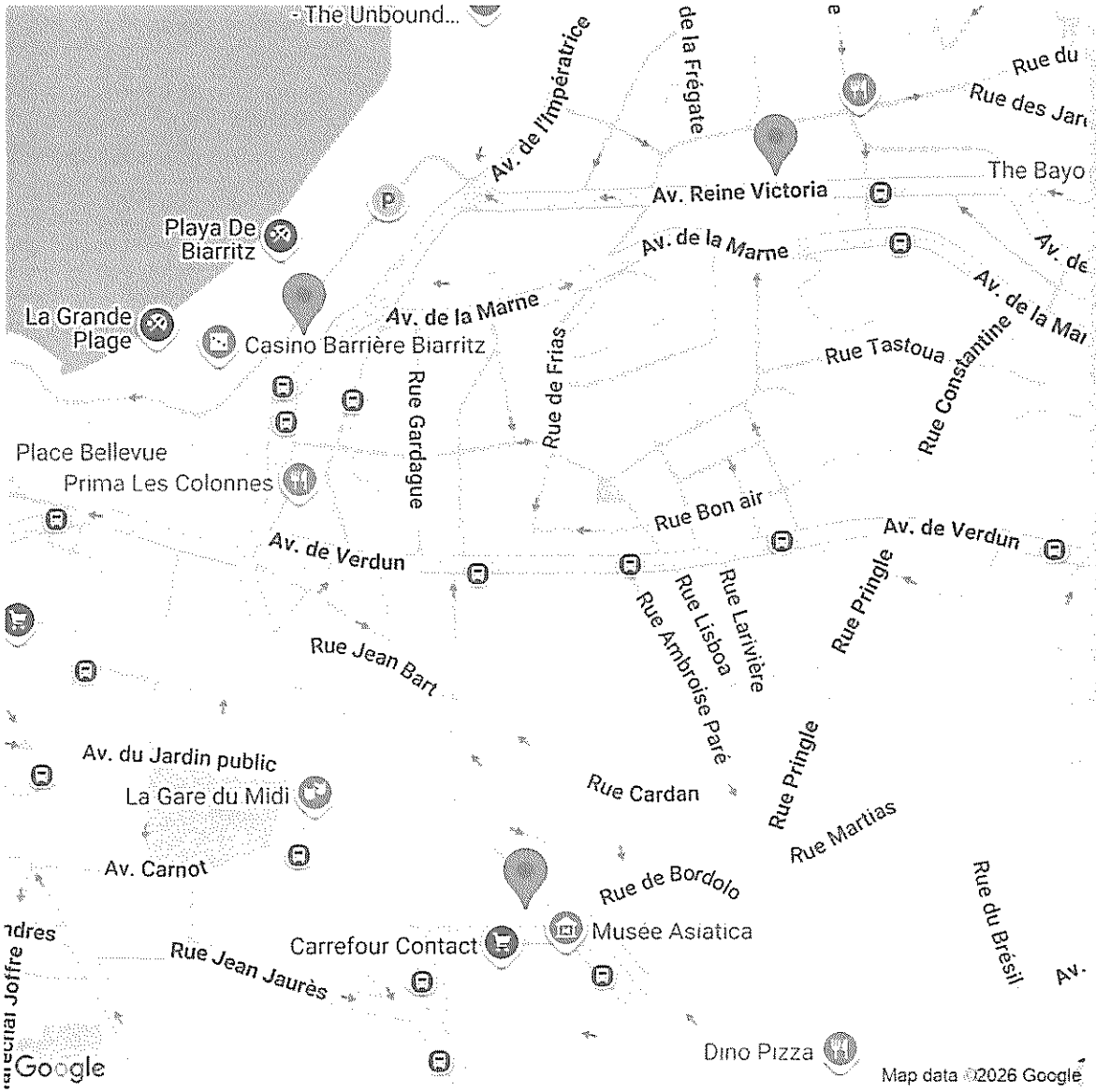
Yooma Urban Lodge

51 quai de Grenelle, Paris 75015

BIARRITZ

1 NIGHT





TYPICAL HOTELS IN BIARRITZ

Hôtel Akena Biarritz

19 Avenue de la Reine Victoria, Biarritz 64200

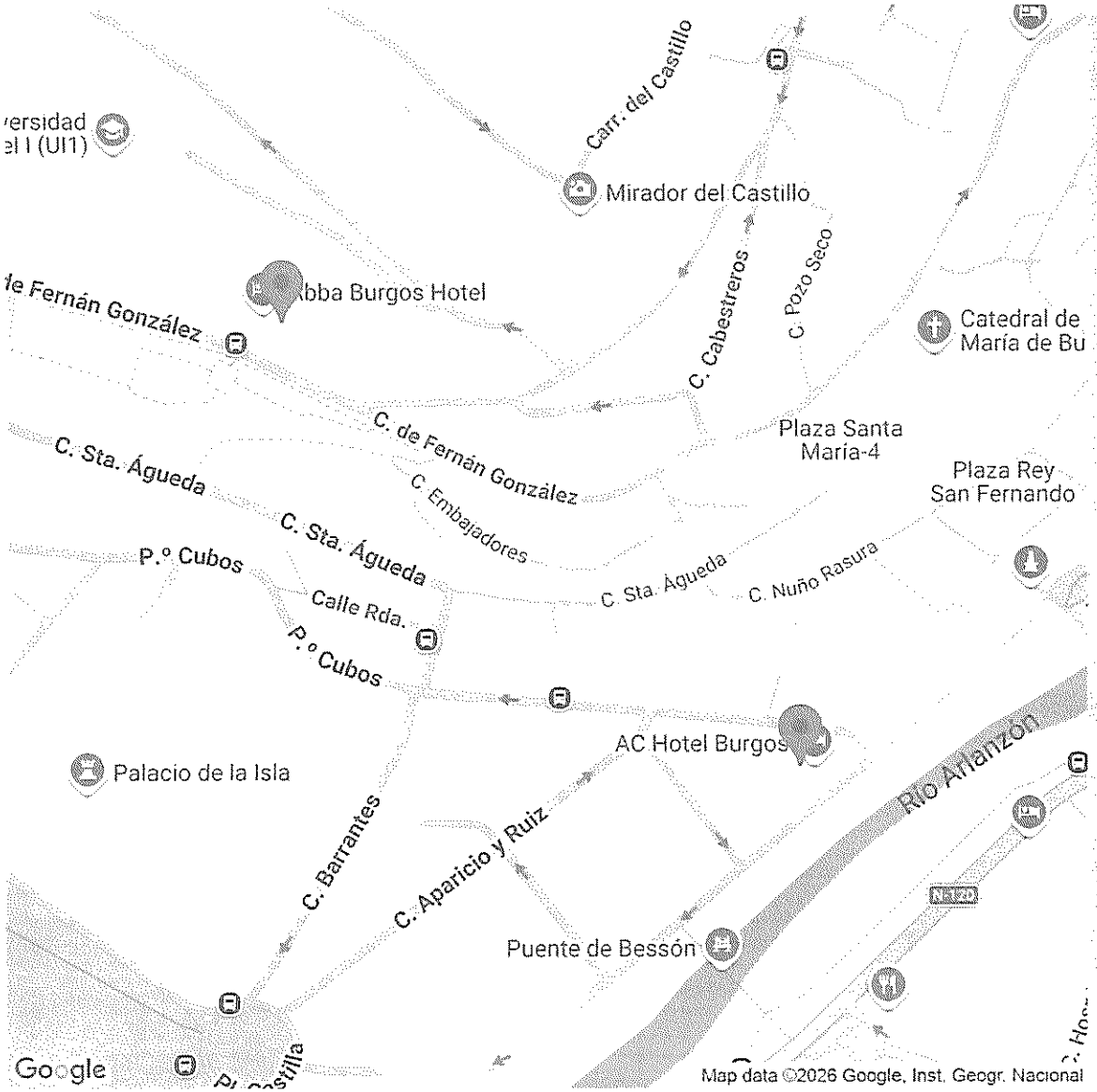
Hotel Littéraire Jules Verne

2, Rue Guy Petit, Biarritz 64200

Windsor Hotel

11 Avenue Edouard VII, Biarritz 64200


BURGOS
1 NIGHT



TYPICAL HOTELS IN BURGOS

Abba Burgos

Calle de Fernan Gonzalez, 72, Burgos 09003

AC Hotels by Marriott Burgos

P.º de la Audiencia, 7,, Burgos 09003


MADRID
3 NIGHTS



TYPICAL HOTELS IN MADRID

Hotel Moderno

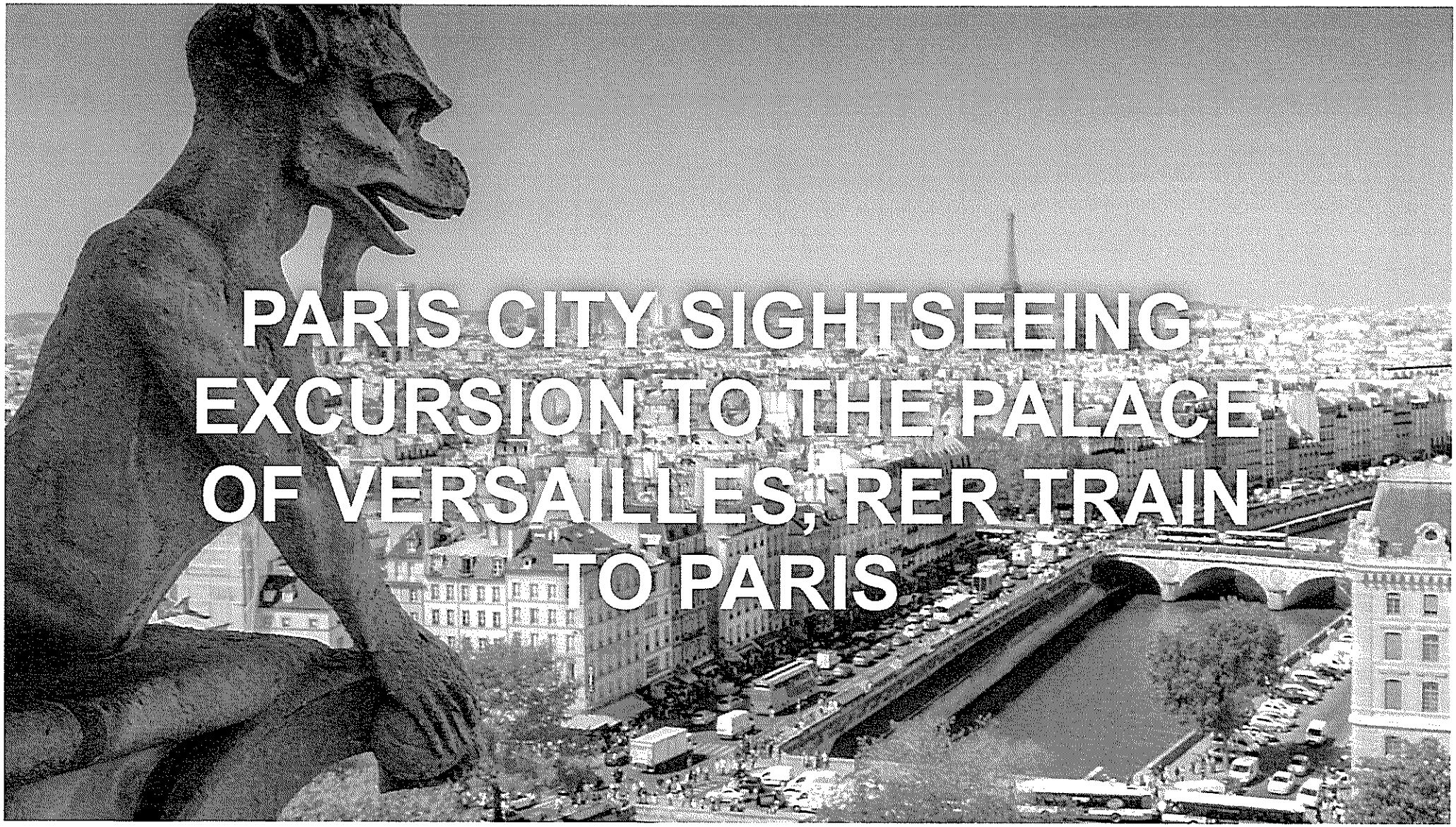
Calle Arenal 2, Madrid 28013

Hotel Regente

Calle Mesonero Romanos, 9, Madrid 28013

Victoria 4 Hotel

Calle Victoria 4, Madrid 28012

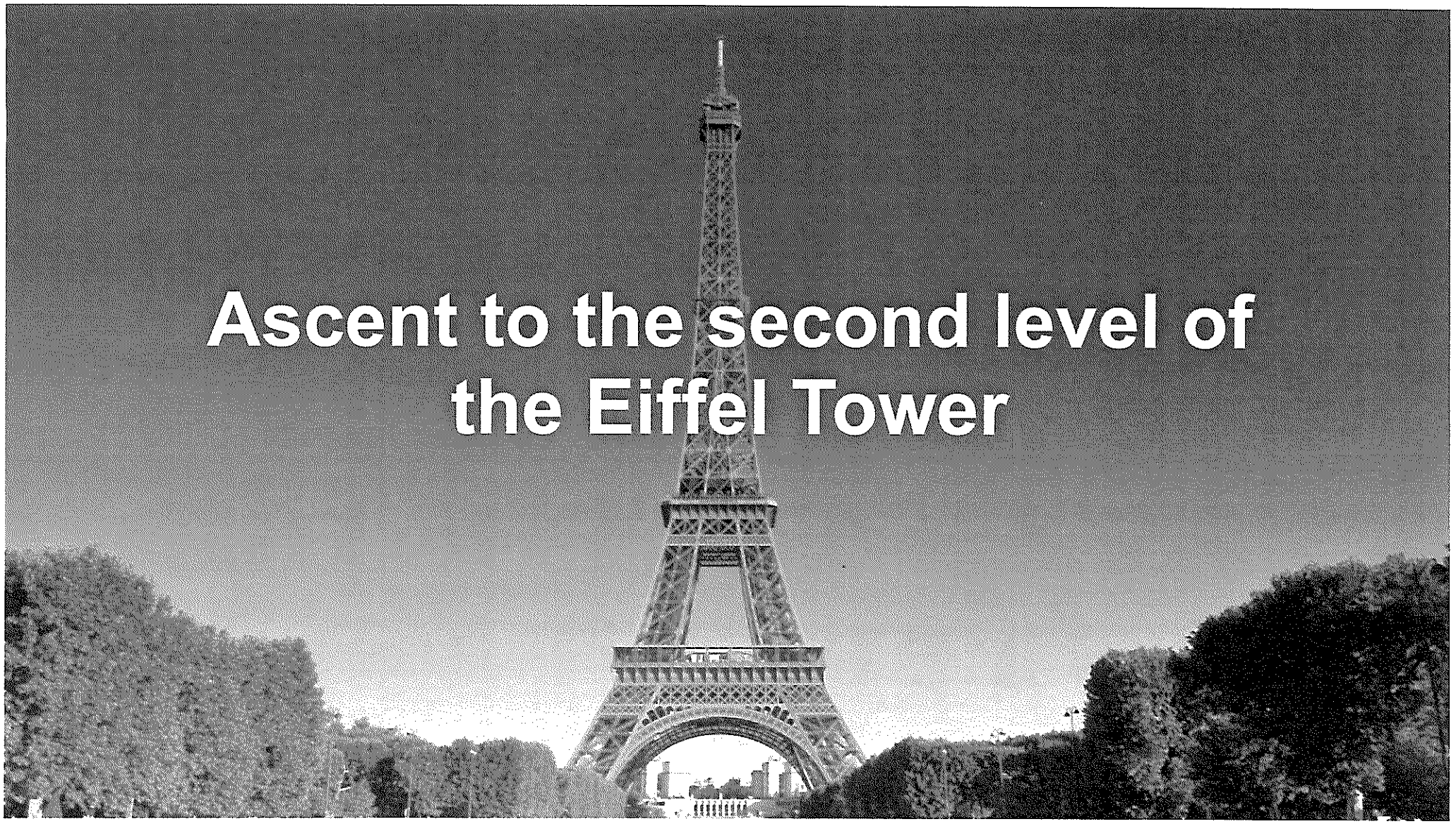

PARIS CITY SIGHTSEEING,
EXCURSION TO THE PALACE
OF VERSAILLES, RER TRAIN
TO PARIS


VISIT TO THE STATE APARTMENTS AND THE HALL OF MIRRORS AT THE PALACE OF VERSAILLES


VERSAILLES PALACE
GARDENS


VISIT NOTRE-DAME
CATHEDRAL


VISIT TO THE LOUVRE
MUSEUM

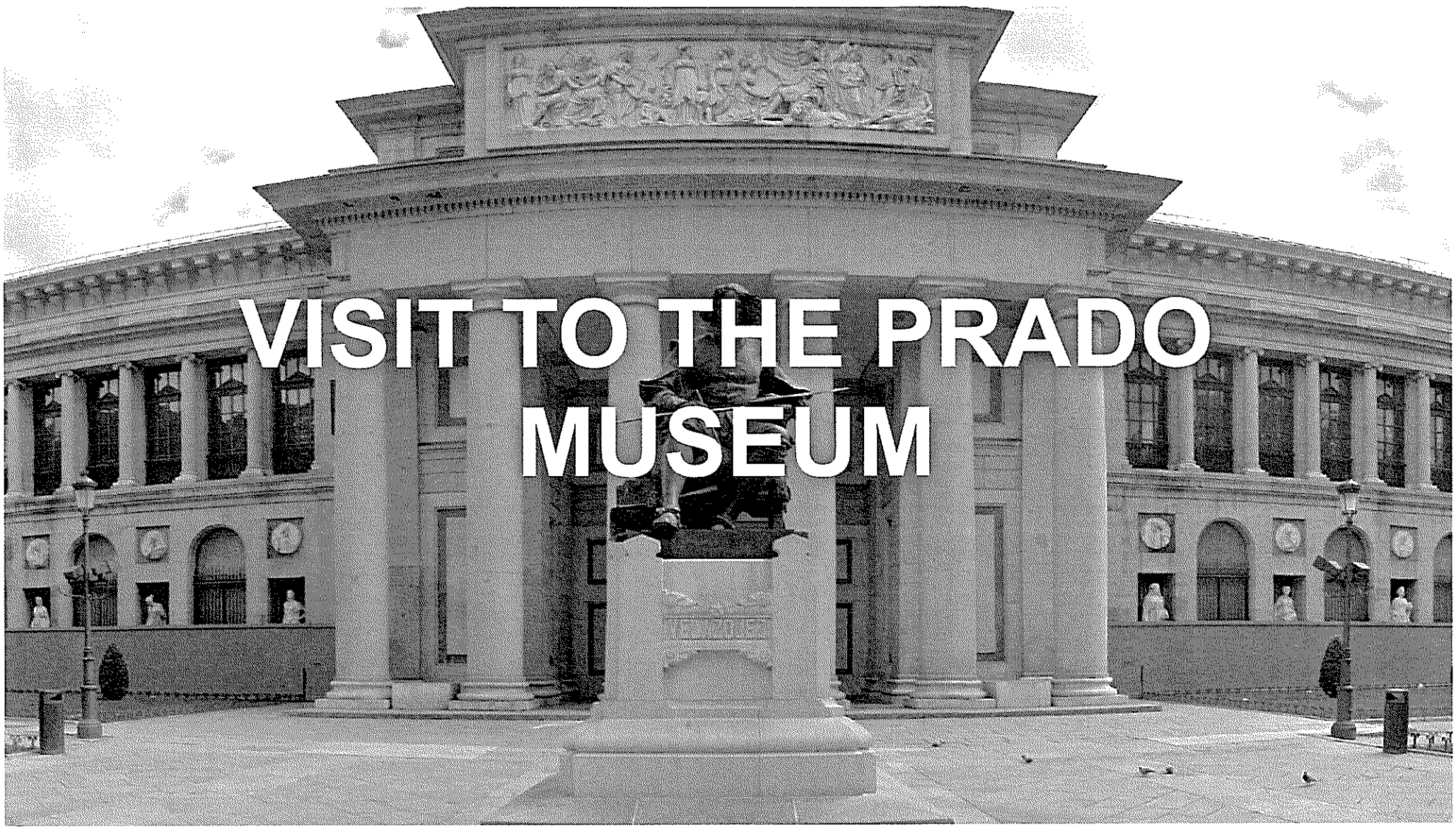

Ascent to the second level of
the Eiffel Tower

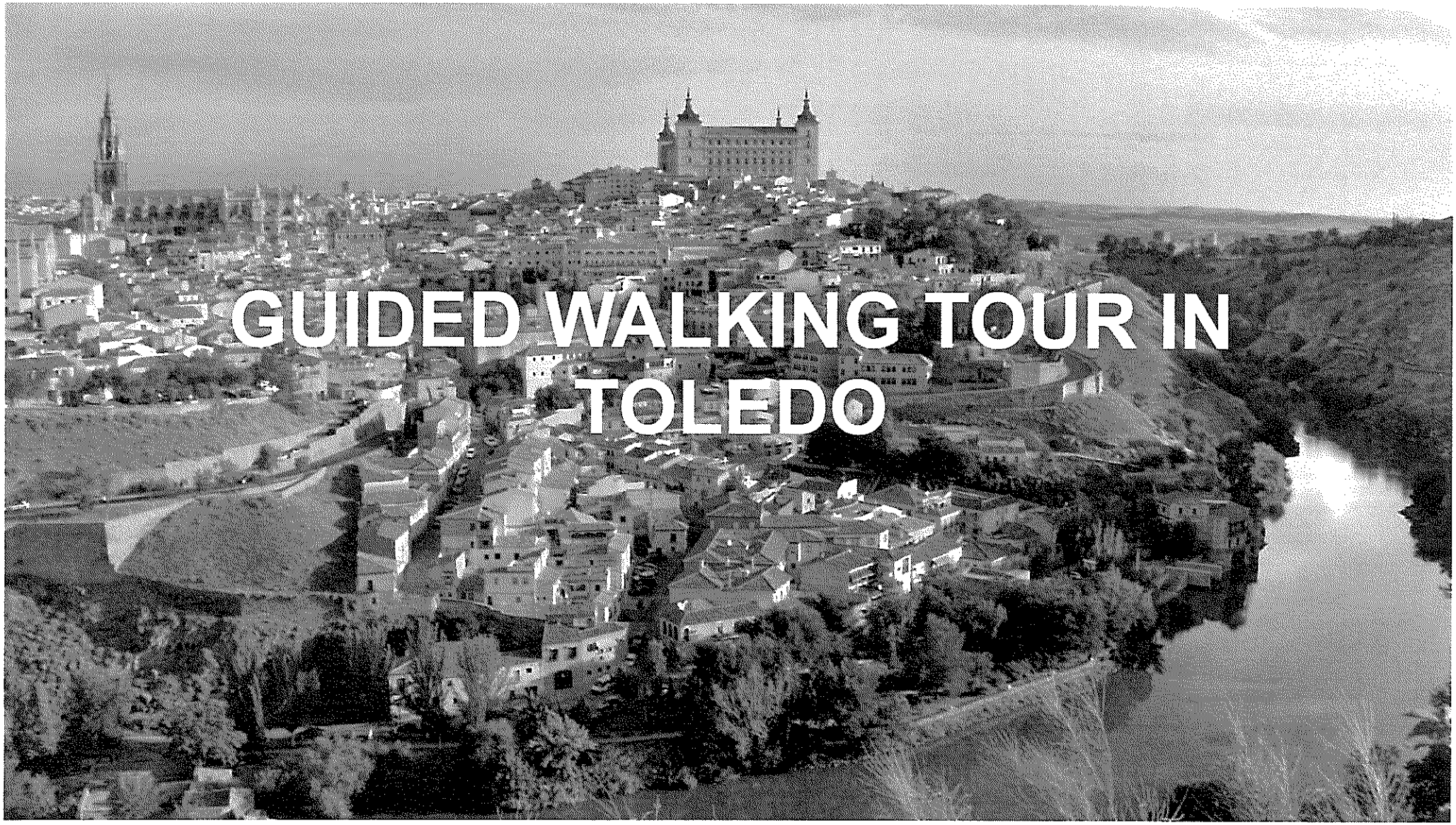

SEINE RIVER CRUISE


TOUR DIRECTOR-LED OLD
TOWN WALKING TOUR IN
SAN SEBASTIAN


VISIT TO SEGOVIA'S
ALCÁZAR


MADRID CITY
SIGHTSEEING
Gran Vía


VISIT TO THE PRADO
MUSEUM



GUIDED WALKING TOUR IN TOLEDO


VISIT TO TOLEDO
CATHEDRAL



VISIT TO THE CHURCH OF *SANTO TOMÉ* (EL GRECO'S PAINTING)

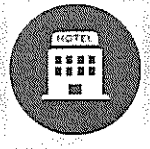

VISIT TO A HISTORIC
SYNAGOGUE


FLAMENCO SHOW

WHAT'S INCLUDED?



Round-trip transportation on scheduled airline. Deluxe touring motorcoach. All public transportation tickets included where applicable.



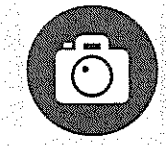
Accommodations in centrally-located three-star or four-star hotels. Rooming on a triple basis. Double rooms: $400 per person.



All breakfasts. All dinners.



Services of a specially-trained **passports** Tour Director throughout. All tips are included in the Program Cost. Whisper headsets included.



Entrances and activities as noted on itinerary.



Passports provides a complimentary Post-Departure Travel Protection Plan that includes coverage for Trip Interruption, Trip Delay, Medical Expenses, and more.

WHAT AM I RESPONSIBLE FOR?

Passport and Visa Fees

Excess Baggage Fees

Unscheduled Activities or Meals

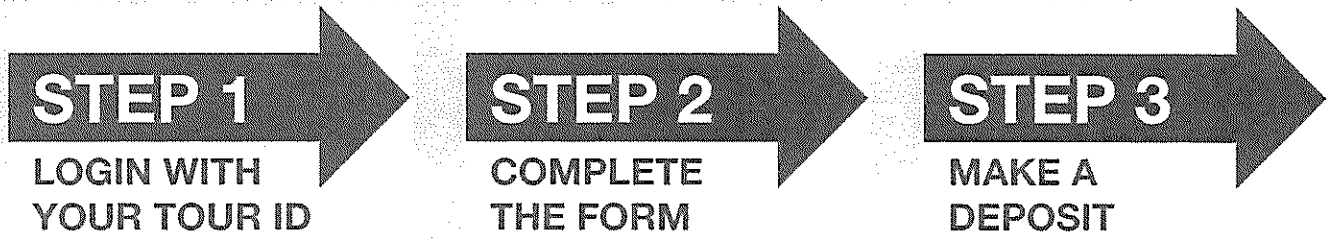
Souvenirs and Gifts

COST BREAKDOWN

Departure Date	Friday, April 9, 2027
Departure City	New York City, NY
Program Cost	$4722
	-$150 Early Enrollment Discount until October 9, 2026
Total	$4572
Estimated Monthly Payments	**$653 per month** **$21.07 per day** ***with E-Z Pay and $0 deposit***

Final payment is due 12/10/2026 or, with E-Z Pay, 3/10/2027. Tour cost is based on a group size of 20 participants. Departure from New York City, NY. Adults 24 years or older are automatically charged for double rooms. With doubles, total price is $4,972.

HOW DO I ENROLL?



www.passports.com

TOUR ID: MFERNANDES2027-2

PAYMENT TYPES ACCEPTED

CHECK

CREDIT CARD

A 4% service fee will apply.

PAYMENT METHODS

E-Z PAY BILLING

Automatic monthly withdrawals deducted from either your checking account or credit card

NO deposit

30-day final payment deadline

More time to pay means lower monthly payments!

CONVENIENCE BILLING

Pay when you choose, as long as you pay in full by the final payment deadline

$495 deposit

120-day final payment deadline

Pay by check mailed to the **passports** office or by credit card online (4% fee for credit card)

TRAVEL PROTECTION

OVERSEAS MEDICAL

Provided by passports at no additional cost. Included for all travelers.

Passports provides a complimentary Post-Departure Travel Protection Plan.

Coverage includes Trip Interruption, Trip Delay, Medical Expenses, and more.

- Certain restrictions apply. Please review the plan details for more information.

PEACE OF MIND PLAN

Passports offers an extended cancellation plan:

Cancel for Any Reason - 75% Refund
Protection against the unexpected, whatever it may be! This benefit provides reimbursement, up to 75% of your tour cost, if you need to cancel your trip at least 2 days prior to your scheduled departure date.

- Airline tickets, if purchased, would be refunded as a voucher issued by the airline, if available.
- If a voucher is not available, the cost of the airline ticket is non-refundable.
- Service Fees and Plan Costs are also non-refundable.
- Peace of Mind plan optional at $199 per person. Ultimate Peace of Mind optional at $449 per person.

ULTIMATE PEACE OF MIND

All the benefits of the Peace of Mind Plan, PLUS:

Cancel for Any Reason - 100% Refund
Need to cancel any time before departure - even last-minute? Receive up to 100% reimbursement of your tour cost, no matter the reason.

ENROLL TODAY

Visit passports.com and enter Tour ID

MFERNANDES2027-2

passports
educational group travel

INDIVIDUAL CANCELLATION POLICY

Cancel by 105 days prior to your departure date

Prior to 105 days, the cancellation fee is the non-refundable amount of $620. Service fees, like credit card fees, are non-refundable.

Cancel between 104 days and 30 days prior to your departure date, and receive a 75% refund

You do not need to purchase insurance to have this offer extended to you. It is universal to all Passports travelers. Under this policy, you can cancel for any reason and receive a 75% refund. Airline tickets, if purchased, would be refunded as a voucher issued by the airline, if available, and deducted from your refund from Passports. Service fees (see above) and Peace of Mind fees are non-refundable.

Cancel 29 days or less

No refund

OPTIONAL PEACE OF MIND POLICIES

Passports offers two optional plans for individual cancellations that provide enhanced refunds.

Peace of Mind Plan - 75% Refund

This offers a 75% refund for cancellation for any reason between 2 - 29 days prior to departure minus the cost of the plan ($199)* and service fees, if any.*

Ultimate Peace of Mind Plan - 100% Refund

You can cancel at any time, for any reason, and receive a 100% refund minus the cost of the plan ($449)*.

*Airline tickets, if purchased, would be refunded as a voucher issued by the airline, if available. If a voucher is not available, the cost of the airline ticket is non-refundable. Service Fees are also non-refundable.

For example, if a participant were to cancel the day prior to travel, for any reason, with the Ultimate Peace of Mind plan, they would receive an air voucher from the airline in the amount of the value of the air ticket. Passports would then refund the remainder of their total payments. The participant would be out of pocket only the cost of the plan, which is $449.

Peace of Mind plans are optional and must be purchased, if desired, no later than 120 days prior to departure.

Passports Care | On-Tour Travel Protection

We've got your back—every step of the way.

What's Included?

Benefit	Coverage
Trip Delay	• Up to $100/day for meals and accommodations during delays of 5+ hours if not covered by the airline or arranged by Passports.
Trip Interruption	• Up to $1,000 to help defray the cost of flights if you need to end your trip early due to accident or illness. • Up to $1,000 to help cover airfare for a family member required to join you on tour for medical reasons. • Up to $1,000 to help cover airfare for early return due to death or serious illness in the immediate family.
Medical Expenses	• Up to $5,000—we'll pay your bill on the spot in most destinations, or reimburse you upon receipt. Documents must be submitted within 30 days of your return.
Travel Assistance Services	• 24/7 help with emergency services, travel delays, trip interruption, you name it.

All coverage applies per traveler, up to the limits listed.

Looking for Extra Peace of Mind?

Your **complimentary Passports Care** plan covers most on-tour hiccups—but if you'd like even broader protection (think higher medical limits, expanded trip-delay coverage, or lost-baggage protection), we recommend exploring individual plans from companies like Arch or Travelex, or a provider of your choice.
Are you an adult traveler? Please consider purchasing an individual policy designed specifically for adults—ask your provider about available plan options.

Questions about Passports Care?

Please contact us at customerservice@passports.com anytime.
Passports Care is our complimentary on-tour travel protection, provided by Passports Educational Travel. Coverage limits and exclusions may apply.

Why Passports Care?

Whether it's your first trip abroad or your tenth, travel can throw curveballs. With **Passports Care**, you're covered right from departure through homecoming:

- **Fast, friendly support.** We handle everything ourselves in real-time.
- **True 24/7 Assistance.** Lost passport? Flight delay? We're one call away.
- **Completely complimentary.** It's included for every traveler on every Passports tour.

How It Works

1. **Need help immediately?** Call us directly at 508-885-4600 (if abroad) or 1-800-332-7277.
2. **Have a question?** Email customerservice@passports.com
3. **We jump into action.** Whether it's a doctor visit or a flight change, we handle the logistics so you don't have to.
4. **You carry on exploring.** Get back to what matters—making memories—while we sort out the rest.

passports

educational group travel

PROCEED WITH CONFIDENCE

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THE EDUCATOR'S CHOICE

The Passports Ethos

The staff at Passports, made up of travel professionals and educators alike, has been responsible for the successful overseas travel of hundreds of thousands of American high school students since the mid-nineteen-sixties.

The fundamental premise has remained unchanged down through the years — that travel to foreign lands is an education in itself, making the world a safer place, and making people happier with their lives than they would have been otherwise.

The student-travelers who explore the globe through Passports are not accidental tourists. Their extraordinary journeys are accomplished with the pro-active, dedicated support of educators — often faculty members at the very schools they attend.

Passports plays the role of catalyst in this process, giving teachers not just abstract, moralizing, make-the-world-better reasons why — but also providing the tools they need to organize a successful and life-changing educational tour for their students.

Passports is dedicated to the proposition that educational travel for young people of all ages serves the cause of international understanding. The company recognizes that providing travel services of high quality to students and teachers constitutes both a privilege and an obligation, both of which it takes very seriously.

Among other things, this means sensible air routings on commercial airlines. Final departure information that arrives to group leaders well before departure. Comfortable, centrally-located, three-and-four star hotels. Great meals in quality restaurants, and the services of careful, professional overseas staff, and Tour Director.

Bottom-Line Guarantee

We are real people trying to do something good in the world. We will work tirelessly to earn your trust and to be the best partners we can be while offering a valuable service to you and your community.

SAFETY & SECURITY

As dedicated educators, enthusiastic travelers and concerned parents, we must demonstrate resolve in our belief that educational travel makes the world a better and safer place. This is the core ethos we have had at Passports for decades. Our view will not change. We will continue to travel. In these times, learning about other cultures firsthand is more important than ever.

Tour Modification

Passports has always and will always work with its group leaders to deliver exactly the tour they want. At any time, a group leader can contact their Tour Advisor to arrange a tour revision. Revisions can include substituting one city for another.

Postpone Your Tour

You can opt to delay the departure date of your tour until later in the year or even the following year. If you request this prior to 120 days before departure, there will be no fee.

75% Cash Refund Up Until 30 Days Prior to Departure

Individuals can opt to cancel from the tour - *for any reason* - up until 30 days prior to departure and receive a 75% cash refund. **This is Passports' standard cancellation policy and applies to all travelers!** This policy can be extended to cover inside of 30 days with the purchase of Passports' Peace of Mind Plan for $199. Passports also offers the Ultimate Peace of Mind Plan, which for $449, offers a 100% refund up until departure. The Peace of Mind Plan premiums and non-refundable airline penalties, as well as service fees, are not refundable under any circumstance.

Full-Time Tour Directors

Passports has a network of the travel industry's most experienced Tour Directors with an average tenure of over ten years. They are experts in travel logistics and communication, bilingual and many are university trained in their particular area of expertise, whether that be art, history, language studies, etc. Your group will be met at the airport by your Tour Director, who will accompany you for the duration of your tour, including all planned daytime events and overnights in your hotels.

In addition to your Tour Director, Passports has offices in the UK, France and Spain. Our overseas teams are able to provide up-to-the-minute updates on travel issues on the ground.

Passports' city guides and motorcoach drivers are fully licensed and certified in accordance with local and international regulations. All members of ground operations who come in contact with your group must pass criminal background checks annually.

Security Information for School Boards and Administrators

Importantly, Passports tours are not affiliated with or sponsored by schools. The contractual agreement for our tours is solely between Passports and the enrolled participants. As a result, Passports assumes responsibility for any events during the tour. School administrators often appreciate this clear delineation of responsibility. Passports holds liability policies covering school districts and teachers.

General Liability
Steadfast Insurance: $5 million total

Business Liability
Hanover Insurance: $2 million per occurrence; $4 million per aggregate

All participants' payments are fully protected. Participant payments will be escrowed in the Passports Student Depository Account. The account is maintained at Cornerstone Bank in Spencer, Massachusetts, and bears the bank I.D. #4762390345. Withdrawals from this account are limited to direct expenditures on behalf of travel participants such as for air tickets, hotels and other overseas services, and clearly identifiable operating costs.

All overseas suppliers have been carefully chosen by Passports and have proved over the years to be secure and reliable. Our relationships with many of the hotels, coach companies and logistics coordinators who will be serving you and your students date back to the early days of the American student travel industry and are seasoned experts.

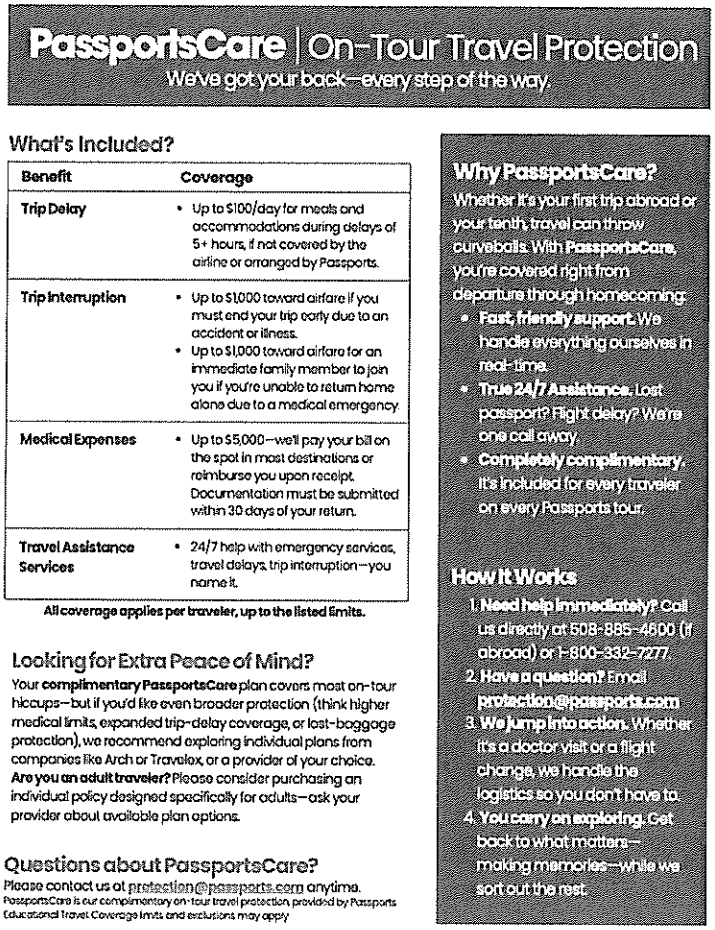
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CST (California Seller of Travel) License # is 2067919-40.
FST (Florida Seller of Travel) License # is ST41297.
WST(Washington Seller of Travel) License # is 604225165.

Included Overseas Medical Coverage and Travel Protection for ALL Travelers

Passports provides a complimentary post departure travel protection plan that helps protect you while on your trip with coverage for trip interruption, trip delay, emergency medical expenses, and more.

This is complimentary coverage, paid for by Passports, for all travelers.



PassportsCare | On-Tour Travel Protection

We've got your back—every step of the way.

What's Included?

Benefit	Coverage
Trip Delay	• Up to $100/day for meals and accommodations during delays of 5+ hours, if not covered by the airline or arranged by Passports.
Trip Interruption	• Up to $1,000 toward airfare if you must end your trip early due to an accident or illness. • Up to $1,000 toward airfare for an immediate family member to join you if you're unable to return home alone due to a medical emergency.
Medical Expenses	• Up to $5,000—we'll pay your bill on the spot in most destinations or reimburse you upon receipt. Documentation must be submitted within 30 days of your return.
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All coverage applies per traveler, up to the listed limits.

Looking for Extra Peace of Mind?

Your **complimentary PassportsCare** plan covers most on-tour hiccups—but if you'd like even broader protection (think higher medical limits, expanded trip-delay coverage, or lost-baggage protection), we recommend exploring individual plans from companies like Arch or Travelex, or a provider of your choice. **Are you an adult traveler?** Please consider purchasing an individual policy designed specifically for adults—ask your provider about available plan options.

Questions about PassportsCare?

Please contact us at protection@passports.com anytime.

PassportsCare is our complimentary on-tour travel protection, provided by Passports Educational Travel. Coverage limits and exclusions may apply.

Why PassportsCare?

Whether it's your first trip abroad or your tenth, travel can throw curveballs. With **PassportsCare**, you're covered right from departure through homecoming:

- **Fast, friendly support.** We handle everything ourselves in real-time.
- **True 24/7 Assistance.** Lost passport? Flight delay? We're one call away.
- **Completely complimentary.** It's included for every traveler on every Passports tour.

How it Works

1. **Need help immediately?** Call us directly at 508-885-4600 (if abroad) or 1-800-332-7277.
2. **Have a question?** Email protection@passports.com.
3. **We jump into action.** Whether it's a doctor visit or a flight change, we handle the logistics so you don't have to.
4. **You carry on exploring.** Get back to what matters—making memories—while we sort out the rest.

Overseas Action Plan

Safety is of paramount importance to Passports. Our Tour Directors are in regular contact with our overseas and U.S. teams. We operate a 24-hour emergency line. Passports also provides an emergency text message response system whereby the group leader or Tour Director can broadcast to the parents back home with important updates.

In the event of an overseas emergency, Passports has the following response protocols.

Our Tour Directors receive intensive training with the on the-ground handling of group logistics and communication. They are expert travelers and educators.

Our domestic team is responsible for initiating and maintaining the communication chain with emergency contacts at home. We send group emails and text message alerts as necessary.

Parents have access to Passports 24-hour on-call response team at our toll-free number, 800 332 7277.

While emergencies overseas are rare, Passports communicates swiftly and clearly with parents and school administrators.

What kinds of actions has Passports taken in the past?

Passports exists to provide travel services, but also to support group leaders and protect our travelers overseas. In the past when situations required action overseas, Passports cooperated with group leaders to find solutions that worked for both parties.

Recently, at the request of and in cooperation with group leaders overseas, Passports replaced public transportation options with private tour buses. We worked with our group leaders to find solutions that made them more comfortable.

When there was a freak snowstorm in France, preventing arrival at pre-booked hotels, groups were re-booked accommodations. Granted, some tour activities were missed, but we worked with the group leaders to make the rest of the trip as comfortable and inclusive as we could. When the volcano Eyjafjallajökull erupted in Iceland in 2010, Passports tours were extended until travel home was possible.

How did Passports handle the COVID crisis?

Passports spoke with each and every 2020 and 2021 group leader, usually many times, to help them to determine what the best option for their group would be. Every resolution was unique and depended on when the group was scheduled to depart, whether tickets had been purchased, what airline they were flying, etc. Group leaders opted to defer their tour to a later date or to cancel. In each case, we partnered with the group leader to accommodate what they felt was best for their group.

For the traveling groups of 2022, Passports was there every step of the way. When quarantine was required, we secured the bookings and arranged food deliveries, tests and everything else that our travelers required. We distributed Chromebooks andNintendo Switch consoles. We made arrangements and paid for chaperones to stay behind with those affected.

Passports has been in operation for nearly three decades, providing the finest customer service in the industry. You can check our track record through COVID-19. Our TrustPilot score has remained 5-stars because of our one-on-one attention during this crisis. (https://www.trustpilot.com/review/passports.com) You'll also see that the tour experiences we provide are top-notch.

Although making changes like this often comes at a cost to the group, you can count on Passports to work with you if things don't go as planned.

Traveling with Disabilities

Traveling with a disability will be difficult, but it is NOT impossible! On group tours, there is often quite a bit of walking, and many European cities are not as well equipped as those in the United States for purposes of accessibility. Wheelchair access is almost always possible at major museums and attractions; however, it is often the case that access is still difficult and slower than one would hope. An important example is that the Paris metro is not accessible via wheelchair. The effect that this has on a group tour is that it can cause delay and frustration.

However, that isn't the end of the story.

How can Passports help?

- Wheelchair accessible taxis when required.
- Wheelchair accessible hotels when requested with enough notice.
- Wheelchair accessible motorcoaches where available.
- Discounted program tuition for caretakers. We recommend this for individuals that require day-to-day care or will require assistance moving about the city if they are not able to do so on their own. Contact Passports for details.

The road may be bumpy, but we will work together to come up with the best solutions possible to help *each individual* to enjoy their dream trip.

CODE OF CONDUCT

Given the large amount of time, money and effort the group has invested in their tour, we at Passports want every participant to have the best possible experience. Compliance with the Code of Conduct by all travelers helps ensure that this once-in-a-lifetime opportunity is enjoyed by everybody, whether student or adult.

It is the responsibility of the group leader to make sure every traveler fully understands the Passports Code of Conduct governing student behavior, to enforce these rules and to discipline any traveler who disregards them.

Participant Code of Conduct

I will do my best to make sure that the people with whom I am in contact during my stay overseas are left with a positive impression of Americans by being courteous and considerate at all times.

- **If I am under 21 years of age, I will not leave the group individually for any reason whatsoever during the tour.** During free-time activities I will remain in groups of four or more participants at all times and we will not leave the main group without informing our group leader of our intended destination and hour and place of return. I will obtain prior approval from my group leader and a letter of permission from my parent(s) or guardian(s) if I wish to visit relatives or friends separately from my group during the tour. Otherwise, I will participate in all scheduled activities unless illness prevents me from doing so. I agree to notify my group leaders and the Passports Tour Director of my whereabouts at all times, and I agree to comply with their instructions throughout the tour.
- **I intend to make the most of this valuable educational experience by making sure I don't miss anything.** This means being aware of each day's schedule by consulting with my group leader and taking note of any information posted in the hotel lobby. I will do my best to maintain a positive, responsible and cooperative attitude during the trip in order to enhance my own experience and also those of other people in my group.
- **I understand that food is an important part of any culture, and I look forward to encountering various types of local cuisine during my stay.** Given that I can eat as much "American" food as I want once I am back home, I will try to keep a mind and palette open to new culinary experiences and do my best to sample the widest variety of foods. I agree to attend all mandatory meals and functions.
- **I understand that I need to respect local culture and customs,** that I need to dress appropriately especially when visiting cathedrals or other places of worship, and that I must be courteous, respectful and pleasant at all times, even if the group encounters inconveniences, crowds, or things that don't appeal to me personally.
- **During the tour, I will listen attentively to the guide** because I want to learn as much as possible about the places I am visiting. On the coach, when being addressed by the Tour Director, local guide or group leaders, I will stop any conversation immediately, so that my traveling companions may hear what is being said. I understand that I must ask

permission before using headphones, audio equipment, or any other electronic devices, and that these are in any case only permitted during long drives (two hours or more).

- **I will do my very best to be on time** for any tour activities because I want to neither waste other people's time nor my own.
- **I agree to attend all mandatory activities.**
- **I will abide by the curfew** set by my group leaders. I understand that leaving the hotel at night without permission is strictly prohibited. I also understand that for my own safety I must not leave my hotel room after bed-check, nor may I change rooms without prior permission from my group leader.
- **I understand the importance of correct behavior while at hotels.** This means not forgetting that other guests staying at the hotel have paid for their rooms and, therefore, have the right to peace and quiet, especially after 10 pm. I will not run down corridors, talk in a loud voice or shout out of windows at any time. While in my own room, I will be considerate of guests in neighboring rooms who may be trying to sleep.
- **I realize that there are certain things that I must pay for myself** while on tour that are not included in the program fee, such as subway or bus tickets, beverages, lunches, telephone calls made from my hotel room, other items billed to my room, and tips. My group leader has made me aware of these requirements prior to departure, and I have planned a budget for them.
- **I will buy my own souvenirs and** not take hotel property. I understand that Passports keeps track of room numbers and assigned occupants throughout the tour, and that I will be required to pay for any damaged or stolen property. I also understand that I may not be allowed to leave the hotel until I have paid for damages caused by me while on tour. The same policy applies to damage of a motorcoach or touring bus.
- **I will take care to look after my belongings at all times.** This means making sure my suitcase is loaded onto the coach before boarding, and checking that nothing has been left behind in the bus or in my hotel room before checking out. I understand that any article left behind will be considered as lost and that Passports Tour Directors cannot be expected to retrieve such articles for me nor to pay for or arrange for their recovery. I will pay special attention to my passport, airline tickets, money and other monetary tools because the loss of such things will not only inconvenience me but also those around me.
- **I understand that alcohol is prohibited for student travelers during passports tours.** Some group leaders allow an exception to this rule under the following specific circumstance:
- I may sample one small glass of wine or beer at a mealtime or in a place where a taste of wine or beer is customary in local culture. Samplings or tastings may only take place when a group leader is present.
- If I am under 21, my parent/guardian must give written permission for me to sample wine or beer.
- Alcohol consumption is never to occur in hotel rooms or during free time. I may not drink liquor or spirits under any circumstances. If my group leader chooses a no-alcohol policy, I agree to abide by that policy.

- **I know that the use or possession of illegal drugs is prohibited** (as defined by U.S. government legislation, not by local laws). Likewise, weapons, or any article that may be considered as weapon-like, is of course prohibited at any time during the tour.
- **I understand personal misconduct will not be tolerated** on tour including violent, hostile or offensive actions, physical, verbal or sexual harassment, or any actions which have the effect of threatening, intimidating or injuring another person.
- **I realize that failure to behave correctly during the tour or violating any of the rules as outlined in this Code of Conduct may result in disciplinary action,** including the possibility that I might be sent home at my own expense or that of my parent(s) or guardian(s), and that this disciplinary action may incur the purchase of a new airline ticket in order to repatriate me back to the United States.

Group Leader Code of Conduct

All group leaders and co-leaders are expected to adhere to the Passports Code of Conduct and to be responsible for group leader duties. In case of a minor infraction, the Passports Tour Director may assert his or her authority to deal with the situation. In case of more serious noncompliance or when the safety and wellbeing of group members is at risk, the local Passports office will be contacted which may result in temporary suspension, or in the group leader being removed from the group and returned home at his or her own expense.

CANCELLATION FAQ

In light of recent events with COVID-19 and the disruption of travel, there are many questions about how your financial investment can be protected. Passports is pleased to offer great options that give participants peace of mind and to enable them to enroll without worry.

What if I get sick or our tour is delayed while overseas?

Included Overseas Medical Coverage

Passports provides a post-departure travel protection plan that helps protect you while on your trip with coverage for trip interruption, trip delay, emergency medical expenses, and more.

What is the refund policy if a participant chooses to cancel?

Cancel by 105 days prior to your departure date

Prior to 105 days, the cancellation fee is the non-refundable amount of $620. Service fees, like credit card fees, are non-refundable.

Cancel between 104 days and 30 days prior to your departure date, and receive a *75% refund*

You do not need to purchase insurance to have this offer extended to you. It is universal to all Passports travelers. Under this policy, you can cancel for any reason and receive a 75% refund. Airline tickets, if purchased, would be refunded as a voucher issued by the airline, if available, and deducted from your refund from Passports. Service fees (see above) are non-refundable.

Cancel 29 days or less before departure

No refund

Optional Peace of Mind Policies

Passports offers two optional plans for individual cancellations that provide enhanced refunds.

Peace of Mind Plan - 75% Refund

This offers a 75% refund for cancellation for any reason between 2- 29 days prior to departure minus the cost of the plan ($199)* and service fees, if any.*

Ultimate Peace of Mind Plan - 100% Refund

You can cancel at any time, for any reason, and receive a 100% refund minus the cost of the plan ($449)*.

*Airline tickets, if purchased, would be refunded as a voucher issued by the airline, if available. If a voucher is not available, the cost of the airline ticket is non-refundable. For example, if you are due a refund of $3000 and airline tickets were purchased, you would receive the value of the voucher as a part of your $3000 refund. Meaning, it could be a $2000 cash refund plus a $1000 airline voucher. If vouchers are not available, the cost of your airline ticket will be deducted from your refund.

In addition, Peace of Mind Plan fees, service fees and credit card fees are non-refundable. Peace of Mind plans are optional and must be purchased, if desired, no later than 120 days prior to departure.

WESTON PUBLIC SCHOOLS
WESTON, CT

OVERNIGHT FIELD TRIP APPROVAL REQUEST FORM

SUBJECT AREA: Music **COST PER STUDENT:** $1,275

DATE OF FIELD TRIP: 4/23/27 - 4/25/27 **FIELD TRIP DESTINATION:** Boston, MA

STATE THE EDUCATIONAL PURPOSE OR RATIONALE FOR THE TRIP:
Music students will participate in performance activities and will attend professional concerts.

Departure from: WHS Date/Time: 4/23/27 at 6:00 AM
Return to: WHS Date/Time: 4/25/27 at 6:00 PM
Number of students: 76 Grade(s): 9-12
Administrator in charge & on site: Meghan Conetta Teacher in Charge: Geoffrey Brookes
Total Number of Chaperones: 8 Ratio of Chaperone to Student: 1:10
Names of Teachers: Geoffrey Brookes, Liz Morris, Glen Ullman, Meghan Conetta, Renate Roehl, Janine Russo, Dan Passarelli, Evan Grace Other Adults: _____

Substitute coverage will be required: X Yes 7 # of Subs ____ No

Parent Informational Meeting: Date 6/18/26 Location Virtual

TRANSPORTATION (Please check one)
First Student: Yes _____ No _____ If yes, how many buses? _____
- Alternate Bus Company Name Charter Bus Company TBD by Worldstrides
- Van: Driver Name _____
- Student Driver: Name(s) _____

Have you completed and attached to this request form a copy of the cover letter sent to parents? Yes X No _____
Have you provided the school nurse with a list of students that will attend this field trip? Yes____ No X

Signed: _____
(Teacher)

Requested by: _____
(Principal)

Pre-Approval: _____
(Assistant Superintendent)

Pre-Approval: _____ INSURANCE COVERAGE Y/N: _____
(Director of Finance and Operations)

Approved: _____ ☐ Request denied
(BOE Chairperson)

Copies (once approved):

__Teacher
__Principal or Designee
__Bus Garage (First Student)
__Finance & Operations Office
__Assistant Superintendent
__Human Resources

Weston High School

Meghan Conetta, Principal
Parthena Proskinitopoulos, Assistant Principal
Nick Torres, Assistant Principal

Dear Music Department Students and Families,

The WHS Music Department is thrilled to announce the 2027 trip to **Boston, MA** to participate in the **Boston Heritage Festival!** The trip will depart on **Friday, April 23rd** before school and will return to WHS on the evening of **Sunday, April 25th**. Students will be involved in music activities on each day of the trip. This trip is limited to 100 students and spaces will be filled by each ensemble's need for balance and instrumentation as the performances will be adjudicated.

The total cost of the trip will be **$1,275** per student and includes:

- Master Classes at University of Connecticut, Storrs with Music Professors
- Ensemble Adjudication and Rating at the ***Boston Heritage Festival***
- ***Boston Symphony Orchestra Concert*** at Boston Symphony Hall
- Broadway in Boston Performance of ***Mamma Mia!***
- A group dinner at ***Fire + Ice Interactive Grill***
- Coach bus transportation, Hotel and Breakfasts
- A visit to **Salem, MA**
- The Freedom Trail Walking Tour
- A Weston Music Boston 2027 T-shirt
- ***Boston Heritage Festival Awards*** Ceremony Dinner & DJ Dance

There will be a **Virtual Informational Meeting** scheduled for **7:00 PM on Thursday, September 22nd**. A meeting invite will be shared via email soon.

Registration and Payment Information:

Deposit: The registration/permission slip and initial deposit of $600 must be turned in to your child's director by November 6 to secure a spot on the trip.
Second Payment: $300 by check due on January 8.
Final Payment: $375 by check due on February 5.

Payment can also be made in full, by credit card using My School Bucks. The total cost is $1275 for double occupancy.

Refund and Cancellation Policy:

All refund requests must be sent in writing to Geoff Brookes, geoffreybrookes@westonps.org.

By January 1st: Refund less $50 processing fee.
By February 1st: Refund less 50% cancellation fee.
After February 15th: No Refund

Weston High School

Meghan Conetta, Principal
Parthena Proskinitopoulos, Assistant Principal
Nick Torres, Assistant Principal

Students will need to pay for lunches during the trip and should bring spending money for snacks and other items. We recommend that students bring $20 a day for lunch. Students should wear comfortable attire and walking shoes for the day and concert attire for performances. There is a special awards banquet with dinner and dancing on Saturday evening and students should dress appropriately for that event.

Given the nature of an overnight trip, there will be a maximum of 10 - 15 students per chaperone. If at any time during the trip students are not directly supervised by a chaperone, our expectation is that they stay together in small groups. No one is allowed to be alone and unsupervised when we are outside of the hotel or the performance area.

If you have any questions, please reach out to the trip organizer, Geoff Brookes. If you are experiencing financial hardship and need assistance, please contact Meghan Conetta.

We are looking forward to a weekend of musical fun and a rewarding musical experience for WHS students!

Sincerely,

Geoffrey Brookes Band Director	Liz Morris Choir Director CIL for Performing Arts	Glen Ullman Orchestra Director	Meghan Conetta Principal

Weston High School

Meghan Conetta, Principal
Parthena Proskinitopoulos, Assistant Principal
Nick Torres, Assistant Principal

Boston Heritage Festival 2027
Proposed Itinerary

Please note that this is a proposed itinerary and subject to small changes as our travel company, WorldStrides, continues to develop this exciting trip. A final detailed itinerary will be distributed prior to travel.

Friday, 4/23

AM - Depart **Weston High School** by Coach Bus
AM - Ensemble Master Classes at **University of Connecticut, Storrs**
AM - UConn campus tours and Lunch
1:30 PM - **Boston Symphony Hall** for Boston Symphony Orchestra performance - Susanna Mälkki conducts Dukas, Saint-Saëns, Saariaho, & Ravel
PM - Visit **Harvard Square** and **Quincy Market**
PM - Dinner at **Fire + Ice Interactive Grill**
PM - **Hotel** Check-In

Saturday, 4/24

AM - Breakfast at the Hotel
AM - **Boston Heritage Festival Performances**
Wind Ensemble, Jazz Band, Chamber Orchestra, Chorale and Chamber Singers
AM - Lunch delivered to Performing Venue
PM - Visit to **Salem, Massachusetts**
PM - **Boston Heritage Festival Awards** Ceremony, Dinner and DJ Dance Party

Sunday, 4/25

AM - Breakfast at the Hotel followed by Hotel Checkout
AM - **Freedom Trail Walking Tour**
PM - Lunch in Boston
PM - **Broadway in Boston: Mamma Mia!**
PM - Travel home to **Weston High School**

WESTON PUBLIC SCHOOLS
Weston, Connecticut

BUS COMPANIES for Field Trips

	PHONE NUMBER
❖ First Student School Buses	(203) 454-1984
❖ DATTCO	(800) 229-4879
❖ Peter Pan Bus Lines	(800) 343-9999
❖ Coach Tours	(203) 740-1118
❖ J & R Tours	(203) 921-1890
❖ Land Jet	(800) 992-3231 or (203) 755-1647

PLEASE NOTE: You may use other bus companies, but they must provide the Board of Ed with proof of insurance with the following requirements on their Certificate of Insurance:

- $5 Million minimum coverage
- The certificate must read "Town of Weston/Weston Board of Education as additional insured."

Any questions, please call the Finance & Operations at X1550.

WESTON PUBLIC SCHOOLS
Weston, Connecticut

OVERNIGHT FIELD TRIP DETAILED DOCUMENTATION

Trip Destination(s): _____

Departure Date: _____

Return Date: _____

Trip Leader(s): _____

Travel Agency/Trip Sponsor ("Trip Advisor") (if any): _____

Detailed Itinerary:

[Itinerary must be as detailed as possible, preferably listed by day. This should include all scheduled locations, travel, activities, free time, etc.]

Flight Information:

[Flight information should include departure/arrival locations, times, flight numbers, and airlines.]

Hotel Information:

[Hotel information should include each hotel/motel/accommodation in which students will be staying during the trip. For each accommodation, this information should include the name, address, telephone number, website/email (if applicable), and a general description of the accommodation.]

Means of Travel:

[Include all means of travel during the Trip, including but not limited to air, bus, taxi, train, etc.]

Travel Budget:

[The travel budget must include the overall cost per student broken down by detail (accommodations, food, airfare, chaperone stipend [per WTA contract], ground transportation, supplemental activities, etc.]

WESTON PUBLIC SCHOOLS
Weston, Connecticut

A parent communication cover letter is required
(Please include with your document for parents)

In view of the Board of Education policy that field trips should be of significant educational value, the coordinator of the field trip must include a cover letter to each parent along with the required forms described below for written permission for their child to participate in a planned activity not held on the school grounds. This letter should include the following information.

- The purpose of the field trip and how it aligns to and enhances the school curriculum.
- The details of the field trip including destination, cost, departure time, return time, lunch provisions, etc.
- Any costs associated with the trip should be noted. This includes a stipulation that money may be made available from the Principal's Fund to provide for students who may be unable to afford the trip.
- The signature of the principal as well as that of the participating teacher.
- Assurance that adequate provisions have been made for chaperones to insure the safety and conduct of students.
- A contact name, email and phone number for questions and if there is an emergency during the trip.

WESTON PUBLIC SCHOOLS
Weston, Connecticut

PERMISSION FORM AND ENFORCEMENT OF SCHOOL RULES

(In accordance to Weston Public School Policies 6153, 6153a, 6153b, and 6153c)

I give permission for my son/daughter to travel as per the attached itinerary for a (insert school name) Field Trip to:

_____

I understand that all school rules will be strictly enforced and any violation of those rules can result in the student being sent home at the parent/guardian's expense and that other appropriate disciplinary action may be taken upon the student's return to (insert school name) (including suspension from school). This includes prohibiting the use of any electronic devices.

_____ _____

Parent/Guardian's Name Telephone Number

_____ _____

Parent/Guardian's Signature Date

To help insure an enjoyable trip for both students and chaperones, I give permission for my son's/daughter's bags to be inspected.

_____ _____

Parent/Guardian's Signature Date

I, the student, understand that all school rules will be strictly enforced and any violation of those rules can result in my being sent home at my parent/guardian's expense and that other appropriate disciplinary action may be taken upon the student's return to (insert school name) (including suspension from school).

_____ _____

Student's Signature Date

WESTON PUBLIC SCHOOLS
Weston, Connecticut

CONSENT FORM FOR DRIVERS OF STUDENTS ON SCHOOL RELATED ACTIVITIES

The Weston Board of Education is attempting to limit as much as possible the liability of individuals involved in transporting Weston Public School students on school related trips. This is the primary reason why the school system has strongly recommended the use of public transportation whenever and wherever possible to transport students to places of interest.

Individuals who plan to drive Weston students on school related activities should be aware that they assume responsibility and liability when they personally transport students in a private vehicle. Even though the Weston Board of Education's insurance will respond in case of an accident related to a school sponsored activity, when an individual is driving students in a private vehicle, the Board of Education's insurance will respond only after the individual's personal insurance responds. Furthermore, the Weston Board of Education's insurance will generally only respond in cases of third party loss.

- I have read the above statement concerning the responsibility assumed by individuals driving Weston Public School students on school related activities and understand the liability I am accepting in driving students on school-sponsored activities.
- I am a licensed driver in the State of Connecticut.
- I have not had an accident or received a traffic violation during the last three years.
- I currently have automobile insurance in force as prescribed by the State of Connecticut.
- **I have attached to this form a copy of my insurance card and a copy of the Connecticut driver's license.**

_____ _____

Signature Date

AGREEMENT, WAIVER AND RELEASE OF LIABILITY

The parties to this Agreement are the Student, the Student's parents or legal guardians, and **[NAME OF BOARD OF EDUCATION]** (the "District"). The Student, with the consent of the Student's parents or legal guardians ("Parents"), has chosen to participate in an off-campus, overnight travel program (the "Trip"). Participation in the Trip is voluntary and not an educational requirement of the District.

The Student and the Parents will:

- complete all forms and provide the necessary information as detailed in this Overnight Travel Packet,
- certify that the information provided in this Overnight Travel Packet is correct, and agree to keep it updated as necessary, and
- review and understand all information provided by the third-party travel agency/trip sponsor ("Trip Advisor") (as applicable).

I. Acknowledgements

- Participation in the Trip is voluntary and is not an educational requirement of the District. The Trip is offered as an accommodation to students who wish to travel abroad and is not considered part of the District's curriculum. No grade, award or academic advancement will be granted by the District as a result of a student's participation in the Trip.

- The Trip is not open to the general public and is offered only to qualified members of the District community. The District does not make any financial profit from the proceeds of the Trip nor does it charge any surcharge or other fee beyond those fees necessary to cover the cost of the Trip.

- The Student and the Parents have been given ample opportunity to review the Agreement and understand that the Agreement includes, among other things, a release of their claims against the District, its officers, directors, trustees, administrators, faculty, employees, agents and representatives (hereinafter "Released Parties") for personal injuries, damages and/or losses relating to and/or arising out of the Trip.

II. Acknowledgement of Risk(s)

The Student and Parents acknowledge and agree that:

- Travel generally and the activities associated with it and with the Trip present risks to the Student personally and to his/her property, some of which may result in serious personal injury or death, and that these risks can be a consequence of not only the Student's actions or negligence but also the actions or negligence of others, or travel conditions or equipment. Travel includes risks associated with the conduct of third parties, such as risk of traffic accidents, crime, assault and/or theft.

- Travel (particularly foreign travel) may also involve other risks, such as unfamiliar or different terrain, climate, food and drink, customs, laws, social and sexual mores, safety practices and regulations, communications, criminal and law enforcement activities, acts of war or terrorism, disability access, driving practices, disease, and lack of access to health care providers and facilities.

- The Student and the Parents have had the opportunity to read information that was provided about the Trip, and understand that it is their responsibility to review websites for the Centers for Disease Control ("CDC") and the most recent State Department Travel Advisory, if any, for the country(ies) that the Student will visit and to review such information periodically for updates and changes, particularly related to COVID-19, prior to the Trip. For Students who will be required to take any medications during the Trip, the Student and the Parents have conferred with the appropriate District personnel about any applicable laws, rules and/or regulations regarding the possession, use and administration of medications in the particular location(s) where the Student will be traveling during the Trip, which may be different from Connecticut's laws, rules and/or regulations regarding the possession, use and administration of medications.

PLEASE READ AND INITIAL TO CONFIRM:

I have read and/or reviewed the website for the CDC concerning health and other travel risks, cautions, and warnings, and recommendations, including any CDC Outbreak Notice/Travel Health in the areas in which the Student will be traveling, and the CDC and Connecticut Department of Public Health websites regarding COVID-19 available at https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19.html and https://portal.ct.gov/DPH, respectively.

I am responsible for consulting with a physician or appropriate specialist for advice on the risks of travel and recommendations for appropriate precautions.

I am responsible for taking the precautions recommended by the CDC.

I will continue to review the information above to obtain the most current, up-to-date travel information possible up to the departure date for the Trip.

_____ Initials of Student

_____ Initials of Parent/Guardian

- The Student and the Parents have reviewed the Trip literature provided by the District and, if applicable, the Trip Advisor, that describes the risks associated with the Trip. The Trip Advisor is solely responsible for describing the risks related to the services it provides. The Student's and the Parents' questions and concerns regarding those risks have been addressed to their satisfaction, and they fully understand and assume those risks.

- The Student and the Parents are responsible for evaluating the risks that the Student may face and for taking any health precautions that they deem advisable or necessary and agree that the Student may participate safely in all Trip activities with or without reasonable accommodation. If the Student requires a reasonable accommodation or if the Parents have concerns about the Student's participation in any Trip activities, they agree to provide written notice to the District at least four (4) weeks in advance of the Trip, unless extraordinary circumstances exist.

- The specific itinerary for the Trip may change during the course of the Trip due to unforeseen and unknowable circumstances and any activities that the Student may take part in, whether as a component of the Trip or separate from it, will be considered to have been undertaken with the Student's and the Parents' approval and understanding of any and all risks involved.

- The District is not responsible for any injury, loss, or damage to the Student's person or property, whether resulting from acts or omissions of third parties, or other persons not under the control of the District, from the operation or condition of facilities or premises, from acts of war or terrorism, or from acts of God or nature, except to the extent that the injury, loss, or damage is caused by the sole negligence or reckless, wanton or intentional misconduct of the District, its officers, trustees, faculty, employees, agents, or representatives.

- **Notice of Risks Related to COVID-19**

  COVID-19 is an illness caused by a virus that can spread from person to person, primarily through respiratory droplets, even among individuals with mild (or no) symptoms or those who do not feel ill. COVID-19 symptoms can range from mild (or no) symptoms to severe illness. Symptoms of COVID-19 may include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, headache, congestion or runny nose, muscle or body aches, sore throat, new loss of smell or taste, nausea or vomiting, and diarrhea. The estimated incubation period is between 2 and 14 days. Though COVID-19 is a relatively new disease, currently available information indicates that those at increased risk are older individuals or individuals of any age who smoke, are immunocompromised, or have underlying medical conditions (such as, but not limited to, cancer, chronic kidney disease, COPD, Down Syndrome, certain heart conditions, moderate to severe asthma, obesity, pregnancy, or sickle cell disease). Currently, there are authorized and recommended vaccines to prevent COVID-19, and the CDC recommends that everyone who is eligible get a booster and stay up to date on their COVID-19 vaccines, especially people with weakened immune systems. **Additional information regarding COVID-19 is available on the CDC's website at https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19.html and on the Connecticut Department of Public Health's website at https://portal.ct.gov/DPH.**

- The District cannot protect against exposure to or infection by COVID-19 that occurs due to the Student's participation in the Trip, particularly given that the Student will be traveling to another location outside of the District's control. However, by participating in the Trip, the Student and the Parents agree that the Student will abide by all health and safety protocols related to COVID-19, including those established by the District, the Trip, the Tour Company, the CDC, and other public health officials, and that they will continue to monitor information related to COVID-19 available at **https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19.html** and https://portal.ct.gov/DPH up to the date of departure for the Trip.

III. Assumption of Risks and Waiver of Liability/Release of All Claims

In consideration for being allowed to participate in the Trip, and with only those exceptions described below, the Student and the Parents fully ASSUME ALL RISKS, inherent

and otherwise, whether or not described above, in connection with the Trip and RELEASE AND DISCHARGE the District, its officers, trustees, faculty, employees, agents or other representatives under the direction and control of the District (the "Released Parties") from any and all liability, damage, injury or loss, including bodily injury or death, arising from, related to, occurring during, or associated with the Student's participation in the Trip for any reason. These agreements of Assumption of Risks and Waiver of Liability/Release of All Claims do NOT apply if (1) the liability, damage, loss or injury is CAUSED SOLELY BY THE NEGLIGENCE of the Released Parties and do not include the negligence or any other act or omission by any other person or entity (such as the Student, the Parents, other third parties or independent vendors/contractors); or (2) the liability, damage, loss or injury is CAUSED BY THE RECKLESS, WANTON or INTENTIONAL MISCONDUCT of a Released Party. These agreements of Assumption of Risks and Waiver of Liability/Release of All Claims will be construed in accordance with Connecticut law.

IV. Indemnification and Hold Harmless

The Student and the Parents agree to defend, indemnify and hold harmless the Released Parties from any and all claims, lawsuits or demands made by anyone arising from or relating to the Student's involvement with the Trip, except for negligence caused solely by a Released Party or the reckless, wanton or intentional misconduct of a Released Party.

V. Code of Conduct and Adherence to Standards

The Student and the Parents understand and agree that:

- By participating in the Trip, the Student is subject to the policies, rules and regulations of the District and any host school, company, and/or organization that may be involved regarding conduct on the Trip, including but not limited to the ***[Insert Tour Agency Policies, if applicable]***, attached as Appendix A, and may be subject to District disciplinary action as provided in the District's Student Handbook and applicable student discipline policies for any violations of applicable policies, rules and/or regulations.

- The Participant will be subject to the laws, rules and regulations of the country[ies] where the Student is traveling and those laws may be substantially and materially different from those in the United States.

- While participating in the Trip, the Student will comply with the Expectations and Code of Conduct, attached as Appendix B, and the Expectations and Protocols Related to COVID-19, attached as Appendix D, and will not engage in inappropriate conduct, including but not limited to, the use of physical or verbal threats or violence, abuse of the customs or mores of the community, or unauthorized absences from scheduled Trip activities.

- Consumption, use or possession of illegal drugs or alcohol will not be tolerated. The laws of many foreign countries state that possession or use of illegal drugs is punishable by fine, imprisonment and/or deportment.

- The Student will obey all directives issued by the District, the Trip Leader(s), any associated organizations and/or the United States Government.

VI. Financial Obligations

The Student and the Parents agree:

- to pay any money owed to cover any costs and fees relating to the Trip (for travel, accommodations, cultural visits and the like) by the date specified;
- to pay any additional costs that may be incurred relating to the termination of the Student's participation in the Trip, as explained in the Expectations and Code of Conduct and Section VIII below; and
- to abide by the Trip Advisor's and/or the District's Refund Policies, which are attached as Appendix C.

VII. Participation and Trip Modification

The Student and the Parents understand and agree that:

- The District and/or Trip Advisor reserve the right to cancel or modify the Trip at any time for any reasons including, but not limited to, emergencies, low enrollment, change in conditions, COVID-19, and unavailability of facilities and/or personnel.
- Absent express permission from the Trip Leader(s), the Student will attend and participate in all scheduled Trip activities and will adhere to the Trip schedule as set by the District and/or the Trip Advisor.
- Failure of the Student to attend and participate in all scheduled Trip activities may result in increased risk for all of the participants and the District, and may result in disciplinary consequences in accordance with the Expectations and Code of Conduct.

VIII. Termination of Participation

The Student and the Parents understand and agree that:

- In its sole discretion, the District may terminate the Student's involvement with the Trip at any time, including before departure or during the Trip. Reasons for termination may include, but are not limited to, inappropriate conduct or other behavior by the Student deemed detrimental to the best interests of the Trip and violations of this Agreement, including (but not limited to) the Expectations and Code of Conduct, the Expectations and Protocols related to COVID-19, emergencies, or health or safety conditions or considerations.
- If the Student's conduct should cause him/her to be removed from the Trip, the Participant and the Parents or legal guardians will bear the costs of return transportation. Such termination shall not diminish or otherwise alter the Student's obligation to make any payment required for the Trip, and the District shall not be required to make any refund.

IX. Activities Outside the Trip's Itinerary

The District strongly advises against voluntarily withdrawing the Student early from the

Trip and thereby causing the Student to travel separately from Trip participants and chaperones. Such early withdrawal of the Student from the Trip by the Parents and/or the Student presents risks to the Student personally and to his/her property, some of which may result in serious personal injury or death. Notwithstanding the foregoing, should the Student choose to, or should the Parents cause the Student to, remain at the Trip location or elsewhere after the Trip ends, or should the Student leave the Trip voluntarily or involuntarily, the Student will cease to be involved in the Trip; the Parents will be fully responsible for the Student thereafter; and the District will not be responsible for supervising the Student in any respect, or for any injury, loss, or damage to the Student's person or property.

X. Severability

It is understood and agreed that, if any provision or term of this Agreement or the application thereof is held invalid, the invalidity shall not affect other provisions, terms or applications of this Agreement, which can be given effect without the invalid provisions, terms or applications. To this end, the provisions and terms of this Agreement are declared severable.

XI. Governing Law; Venue

This release shall be construed in accordance with, and governed by, the laws of the State of Connecticut. The parties agree that the venue for any dispute arising under this Agreement shall be in any Connecticut court of competent jurisdiction.

XII. Construction and Scope of Agreement

The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any party. This Agreement, which includes the entire International Travel Packet, is the entire and complete agreement of the parties relating in any way to the subject matter hereof. This Agreement supersedes any earlier written or oral understandings or agreements between the parties.

_____

Student signature Date

_____

Parent/Legal Guardian signature Date

_____

Parent/Legal Guardian signature Date

Weston Public Schools

_____

Signature Date

_____ _____

Print Name Title

STUDENT INFORMATION SHEET

Student Information and Instructions

Student's Name:
Student's Cell #:

Parent(s)/Guardian(s) and Other Contacts

Parent/Guardian 1 Name:	
Parent/Guardian 2 Name:	
E-mail address:	
Address of Parent(s)/Guardians:	
Home# /	**Work#** /
Cell# /	

Medical/Health/Insurance Care Information

Student's Doctor Name:	
Address:	
Office Telephone:	**After Hours Number:**

Health Insurance Company:
Group or Policy Number:
Name of Insured:
Date of Birth of Insured:
Worldwide Telephone Number:

Secondary Health Insurance Company, if any:
Group or Policy Number:
Name of Insured:
Date of Birth of Insured:
Worldwide Telephone Number:

Passport Information Form

If you have a passport, please complete this form. If you do not yet have your passport, you must complete this form as soon as you receive your passport. Make sure to attach a photocopy of the first page of your passport, showing your personal data and signature. If you have a student visa, please make a photocopy of your I-20 form as well.

Name as it appears on passport

Country of issue

Passport Number

Date of Issuance

Place of Issuance

Date of expiration

YOU MUST ATTACH A PHOTOCOPY OF THE FIRST PAGE OF YOUR PASSPORT SHOWING YOUR PERSONAL DATA AND SIGNATURE

WESTON PUBLIC SCHOOLS
Weston, Connecticut

PARENTAL MEDICAL AUTHORIZATION
(For Students Under 18)

I am the legal parent or guardian of _____ (my "child"), who was born on _____ and who is currently less than eighteen (18) years of age as of departure of the Trip. I understand that, in the United States, in the event of a medical emergency threatening my child's life or limb, no informed consent is required for my child's treatment and that emergency medical care will be obtained and rendered to my child. I further understand that if my child's medical condition is urgent but not life threatening, informed consent is required for treatment. I also understand that the customs and requirements in other countries may differ as to the need for consent.

If my child needs medical care for which informed consent or my permission may be required, whether on an emergency or urgent basis, and if reasonable attempts to reach me for consultation and informed consent are unsuccessful, then I hereby delegate to the Trip Leader(s) or his/her designee or representative the authority to make on my behalf all medical decisions regarding the care and treatment of my child, including decisions regarding surgery, transfusions, and the administration of anesthetic, and to give informed consent to such treatment.

I also consent to, and authorize, the Trip Leader(s), or his/her designee, to arrange for and provide routine care and treatment for my child's health needs or conditions, such as basic first aid. I understand and agree that further specific consent will not be obtained prior to providing such routine treatment.

I hereby confirm that I have reviewed the District's Policy 5141.21 and understand that, if my child is required to take any medications during the Trip, such medications will be administered in accordance with this Policy and Regulations and all applicable federal, state and international laws. As such, if my child is required to take any medications during the Trip, an authorized prescriber has provided a written medication order, including the recommendation for self-administration by my child, if applicable. I further understand that I must meet or speak with the school nurse prior to the Trip to review and discuss procedures for the administration of the medication.

I represent that medical professionals have verified that my child has no past or current physical or psychological condition that might adversely affect his or her participation in these activities, other than as described on the Medical Information Form. My child is fully capable of participating in this activity, with or without reasonable accommodations, without causing harm to himself/herself or others.

Parent/Legal Guardian Signature Date

Printed Name of Parent/Legal Guardian

Address

Home Telephone

Business Telephone

Cell Phone

E-mail Address

PARENTAL AND STUDENT MEDICAL AUTHORIZATION
(For Students 18 or Older)

I, _____ (the "Student"), was born on _____ and I am now or will be or become during the Trip at least eighteen (18) years of age. I understand that, in the United States, in the event of a medical emergency threatening my life or limb, no informed consent is required for my treatment and that emergency medical care will be obtained and rendered to me. I further understand that if my medical condition is urgent but not life threatening, informed consent is required for treatment. I also understand that the customs and requirements in other countries may differ as to the need for consent or as to the age of majority.

If I need medical care for which informed consent or my permission may be required, whether on an emergency or urgent basis, and if I am unable to consent or give permission, I request that reasonable attempts be made to reach my parents/guardians for consultation and informed consent. If those efforts are unsuccessful, then I hereby delegate to the Trip Leader(s) or his/her designee or representative the authority to make on my behalf all medical decisions regarding my care and treatment, including decisions on surgery and the administration of anesthetic, and to give informed consent to such treatment.

I hereby confirm that I have reviewed the District's Policy 5141.21 and understand that, if I am required to take any medications during the Trip, such medications will be administered in accordance with this Policy and Regulations and all applicable federal, state and international laws. As such, if I am required to take any medications during the Trip, an authorized prescriber has provided a written medication order, including the recommendation for self-administration by me, if applicable. I further understand that I must meet or speak with the school nurse prior to the Trip to review and discuss procedures for the administration of the medication.

I represent that medical professionals have verified that I have no past or current physical or psychological condition that might adversely affect my participation in these activities, other than as described on the Medical Information Form. I am fully capable of participating in this activity, with or without reasonable accommodations, without causing harm to myself or others.

I acknowledge that this document may not comply with the laws of the state where it was signed to constitute a power of attorney for health care, but I nevertheless wish it to provide guidance to health care providers as to who may give substituted consent on my behalf if I cannot speak for myself or make an informed decision.

Student Signature Date

Printed Name of Student Place of Execution

I am the parent or legal guardian of the above named Student and, to the extent required,

confirm the instructions and wishes of the Student as expressed in this Authorization.

Parent/Legal Guardian Signature Date

Printed Name of Parent/Legal Guardian

Address

Home Telephone Business Telephone

Cell Phone E-mail Address

MEDICAL INFORMATION FORM

Student name: _____ Date: _____

Name of Primary Care Physician: _____

Office Address: _____

Phone number: _____ Fax number: _____

Date of Student's Last Physical Exam: _____

Emergency Contact Person: _____

Phone number: _____ Email Address: _____

Relationship of Emergency Contact Person: _____

Does this person have authority to make medical decisions for the Student? _____

Secondary Emergency Contact Person: _____

Phone number: _____ Email Address: _____

Relationship of Secondary Emergency Contact Person: _____

Does this person have authority to make medical decisions for the Student? _____

1. Does your child have any health conditions?

   _____

   _____

2. Is your child under any medical treatment?
   (Please indicate name of treatment or medication, dosage and directions for use.)

   _____

   _____

3. Does your child have any allergies? (Please list foods, medications or other allergies.)

   _____

4. If the answer to number 3 is yes, does your child have a prescription for an EpiPen?

5. Is there any medical restriction or other reason that would cause your child to be unable to participate in any part of the Trip?

6. You are strongly encouraged to purchase travel insurance for your child to cover accident, illness and injury. Have you purchased travel insurance for your child that covers accidents, illness and injury while abroad? If so, please provide policy information below.

7. In order to participate in the Trip, you must provide us with the following:

   a. A medical certificate from the child's physician certifying that your child is physically able to travel abroad, up to date with all scheduled immunizations, and is able to participate in all aspects of the Trip with or without reasonable accommodations.

   b. The administration of medication on this Trip shall be done in accordance with the District's 5141.21 and all applicable laws. As such, if the Student is required to take any medications during the Trip, an authorized prescriber must provide a written medication order, including the recommendation for self-administration by the Student, if applicable. A parent/guardian must meet or speak with the school nurse prior to the Trip to review and discuss procedures for the administration of the medication.
   c. I have filled out the medical and emergency contact information section above fully, accurately and to the best of my ability and I certify that there is no medical or health condition that I have not reported herein.

Name of Parent/Guardian (Please Print)

Parent/Guardian Signature

Date

Suggested Packing List (optional)

[This packing list should be inclusive of all items recommended for participation in the Trip and should be as detailed as possible. These items may include but are not limited to the following: specific types of clothing and accessories appropriate for weather, planned activities and terrain; backpacks/small travel bags; bug spray; sunscreen; leisure items; toiletries; personal items; rain gear; footwear.]

APPENDIX A

[Insert Tour Agency Policies, if applicable]

APPENDIX B

Expectations and Code of Conduct

WESTON BOARD OF EDUCATION wishes to insure that the Trip is a great one for everyone involved. With large groups, order is important. Rules are necessary to guarantee your safety and the success of the Trip. Please understand that the guidelines listed below are important and are for everyone to follow. As this is a District sponsored trip, all participants are expected to conduct themselves with the maturity, respect and dignity that are expected of a student in the District. Each participant is an ambassador for the District and the reputation you create by your behavior, actions, and performance directly reflects on the entire school community.

1. All participants will be expected to follow behavior guidelines and requirements as set forth by the Weston Public Schools Student Handbook and Policy 5114-2.21.
2. The use of any alcoholic beverages, drug substances, or any type of tobacco is not permitted.
3. Students will follow the directives of all chaperones that have been appointed for the Trip.
4. Involvement in any misconduct during the Trip that violates local or federal law, where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare or safety of other students or chaperones, will result in disciplinary action. Chaperones cannot intervene on behalf of any student who might be arrested for shoplifting, vandalism, disturbing the peace, etc. Such an event would jeopardize the success of the Trip and the possibility of any future trips hereafter.
5. Leaving assigned areas without prior consent from a chaperone will not be permitted.
6. Students will be responsible for their own belongings, including luggage, music, and passport.
7. Do not use hotel phones or make any additional room purchases.
8. Students will be on time on all occasions, respecting the group timeline of the Trip.
9. Students are not permitted to leave hotel premises after curfew. Disciplinary action will be taken.
10. Students will be expected to have spending money and money for meals/snacks as requested on the Trip.
11. All students are expected to travel in groups of three or more at all times.

If infractions occur during the Trip, it will be at the discretion of the chaperones and/or school administrators what action will be taken during the Trip, including but not limited to the following: (1) limited free time; and/or (2) students will be sent home early at parent's or legal guardian's expense. Students may also face disciplinary action upon return to the country and to their school site.

(continued on page 27)

(continued from page 26)

I have read the above rules and regulations. I agree to the consequences in the event a problem with my child arises. I understand that I will be required to provide transportation for my child to return home, if it is deemed necessary by the chaperone(s) and/or the District's administration.

Parent's Signature: _____ **Date:** _____

I have read the above rules and regulations and I agree to abide by them. I also understand that, in the event of my misconduct, I will be sent home at my parent's or legal guardian's expense.

Student's Signature: _____ Date: _____

APPENDIX C

Refund Policies (optional)

APPENDIX D

Health and Wellness Expectations and Protocols in Accordance to Policy 5132.2

Before the Trip:

- Students must be in good health, have no flu-like symptoms, including being fever-free for 24 hours before the departure of the trip.
- It is highly recommended that all students participating in the Trip be vaccinated. Please email the school nurse with a copy of your child's COVID-19 vaccination card, if you have not done so already.
- During the week prior to the Trip, students will be required to test for COVID-19. Additional information regarding COVID-19 testing prior to the Trip.
- Students who test positive for COVID-19 before departing for the Trip will not be permitted to participate in the Trip. For information regarding refund policies, please refer to the Agreement above and Appendix C.

Protocols for students experiencing COVID-19 symptoms during the Trip:

- If a student experiences or exhibits Flu-like or COVID-19 symptoms at any point during the Trip, the following actions will be taken:
- The student promptly will be given a COVID-19 test via self-testing with an FDA approved or authorized COVID-19 test kit ("Test Kit"), administered by the Trip nurse or other chaperone.
- If the student tests negative for COVID-19, the student may continue participating in the Trip with no change to the applicable expectations, rules, and protocols for the Trip.
- The student's parent/guardian will be promptly notified of the test result.

Protocols for students who test positive for COVID-19 via a Test Kit:

- The student will be isolated in a hotel room and will be monitored regularly by the Trip nurse and a chaperone.
- The student's parent/guardian will be notified promptly, and the parent/guardian will be required to travel to the trip site within 24 hours of receiving such notification.
- Once the student is with their parent/guardian at the Trip site, the student's participation in the Trip is terminated and the parent/guardian will be considered to have assumed full responsibility for the student's care, including, without limitation, responsibility for monitoring the student and transporting the student home. The parent/guardian is responsible for all costs incurred in connection with the student upon termination of the student's participation in the Trip, as set forth more fully in Appendix C.

To: Weston Board of Education
From: Juliane Givoni
Subject: Annual Report On Community Partnerships, Workforce Development, & Staff Attrition
Date: September 18, 2026

Section 32 of Public Act 25-93 (effective July 1, 2025) states:

> *On or after June first, but prior to September thirtieth annually, the superintendent of schools for each school district shall provide, at a regularly scheduled meeting of the local or regional board of education for the school district, the following: (1) The number and names of all community-based organizations with whom the board of education has executed a formal memorandum of understanding, memorandum of agreement or contract to provide support services to students in the school district, disaggregated by school and type of support service provided; (2) The workforce development programs offered by the board of education to students in which the board has partnered with an outside entity, including, but not limited to, cooperatives, internships, in-school job training programs provided by businesses and in-school workforce board presentations; and (3) Attrition data for certified and noncertified staff, disaggregated by school and subject, not including in-district transfers.*

In fulfillment of these requirements, I offer the following report.

I. The Board of Education continues to partner with the Weston Police Department, via Memorandum of Understanding, to provide Mile of Safety enforcement across our campus and to secure the placement of School Resource Officers within our schools.

II. The Board of Education partners with outside entities in support of workforce development for students enrolled at Weston High School. These partners include organizations supporting the senior internship, on-site work opportunities for the Community Class, and in-school job training for students with disabilities. The complete listing of 25-26 partners is reflected in Appendix A.

III. The 25-26 school year saw the separation of 44 employees of the Board of Education, representing a 11.7% rate of attrition, up from 9.4% in 24-25. Breakdown by role and location are reflected in Appendix B.

Appendix A
Outside Partners for Workforce Development 2025-2026

Internships		Work Experiences	In-School Job Skills Training
2912 Advisors LP	Lotus Premier Education	Awesome Toys and Gifts	CT Bureau of Rehabilitation Services
ABS Global Investments	Lykos Taverna	Beardsley Zoo	Sound Coffee
Achieve Fitness	Maria Paras, DDS	Caraluzzi's Market	
Alexander Isley Inc. Designers	Martha Stewart Omnimedia	CVS Westport	
Altus Power	Masonicare	Gallow Restaurant	
Aspetuck Valley Country Club	Mass Appeal	Lily's Weston Market	
Baywater Properties	MedVet Norwalk	Sound Coffee	
Bean Squad LLC	Morgan Stanley	Tauck Tours	
Bespoke Veterinary Services	Morph Labs	Walgreens Westport	
Brownstein Hyatt Farber Schreck	Music On the Hill	Weston Food Pantry	
Canaan Technology	New Ventures Entertainment LLC	Weston Public Library	
Cardiac Specialists	New York City Public Schools	Weston Senior Center	
City Strong Athletics	Newman Architects	Woofgang & Co.	
Club 24 Concept Gyms	Newtown MediSpa		
Cohen Veterans Network	Nobo Design		
Coldwell Banker Realty	Norfield Children's Center		
Color Farm Media	Norwalk Hospital		
Commerce Park Children's Dentistry and Orthodontics	One Above Farm		
Conservatory of Dance	OrthoCT-Coastal		
CrossFit Norwalk	Paddlepro		
Crystal Lake Creatives	PortfolioBI		
CT GI	Prolinks Putting Greens		

Internships (cont.)			
CTFN	Ranney Motorsport		
Cumming Group	Realclean Aircraft Detailing		
Delcom Products inc.	Redding Veterinary Hospital		
Dermatology Physicians of CT	Rising Starr Horse Rescue		
Diamond in the Ruff Mobile Dog Grooming	Sam Nestor for State Senate		
Diversified Education Services	Sandy Hook Promise		
DW Partners	Sara Holland Sports		
Eagle Air	Saugatuck Pediatrics		
Ear, Nose & Throat of Fairfield	Side by Side Charter School		
Earthplace	SoBol		
East Coast Anesthesia P.C.	South Oxford Management		
Eco Windows USA	Suzanne Sheridan Photography		
Evolution Fitness/ Bobby Valentine's Sports Academy	Temple Israel		
Fairfield Museum and History Center	The Cornell Club-New York		
Full Circle Trends	The Vascular Experts		
Gare Law, LLC	Town Of Weston		
Green's Farms Nursery School	Track Side Community Garden/Wilton Garden Club		
Guy Carpenter	Triathlon Partners LLC		
GVI	Vaneck		
Hartford HealthCare Amphitheater	Vistas Energy		
Hashworks Industries	Vulcan Development Group		
Healthcare Intelligence Company	Weston Culture Center - Weston Historical Society		
Hogan & Lovells LLC	Weston Field Club		
Intercontinental Exchange Inc	Weston Food Pantry		
iQues	Weston Lacrosse Club		
Iron Vault	Weston Senior Activities Center		

Internships (cont.)			
IVolatility/DataDriven Portal	Westport Academy of Dance		
Kalon Capital	Westport Emergency Medical Service		
Lachat Town Farm	Westport Weston Cooperative Nursery School		
Lily's Weston Market	Wilton Public Schools		
Longshore Sailing School	Wilton Riding Club		
Loserball Inc.	Wisdomtree Asset Management		

Appendix B
Attrition Data 2025-2026

2025-2026	HES	WIS	WMS	WHS	CO	District-Wide
CERTIFIED						
Certified Administrator						0
Core Area Classroom Teacher	1	1	2	1		5
Special Area Classroom Teacher		2	2	3		7
Special Education Teacher			1			1
Certified PPS			1	1		2
Curriculum & Instruction Leader	1					1
Certified Totals	**2**	**3**	**6**	**5**	**0**	**16**
CLASSIFIED						
Non-Certified Administrator						0
Para-Educator	3	3	2	2		10
Nurse		1		1		2
Administrative Assistant	1			1		2
Building Substitute	2	2	2	2		8
Cafeteria Aide	1	1				2
Other Classified	1			1	2	4
Classified Totals	**8**	**7**	**4**	**7**	**2**	**28**
OVERALL	**9**	**10**	**10**	**11**	**2**	**44**

Year Over Year Comparison

Year Over Year Comparison	District-Wide 24-25	District-Wide 25-26	Delta
CERTIFIED			
Certified Administrator	3	0	-3
Core Area Classroom Teacher	5	5	0
Special Area Classroom Teacher	5	7	2
Special Education Teacher	4	1	-3
Certified PPS	2	2	0
Curriculum & Instruction Leader	3	1	-2
Certified Totals	**22**	**16**	**-6**
CLASSIFIED			
Non-Certified Administrator	1	0	-1
Para-Educator	4	10	6
Nurse	0	2	2
Administrative Assistant	2	2	0
Building Substitute	5	8	3
Cafeteria Aide	2	2	0
Other Classified	0	4	4
Classified Totals	**14**	**28**	**14**
OVERALL	**36**	**44**	**8**

District Improvement Plan 2026–2027

Our commitment to excellence and purposeful innovation will make Weston Public Schools the standard in designing educational pathways and environments that cultivate empowered citizens of the global community.

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Overview & Strategic Framework

The Weston Public Schools District Improvement Plan serves as the district's roadmap for continuous improvement. It establishes the district priorities, measurable goals, performance indicators, annual targets, and action steps that guide our collective work and ensure alignment across district departments, schools, and classrooms.

Grounded in our mission, vision, and Portrait of the Graduate, this plan reflects our commitment to providing every student with an exceptional educational experience while fostering a culture of belonging, academic excellence, safety, innovation, and responsible stewardship.

The District Improvement Plan is designed to:

- Establish a shared focus for continuous improvement across the district.
- Align district, department, and school improvement efforts around common priorities and goals.
- Define measurable goals, performance indicators, annual targets, and action steps that guide implementation and monitor progress.
- Inform decision-making and the strategic allocation of resources to maximize student success.
- Foster transparency, accountability, and continuous improvement through ongoing reflection and evaluation of results.

Together, these priorities provide a coherent framework for district improvement while ensuring that our work remains focused on measurable outcomes that improve learning, well-being, and organizational effectiveness for all students.

Summary of District Priorities

The District Improvement Plan is organized around five district priorities that establish the focus for our work during the 2026–2027 school year. Each priority is anchored by a strategic intent that defines the district's desired outcome and is supported by a district goal, measurable performance indicators, annual targets, and key action steps to guide implementation and monitor progress throughout the year. Together, these enduring priorities provide a framework for continuous improvement, organizational alignment, and accountability for results.

DISTRICT PRIORITY	STRATEGIC INTENT
1. Building a Culture of Belonging & Connection	Create schools where every student, staff member, and family feels valued, respected, connected, and supported through positive relationships, inclusive practices, and a strong sense of belonging.
2. Advancing Teaching, Learning & Student Success	Ensure every student experiences high-quality instruction, engaging learning opportunities, and the academic support necessary to achieve high levels of success and develop the competencies outlined in the Portrait of the Graduate.
3. Strengthening Safety & Security	Maintain safe, secure, and supportive learning environments through proactive measures, preparedness, prevention, and continuous improvement of district safety practices.
4. Leveraging Technology for Purposeful Teaching & Learning	Leverage technology intentionally to enhance teaching, learning, communication, and operational effectiveness while promoting responsible digital citizenship and preserving meaningful human connection.
5. Sustaining Exceptional Facilities & Operations	Provide safe, efficient, and well-maintained learning environments through responsible stewardship of district resources, effective operations, and long-range facilities planning.

Priority 1: Building a Culture of Belonging & Connection

Strategic Intent: Create schools where every student, staff member, and family feels valued, respected, connected, and supported through positive relationships, inclusive practices, and a strong sense of belonging.

Goal: *To increase the consistent implementation of evidence-based school climate practices across all schools to improve students', families', and staff members' sense of belonging and connection.*

STAKEHOLDER GROUP & MEASURE	SPRING 2026 BASELINE	SPRING 2027 TARGET
Students Grades 3–5 (School Belonging)	73% Favorable	**At least 77% Favorable**
Students Grades 6–12 (School Belonging)	55% Favorable	**At least 59% Favorable**
Weston Families (School Climate)	67% Favorable	**At least 71% Favorable**
Teachers (Climate & Belonging)	62% Favorable	**At least 66% Favorable**
Staff (Climate & Belonging)	64% Favorable	**At least 68% Favorable**

ACTION STEP	START	END	INDICATORS OF SUCCESS
Build a shared understanding of restorative practices among staff and improve capacity to embed restorative routines into daily practice.	Sept 2025	June 2027	School climate data, committee meeting agendas/notes, faculty agendas, Panorama results.
Offer resources and opportunities for families to learn about districtwide SEL programming and restorative strategies to support children at home.	Sept 2026	June 2027	Family workshops/presentations, meeting agendas, newsletters, Panorama survey results.
Create a unified PreK–12 SEL and school climate approach by aligning expectations and implementation across grade levels (HES/WIS and WMS/WHS).	Sept 2026	June 2027	Panorama survey results, SEL working group notes, cross-school alignment documentation.

Build skills and dispositions of students and staff to exchange meaningful feedback and strengthen trust, relationships, and growth.	Sept 2026	June 2028	Professional learning on feedback, embedded feedback protocols in PLCs/classrooms, improved staff survey responses.
Develop and implement a districtwide strategy to strengthen systems, processes, and resources that support employees.	Fall 2026	Spring 2028	Streamlined employee processes (i.e. onboarding), modernized job descriptions, employee self-service capabilities, improved visibility and access to information.

Priority 2: Advancing Teaching, Learning & Student Success

Strategic Intent: Ensure every student experiences high-quality instruction, engaging learning opportunities, and the academic support necessary to achieve high levels of success and develop the competencies outlined in the Portrait of the Graduate.

2A: Mathematics

***Goal**:* Ensure every student experiences challenging, standards-based mathematics instruction that develops conceptual understanding, mathematical reasoning, problem solving, and productive mathematical discourse, resulting in continuous growth and high levels of achievement for all learners.

TARGET AREA & GRADE SPAN	HISTORICAL BASELINES	JUNE 2027 TARGET
K–2 Proficiency (NWEA MAP ≥50th %ile)	Spring 2025: 96% | Spring 2026: 98%	**Minimum 92%**
Grades 3–8 Proficiency (Smarter Balanced SBA)	Spring 2024: 78% | Spring 2025: 81% | Spring 2026: 81%	**Minimum 85%**
Grades 9–11 Benchmark Target (NWEA, PSAT, SAT)	2026 Baseline: Assessments include Grade 9-NWEA, Grade 10-PSAT10, Grade 11-SAT)	**Minimum 77%**
Grades 1–8 Growth Target (NWEA MAP Projected)	Spring 2024: 76% | Spring 2025: 81% | Spring 2026: 75%	**Minimum 79%**
Grades 1–8 Growth (Students with Disabilities)	Spring 2024: 67% | Spring 2025: 71% | Spring 2026: 66%	**Minimum 70%**

ACTION STEP	START	END	INDICATORS OF SUCCESS
Strengthen instructional decision-making through analysis of student work and formative assessments to improve Tier 1 instruction and reduce variability across Grades 4–6.	Sept 2024	June 2027	Collaborative planning/MTSS records, learning walks, common formative tasks ('Cool Downs'), CT SCALE participation.

Develop teacher expertise through sustained instructional coaching focused on task design, questioning, mathematical discourse, and responsive instruction.	Nov 2024	Spring 2027	Coaching cycle documentation, walkthrough data, vertical articulation notes, professional reflections.
Leverage participation in Connecticut's Student-Centered Assessment for Learning (SCALE) initiative to strengthen balanced assessment practices.	Fall 2026	Spring 2027	SCALE strategies incorporated into annual assessment decisions, classroom observations, team planning documents.

Resources: ***EdReports.org*****,** ***NEASC Report 2023*****,** ***MTSS Tier 1*****,** ***Tri-State Report 2023*****,** ***Hess's Work on Rigor and DOK***

2B: English Language Arts

> ***Goal**: Ensure every student develops as a grade-level reader, writer, communicator, and critical thinker through high-quality, standards-based literacy instruction that builds foundational skills, disciplinary literacy, and the ability to analyze, communicate, and create across all content areas.*

TARGET AREA	HISTORICAL BASELINES	JUNE 2027 TARGET
K–3 Benchmark Proficiency (DIBELS8 Composite)	Fall 2025: 83% | Spring 2026: 97%	**Minimum 97%**
K–3 SwDs Proficiency (DIBELS8 Composite)	Fall 2025: 63% | Spring 2025: 82% | Spring 2026: 77%	**Minimum 80%**
Grades 3–8 Proficiency (Smarter Balanced SBA)	Spring 2024: 80% | Spring 2025: 82% | Spring 2026: 84%	**Minimum 88%**
Grades 9–11 Benchmark Target (NWEA, PSAT, SAT)	2026 Baseline established	**Minimum 88%**
Grades 3–8 Growth Target (NWEA MAP Reading)	2024: 56% | Spring 2025: 58% | Spring 2026: 66%	**Minimum 70%**
Grades 3–8 Growth Target (SwDs NWEA Reading)	Spring 2024: 46% | Spring 2025: 56% | Spring 2026: 62%	**Minimum 66%**

ACTION STEP	START	END	INDICATORS OF SUCCESS
Provide structured literacy (Science of Reading) in K–3 and deep comprehension, ARC Core, UDL, and disciplinary literacy in Grades 4–8.	Aug 2024	June 2027	Classroom observations, student work samples, lesson plans, screening and benchmark data.
Strengthen Tier 1 literacy instruction through analysis of student work and assessments (DIBELS8, NWEA MAP, IABs) focusing on Grades 4–8 and Grade 6.	Sept 2024	June 2027	DIBELS8/MAP analysis records, Tier 1 strategy lesson plans, reduced percentage of students below benchmark.
Build educator capacity through instructional coaching, collaborative planning, common writing rubrics, and high-quality feedback protocols.	Sept 2024	May 2027	Coaching logs, calibrated student work across Grades 4–8, walkthrough data showing effective conferencing.

***Resources:** NEASC Report 2023, MTSS Tier 1, Hess's Work on Rigor and DOK*

2C: Science

> ***Goal**: Ensure every student engages in rigorous, phenomenon-based science learning that develops scientific reasoning, inquiry, engineering design, and evidence-based argumentation while building the knowledge and practices necessary for future success in STEM fields and informed citizenship.*

TARGET AREA	HISTORICAL BASELINES	JUNE 2027 TARGET
Grades 5, 8, 11 NGSS Summative Proficiency	2026 Achievement Average: 88%	**Minimum 92%**
Grades 5, 8, 11 NGSS SwDs Proficiency	2024: 48% | 2025: 46%	**Minimum 50%**

ACTION STEP	START	END	INDICATORS OF SUCCESS
Design and facilitate phenomenon-based science learning experiences engaging students in inquiry, engineering design, and evidence-based reasoning.	Sept 2025	June 2027	NGSS-aligned unit/lesson plans, student work portfolios, walkthrough feedback.
Use formative assessments (InnerOrbit, FIABs, NGSS IABs) to improve Tier 1 instruction, strengthen Grade 5 readiness, and reduce performance gaps.	Sept 2025	June 2027	Department meeting documentation, InnerOrbit data analysis, increasing NGSS performance mastery.
Strengthen teacher expertise through professional learning, instructional coaching, Science Talk, and Visible Thinking Routines.	Oct 2024	June 2027	Coaching documentation, walkthrough data showing scientific discourse, cross-grade lesson study.

***Resources:** NGSS Standards, InnerOrbit, Newsela, Hess's Work on Rigor and DOK*

Priority 3: Strengthening Safety & Security

Strategic Intent: Maintain safe, secure, and supportive learning environments through proactive measures, preparedness, prevention, and continuous improvement of district safety practices.

***Goal**: Enhance and build districtwide safety and emergency readiness by building staff capacity, enhancing physical and technological security systems, and ensuring consistent implementation of emergency preparedness and response practices.*

***Performance Target**: 95% of families will feel their child(ren) are safe at school on the Panorama Survey (Spring 2026: 93%).*

ACTION STEP	START	END	INDICATORS OF SUCCESS
Training on safety, emergency preparedness, and crisis response for faculty, staff, administrators, and security personnel.	July 2026	June 2027	Training/recertification (Stop the Bleed, AED). Partner with District Nursing Supervisor to provide the OTC naloxone, training, storage procedures, and documentation requirements for Security Officers per: CT Public Act 26-38 All Security Officers with a current State of CT security officer certification. Train faculty, staff, and administrators on the district's standardized Emergency Procedures Guide and emergency response terminology. Distribute emergency procedure quick-reference cards to faculty and staff identification card holders. Train the Emergency Communication Center (PD Dispatch/911) on the updated emergency

			procedure guide and terminology.
Building Safety: Enhance the physical safety, security infrastructure, and emergency readiness of district buildings.	Sept 2026	June 2027	Installation of Alertus emergency notification beacons in identified coverage gap areas. Four security desks upgrades with custom computer workstations capable of supporting increased demands for digital cameras, access controls, and radio systems. Install door prop electronic notification sensors. Ongoing assessment of safety and security with corrective action and corresponding budget.
Emergency Communication and Integrated Security Technology: Expand and integrate the District's emergency communications, video, access control, and radio platform to improve situational awareness.	Sept 2026	June 2027	Required software and infrastructure upgrades completed Completed design, installation, programming, training, testing, and implementation of the upgraded Motorola radio system.
Emergency Preparedness and Drills	July 2026	June 2027	Completed plan for educating all faculty and staff Schedule of drill for each school
Plan for a detailed on-site reunification drill for each school to be conducted during the 2027-28 school year	July 2026	June 2027	Completed plan for educating all faculty and staff Schedule of drill for each school

Priority 4: Leveraging Technology for Purposeful Teaching & Learning

Strategic Intent: Leverage technology intentionally to enhance teaching, learning, communication, and operational effectiveness while promoting responsible digital citizenship and preserving meaningful human connection.

***Goal**: Strengthen the intentional, responsible, and effective use of technology by building stakeholder capacity, establishing clear expectations and practices, and aligning digital tools, resources, and systems with instructional and operational needs*

- *At least 80% of teachers, administrators, and families participating in AI-focused professional learning will report an increased understanding of generative artificial intelligence and greater confidence in its appropriate application in education, as measured through post-session feedback surveys..*
  100% of district software, digital resources, and technology systems will be reviewed for instructional alignment, operational effectiveness, student privacy, and continued relevance, with outdated or redundant resources removed or replaced as appropriate.

ACTION STEP	START	END	INDICATORS OF SUCCESS
Strengthen intentional technology use in grades K–8 to enhance teaching and learning while preserving human interaction.	Sept 2026	June 2027	Professional learning logs, consistent adult/student use of district-approved software.
Develop a comprehensive plan to provide all stakeholders with a deeper understanding of generative AI and practical applications in education.	Dec 2023	June 2027	PD workshops, AI Guidelines for Teachers & Students, parent forums, LMS training plan.
Evaluate and refine instructional tech resources, digital tools, and K–8 device management practices.	May 2026	Ongoing	Finalized Technology Belief Statement, maintained approved software inventory, execution of K–8 device management expectations.
Provide ongoing professional learning and resources that build staff capacity to integrate emerging technologies ethically.	Sept 2026	June 2027	Professional development workshop attendance, post-session feedback surveys.

***Resources:** ISTE Standards, Future-Ready Frameworks, AI Literacy Standards*

Priority 5: Sustaining Exceptional Facilities & Operations

Strategic Intent: Provide safe, efficient, and well-maintained learning environments through responsible stewardship of district resources, effective operations, and long or short-range facilities planning.

Goal: *Strengthen the long-term sustainability of district facilities and operations through proactive maintenance, data-informed capital planning, and collaborative planning for future enrollment, infrastructure, and educational needs.*

ACTION STEP	START	END	INDICATORS OF SUCCESS
Maintain and improve district facilities through proactive maintenance and capital planning, including planned HVAC work.	Summer 2026	Spring 2028	Implement prioritized facility maintenance and capital improvements, including planned HES North House HVAC work.
Advance planning, approval, and funding processes necessary to build a new Middle School.	Fall 2026	Spring 2028	Recommended facility and project options based on feasibility findings, enrollment analysis, and community input. Collaborate with the BOE, BOS and BOF regarding project planning, financing, and referendum requirements. Complete and submit required state grant application(s) in accordance with established project timelines. Community engagement through focus groups and other opportunities to gather input regarding ture campus and infrastructure needs.

P 3000
Concept and Roles in Business and Non-Instructional Operations

The Board of Education recognizes that the fiscal management comprise the foundation of the school district's educational programs and shall work with town boards and elected officials to provide adequate appropriations in support of these programs. To make that support as effective as possible, the Board of Education shall:

1. Encourage advance planning through the best possible budget procedures.
2. Develop long-range educational and financial plans to provide appropriate educational programs for students within the community's ability to pay.
3. Explore all sources of financial support.
4. Guide the expenditure of funds so as to extract the greatest educational returns.
5. Establish top quality, accepted accounting and reporting procedures.
6. Work cooperatively with other appropriate governmental agencies and officials.

The operation and maintenance of school plant and equipment shall set high standards of safety, to promote the health of students and staff, to reflect prudent management of available resources, and to environmentally support the efforts of the staff to provide a good education.

~~The Board of Education recognizes that finances and financial management are critical to the support of the whole school program. To make that support as effective as possible, the Board of Education shall:~~

1. ~~Encourage advance planning through the best possible budget procedures.~~
2. ~~Explore all practical sources of financial support.~~
3. ~~Guide the expenditure of funds so as to extract the greatest educational returns.~~
4. ~~Establish top-quality accounting and reporting procedures.~~
5. ~~Maintain the level of unit expenditure needed to provide high quality education within the ability of the community to pay.~~

~~Non-Instructional Operations~~
~~The operation and maintenance of school plant and equipment shall set high standards of safety, to promote the health of students and staff, to reflect prudent management of available resources and to support environmentally the efforts of the staff to provide a good education.~~

Policy adopted: February 5, 1990
Policy revised:
Weston Public Schools Weston, Connecticut

P 3110
Budget Planning and Priorities

General

The Board of Education shall prepare an annual operating budget for the school district, consistent with provisions of state statutes and Town's requirements, governing preparation, timelines, and available appeal procedures of reductions to the educational budget.

Establishing Budget Priorities

Before developing and adopting a proposed budget, the Board of Education shall study school programs in relation to present and future students and community needs and establish budget priorities for the fiscal year.

Supplemental Appropriations

State Law and Town Charter provides procedures through which, subsequent to approval of the annual budget, additional appropriations may, if required, be requested by the Board of Education from the Board of Finance. Prior to requesting supplemental funds, the Board shall make every reasonable effort to live within the original appropriation and maintain essential educational programs.

Legal Reference: Connecticut General Statutes

10-51 Fiscal year. Budget. Payments by member towns. (regional districts)

10-222 Appropriations and budget. Financial information system.

Policy adopted: February 5, 1990
Policy revised:

Weston Public Schools Weston, Connecticut

~~As a preliminary part of the development of the budget, the Board of Education shall study the school program in relation to the present and future needs of the students and the community. In an effort to make the budget a comprehensive reflection of the financial needs of the school system, steps shall be taken to involve representatives of the community, students, certified and non-certified staff, and the administrative staff in the budget process. The procedure for the involvement of these representatives shall be developed by the Superintendent of Schools and implemented by the Superintendent's office upon the formal approval of the Board of Education.~~
~~Legal Reference:~~
~~Connecticut General Statutes~~
~~10-51 Fiscal Year. Budget. Payments by member towns (regional school districts)~~
~~10-222 Appropriations and budget~~

P 3111
Fiscal Year

The fiscal year shall commence July 1 and end June 30.

Legal Reference: Connecticut General Statutes

10-51 Fiscal year. Budget. payments by member towns; adjustments to payments. Investment of funds. Temporary borrowing. Reserve fund.

10-222 Appropriations and budget. Financial information system.

10-259 Fiscal and school year defined.

Policy adopted: February 5, 1990
Policy revised:

Weston Public Schools Weston, Connecticut

P 3120
Budget Development and Preparation ~~Responsibility~~

The Superintendent of Schools shall direct the preparation of the recommended annual budget. To make the budget a comprehensive reflection of the financial needs of the school system, representatives of the community, students, certified and non-certified staff, and administrative staff shall be involved in the budget process. Procedure for such involvement shall be developed by the Superintendent of Schools and implemented by the Superintendent's office following review by the Board of Education.

The Board of Education shall review the Superintendent's proposed budget at one or more budget meetings and make changes as the majority of the Board may desire.

All Board of Education budget meetings are public meetings, and the public is encouraged to attend and contribute to the budget development process within guidelines for public participation at Board of Education meetings.

Legal Reference: Connecticut General Statutes

10-51 Fiscal year. Budget. Payments by member towns. (regional districts)

10-222 Appropriations and budget. Financial information system.

Policy adopted: February 5, 1990
Policy revised:

Weston Public Schools Weston, Connecticut

~~Procedures and responsibilities for annual preparation of the Board of Education budget are outlined below:~~

1. ~~A budget calendar will be prepared by the Superintendent and/or his/her designee.~~
2. ~~The Superintendent and/or his/her designee will prepare a set of procedures which will guide the administration in its formulation of the budget.~~
3. ~~The Superintendent and/or his/her designee will prepare budget worksheets and forms which will be used in the preparation and documentation of budget requests. The Superintendent and/or his/her designee will also provide the administration with guidelines necessary or appropriate for the development of the budget.~~
4. ~~There are several account areas within the budget for which an allocation guideline will not be given. The procedures involved in budgeting for these areas are as follows:~~
    - A. ~~Salaries - Requests for additional staff will be reviewed with the Superintendent. Personnel sections of the budget will be estimated by the business office.~~
    - B. ~~Budgets for Substitute Staff - A budget for all substitute staff will be calculated by the business office. Any requests for additional substitute services, other than that which would be afforded by the district-wide formula, should be forwarded~~

to the Superintendent and the business manager prior to inclusion within the budget.

C. Budgets for Social Security and employee benefits will be calculated by the business office.

D. Budgets for utilities will be calculated by the business office.

E. Budgets for the maintenance of buildings and grounds will be developed by the supervisor of buildings and grounds in conjunction with the school principals. The two parties will be required to meet and to set maintenance priorities for a particular school. Both parties will be required to sign off on the proposed priority list, which will become the basis of the budget request. This will then be reviewed by both the Superintendent and the business manager.

F. All custodial supply and equipment budgets will be prepared by the supervisor of buildings and grounds.

G. All equipment budgets will be zero-based and will be prepared using the forms which have been provided.

H. The budget for Out-of-District placement of students will be prepared by the director of special services.

I. Several other accounts, which are not related to enrollment (e.g. Dues & Fees), still will need to be completed within the budgets. The general guidelines for these will be the actual known cost if available or an inflationary increase above the current budget or prior year's expenditure.

5.

A. The business manager is responsible for the preparation of a rough draft of the budget as a whole.

B. The Superintendent, with the advice of the administrative council, is responsible for the budget as recommended by the Board of Education and for the initiation of changes resulting from review by the Board.

6. Following approval by the Board of Education, the completed budget is submitted to the Board of Selectmen and is then transmitted to the Board of Finance as stipulated in the Town Charter.

SEEKING TO CHANGE TITLE, REVISE AND ADD BACK POLICY 3160 - Transfer of Funds Between Categories; Amendments

P 3150
Budget Adoption
~~**Board Budget Procedures and Line Item Transfers**~~

The Board of Education will present an itemized estimate of the cost for the operation of the public schools to the fiscal authority in accordance with Town Charter timelines preceding the annual meeting at which appropriations are to be made. The estimated cost of operating the public schools for the ensuing year shall be the final budget for the schools, modified, if necessary, by any difference in the amount requested by the Board of Education and the amount appropriated by the legislative authority for the operation of the schools.

If reductions are made in the budget by the Board of Finance or at the town or district budget meeting or referendum, the Superintendent of Schools shall prepare a final budget recommendation for Board of Education review, modification if needed, and approval; such budget shall reflect changes made from the originally approved education budget to remain within the reduced figure ultimately approved by the legislative authority.

Legal Reference: Connecticut General Statutes

10-51 Fiscal year. Budget. Payments by member towns. (regional districts)

10-222 Appropriations and budget. Financial information system.

Policy Adopted (3150 and former 3160): February 5, 1990
Policy Revised: March 17, 2014
Note: This Policy replaces former Policy 3160
Policy Revised:

Weston Public Schools Weston, Connecticut

~~In accordance with Conn. Gen. Stat. § 10-222, the Board of Education shall prepare an itemized estimate of its budget each year for submission to the Board of Finance for review and appropriation. For purposes of this policy, an itemized estimate means an estimate in which the following broad budgetary categories are divided into one or more line items/cost centers:~~

- ~~Salaries~~
- ~~Employee Benefits~~
- ~~Purchased Services~~
- ~~Tuition~~
- ~~Supplies~~
- ~~Books~~
- ~~Property-Equipment~~
- ~~Utilities~~

~~Other~~

~~The Board of Education shall review the recommendations and suggestions made by the Board of Finance as to how it may consolidate noneducational services and realize financial efficiencies. If the Board rejects such suggestions and recommendations it shall provide the Board of Finance a written explanation of the reason for the rejection.~~
~~Following the annual appropriation, the Board of Education shall meet and revise such itemized estimate, if necessary, and adopt a final appropriated budget for the year. Line items in the budget may be allocated more specifically by the Superintendent or his/her designee in the development, administration and monitoring of the budget.~~

~~The Superintendent and/or his/her designee shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent or his/her designee shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform with the requirements for State and Federal Accounting Reports. At a minimum, a quarterly budget report shall be prepared in the same format as the annual budget showing for each line item the appropriated budget amount, paid expenses, encumbered expenses, projected expenditures, difference between the total projected expenditures and the appropriation, and general comments indicating the reasons for the difference.~~

~~Such quarterly budget report shall be presented to the Board of Education at the regularly scheduled meeting in the month following the period for which such report is prepared, in accordance with the following schedule:~~

~~**Period Covered**~~	~~**Submitted**~~
~~July, August, September~~	~~October~~
~~October, November, December~~	~~January~~
~~January, February, March~~	~~April~~
~~April, May, June~~	~~September~~

~~Based on expenditures and budget projections, with such budget reports, the Superintendent shall recommend to the Board of Education transfers from one line item (as set forth above) to another as needed.~~
~~The Superintendent is authorized to make such transfers as necessary if the urgent need for the transfer prevents the Board of Education from meeting in a timely fashion to consider the transfer, provided that such transfers by the Superintendent shall not exceed five percent (5%), on a cumulative basis, of the then current annual budget. Transfers made in such instances shall be announced at the next regularly scheduled meeting of the Board of Education and a written explanation of such transfer shall be provided to the Board of Finance and Board of Selectmen and transfers subsequently ratified by the Board at any such meeting shall not be counted in the limitation on the authority of the Superintendent to make transfers.~~

~~The Board of Education may transfer any unexpended or unencumbered portion of any appropriation for school purposes to any other item within that appropriation. The Board of Education shall not expend more than the amount of the appropriation and the amount of~~

money received from other sources for school purposes. If any occasion arises whereby additional funds are needed by the Board of Education, the Chairperson of the Board shall notify the Board of Finance and the Board of Selectmen and submit a request for such necessary additional funds. No additional funds shall be expended unless such supplemental appropriation is granted and no supplemental expenditures shall be made in excess of those so authorized.

Legal Reference:

Connecticut General Statutes § 10-222, Appropriations and Budget
Public Act 13-60, An Act Concerning Consolidation of Noneducational Services
Town of Weston Charter

NEW POLICY (this was previously included in policy 3150)

P 3160
Transfer of Funds Between Categories; Amendments

The Board of Education may transfer any unexpected or uncontracted portion of any appropriation for school purposes to any other item of such itemized estimate. Expenditures in each fiscal year shall not exceed the appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes.

The Superintendent of Schools will furnish to the Board of Education monthly expenditure statements and budget projections.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget. (as amended by P.A. 13-60, An Act Concerning The Consolidation of Non-educational Services)

Policy adopted:

NEW POLICY (this was previously included in policy 3150)

P 3160
Transfer of Funds Between Categories; Amendments

The Board of Education may transfer any unexpected or uncontracted portion of any appropriation for school purposes to any other item of such itemized estimate. Expenditures in each fiscal year shall not exceed the appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes.

The Superintendent of Schools will furnish to the Board of Education monthly expenditure statements and budget projections.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget. (as amended by P.A. 13-60, An Act Concerning The Consolidation of Non-educational Services)

Policy adopted:

P 3250
Materials/Services Fees, Charges

In line with the responsibility of the state to provide a free public school education, the Board of Education will provide all instructional equipment, books and materials needed to maintain the desired instructional program free of charge, subject to reasonable rules concerning their care and use.

Students will be charged for damaged or lost textbooks, library materials and other educational materials. The Principal is authorized to withhold grades, transcripts, diplomas or report cards until payment is received or material is returned.

(Language from Regulation 3250 to include in policy so regulation can be eradicated) : Each principal is responsible, in cooperation with teachers, coaches and other instructional personnel, for planning and requesting budgetary provision for all materials and activities recognized as part of the total school program.

Copies of Records

Any person who applies in writing will receive a plain or certified copy of any public record. A fee not to exceed fifty cents per page will be established, as provided by law.

Legal Reference: Connecticut General Statutes

1 15 Application for copies of public records.

10 221 Boards of education to prescribe rules.

10 228 Free textbooks, supplies, material and equipment.

10 228a Free textbooks, supplies, material and equipment.

10 229 Change of textbooks.

Policy adopted: February 5, 1990
Policy amended: June 14, 2001
Policy revised:

Weston Public Schools Weston, Connecticut

~~In accord with Board of Education policy, no fees, deposits or other charges not specifically authorized by the Board of Education shall be charged students for books, supplementary materials, supplies or use of school equipment as the Board of Education deems necessary to meet the needs of instruction in its schools. However, students will be charged for damaged or lost textbooks, library materials and other educational materials.~~

~~Each principal is responsible, in cooperation with teachers, coaches and other instructional personnel, for planning and requesting budgetary provision for all materials and activities recognized as part of the total school program.~~

~~Copies of Records~~

~~Any person who applies in writing will receive a plain or certified copy of any public record. (cf. 9330 Board/School District Records) A fee not to exceed $.50 per page, effective July 1, 2001, will be established to be consistent with fees charged by the Town of Weston. As necessary, this policy will be amended to remain consistent with the Town.~~

Legal Reference

~~1-15 Application for copies of public records~~
~~10-221 Boards of Education to prescribe rules~~
~~10-228 Free textbooks, supplies, material and equipment~~
~~10-228a Free textbook loans to pupils attending nonpublic schools~~
~~10-229 Change of textbooks~~

(Language from Regulation 3250 to include in policy so regulation can be eradicated)

~~R 3250 Materials Fees~~

~~In accord with Board of Education policy, no fees, deposits or other charges not specifically authorized by the Board of Education shall be charged students for books, supplementary materials, supplies or use of school equipment as the Board of Education deems necessary to meet the needs of instruction in its schools. However, students will be charged for damaged or lost textbooks, library materials and other educational materials.~~

~~Each principal is responsible, in cooperation with teachers, coaches and other instructional personnel, for planning and requesting budgetary provision for all materials and activities recognized as part of the total school program.~~

~~Legal Reference~~

~~1-15 Application for copies of public records~~

~~10-221 Boards of education to prescribe rules~~

~~10-228 Free textbooks, supplies, material and equipment~~

~~10-228a Free textbook loans to pupils attending nonpublic schools~~

~~10-229 Change of textbooks~~

~~Regulation approved: February 5, 1990~~

~~**Weston Public Schools Weston, Connecticut**~~

P 3313
Relations with Vendors

General

The Board of Education wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. Constructive efforts by the administration to seek the advice and counsel of vendors about how to improve such relationships are encouraged.

Members of the Board of Education and employees shall avoid any conflict between personal interests and the interests of the school system in dealing with suppliers, contractors, and all organizations or individuals doing, or seeking to do, business with the school system.

Although some suppliers offer gifts to employees at different times which are not intended to influence the school system's procurement practices, the Board of Education requests that vendors not place on their gift lists the names of individuals employed by, or officially connected with, the school system.

Policy adopted: February 5, 1990
Policy revised:

Weston Public Schools Weston, Connecticut

~~The district shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery with past service being a factor if all other considerations are equal.~~

~~The schools shall not solicit funds or materials from vendors. No purchase will be made from an employee of the school district, nor from a member of the immediate household of an employee of the school district.~~

~~No purchase, except for public utilities, will be made from a member of the Board of Education, nor from a member of a Board member's immediate household.~~
~~No employee shall endorse any product of any type or kind in such manner as will identify him/her in any way as an employee of the district.~~

P 3434
Periodic Audit

An audit of all accounts of the school system shall be made annually by an independent public accountant selected by the Town of Weston.

The audit shall include all funds of the school system including appropriated budget funds, all student activity funds and cafeteria funds and accounts, and all other funds under the control or jurisdiction of the Board of Education. The audit shall identify all expenditures by source of funds, and shall contain:

1. A statement that the audit was conducted pursuant to standards and procedures approved by the State of Connecticut; and

2. A summary of audit exceptions and management recommendations.

It shall be expected that the independent public accountant will hold an "exit interview" with the Superintendent, Business Manager, and, if possible, one Board of Education member with a financial background.

Legal Reference: Connecticut General Statutes

7-392 Making of Audits.

7-393 Working papers of accountant; preservation for inspection.

10-260a Auditing of state grants for public education.

Policy adopted: February 5, 1990
Policy revised:

Weston Public Schools Weston, Connecticut

~~An audit of all accounts of the school district shall be provided for by the municipality in conjunction with the audit of the municipality's accounts and shall be made annually by an independent public accountant.~~

~~The audit shall include all funds of the district, including the student body and cafeteria funds and accounts, and any other funds under the control or jurisdiction of the Board of Education, or pursuant to a joint powers agreement. The audit shall identify all expenditures by source of funds, and shall contain (1) a statement that the audit was conducted pursuant to standards and procedures approved by the state of Connecticut and (2) a summary of audit exceptions and management recommendations.~~
~~The annual audit shall be placed on the agenda of the Board of Education at a regularly scheduled public meeting and shall be reviewed by the Board of Education.~~

~~Legal Reference: Connecticut General Statutes~~

~~7-391 *et seq*. Municipal Auditing Acting (including school districts as "audited agencies")~~
~~7-392 Making of Audits~~
~~10-260a Auditing of state grants for public education~~

Policy adopted: February 5, 1990

Weston Public Schools Weston, Connecticut

WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: 9/22/26

☐ **Information Only**

☒ **Action Requested**

Agenda Item Subject: Approval of the FY26 End of Year Financial Report

Submitted by: Phillip Cross

Document Summary/Purpose and/or Recommended Action:

Following is the FY26 end of year financial report including Internal Services Fund (for Dental). We are recommending approval of the report.

September 18, 2026

TO: BOE Finance Committee

FROM: Phillip Cross, Chief Financial & Operations Officer

SUBJECT: Unaudited Financial Report for Year Ending June 30, 2026

End of Year Summary

For the majority of the year there was a lingering projected deficit due to the volatility in several accounts. In large part this was due to facility repairs and other unplanned expenditures. These made the end of year projection challenging.

To stabilize the budget, a soft expenditure freeze was put in-place early in the 2026 calendar year. This, combined with better than anticipated expenditures, closing out of open purchase orders and a State Grant has resulted in a favorable year-end balance.

The unaudited year-end balances are as follows:

FYE 26 SUMMARY ENDING BALANCES (UNADUITED)			
Description	**Amount ($)**		**%**
Budget FY 2025-26		61,098,689	
Actual Expenditures	(60,011,809)		98.22%
Open Encumbrances	(784,256)		1.28%
Total Actual & Open Encumbrances		(60,796,065)	99.50%
FY26 YEAR END BALANCE		***302,625***	***0.50%***

Category Summaries and Significant Variances

FY 2025-26 CATEGORY SUMMARY								
Object Series	Adjusted Budget	YTD Actuals	Encumbrance	Anticipated	Total Expenditures	Projected Balance	Previous Month Balance	Month Over Month Change
Salaries (1000's)	36,547,836	36,420,177	-	-	36,420,177	127,659	26,553	101,106
		99.65%	0.00%	0.00%	99.65%	0.35%	0.07%	0.28%
Benefits (2000's)	11,595,878	11,564,827	-	-	11,564,827	31,051	(46,684)	77,735
		99.73%	0.00%	0.00%	99.73%	0.27%	-0.40%	0.21%
Professional Services (3000's)	1,575,301	1,460,646	15,595	-	1,476,241	99,060	12,034	87,026
		92.72%	0.99%	0.00%	93.71%	6.29%	0.76%	0.24%
Property Services (4000s)	2,290,134	2,259,687	326,394	-	2,586,080	(295,946)	(241,836)	(54,110)
		98.67%	14.25%	0.00%	112.92%	-12.92%	-10.56%	-0.15%
Other Services (5000s)	6,217,168	5,700,191	180,960	-	5,881,151	336,017	138,686	197,332
		91.68%	2.91%	0.00%	94.60%	5.40%	2.23%	0.54%
Supplies (6000s)	3,437,762	3,248,766	108,929	-	3,357,694	80,067	80,930	(863)
		94.50%	3.17%	0.00%	97.67%	2.33%	2.35%	0.00%
Equipment (7000s)	413,932	383,895	147,102	-	530,997	(117,064)	-	(117,064)
		92.74%	35.54%	0.00%	128.28%	-28.28%	0.00%	-0.32%
Other Objects (8000s)	144,451	128,285	5,276	-	133,561	10,890	13,363	(2,473)
		88.81%	3.65%	0.00%	92.46%	7.54%	9.25%	-0.01%
Revenue (9000s)	(1,123,771)	(1,154,664)	-	-	(1,154,664)	30,893	133,529	(102,636)
		102.75%	0.00%	0.00%	102.75%	-2.75%	-11.88%	-2.99%
Total	**$ 61,098,691**	**$60,011,809**	**$ 784,256**	**$ -**	**$ 60,796,065**	**$ 302,627**	**$ 116,574**	**$ 186,053**
Total %		**98.22%**	**1.28%**	**0.00%**	**99.50%**	**0.50%**	**0.19%**	**0.30%**

Major Expenditure Category Analysis

Salaries –

The year ended with a small favorable balance in the salary accounts of $127,659.

While there were a few late hires, mid-year turnover, and staff out on family medical leave (FML), we maintained staffing levels of nearly 100%.

- **Turnover & FML:** These savings exceeded the budget of $370,000 by $114,379. While there was a positive variance in turnover and FML savings, there was an unfavorable balance in the related sick bank benefit line (object code#2014) of ($50,988). When combined, the net savings is $76,671.
- **Degree Level Changes:** Actual increases relating to degree level/column changes is slightly over budget by $13,973.
- **Other Salaries:** There were unplanned expenditures for contractual payout for compensated absences, Juneteenth, overtime and substitutes. These were offset by workers compensation reimbursements, favorable balances in homebound tutors, bus aides, summer work and stipends.

FY26 Salary Variance		
Description	**Amount ($)**	
Turnover & FML Savings		
Budgeted	(370,000)	
Actual	484,379	
Net Turnover Savings		114,379
Degree Level Change		
Budgeted	44,390	
Actual	58,363	
Net Degree Level Change		*(13,973)*
Other		
Workers Comp reimbursement	24,950	
Compensated Absence	(17,482)	
Juneteenth	(15,625)	
Other Salaries	35,409	
		27,252
Total Salary Variance		127,659
Sick Bank Variance (Benefits)		(50,988)
Net Savings		**$ 76,671**

Employee Benefits

There were fewer participating active employee and retirees than budgeted. As a result of having fewer retirees, the contribution from the OPEB Trust Fund was approximately $47,00 lower than budgeted ($369,110 budgeted - $322,459 actual).

Premium savings from both active and retiree groups, combined with lower than budgeted dental claims, were sufficient to offset the lower OPEB contribution.

Other Employee Benefits

As noted above, the sick bank account had an unfavorable balance of approximately $51,000 that were offset by FML savings.

Payroll taxes & pension contributions were approximately $88,000 lower than budget.

Professional Services

A favorable balance in the Special Education and PPS accounts helped to offset the unfavorable balance in consulting services for technology, (virtual server subscription and network support) as well as the unbudgeted health insurance consulting fees.

Property Services

Due to several unanticipated facility repairs, property services had the greatest account variances for the year.

The most significant repairs were to the sewer systems at several locations

Zenon Plant

I. **Membrane Replacement**: In early 2026, a critical operational failure of the plant's filtration membranes occurred, and necessitated replacements. This also resulted in significant external pumping costs. The unplanned repairs totaled approximately $140,000.
II. **DEEP Permit Renewal:** The mandatory 10-year DEEP permit expired in May of 2026. We engaged the services of an external environmental engineering firm (not covered by the standard Veolia contract), to complete the inspection and required paperwork for the renewal application. The cost of their service was $17,587.
III. Other plant equipment replacement – Approximately $21,000.

Annex and HES –South House

I. **Annex:** Sewer line failure requiring replacement - $57,000
II. **HES South House**: Motors, pumps and electrical replacement - $25,000
III. **HES East House**: Clearing of waste line between tank and leeching fields - $20,000

Other repairs

- Installed safety fence at Revson Field to protect athletes.
- Additional repairs were required due to the proximity of the tennis courts to wetlands.
- Districtwide HVAC equipment repairs.

The State's District Repair and Improvement Project (DRIP) grant of $88,826 was used to offset a portion of these unplanned expenditures.

Special Education (SPED)

Due to changes in programs and related placements, there were changes to tuition outplacements, settlements and transportation, resulting in a savings of approximately $318,000. There were also approximately $113,000 savings in professional services due to increased internal capacity.

The FY27 proposed budget includes a significant reduction in the anticipated expenditures for SPED/PPS as a result of some favorable trends.

Additionally, we anticipate reimbursing the State approximately $39,000 because the final excess cost expenditure was lower than the amount reported in February 2026, primarily due to changes in tuition outplacements. We will have more certainty when the State completes their audit in April 2027. The reimbursement will be taken from the Town's portion of the Education Cost-Sharing Grant.

Supplies & Materials:

Electricity

A better than expected delivery cost and an increase in the per-KWH solar credit rate were the primary drivers for the favorable balance.

The BoE and the Town have three solar farm contracts. The BoE portion of the combined maximum solar credits is $491,278. We anticipate reaching this cap by the end of September. As a result, no additional solar credits are expected to electric bills for the remainder of the calendar year. We will monitor the account and keep the Board apprised of any significant negative trends.

ELECTRICITY							
Description	**KWH**	**Generation/ Supply Cost**	**Delivery Cost**	**VNM Gen**	**VNM Credit**	**C/F VNM Credit**	**Total**
Budget - FY26	5,126,912	551,863	620,788	270,210	(386,795)		1,056,067
Actual - FY26	5,088,743	581,484	570,923	264,610	(462,803)		954,214
Variance	$ 38,169	$ (29,621)	$ 49,865	$ 5,600	$ 76,008	$ -	$ 101,853
	0.74%	-5.37%	8.03%	2.07%	-19.65%		9.64%
Budget - FY25	5,124,962	562,208	428,200	280,476	(439,139)		831,746
Actual - FY25	5,057,218	554,777	693,998	258,731	(421,892)	-	1,085,613
Variance	$ 67,744	$ 7,431	$ (265,798)	$ 21,745	$ (17,246)	$ -	$ (253,867)
	1.32%	1.32%	-62.07%	7.75%	3.93%		-30.52%
Budget - FY24	5,127,268	494,442	467,731	252,968	(352,399)	-	862,742
Actual - FY24	5,133,118	492,331	476,174	179,865	(395,604)	(107,780)	644,986
Variance	$ (5,850)	$ 2,111	$ (8,443)	$ 73,103	$ 43,205	$ 107,780	$ 217,756
	-0.11%	0.43%	-1.81%	28.90%	-12.26%		25.24%

Natural gas

Natural gas consumption increased due to the colder winter, resulting in a small unfavorable balance. The unfavorable balance was less than previously projected.

Equipment

As part of the ongoing roll out of flexible classroom furniture, we will be replacing furniture in several classrooms at the Middle and High Schools. We are also continuing the replacement of fitness center equipment.

Revenue Offsets

Revenue offsets exceeded the budget by approximately $31,000, primarily due to pre-school and non-resident tuition.

Conclusion

Given that the above balance is unaudited, there is a possibility that there may be minor adjustments prior to the issuing of the financial statement at the conclusion of the audit in December.

As we continue to address the needs of our aging facilities, and the multi-year payments for the Early Retirement Incentive (ERIP), it is our recommendation that we seek BoF approval to transfer the end of year favorable balance to the non-lapsing account.

Internal Service Fund - Dental

While there was a small year over year increase in dental claims, they remained below historical trends. The balance in the internal services fund remains unchanged at $418,466, as claims and fees are funded by the operating budget.

WESTON PUBLIC SCHOOLS
DENTAL INSURANCE CLAIMS

FY 25-26	FY 24-25	FY 23-24	FY 22-23	FY 21-22	FY 20-21	FY 19-20	FY 18-19
$ 357,643	$ 344,428	$ 367,729	$ 379,637	$ 392,200	$ 346,841	$ 355,791	$ 342,856

WESTON PUBLIC SCHOOLS
INTERNAL SERVICES FUND
FOR HEALTH BENEFITS PROGRAM

Fiscal Year Ended	2026
STATEMENT OF REVENUES AND EXPENDITURES	
Fund Balance -July 1, 2025	$ 418,466
Revenues:	
General Fund	$ 357,643
Reimbursements	
Total Contributions	$ 357,643
Total Revenues (A)	$ 357,643
Actual Claims:	
Delta Dental:	
Claims	$ 328,703
Administrative Fees	$ 28,941
Total Dental Claims (B)	$ 357,643
Net Change (A-B)	-
Projected Fund balance June 30, 2026	$ 418,466

Dental- Actual Claims & Fees

Month	Claims & Fees
July	27,402
August	44,585
September	26,669
October	29,837
November	23,970
December	25,640
January	34,987
February	28,067
March	31,599
April	33,801
May	24,758
June	26,328
Total	**$357,643**
Actual YTD Spend Rate	92.7%
Theoretical YTD Spend Rate	100.0%
YTD Theoretical variance %	-7.3%

WESTON PUBLIC SCHOOLS

FYE 26 FINANCIAL REPORT (UNAUDITED)

As of June 30, 2026

Period: 12 of 12

2022-2023	2023-2024	2024-2025			2025-2026							
Year-End Expense	Year-End Expense	Year-End Expense	Object Code	Description	Adopted Budget	Budget Transfers	Adjusted Budget	YTD Expended	Encumbered	Anticipated	Expended & Encumbered To EOY	Balance Available
				Salaries & Wages (1000s)								
2,854,614	3,375,352	3,487,109	1110	Administrators	3,593,896	-	3,593,896	3,517,804	-	-	3,517,804	76,092
14,827,306	15,169,704	15,671,065	1111	General Ed. Teachers	15,722,608	-	15,722,608	15,716,617	-	-	15,716,617	5,991
2,522,780	2,359,825	2,584,821	1112	Special Ed. Teachers	2,823,721	-	2,823,721	2,720,082	-	-	2,720,082	103,640
1,021,018	948,323	984,850	1113	Guidance	1,012,568	-	1,012,568	1,018,653	-	-	1,018,653	(6,085)
397,172	418,788	432,187	1114	Psychologist	468,481	-	468,481	468,481	-	-	468,481	-
353,558	410,444	485,393	1115	Social Worker	510,512	-	510,512	486,327	-	-	486,327	24,185
539,131	510,769	530,574	1116	Speech & Hearing	548,276	-	548,276	553,807	-	-	553,807	(5,531)
887,328	1,261,271	1,275,481	1117	Academic Assistants	1,264,381	-	1,264,381	1,201,535	-	-	1,201,535	62,846
110,854	59,724	61,217	1118	Talented & Gifted	-	-	-			-	-	-
400,239	455,475	456,095	1119	Library/Media	505,044	-	505,044	505,044	-	-	505,044	-
57,886	51,774	43,514	1135	Transition Coordinator	56,320	-	56,320	93,866	-	-	93,866	(37,546)
847,138	877,957	899,825	1139	Certified Stipends	991,761	-	991,761	956,086	-	-	956,086	35,676
651,668	969,094	1,015,169	1140	Academic Leader (CIL's)	955,516	-	955,516	942,598	-	-	942,598	12,918
1,852	2,571	1,532	1141	Mentor Teacher	2,300	-	2,300	2,132	-	-	2,132	168
113,090	-	78,000.00	1142	Behavioral Analyst	180,400	-	180,400	160,714	-	-	160,714	19,686
58,267	68,897	66,541	1145	Multilingual Learner	81,521	-	81,521	85,742	-	-	85,742	(4,221)
$ 25,643,901	**$ 26,939,968**	**$ 28,073,373**		**Sub-Total Certified Salaries**	**$ 28,717,306**	**$ -**	**$ 28,717,306**	**$ 28,429,487**	**$ -**	**$ -**	**$ 28,429,487**	**287,819**
								99.0%	0.0%	0.0%	99.0%	1.0%
				Other Certified Salaries								
40,788	25,138	24,735	1131	Homebound Tutor	44,500	-	44,500	9,735	-	-	9,735	34,765
-	-	-	1136	Degree Level Change	44,390	-	44,390	-	-	-	-	44,390
246,814	216,491	239,946	1137	Substitute Teacher	178,801	-	178,801	179,177	-	-	179,177	(376)
189,064	194,739	167,395	1138	Summer Work -Certified Staff	212,408	-	212,408	170,522	-	-	170,522	41,886
127,403	152,490	140,966	1143	Building Substitutes	203,175	-	203,175	175,013	-	-	175,013	28,163
385,336	215,245	251,666	1144	Long term Substitute	118,000	-	118,000	264,256	-	-	264,256	(146,256)
-	-	-	1160	Turnover Savings	(370,000)	-	(370,000)	-	-	-	-	(370,000)
$ 989,404	**$ 804,103**	**$ 824,707**		**Sub-Total Other Certified Salaries**	**$ 431,274**	**$ -**	**$ 431,274**	**$ 798,702**	**$ -**	**$ -**	**$ 798,702**	**$ (367,428)**
								185.2%	0.0%	0.0%	185.2%	-85.2%

WESTON PUBLIC SCHOOLS

FYE 26 FINANCIAL REPORT (UNAUDITED)

As of June 30, 2026

Period: 12 of 12

2022-2023	2023-2024	2024-2025			2025-2026							
Year-End Expense	Year-End Expense	Year-End Expense	Object Code	Description	Adopted Budget	Budget Transfers	Adjusted Budget	YTD Expended	Encumbered	Anticipated	Expended & Encumbered To EOY	Balance Available
				Non-Certified Salaries								
413,013	496,658	497,025	1210	Non-Cert. Supervisors	558,548	-	558,548	555,172	-	-	555,172	3,376
213,706	238,317	223,285	1211	Nurses	250,912	-	250,912	212,735	-	-	212,735	38,177
247,373	279,358	338,189	1215	Occupational & Physical Therapists	345,422	-	345,422	304,383	-	-	304,383	41,039
1,156,839	1,328,818	1,361,800	1221	Administrative Support	1,388,117	-	1,388,117	1,361,460	-	-	1,361,460	26,657
1,697,360	1,828,311	1,865,189	1231	Para Educators	1,914,820	-	1,914,820	1,875,508	-	-	1,875,508	39,312
156,413	141,394	108,135	1234	Bus Aides	147,297	-	147,297	89,454	-	-	89,454	57,843
495,877	505,325	523,857	1235	Technicians	537,922	-	537,922	516,289	-	-	516,289	21,633
65,017	46,914	69,477	1237	Vocational Specialist	69,229	-	69,229	69,545	-	-	69,545	(316)
262,406	276,448	301,659	1241	Safety Monitors	316,063	-	316,063	314,037	-	-	314,037	2,026
513,999	514,241	538,892	1251	Custodians	570,282	-	570,282	580,185	-	-	580,185	(9,903)
477,370	543,741	568,199	1261	Maintenance Mechanics & Grounds	585,183	-	585,183	584,936	-	-	584,936	247
90,458	103,682	107,218	1269	Athletic Support Staff	124,751	-	124,751	106,996	-	-	106,996	17,755
192,939	188,200	199,708	1280	Non Certified Stipends	204,550	-	204,550	197,996	-	-	197,996	6,554
$ 5,982,771	**$ 6,491,408**	**$ 6,702,634**		**Sub-Total Non-Certified Salaries**	**$ 7,013,096**	**$ -**	**$ 7,013,096**	**$ 6,768,696**	**$ -**	**$ -**	**$ 6,768,696**	**$ 244,400**
								96.5%	0.0%	0.0%	96.5%	3.5%
				Other Non-Citified Salaries								
39,524	39,305	34,159	1233	Non-Certified Substitutes	47,500	-	47,500	49,355	-	-	49,355	(1,855)
199,553	230,025	241,665	1262	Overtime	203,708	-	203,708	260,595	-	-	260,595	(56,887)
114,912	101,739	102,616	1268	Summer Work-Non-Cert.	134,952	-	134,952	113,342	-		113,342	21,610
$ 353,988	**$ 371,069**	**$ 378,440**		**Sub-Total Other Salaries**	**$ 386,160**	**$ -**	**$ 386,160**	**$ 423,292**	**$ -**	**$ -**	**$ 423,292**	**$ (37,132)**
								109.6%	0.0%	0.0%	109.6%	-9.6%
$ 32,970,064	***$ 34,606,548***	***$ 35,979,154***		**TOTAL SALARIES**	***$ 36,547,836***	***$ -***	***$ 36,547,836***	***$ 36,420,177***	***$ -***	***$ -***	***$ 36,420,177***	***$ 127,659***
								99.7%	0.0%	0.0%	99.7%	0.3%

WESTON PUBLIC SCHOOLS

FYE 26 FINANCIAL REPORT (UNAUDITED)

As of June 30, 2026

Period: 12 of 12

2022-2023	2023-2024	2024-2025			2025-2026							
Year-End Expense	Year-End Expense	Year-End Expense	Object Code	Description	Adopted Budget	Budget Transfers	Adjusted Budget	YTD Expended	Encumbered	Anticipated	Expended & Encumbered To EOY	Balance Available
				Benefits (2000's)								
9,202,598	8,798,742	9,093,058	2000	Health Insurance	10,623,056	-	10,623,056	10,619,555	-	-	10,619,555	3,501
(1,705,489)	(1,410,661)	(1,554,889)	2022	Premium Cost Share	(1,963,364)	-	(1,963,364)	(1,943,629)	-	-	(1,943,629)	(19,735)
1,020,503	1,032,102	1,067,168	2001	Social Security & Medicare	1,160,817	-	1,160,817	1,092,388	-	-	1,092,388	68,430
175,214	180,451	186,333	2003	Workers Compensation	191,436	-	191,436	191,383	-	-	191,383	53
14,848	2,496	35,171	2004	Unemployment Compensation	20,000	-	20,000	13,082	-	-	13,082	6,918
130,080	-	-	2005	Early Retirement Incentive	-	-	-	-		-	-	-
1,328,122	1,192,864	1,325,069	2007	Pension Contributions	1,356,477	-	1,356,477	1,337,003	-	-	1,337,003	19,474
91,124	101,963	54,001	2010	Tuition Reimbursement	85,500	-	85,500	80,196	-	-	80,196	5,304
63,051	71,543	72,641	2011-12	Life & Disability Insurance	76,956	-	76,956	78,861	-	-	78,861	(1,905)
56,400	22,381	27,148	2014	Sick Bank	45,000	-	45,000	95,988	-	-	95,988	(50,988)
$10,376,450	***$9,991,881***	***$10,305,700***		**TOTAL BENEFITS**	***$ 11,595,878***	***$ -***	***$ 11,595,878***	***$ 11,564,827***	***$ -***	***$ -***	***$ 11,564,827***	***$ 31,051***
								99.7%	0.0%	0.0%	99.7%	0.27%
				Professional & Technical Services (3000s)								
504,232	525,441	174,021	3210	Contracted Services Educational	238,176	-	238,176	184,909	352	-	185,261	52,915
149,405	176,454	154,137	3220-21	Consulting Services	168,935	-	168,935	167,960	1,231	-	169,191	(256)
75,937	94,342	94,477	3235	Testing	144,421	-	144,421	83,457	920	-	84,377	60,044
106,990	260,876	302,332	3239	Other Pupil Services	301,200	-	301,200	304,351	9,352	-	313,703	(12,503)
66,056	34,711	37,221	3303	Management Services	37,714	-	37,714	67,714	-	-	67,714	(30,000)
2,064	3,145	2,048	3304	License Fees-Facilities	3,500	-	3,500	5,897	-	-	5,897	(2,397)
232,999	183,838	339,334	3306	Legal Fees-SPED	240,000	-	240,000	212,374	-	-	212,374	27,626
187,860	162,916	148,456	3306	Legal Fees- Districtwide	150,000	-	150,000	155,935	-	-	155,935	(5,935)
106,091	109,322	118,358	3308	Police/Fire	118,741	-	118,741	130,450	1,885	-	132,334	(13,593)
67,685	155,452	123,318	3309	Professional & Technical Services	114,628	-	114,628	89,615	1,855	-	91,470	23,158
41,996	41,210	54,136	3310	Sports Officials	57,987	-	57,987	57,987	-	-	57,987	-
$ 1,541,316	***$ 1,747,705***	***$ 1,547,836***		***TOTAL PROF. & TECH SERVICES***	***$ 1,575,301***	***$ -***	***$ 1,575,301***	***$ 1,460,646***	***$ 15,595***	***$ -***	***$ 1,476,241***	***$ 99,060***
								92.7%	1.0%	0.0%	93.7%	6.3%

WESTON PUBLIC SCHOOLS

FYE 26 FINANCIAL REPORT (UNAUDITED)

As of June 30, 2026

Period: 12 of 12

2022-2023	2023-2024	2024-2025			2025-2026							
Year-End Expense	Year-End Expense	Year-End Expense	Object Code	Description	Adopted Budget	Budget Transfers	Adjusted Budget	YTD Expended	Encumbered	Anticipated	Expended & Encumbered To EOY	Balance Available
				Property Services (4000s)								
907,204	969,175	991,847	4200	Cleaning Services	994,738	-	994,738	993,653	-	-	993,653	1,085
50,825	66,687	65,839	4202	Rubbish Removal	75,877	-	75,877	66,605	-	-	66,605	9,272
82,370	171,370	181,873	4302	Equipment Repairs	188,898	-	188,898	121,677	40,137	-	161,814	27,084
184,530	189,525	199,670	4400	Equipment Rental	187,115	-	187,115	207,474	6,252	-	213,726	(26,611)
213,171	210,800	224,644	4500	Repair Allowance	150,000	-	150,000	107,776	108,341	-	216,118	(66,118)
30,182	40,740	49,171	4514	Fire Alarm System	44,400	-	44,400	57,394	-	-	57,394	(12,994)
201,994	191,606	169,137	4518	Sewer System Plant Maintenance	184,795	-	184,795	259,102	99,888	-	358,990	(174,195)
205,809	247,875	187,095	4520	Service Contracts	194,724	-	194,724	222,445	34,260	-	256,705	(61,981)
93,203	74,982	82,676	4530	Parks & Recreation	86,547	-	86,547	52,876	15,551	-	68,427	18,120
39,271	31,644	107,951	4540	Athletic Facilities Repairs	59,500	-	59,500	91,542	2,950	-	94,492	(34,992)
195,029	74,974	111,169	4541	Contracted Services	102,300	-	102,300	63,361	19,014	-	82,375	19,925
109,755	-	-	4600	Special Projects	-	-	-	-	-	-	-	-
11,275	6,377	-	4604	Snow Plowing	10,500	-	10,500	11,624	-	-	11,624	(1,124)
35,888	35,100	5,869	4701	Security System Monitoring	10,740	-	10,740	4,158	-	-	4,158	6,582
$ 2,360,505	***$ 2,310,853***	***$ 2,376,940***		**TOTAL PROPERTY SERVICES**	***$ 2,290,134***	***$ -***	***$ 2,290,134***	***$ 2,259,687***	***$ 326,394***	***$ -***	***$ 2,586,080***	***$ (295,946)***
								98.7%	14.3%	0.0%	112.9%	-12.9%

WESTON PUBLIC SCHOOLS

FYE 26 FINANCIAL REPORT (UNAUDITED)

As of June 30, 2026

Period: 12 of 12

2022-2023	2023-2024	2024-2025			2025-2026							
Year-End Expense	Year-End Expense	Year-End Expense	Object Code	Description	Adopted Budget	Budget Transfers	Adjusted Budget	YTD Expended	Encumbered	Anticipated	Expended & Encumbered To EOY	Balance Available
				Other Services (5000s)								
1,592,600	1,737,496	1,724,934	5100	Regular Transportation	1,777,015	-	1,777,015	1,778,589	19,774	-	1,798,362	(21,348)
843,911	935,160	869,290	5101	SPED Transportation	815,957	-	815,957	916,966	2,647	-	919,613	(103,656)
218,024	100,391	113,287	5104	Athletic Transportation	116,093	-	116,093	130,385	10,615	-	141,000	(24,907)
12,802	4,237	4,524	5105	Extra-Curricular Transportation	16,360	-	16,360	10,089	-	-	10,089	6,270
160,181	107,032	107,125	5112	Diesel & Gasoline	101,265	-	101,265	97,402	-	-	97,402	3,863
128,142	136,003	134,609	5200	General Liability Insurance	154,233	-	154,233	129,547	-	-	129,547	24,686
14,400	15,008	15,008	5202	Athletic Insurance	15,758	-	15,758	15,008	-	-	15,008	751
104,154	106,579	109,196	5205	Property Insurance	114,250	-	114,250	112,350	-	-	112,350	1,901
87,714	89,711	96,937	5300	Communications	94,106	-	94,106	104,188	-	-	104,188	(10,082)
27,469	27,030	31,991	5400	Postage	29,383	-	29,383	27,550	-	-	27,550	1,833
853	1,626	2,417	5500	Advertising	2,000	-	2,000	3,916	-	-	3,916	(1,916)
16,962	19,046	18,519	5501	Printing	24,078	-	24,078	18,688	862	-	19,550	4,528
2,367,437	2,232,934	2,045,796	5600	Out of District Tuition	1,652,829	-	1,652,829	1,484,719	-	-	1,484,719	168,110
1,063,918	1,162,396	1,098,685	5601	Tuition Settlements	1,223,256	-	1,223,256	813,987	144,893	-	958,880	264,376
41,076	39,352	44,431	5800	Travel & Conference	59,045	-	59,045	45,614	600	-	46,214	12,831
3,803	3,282	2,901	5801	Mileage Reimbursement	14,231	-	14,231	6,521	1,000	-	7,521	6,710
5,684	3,905	12,670	5900	Other Purchased Services	7,310	-	7,310	4,671	569	-	5,240	2,070
$ 6,689,131	***$ 6,721,189***	***$ 6,432,319***		***TOTAL OTHER SERVICES***	***$ 6,217,168***	***$ -***	***$ 6,217,168***	***$ 5,700,191***	***$ 180,960***	***$ -***	***$ 5,881,151***	***$ 336,017***
								91.7%	2.9%	0.0%	94.6%	5.4%
				Supplies & Materials (6000's)								
884,656	897,948	532,944	6110	Materials	697,780	-	697,780	576,628	51,502	-	628,130	69,650
36,390	32,940	29,480	6120	Office Materials	35,328	-	35,328	41,803	5,626	-	47,429	(12,102)
174,050	183,027	192,226	6130	Maintenance Materials	181,624	-	181,624	252,568	9,126	-	261,694	(80,070)
95,137	98,925	132,842	6131	Custodial Materials	78,348	-	78,348	84,571	12,000	-	96,570	(18,222)
21,943	43,776	14,895	6132	Security Materials	26,284	-	26,284	9,193	1,063	-	10,255	16,029
517,581	570,459	642,148	6140	Software	657,407	-	657,407	678,560	14,553	-	693,113	(35,706)
98,833	104,926	105,727	6410	Books	186,730	-	186,730	124,049	10,851	-	134,900	51,829
325,229	467,063	496,828	6510	Natural Gas	515,195	-	515,195	528,827	152	-	528,978	(13,783)
482,463	644,985	1,085,613	6520	Electricity	1,056,067	-	1,056,067	950,156	4,057	-	954,214	101,853
2,890	2,377	2,870	6530	Propane	3,000	-	3,000	2,410	-	-	2,410	590
$ 2,639,172	***$ 3,046,427***	***$ 3,235,574***		***TOTAL SUPPLIES & MATERIALS***	***$ 3,437,762***	***$ -***	***$ 3,437,762***	***$ 3,248,766***	***$ 108,929***	***$ -***	***$ 3,357,694***	***$ 80,067***
								94.5%	3.2%	0.0%	97.7%	2.3%

WESTON PUBLIC SCHOOLS

FYE 26 FINANCIAL REPORT (UNAUDITED)

As of June 30, 2026

Period: 12 of 12

2022-2023	2023-2024	2024-2025			2025-2026							
Year-End Expense	Year-End Expense	Year-End Expense	Object Code	Description	Adopted Budget	Budget Transfers	Adjusted Budget	YTD Expended	Encumbered	Anticipated	Expended & Encumbered To EOY	Balance Available
				Equipment (7000's)								
192,826	265,378	413,486	7300	Equipment	413,932	-	413,932	383,895	147,102	-	530,997	(117,064)
$ 192,826	**$ 265,378**	**$ 413,486**		***TOTAL EQUIPMENT***	**$ 413,932**	**$ -**	**$ 413,932**	**$ 383,895**	**$ 147,102**	**$ -**	**$ 530,997**	**$ (117,064)**
								92.7%	35.5%	0.0%	128.3%	-28.3%
				Other Objects (8000's)								
87,938	89,475	76,267	8100	Dues, Fees and Memberships	110,106	-	110,106	98,856	3,710	-	102,566	7,540
32,434	39,246	32,768	8900	Other Objects	34,345	-	34,345	29,429	1,566	-	30,995	3,350
$ 120,372	**$ 128,721**	**$ 109,035**		***TOTAL OTHER OBJECTS***	**$ 144,451**	**$ -**	**$ 144,451**	**$ 128,285**	**$ 5,276**	**$ -**	**$ 133,561**	**$ 10,890**
								88.8%	3.7%	0.0%	92.5%	7.5%
				Revenue Offset (9000's)								
(29,462)	(29,903)	(31,457)	9200	Technology Revenue	(31,946)	-	(31,946)	(33,030)	-	-	(33,030)	1,084
(74,800)	(78,660)	(75,600)	9201	Participation Fees, Athletics	(70,475)	-	(70,475)	(76,320)	-	-	(76,320)	5,845
(21,689)	(13,475)	-	9202	Gate Receipts, Athletics	(14,000)	-	(14,000)	(10,176)	-	-	(10,176)	(3,824)
(89,987)	(25,495)	(22,425)	9204	Transportation Credits	-	-	-	-		-	-	-
(928,213)	(839,156)	(733,726)	9205	Excess Cost Reimbursement	(526,014)	-	(526,014)	(515,713)	-	-	(515,713)	(10,301)
(121,242)	(156,288)	(192,195)	9206	Pre School Tuition	(249,209)	-	(249,209)	(260,844)	-	-	(260,844)	11,635
(119,873)	(141,162)	(121,752)	9207	Non-Resident Tuition	(28,755)	-	(28,755)	(88,359)	-	-	(88,359)	59,604
(61,203)	(42,681)	(35,111)	9208	Parks & Rec Portion of Field Maintenance	(72,712)	-	(72,712)	(53,811)	-	-	(53,811)	(18,901)
(30,800)	-	(24,075)	9209	Parking Fees	(24,075)	-	(24,075)	(24,075)	-	-	(24,075)	-
(42,223)	(53,727)	(16,870)	9210	Theater Receipts	(51,025)	-	(51,025)	(41,565)	-	-	(41,565)	(9,460)
-	-	(27,500)	9212	Facility Use Rental	(37,500)	-	(37,500)	(37,500)	-	-	(37,500)	-
(14,336)	(50,764)	(13,513)	9215	Medicaid Revenue	(18,060)	-	(18,060)	(13,272)	-	-	(13,272)	(4,788)
($1,533,828)	***($1,431,311)***	***($1,294,225)***		***Total Revenue Offset***	**$ (1,123,771)**	**$ -**	**$ (1,123,771)**	**$ (1,154,664)**	**$0**	**$0**	**$ (1,154,664)**	**$30,893**
								102.7%	0.0%	0.0%	102.7%	-2.7%
$ 55,356,008	**$ 57,387,390**	**$ 59,105,820**		***GRAND TOTAL***	**$ 61,098,689**	**$ -**	**$ 61,098,689**	**$ 60,011,809**	**$ 784,256**	**$ -**	**$ 60,796,065**	**$ 302,627**
								98.22%	1.28%	0.00%	99.50%	0.50%

WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: 9/22/26

☐ **Information Only**

☒ **Action Requested**

Agenda Item Subject: Approval to Transfer Funds to Non-Lapsing Account

Submitted by: Phillip Cross

Document Summary/Purpose and/or Recommended Action:

It is our recommendation that we seek Board of Finance approval to transfer the end of year favorable balance to the non-lapsing account.

WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: 9/22/26

☐ **Information Only**

☒ **Action Requested**

Agenda Item Subject: FY25 Unliquidated Encumbrances Update and Equipment Purchase

Submitted by: Phillip Cross

Document Summary/Purpose and/or Recommended Action:

Following is a report on the FY25 unliquidated encumbrances. We are recommending using a portion of the remaining funds to purchase a piece of equipment for the maintenance staff.

September 18, 2026

TO: BOE Finance Committee

FROM: Phillip Cross, Chief Financial & Operations Officer

SUBJECT: FY25 Unliquidated Encumbrance & Equipment Purchase

Unliquidated Encumbrance

The unliquidated purchase orders for FY25 equal $221,735. This amount includes $120,500 for anticipated settlements, $24,211for facilities equipment (ATV), with the remaining $77,024 spread over multiple categories.

Equipment

We recommend requesting that a portion of the above balance be used for an equipment purchase.

During the FY27 budget deliberation, we removed the request for an aerial lift. Rather than purchasing a single-purpose machine, we explored a more versatile machine that allowed for multi-attachment units. We had intended on bringing this request forward for the FY28 budget cycle but with the potential for price increases (including tariffs) and unit availability, it is prudent for us to make the purchase now.

The Avant Loader 860, with several attachments, including a lift and snow plow, will be approximately $158,000, net of a 12% Sourcewell consortium discount.