

## Special Meeting

Thursday, December 19, 2019 7:00 PM

LP Wilson Community Center, Board Room, 601 Matianuck Avenue, Windsor, CT  
06095

1. **Call to Order, Pledge to the Flag and Moment of Silence**
2. **Recognitions/Acknowledgements**
3. **Audience to Visitors**
4. **Student Representative Report**
5. **Board of Education**
  - a. President's Report
  - b. School Liaison Reports
    1. Windsor High School
    2. Sage Park Middle School
    3. Clover Street School
    4. John F. Kennedy School
    5. Oliver Ellsworth School
    6. Poquonock School
6. **Superintendent's Report**
  - a. Postponed--Legislative Update with Patrice McCarthy, Deputy Director and General Counsel, CT Association of Boards of Education
  - b. WHS Overnight Field Trip to Spain, April 2021, 1st Reading
  - c. Remote Meeting Participation (with Anticipated Action)
  - d. Residency Update
  - e. Budget Assumptions 2020-2021, 1st Reading
  - f. School Calendar 2020-2021, 1st Reading
7. **Committee Reports**
8. **Consent Agenda**
  - a. Financial Report
  - b. Enrollment Report
  - c. Food Service Report
  - d. Human Resources Report
9. **Approval of Minutes**
  - a. November 12, 2019 Organizational-Special Meeting
  - b. November 12, 2019 Special Meeting
  - c. November 19, 2019 Regular Meeting
10. **Other Matters/Announcements/Regular BOE Meetings**
  - a. Next BOE Regular Meeting is Wednesday, January 22, 2020.  
Superintendent's Presentation of 2020-2021 Budget begins at 6:30 PM  
followed by Public Forum and Regular Meeting, Town Hall, Council Chambers
  - b. BOE Policy Committee, Monday, January 6, 2020, 6:00 PM, L.P. Wilson  
Community Center, Room 17
  - c. BOE Special Meeting, Tuesday, January 14, 2020, 6:30 PM, L.P. Wilson  
Community Center, Board Room
11. **Audience to Visitors**
12. **Adjournment**

**WINDSOR BOARD OF EDUCATION  
AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** December 17, 2019

**Prepared By:** Craig A. Cooke, Ph.D.

**Presented By:** Leonard Lockhart  
Patrice McCarthy

**Attachments:**

**Subject:** Legislative Update

---

**Background:**

Patrice McCarthy, Deputy Director and General Counsel for the Connecticut Association of Boards of Education (CABE) was asked to present an update on legislative issues this evening. Board members will have an opportunity to ask Ms. McCarthy questions and/or provide input.

**Status:**

N/A

**Recommendation:**

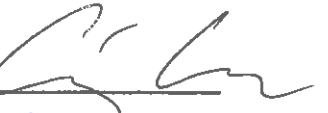
Presentation and discussion for information only.

---

Reviewed by: \_\_\_\_\_

Recommended by the Superintendent: \_\_\_\_\_

Agenda Item # \_\_\_\_\_

  
6a

**WINDSOR BOARD OF EDUCATION  
AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** December 17, 2019

**Prepared By:** Chelsea Krieger

**Presented By:** Chelsea Krieger

**Attachments:** Information Related to the Trip

**Subject:** Spain Field Trip – April 10th - April 24th, 2021

---

**Background:** Students at Windsor High School have been provided opportunities in the past to travel to a country where the native language is that which the students are studying. There is a desire to offer students to participate in such an opportunity in the spring of 2021. This is a language and culture immersion program run by Colegio Delibes in which students will take Spanish classes each morning and participate in cultural activities each afternoon. Additionally, full day guided excursions to nearby cities are included each weekend day. Students will stay with host families screened and approved by Colegio Delibes.

**Status:** A proposed field trip in April 2021 to Salamanca, Spain is proposed for students enrolled in or who have completed Spanish 2, 2H or above. The educational objectives of the trip as well as the itinerary are included in the backup materials. All students will be required to take out "cancel for any reason" trip cancellation insurance in case the Board determines that it is unsafe to travel at the time of the trip.

**Recommendation:** That the Board of Education approve the proposed trip to Spain reserving the right to cancel if it feels that the safety of the students is at risk.

---

**Reviewed by:**



**Recommended by the Superintendent:**



**Agenda Item #**

66

## OVERNIGHT TRAVEL REQUEST

Supervising Teacher(s) Chelsea Krieger, Lia Negron

### Pertinent Information

1. Educational Objective: See Attachment
2. Date(s) of Travel: April 10th - April 24th, 2021 (subject to date change to coincide with April vacation 2021)
3. Itinerary: See attachment
4. Housing: Accommodations with host family in double room arranged by Colegio Delibes
5. Meals: All meals are provided by host family (3 meals per day)
6. Transportation – List carriers: Flight arranged through AAA group travel on a commercial airline, transportation within Spain arranged by Colegio Delibes on private coach bus
7. Insurance: Flight insurance provided through AAA (cancel for any reason), Colegio Delibes also includes program cancellation insurance, and medical insurance
8. Student Participation Criteria: Trip is open to students who are enrolled in or have completed Spanish level 2 by start of trip.
9. Fund Raising Activities: To be determined
10. Cost to Students: Program cost is \$1975 + airfare (estimated to be \$1250) + travel insurance (estimated to be \$150) + transportation to airport (estimated to be \$100)  
Total estimate = 3475
11. Number of Students: 12 - 15 (can participate with a minimum of 10 students, no maximum)
12. Parental Permission Secured: not at this time

### 12. Chaperones (names, qualifications):

**Chelsea Krieger**, I have chaperoned this same trip in summer 2016 with students from Enfield High School and summer 2018 with students from Windsor High School. Windsor High School Spanish teacher.

**Lia Negron**, Windsor High School Spanish teacher

Additional Windsor High School teachers will serve as chaperones as student numbers necessitate

### ACTION:

Curriculum Leader

*Chelsea Krieger*

Date 11/01/19

Principal

*[Signature]*

Date 11/5/19

Superintendent

*[Signature]*

Date 12/5/19

This request must be submitted for approval at least six (6) months in advance of the trip.

# **WINDSOR BOARD OF EDUCATION**

## **AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of: November 19, 2019**

**Prepared and Presented by: Chelsea Krieger**

**Attachments: Information Related to the Trip**

**Subject: Spain Field Trip – April 10th - April 24th, 2021**

### **BACKGROUND:**

Students at Windsor High School have been provided opportunities in the past to travel to a country where the native language is that which the students are studying. There is a desire to offer students to participate in such an opportunity in the spring of 2021. This is a language and culture immersion program run by Colegio Delibes in which students will take Spanish classes each morning and participate in cultural activities each afternoon. Additionally, full day guided excursions to nearby cities are included each weekend day. Students will stay with host families screened and approved by Colegio Delibes.

### **STATUS:**

A proposed field trip in April 2021 to Salamanca, Spain is proposed for students enrolled in or who have completed Spanish 2, 2H or above. The educational objectives of the trip as well as the itinerary are included in the backup materials. All students will be required to take out “cancel for any reason” trip cancellation insurance in case the Board determines that it is unsafe to travel at the time of the trip.

### **RECOMMENDATION:**

That the Board of Education approve the proposed trip to Spain reserving the right to cancel if it feels that the safety of the students is at risk.

**Recommended by the Superintendent:**

**Additional Agenda Item #**

### **Educational Objectives**

- To provide exploratory learning opportunities by immersing students in a culture which differs from their own.
- To provide an opportunity for students to develop a sense of a global citizenship.
- To provide students with an opportunity to learn about cultural similarities and differences between Spanish and American families.
- To provide students with an opportunity to extend a functional command of the language.
- To provide students with an opportunity to use the communication skill which they have learned in class.
- To provide students with a multicultural experience.
- To provide students with an opportunity to appreciate those of another cultural background and nationality.

### **Students Participation Criteria**

This field trip will be opened to students enrolled in Spanish 2, Spanish 2H or above. Students that have completed Spanish 2 or Spanish 2H will also be eligible for this trip.

## Spanish Immersion PROGRAM 2021 WINDSOR HIGH SCHOOL

**11 April 2021 to 24 April 2021  
or  
04 April 2021 to 17 April 2021**

### THIS PROGRAM INCLUDES:

1. 40 hours of classes (maximum 12 students in each class)
2. All the material for the classes: books, photocopies, etc.
3. Private tutoring included when necessary for individual students
4. Course Certificate for every student at completed level
5. Accommodation with host family in double room, full board, 2 weeks
6. Guided tour around Salamanca and the cathedrals with Delibes teacher
7. Movies and conferences (seminars) in the conference room (3 per week)
8. Three full day excursions (Toledo, Avila and Segovia, La Alberca and Ciudad Rodrigo...).
9. Sports: soccer, basketball, padel...
10. Scavenger hunt around Salamanca with a Delibes teacher
11. Visit to the Museum Casa Lis with a Delibes teacher
12. Literature tour around the city guided by a Delibes teacher
13. Entrances to all museums, palaces, etc.
14. Tapas food tour with a Delibes teacher
15. After school Dance class with a professional dancer
16. After school Cooking class with a professional chef
17. Wifi internet access in the school and in the families
18. Private medical Insurance
19. Round trip Transfer in private bus Madrid (airport) – Salamanca – Madrid
20. Visit to Madrid Historical Center on the arrival day
21. One free teacher each 7 students (course and accommodation)
22. Tuition payments insured
23. 24 hour access to emergency number

### THIS PROGRAM DOES NOT INCLUDE:

1. The flight USA – Spain – USA
2. Flight cancellation insurance

### PRICE PER STUDENT:

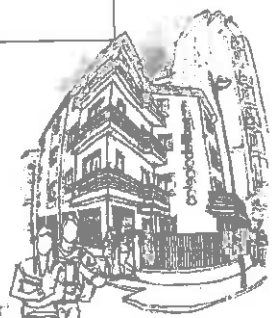
**2 WEEKS = 1975 U.S.D.**

Cursos de español  
en Salamanca

Plaza Julián Sánchez "El Charro", 1  
37005 Salamanca (España)  
Tfno: +34 923 120 460

[www.colegiodelibes.com](http://www.colegiodelibes.com)

delibes@colegiodelibes.com



Itinerary to Salamanca April 2021 for Windsor High School - subject to minor adjustments

First Week

		Saturday 4/10/21	Sunday 4/11/21	Monday 4/12/21	Tuesday 4/13/21	Wednesday 4/14/21	Thursday 4/15/21	Friday 4/16/21
Morning			Early morning arrival in Madrid Reception at airport Tour of Madrid Historical Center	8:00 Breakfast with families 8:15 Meeting at school and presentation of the program	8:00 Breakfast with families 9:00-13:00 Language classes	8:00 Breakfast with families 9:00-13:00 Language classes	8:00 Breakfast with families 9:00-13:00 Language classes	8:00 Breakfast with families 9:00-13:00 Language classes
				9:00-13:00 Language classes 13:30 Lunch with families	13:30 Lunch with families	13:30 Lunch with families	13:30 Lunch with families	13:30 Lunch with families
Afternoon		Late afternoon/ evening departure from United States (Flight TBD)	20:00 Return from tour 20:30 Dinner with families	16:00 Guided tour of Salamanca with Colegio Delibes history professor - Leaving from school 19:00 End of visit Free Time 20:30 Dinner with families	15:00 Movie in video room at school 17:00 Conference about Spain 20:00 Typical Tapas in Salamanca - Leaving from the Plaza Mayor	16:00 Visit to Casa Lis (Art Nouveau and Art Deco Museum) with Colegio Delibes history professor - Leaving from school 18:00 End of visit 18:45 - Salsa class - Leaving from Plaza Mayor 20:30 Dinner with families	16:00 and 17:05 Cooking class - Spanish omelet and non-alcoholic sangria - Leaving from school 18:00 Literature tour (legends of Salamanca) 20:30 Dinner with families 22:00 Night tour of Salamanca with ice cream - Leaving from Plaza Mayor	Free Afternoon Visit to "Corte Ingles"



Itinerary to Salamanca April 2021 for Windsor High School - subject to minor adjustments

Second Week

	Saturday 4/17/21	Sunday 4/18/21	Monday 4/19/21	Tuesday 4/20/21	Wednesday 4/21/21	Thursday 4/22/21	Friday 4/23/21	Saturday 4/24/21
Morning	7:00 Breakfast with families	6:30 Breakfast with families	8:00 Breakfast with families	8:00 Breakfast with families	8:00 Breakfast with families	8:00 Breakfast with families	8:00 Breakfast with families	Early morning departure for Madrid airport in private bus (time TBD based on flight)
	8:00 Guided excursion to Avila and Segovia	7:00 Guided excursion to Toledo - Leaving from Plaza Gabriel and Galan	9:00-13:00 Language classes	9:00-13:00 Language classes	9:00-13:00 Language classes	9:00-13:00 Language classes	Local Holiday 9:00 Guided excursion to La Alberca and Ciudad Rodrigo	Have a good flight and until next time friends!!!
	Families to pack a picnic lunch for each student	Families to pack a picnic lunch for each student	13:30 Lunch with families	13:30 Lunch with families	13:30 Lunch with families	13:30 Lunch with families	Families to pack a picnic lunch for each student	Thank you for choosing Colegio Delibes
Afternoon	18:00 Return from excursion	20:00 Return from excursion	16:00 Visit to the Romantic and Gothic cathedrals and the University of Salamanca with a Colegio Delibes history professor - Leaving from school	16:00 Sports afternoon	15:00 Movie in video room at school	16:00 Afternoon at the local municipal pool - Leaving from Plaza Gabriel and Galan	18:00 Return from excursion	
	20:30 Dinner with families	20:30 Dinner with families	19:00 End of visit 20:30 Dinner in families	Paddle class - Leaving from school 21:00 Summer welcome party-dinner included	17:00 Conference on Spanish history	20:30 Dinner with families 22:00 Night tour of Salamanca with ice cream - Leaving from Plaza Mayor	20:30 Dinner with families	

Allianz Travel Insurance

# Individual Travel Insurance Policy

**FOR SERVICE, VISIT OR CALL:**  
**[www.allianztravelinsurance.com](http://www.allianztravelinsurance.com)**  
**1-800-284-8300**

**FOR EMERGENCY ASSISTANCE  
DURING YOUR TRIP CALL:**

**1-800-654-1908**  
(From U.S.)  
**1-804-281-5700**  
(Collect)

Don't forget to  
take this document  
with you!

**Global Assistance**

**Allianz** 

*Jefferson*  
Insurance Company™

Allianz Global Assistance and Allianz Travel Insurance branded plans are underwritten by Jefferson Insurance Company AGA Service Company is the licensed producer for this plan.

©2017 AGA Service Company

TL\_301\_16\_P\_CT\_V2

## Your Travel Insurance Policy

Thank you for buying a travel insurance plan from us!

Your plan is described in the following documents:

- This **policy**, which explains how our travel insurance works.
- The **letter of confirmation** that came with your package, which tells you what coverage your plan includes and the limits.
- Any other information you receive with your package, including riders or other forms.

**Please make sure you read these documents carefully.** This **policy** may describe coverage your plan doesn't include. Make sure you review carefully your **letter of confirmation**. Contact us immediately if you don't receive your **letter of confirmation** or if you think there is a mistake.

All dollar amounts in these documents are in US dollars.



**We can help!**

Our assistance team can help you with problems 24 hours a day, almost anywhere in the world.

In the United States, Canada, Puerto Rico  
and the U.S. Virgin Islands  
All other locations, call collect

**1-800-654-1908**  
**1-804-281-5700**

WHAT'S INSIDE

Section 1: Our agreement with you ..... 3  
Section 2: What this policy includes ..... 4  
Section 3: What this policy excludes ..... 15  
Section 4: Who is covered and when ..... 17  
Section 5: Claims information ..... 18  
Section 6: Definitions ..... 20

SECTION 1: OUR AGREEMENT WITH YOU

Your travel insurance plan (your plan) includes both insurance coverage and assistance services.

Throughout this document:

- we, us and our mean Jefferson Insurance Company and its agents;
- Jefferson means Jefferson Insurance Company;
- you and your mean the people listed on your letter of confirmation; and
- all other bolded terms are defined in Section 6, Definitions.

No one has the right to describe this travel insurance any differently than it has been described in this document, or to change or waive any of its provisions.

About this agreement

Please read your policy carefully for full details. This is a legal contract. The entire contract consists of the policy, any riders attached to it; and the letter of confirmation. You have a duty to make all reasonable efforts to minimize any loss.

We have issued the policy and any attached riders based on your payment of the premium and on the information you included in your application or other form. The statements you made in your application or other form are representations and not warranties. We may use this information to void insurance, reduce benefits or defend our decision about a claim.

The headings in this policy are for convenience only.

Satisfaction Guarantee

We will refund your insurance premium if you cancel your plan within 10 days of purchase and you haven't started your trip or filed a claim

Signed for Jefferson Insurance Company, 9950 Mayland Drive, Richmond, VA 23233

  
Mike Nelson, President

  
Fred Faett, Secretary

## SECTION 2: WHAT THIS POLICY INCLUDES

This is a named perils travel insurance policy, which means it covers only the specific situations, events and losses included in this document, and only under the conditions we describe.

The plan you purchased may not include all the coverage described here. Make sure you check your letter of confirmation to confirm your coverage and limits.

Your plan also includes assistance services, which are described in *Help while traveling*.

Coverage	Whether it applies	Page
Trip cancellation	<b>Your trip is canceled or interrupted</b> Your trip is canceled before you get started	5
Trip interruption	Your trip is interrupted after you've left	
Frequent traveler/loyalty program	You have to re-deposit frequent traveler or loyalty program awards	
	<b>You get sick or hurt while traveling</b>	10
Emergency medical/dental	You have to pay for emergency medical or dental care	
	<b>You're delayed or you miss your flight or cruise</b>	10
Travel delay	Your travel is delayed six hours or more	
Missed connection	You miss your connecting flight or cruise	
	<b>Your baggage is lost, damaged, stolen or delayed</b>	12
Lost, damaged or stolen baggage	Your baggage is lost, damaged or stolen	
Delayed baggage	Your baggage is delayed by a common carrier	
	<b>Other coverage</b>	14
Existing medical condition	You have an existing medical condition.	
Change fee	You have to change your airline ticket due to covered reasons	

\* Underwritten by Jefferson Insurance Company

### How to read Section 2

#### When it applies

Tells you when you're eligible to make a claim. These situations and events are called **covered reasons**.

#### What it covers

Tells you the kinds of things you can be reimbursed for. You'll find out more in Section 5, *Claims information*.

#### We can help!

Tells you about related assistance services that are available to you worldwide. You'll find a complete list in *Help while traveling*.



#### Important

Be sure to also read Section 3, *What this policy excludes*, as well as Section 4, *Who is covered and when*, for important information on how your coverage works. Travel insurance doesn't cover everything. It's designed to protect you when there's a sudden, unexpected problem or event.

### YOUR TRIP IS CANCELED OR INTERRUPTED



#### Important

You need to contact your travel suppliers within 72 hours of canceling or interrupting your trip to qualify for the largest reimbursement possible. If you notify your suppliers later and get a smaller refund, we will not cover the difference. If you're seriously ill or injured, contact your travel suppliers as soon as you can.



#### We can help!

Need help sending an emergency message or getting flight information? See *Help while traveling*, for a complete list of ways we can help.

### Trip cancellation and Trip interruption coverage

#### When it applies

Your trip is canceled before you get started, or interrupted after you've left, for one of the following covered reasons:

#### Health

*Injury, illness or medical condition*  
You or a traveling companion is seriously ill or injured.

**Specific requirements:**

- The **injury, illness or medical condition** must be disabling enough to make a reasonable person delay, cancel or interrupt their trip.
- A **doctor** must examine you or a **traveling companion** and advise you or a **traveling companion** to cancel or interrupt your trip before you cancel or interrupt it. If that isn't possible, a **doctor** must examine you within 72 hours of your cancellation or interruption.

A **family member** who isn't traveling with you is seriously ill or injured.

**Specific requirement:**

- The **injury, illness or medical condition** must be considered life threatening, require hospitalization, or he or she must require your care.

**Death**

You, a **traveling companion** or **family member** dies.

**Specific requirement:**

- A **traveling companion's** or **family member's** death must occur before or during your trip.

**Quarantine**

You or a **traveling companion** is quarantined.

**Pregnancy**

You become pregnant (trip cancellation coverage only).

**Childbirth**

You need to attend the birth of an **immediate family member's** child (trip cancellation coverage only).

**Transportation and accommodation**

**Financial default**

Your tour operator, airline or cruise line ceases operations due to **financial default**.

**Specific requirements: (all must apply)**

- You purchased this insurance within 14 days of making your first trip deposit or first trip payment;
- The **financial default** happens more than seven days after your plan's effective date; and
- The tour operator, airline or cruise line isn't the entity you purchased your plan or your travel services from, or an affiliate of that entity, and was included in our list of covered suppliers on your plan's effective date.

Please note that **Jefferson** can choose to give you a trip of similar value instead of cash.

**Traffic accident**

You or a **traveling companion** is in a **traffic accident** on the way to your point of departure, and:

- you or the **traveling companion** need medical attention; or
- the car needs to be repaired because it's not safe to drive.

**Family or friends can't accommodate you as planned**

Family or friends outside the United States can't accommodate you as planned because someone in the household has died or been diagnosed with a serious illness or injury.

**Legal**

**Jury duty or court-ordered appearance**

You're summoned by a court order or subpoena to serve on a jury or appear in court.

**Legal separation or divorce**

You or a **traveling companion** legally separate or divorce after your plan's effective date but before your **scheduled departure date**.

**Specific requirement:**

- You purchased your plan within 14 days of making your first trip deposit or first trip payment.

**Environment**

**Home uninhabitable**

Your **primary residence** is uninhabitable because of a **natural disaster**, fire, flood, burglary or vandalism.

**Destination uninhabitable**

Your **destination** is uninhabitable because of a **natural disaster**, fire, flood, burglary or vandalism.

**Canceled services**

Your airline, cruise line, or tour operator or travel supplier stops offering all services for at least 24 consecutive hours where you're departing, arriving or making a connection because of:

- a **natural disaster**;
- **severe weather**;
- a strike; or
- a Federal Aviation Administration (FAA) mandate.

**Specific requirements: (all must apply)**

- Your **travel supplier** doesn't offer you a substitute itinerary; and
- The striking workers aren't employed by the supplier you purchased your plan or travel services from, or an affiliate of that supplier.

---

**Politics and violence****Hijacking**

You or a traveling companion is hijacked.

**Terrorism**

A terrorist event happens at your U.S. or foreign destination within 30 days of the day you're scheduled to arrive.

Specific requirement:

- For locations outside the United States, you're not covered if there's been a terrorist event at your destination in the 30 days before your plan's effective date.

---

**Work****Termination or layoff**

You or a traveling companion is terminated or laid off from a company after your plan's effective date.

Specific requirements: (all must apply)

- The termination or layoff isn't your fault, and
- You worked for this employer for at least 12 consecutive months.

**Military Duty in the U.S. Armed Forces**

You or a traveling companion, serving in the U.S. Armed Forces, is reassigned, or have personal leave revoked, except because of war, the War Powers Act, base or unit mobilization, unit reassignment or disciplinary action.

---

**Other****Extended travel delay**

You miss more than half of the total length of your trip because your travel is delayed.

Specific requirements: (all must apply)

- Your plan must include travel delay coverage; and
- You must be delayed for a covered reason listed under travel delay coverage.

Please refer to your letter of confirmation to confirm your coverage and limits in your plan.

---

**Trip cancellation coverage****Non-refundable payments and deposits**

Payments and deposits you made before your trip was canceled, less any published refunds you're entitled to receive.

---

**Accommodation**

The extra cost of single accommodation if you prepaid for shared accommodation and a traveling companion canceled or interrupted their trip for a covered reason or was delayed for a covered reason

---

**Trip interruption coverage****Prepaid expenses**

The unused part of your prepaid expenses, less any refunds you receive.

**Accommodation**

The extra cost of single accommodation if you prepaid for shared accommodation and a traveling companion canceled or interrupted their trip for a covered reason or was delayed for a covered reason.

**Transportation**

Reasonable transportation expenses for getting to:

- your final destination or a place where you can continue your trip; or
- your original destination another way, if your travel is delayed for 24 hours or more at the start of your trip.

Expenses for the cost of staying longer than you planned

Extra accommodation and transportation expenses because a traveling companion is hospitalized.

Special limit:

- Maximum of \$100 a day for up to five days.

---

**Frequent traveler/loyalty program coverage****When it applies**

You have to re-deposit points in your frequent traveler or loyalty program because your trip is canceled for one of the covered reasons listed under trip cancellation coverage.

**What it covers**

Please refer to your letter of confirmation to confirm your coverage and limits.

**Redeposit fees**

Fees for re-depositing frequent traveler or loyalty program awards into your account.

## YOU GET SICK OR HURT WHILE TRAVELING



### We can help!

Need help finding a doctor or getting emergency cash from home to pay for treatment? See *Help while traveling*, for a complete list of ways we can help.

## Emergency medical/dental coverage

### When it applies

You have to pay for emergency medical or dental care for one of the following covered reasons:

- you have a sudden, unexpected illness or injury during your trip that's either life threatening or could cause serious and irreparable harm if it isn't treated.
- you have an injury or infection, a lost filling or a broken tooth during your trip that requires immediate treatment by a dentist.

#### Specific requirement:

- The treatment is medically necessary and is provided by a doctor, dentist, hospital or other licensed provider during your trip.

Please refer to your *letter of confirmation* to confirm your coverage and limits that may apply to your plan.

### What it covers

#### Reasonable and customary costs

Reasonable and customary costs for supplies and services from a doctor, dentist, hospital or other licensed provider.



#### Important

If you're eligible for benefits or compensation through a government-funded program other than Medicaid, you don't qualify for this coverage.

## YOU'RE DELAYED OR YOU MISS YOUR FLIGHT OR CRUISE



#### Important

You need to make reasonable efforts to continue your trip if you're delayed or you miss your flight or cruise. The coverage described here can help. Any refunds you receive from your travel suppliers will be deducted from your claim.



### We can help!

Need help rebooking your flight or arranging for alternative transportation? See *Help while traveling*, for a complete list of ways we can help.

## Travel delay coverage

### When it applies

Your travel is delayed for six or more consecutive hours for one of the following covered reasons:

- *Strike or common carrier delay*
- Your departure is delayed by a common carrier.
- Your departure is delayed by an unannounced strike.

#### Quarantine

- You are quarantined.

#### Natural disaster or severe weather

- There's a natural disaster.
- Severe weather delays your departing flight or causes road closures.

#### Politics, violence or theft

- Your passports, money or other travel documents are lost or stolen.
- Your travel is delayed by a hijacking.
- Your travel is delayed by civil disorder or unrest.

Please refer to your *letter of confirmation* to confirm your coverage and limits in your plan.

### What it covers

#### Prepaid expenses

The unused part of your prepaid expenses, less any refunds you receive.

and

#### Meals, accommodation and transportation

- Reasonable expenses for additional meals and accommodation while you're delayed.
- Reasonable additional transportation expenses.

#### Special limit:

- Maximum of \$200 per person per day, up to the limit shown on your *letter of confirmation*.

Benefits are payable under travel delay coverage or missed connection coverage, not both.

## Missed connection coverage

### When it applies

You miss your connecting flight or cruise for one of the following covered reasons:

- you're involved in or delayed by a traffic accident;
- you're delayed by severe weather while en route to the departure; or
- severe weather cancels one of your flights en route to the connection or cruise, or delays it for at least three hours.

Specific requirements: (all must apply)

- You allowed enough time in your itinerary to reach your flight or cruise on time; and
- You aren't able to reach your connecting flight or cruise another way.

Please refer to your letter of confirmation to confirm your coverage and limits in your plan.

### What it covers

#### Prepaid expenses

The unused part of your prepaid expenses if you miss at least 24 hours of your trip, less any refunds you receive.

#### Meals, accommodation and transportation

- Reasonable additional expenses for meals and accommodation related to your missed connection or cruise.
- Reasonable additional transportation expenses to get to your original destination or to a place where you can continue your trip.

Benefits are payable under only one of missed connection coverage or travel delay coverage.

## YOUR BAGGAGE IS LOST, DAMAGED, STOLEN OR DELAYED

### Important

Any refunds you receive will be deducted from your claim.

### We can help!

Need help contacting local authorities or getting emergency cash from home? See Help while traveling, for a complete list of ways we can help

## Lost, damaged or stolen baggage coverage

### When it applies

Your baggage is lost, damaged or stolen while you're traveling.

Specific requirements: (all must apply)

- You take reasonable steps to keep your baggage safe and intact, and to recover it; and
- You file a report giving a description of the property and its value with the appropriate local authorities, common carrier, hotel or tour operator within 24 hours of the loss.

Please refer to your letter of confirmation to confirm your coverage and limits in your plan.

### What it covers

Actual price, actual cash value, repair or replacement (whichever is less)

- actual price is the amount it would cost to buy a similar item.
- actual cash value is the amount the item is worth based on its current market value. If you don't have an original receipt, we'll cover up to 75% of its current market value.
- repair or replacement is the cost to repair or replace the item.

#### Special limit:

- Maximum \$500 in total for all jewelry, watches, gems, furs, cameras and camera equipment, camcorders, sporting equipment, computers, radios and other electronic items. You need to provide original receipts for these items or they won't be covered.

## Delayed baggage coverage

### When it applies

A common carrier, hotel or tour operator delays your baggage for 24 hours or more.

Specific requirement:

- You report the loss and file a claim with the common carrier, hotel or tour operator.

### What it covers

Please refer to your letter of confirmation to confirm your coverage and limits in your plan.

#### Reasonable essential items

Reasonable essential items for you to use until your baggage arrives.



## OTHER COVERAGE



**Important**  
Please check your letter of confirmation to confirm your coverage and limits.

### Existing medical condition coverage

If your plan includes this coverage, you, a traveling companion or family member can have an existing medical condition and you will still be eligible for all coverage and assistance services, as long as:

- you purchased your plan on or before the date you made your final trip payment;
- you purchased trip cancellation coverage that covers the full cost of all your non-refundable trip arrangements;
- you were a U.S. resident and medically able to travel on the day you purchased the plan;
- the total cost of your trip is \$10,000 per person or less; and
- all other stated terms and conditions are met.

### Change fee coverage

#### When it applies

You have to change the dates on your airline ticket for one of the following covered reasons:

- your trip is canceled or interrupted for a covered reason listed under trip cancellation/trip interruption coverage, except cessation of operations;
- you or a traveling companion are delayed by severe weather on the way to your flight.

Specific requirement:

- If you were delayed by severe weather, you allowed enough time in your itinerary to reach your flight on time.

#### What it covers

Please refer to your letter of confirmation to confirm your coverage and limits.

Change fees

Fees to change the dates on your airline ticket.

## SECTION 3: WHAT THIS POLICY EXCLUDES

### GENERAL EXCLUSIONS

You aren't covered for any loss that results directly or indirectly from any of the following general exclusions.

The following things if they affect you, a traveling companion or a family member, whether the family member is traveling with you or not:

- existing medical conditions (unless you have existing medical condition coverage in Section 2);
- intentional self-harm or attempting or committing suicide, while sane or insane (only applies to you);
- pregnancy, (unless specifically included in Section 2), unless there are unforeseen complications or problems with the pregnancy;
- fertility treatments, childbirth or elective abortion;
- a mental or nervous health disorder unless hospitalized after the policy effective date; or
- intoxication or voluntary use of any controlled substance as defined in Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970, as now or hereafter amended, unless prescribed by a doctor (accidental ingestion of a poisonous food substance or consumption of a controlled drug is not excluded)\*.

The following activities if you, a traveling companion or a family member participates in them, whether the family member is traveling with you or not:

- flying or learning to fly an aircraft as a pilot or crew member;
- participating in or training for any professional or amateur sporting competition; or
- participating in extreme, high-risk sports like:
  - skydiving, hang gliding or parachuting;
  - bungee jumping;
  - caving;
  - extreme skiing, heli-skiing or skiing outside marked trails;
  - body contact sports (meaning any sport where the objective is to physically render an opponent unable to continue with the competition such as boxing and full contact karate);
  - mountain climbing or any other high altitude activities; or
  - scuba diving below 120 feet (40 meters) or without a dive master.

The following events:

- any problem or event that could have reasonably been foreseen or expected when you purchased your plan;
- an epidemic or pandemic\*;
- natural disasters like hurricanes, earthquakes, fires and floods (unless specifically included in Section 2)\*;
- air, water or other pollution, or the threat of a pollutant release\*;
- nuclear reaction, radiation or radioactive contamination\*;

- war (declared or undeclared), acts of war, military duty, civil disorder or unrest (unless specifically included in Section 2);
- financial default (unless specifically included in Section 2); or
- felonious acts\*.

\* Does not apply to Emergency medical/dental coverage.

You aren't eligible for reimbursement under any coverage if:

- your common carrier tickets don't show departure and return dates; or
- the departure and return dates on your application or other form don't represent when you actually intended to travel.

## SPECIFIC EXCLUSIONS

You aren't covered for any loss that results directly or indirectly from any of the following specific exclusions unless they're included in Section 2. *What this policy includes:*

### Lost, damaged or stolen baggage coverage

- intentional loss of or damage to equipment;
- defective materials or workmanship; or
- ordinary wear and tear.

These items aren't covered:

- animals;
- cars and accessories, motorcycles and motors, aircraft, boats and other vehicles;
- bicycles, skis and snowboards (unless they're checked with a common carrier);
- eyeglasses, sunglasses and contact lenses;
- hearing aids, artificial teeth and limbs;
- wheelchairs and other mobility devices;
- consumables, medicines, perfumes, cosmetics and perishables;
- tickets, passports, deeds and other documents;
- money, credit cards, securities, bullion, stamps and keys;
- rugs and carpets;
- property for business or trade, and baggage when it is:
  - shipped as freight;
  - sent before your scheduled departure date;
  - left in or on a car trailer; or
  - left in an unlocked car.

## SECTION 4: WHO IS COVERED AND WHEN

### WHO IS COVERED BY YOUR PLAN

Your plan covers the people listed on your letter of confirmation.

### WHEN YOUR COVERAGE BEGINS AND ENDS

You're only eligible for coverage if we accept your request for insurance.

Your plan's effective date depends on how you purchased it.

if you purchased	it's effective
in person	the day and time you purchase your plan.
by mail	the day after your application or other form is postmarked
over the phone	the day after you place your telephone order
by fax	the day after we receive your fax
online	the day after we receive your online order.

Trip cancellation coverage begins on your plan's effective date, as long as we receive your premium before you cancel your trip or make a claim.

All other coverage begins on your scheduled departure date, as long as we've received your payment. Your departure and return dates are counted as two separate days of travel when we calculate the duration of your trip.

Your coverage ends on the earliest of:

- the day you're scheduled to return;
- the day you actually return, if you come back earlier;
- the day and time you cancel your trip; or
- the 365<sup>th</sup> day of the trip.

If your return travel is delayed for a covered reason, we'll extend your coverage until you can get home.

Your plan can't be renewed.

## SECTION 5: CLAIMS INFORMATION

### HOW TO MAKE A CLAIM

Making a claim is easy – just visit [www.allianztravelinsurance.com](http://www.allianztravelinsurance.com), email or call us and we'll be happy to help.

#### Go online to:

- find out what forms and documentation you need.
- download a claims form and mail it in.
- file a claim electronically and track its progress.

#### Email or call to:

- find out what forms and documentation you need.
- file a claim and check its progress.

#### Claims inquiry:

- Website: [www.allianztravelinsurance.com](http://www.allianztravelinsurance.com)
- Email: [claimsinquiry@allianzassistance.com](mailto:claimsinquiry@allianzassistance.com)
- Telephone: 1-800-334-7525

### IMPORTANT INFORMATION ABOUT CLAIMS

You have 90 days from the date of your loss to submit your claim to us, except as otherwise provided by law.

#### Proof of Loss

You are responsible for providing all necessary documentation to prove your loss.

#### Assignment

You can assign your rights under your plan by notifying us in writing.

#### About beneficiaries

All benefits will be paid to your estate.

#### Duplicate coverage

If you're covered by another certificate or policy that we've issued with the same or similar coverage, we'll use the terms and conditions of the certificate or policy that pays the most. We'll also refund any premium you've paid for duplicate coverage.

#### Medical examinations and autopsy

We have the right to have you medically examined as reasonably necessary to make a decision about your medical claim. If someone covered by your plan dies, we may also require an autopsy (except where prohibited by law). We will cover the cost of these medical examinations or autopsies.

#### Recovery

We have the right to recover any amount you receive that exceeds the total amount of your loss.

#### Subrogation

When someone is responsible for your loss, we have the right to recover any payments we've made to you or someone else in relation to your claim, as permitted by law. Everyone eligible to receive payment for a claim submitted to us must cooperate with this process, and must refrain from doing anything that would adversely affect our rights or the rights of Jefferson to recover payment.

#### About fraud

Fraud is illegal. We will deny your claim if:

- what you told us on your application or other form is deliberately misleading or inaccurate; or
- you intentionally file a claim that includes false information or deliberately conceals material facts. This may be a crime subject to criminal prosecution and civil penalties, and you may be liable for the stated value of the claim.

#### Resolving disputes

If you disagree with our decision about a claim, you can request to go to arbitration through the American Arbitration Association. Such arbitration must be upon mutual agreement. If we agree, you can submit a dispute to non-binding desk arbitration, as long as:

- you submit it at least 60 days, but no more than three years, after you've filed your entire claim with us; and
- it complies with the American Arbitration Association's rules at the time you submit it.



#### Important

This is a named perils travel insurance policy, which means it covers only the specific situations, events and losses included in this document, and only under the conditions we describe.

We'll only pay for reasonable, appropriate expenses that are covered by the plan you purchased. Please check your letter of confirmation to confirm your coverage and limits in your plan.

## SECTION 6: DEFINITIONS

<b>Accident</b>	An unexpected and unintended event that causes injury, property damage or both.
<b>Accommodation</b>	A hotel or other kind of lodging where you make a reservation and pay a fee.
<b>Assault</b>	Physical assault that requires treatment in a hospital.
<b>Baggage</b>	Personal property you take on your trip and the suitcases or other kinds of containers you use to carry them.
<b>Common carrier</b>	A company that's licensed to carry passengers on land, water or in the air for a fee, not including car rental companies.
<b>Covered reasons</b>	The specific situations and events that are covered by this policy.
<b>Current market value</b>	The dollar amount an item could reasonably be sold for, based on its original price, age and current condition.
<b>Dentist</b>	Someone who is licensed and legally entitled to practice dentistry or dental surgery. This can't be you, a traveling companion, any member of either your immediate family, or any member of the sick or injured person's immediate family.
<b>Destination</b>	A place more than 100 miles from your primary residence where you spend more than 24 hours of your trip.
<b>Doctor</b>	Someone who is legally entitled to practice medicine, and is licensed if required. This can't be you, a traveling companion, any member of either your immediate family, or any member of the sick or injured person's immediate family.
<b>Domestic partner</b>	A person you've lived with in a spousal relationship for at least 12 consecutive months who is 18 years or older. You must be able to show evidence that you've lived together for 12 consecutive months.
<b>Emergency medical and/or dental care</b>	Medical and dental services, supplies and charges that are for a health emergency. It doesn't include things like: <ul style="list-style-type: none"> <li>• elective cosmetic surgery or cosmetic foot care;</li> <li>• physical exams;</li> <li>• allergy treatments (unless life threatening);</li> <li>• hearing aids, eyeglasses and contact lenses;</li> <li>• palliative care; or</li> <li>• experimental treatment.</li> </ul>
<b>Epidemic</b>	An outbreak of a contagious disease that spreads rapidly and widely and that is identified as an epidemic by The Centers for Disease Control and Prevention (CDC).

## Existing medical condition

An illness or injury that you, a traveling companion or family member were seeking or receiving treatment for or had symptoms of on the day you purchased your plan, or at any time in the 120 days before you purchased it.

You, a traveling companion or family member are considered to have an existing medical condition if you, a traveling companion or family member:

- saw or were advised to see a doctor;
- had symptoms that would cause a prudent person to see a doctor; or
- were taking prescribed medication for the condition or the symptoms, unless the condition or symptoms are effectively controlled by the prescription, and the prescription hasn't changed.

## Family member

Any of the following people, whether or not they're traveling with you:

- spouses and common-law, civil union and domestic partners;
- parents and step-parents;
- children and step-children (including adopted or soon to be adopted children);
- siblings;
- grandparents and grandchildren;
- the following in-laws: mother, father, son, daughter, brother, sister, aunts, uncles, nieces and nephews;
- legal guardians and wards;
- business partners;
- paid, live-in caregivers; and
- service animals (as defined by the Americans with Disabilities Act).

Immediate family members are:

- spouses and common-law, civil union and domestic partners;
- parents and step-parents;
- children and step-children (including adopted or soon to be adopted children);
- siblings; and
- grandparents and grandchildren.

## Financial default

A complete cessation of operations because of financial circumstances, with or without filing for bankruptcy protection.

## Hospital

A facility whose primary function is to diagnose and treat sick and injured people under the supervision of doctors. It must:

- have organized departments of medicine and major surgery on site or off site through a pre-arranged contract provide 24 hour nursing service supervised or provided by registered nurses;
- be compensated by patients or their insurance providers for performing these services; and
- be licensed where required.

<b>Illness</b>	Sickness, infirmity or disease. It doesn't include conditions you already had or knew about when you purchased your plan (see existing <b>medical condition</b> ).	<b>Refund</b>	Cash or a credit or voucher for future travel that you get from a travel agent, tour operator, airline, cruise line or other <b>travel supplier</b> , or any credit, recovery or reimbursement you get from your employer, another insurance company, a credit card issuer or any other entity.
<b>Injury</b>	Physical harm directly caused by an <b>accident</b> or <b>assault</b> , without other contributing causes.	<b>Scheduled departure date</b>	The day and time you listed on your application or other form as the day and time you plan to start your trip. You have paid for travel that starts on this date.
<b>Intoxication</b>	The condition of a person's blood alcohol level meeting or exceeding eight-hundredths of one per cent or more of alcohol, by weight (0.08%).	<b>Severe weather</b>	Hazardous weather conditions, like fog, a hailstorm or severe rainstorm, a blizzard, or an ice storm.
<b>Medical condition</b>	A physical condition you have, or have symptoms of, that you: <ul style="list-style-type: none"> <li>• have seen or been advised to see a <b>doctor</b> about;</li> <li>• have symptoms of that would cause a prudent person to see a <b>doctor</b>, or</li> <li>• are taking prescribed medication for.</li> </ul>	<b>Terrorist event</b>	When an organized terrorist group, as defined by the U.S. State Department, injures or kills people or damages property to achieve a political, ethnic or religious goal or result. <b>Terrorist</b> events don't include general civil protest, unrest, rioting or acts of war.
<b>Medically necessary</b>	Health care services that a <b>doctor</b> , exercising prudent clinical judgment, would provide to a patient for the purpose of preventing, evaluating, diagnosing or treating an illness, injury, disease or its symptoms, and that are: <ul style="list-style-type: none"> <li>• in accordance with generally accepted standards of medical practice;</li> <li>• clinically appropriate, in terms of type, frequency, extent, site and duration and considered effective for the patient's illness, injury or disease; and</li> <li>• not primarily for the convenience of the patient, <b>doctor</b> or other health care provider and not more costly than an alternative service or sequence of services at least as likely to produce equivalent therapeutic or diagnostic results as to the diagnosis or treatment of that patient's illness, injury or disease.</li> </ul>	<b>Travel supplier</b>	A travel agent, tour operator, airline, cruise line or other travel service provider.
<b>Natural disaster</b>	A large-scale extreme weather or environmental event that damages property, disrupts transportation or endangers people. Examples include earthquake, fire, flood, hurricane, or volcanic eruption.	<b>Traveling companion</b>	A person traveling with you whose name appears with yours on the same trip arrangement and who will accompany you on your trip. A group or tour leader is not considered a <b>traveling companion</b> unless you are sharing the same room with the group or tour leader.
<b>Other licensed provider</b>	A person or entity that isn't a <b>doctor</b> or <b>hospital</b> but provides medical or dental services, and is licensed where required.	<b>Trip</b>	Round-trip or one-way travel to and from a place at least 100 miles from your home. It can't include travel to receive health care or medical treatment of any kind, or commuting to and from work.
<b>Pandemic</b>	An epidemic over a wide geographic area that affects a large portion of the population.	<b>Uninhabitable</b>	A <b>natural disaster</b> , fire, flood, burglary or vandalism causes enough damage to make a reasonable person find their home or other <b>accommodation</b> unfit for use.
<b>Primary residence</b>	Your permanent, fixed address and <b>primary residence</b> for legal and tax purposes. We call the place your <b>primary residence</b> is located your place of residence.		
<b>Quarantine</b>	Mandatory isolation or restrictions on where you can go, intended to stop a contagious disease from spreading.		
<b>Reasonable and customary costs</b>	What customers would usually be charged for a specific service in a particular geographic area. The charges are appropriate to the availability of the service, and of skilled and licensed service providers.		

## HELP WHILE TRAVELING

If you need help while traveling, our assistance team is available 24 hours a day.

Our services are here to help make challenging situations a little easier. With our global reach, we can get you in touch with licensed medical and legal professionals and other kinds of help.



**Important**  
Please note that the General exclusions for your plan also apply to our assistance services. You'll find the list of these exclusions in Section 3, *What this policy excludes*.

## HOW TO REACH US

In the United States, Canada, Puerto Rico and U.S. Virgin Islands, call 1-800-654-1908

All other locations, call collect 1-804-281-5700

If you can't call collect, we'll call you back.

Please have this information ready when you call:

- your name, location and phone number
- your identification number

## MEDICAL ASSISTANCE

*Finding a doctor, dentist or medical facility*

If you need care from a doctor, dentist or medical facility while you're traveling, we can help you find one.

*Paying or guaranteeing your hospital bill*

If you need to be admitted to a hospital as an inpatient for longer than 24 hours, we can guarantee or advance payments up to the limit of your emergency medical/dental coverage (described in Section 2).

*Monitoring your care*

If you're hospitalized, our medical staff will stay in contact with you and the doctor caring for you. We can also notify your family and your doctor back home of your illness or injury and update them on your status.

## IN-TRANSIT ASSISTANCE

*Flight information*

If you miss your flight or it's delayed or canceled, we can provide you with the most current travel delay information and give you arrival and departure times for other flights that will get you to your connecting flight or final destination.

*Changing your flight*

If your trip is interrupted or delayed, and you must change your original flight, we can help by conferencing you to your travel agent or airline to change your existing ticket(s).

*New flight booking*

If your trip is interrupted or delayed, and you need to book a new flight an alternative to the one on your original itinerary, we can help book that flight for you.

*Hotel rebooking*

If your trip has been interrupted or delayed, we can help change your reservation or suggest alternative accommodations.

## IN-DESTINATION ASSISTANCE

*Destination information*

We can provide you with important information about your destination – such as, but not limited to, travel documentation requirements, travel advisories, and inoculation/immunization requirements.

*Lost travel documents assistance*

If your travel tickets are lost or stolen, we can contact the airline or other common carrier, and can help you with your travel arrangements if your trip is interrupted.

If your passport or other travel documents are lost or stolen, we can help you reach the appropriate authorities, contact your family or friends, and assist you in getting your documents replaced.

*Emergency language translation*

We can help you with interpretation service in the event you require help locally but are unable to communicate due to language barriers.

*Emergency cash assistance*

If your cash is lost or stolen or you need extra money to pay for unexpected expenses, we can arrange to transfer funds from your family or friends.

*Legal referrals*

We can help you find local legal advice if you need it while you're traveling.

If you need to pay legal fees, we can arrange to transfer funds from your family or friends.

*Emergency message delivery*

We can help you get an urgent message to someone back home. We'll try calling up to three times within 24 hours and confirm whether we were able to reach the person you asked us to contact.

**About our assistance services**  
Our goal is to help you with your problem no matter where you're traveling

We'll make all reasonable efforts to help you as we've described, but there may be times when we aren't able to resolve your problem for reasons that are beyond our control

We will always do our best to refer you to appropriate professionals, but please be aware that they are independent providers and we can't be held responsible for the results of any services they provide.

#### **Luggage Locator**

If your baggage is misplaced by a common carrier, we can work with the carrier to locate your baggage, give you status updates, inform you when the baggage is found and coordinate delivery of the baggage to you. You will be responsible for any delivery charges not paid for by the common carrier.

## **EMERGENCY MEDICAL TRANSPORTATION**



**Important**  
If your emergency is immediate and life threatening, seek local emergency care at once.

Please refer to your cover letter to confirm your coverage and limits in your plan.

You or your representative must contact us and we must make all transportation arrangements in advance. We will not pay for any of the services listed in this section if we didn't authorize and arrange it

#### **Moving you to a hospital or medical clinic (emergency medical evacuation)**

If you're seriously ill or injured during your trip and our medical team determines that the local medical facilities are unable to provide appropriate medical treatment:

- our medical team will consult with the local doctor;
- we'll identify the closest appropriate facility, make arrangements and pay to transport you to that facility; and
- we'll arrange and pay for a medical escort if we determine one is necessary.

#### **Getting you home after your care (medical repatriation)**

If you're seriously ill or injured during your trip, under the care of a local doctor and unable to continue your trip, medical repatriation takes place once our medical team determines that you are medically stable to return home via commercial transportation carrier, such as a scheduled passenger airline. We'll:

- arrange and pay (less any refunds for unused tickets) for you to be transported via a commercial transportation carrier in the same class of service that you were booked for your trip. The transportation will be to one of the following:
- your primary residence;
- a location of your choice in the United States; or

- a medical facility near your primary residence or city of your choice in the United States. We'll take your request into consideration as long as the medical facility will accept you as a patient and is approved as medically appropriate for your continued care by our medical director.
- arrange and pay for a medical escort if our medical team determines a medical escort is necessary.

#### **Bringing a friend or family member to you (transport to bedside)**

If you're told you will be hospitalized for more than seven days during your trip, we'll transport a friend or family member to stay with you. We'll arrange and pay for round-trip transportation in economy class on a common carrier.

#### **Getting your children home (return of dependents)**

If you're told you will be hospitalized for more than seven days during your trip, we'll arrange for and pay (less any refunds for unused tickets) to transport your children under the age of 23 who are traveling with you to one of the following:

- your primary residence, or
- a location of your choice in the United States.

Transportation will be on a common carrier in the same class of service they were originally booked.

#### **Transporting your remains (repatriation of remains)**

We'll arrange and pay for the reasonable and necessary services to transport your remains to one of the following:

- a funeral home near your primary residence; or
- a funeral home located in the United States.

We'll also assist the sending and receiving funeral homes coordinate with each other.

This benefit does not include funeral, burial or cremation expenses or related containment expenses for items such as a coffin, urn or vault.

Your representative must contact us in advance to make these arrangements. If this is not possible, your representative must contact us within a reasonable time, but no later than one year after the transportation.

**Medical escort** A professional person contracted by our medical team to accompany a seriously ill or injured person while they are being transported. A medical escort is trained to provide medical care to the person being transported. A friend or family member cannot be a medical escort.

## VEHICLE RETURN



**Important**  
Check your cover letter to confirm that you have this benefit in your plan and your total dollar limit.

This benefit is secondary to any coverage you have through your auto insurance provider. Any money you receive from your primary insurance will be deducted from your claim.

If your car is stolen during your trip and recovered within two weeks, or you can't drive home because you're sick or injured, we'll arrange to have your car driven back to your place of residence, or reimburse the cost for an accredited, professional transport company to return it.

We'll cover up to the amount shown on your letter of confirmation for car return. If you're injured or ill but a traveling companion can drive the car, you don't qualify for this benefit.

Rental cars aren't eligible for this benefit.

## CONCIERGE SERVICES

If you are in need of assistance 24 hours a day, any day of the year, please call the phone number printed on your letter of confirmation, or the hotline at:

**1-800-654-1908** when in the U.S., Canada, Puerto Rico and U.S. Virgin Islands  
**1-804-281-5700** collect

When you call, have the following information ready for the hotline coordinator:

- Your name and confirmation or identification number; and
- Your location and local telephone number.

The hotline coordinator will confirm your enrollment and connect you with a Concierge associate.

Note: It may not be possible to call collect. If you must phone the hotline directly, give your location and phone number to the hotline coordinator who will call you back.

Our goal is to make your travels more enjoyable and hassle free. Our Concierge associates can assist you with many requests from the routine to the extraordinary. The following are types of services you can contact us for assistance with:

- Restaurant and local event information
- Emergency and after hours hotel information and reservations
- Golf tee times, information, referrals and reservations

All of our concierge benefits are service benefits, not financial benefits. Any costs associated with the services are paid by you.

### About our assistance services

Our goal is to help you with your problem no matter where you're traveling.

We'll make all reasonable efforts to help you as we've described, but there may be times when we aren't able to resolve your problem for reasons that are beyond our control.

We will always do our best to refer you to appropriate professionals, but please be aware that they are independent providers and we can't be held responsible for the results of any services they provide.



**We're only a CLICK away!**

**Visit**

**[www.allianztravelinsurance.com](http://www.allianztravelinsurance.com)**

**to:**

- File a claim
- Check claim status



**JEFFERSON INSURANCE COMPANY**  
(A Stock Company)

**ENDORSEMENT**

**Unforeseen Reasons**

The policy to which this endorsement is attached is amended as follows:

1. Section 2, **What this policy includes**, subsection, **Your trip is cancelled or interrupted**, subsection, **Trip cancellation and Trip interruption**, subsection, **When it applies**, subsection, **Other**, the following covered reason is added:

*Other unforeseen reasons*

Any other unforeseen reason that would cause a reasonable person to cancel or interrupt their trip.

2. Section 2, **What this policy includes**, subsection, **Your trip is cancelled or interrupted**, subsection, **Trip cancellation and Trip interruption**, subsection, **What it covers**, subsection, **Trip cancellation coverage**, subsection, **Non-refundable payments and deposits**, subsection **Special limit**, is deleted and replaced as follows:

*Special limit*

• Maximum of 100% of non-refundable payments and deposits if your trip is canceled due to any other *unforeseen reason*.

3. Section 3, **What this policy excludes**, subsection, **General exclusions** is deleted in its entirety and replaced with the following:

You aren't covered for any loss that results directly or indirectly from any of the following general exclusions.

- intentional self-harm or attempting or committing suicide (only applies to you).
- an **epidemic or pandemic**.\*
- air, water or other pollution, or the threat of a pollutant release.\*
- **nuclear reaction**, radiation or radioactive contamination.\*
- war (declared or undeclared), acts of war, military duty, civil disorder or unrest (unless specifically covered in Section 2).
- **financial default** (unless specifically covered in Section 2).
- **felonious acts**.\*

\*Do not apply to **Emergency medical/dental coverage, Travel accident coverage or Flight accident coverage**

You aren't eligible for reimbursement under any coverage if:

- your **common carrier** tickets don't show departure and return dates; or
- the departure and return dates on your application or other form don't represent when you actually intended to travel.

4. Section 3, **What this policy excludes**, subsection, **Specific exclusions**, following specific exclusions are added:

**Emergency medical/dental, Missed connection, Baggage, Delayed baggage**

- **existing medical conditions** (unless you have *existing medical condition* coverage in Section 2).
- pregnancy, (unless specifically included in Section 2), unless there are unforeseen complications or problems with the pregnancy.
- fertility treatments, childbirth or elective abortion.
- a mental or nervous health disorder (like anxiety, depression, neurosis, psychosis and others), or any related physical complications (physical complication means any physical symptom).
- **intoxication** or voluntary use of any controlled substance as defined in Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970, as now or hereafter amended, unless prescribed by a **doctor** (accidental ingestion of a poisonous food substance or consumption of a controlled drug is not excluded)\*.
- any problem or event that could have reasonably been foreseen or expected when you purchased your plan.

\*Do not apply to **Emergency Medical/Dental Coverage, Travel Accident Coverage or Flight Accident Coverage**

The following activities if **you**, a **traveling companion** or a **family member** participates in them, whether the **family member** is traveling with you or not:

- skydiving, hang gliding or parachuting;
- bungee jumping;
- caving;
- extreme skiing, heli-skiing, or skiing outside marked trails;
- body contact sports (meaning any sport where the objective is to physically render an opponent unable to continue with the competition such as boxing and full contact karate);
- mountain climbing or any other high altitude activities;
- scuba diving below 120 feet (40 meters) or with a dive master.

There are no other changes to the policy.

**WINDSOR BOARD OF EDUCATION  
AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** December 17, 2019

**Prepared By:** Craig Cooke

**Presented By:** Leonard Lockhart

**Attachments:**

**Subject:** Remote Meeting Participation

---

**BACKGROUND:**

This item was placed on the agenda at the request of the executive committee.

**STATUS:**

**RECOMMENDATION:**

---

**Recommended by the Superintendent:** 

**Agenda Item #** 6c

**WINDSOR BOARD OF EDUCATION  
AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** December 17, 2019

**Prepared By:** Craig Cooke

**Presented By:** Kelvan Kearsse, Danielle Batchelder

**Attachments:** WPS Residency Report Fall 2019

**Subject:** Residency Update

---

**BACKGROUND:**

Members of the Board requested an update on the district's residency efforts.

**STATUS:**

N/A

**RECOMMENDATION:**

For informational purposes only.

---

**Recommended by the Superintendent:** 

**Agenda Item #** 60d.

## **Windsor Public Schools Residency Report Fall 2019**

**August 15, 2019 - November 22, 2019**

School Investigations	Referrals	Withdrawals	Residency Confirmed	Open
WHS	49	16	23	10
SPMS	42	12	21	9
<hr/>				
Total Secondary	91	28	44	19
<hr/>				
Clover	15	4	7	4
Poquonock	9	2	6	1
OE	8	4	3	1
JFK	6	2	3	1
<hr/>				
Total Elementary	38	12	19	7
<hr/>				
Total District	129	40	63	26
<hr/>				

Students attending under Certificate of Residency for 2019-2020: 299

Students attending under Certificate of Residency for 2018-2019: 301

**WINDSOR BOARD OF EDUCATION**

**AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** December 17, 2019

**PREPARED BY:** Danielle Batchelder

**PRESENTED BY:** Danielle Batchelder

**ATTACHMENTS:** Budget Assumptions 2020 – 2021

**SUBJECT:** Budget Assumptions in Preparation for Developing the FY 2020 – 2021 Budget  
1<sup>st</sup> Reading

---

**BACKGROUND:**

Each year a set of Budget Assumptions is adopted by the Board of Education. These assumptions include cost estimated for the next fiscal year's budget and priorities in the development of the budget. The Superintendent is presenting proposed budget assumptions for consideration by the Board.

**RECOMMENDATION:**

That the Board of Education accept for a 1<sup>st</sup> Reading the Budget Assumptions for FY 2020 – 2021.

---

**Reviewed by:**

DOB

**Recommended by the Superintendent:**

[Signature]

**Agenda Item #**

6e

## Budget Assumptions for 2020-2021

1. **Enrollment:** Each year the Windsor School District commissions the New England School Development Council (NESDEC) to conduct an enrollment projection study. NESDEC uses the cohort survival technique as well as current town-specific information into the generation of the enrollment forecasts for preparing Windsor's enrollment forecasts.

District Wide enrollment has had a steady increase over the past few years. In 15/16 and 16/17, enrollment remained stable at 3,187 and 3,186. In 17/18 enrollment increased to 3,250 and then increased again for 18/19 to 3,269. The October 1<sup>st</sup> 2019 enrollment was 3,308 students. *This is an increase of 122 students over the past three years.* The projected enrollment for 20/21 shows a continued increase as proven by the last three years and predicted by the DRA Study.

2. **Staffing & Programs:** Based on the likelihood that the approved budget will be lean, any requests for staffing increase will be highly scrutinized and should be made with the realization that they may not survive the budget process. Decisions around staffing and program redesign or development will be driven by their potential impact on raising student achievement while honoring the commitment to be fiscally responsible.
3. **Health Insurance:** If we continue to have low claim trends as we've been experiencing the past few years, the cost for health care is projected to remain flat.
4. **State & Federal Funding/Grants:** ECS Funding & Excess Cost Funding for Windsor is expected to remain stable for 20/21. Historical data is encouraging for WPS entitlement grants. Over the past 5 years, Title grants have increased an average of 2.76% each year and IDEA grants have increased an average of 1.68% each year.
5. **ECS Alliance Grant:** Funding reliability of the Alliance Grant (most recently referred to as ECS Alliance Grant) has varied over the past 7 years. 19/20 is year 7 of the grant. Funding for 20/21 is highly likely to remain consistent with the 19/20 funding level.
6. **Energy:** All schools are now utilizing gas instead of oil for energy. This is a yearly savings for the district. Locking in a rate sooner rather than later is important. Cost-saving measures within the facility and operations area are a must.
7. **Facilities:** All capital needs are presented to George Greco. The need to maintain our buildings is also a priority and we did an LED Upgrade at each of our elementary schools and at Windsor High School over the past two years. The savings from this upgrade was \$138,864 and was anticipated in the 19/20 budget.
8. **Transportation:** The contractual increase for Datto Transportation is 3.9% or \$205,877 for 20/21. The increase for special education transportation for 20/21 is projected to be \$85,000.
9. **Diesel Fuel:** Diesel fuel has been on a slight increase over the past two years. We anticipate a moderate increase moving forward. The lock in price in 18/19 was \$2.05/gallon and in 19/20 it is \$2.18. The projected rate for 20/21 is \$2.50/gallon. This is a projected increase of \$39,360. This will be monitored in the coming months by the Town.



# WINDSOR BOARD OF EDUCATION

## AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** December 17, 2019

**Prepared By:** Terrell M. Hill, PhD                      **Presented By:** Terrell M. Hill, PhD  
Assistant Superintendent for Human Resources

**Attachments:** Draft 2020-2021 School Calendar

**Subject:** Proposed 2020-2021 School Calendar, 1<sup>st</sup> Reading

---

### Background:

Each year the calendar for the next school year is brought to the Board of Education for approval. Input is sought from PTO Presidents, the Windsor Education Association (WEA) and administrators. Principals, Cabinet members and the Superintendent review the input and make appropriate changes.

### Status:

The calendar for 2020-2021 is being recommended. The teacher work year would begin on August 24<sup>th</sup> with opening day. The student school year would begin on August 31<sup>st</sup>. The last day of school would be tentatively scheduled for June 10<sup>th</sup> and would include 8 potential snow days. There would be no February vacation. There would be an April vacation, which would be the same week as CREC region schools.

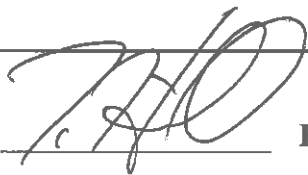
The calendar includes 187 teacher work days and 181 instructional days. The calendar also includes 7 student early release days for the purpose of conducting teacher professional activities. The calendar also includes the traditional vacations and holidays.

### Recommendation:

That the Board of Education accept the proposed 2020-2021 school calendar for a 1<sup>st</sup> Reading.

---

**Reviewed by:**



**Recommended by the Superintendent:**



**Agenda Item #**

6f



## School Calendar • 2020-2021

### IMPORTANT DATES

Aug. 17-21	New Teacher Orientation
Aug. 24	Opening Day for Staff
Aug. 25-27	Teacher Professional Days
Aug. 28	Teacher Work Day
Aug. 31	First Day of School for Students
Sept. 7	Labor Day, All Schools and Offices Closed
Oct. 12	Columbus Day, All Schools and Offices Closed
Nov. 3	Election Day, No school, Teacher Professional Day
Nov. 25-27	Thanksgiving Break
Dec. 23-Jan. 1	Winter Break
Jan. 18	Martin Luther King, Jr. Day
Feb. 15-16	Presidents' Day Break
April 2	Good Friday
April 12-16	Spring Break
May 31	Memorial Day
June 10	Tentative Last Day of School

### SCHOOL HOURS

	Hours	Early Dismissal	2 Hour Delay
High School	7:35a-2:20p	7:35a-12:25p	9:35a-2:20p
Middle School	8:05a-2:50p	8:05a-12:55p	10:05a-2:50p
Elementary	8:40a-3:25p	8:40a-1:30p	10:40a-3:25p
Full Day PreK	9:00a-3:00p	9:00a-1:30p	11:00a-3:00p
PreK AM	8:40a-11:35a	8:40a-10:50a	No AM PreK
PreK PM	12:30p-3:25p	11:25a-1:30p	12:30p-3:25p

### KEY AND CALENDAR ADJUSTMENTS

★	First or Last Day of School
■	All Schools and Offices Closed
◊	Early Dismissal - All Students
□	No School for students or teachers. Offices open
○	No school for students. Teacher Professional Day
*	PK-5 Parent Conferences, Early Dismissal for PK-5
S	Sage Park Parent Conferences, Early Dismissal for Middle School
W	Windsor High Parent Conferences, Early Dismissal for High School
X	High School Exams, Early Dismissal for High School
◆	Potential Last Day of School due to cancellations

School Delay and Closing Information  
[www.windsorct.org](http://www.windsorct.org)  
 860-687-2000, 1180  
 Local radio and television stations

### FEBRUARY 2021 - 18 DAYS

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

### MARCH 2021 - 23 DAYS

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11 <sup>W</sup>	12	13
14	15	16	17*	18*	19*	20
21	22	23	24 <sup>S</sup>	25	26	27
28	29	30	31			

### APRIL 2021 - 16 DAYS

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### MAY 2021 - 20 DAYS

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### JUNE 2021 - 9 DAYS

S	M	T	W	TH	F	S
		1	2	3	4x	5
6	7x	8x	9x	10★	11	12
13	14	15	16	17	18	19
20	21	22◆	23	24	25	26
27	28	29	30			

- Calendar allots for eight (8) snow days beginning June 11. If more are needed, they will be deducted from the Spring Break commencing Monday, April 12.
- High School graduation date will be determined in September by Board of Education.

APPROVED (date)

# WINDSOR BOARD OF EDUCATION

## AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** December 17, 2019

**PREPARED BY:** Danielle Batchelder

**PRESENTED BY:** Danielle Batchelder

**ATTACHMENTS:** November 30, 2019 Financial Report

**SUBJECT:** Financial Report

---

### BACKGROUND:

A report of operating expenditures is prepared monthly for the Board of Education. The report details monthly and year-to-date expenditures for each site within Windsor Public Schools.

### STATUS:

The attached report is for the month of November 2019.

There were no inter-site transfers during the month.

### RECOMMENDATION:

No action is necessary. The report is for information only.

The Secretary of the Board of Education should include the following in the minutes of this Board of Education meeting:

Expenditures for November 30, 2019	\$ 6,348,614
Expenditures through November 30, 2019	\$25,160,649

---

Reviewed by: WB

Recommended by the Superintendent: [Signature]

Agenda Item # 8a.

## Windsor Public Schools

## Financial Report

November 30, 2019

	2019/2020 Budget	Expenditures YTD 11/30/2019	Encumbrance	Balance 11/30/2019	% Balance
<b><u>Instructional Services</u></b>					
Clover Street School	63,167	15,762	5,135	42,270	67%
John F. Kennedy School	84,950	22,881	14,587	47,482	56%
Oliver Ellsworth School	86,730	31,707	9,247	45,776	53%
Poquonock School	69,296	15,653	10,559	43,084	62%
Sage Park Middle School	210,935	69,682	34,237	107,016	51%
Windsor High School	397,511	122,005	58,492	217,014	55%
Windsor High School Interscholastic Sports	207,000	89,781	81,771	35,448	17%
Athletic Coaches	263,000	110,373	0	152,627	58%
WHS Career & Technical Education	59,745	8,022	18,778	32,945	55%
Continuing Education	70,400	13,820	5,629	50,951	72%
*Instructional Mgt. & Curriculum Development	318,380	92,182	60,062	166,136	52%
Magnet School Tuition	1,500,600	1,128,630	191,565	180,405	12%
Technology	777,405	642,378	93,504	41,523	5%
<b>Total Instructional Services</b>	<b>4,109,119</b>	<b>2,362,876</b>	<b>583,566</b>	<b>1,162,677</b>	<b>28%</b>
<b><u>Education Support Services</u></b>					
Pupil Personnel Services	402,800	84,825	52,643	265,332	66%
Special Education	94,350	19,893	8,479	65,978	70%
Special Education Tuition	4,968,886	1,346,934	221,557	3,400,395	68%
Policy & Planning	142,350	89,646	14,758	37,946	27%
**Employee Personnel Services	129,000	42,163	10,176	76,661	59%
Financial Management	280,442	101,128	9,245	170,069	61%
Financial Services	38,500	6,849	33,467	(1,816)	-5%
Pupil Transportation & Safety	2,857,789	288,344	89,940	2,479,505	87%
Special Education Transportation	2,121,699	482,847	337,614	1,301,238	61%
Physical Plant Services	1,971,850	739,801	1,209,882	22,167	1%
Major Maintenance	436,000	340,975	50,604	44,421	10%
L.P. Wilson Center	254,800	96,230	138,770	19,800	8%
Benefits	10,869,681	3,049,247	340,992	7,479,442	69%
Certified Salaries	32,472,322	12,400,242	0	20,072,080	62%
Non-Certified Salaries	8,495,885	3,294,108	0	5,201,777	61%
Regular Ed Tutor Salaries	336,700	83,684	0	253,016	75%
Special Ed Tutor Salaries	284,000	81,002	0	202,998	71%
Substitute Salaries	647,188	249,855	58,304	339,029	52%
<b>Total Education Support Services</b>	<b>66,804,242</b>	<b>22,797,773</b>	<b>2,576,431</b>	<b>41,430,038</b>	<b>62%</b>
<b>Total All Sites</b>	<b>\$70,913,361</b>	<b>\$25,160,649</b>	<b>\$3,159,997</b>	<b>\$42,592,715</b>	<b>60%</b>

## WINDSOR BOARD OF EDUCATION

### AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** December 17, 2019

**PREPARED BY:** Danielle Batchelder

**PRESENTED BY:** Danielle Batchelder

**ATTACHMENTS:** Student Enrollment Report & Recap

**SUBJECT:** Student Enrollment as of December 1, 2019

---

#### **BACKGROUND:**

Attached are the enrollment figures as of December 1, 2019. Mrs. Batchelder will answer any questions.

#### **STATUS:**

In prior BOE enrollment reports, the enrollment report grouped all students into one category labeled "Outside Placement/Private Placement (SPED)". Beginning in September 2016, the Out Placement/Private Placement (SPED) line was separated into two categories:

1. *Out of District Placement-Special Education students*
2. *Private Placement Special Education students*

**Out of District - Special Education:** Those students who are placed at a Connecticut State Department of Education (CSDE) approved private special education program as recommended by a planning and placement team (PPT) as part of a student's individualized education program (IEP). Additionally, this category may include a family who moves into Windsor with a child who has a disability who has already been placed in a private special education program and/or children who are placed in Windsor foster home(s) by the Department of Children and Families (DCF) and are already enrolled in a private special education program.

**Private Placement - Special Education:** Those students who have been identified special education through the planning and placement team (PPT) process that have been parentally placed at a non-public school located in Windsor (i.e., St. Gabriel, Trinity Christian, Madina Academy, Praise Power & Prayer, etc.).

#### **RECOMMENDATION:**

Informational

---

Reviewed by: NPB

Recommended by the Superintendent: [Signature]

Agenda Item # 86

**Windsor Public Schools  
Student Enrollment Report  
December 1, 2019**

**Enrollment in Windsor Public Schools**

Grades PreK - 5	1,467
Grades 6-8	719
Grades 9-12	1,150
<b>Total District Enrollment</b>	<b>3,336</b>

**Windsor Students not in District Schools**

Out of District Placements (SPED)	54
Private Schools (St.Gabriels, Trinity Christian, Medina Academy; Praise, Power&Prayer)	16
CREC Montessori Hartford	10
CREC Metropolitan Learning Center (MLC)	86
CREC Miscellaneous Magnet Schools	210
Hartford Host Magnet Schools	240
Miscellaneous Magnet Schools	34
A.I. Prince Technical High School	14
Howard Cheney Technical High School	11
	<b>675</b>
<b>Total Students</b>	<b>4,011</b>

**Windsor Public Schools  
Student Enrollment Report  
December 1, 2019**

<b>GRADE</b>	<b>Poquonock School</b>	<b>Clover Street School</b>	<b>Oliver Ellsworth School</b>	<b>John F. Kennedy School</b>	<b>Total</b>
PreK	57		83		140
K	84		143		227
1	119		125		244
2	91		116		207
3		77		122	199
4		101		111	212
5		99		139	238
<b>Subtotal K-5</b>					<b>1,327</b>
<b>Total</b>	<b>351</b>	<b>277</b>	<b>467</b>	<b>372</b>	<b>1,467</b>

<b>GRADE</b>	<b>Sage Park Middle School</b>
6	242
7	235
8	242
<b>Total</b>	<b>719</b>

<b>GRADE</b>	<b>Windsor High School</b>
9	305
10	266
11	295
12	284
<b>Total</b>	<b>1,150</b>

<b>District Wide Enrollment</b>	<b>3,336</b>
---------------------------------	--------------

ENROLLMENT REPORT 2019-2020  
POQUONOCK SCHOOL

Room # Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
<b>Kindergarten</b>												
2 Brown			14	14	14	14						
3 Scott			13	13	13	13						
22 Roche			14	14	14	14						
23 Filmer			14	14	15	15						
24 Eskanazi			12	13	14	14						
26 Scerra			14	14	14	14						
<b>Total</b>		<b>45</b>	<b>81</b>	<b>82</b>	<b>84</b>	<b>84</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grade 1</b>												
1 McCann			17	17	18	18						
12 Elkey			18	18	18	18						
15 Velez			17	17	17	16						
17 Stoll			18	17	16	16						
16 Reynolds			17	16	17	17						
18 Neals			18	18	18	17						
25 Hernandez			18	17	17	17						
<b>Total</b>		<b>116</b>	<b>123</b>	<b>120</b>	<b>121</b>	<b>119</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grade 2</b>												
8 Coburn			18	18	18	18						
9 Trummel			18	18	18	18						
11 Delskey			18	18	18	18						
13 Hoogewerff			18	18	18	18						
14 Couchon			18	19	19	19						
<b>Total</b>		<b>89</b>	<b>90</b>	<b>91</b>	<b>91</b>	<b>91</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PK Smart Start</b>												
<b>Sped &amp; Peer</b>		<b>30</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>32</b>						
<b>Total</b>		<b>15</b>	<b>19</b>	<b>22</b>	<b>22</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Poquonock Totals</b>		<b>295</b>	<b>345</b>	<b>347</b>	<b>350</b>	<b>351</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



ENROLLMENT REPORT 2019-2020  
OLIVER ELLSWORTH SCHOOL

Room # Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
<b>Klndergarten</b>												
14 Adamski			15	15	15	15						
15 Waszkelewicz			16	16	16	15						
19 Drake			14	15	16	16						
20 Butterick			15	15	16	16						
21 Tedeschi			17	17	17	16						
22 Bishop			16	16	16	16						
24 Bartholomew			15	16	16	16						
25 Chapple			15	15	17	17						
26 Marcella			16	16	16	16						
<b>Total</b>		<b>71</b>	<b>139</b>	<b>141</b>	<b>145</b>	<b>143</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grade 1</b>												
10 Strickland			21	21	22	22						
11 Capizzi			22	22	22	22						
12 Furie			21	21	21	22						
13 Cornell			21	21	20	19						
16 Miler			20	20	20	20						
17 Stremper			20	20	20	20						
<b>Total</b>		<b>107</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grade 2</b>												
1 Mayo			20	20	20	20						
2 Goicohea			21	21	21	21						
3 Majors			20	20	20	19						
6 Heilman			19	19	19	19						
7 Carlin			19	18	19	19						
8 Jaworski			19	18	18	18						
<b>Total</b>		<b>123</b>	<b>118</b>	<b>116</b>	<b>117</b>	<b>116</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PK Smart Start</b>												
<b>Sped &amp; Peers</b>												
		30	29	30	29	31						
		30	45	40	50	52						
<b>Total</b>		<b>60</b>	<b>74</b>	<b>70</b>	<b>79</b>	<b>83</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Oliver Ellsworth</b>		<b>361</b>	<b>456</b>	<b>452</b>	<b>466</b>	<b>467</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**ENROLLMENT REPORT 2019-2020**  
**JF KENNEDY SCHOOL**

Room # Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
<b>Grade 3</b>												
1 L. Macaluso			17	17	17	17						
2 Richards			17	17	16	16						
3 Lamouireux			18	18	18	18						
4 Ghanesh-May			18	18	18	18						
5 Filomeno			16	17	16	16						
6 Johnston			18	19	20	20						
8 Estelle			17	17	17	17						
<b>Total</b>		<b>114</b>	<b>121</b>	<b>123</b>	<b>122</b>	<b>122</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grade 4</b>												
9 M. Macaluso			19	19	19	19						
10 Silliman			19	19	19	19						
12 Bishop			18	19	18	19						
14 Atkins			18	18	18	17						
16 Taylor			19	19	19	19						
18 Caselli			18	18	17	18						
<b>Total</b>		<b>110</b>	<b>111</b>	<b>112</b>	<b>110</b>	<b>111</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grade 5</b>												
15 Brown			20	20	20	20						
19 Bowman			20	20	20	20						
20 Paley			19	19	19	19						
24 Freitas			19	20	20	20						
25 Mazur			20	20	21	21						
27 Hildt			20	19	18	18						
28 Fye			20	20	21	21						
<b>Total</b>		<b>127</b>	<b>138</b>	<b>138</b>	<b>139</b>	<b>139</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>John F. Kennedy</b>	<b>Totals</b>	<b>351</b>	<b>370</b>	<b>373</b>	<b>371</b>	<b>372</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**ENROLLMENT REPORT 2019-2020**  
**Clover Street School**

Room # Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
<b>Grade 3</b>												
8 Lindsley			16	14	14	14						
10 Murray			16	15	16	16						
11 Sanchez			17	15	14	14						
19 Rivers			17	18	18	18						
18 Darrell			17	15	15	15						
<b>Total</b>		<b>85</b>	<b>83</b>	<b>77</b>	<b>77</b>	<b>77</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grade 4</b>												
9 Michalic			23	22	22	22						
14 Su			21	21	21	21						
15 Savage			20	20	20	21						
26 Keach-Longo			18	18	18	18						
27 Williams			20	19	19	19						
<b>Total</b>		<b>96</b>	<b>102</b>	<b>100</b>	<b>100</b>	<b>101</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grade 5</b>												
12 Grimes			17	16	16	16						
13 Carlson			17	18	18	17						
16 Mendola			17	15	15	16						
17 Nowsch			17	18	17	17						
24 Chartier			16	15	16	17						
25 Lewis			15	15	16	16						
<b>Total</b>		<b>97</b>	<b>99</b>	<b>97</b>	<b>98</b>	<b>99</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Clover</b>		<b>278</b>	<b>284</b>	<b>274</b>	<b>275</b>	<b>277</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**ENROLLMENT REPORT 2019-2020**  
**Sage Park Middle School**

	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
<b>Grade 6</b>											
Team 1		83	81	81	82						
Team 2		82	79	80	81						
Team 3		78	78	79	79						
<b>Total</b>	<b>218</b>	<b>243</b>	<b>238</b>	<b>240</b>	<b>242</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grade 7</b>											
Team 4		79	80	80	80						
Team 5		77	76	76	76						
Team 6		77	77	78	79						
<b>Total</b>	<b>250</b>	<b>233</b>	<b>233</b>	<b>234</b>	<b>235</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grade 8</b>											
Team 7		84	85	85	85						
Team 8		75	75	76	78						
Team 9		79	78	79	79						
<b>Total</b>	<b>234</b>	<b>238</b>	<b>238</b>	<b>240</b>	<b>242</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sage Park</b>	<b>Totals</b>	<b>714</b>	<b>709</b>	<b>714</b>	<b>719</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**ENROLLMENT REPORT 2019-2020**  
**Windsor High School**

	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
<b>Grade 9</b>	330	297	295	304	305						
<b>Grade 10</b>	261	272	271	267	266						
<b>Grade 11</b>	297	296	297	294	295						
<b>Grade 12</b>	295	291	290	285	284						
<b>Windsor High Total</b>	<b>1,183</b>	<b>1,156</b>	<b>1,153</b>	<b>1,150</b>	<b>1,150</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**WINDSOR BOARD OF EDUCATION  
AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** December 17, 2019

**Prepared By:** Patricia Patton

**Presented By:** Danielle Batchelder

**Attachments:** Food Service Financial Report

**Subject:** Cafeteria Operations – November 2019

---

**Background:** The Windsor School Food Service participates in the National School Lunch Program at each of our school facilities, at St. Gabriel's and CREC's Academy of Aerospace and Engineering. We also participate in the National School Breakfast Program at our four elementary schools, Sage Park Middle School, Windsor High School and CREC AAE. We operate the After School Snack Program for our Treehouse Program in Windsor. We operated our Summer Food Service Program of lunch and snack at Deerfield Apartment Complex, Goslee Pool, Wilson Library, and added Poquonock Elementary School location during summer break. We are complying with the Healthy Food Certification again this year to send a consistent message to our students in keeping with our wellness policies.

Our annual goal is to operate with a small reserve account to offset unanticipated needs and to increase participation from students and staff in all our programs.

A monthly financial report is presented to the Board of Education. This report includes sales and financial information for the current period.

**Status:** Financial Report for November 2019

**Recommendation:** Informational only.

---

**Reviewed by:** \_\_\_\_\_

*10/15*

**Recommended by the Superintendent:** \_\_\_\_\_

*[Signature]*

**Agenda Item #** \_\_\_\_\_

*8c.*

Windsor School Food Service  
Financial Statement  
November 2019

<b>REVENUE</b>	<b>November 2019</b>	<b>7/1/19 - YTD</b>	<b>November 2018</b>	<b>7/1/18- YTD</b>
SALES	\$93,915.11	\$293,495.26	\$92,884.84	\$298,572.09
REIMBURSEMENTS - STATE	3,272.15	35,695.74	12,506.00	32,764.00
ACCOUNTS RECEIVABLE	106,621.37	419,040.39	96,433.33	359,440.48
CLOC	47,921.00	95,842.00	28,010.00	86,794.00
INTEREST/FEES	0.00	0.00		
MISC. (Rebates)	0.00	18,088.59	291.50	1,216.73
6 Cents Certification	2,865.52	9,745.05	2,480.76	8,030.94
<b>REVENUE TOTALS</b>	<b>\$254,595.15</b>	<b>\$871,907.03</b>	<b>\$232,606.43</b>	<b>\$786,818.24</b>
<b>EXPENSES</b>				
WAGES	\$72,316.42	\$269,477.64	\$91,618.70	\$261,372.60
PAYROLL TAXES	5,532.21	20,614.83	7,008.83	19,995.01
BENEFITS	7,574.50	33,208.65	5,450.54	28,668.70
FOOD/MILK/ICE CREAM	101,876.26	410,606.27	109,602.60	420,000.63
PAPER	5,909.17	20,771.27	5,759.62	22,848.98
TRUCK	2,071.03	35,279.95	1,746.56	3,355.35
SUPPLIES	170.00	15,837.40	374.73	3,153.10
EQUIPMENT	0.00	20,623.83		771.80
SERVICES	0.00	3,917.48	870.25	47,770.04
<b>EXPENSE TOTALS</b>	<b>\$195,449.59</b>	<b>\$830,337.32</b>	<b>\$222,431.83</b>	<b>\$807,936.21</b>
<b>NET INCOME</b>	<b>\$59,145.56</b>	<b>\$41,569.71</b>	<b>\$10,174.60</b>	<b>(\$21,117.97)</b>
<b>INVENTORY</b>		<b>\$26,254.21</b>		<b>\$33,631.40</b>
<b>OPENING BALANCE 7/1</b>		<b>\$347,470.46</b>		<b>\$333,317.93</b>
<b>COMPUTED OPERATING POSITION</b>		<b>\$415,294.38</b>		<b>\$345,831.36</b>

# WINDSOR BOARD OF EDUCATION AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** December 17, 2019

**Prepared By:** Terrell M. Hill, PhD      **Presented By:** Terrell M. Hill, PhD  
Assistant Superintendent for Human Resources

**Attachments:** None

**Subject:** Human Resources Report for November 1, 2019 – November 30, 2019

---

## RESIGNATIONS/SEPARATIONS

Nancy Dulz	Math Teacher	Sage
Paul Harris	Special Ed Paraeducator	Kennedy
Movell Henriquez	Building Sub	Clover
Steven Risser	Athletic Director	Sage/Windsor High

## RETIREMENTS

Sharon Johnston	Network Analyst	LP Wilson
Diana Manner	Fashion Teacher	Windsor High
Angela Paulekas	Guidance Administrative Assistant	Sage

## TRANSFERS/REASSIGNMENTS

N/A

## HIRES

Tyler Brooks	Special Ed Paraeducator	Kennedy
Aziel Felzenstein	Network Analyst	LP Wilson
Kelsey Junious	Building Sub	Ellsworth
Molly McLaughlin	Classroom Teacher (Limited)	Poquonock
Cohl Miller	Art Teacher (Limited)	Poquonock/Clover
Loretta Satchell	Paraeducator	Ellsworth

**Reviewed by:** 

**Recommended by the Superintendent:** 

**Agenda Item #** 8d.



**Windsor Board of Education**  
**Special Meeting**  
**Unapproved Minutes**  
Tuesday, November 12, 2019 6:15 PM  
Town Hall, Council Chambers

The following are the unapproved minutes of the November 12, 2019 Special Meeting - Organizational Meeting.  
Any additions or corrections will be made at a future meeting.

**Attendance Taken at 6:18 PM:**

Present Board Members:

Mr. Leonard Lockhart  
Ms. Maryam Khan  
Mr. Brian Bosch  
Mr. David Furie  
Mr. Ronald Eleveld  
Mrs. Ayana Taylor  
Ms. Charlotte Ricketts  
Mr. James Ristas

Absent Board Members:

Mr. Paul Panos

**1. Call to Order, Pledge to the Flag and Moment of Silence**

**Discussion:**

The meeting was called to order by Superintendent Dr. Craig Cooke at 6:18 PM with the Pledge to the Flag and Moment of Silence.

**Motion Passed:** Move that the Board of Education suspend the rules to immediately move to items 3.a., 3.b., 3.c., and 3.d. then return to the regular agenda passed with a motion by Mr. Ronald Eleveld and a second by Mr. Leonard Lockhart.

**8 Yeas - 0 Nays.**

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Mr. Brian Bosch	Yes
Mr. David Furie	Yes
Mr. Ronald Eleveld	Yes
Mrs. Ayana Taylor	Yes
Mr. Paul Panos	Absent
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

**2. Audience to Visitors**

**Discussion:**

None

**3. Election of Officers**

**3.a. Action - Election of President**

**Motion Passed:** Motion that the Board of Education accept nominations for the position of President passed with a motion by Mr. David Furie and a second by Ms. Maryam Khan.

**8 Yeas - 0 Nays.**

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Mr. Brian Bosch	Yes
Mr. David Furie	Yes
Mr. Ronald Eleveld	Yes
Mrs. Ayana Taylor	Yes
Mr. Paul Panos	Absent
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

**Discussion:**

Mr. Furie nominated Leonard Lockhart for President of the Windsor Board of Education with a second by Ms. Khan.

**Motion Passed:** Move that the nominations be closed passed with a motion by Mr. David Furie and a second by Ms. Maryam Khan.

**8 Yeas - 0 Nays.**

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Mr. Brian Bosch	Yes
Mr. David Furie	Yes
Mr. Ronald Eleveld	Yes
Mrs. Ayana Taylor	Yes
Mr. Paul Panos	Absent
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

**Roll Call:**

Brian Bosch	Yes
Ronald Eleveld	Yes
David Furie	Yes
Maryam Khan	Yes
Leonard Lockhart	Yes
Paul Panos	Absent
Charlotte Ricketts	Yes
James Ristas	Yes
Ayana Taylor	Yes

For Leonard Lockhart 8-0-0

Dr. Cooke stated, "Let the record indicate Leonard Lockhart has been elected President of the Windsor Board of Education."

**3.b. Action - Election of Vice President**

**Motion Passed:** Motion that the Board of Education accept nominations for the position of Vice President passed with a motion by Ms. Maryam Khan and a second by Mrs. Ayana Taylor.

**8 Yeas - 0 Nays.**

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Mr. Brian Bosch	Yes
Mr. David Furie	Yes
Mr. Ronald Eleveld	Yes
Mrs. Ayana Taylor	Yes
Mr. Paul Panos	Absent
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

**Discussion:**

Ms. Khan nominated David Furie as Vice President of the Windsor Board of Education with a second by Mr. Bosch.

**Motion Passed:** Move that the nominations be closed passed with a motion by Mr. Ronald Eleveld and a second by Mr. James Ristas.

**8 Yeas - 0 Nays.**

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Mr. Brian Bosch	Yes
Mr. David Furie	Yes
Mr. Ronald Eleveld	Yes
Mrs. Ayana Taylor	Yes
Mr. Paul Panos	Absent
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

**Roll Call:**

Brian Bosch	Yes
Ronald Eleveld	Yes
David Furie	Yes
Maryam Khan	Yes
Leonard Lockhart	Yes
Paul Panos	Absent
Charlotte Ricketts	Yes
James Ristas	Yes
Ayana Taylor	Yes

For David Furie 8-0-0

Leonard Lockhart announced, "Let the record indicate David Furie has been elected Vice President of the Windsor Board of Education."

**3.c. Action - Election of Secretary**

**Motion Passed:** Motion that the Board of Education accept nominations for the position of Secretary passed with a motion by Ms. Charlotte Ricketts and a second by Ms. Maryam Khan.

**8 Yeas - 0 Nays.**

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Mr. Brian Bosch	Yes
Mr. David Furie	Yes
Mr. Ronald Eleveld	Yes
Mrs. Ayana Taylor	Yes
Mr. Paul Panos	Absent
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

**Discussion:**

Ms. Ricketts nominated Ayana Taylor for Secretary of the Board with a second by Mr. Furie.

**Motion Passed:** Move the nominations be closed passed with a motion by Mr. James Ristas and a second by Ms. Maryam Khan.

**8 Yeas - 0 Nays.**

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Mr. Brian Bosch	Yes
Mr. David Furie	Yes

Mr. Ronald Eleveld	Yes
Mrs. Ayana Taylor	Yes
Mr. Paul Panos	Absent
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

**Roll Call:**

Brian Bosch	Yes
Ronald Eleveld	Yes
David Furie	Yes
Maryam Khan	Yes
Leonard Lockhart	Yes
Paul Panos	Absent
Charlotte Ricketts	Yes
James Ristas	Yes
Ayana Taylor	Yes

For Ayana Taylor 8-0-0

Leonard Lockhart announced, "Let the record indicate Ayana Taylor has been elected Secretary of the Windsor Board of Education."

**3.d. Announcement of Minority Leader**

Discussion:

Mr. Brian Bosch, on behalf of the Republican Party, announced Mr. Paul Panos is appointed Minority Leader.

The Board returned to Item 2. Audience to Visitors.

**4. Committee and Liaison Assignments**

Discussion:

Mr. Lockhart announced the members of the Executive Committee: Leonard Lockhart, David Furie, Paul Panos.

Mr. Lockhart appointed David Furie as Chair of the Finance Committee; membership is comprised of the whole Board; Ex Officio: Leonard Lockhart.

Mr. Lockhart appointed Maryam Khan as Chair of the Policy Committee; membership is David Furie and Jim Ristas; Ex Officio: Leonard Lockhart.

Mr. Lockhart appointed Ayana Taylor as Chair of the Curriculum Committee; membership is Maryam Khan and Paul Panos; Ex Officio: Leonard Lockhart.

Mr. Lockhart appointed Charlotte Ricketts as Chair of the Long Range Planning Committee; membership is David Furie and Brian Bosch; Ex Officio Leonard Lockhart.

Mr. Lockhart appointed David Furie, Brian Bosch and Ayana Taylor as Board of Education representatives to the Joint BOE/Town Council Committee.

Mr. Lockhart appointed the following School Liaisons:

Windsor High School: Ayana Taylor and David Furie

Sage Park Middle School: Maryam Khan and James Ristas

Clover Street: Ronald Eleveld

John F. Kennedy: Charlotte Ricketts

Oliver Ellsworth: Brian Bosch

Poquonock: Paul Panos

Mr. Lockhart appointed the following liaisons:

Town Council: Ayana Taylor

Youth Commission: Leonard Lockhart

Capital Region Education Council (CREC): David Furie

**Motion Passed:** Motion that the Finance Committee, a committee of the whole, continue its work passed with a motion by Mr. David Furie and a second by Mr. Brian Bosch.

**8 Yeas - 0 Nays.**

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Mr. Brian Bosch	Yes
Mr. David Furie	Yes
Mr. Ronald Eleveld	Yes
Mrs. Ayana Taylor	Yes
Mr. Paul Panos	Absent
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

**Motion Passed:** Motion that the Policy Committee, as a committee of 3, continue its work passed with a motion by Mr. David Furie and a second by Mr. Ronald Eleveld.

**8 Yeas - 0 Nays.**

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Mr. Brian Bosch	Yes
Mr. David Furie	Yes
Mr. Ronald Eleveld	Yes
Mrs. Ayana Taylor	Yes
Mr. Paul Panos	Absent
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

**Motion Passed:** Motion that the Curriculum Committee, as a committee of 3, continue its work passed with a motion by Mr. David Furie and a second by Mr. Brian Bosch.

**8 Yeas - 0 Nays.**

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Mr. Brian Bosch	Yes
Mr. David Furie	Yes
Mr. Ronald Eleveld	Yes
Mrs. Ayana Taylor	Yes
Mr. Paul Panos	Absent
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

**Motion Passed:** Motion that the Long Range Planning Committee continue its work passed with a motion by Mr. David Furie and a second by Mr. Brian Bosch.

**8 Yeas - 0 Nays.**

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Mr. Brian Bosch	Yes
Mr. David Furie	Yes
Mr. Ronald Eleveld	Yes
Mrs. Ayana Taylor	Yes
Mr. Paul Panos	Absent
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

**Motion Passed:** Motion that the Joint BOE/Town Council Committee continue its work passed with a motion by Mr. David Furie and a second by Mr. Brian Bosch.

**8 Yeas - 0 Nays.**

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Mr. Brian Bosch	Yes
Mr. David Furie	Yes
Mr. Ronald Eleveld	Yes
Mrs. Ayana Taylor	Yes
Mr. Paul Panos	Absent
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

**5. Announcements**

**Discussion:**  
None

**5.a. BOE Regular Meeting, Tuesday, November 19, 2019, 7:00 PM, Town Hall, Council Chambers**

**Discussion:**  
Mr. Lockhart announced the date of the next regular board meeting.

**6. Adjournment**

**Discussion:**  
The meeting was adjourned at 6:37 PM.

**Motion Passed:** Move to adjourn the meeting passed with a motion by Mr. Ronald Eleveld and a second by Mr. David Furie.

**8 Yeas - 0 Nays.**

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Mr. Brian Bosch	Yes
Mr. David Furie	Yes
Mr. Ronald Eleveld	Yes
Mrs. Ayana Taylor	Yes
Mr. Paul Panos	Absent
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

---

Ayana K. Taylor, Secretary  
Windsor Board of Education

**Windsor Board of Education**  
**Special Meeting**  
**Unapproved Minutes**  
Tuesday, November 12, 2019 6:30 PM  
Town Hall, Ludlow Room

The following are the unapproved minutes of the November 12, 2019 Special Meeting. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 6:47 PM:**

Present Board Members:

Mr. Leonard Lockhart  
Ms. Maryam Khan  
Mr. Brian Bosch  
Mr. David Furie  
Mr. Ronald Eleveld  
Mrs. Ayana Taylor  
Ms. Charlotte Ricketts  
Mr. James Ristas

Absent Board Members:

Mr. Paul Panos

**1. Call to Order, Pledge to the Flag and Moment of Silence**

Discussion:

The meeting was called to order by Board President Leonard Lockhart at 6:47 PM with the Pledge to the Flag and Moment of Silence. Also in attendance: Superintendent of Schools Dr. Craig Cooke, Assistant Superintendent for Human Resources Terrell Hill, Assistant Superintendent for Instructional Services Santosha Oliver, Director of Business Services Danielle Batchelder, Director of Pupil and Special Education Services Steven Carvalho and Attorney Thomas Mooney of Shipman and Goodwin.

**2. Audience to Visitors**

Discussion:

None

**3. Board Orientation with Attorney Thomas Mooney, Shipman and Goodwin**

Discussion:

Attorney Thomas Mooney facilitated a discussion with the Board members and reviewed the role of a Board of Education in the State of Connecticut, and the legal rights and responsibilities of Board members. He reviewed different scenarios that Board members may experience. He answered questions from members of the Board.

James Ristas left the meeting at 7:31 PM, returned at 7:39 PM.

Brian Bosch left the meeting at 7:36 PM, returned at 7:44 PM.

**4. Announcements**

Discussion:

Ms. Ricketts stated her appreciation for being appointed to the board. She expressed thanks to the community and said she looks forward to working with everyone.

Ms. Taylor expressed her thanks for being re-elected and is excited for her new role as Secretary.

Mr. Ristas is pleased to be back on the board.

Mr. Furie announced a collaboration between Windsor Public Schools and the Youth Services Bureau for a Resilience Documentary on Tuesday, December 3rd at WHS.

Mr. Bosch wished there was more time for this meeting with Attorney Mooney and announced he will not be present at the next Regular meeting.

Mr. Lockhart thanked everyone present including Attorney Mooney and Dr. Cooke. Mr. Lockhart welcomed Attorney Mooney to return to facilitate additional meetings.

## **5. Adjournment**

Discussion:

The meeting adjourned at 8:37 PM.

**Motion Passed:** Move to adjourn the meeting passed with a motion by Mr. David Furie and a second by Mrs. Ayana Taylor.

**8 Yeas - 0 Nays.**

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Mr. Brian Bosch	Yes
Mr. David Furie	Yes
Mr. Ronald Eleveld	Yes
Mrs. Ayana Taylor	Yes
Mr. Paul Panos	Absent
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

---

Ayana K. Taylor, Secretary  
Windsor Board of Education



**Windsor Board of Education**  
**Regular Meeting**  
**Unapproved Minutes**  
Tuesday, November 19, 2019 7:00 PM  
Town Hall, Council Chambers

The following are the unapproved minutes of the November 19, 2019 Regular Meeting. Any additions or corrections will be made at a future meeting.

**Attendance Taken at 7:00 PM:**

Present Board Members:

Mr. Leonard Lockhart  
Ms. Maryam Khan  
Mr. David Furie  
Mr. Ronald Eleveld  
Mrs. Ayana Taylor  
Mr. Paul Panos  
Ms. Charlotte Ricketts  
Mr. James Ristas

Absent Board Members:

Mr. Brian Bosch

**1. Call to Order, Pledge to the Flag and Moment of Silence**

Discussion:

The meeting was called to order at 7:00 PM by President Leonard Lockhart with the Pledge to the Flag and Moment of Silence. Also in attendance: Superintendent of Schools Dr. Craig A. Cooke, Assistant Superintendent for Human Resources Dr. Terrell Hill, Assistant Superintendent for Instructional Services Dr. Santosha Oliver, Director of Business Services Ms. Danielle Batchelder and Director of Pupil and Special Education Mr. Steven Carvalho.

Ms. Ayana Taylor, Secretary, welcomed members of the audience and viewers at home. She reviewed the Board's mission statement and goals and gave an overview of the protocols for Board meetings.

**2. Recognitions/Acknowledgements**

**2.a. CAPSS Student Leadership Awards for Sage Park Middle School--Will Stillman, Academic Excellence; Madeleine Armes, Community Service; Keyvanna Bennett, Leadership**

Discussion:

Sage Park Principal Liana Jorgensen introduced CAPSS Student Leadership Award winners Keyvanna Bennett, Leadership, Madeleine Armes for Community Service, and Will Stillman for Academic Excellence. Ms. Jorgensen spoke about their backgrounds and why they were deserving of the awards.

**2.b. CAPSS Student Leadership Awards for Windsor High School--Amari Jones, Academic Excellence; Justin Ridley, Community Service, Anistasia Rosemond, Leadership**

Discussion:

Phaedra Durost, Assistant Principal at WHS, introduced the CAPSS Student Leadership Award winners Amari Jones for Academic Excellence, Justin Ridley for Community Service, and Anistasia Rosemond for Leadership. Ms. Durost outlined the students' backgrounds and the reasons why each was recognized.

Mr. Lockhart congratulated all the honorees.

### **3. Audience to Visitors**

Discussion:

Becky Jacobsen, 50 Lighthouse Hill Road, commented on the BOE candidate debate and homogeneous grouping.

Eric Weiner, 76 Palisado Avenue, commented regarding the BOE debate and the positive potential of the board.

### **4. Student Representative Report**

Discussion:

Ms. Cortez stated that the beginning of the school year has been busy with the college application process and appreciates that the curriculum includes students entering the workforce after graduation. She would like to see the curriculum include more materials which focus on the diverse student body.

Mr. Furie followed up on the cell phone policy.

Ms. Cortez said that the cell phone policy seems to now be a non-issue. Everyone seems to be adjusting to the strict policy.

### **5. Board of Education**

#### **5.a. President's Report**

Discussion:

Mr. Lockhart, on behalf of the BOE, thanked the community for the voter turn-out and the election process. He looks forward to the board working in a civil and collaborative manner. There has been a productive start to the term including the CABA conference November 15-17, at which all BOE members were present. He announced that the BOE was awarded Board of Distinction Level 1 from CABA for the second year in a row, which gives the board the eligibility to qualify for Level 2. On Veteran's Day, he was present at WHS, Sage Park, as well as Clover Street School, which was a humbling experience to see the veterans present. There will be CABA training in December, at which both he and Dr. Cooke will be speaking. He encouraged BOE members to attend. Mr. Lockhart stated that, with the recent start of the board's term, he understood if the board members did not have an opportunity to visit schools.

#### **5.b. School Liaison Reports**

##### **5.b.1. Windsor High School**

Discussion:

Mr. Furie announced the School Governance Council meeting on November 18. He also pointed out that WHS has been responsive to the need for culturally diverse materials including the recent work by the staff and students to incorporate diverse reading materials for grades 11 and 12.

##### **5.b.2. Sage Park Middle School**

Discussion:

Ms. Khan told the community about the Peanut Butter and Jelly Drive, which can include any variety of nut or nut free butters. In December, students will participate in the "I Am" film project with a crew from Los Angeles. The winter concert will be December 4. The 8th grade will participate in the Aerospace Engineering Workforce Fair on November 20. There will be a Cape Cod trip parent meeting on November 20.

Mr. Ristas stated that although he has not been to the school yet, he is coordinating a meeting with the principal for taking a tour of the school.

##### **5.b.3. Clover Street School**

Discussion:

Mr. Eleveld reminded the community that the last day of school before the Thanksgiving break is November 26. He reported that December 4-6 are school conferences and December 6 will also be both a K-Kids meeting and picture retakes.

#### **5.b.4. John F. Kennedy School**

Discussion:

Ms. Ricketts said that there will be a school town meeting on November 22 and she has reached out to the principal and assistant principal to schedule a meeting.

#### **5.b.5. Oliver Ellsworth School**

Discussion:

No report

#### **5.b.6. Poquonock School**

Discussion:

Mr. Panos spoke about a school assembly on November 22, the next PTO meeting scheduled for December 2, and school conferences for December 4-6.

### **6. Superintendent's Report**

Discussion:

Dr. Cooke congratulated WHS parent Anita Crawford for her SERC 2019 Parental Involvement Recognition Award at the State Capitol on November 21. He reminded the community that a Climate Change Forum will be held on November 20 at WHS. On December 3 the Resilience documentary screening by the Windsor Youth Services Bureau will be held at WHS. Dr. Cooke congratulated the BOE for the CABA Board of Distinction Award and commended the participation of all 9 board members. Windsor Public School will be closed November 27-29 for Thanksgiving. The WHS Class of 1999 will hold their 20<sup>th</sup> class reunion that weekend.

Mr. Lockhart suggested that Dr. Cooke introduce the Cabinet members and explain their roles.

At this time, Dr. Cooke asked Assistant Superintendent for Human Resources Dr. Terrell Hill, Assistant Superintendent for Instructional Services Dr. Santosha Oliver, Director of Business Services Ms. Danielle Batchelder and Director of Pupil and Special Education Mr. Steven Carvalho explain their roles and responsibilities within the district.

Mr. Ristas asked Ms. Batchelder about her responsibilities in reporting data to the state.

Mr. Panos asked about the amount of testing done in WPS versus other districts such as Hartford.

Dr. Cooke explained the STAR series of tests and the SBAC as well.

#### **6.a. WHS Program of Studies 2020-2021**

Discussion:

Dr. Cooke outlined the proposed changes to the WHS 2020-2021 Program of Studies.

Discussion ensued regarding the clarification in terminology, the change of class names, and credit structure.

Mr. Eleveld suggested that Mr. Lockhart explain the process of the 1st and 2nd readings.

Mr. Lockhart explained the process of waiving a reading and stated he will be clearer on the process in the future.

**Motion Passed:** Move the Board of Education approved the proposed changes to the WHS 2020-2021 Program of Studies for a 1st reading, waiving the 2nd reading passed with a motion by Mr. David Furie and a second by Mr. Paul Panos.

#### **8 Yeas - 0 Nays.**

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Mr. Brian Bosch	Absent
Mr. David Furie	Yes
Mr. Ronald Eleveld	Yes

Mrs. Ayana Taylor	Yes
Mr. Paul Panos	Yes
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

#### **6.b. Staffing Update--Paraeducators**

Discussion:

Dr. Cooke explained the student needs in the district since the start of the school year.

Mr. Lockhart explained that the current budget does not match due to staffing changes.

Mr. Eleveld requested an explanation of the acronyms used in the update.

Mr. Ristas inquired about the time frames of the retirements since they don't match the report. Ms. Batchelder responded that reports are dependent on when resignations are submitted in writing but will never be off by more than a month's reporting.

Mr. Furie questioned the need for 2, 1:1 paraeducators at OE. Dr. Cooke responded that the Pupil Services Department evaluates the need of each student and recommends if adult supervision required.

Mr. Panos asked if there was any intention of filling the vacant tech and SPED positions. Dr. Cooke stated that at this time there is no need but that will be re-evaluated should the need arise.

#### **7. Committee Reports**

Discussion:

None

#### **8. Consent Agenda**

**Motion Passed:** Move the Board accept Consent agenda items 8.a. Financial Report and 8.c. Food Service Report passed with a motion by Mr. David Furie and a second by Mr. Paul Panos.

#### **8 Yeas - 0 Nays.**

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Mr. Brian Bosch	Absent
Mr. David Furie	Yes
Mr. Ronald Eleveld	Yes
Mrs. Ayana Taylor	Yes
Mr. Paul Panos	Yes
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

#### **8.a. Financial Report**

Discussion:

Expenditures for October 31, 2019 \$7,451,085

Expenditures through October 31, 2019 \$18,812,035

#### **8.b. Enrollment Report**

Discussion:

Mr. Panos requested the number of DCF students placed in the district and commented on the enrollments at OE and Poquonock. Ms. Batchelder said the information can be compiled as of a certain date but it is an ever-changing number.

Ms. Khan noted that the class size at OE is a concern to her.

Mr. Eleveld requested the number of DCF students who are in the SPED program versus regular programing. Ms. Batchelder said it would require research but could not be compiled without the possibility of identifying students.

Mr. Panos requested clarification of how a student could be identified.

Mr. Lockhart stated that requested information could be discussed at the Executive Committee meeting in December.

Mr. Lockhart explained the process of speaking during a motion.

Discussion ensued

**Motion Passed:** Move the Board accept Consent agenda item 8.b Enrollment Report passed with a motion by Mr. David Furie and a second by Mr. Paul Panos.

**8 Yeas - 0 Nays.**

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Mr. Brian Bosch	Absent
Mr. David Furie	Yes
Mr. Ronald Eleveld	Yes
Mrs. Ayana Taylor	Yes
Mr. Paul Panos	Yes
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

**8.c. Food Service Report**

Discussion:

None

**8.d. Human Resources Report**

Discussion:

Mr. Eleveld requested clarification on the report regarding resignations and rehires. He also regretted to see both Betsy Lepak and Dana Plant had retired.

**Motion Passed:** Move the Board accept Consent agenda item 8.d Human Resources Report passed with a motion by Mr. David Furie and a second by Mr. Ronald Eleveld.

**8 Yeas - 0 Nays.**

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Mr. Brian Bosch	Absent
Mr. David Furie	Yes
Mr. Ronald Eleveld	Yes
Mrs. Ayana Taylor	Yes
Mr. Paul Panos	Yes
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

**9. Approval of Minutes**

**Motion Passed:** Move to approve the minutes of the October 16, 2019 regular meeting passed with a motion by Mrs. Ayana Taylor and a second by Mr. David Furie.

**8 Yeas - 0 Nays.**

Mr. Leonard Lockhart	Yes
----------------------	-----

Ms. Maryam Khan	Yes
Mr. Brian Bosch	Absent
Mr. David Furie	Yes
Mr. Ronald Eleveld	Yes
Mrs. Ayana Taylor	Yes
Mr. Paul Panos	Yes
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

**9.a. October 16, 2019 Regular Meeting**

**10. Other Matters/Announcements/Regular BOE Meetings**

Discussion:

Mr. Eleveld wished a Happy Thanksgiving to the community.

Ms. Taylor reminded the community about the Climate Change Forum. She congratulated the Class of 1999 for their reunion and wished the community a Happy Thanksgiving.

**10.a. BOE Special Meeting, Tuesday, December 3, 2019, 6:30 PM, LPW, Board Room**

**10.b. Next BOE Regular Meeting is Tuesday, December 17, 2019, 6:30 PM (Public Forum), 7:00 PM (Regular Meeting), Town Hall, Council Chambers**

**Motion Passed:** Move that the Board move agenda item 12, Audience to Visitors, before agenda item 11 passed with a motion by Mr. Ronald Eleveld and a second by Mr. David Furie.

**8 Yeas - 0 Nays.**

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Mr. Brian Bosch	Absent
Mr. David Furie	Yes
Mr. Ronald Eleveld	Yes
Mrs. Ayana Taylor	Yes
Mr. Paul Panos	Yes
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

**11. Discussion and possible action regarding ratification of the collective bargaining agreement between the Windsor Board of Education and the UPSEU, Local 424 - Unit 59 (Paraeducators) (Executive Session Anticipated)**

**Motion Passed:** Move that the Board of Education move into executive session for the purpose of discussing Item 11., the collective bargaining agreements between the Windsor Board of Education and the UPSEU, Local 424 - Unit 59 (Paraeducators) inviting Dr. Cooke, Terrell Hill, and Danielle Batchelder to be part of the discussion before taking possible action in open session passed with a motion by Mr. David Furie and a second by Mr. Ronald Eleveld.

**8 Yeas - 0 Nays.**

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Mr. Brian Bosch	Absent
Mr. David Furie	Yes
Mr. Ronald Eleveld	Yes
Mrs. Ayana Taylor	Yes
Mr. Paul Panos	Yes
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

Entered into Executive Session at 8:51 PM  
Open session resumed at 9:06 PM

Motion Passed: Move that the Board of Education vote to ratify the Agreement between the Windsor Board of Education and the UPSEU, Local 424 - Unit 59 (Paraeducators) covering July 1, 2019 through June 30, 2023 passed with a motion by Mr. David Furie and a second by Mr. James Ristas.

8 Yeas - 0 Nays.

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Mr. Brian Bosch	Absent
Mr. David Furie	Yes
Mr. Ronald Eleveld	Yes
Mrs. Ayana Taylor	Yes
Mr. Paul Panos	Yes
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

## **12. Audience to Visitors**

Discussion:  
None

## **13. Adjournment**

**Motion Passed:** Move to adjourn the meeting at 9:08 PM passed with a motion by Mr. Ronald Eleveld and a second by Mrs. Ayana Taylor.

**8 Yeas - 0 Nays.**

Mr. Leonard Lockhart	Yes
Ms. Maryam Khan	Yes
Mr. Brian Bosch	Absent
Mr. David Furie	Yes
Mr. Ronald Eleveld	Yes
Mrs. Ayana Taylor	Yes
Mr. Paul Panos	Yes
Ms. Charlotte Ricketts	Yes
Mr. James Ristas	Yes

---

Ayana K. Taylor, Secretary  
Windsor Board of Education