Regular Meeting

Tuesday, October 21, 2014 7:00 PM
Town Hall, Council Chambers Please click the link below to join the webinar: https://us02web.zoom.us/j/85191945173 Or Telephone: +1 646 558 8656 or +1 301 715 8592 Webinar ID: 851 9194 5173 , 275 Broad Street, Windsor, CT 06095

1. **Call to Order, Pledge to the Flag and Moment of Silence**
2. **Recognitions/Acknowledgements**

a. Cay Freeman, 2014 Ronald McDonald House Charities of CT and Western Massachusetts Local Hero Award Recipient
b. Volunteers from The Hartford clean up outside of Clover Street and Oliver Ellsworth Schools

3. **Audience to Visitors**
4. **Student Representative Report**
5. **Board of Education**

a. President's Report
b. Adoption of Revision of Board of Education Goals (Possible Action)
c. Approve Use of Impartial Due Process Hearing Officer for Student Disciplinary Hearings
d. 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

e. Joint Town Council/BOE Committee Meeting

6. **Superintendent's Report**

a. WHS IMPACT Youth Mentoring Program/WHS Leadership Council
b. Discussion of BOE Request for Student Data
c. Curriculum Development (1st Reading)

1. Algebra I Changes
2. AP Stats
3. Marine Biology

7. **Committee Reports**

a. Curriculum Committee
b. Policy Committee
c. Technology Committee

8. **Consent Agenda**

a. Financial Report
b. Enrollment Report
c. Food Service Report
d. Human Resources Report
e. WHS Costa Rica Field Trip, April 18-25, 2014 (2nd Reading)
f. WHS Quebec and Montreal, Canada Field Trip, April 19-22 (or 23), 2014 (2nd Reading)

9. **Approval of Minutes**

a. September 16, 2014 Regular Meeting
b. September 25, 2014 Curriculum Committee
c. September 25, 2014 Technology Committee
d. September 29, 2014 Executive Committee
e. September 29, 2014 Policy Committee

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

a. BOE Curriculum Committee, Thursday, October 23, 2014 at 4:30 PM, L.P. Wilson Community Center, Room 17

b. BOE Long Range Planning Committee, Tuesday, November 4, 2014 from 5:00 to 6:30 PM, L.P. Wilson Community Center, Room 17

c. BOE Special Meeting on Special Education, Tuesday, November 4, 2014 at 6:30 PM, L.P. Wilson Community Center, Board Room

d. Next BOE Regular Meeting is Tuesday, November 18, 2014, 7:00 PM, Town Hall, Council Chambers

11. **Audience to Visitors**

12. **Potential Executive Session to Review Attorney/Client Privileged Communication Regarding Personnel Matter**

13. **Adjournment**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: October 21, 2014

Prepared By: C. Cooke **Presented By:** C. Santos

Attachments: Draft of Revisions of Board Goals

Subject: Adoption of Revision of Board of Education Goals

Background:
At the Special Board of Education meeting on Wednesday, October 15th, the board reviewed and revised the current Board goals. A draft is attached.

Status:

N/A

Recommendation:

Move the Board adopt the revisions made to the Board goals.

Reviewed by:_____ **Recommended by the Superintendent:** _____

Agenda Item # 5b.

WINDSOR PUBLIC SCHOOLS

Mission Statement

The mission of the Windsor Public Schools is to develop the genius in every child and to create life-long learners.

Goals

To accomplish this mission, the Windsor Public Schools, in cooperation with families and the greater Windsor community, will ensure that all students acquire the following skills and behaviors:

1. **All students will demonstrate exemplary academic skills throughout their careers in the Windsor Public Schools.**
2. **All students will demonstrate effective oral and written communications.**
3. **All students will demonstrate the necessary skills to work collaboratively with others.**
4. **All students will demonstrate the ability to think critically and to solve complex problems utilizing analytical ability, creativity, research skills, logical reasoning, innovation, integrative understanding and resilience.**
5. **All students will demonstrate a knowledge and understanding of the increasingly global nature of society.**
6. **All students will demonstrate the behaviors associated with good citizenship.**
7. **All students will graduate from the Windsor Public Schools with a clear, achievable post-secondary plan.**
8. **All students will demonstrate exemplary skills in utilizing technology to maximize their educational experience.**
9. **All students will demonstrate an understanding of the importance of health and wellness.**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: October 21, 2014

Prepared By: Craig A. Cooke **Presented By:** Craig A. Cooke

Attachments:

Subject: Approve Use of Impartial Due Process Hearing Officer for Student Disciplinary Hearings

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Background:

The Hearing Officer, functioning as an Impartial Hearing Board under General Statute 10-233d, subsection (b), shall have as a main goal, to determine if a student has violated the Windsor disciplinary policy P 5114 Student Discipline. This entails conducting a due process hearing in a fair and impartial manner, arriving at a decision based on the evidence and testimony presented, and issuing a decision that is clear, comprehensive, logical and well justified.

Prior to the spring of 2012, all disciplinary hearings were conducted by a Hearing Officer with every fifth hearing heard by a Board subcommittee. In the spring of 2012, it was decided that all disciplinary hearings would be heard by three or more board members.

Status:

N/A

Recommendation:

The Board approve the use of an Impartial Due Process Hearing Officer for all student disciplinary hearings. The Board of Education would receive notice of any expulsion through copy of the expulsion minutes.

Reviewed by:_____ **Recommended by the Superintendent:** _____

Agenda Item # 5c.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: October 21, 2014

Prepared By: K. Moore **Presented By:** K. Moore

Attachments:

Subject: WHS IMPACT Youth Mentoring Program/WHS Leadership Council

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Background:

The WHS IMPACT Youth Mentoring Program began in the 2013-2014 school year to provide Windsor High School youth with influential role models that will motivate, challenge, and inspire them to realize their greatness.

The purpose of the Leadership Council was to create an environment where every member of the Windsor High School community is respectful to themselves and those around them while being responsible in their daily actions and proud of who they are as individuals. It is a goal of the group to encourage students to become responsible leaders within the community and promote values that represent good character in all students.

Status:

N/A

Recommendation:

For the Board to receive this update on the IMPACT Youth Mentoring Program at Windsor High School. For informational purposes 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: October 21, 2014

Prepared By: Craig A. Cooke **Presented By:** Craig A. Cooke

Attachments: Michaela Fissel's Email Dated September 14, 2014

Subject: Discussion of BOE Request for Student Data

Background:

Michaela Fissel has requested that the following information be presented to the Board of Education by November with a follow-up presentation at the end of the school year to demonstrate gains made throughout the year:

- Number of students in Kindergarten through 5th grade, by grade, who have been identified as below grade level in reading, math, and both reading and math.
- Information on the academic programming currently offered to the students above, by building, and the number of students who are currently accessing these programs. Information to be presented as cohorts.
- Information on if additional resources, either personnel or financial, are necessary to increase the availability of the program to meet the needs of students within a building.

Status:

N/A

Recommendation:

For discussion only.

Reviewed by:_____ **Recommended by the Superintendent:** _____

Agenda Item # 6b.

From: Fissel, Michaela
Sent: Sunday, September 14, 2014 11:26 AM
To: Cooke, Craig; Santos, Cristina; Klase, Darleen; Williams, Ken; Lockhart, Leonard; Rizzo Holmes, Melissa; Panos, Paul; O'Reilly, Richard; Eleveld, Ronald
Subject: RE: Message from KMBT_C253

All,

I am so thankful that we are all in agreement that we need to do whatever it takes to ensure that the students within our district have a system that supports their educational needs.

So, in the best interest of working towards ensuring educational excellence for all, given that it is not about only Windsor's 3rd graders, I respectfully request that the following item is added to the October agenda:

I would like to have information presented on the **number** of students in Kindergarten through 5th grade, **by grade**, who have been identified as below grade level in reading, math, and both reading and math. I would like this information presented by November so that we can have a follow up presentation at the end of the school year to demonstrate the gains made throughout the year.

In addition, and during the same discussion, I would like to have information presented on the academic programming currently offered to these students, **by building**, and the number of students who are currently accessing these programs, **not to be presented as individual students, but as cohorts.**

For example, the number of 1st grade students who are below grade level in math at Poquonock. Include information on the demographic breakdown of the cohort by gender, ELL, Special Ed, Free and Reduced Lunch, and Race/Ethnicity, as you did in the update.

This data would provide the Board with the information needed to gauge student need. As various programs have already been highlighted during presentations, I believe that it is important for the Board to know which programs are specifically being offered to meet at risk student needs.

So, following the same example from the previous paragraph, information would then be presented on current programs offered at Poquonock for those 1st graders, such as ST Math. Followed by the number of student slots available, per program by building, and the current number of students accessing each program.

It would also be helpful to know if additional resources, either personnel or financial, are necessary to increase the availability of the program to meet the needs of students within a building.

I ask that other BOE Members reply to this e-mail in support of this requested agenda item.

Thank you very much.

Sincerely,

Michaela I. Fissel

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: October 21, 2014

Prepared By: Mary Anne Butler **Presented By:** Mary Anne Butler

Attachments: Algebra 1-Changes, AP Statistics, Marine Biology

Subject: Algebra 1 – Changes, AP Statistics, Marine Biology (1st Reading)

Background:

Algebra 1 had minor modifications made to the curriculum to enhance clarity, purpose and comprehension of units for instructional purposes.

AP Statistics introduces students to the major concepts and tools for collecting, analyzing and drawing conclusions from data. Students are exposed to broad conceptual themes such as exploring patterns, probability and statistical inference. All students are required to present completed project to demonstrate mastery of content.

Marine Biology provides students with an understanding of the interrelationships between common marine organisms and mechanisms of adaption and survival. A variety of aspects of the physiology, biochemistry, ecology of marine line are explored.

Status: Curricula were presented at the BOE Curriculum Committee meeting on September 25, 2014.

Recommendation: The Board approves the Algebra 1 – Changes as a 1st Reading and waives the 2nd Reading. The Board approves AP Statistics and Marine Biology curricula as presented for a 1st Reading.

Reviewed by:_____ **Recommended by the Superintendent:** _____

Agenda Item # 6c.

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: October 21, 2014

PREPARED BY: Danielle Batchelder **PRESENTED BY:** Danielle Batchelder

ATTACHMENTS: September 30, 2014 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 September 2014. There are two reports: one with encumbrances and one without.

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 September 2014	$4,548,095
Expenditures through September 30, 2014	$12,542,526

Recommended by the Superintendent: _____

Agenda Item # 8a.

Windsor Public Schools
Financial Report
September 30, 2014

	2014/2015 Budget	Expenditures YTD 09/30/14	Encumbrance Projected Expense	Balance 9/30/14 Projected Balance 6/30/15	% Balance
Instructional Services					
Clover Street School	60,960	13,348	5,485	42,127	**69%**
John F. Kennedy School	91,215	15,802	5,838	69,575	**76%**
Oliver Ellsworth School	91,806	34,232	14,091	43,483	**47%**
Poquonock School	53,111	12,912	10,652	29,547	**56%**
Sage Park Middle School	224,644	67,623	36,413	120,608	**54%**
Windsor High School	468,512	134,690	90,900	242,921	**52%**
Windsor High School Interscholastic Sports	158,425	31,206	5,762	121,457	**77%**
Athletic Coaches	266,731	0	266,731	0	**0%**
WHS Career & Technical Education	124,607	75,210	14,940	34,457	**28%**
Continuing Education	63,550	9,565	1,748	52,237	**82%**
Instructional Services Management	143,405	16,586	7,482	119,337	**83%**
Curriculum Management & Development	69,640	7,135	3,130	59,375	**85%**
Curriculum Mgt. & Dev. -Magnet School Tuition	1,450,600	0	1,645,352	(194,752)	**-13%**
Textbook Adoption	87,500	0	6,113	81,387	**93%**
Technology	254,569	94,647	66,460	93,462	**37%**
Technology - New Equipment	241,886	159,064	349,845	(267,023)	**-110%**
Total Instructional Services	**3,851,161**	**672,019**	**2,530,943**	**648,199**	**17%**
Education Support Services					
Pupil Personnel Services	242,064	46,097	29,980	165,988	**69%**
Special Education	92,850	12,357	7,648	72,846	**78%**
Special Education Tuition	4,430,373	327,602	58,787	4,043,985	**91%**
Policy & Planning	147,350	62,358	1,802	83,190	**56%**
Employee Personnel Services	99,100	27,134	2,289	69,676	**70%**
Financial Management	161,200	72,183	43,559	45,458	**28%**
Financial Services	37,000	27,482	13,823	(4,305)	**-12%**
Pupil Transportation & Safety	3,999,900	152,527	752,143	3,095,230	**77%**
Physical Plant Services	2,141,634	442,250	1,051,458	647,927	**30%**
Major Maintenance	286,000	205,707	5,648	74,645	**26%**
L.P. Wilson Center	254,800	42,935	151,144	60,721	**24%**
Benefits	11,099,700	2,709,212	253,411	8,137,077	**73%**
Certified Salaries	29,841,942	6,023,741	0	23,818,201	**80%**
Non-Certified Salaries	7,573,389	1,618,872	0	5,954,517	**79%**
Tutor Salaries	484,300	73,353	410,947	(0)	**0%**
Substitute Salaries	477,910	26,697	700,000	(248,787)	**-52%**
Total Education Support Services	**61,369,512**	**11,870,506**	**3,482,639**	**46,016,367**	
Total All Sites	**65,220,673**	**12,542,526**	**6,013,581**	**46,664,566**	**72%**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: October 21, 2014

Prepared By: Jeanne Woodstock **Presented By:** Danielle Batchelder

Attachments: Student Enrollment Summary Reports

Subject: Student Enrollment as of 10/1/2014

Attached are the official enrollment figures as of October 1, 2014. Mrs. Batchelder will answer any questions.

Recommendation: Informational

Reviewed by: Danielle Batchelder **Recommended by the Superintendent:** Lisa A. Coons

Agenda Item # 8b.

9/9/2011

Windsor Public Schools
Student Enrollment Report Recap
October 1, 2014

Enrollment in Windsor Public Schools	
Grades PreK-5	1,353
Grades 6-8	671
Grades 9-12	1,121
Total District Enrollment	**3,145**

Windsor Students not in district schools	
Outside Placement/Private Placement(SPED)	54
Montessori Hartford CREC	21
Metropolitan Learning Center CREC	163
CREC Misc MAGNET SCHOOLS	210
Hartford Host Magnets	194
Misc Magnet Schools	21
Prince Tech	12
Cheney Tech	16
	691

Total Windsor	**3,836**

WINDSOR PUBLIC SCHOOL DISTRICT
DIVISION OF PUPIL PERSONNEL SERVICES ETHNIC DISTRIBUTION SURVEY

October 1, 2014

	Enumeration of Students - Racial Survey Report October 1, 2014														
SCHOOL NAME	American Indian		Asian American		Black		Hispanic		**Sub group Total**		White		Multi Race Category		**TOTAL**
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
Clover	0	0%	7	3%	132	52%	46	18%	185	73%	57	23%	10	4%	252
Ellsworth	1	0%	35	8%	148	34%	76	18%	260	60%	140	32%	32	7%	432
Kennedy	1	0%	15	4%	173	41%	64	15%	253	61%	139	33%	26	6%	418
Poquonock	0	0%	12	5%	125	50%	39	16%	176	70%	59	24%	16	6%	251
Elementary Totals	**2**	**0%**	**69**	**5%**	**578**	**43%**	**225**	**17%**	**874**	**65%**	**395**	**29%**	**84**	**6%**	**1353**
Sage Park	1	0%	29	4%	305	45%	122	18%	457	68%	185	28%	29	4%	671
Windsor High	1	0%	44	4%	568	51%	161	14%	774	69%	304	27%	43	4%	1121
Total	**4**	**0%**	**142**	**5%**	**1451**	**46%**	**508**	**16%**	**2105**	**67%**	**884**	**28%**	**156**	**5%**	**3145**

CREC MAGNET SCHOOLS						Race-Ethnicity	American Indian	Asian	Black	White	Hispanic	Multi Ethnic	Total
Aerospace & Engineer Acad	22								12	6	4		22
CT River Academy LEARN	10								6	2	2		10
Goodwin College Early Child Mag LEARN	6								4		2		6
Discovery Academy	12							1	3	4	4		12
Glastonbury/E Hart Mag CREC	1										1		1
Great Path Academy CREC	7								6		1		7
Greater Hart Academy of Arts	29								20	4	4	1	29
Hartford Montessori Magnet	21								8	5	8		21
International Magnet E Hart CREC	7								7				7
Math & Science Acad	2								2	0	0		2
Metropolitan **L**earning **C**enter	163							9	103	31	20		163
Med Prof & Teacher Prep Acad	10							1	7	1	1		10
Museum Academy	57							6	24	15	7	5	57
Public **S**afety Academy **E**nf	22								16	5	1		22
REGGIO Avon	1									1			1
Two Rivers Magnet	11							2	7	0	2	0	11
University of Hartford Magnet	13								8	3	0	2	13
TOTAL	394		394										394
HARTFORD HOST MAGNET													
Achievement First Hart	1								1				1
Annie Fisher Montessori Mag	6								2	2	1	1	6
Belizzi Asian Studies	0												
Betances STEM	6								4	1	1		6
Break Through Magnet	20							1	12	1	6		20
Capital Prep Magnet	16								14	0	0	2	16

Classical Magnet	26									18	6	2		26
Global Communications	1									1				1
Hartford PK Magnet	2									1	1			2
Hartford Magnet Middle	18								1	10	4	3		18
Hart Mag Trinity College Acad	23									8	9	5	1	23
Journalism & Media Magnet	3								1	2				3
Kinsella Magnet	12									3	3	6		12
Mary Hooker Magnet	20								2	3	14	1		20
Noah Webster Magnet	24								1	15	3	4	1	24
Pathway	7									5	1	1		7
Sports & Medical Magnet	6									4	2	0		6
University High Magnet	1									0	1			1
High School Inc Academy	2									2				2
TOTAL	194		194											194
CONNECTICUT TECH SCHOOLS														
Cheney Tech	16		16						1	6	8	1		16
Prince Tech	12		12							7	2	2	1	12
MISC MAGNET SCHOOLS														
Global **E**xperience **M**ag **S**chool BLM	12		12							2	8	2		12
formerly Big Picture High Blm														
Ct Inter Bacc Acad EH	1		1							1	0	0		1
Odessey Charter	2		2							1	1			2
Jumoke Academy (Charter)	6		6							6				6
			637											
														0
		SPED	54				0	1		21	19	13	0	54
		TOTAL	691											
		10/1/2014												
		691												

Windsor Public Schools
Student Enrollment Report
October 1, 2014

Grade		Poquonock	Clover St	O Ellsworth	JF Kennedy	Totals
Pre K				49		49
K		87		116		203
1		73		133		206
2		91		134		225
3			82		131	213
4			88		137	225
5			82		150	232
Subtotal K-5						1304
Total	**0**	**251**	**252**	**432**	**418**	**1,353**

Grade	Sage Park MS
6	202
7	238
8	231
Total	**671**

Grade	Windsor High
9	309
10	260
11	265
12	287
Total	**1,121**

Total District Enrollment	**3,145**

WINDSOR HIGH SCHOOL
Enrollment for
School Year 2014-2015

	Projected		5-Sep	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
Grade 9	**277**		313	309								
Grade 10	**267**		258	260								
Grade 11	**251**		267	265								
Grade 12	**289**		288	287								
Windsor High Total	**1084**		**1126**	**1121**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

SAGE PARK MIDDLE SCHOOL

ENROLLMENT REPORT
SCHOOL YEAR 2014-15

		Projected		5-Sep	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun	# of Teachers	Average C. Size
Grade 6															
Team 1				69	72									5	14.4
Team 2				70	68									5	13.6
Team 3				64	62									4	15.5
	Total	201		203	202										
Grade 7															
Team 4				77	77									5	15.4
Team 5				79	78									4	19.5
Team 6				79	80									5	16
	Total	237		235	235										
Grade 8															
Team 7				75	76									4	19
Team 8				74	75									5	15
Team 9				77	74									5	14.8
	Total	241		226	225	0	0	0	0	0	0	0	0		
SPARK				9	9										
Sage Park	**Total**	679		673	671	0	0	0	0	0	0	0	0		

CLOVER STREET SCHOOL
ENROLLMENT REPORT
2014-2015

Room#	Teacher		Projected		5-Sep	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3												
8	A Sanchez				17	15								
9	S Michalic				18	18								
11	J Darrell				16	18								
12	J Murray				15	15								
14	S Podgurski				17	16								
		Total	88		83	82	0	0	0	0	0	0	0	0
		Grade 4												
13	L Arseneault				16	17								
15	K Sutton				18	18								
16	L Schoenwolff				18	18								
17	C Nowsch				17	18								
18	D Williams				16	17								
		Total	78		85	88	0	0	0	0	0	0	0	0
		Grade 5												
20	P Reale				16	16								
22	K LePage				17	16								
24	S Lewis				14	17								
26	C Lindsley				16	16								
27	E Chartier				17	17								
		Total	80		80	82	0	0	0	0	0	0	0	0
	Clover	TOTAL	246		248	252	0	0	0	0	0	0	0	0

OLIVER ELLSWORTH SCHOOL

ENROLLMENT REPORT

2014-2015

Room#	Teacher	Grade	Projected		5-Sep	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
19	G Drake	Kindergarten			16	16								
20	L Butterick				18	17								
21	J Addie				16	16								
22	A Zawistowski				16	16								
24	A Bartholomew				19	19								
25	J Poole				17	16								
26	S Marcello				17	16								
		Total	**128**		**119**	**116**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
11	S Rucker	**Grade 1**			19	18								
12	K Freeman				20	19								
13	B Mayo				19	19								
14	K Furie				19	18								
15	T Strickland				21	19								
16	L Rumrill				20	21								
17	K Strempfer				19	19								
		Total	**143**		**137**	**133**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 2												
1	J Olander				20	19								
2	J Goicochea				19	19								
3	K Sandsmark				19	19								
4	L Volz				20	20								
6	S Martinson				18	19								
7	L Neil				19	19								
8	D Jaworski				20	19								
		Total	**145**		**135**	**134**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
5 & 10	Pre K Sped													
	& Peer				45	49								
		Total	**46**		**45**	**49**								
	Ellsworth	**Total**	**462**		**436**	**432**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

JF KENNEDY SCHOOL

ENROLLMENT REPORT
SCHOOL YEAR 2014-15

Room#	Teacher	Grade	Projected		5-Sep	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3												
1	K Mazur				18	18								
2	J Herner				18	17								
3	A Moyal				17	19								
4	D Ghanesh-May				19	19								
5	L Macaluso				19	19								
6	M Johnston				19	19								
8	V Vaicunas				20	19								
		Total	**139**		**130**	**130**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 4												
7	S Silliman				19	19								
9	R Tomkowit				21	21								
10	S Smith				19	20								
12	B Emerson				18	18								
14	S Brown				20	20								
15	N Donzella				21	20								
18	A Caselli				20	20								
		Total	**135**		**138**	**138**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 5												
19	S Fye				22	22								
20	S Paley				21	22								
24	J Nolte				21	21								
25	D Mosher				20	20								
26	K Bowman				23	22								
27	R Grimes				22	22								
28	O Walker				21	21								
		Total	**149**		**150**	**150**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Kennedy	**Total**	**423**		**418**	**418**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

POQUONOCK SCHOOL

ENROLLMENT REPORT
2014-2015

Room #	Teacher	Grade	Projected		5-Sep	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Kindergarten												
1	C McCann				17	17								
2	W Dever				17	17								
3	M Scott				17	17								
22	L Roche				17	17								
24	L Corrao				19	19								
		Total	**69**		**87**	**87**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 1												
15	E Velez				18	18								
16	L Bishop				19	19								
17	K Stoll				18	18								
18	M Macaluso				17	18								
		Total	**79**		**72**	**73**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 2												
8	R Brown				18	18								
9	S Trummel				19	19								
11	J Delsky				18	18								
12	K Richards				19	18								
13	L Huntington				18	18								
		Total	**94**		**92**	**91**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Poquonock	**Totals**	**242**		**251**	**251**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

WINDSOR BOARD OF EDUCATION

Agenda Item

For Consideration by the Board of Education at the Meeting of: October 21, 2014

Prepared by: Dana Plant **Presented By:** Danielle Batchelder

Attachments: Food Service Financial Report

SUBJECT: Statement on Cafeteria Operations – July-September 2014

BACKGROUND: The Windsor School Food Service participates in the National School Lunch Program at each of our school facilities and at St. Gabriel's, CREC's Metropolitan Learning Center and Museum Academy. We also participate in the National School Breakfast Program at our four elementary schools, Sage Park Middle School, Windsor High School, and the two CREC schools, Metropolitan Learning Center and Museum Academy. We operated our third year of the Seamless Summer Feeding program serving breakfast at John F. Kennedy School in July 2014. We operated a Summer Food Service Program of lunch and snack which yields a higher reimbursement from the federal government at Deerfield Apartment Complex and Goslee Pool for the end of June, all of July and August 2014 as well as breakfast and snack for CREC Metropolitan Learning Center summer school. We operate the After-School Snack Program for our Treehouse Program in Windsor as well as Museum Academy after care program. Windsor School Food Service is 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 both the breakfast, lunch and snack programs.

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

STATUS: Attached is a Financial Report for July through September 2014.

RECOMMENDATION: Informational only.

Recommended by the Superintendent: _____

Agenda Item # 8C.

Windsor School Food Service
Financial Statement
July - September 2014

REVENUE	July-Sept 2013	7/1/13 - YTD	July-Sept 2014	7/1/14 - YTD
SALES	$ 200,992.66	$ 200,992.66	$ 181,025.00	$ 181,025.00
REIMBURSEMENTS - STATE				
ACCOUNTS RECEIVEABLE FED	128,548.31	128,548.31	151,394.24	151,394.24
CLOC	53,631.00	53,631.00	50,711.00	50,711.00
INTEREST/RETURNED CK FEE	4.61	4.61	32.98	32.98
MISC. (Rebates)	1,416.70	1,416.70	525.00	525.00
6 Cents Certification	3,958.44	3,958.44	7,138.92	7,138.92
REVENUE TOTALS	**$ 388,551.72**	**$ 388,551.72**	**$ 390,827.14**	**$ 390,827.14**
EXPENSES				
WAGES	$ 74,433.29	$ 74,433.29	$ 76,394.91	$ 76,394.91
PAYROLL TAXES	5,699.29	5,699.29	5,677.91	5,677.91
EMPLOYEE BENEFITS	26,537.90	26,537.90	21,126.88	21,126.88
FOOD/MILK	222,883.11	222,883.11	215,343.54	215,343.54
PAPER	10,249.44	10,249.44	8,845.59	8,845.59
TRUCK	2,136.78	2,136.78	3,311.80	3,311.80
SUPPLIES	1,092.42	1,092.42	456.24	456.24
EQUIPMENT	3,322.93	3,322.93	15,547.38	15,547.38
SERVICES	1,611.21	1,611.21	672.45	672.45
EXPENSE TOTALS	**$ 347,966.37**	**$ 347,966.37**	**$ 347,376.70**	**$ 347,376.70**
NET INCOME	**$ 40,585.35**	**$ 40,585.35**	**$ 43,450.44**	**$ 43,450.44**
INVENTORY		**$ 25,000.00**		**$ 18,000.00**
OPENING BALANCE 7/1		**$ 12,742.89**		**$ 12,730.37**
COMPUTED OPERATING POSITION		**$ 78,328.24**		**$ 74,180.81**

Windsor School Food Service
Program Participation
August-September 2014

SALES		August to Sept 2013	August to Sept 2014
WHS			
	# OF DAYS	24	25
	SALES	$44,117.56	$48,342.58
	AVERAGE	$1,838.23	$1,933.70

Reimbursable Meals	Average LUNCH per day	
ELEMENTARY	959	865
MLC	488	472
MPTP 2013//Museum Academy 2014	205	229
SPMS	534	448
WHS	580	604

Reimbursable Meals	Average BREAKFAST per day	
ELEMENTARY	289	347
MLC	113	106
MPTP 2013//Museum Academy 2014	69	147
SPMS	80	65
WHS	132	141

Reimbursable Meals	Average SNACK per day
Treehouse Program	110
Museum Academy	50

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: October 21, 2014

PREPARED BY: Terrell M. Hill
Assistant Superintendent for Human Resources

PRESENTED BY: Terrell M. Hill

SUBJECT: Human Resources Report – September 2, 2014 – September 30, 2014

ATTACHMENTS: None

RESIGNATIONS/SEPARATIONS

Dana Allen	Social Worker	Windsor High
Shannon Anderson	Speech and Language Pathologist	Kennedy
Cynthia DeCasperis	ABA Special Education Paraprofessional	Kennedy
Calvin Meadows	Regular Education Paraprofessional	Windsor High
Donna Noel	Dean of Students Clerical Support	Sage Park
Sonya Peters-Bailey	Special Education Paraprofessional	Ellsworth
Mary-Jo Ray	Lunch Room Monitor	Ellsworth

RETIREMENTS

Silva Djordjevic	Regular Education Library Paraprofessional	Windsor High

TRANSFERS/REASSIGNMENTS

Virginia Dominguez	From ABA Special Education Paraprofessional	Sage Park
	To Special Education Paraprofessional	Windsor High
Bonnie Fineman	From English Department Chair and Teacher	Windsor High
	To K-12 Literacy Curriculum Supervisor	District
Angelica Oberle	From ABA Special Education Paraprofessional	Ellsworth
	To Regular Education Kindergarten Para	Ellsworth

HIRES

Rodney Baker	Regular Education Tutor	Kennedy
Demetra Campbell	Lunch Room Monitor	Poquonock
Rayna Dayton-White	Special Education Tutor	LP Wilson/SPARK
Kimberley Debarber	Dean of Students Clerical Support	Sage
Pamela Dupre	Lunch Room Monitor	Ellsworth
Anthony Edwards	Regular Education Paraprofessional	Windsor High
Danielle Franklin	Regular Education Kindergarten Paraprofessional	Poquonock
Shantel Graves	Food Service General Worker	Sage Park
Meghan Kearney	Regular Education Tutor	Kennedy
Shylynda Nance	Lunch Room Monitor	Kennedy
Susan Newcombe	Regular Education Tutor	Ellsworth

HIRES CON'T

Anne O'Neil	Special Education Tutor	Sage Park
Emily Quimby	ABA Special Education Paraprofessional	Ellsworth
Cassandra Rochon	Special Education Tutor	LP Wilson/SPARK
Yvonne Sailor	ABA Special Education Paraprofessional	Ellsworth
Brittaney Thomas	Special Education Tutor	LP Wilson/SPARK
Charmaine Turnbull-Harris	Regular Education Paraprofessional	Sage Park

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Reviewed by:_____ Recommended by the Superintendent:_____

Agenda Item #__8d.__

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: October 21, 2014

Prepared By: Blanca Jaramillo **Presented By:** R. Sills

Attachments: Pertinent Information Related to the Costa Rica Trip

Subject: Costa Rica Overnight Field Trip: April 18 – 25, 2015, 2nd Reading

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Background:

Students at Windsor High School will be provided the opportunity to travel to Costa Rica to experience firsthand Spanish culture with myself as tour leader encouraging students to experience and be exposed to culture bursting with diversity- geographical, cultural and biological. Students will also visit a school and interact with students in the target language.

Status:

A proposed field trip in April 2015 to Costa Rica is open to students enrolled in Spanish 3, Spanish 3H or above. Students that have completed Spanish 3 or Spanish 3H will also be eligible for this trip. The educational objectives of the trip, as well as the cost, itinerary, trip and cancellation insurance are included in the packet provided to the Windsor Board of Education. As part of the cost of the tour, I have included the price with the All Inclusive Insurance that each student will be required to purchase in the event that the Board determines that it is unsafe to travel at the time of the trip. The 1st reading was accepted at the BOE meeting on March 18, 2014.

Recommendation:

Move the Board of Education accepts as a 2nd reading.

Reviewed by:_____ **Recommended by the Superintendent:** _____

Agenda Item # 8e

Initiated and Requested by: Blanca Jaramillo School: WHS Grade(s): 9-12 FEB 28 2014

Destination: Costa Rica Date(s) of trip: April 18, 2015 - April 25th, 2015

1. Educational Objectives/References:
   See attachment.
2. Organization Profile:
   Explorica
   See attachment.
3. Itinerary:
   See attachment.
4. Housing: prior to departure.
5. Transportation:
   Carrier(s) Telephone No.
6.
7. Insurance:
   See attached.

*Telephone number for emergencies only
(cell phone, etc.) will be sent

7. Medical considerations/504:
   Health records reviewed: will be done prior to
   First aid kit arranged: departure.
   Nurse's signature: _____ date
8. Immigration regulations:
   Passport & letter of permission to travel with me notarized.
9. Student participation criteria:
   Spanish 3 or higher (current & former)
10. Fund raising activities:
    to be determined by group in September.
11. Actual cost to students: attached
    Scholarship available: _____ yes
    X no
12. Number of students participating. Need minimum of 6 participants

Chaperones: Names Qualifications

Blanca Jaramillo Teacher - has led groups to Mexico & Spain

ACTION: Curriculum Leader/Liaison: Blanca Jaramillo Date: 2/25/14

Principal: [signature] Date: 2/25/14

Superintendent: _____ Date: _____

- International travel requests must be submitted for approval at least nine (9) months in advance of trip.
- Overnight travel requests must be submitted for approval at least six (6) months in advance of trip

This request complies with BOE Policy #6153 regarding Field Trips.

Teacher's Signature: Blanca Jaramillo Date 2/25/14

Bianca Jaramillo
Windsor High School
50 Sage Park Road
Windsor, CT 06095-3398
February 12th, 2014

To Whom It May Concern:

I am excited to be in involved in planning an educational tour with Windsor High School. In order to allow students to lock in our current price for the tour, we will need them to enroll by February 28th, 2014. I understand the school board must convene to discuss the trip and that this may delay students from enrolling on the tour. We are prepared to offer all students who sign up prior to the school board meeting a full refund if the school does not approve the trip. We must be notified in writing by March 21st, 2014 of the school's final decision. If the meeting is delayed, please contact us immediately.

Please feel free to contact either myself or Kestrel Dunn, Regional Manager at 888.310.7120 ext 352.

Thanks again for your interest in traveling abroad with Explorica!

With kind regards,

Lesley Noone
Client Experience Manager
888.310.7120 x115
lnoone@explorica.com

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 3. Spanish 3H or above. Students that have completed Spanish 3 or Spanish 3H will also be eligible for this trip.

Tour: Costa Rican Highlights

Tour Center ID:
Jaramillo-5280

Departing From:
New York City

Departing From: New York City

Departing:
April 18, 2015

Returning:
April 25, 2015

Tour Fee increases on March 1, 2014

YOU CAN SIGN UP AT:
http://www.explorica.com/Jaramillo-5280

Total Fee:* $2,217.00

Tour Quote Breakdown
The following fees apply to your full-paying participants:

Tour Fee*	$2,109.00
On-Tour Tipping	44.00
Weekend Supplement (Departing)	35.00
Weekend Supplement (Returning)	35.00
Travel Protection Plan Plus	144.00
** 2015Savings	-150.00
Total Fee*	$2,217.00
OR 12 monthly payments of	$164.50
After initial payment of	$243.00

* Tour Fee increases on Mar 1, 2014, tour fee will never change after sign-up.
** Only valid with voucher code 2015Savings

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

Adult Supplement	$130.00
Twin Room Upgrade	$245.00
Additional Adult Fee	$375.00

Day 1 Hola Rincón de La Vieja
Meet your Tour Director & Travel to Rincón de la Vieja

Day 2 Rincón de La Vieja National Park
Optional Canopy Tour $50
Horseback ride to waterfalls

Details: Horseback ride to waterfalls
Had enough hot lava? Cool off with a leisurely ride on horseback to the hacienda's waterfalls, where you can splash to your heart's content.

Day 3 Rincón de La Vieja--Arenal
Guided excursion to Rincón de La Vieja Volcano Park
Travel to Arenal
Hot Springs visit

Details: Guided excursion to Rincón de La Vieja Volcano Park
The vaporous clouds of this area were once said to hide a witch, a local princess whose angered father had thrown her husband into the volcano. The devastated princess retreated into the volcano's shadow, where she spent the rest of her life concocting spells for the town's residents. The volcano's name, "The Nook of the Old Woman," comes from this legend. View this haunting landscape of bubbling craters as you approach this 6,285-foot-high, very active volcano.

Details: Hot Springs visit
Let the volcanoes take you away. At Arenal's hot springs, bubbling lava fields heat the waters to make nature's own jacuzzi.

- Round-trip airfare
- 7 overnight stays (8 with extension) in hotels with private bathrooms
- Breakfast daily
- Lunch daily
- Dinner daily
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Full-time services of a professional Tour Director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary

Day 4 Arenal--Monteverde

Kayaking tour on Lake Arenal

Travel to Monteverde

Details: Kayaking tour on Lake Arenal
Glide along the still waters reflecting the perfect cone of Arenal Volcano and the surrounding rolling hills. Lake Arenal, the country's largest, is also among its most scenic, and the area has become popular area to kayak, windsurf, sail, fish, and hike.

Details: Travel to Monteverde
Because of its humidity and latitude, the entire city of Monteverde can disappear in a second under a massive cloud cover. Founded by Quakers in 1951, the city boasts the best in Costa Rican creatures. Observe a proud display of howler monkeys, revered quetzals and native frogs in the dense cover of the cloud forest.

Day 5 Monteverde Landmarks

Walk in Monteverde Cloud forest Reserve

Santa Elena Biological Reserve

Local school visit

Serpentine Museum visit

Details: Santa Elena Biological Reserve
Get your spider monkey fix as you climb into the clouds. The Santa Elena Reserve reaches high into the atmosphere, bringing the cloudy mists into its lush forests and letting you see all the way to the Arenal Volcano.

Details: Local school visit
Take the opportunity to enrich a Costa Rican school with gifts of notebooks, pens, erasers -- all basic supplies that few students here can afford. Learn how rural communities are working to give their children educational opportunities in extremely difficult conditions, often with dozens of students in all different grades taught in a single classroom. We will stop to pick up supplies before visiting, but feel free to bring donations of school supplies like chalk or paper from home, too. (If schools are not in session, you'll be able to give gifts of t-shirts, socks, and other clothing to local children.)

Details: Serpentine Museum visit
Learn about the life cycles, diets and habitats of Costa Rica's native snakes and watch as they slither around in their simulated environments

Day 6 Monteverde--Guanacaste

Travel to Guanacaste

Palo Verde Boat Tour

Travel to Papagayo Gulf

Free time on Guanacaste Beach

Details: Travel to Guanacaste

- Horseback ride
- River rafting on extension
- Tour Diary™
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided

Mosey on through Costa Rica's "Old West." Cows, horses, and sauderos (Costa Rican cowboys) ride across the sun-struck landscape of this arid region. Seek out the local Guancaste tree, whose oddly shaped seedpods have given it the name "Monkey Ear Tree."

Details: Palo Verde Boat Tour
Hop on this river boat for a cruise through the murky water and into the scraggly mangroves of the Palo Verde National Park. Keep a look out for American alligators sunning themselves on the banks, white-faced monkeys swinging through the branches and colorful macaws flying overhead as you make your way through the park.

Day 7 Guanacaste

Free time on Guanacaste Beach

Day 8 End Tour

79935

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/9/2013

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

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

PRODUCER Commercial Lines - (617) 330-1005 Wells Fargo Insurance Services USA, Inc 699 Boylston St 6th Floor Boston, MA 02116	CONTACT NAME PHONE (A/C, No, Ext) FAX (A/C, No) E-MAIL ADDRESS
INSURED Explorica, Inc 145 Tremont Street 6th Floor Boston MA 02111	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: Berkley Insurance Company — 32603 INSURER B: Travelers Indemnity Co. of Connecticut — 25682 INSURER C: Hartford Casualty Insurance Company — 29424 INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 6559543 REVISION NUMBER: See below

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			EOL9474195-04	09/01/13	09/01/14	EACH OCCURRENCE	$ 5000000
	X COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 50000
	CLAIMS-MADE X OCCUR						MED EXP (Any one person)	$ 10000
							PERSONAL & ADV INJURY	$ 5000000
							GENERAL AGGREGATE	$ 5000000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$ 0
	X POLICY PRO-JECT LOC						PER OCCR DEDUCTIBLE	$ 25000
B	AUTOMOBILE LIABILITY			BA-7800C766-13	08/13/13	8/31/14	COMBINED SINGLE LIMIT (Ea accident)	$ 1000000
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS	X		SCHEDULED AUTOS			BODILY INJURY (Per accident)	$
	HIRED AUTOS	X		NON-OWNED AUTOS			PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			08WECRH8114	09/01/13	09/01/14	X WC STATU-TORY LIMITS OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N N	N/A				E.L. EACH ACCIDENT	$ 1000000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1000000
							E.L. DISEASE - POLICY LIMIT	$ 1000000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Evidence of Coverage

CERTIFICATE HOLDER	CANCELLATION
Evidence of Coverage	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

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Explorica terms & conditions

The following terms & conditions are valid until August 31, 2015 and for travel between October 1, 2015 and September 30, 2016.

What does the tour fee include?

- Round trip airfare from your departure city
- Accommodations that sleep 3 to 4 per room (except on flight, trains, cruises and ferries), always with private bathrooms, unless otherwise noted
- Airport transfers at destination (except when booked land only) and all transportation between cities (except when traveling on your own)
- Local public transportation to all sightseeing itinerary activities
- Breakfast daily (or per program description)
- Dinner daily (or per program description)
- All entrance fees to the professional tour Director
- 24 hour emergency service
- A $250 discount for a future international tour (or a $50 discount on a future U.S. or Canada tour with Explorica)
- Access to your personal Tour Center for six months after each tour

If we fail to deliver any of the above services, we will promptly refund the value.

What does the tour fee not include?

- Meals (except breakfast daily)
- Beverages at meals
- Lunch (unless specified in the itinerary)
- Optional excursions and/or entertainment (unless otherwise specified in the itinerary)
- Explorica's Travel Protection Plan
- Visa, immigration or other unexpected charges
- Tips to Tour Director, bus drivers (local guides) and other tour staff
- Baggage insurance of $35 (your deductible for each flight for which Explorica books, or Sundance books on behalf of, is due to the Carrier at check-in)
- Any applicable private group fee or single supplement
- Any costs connected to changing travel documents

How do I enroll?

At Explorica and Sundance, we use the most modern method of communication, a system that enables us to keep our costs—and yours—down. As such, we require a valid, current email address with which we may effectively correspond with you. Online, phone and fax enrollments require a valid credit card (MasterCard, Visa, American Express or Discover) or bank account (Checking or Savings) for electronic payment.

To enroll online:

Explorica strongly recommends you enroll online. This is the most convenient and seamless enrollment method and it allows us to keep your costs low. To enroll online, go to Explorica.com and click on "Sign up."

To enroll by phone:

Call toll-free at 1.855.310.7272 to speak to a Customer Care Representative.

To enroll by fax:

Complete the enrollment form in the Enrollment Information Booklet and fax toll free to 1.855.375.6777. Faxes received after 5 PM EST will be entered the following business day.

To enroll by mail:

Fill out the Enrollment Form in the Enrollment Information booklet and mail it to:

Explorica Inc
Attn: Admissions
145 Tremont Street, 6th Floor
Boston, MA 02111

All mailed enrollments must be received at least 90 days prior to your departure to avoid late enrollment charges. Enrollments received after this date may be accepted, subject to availability.

Note: Postmarked dates do not count. Enrollments received after the deadline may be subject to late enrollment charges.

Enrollment deadlines

Our tours fill up fast, so fill out your enrollment as early as possible. All enrollments must be completed and received no later than 75 days prior to departure. Enrollments received between 75 and 90 days prior to departure will be subject to a $50 late enrollment fee. Enrollments received less than 75 days prior to departure will be subject to a $100 late enrollment fee. Enrollments received less than 30 days prior to departure will be subject to a $150 late enrollment fee. Enrollments received less than 15 days prior to departure will be subject to a $200 late enrollment fee. Enrollments received less than 7 days prior to departure will be subject to a $250 late enrollment fee. Late enrollments will be placed on a waiting list. If no space becomes available, we'll refund the full payment minus any reinstatement or previous cancellation fees that may apply. Please be aware we cannot guarantee that a participant will be accepted less than 30 days prior to departure. Enrollments are accepted on the same basis and subject to the availability of the tour.

Full payment is required for late enrollments. To expedite late enrollments, please call us toll-free at 1.855.310.7272.

What is the payment schedule and process?

Monthly automated plan

Pay your $99 deposit and travel protection plan costs with credit card or checking account upon enrollment, and the balance of your Tour Fee will be automatically charged to your card or debited from your account in equal monthly installments until 30 days prior to your departure date. Please note that you must make all payments by credit card, debit card, or checking account. If two consecutive payments are returned NSF or declined by your bank or credit card company, we will generate your account to the 4 Step Manual Plan.

Full payment

Pay in full at time of enrollment.

4-step manual plan

Pay your $99 deposit and travel protection plan costs upon enrollment. $300 toward your Tour Fee 30 days later, and 75% of your remaining balance at 105 days prior to departure. The final balance is due 65 days prior to departure and can be paid by check, credit or debit card, or checking account. If you enroll 150 days prior to departure or later, you will make only three payments: $99 deposit and travel protection plan costs at enrollment; 75% of your remaining balance at 105 days prior to departure; and the final balance at 65 days prior to departure. Please note that we do not automatically deduct payments on this plan; you must make each payment manually. All full paying participants, including family members and friends traveling in the same group, must enroll and pay their deposits at the same time. Any participant who has already paid the deposit for a previous tour will receive a $100 credit on his or her Explorica account.

General payment information

We accept electronic checks (accounts with U.S. MasterCard, Visa and Discover credit cards or checking accounts) payment for our monthly payment plan. Money orders, cashier's checks and personal checks. Please note personal checks are only accepted until 105 days prior to departure, and cashier's checks from Europe 65 days prior to departure. Any payments made past the final payment deadline must be paid by credit card, money order or cashier's check.

Each month, we will automatically charge the credit cards or debit cards/checking accounts of participants who choose our monthly payment plan. We will send reminders of payments due to all other participants approximately two weeks in advance of the payment due date. You will receive payment reminders only through email and not through the mail. Payments that are late are subject to a $50 late fee. The date of payment is determined by the date of receipt at Explorica. If you are not paid in full by 90 days prior to your departure or do not meet the conditions of your payment plan, then your tour reservation will be cancelled (subject to standard cancellation policy).

Payments rejected due to insufficient funds, executed by your credit company, returned to us by the drawer's bank, or returned due to a stop payment order are subject to a $30 non-refundable fee. We reserve the right to cancel reservations for any participant who does not meet his or her contractually scheduled payment schedule.

Mail checks or money orders to:

Explorica Inc.
Attn: Admissions
145 Tremont Street, 6th Floor
Boston, MA 02111

What is the cancellation policy?

Before the tour begins, Explorica reserves space for each enrolled traveler and incurs costs. For this reason, we must charge cancellation fees in order to protect your travel investment in the event you need to cancel your tour. Explorica recommends purchasing a travel protection plan. The following cancellation fees apply:

If you withdraw this many days prior to departure	The following cancellation fees apply
More than 360 days	$99 + the $99 deposit
90 – 360 days	$250 + the $99 deposit
76 – 89 days	25% of the total cost of your trip
66 – 75 days	50% of the total cost of your trip
31 days or less	100% of the total cost of your trip

*If you notify us of your cancellation in writing at least 24 hours prior to your departure, your cancellation fee will be $150 per person.

All cancellation requests must be submitted in writing and must be received by Explorica during regular business hours. Cancellations received after 5 PM EST will be considered received on the next business day. Cancellations received on weekends or holidays will be considered received on the next business day.

We will refund $200 of your tour cancellation fees. Regardless, we cannot refund late fees, bank fees, transfer fees, travel protection plan costs, or visa fees and we cannot transfer any payments between participants. Most participants will receive their refund within 4 weeks.

Reinstating enrollment

Participants who have cancelled and then want to rebook the tour must pay a $50 reinstatement fee, plus any difference between the old and new Tour Fees, and any applicable late fees, and their enrollment is subject to availability and to all conditions governing new enrollments (if applicable). Travelers must also re-purchase insurance (if applicable).

What about a travel protection plan?

Through The Matt Group, a third party travel protection plan provider, four out of five Explorica travelers protect their tours with our travel protection plans. Explorica offers two great options to help protect your educational travel investment.

Explorica's Travel Protection Plan

Our standard travel protection plan covers you for unforeseen events:

- A traveler's injury, sickness, or death of a family member
- Theft of passport or visa
- Flight cancellations due to severe weather
- Lost baggage
- Trip cancellation or trip interruption due to terrorist acts or the declaration of a terrorist alert
- Trip cancellation or trip interruption due to terrorist acts or the declaration of a covered sickness, illness, injury or death
- Trip cancellation or trip interruption due to terrorist acts or the declaration of a covered sickness, illness, injury or death

Explorica's Travel Protection Plan Plus

Along with providing you the same benefits as our standard Travel Protection Plan, the Explorica Travel Protection Plan Plus also includes our exclusive Cancel for Any Reason Waiver Benefit.

With our Cancel For Any Reason Waiver Benefit, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you **for 75% of the non-refundable cancellation fees** which apply to your trip, provided:

1) You purchase this insurance with Explorica's Travel Protection Plan Plus no later than 14 days after your initial tour payment for your trip; and

2) You cancel your trip at least 30 days or more before your scheduled trip departure date.

The Cancel For Any Reason Waiver Benefit does not cover the penalties associated with airfare or other travel arrangements not provided by Explorica, or the failure of Explorica to provide the originally booked arrangements due to cessation of operations for any reason.

The Cancel For Any Reason Waiver Benefit is provided by Explorica and is not an insurance benefit underwritten by or the State Farm Insurance Company and must be purchased within 14 days of your initial payment for your trip.

Travel protection plan benefits

The following benefits apply to both of Explorica's travel protection plans:

Trip Cancellation or Interruption. If you have to cancel or interrupt your Explorica trip after departure due to a covered injury, sickness or death (your own or that of a traveling companion or a family member) or for other covered reasons such as: Cancellation or interruption of your trip due to: Inclement Weather, Unannounced Strike or Terrorism (an unforeseen event that causes complete cessation of service of your Common Carrier for at least 12 consecutive hours); a documented traffic accident while enroute to departure point; blocked or sequestered jury duty; destruction of your home or destination by fire, flood, burglary or natural disaster; being called to the emergency service of your employer to provide assistance in the event of a major disaster; and more. The theft of passport or visa; a transfer of employment of 35 miles or more; terrorist incident; and/or court order. In any event, you must notify your Trip Provider (Common Carrier, Tour Operator, etc.) prior to your trip's departure date. In order to receive reimbursement for the Cancellation or Interruption of your trip, you must provide proof of the event that caused you to cancel or interrupt your trip.

Travel delay. Reimburses up to $500 for meals, lodging and transportation for reasonable accommodations and travel expenses incurred if you become delayed en route to or from your destination for a covered reason (such as: inclement weather, unannounced strike or terrorism) or death of you or your traveling companion, during the trip. Excludes delays due to mechanical breakdown of private vehicle.

Medical expense/emergency assistance. Up to $25,000 for medical expenses incurred while on your trip (emergency medical expenses during your trip, as a result of an accident or sickness that occurs while you are on your trip, and which are deemed necessary by a physician). Emergency medical evacuation or sickness which occurs while you are on your trip and which results in death or necessitates a trip to a hospital. Up to $50,000.

Baggage & personal effects. Covers up to $2,500 for lost, stolen or damaged baggage, personal effects or cash on your trip. Up to $500 maximum per item, pair or set. Excludes jewelry, cameras and camera equipment, and electronic equipment such as, but not limited to, computers, cell phones, and GPS devices.

the purchase of necessary, additional clothing and personal articles.

Pre-existing conditions waiver. The plan exclusion for pre-existing conditions is waived if you purchase the plan within 14 days of your initial deposit payment for your trip.

A "Travel Protection Plan" which provides complete details of the plan including conditions, exclusions and limitations, is available to you on our website by selecting "travel protection plan" or at any time by request.

Please Note: This advertisement does not constitute or form any part of the Description of Coverage or any other contract of any kind. **This plan is underwritten by:** United States Fire Insurance Company, Edgewood, NJ. Please Note: Plan benefits, limits and provisions may vary in state jurisdiction. To review full plan provisions online, go to www.travelex-insurance.com/P54338. **Benefits are administered by:** Trip Mate Inc., 3099 Island Parkway, Suite 200, Kansas City, MO 64128, 1-800-880-7282 (in CA: dba Trip Mate Insurance Agency).

For more information on Travel Protection, visit http://www.travelguard.com/vgf4278

The cost for Explorica's Travel Protection Plan is $38 per person for tours with a maximum $1,200. This plan must be purchased at the time of enrollment and cannot be refunded once selected.

The cost for Explorica's Travel Protection Plan Plus is $58 per person for tours with a maximum $2,700. This plan must be purchased at the time of enrollment and cannot be refunded once selected.

Explorica is USTOA insured

As an active member of the United States Tour Operators Association (USTOA), your tour investment with Explorica is protected by USTOA's $1 Million Travelers Assistance Program. With exclusively Explorica customers in the unlikely event of Explorica's bankruptcy, insolvency, or cessation of business.

United States Tour Operators Association $1 million travelers assistance program

Explorica Inc. as an Active Member of USTOA, is required to post $1 million with USTOA to be used in the unlikely event of Explorica's bankruptcy, insolvency or cessation of business. Customers in the unlikely event of Explorica's bankruptcy, insolvency, or cessation of business. Further, you should understand that the $1 million posted by Explorica Inc. may be sufficient to provide only a partial recovery of the advance payments received by Explorica Inc. Complete details of the USTOA Travelers Assistance Program may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016 or e-mail to information@ustoa.com or by visiting their website at www.USTOA.com.

Are there optional extras for individual participants?

Explorica offers various options to enhance your overseas experience. Your enrollment fee for the tour includes all of the cost of your enrollment. Any changes to your selections after time of enrollment is subject to availability and additional charges may apply. For further details, please consult an Explorica Customer Care Representative at 1 800 910 1122.

Alternate departure airport. Depart from a different airport than your fellow group members. You pay the TCC fee from the alternate airport, plus a service fee of $145 if requested up to 120 days before departure. If requested between 119-91 days before departure the fee is $195. This option is not available less than 90 days before departure. Additional fees may apply, and your alternate airport must be one of Explorica's gateways.

Land-only tours. On many of our tours, you may arrange to purchase airline tickets and join the group at the first hotel at the first overseas destination. We will discount your Airline Fee. Special conditions may apply for travelers who are minors. Please keep in mind that you should not make any flight arrangements until you receive your final tour itinerary and departure date from your Group Leader. For more details, go to explorica.com/faq/land.

Stay-ahead and stay-behind options. You may wish to spend time at your destinations before or after the scheduled tour. The fee for this service is $145 if requested upon enrollment. If requested after enrollment and up to 120 days before departure, the fee is $195. Additional fees may apply if requested or changed between 119-91 days before departure. This option is not available less than 90 days before departure. We will arrange your airline ticket, and you are responsible for all accommodations, meals, and transfers before and after the scheduled tour. Because we will arrange your airline ticket, separately from your tour, we cannot guarantee that your flight and the same group flight as the rest of the group.

Accommodations. [illegible] unless otherwise noted. Parts, parts aged 22 and younger may [illegible] Parts aged 23 and older are required to [illegible] Parts aged 23 and older are required to [illegible] documents [illegible] [illegible] [illegible]

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: October 21, 2014

Prepared By: Dawn Hunter **Presented By:** R. Sills

Attachments: Pertinent Information Related to the Canada Trip

Subject: Canada Overnight Field Trip- Quebec and Montreal – April 19 – 22 (or 23), 2015 (2nd Reading)

Background:

To provide students with an authentic immersion experience and to practice what they have learned in class.

Status:

A proposed field trip in April 2015 to Quebec & Montreal, Canada is open to students enrolled in French 1-5. The educational objectives of the trip, as well as the cost, itinerary, trip and cancellation insurance are included in the packet provided to the Windsor Board of Education. The 1st reading was accepted at the BOE meeting on June 17, 2014.

Recommendation:

Move the Board of Education accepts as a 2nd reading.

Reviewed by:_____ **Recommended by the Superintendent:** _____

Agenda Item 8f.

MAY 16 2014

Initiated and Requested by: Dawn Hunter School: WHS Grade(s): 9-12

Destination: Québec + Montréal Canada Date(s) of trip: April 19-22 (or 23) 2015
4 day + 5 day itinerary attached.

1. Educational Objectives/References:
To provide students with an authentic immersion experience and to practice what they have ~~learned in class~~.

2. Organization Profile:
Jumpstreet Tours
Canadian corporation with 20+ years (established 1988) experience in student ~~travel experiences~~ + learning

3. Itinerary:
see attached documents

*Telephone number for emergencies only
860-534-0149
(cell phone) etc.) Dawn Hunter

4. Housing: Hotels provided by Jumpstreet

5. Transportation:
Carrier(s) Telephone No.
coach bus / TBA

6.

7. Insurance:
umbrella policy of Windsor BOE
MARSH Canada Limited

7. Medical considerations/504: To be considered once students sign up, then veri w/ school nurse.
Health records reviewed:

First aid kit arranged: _____

Nurse's signature: _____ date

8. Immigration regulations: ① Picture ID
② Valid US passport (req'd for all adults)
③ original birth certificate (for students)

9. Student participation criteria:
- must be enrolled in French 1-5
- must demonstrate responsibility
- must have good attendance at school
- must have demonstrated the ability to behave appropriately in a variety of social + academic situations
- must be in good enough health to withst the stress of an 8 hr bus ride to Québec + 6 hrs back from Montréal.

10. Fund raising activities:
*see tour proposal cost per

11. Actual cost to students: paying students.

Scholarship available: _____ yes
X no

12. Number of students participating: maximum 40

Chaperones: Names Qualifications

Dawn Hunter — see attached

Gustave Afantchao — Tour leader for Washington DC trip, Canada 2013, Philadelphia + Gettysburg

ACTION: Curriculum Leader/Liaison: [redacted] Date: 5/13/14

Principal: _____ Date: 5/14/14

Superintendent: _____ Date: _____

- International travel requests must be submitted for approval at least nine (9) months in advance of trip.
- Overnight travel requests must be submitted for approval at least six (6) months in advance of trip.

This request complies with BOE Policy #6153 regarding Field Trips.

Teacher's Signature: Dawn Hunter Date 5/11/14

Qualifications

Dawn Hunter
Windsor High School

French Honor Society Advisor	**2008-present**
French Club Advisor	**2008-present**
National Honor Society Advisor	**2009-present**
Wonders of World Language Night Advisor	**2009-2010**
WHS Yearbook Advisor	**2010-present**

Chaperone for the following WHS field trips:

Canada-Québec & Montréal	**April 14-18, 2013**
United Nations Trip	**April 13, 2012**
Canada-Québec & Montréal	**April 17-20, 2011**
La Broiche Bakery-Rockville, CT	**February 20, 2011**
French pastry lessons for students	
France- Paris & the Riviera	**June 17-25, 2010**
New York City- Statue of Liberty	**May 18, 2010**
Theater of Performing Arts- "French Reflections"	**November 16, 2009**

LOISIRS CULTURELS A L'ETRANGER (LEC)
East Freetown, MA & Paris, FRANCE

LEC is a French student travel organization and family homestay program with over 30 years of experience. Their goal is to promote international understanding and friendship. I began working with LEC in June 2006 as a coordinator. I have placed numerous exchange students in the homes of Windsor High French students and oversee their stay. Additionally, I have also hosted numerous exchange students in my own home from 3 weeks to 6 months.

My LEC responsibilities include:

- recruiting, screening and selecting American host families for French exchange students
- assisting with planning, organizing and supervising arrival, day trips and activities during visit along with the departure of students
- monitoring visits of exchange students and mediate when issues arise
- having coordinated and chaperoned large groups of exchange students on numerous occasions to New York City, Boston, Misquamicut Beach, R.I., Six Flags Amusement Park & Nomads Adventure Quest

jumpstreet
EDUCATIONAL TOURS

Monday, May 12, 2014

To whom this may concern,

I have put this package together to demonstrate that your deposits are safe with Jumpstreet Tours, so that you may have confidence in booking your educational tour with our company.

- First and foremost: **Jumpstreet Tours is a well run corporation which has never carried any outside debt during its twenty-five years of operation**. Our first principle is that **any promise or commitment we make must be honored**. Every past customer and supplier will vouch for this.
- Second: local government agencies require that **we place your payments in a Bonded trust account**, and it sets conditions for any withdrawals from these accounts.
- Third: this same Act requires that **we maintain a bond to guarantee that we follow the rules and regulations of the Act**, including reimbursement of any customer who has been prejudiced by our action or inaction.
- Fourth: Using a portion of Travel Agents permit fees, **local government has established a fund to reimburse customers for deposits lost due to the insolvency of any local travel agency**. These reimbursements apply to all customers.
- Fifth: **Jumpstreet Tours' liability coverage is $25,000,000**. This is to ensure that, regardless of any actions taken against us, the assets of the company will remain intact, allowing Jumpstreet to continue to meet all commitments.

If you have any questions, require other information, or would like further explanation of any of the attachments, please call me at our toll free number, 1-800-663-4956.

Sincerely,

Mark Clarke



Managing Director

TUI

jumpstreet

4 days

Québec & Montréal

Windsor HS

April 19 to 22, 2015

50 Sage Park Road, Windsor, Connecticut

Sunday, April 19, 2015

8:00 AM Departure from your school aboard your locally chartered motorcoach.

4:30 PM Arrive in Quebec City and meet your tour leader in front of Chateau Frontenac.

Orientation tour of Quebec City with your tour leader to see the old and the new en route to...

5:30 PM Have dinner in Old Quebec, at le Côtes à Côtes Resto Grill.

7:30 PM Learn graffiti techniques from a local expert during your Graffiti workshop! Bring your work home and show it to your friends and family!

9:30 PM Return to the hotel for a well deserved night's rest.

Hotel Plaza
3031, Boul. Laurier, Ste-Foy, QC
(418) 658-2727
(Or equivalent pending availability upon receipt of deposit.)

Monday, April 20, 2015

9:00 AM Enjoy breakfast at Le Parlementaire, a restaurant in the Assemblée Nationale, Quebec's parliament building! (Names and birthdates of all participants - students, adults, and chaperones - are required to confirm the reservation.)

10:30 AM Experience the daily military life of a British soldier in Quebec City as you become a soldat de la tour at the Martello Tower.

12:15 PM Strike a pose! Take a group photo in front of the Chateau Frontenac. Don't forget your camera! Afterwards, walk through the Chateau Frontenac with your Tour Leader.

12:45 PM Time for lunch and to explore in Old Quebec (individual expense).

3:30 PM Walk across the suspended bridge spanning the Montmorency Falls.

5:00 PM Return to the hotel to relax and unwind before dinner.

6:30 PM Arrive for a fun-filled evening at Érablière du Cap, an authentic Cabane à Sucre Québécoise. Partake in a 17th century meal, dancing, a taffy pull, make your own maple butter and more.

9:30 PM Return to the hotel for a well deserved night's rest.

Tuesday, April 21, 2015

7:00 AM Breakfast and orientation at the hotel with your tour leader, followed by check-out.

8:30 AM All aboard! Next stop, Montreal!

11:30 AM Time for lunch and to explore in Old Montreal (individual expense).

1:00 PM Visit Notre-Dame Basilica where the stained glass art will tell you the story of Old Montreal.

3:00 PM Take a trip to the top of Mont-Royal and walk to the Chalet de la Montagne for a view of the city landscape.

4:30 PM Check in to the hotel to relax and unwind before dinner.

6:00 PM Dinner at l'Académie, a French restaurant on trendy Rue St-Denis.

7:30 PM Step up for a Hip Hop dance workshop with some of Montreal's R&B stars (bring running shoes and bendy clothes)!

9:30 PM Return to the hotel for a well deserved night's rest.

Gouverneur Hotel Place Dupuis
1415 St-Hubert St - Montreal, QC
PH: (514) 842-4881

Québec & Montréal

Windsor HS

April 19 to 22, 2015

Tuesday, April 21, 2015

(Or equivalent pending availability upon receipt of deposit.)

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8:00 AM Breakfast at La Petite Marche, a quaint French restaurant in the Plateau Mont-Royal, following your hotel check-out.

9:30 AM You tape today's newscast - en français - during your workshop at Radio-Canada.

12:00 PM Time for lunch and to explore in Montreal's Underground City (individual expense).

2:30 PM Hugs and handshakes as you bid farewell to your tour leader and head back home.

9:00 PM Approximate time of arrival back at your school.

jumpstreet

TOUR PROPOSAL

How do you book your tour?

- CALL US!!! Anytime, any day at : 1-800-663-4956
- **Send a $100.00 deposit per paying participant**
  (plus any optional cancellation insurance premiums)
- Send us your completed booking form
  (available in your tour planner book and online account)

Deposit Deadline: **Thursday, May 01, 2014**

Please don't hesitate to contact Jumpstreet if you need an extension

How much does it cost?

Windsor HS, Connecticut

Québec & Montréal	From Sunday, April 19, 2015	To Wednesday, April 22, 2015
Paying Students (Quadruple Occupancy)	Complimentary Chaperones (Double Occupancy)	Price per student (USD) (Taxes Included)
30	3	$725
25	3	$815
20	2	$939
OPTIONS (Per Person) **(Plus applicable tax)**		
Double Room Supplement:		$133
Single Room Supplement:		$265
The above prices may not be valid after the deposit deadline		
Paying adults are subject to price supplements & activity adjustments supplements		

YES! I WISH TO BOOK THIS TOUR!

This package is great and I would like to book my dates. I understand that Jumpstreet will start making official reservations only when they receive my initial deposit of $100 per paying participant.

_____Date:_____

Dawn Hunter

15-91153-JS : QUO-52291-6QNZS4

jumpstreet

5 day

Québec & Montréal

Windsor HS

April 19 to 23, 2015

50 Sage Park Road, Windsor, Connecticut

Sunday, April 19, 2015

8:00 AM Departure from your school aboard your locally chartered motorcoach.

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8:30 AM All aboard! Next stop, Montreal!

11:30 AM Time for lunch and to explore in Old Montreal (individual expense).

1:00 PM Visit Notre-Dame Basilica where the stained glass art will tell you the story of Old Montreal.

2:30 PM Learn about Montreal's rich heritage at the Archaeological Museum of Pointe-à-Callière.

4:30 PM Check in to the hotel to relax and unwind before dinner.

6:00 PM Dinner at Creperie Chez Suzette.

7:30 PM Meet the spirits who still haunt the streets of Ville Marie on your ghosts of New France walking tour.

9:30 PM Return to the hotel for a well deserved night's rest.

Gouverneur Hotel Place Dupuis
1415 St-Hubert St - Montreal, QC
PH: (514) 842-4881

Québec & Montréal

Windsor HS

April 19 to 23, 2015

Tuesday, April 21, 2015

(Or equivalent pending availability upon receipt of deposit.)

Wednesday, April 22, 2015

8:00 AM Have a nice breakfast at Restaurant Déli 500.

9:30 AM Discover the exhibits of the Musée des Beaux-Arts de Montréal, followed by a hands-on paint workshop.

12:00 PM Time for lunch and to explore in Montreal's Underground City (individual expense).

2:30 PM You tape today's newscast - en français - during your workshop at Radio-Canada.

5:00 PM Dinner at l'Académie, a French restaurant on trendy Rue St-Denis.

7:00 PM Step up for a Hip Hop dance workshop with some of Montreal's R&B stars (bring running shoes and bendy clothes)!

9:00 PM Return to the hotel for a well deserved night's rest.

Thursday, April 23, 2015

8:30 AM Following your hotel check-out, enjoy breakfast at La Petite Marche, a quaint French restaurant in the Plateau Mont-Royal.

10:00 AM Take in the sights and sounds of Le Marché Jean Talon, Montreal's busiest outdoor market, as you partake in our Grocery Scavenger Hunt.

11:30 AM Time for lunch and to explore the friperies and second-hand book and music stores on the Plateau Mont-Royal (individual expense).

1:30 PM Take a trip to the top of Mont Royal and walk to the Chalet de la Montagne for a view of the city landscape.

2:30 PM Hugs and handshakes as you bid farewell to your tour leader and head back home.

9:00 PM Approximate time of arrival back at your school.

jumpstreet

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30	3	$965
25	3	$1,079
20	2	$1,235
OPTIONS (Per Person) **(Plus applicable tax)**		
Double Room Supplement:		$180
Single Room Supplement:		$359
The above prices may not be valid after the deposit deadline		
Paying adults are subject to price supplements & activity adjustments supplements		

YES! I WISH TO BOOK THIS TOUR!

This package is great and I would like to book my dates. I understand that Jumpstreet will start making official reservations only when they receive my initial deposit of $100 per paying participant.

_____ Date:_____

Dawn Hunter

15-91153-JS : QUO-52465-7MZF1B

jumpstreet

EDUCATIONAL TOURS

What is included? We're glad you asked!

- ***Roundtrip transportation*** via luxury motorcoach (es) unless alternate options agreed upon.
- ***Complimentary Chaperon*** at a rate of 1 per 10 students (negotiable).
- ***Hotel Accommodations*** as per your budget. Exact location confirmed upon receipt of a deposit.
- ***Breakfasts & dinners***, as per the itinerary. All meals en route are at individual expense.
- ***1 Tour leader*** per motorcoach, with the group 24 hours a day.
- ***Admission to all services*** as per the itinerary (includes tax and gratuities).
- Private group ***night time security*** in the hotel.
- *Les Tours Jumpstreet Tours* maintains ***25 million dollars*** general liability insurance and ***5 million dollars*** Errors and Omissions (professional) liability insurance.
- Transportation suppliers furnish their own liability insurance.
- ***24 hour access*** to Jumpstreet Headquarters while on tour.
- Jumpstreet ***baggage tags*** and ***emergency contact card.***
- Permission to ***amend*** & ***customise*** your tour program at ***no extra cost***
- Your money is placed in a ***Bonded Trust account***.

All itinerary contents are ***subject to availability at time of initial deposit.***

Optional:

- Medical and/or Cancellation Insurance



jumpstreet

WHY SHOULD YOU INCLUDE INSURANCE IN YOUR TOUR PACKAGE?

There are many reasons why. A travel insurance policy costing less than a $100 is inexpensive compared to medical costs running into the thousands when traveling abroad. The trip of a lifetime can turn into a very challenging experience if you're not covered for events such as lost luggage, accidents and illness.

By law, we are required to inform you of the available insurance plans. Below, please find our two travel insurance plans and our comprehensive and exclusive refund guarantee program.

PRODUCT A – MEDICAL ONLY

Cost : $4.00 per day, per insured person

Hospital and medical expenses	($2 000 000)
Emergency evacuation and repatriation	(Unlimited)
Subsistence & Out-of-pocket expenses ($100/day)	($300 per day, $1200 max)
Expenses related to your Death	($5000)
Bedside companion Travel Subsistence	(Airfare + $300 Subsistence)
Emergency Dental Treatment	($1800)
Return of Children Under your care	(Unlimited)

PRODUCT B – COMPREHENSIVE PLAN

This product includes a cancellation and medical coverage.

Cost : Depending on value of the trip

Accidental death, in flight	($100 000)
Accidental death, non flight	($25 000)
Trip Cancellation	(Sum insured)
Trip Interruption	(Non-refundable charges)
Next Occupancy	(Unlimited)
Missed connection	($800)
Schedule change	($800)
Flight delay ($50/12 hours)	($200)
Return of vehicle	(Unlimited)
Baggage & Personal effects ($250/article)	($2000)
Baggage delay ($50/24 hours)	($500)

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EXCLUSIVE PRODUCT - <u>RGP– Refund Guarantee Protection (available to groups of 30+ paying participants)</u>

This is not an insurance product. The RGP is EXCLUSIVE to Jumpstreet and offers complete trip refund for any reason, at any time for trips traveling to Canada and the United States!

The rule is simple: you can drop out when you want. Any reason is a good reason. One condition: the RGP must be purchased and paid for by the first deposit due date.

<u>The RGP includes:</u>

- Trip drop out at any time, whatever the reason
- Medical insurance. The « medical insurance » portion is contracted through Travel Guard.

If you wish to drop out of your tour, we need to receive a short note explaining why you wish to drop out and we will send you a cheque within 10 business days. We will reimburse all sums paid to Jumpstreet, minus the extra cost of the RPG.

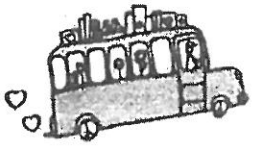
Drop out based on these rules:

Whatever the reason:
100 % Trip value if drop out up to 48 hours before the tour.
50% Trip value if drop out less than 48 hours before the tour.
0% Trip value if drop out after tour departure date (if Trip Interruption is a concern, please ask about the Comprehensive Plan).

For medical reasons:
100 % Trip value if you drop out for a medical reason, anytime. Doctor's note required for the refund.

<u>Cost</u> :

Trip cost, without airfare	RGP cost
0-$250	$30.00
$251-$500	$50.00
$501-$750	$70.00
$751-$1000	$90.00
$1001-$1250	$110.00
$1251-$1500	$130.00
$1501-$1750	$150.00
$1751-$2000	$175.00
$2001-$2500	$200.00



jumpstreet

TOURS TO CANADA, *REQUIRED DOCUMENTS*

U.S. citizens traveling to Canada, by land or sea, will be required to present one of the travel documents listed below.

Groups of Children:

U.S. citizen children under age 19 arriving by land or sea from contiguous territory and **traveling with a school group**, religious group, social or cultural organization, or sports team, may also present his or her birth certificate (are accepted: original, photocopy or certified copy), a Consular Report of Birth Abroad, a Naturalization Certificate, or a Canadian Citizenship Card.

The group should be prepared to **present a letter on organizational letterhead** with the following information:

- The name of the group and supervising adult,
- A list of the children on the trip, and the primary address, phone number, date of birth, place of birth, and name of at least one parent or legal guardian for each child,
- A written and signed statement of the supervising adult certifying that he or she has obtained parental or legal guardian consent for each participating child.

Adults, chaperones:

- U.S. Passport
- U.S. Passport Card
- Enhanced Driver's License (EDL) – available only in some states
  - This is a driver's license that can also be used as a cross-border travel document to enter the U.S. by land and sea. It denotes both identity and citizenship, per the Western Hemisphere Travel Initiative
  - Please refer to WHTI website for list of states currently issuing the EDL
- Trusted Traveler Program Cards (NEXUS, FAST, SENTRI)

When traveling by air between the U.S. and Canada: **U.S. and Canadian citizen** are required to present a passport. This applies to everyone including newborns, infants and children.

For more information, we invite you to visit these sites:

Western Hemisphere Travel Initiative:	http://www.getyouhome.gov
Passport and passport card:	http://www.travel.state.gov
Nexus and Fast (trusted traveler program card):	http://www.cbp.gov

jumpstreet
EDUCATIONAL TOURS

Group Cancellation and Refund Policy for 2013-2014

Thank you for considering Jumpstreet Tours for your trip. To date more than 150,000 students have traveled with Jumpstreet to Montreal, Quebec City, Washington DC, New York City, Boston and other destinations.

Many schools and parents feel comfortable approving our trips because our deposit and group cancellation policy significantly reduces financial risk associated with approving school trips. ***We are very flexible with regard to deposit dates, and we aim to have the best cancellation policy in the business.*** As our contract explains (please refer to the back of your invoice for complete details), if your group cancels the trip the following will apply:

- ☑ ***If cancelled 61 days or more before departure date***:
  - 100% of all money will be refunded less any non-refundable commitments made on your behalf to our suppliers (for example: theater and sports tickets are non-refundable after purchase, although they do belong to you).

- ☑ ***If cancelled between 60 and 43 days prior to departure date:***
  - 100% of all money will be refunded less any non-refundable commitments made on your behalf to our suppliers and $100 per student to cover Jumpstreet Tours' costs.

- ☑ ***If cancelled between 42 and 29 days prior to departure date:***
  - 75% of all money will be refunded less any non-refundable commitments made on your behalf to our suppliers.

- ☑ ***If cancelled between 28 and 15 days prior to departure date:***
  - 50% of all money will be refunded less any non-refundable commitments made on your behalf to our suppliers.

- ☑ ***If cancelled less than 15 days prior to departure date:***
  - No reimbursement is possible less than 15 days before departure date.

Extenuating circumstances will be taken into consideration and all efforts will be made to reschedule your trip (if desired) and to minimize your costs in case you cancel your group's trip.

Please keep in mind that this policy covers cancellation of the trip by the entire group, but individuals may purchase cancellation insurance to cover their trip only. Jumpstreet also offers a refund guarantee program (RGP) that provides a full refund if a student cancels for any reason. As with cancellation insurance, there is a fee for this and it is sold to individual students and is only available for purchase at the time of initial deposit.

I hope that this helps your school to make a decision to plan a trip.

Sincerely,

Tom Clarke

Tom Clarke, Director of Finance

MARSH

Certificate of Insurance

No.: 2013-1

Dated: January 06, 2014

This document supersedes any certificate previously issued under this number

This is to certify that the Policy(ies) of insurance listed below ("Policy" or "Policies") have been issued to the Named Insured identified below for the policy period(s) indicated. This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder med below other than those provided by the Policy(ies).

Notwithstanding any requirement, term, or condition of any contract or any other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the Policy(ies) is subject to all the terms, conditions, and exclusions of such Policy(ies). This certificate does not amend, extend, or alter the coverage afforded by the Policy(ies). Limits shown are intended to address contractual obligations of the Named Insured.

Limits may have been reduced since Policy effective date(s) as a result of a claim or claims.

Certificate Holder:	Named Insured and Address:
Les Tours Jumpstreet Tours Inc. dba Educatours 780 Brewster Avenue Suite 02-300 Montreal, QC H4C 2K1	Les Tours Jumpstreet Tours Inc. dba Educatours 780 Brewster Avenue Suite 02-300 Montreal, QC H4C 2K1

This certificate is issued regarding:
Evidence of Insurance Only

Type(s) of Insurance	Insurer(s)	Policy Number(s)	Effective/ Expiry Dates	Sums Insured Or Limits of Liability	
PROFESSIONAL LIABILITY	XL Insurance Company Ltd	GB00020037LI13A	Dec 30, 2013 to Dec 30, 2014	Per Claim	$ 6,000,000 GBP
COMMERCIAL GENERAL LIABILITY • Inclusive Limits Bodily Injury and Property Damage Liability • Non-Owned Automobile • Advertising Liability • Contractual Liability • Personal Injury • Tenant's Legal Liability - Broad Form	XL Insurance Company Ltd	CA00002591LI13A	Dec 31, 2013 to Dec 31, 2014	Each Occurrence	$ 10,000,000
				Products & Completed Operations Aggregate	$ 10,000,000

Additional Information:
The term "Insured" shall mean the person(s) or company named above and shall also include any Employees including Voluntary workers.

For the Professional Liability coverage included under Master Policy GB00020037LI13A, XL Insurance Company Limited, this placement was made by Marsh UK. Marsh Canada Limited has only acted in the role of a consultant to the client with respect to this placement, which is indicated here for your convenience.

Notice of cancellation:
The insurer(s) affording coverage under the policies described herein will not notify the certificate holder named herein of the cancellation of such coverage.

Marsh Canada Limited
70 University Avenue
Suite 800
Toronto, ON M5J 2M4
Telephone: 416-349-4744
Fax: 416-349-4515
nancy.lacroix@marsh.com

Marsh Canada Limited

N. C. Lacroix

By: _____
Nancy Lacroix

Windsor Board of Education
Regular Meeting
Unapproved Minutes

Tuesday, September 16, 2014 7:00 PM
Town Hall, Council Chambers

The following are the unapproved minutes of the September 16, 2014 Regular Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 7:00 PM:

Present Board Members:
Mr. Ronald Eleveld
Ms. Michaela Fissel
Ms. Darleen Klase
Mr. Leonard Lockhart
Mr. Richard O'Reilly
Mr. Paul Panos
Ms. Melissa Rizzo Holmes
Ms. Cristina Santos
Mr. Kenneth Williams

1. Call to Order, Pledge to the Flag and Moment of Silence
Discussion:
The meeting was called to order at 7:00 p.m. with the Pledge of Allegiance and a Moment of Silence.

Also in attendance were Superintendent of Schools Craig Cooke, Assistant Superintendent for Instructional Services Mary Anne Butler, Director of Pupil & Special Educational Services Steve Carvalho, Director of Business Services Danielle Batchelder, and Assistant Superintendent for Human Resources Terrell Hill.

2. Recognitions/Acknowledgements
2.a. Introduction of New BOE Student Representative--Brandon Monroe
Discussion:
Mr. Sills introduced Brandon Monroe as the new Student Board of Education Representative for the fall term.

2.b. Introduction of New Administrators
Discussion:
Mr. Hill introduced the new administrators in the district and welcomed them to their new positions.

2.c. Introduction of Windsor Teacher of the Year
Discussion:
Mr. Hill and Ms. Lezberg introduced Windsor's Teacher of the Year Mrs. Kathleen Furie, a first grade teacher at Oliver Ellsworth School. Mrs. Furie addressed the board regarding her experiences as an elementary teacher in Windsor.

2.d. Donation of 94 backpacks from Windsor Chamber of Commerce
Discussion:
Dr. Cooke recognized the Windsor Chamber of Commerce for the donation of 94 backpacks and school supplies to Sage Park Middle School Students, and thanked the Chamber of Commerce and the businesses and individuals who contributed to the backpack campaign.

2.e. Donation of school supplies to WHS from 3M Supplies for Schools Program in Enfield
Discussion:

Dr. Cooke recognized the 3M Supplies for Schools Program and Mr. Michael Ernst of 3M in Enfield for the contribution of $2,522 worth of school supplies through the program.

2.f. Recognition of grant by Voya Financial (formerly ING), and contributions from Hartford Wire Works, Clover Street Treehouse, and the Clover Street PTO for new kickball field
Discussion:
Dr. Cooke recognized Voya Financial for their contribution of funds and time to build the new kickball field at Clover Street along with Clover staff member Mike Farr, Hartford Wire Works, Clover Street Treehouse and the Poquonock School/Clover Street School PTO Executive Board.

3. Audience to Visitors
Discussion:
George Slate, 74 Ethan Drive, addressed the Board regarding Board relationships and recommended removing items 5.c. and 5.d. from the agenda.

Ann Baldwin, 1 Kendrick Lane, addressed the Board regarding Board actions, news coverage of the Board and the negative impact to the community.

Don Jepsen, 495 Palisado Ave. and Don Trinks, 141 Grove Street, addressed the Board jointly with concerns regarding events that have transpired on the board and the impact on the community, and requested the Board either remove item 5.d. from the agenda or skip it.

Stacy Sampson, 604 Stone Road, addressed the Board and requested they move past current issues and focus on the children and the best interests of the town.

Rosi Miskavitch addressed the Board, requesting they work together in the best interests of the children and the town, and agreed that Item 5.d. should be skipped.

Debbie Sampson, 604 Stone Road addressed the Board asking them to drop the issue 5.d. and get back to taking care of the children.

Judge Kevin Washington, 736 Palisado Ave., invited the board to attend the Human Relations Commission's Bridge Builder Award on November 20, 2014.

The meeting recessed at 7:45 p.m.

The meeting reconvened at 8:01 p.m.

4. Student Representative Report
Discussion:
Brandon Monroe gave a report on the start of school at WHS including a successful open house, the creation of a leadership council, and the start of the fall sports season. He also expressed a few concerns on behalf of the student body including the increase in price and decrease in portion sizes of lunches, the agendas they received this year, and the suggestion from that upperclassmen who have performed at a high level should be granted application fee waivers.

Discussion ensued about student and teacher use of various apps.

5. Board of Education
5.a. President's Report
Discussion:
Ms. Santos reported on the positive start to the school year, the retention and return of students from magnet and other schools and her support of the administration and staff in the district through the balance of the school year.

Mr. Lockhart introduced the Motion that the Board of Education suspend the rules for the purpose of eliminating agenda items 5.b., 5.c. and 5.d. Mr. Lockhart stated the motion needs a two-thirds majority to pass.Ms. Fissel stated she would be abstaining from the vote.

Motion Passed: Motion that the Board of Education suspend the rules for the purpose of eliminating agenda items 5.b., 5.c. and 5.d. passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Abstain
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

5.b. Legal Opinion of Board's Attorney, T. Mooney
5.c. Re-instatement of Mr. Eleveld to Committees
5.d. Censure of Board President

5.e. School Liaison Reports
5.e.1. Windsor High School
Discussion:
Mr. O'Reilly reported he attended open house and was very impressed with all the classes attended, all the faculty and the curriculum. Ms. Klase reported the School Governance Council meeting is September 22 at 7:00 p.m., student representatives will be elected in October; the School Governance Council got to participate as a group in the Study Circles.

5.e.2. Sage Park Middle School
Discussion:
Mr. Williams reported the book fair is going on now and will end on September 23, grade 7 open house is tomorrow, picture day is September 19, and October 8 is the Challenge open house.

5.e.3. Clover Street School
Discussion:
Mr. Lockhart reported the Governance Council met yesterday, there's a workshop on PBIS on October 20 from 6:00-7:00 p.m, the next Governance Council meeting is on September 20 from 4:00-5:00 in the Media Center, which provides an opportunity for parents to have say about what's going on in the school and he encourages teachers, staff and parents to participate in the meeting.

5.e.4. John F. Kennedy School
Discussion:
Ms. Fissel reported that JFK is focusing on parent learning, they'll be helping parents understand how to make connections in their homes with what's being taught in classrooms, aligned with the standards; on October 22, 30 minutes will be spent in the auditorium where teachers will answer questions about bringing learning into the homes; strings students will be playing in the lobby. A new program is launching called "Music to Munch By" that will bring in different types of musicians or styles of musicians to play during lunch; PTO update, all positions were filled with 20 parents attending the first meeting; PBIS is relaunching the eagle tickets, attended lunch today at JFK and there is a marked difference in behaviors in the café; she hopes to see parents from JFK at the PTO meeting September 20 and open house on September 22.

5.e.5. Oliver Ellsworth School
Discussion:
No report.

5.e.6. Poquonock School
Discussion:
Mr. Panos reported open house is Thursday, September 26, Poquonock and Clover will be having Fun Run, and there's an amazing number of students taking up strings - 88 students in K-2.

6. Superintendent's Report
6.a. School Opening Comments
Discussion:
Dr. Cooke reported bus issues have been addressed and thanked families for their patience; school buildings were in excellent appearance on the inside, outside appearance is being addressed. He reported on the expansion of district social media, summer administrative work and district work on school safety. Ms. Batchelder has undertaken new safety plans for the buildings and submitted to them to the State with an application for a school security grant. The reopening of the Jack O'Brien Stadium will be September 26 with a short celebration at 6:45 p.m. before the home game v. Bristol Central. Enrollment is down as a district but Kindergarten and grade 9 are up significantly.

6.b. Staffing Update for Opening of 2014-2015 School Year
Discussion:
Mr. Hill gave the staffing update for the opening of the 2014-2015 school year. He also reported on a change in how the district will recruit teachers, and that 15% of the teaching staff are teachers of color.

Mr. O'Reilly asked about the hiring of a person to administer the community service requirements at the high school, discussion ensued.

Ms. Rizzo-Holmes asked how many of the teachers who left the district went to other districts; Mr. Hill reported 9.
Ms. Rizzo-Holmes asked for explanation of the exit interview process, discussion ensued.

6.c. Family Engagement Work
Discussion:
Ms. Butler reported on family engagement work district wide.

Mr. Couture reported on the use of technology to increase family engagement; and reported on the selection of School Messenger as a communication system, the new Windsor Public Schools app, Facebook and Twitter.

Ms. Klase requested YouTube videos be developed to help parents download and use the app.

Ms. Fissel asked about information on home visits, discussion ensued.

6.d. Concussion Safety Efforts
Discussion:
Mr. Risser reported on Concussion Baseline Testing and Education, including that to date 341 individual Windsor High School athletes have been administered the concussion baseline impact testing, when completed total will reach nearly 400. The software has been deemed appropriate for middle school age students, baseline testing will begin for Sage Park Middle School athletes later this academic year. It is anticipated the cost to test all high school and middle school athletes to be $1,200.

Discussion ensued.

Mr. Risser invited members of the Board to attend the opening ceremony of the renovated Jack O'Brien Stadium on September 26.

6.e. Summer Food Service Program
Discussion:
Ms. Batchelder reported that the Food Service Program, in conjunction with the USDA, was able to serve 2,842 meals to children in Deerfield and Goslee Pool in 44 days, a 300% increase over the prior year. At the end of June, Foodshare donated $10,000 to the Windsor Public Schools to hire an activity coordinator who went to those two sites and did activities with children, also within that $10,000, the district was able to serve 452 meals to parents within that two month time frame.

Mr. Panos asked if the program was reimbursed 100% by the USDA. Ms. Batchelder reported the cost of the child meals was, the adult meals were funded by the donation from Foodshare.

Discussion ensued.

6.f. Multicultural Firm, Committee, Process and Selection
Discussion:
Dr. Cooke reported on the process used for the selection of the firm to provide multicultural professional development training for teachers and staff. He reported that the selection committee determined that both firms, DCFP Study Circles Program and National Urban Alliance for Effective Education had much to offer the district, and discussions are underway with both firms to frame out the work.

6.g. Fiscal Year 2014 Year End Financial Report
Discussion:
Ms. Batchelder reported that the Board of Education's budget for the fiscal year 2014 was $63,365,815.99; this expense allows the Board to give the Town back $29,084. This takes into account the $70,000 deficit in the cafeteria fund this year, the general fund picked that up as the law requires that. Food Services will start the fiscal year on positive note. It was noted that the results are unaudited and subject to change upon audit.

Discussion ensued regarding the salary account and how it was reported.

Motion Passed: Motion to return $29,084.01 to the town passed with a motion by Mr. Paul Panos and a second by Mr. Leonard Lockhart.

Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

6.h. Response to Mr. Eleveld's Inquiry Regarding Excess Cost Allocation and Year End Funds
Discussion:
Dr. Cooke and Mr. Eleveld reported that it was determined the differences Mr. Eleveld identified in his research of seven prior years of Board of Education funds returned resulted from the Board reflected unaudited funds while the town reports reflected audited funds.

7. Committee Reports
7.a. Curriculum Committee
Discussion:
Ms. Klase reported the next meeting is Thursday, September 25 at 4:30 p.m. at in Room 17 at L. P. Wilson. A lot of exciting curriculum is coming up including Algebra 1, AP Stats, Marine Biology, Health, Program of Studies changes and Elementary progress report changes.

7.b. Policy Committee
Discussion:
Mr. Panos reported September 29 will be first meeting, there is no agenda yet.

7.c. Technology Committee
Discussion:
Mr. O'Reilly reported there are lots of exciting things happening; the next meeting September 25 at 6:30 p.m.

8. Consent Agenda

8.a. Enrollment Report
8.b. Human Resources Report
8.c. Approval of BOE Regular Meetings for 2015

Motion Passed: Motion to accept Consent Agenda items 8.a., 8.b. and 8.c. passed with a motion by Mr. Paul Panos and a second by Ms. Darleen Klase.
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

9. Approval of Minutes
9.a. June 17, 2014 Regular Meeting
9.b. June 23, 2014 Special Meeting
9.c. July 31, 2014 Executive Committee
9.d. August 12, 2014 Special Meeting
9.e. August 19, 2014 Special Meeting
9.f. September 2, 2014 Executive Committee
9.g. September 3, 2014 Special Meeting

Motion Passed: Motion to accept the minutes of the June 17, 2014 Regular Meeting, June 23, 2014 Special Meeting, July 31, 2014 Executive Committee, August 12, 2014 Special Meeting, August 19, 2014 Special Meeting, September 2, 2014 Executive Meeting and September 3, 2014 Special meeting passed with a motion by Ms. Melissa Rizzo Holmes and a second by Mr. Richard O'Reilly.
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

10. Other Matters/Announcements/Regular BOE Meetings
10.a. BOE Curriculum Committee, Thursday, September 25, 2014, 4:30 PM, L.P. Wilson Community Center, Room 17
10.b. BOE Technology Committee, Thursday, September 25, 2014, 6:30 PM, L.P. Wilson Community Center, Board Room
10.c. BOE Policy Committee, Monday, September 29, 2014, 6:00 PM, L.P. Wilson Community Center, Room 17
10.d. Joint BOE/Town Council Committee Meeting, Wednesday, October 1, 2014, 6:30 PM, Town Hall, Ludlow Room
10.e. BOE Public Forum, Tuesday, October 14, 2014, 6:00 PM, L.P. Wilson Community Center, Board Room with BOE Special Meeting following on Student Data
10.f. Next BOE Regular Meeting is Tuesday, October 21, 2014, 7:00 PM, Town Hall, Council Chambers

11. Audience to Visitors
Discussion:
George Slate, 74 Ethan Drive, addressed the Board regarding the President's confidence in the Board, the Board pursuing a donation/gift from Amazon, a year-end variance column in financial statements.

12. Adjournment

Motion Passed: Motion to adjourn at 9:51 passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Ms. Darleen Klase Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

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Melissa Rizzo Holmes, Secretary
Windsor Board of Education

Windsor Board of Education
Curriculum Committee
Unapproved Minutes—AMENDED

Thursday, September 25, 2014 4:30 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the September 25, 2014 Curriculum Committee. Any additions or corrections will be made at a future meeting.

Attendance Taken at 4:30 PM:

Present Board Members:
Ms. Michaela Fissel
Ms. Darleen Klase
Ms. Melissa Rizzo Holmes
Ms. Cristina Santos

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

Discussion:
Darleen Klase called the meeting to order at 4:30 pm with the Pledge of Allegiance and a Moment of Silence. Also in attendance were Superintendent Craig Cooke and Assistant Superintendent for Instructional Services Mary Anne Butler.

2. Audience to Visitors

Discussion:
None

3. Algebra I Changes--Informational Purposes Only

Discussion:
Tom Baird, Mathematics Curriculum Supervisor, provided an overview of the changes for the Algebra 1 curriculum. The changes include adding in more regression and applications of quadratics and exponential functions into the curriculum. This was possible because less time was need on linear equation topics given the new curriculum in 8th grade.

4. AP Statistics

Discussion:
Robert Cullen, AP Statistics teacher, presented an overview of the AP Statistics curriculum and provided a simulation of the unit 1 performance assessment. The performance assessment involved collecting data on cell phone texting abilities and analyzing the data to compare variables.

5. Marine Biology

Discussion:
Sindhu Thomas and Michelle Desrochers presented Unit 1of the new curriculum which emphasizes the role of microbes in ecosystems. Students will participate in study cases and group discussions throughout the course and will be responsible for feedback on podcasts reviews facilitated by peers. This curriculum aligns with the State of Connecticut Science Standards NGSS (Next Generation Science Standards).

6. Grade 6 Health

Discussion:
Teachers, Tracey DiMona and Rosemary Loeffler presented the following safety topics: bike, fire, sun and healthy balance, in reference to standards 1, 3, and 6. Ms. Loeffler shared an activity that she will use in her grade 6 classes on safe and unsafe practices, why the topic is important, consequences and first aid.

The curriculum will be revisited after feedback is gathered from CSDE on best practices in delivering middle school health curriculum.

7. Program of Studies Changes (Health at WHS)

Discussion:
Windsor High School/Program of Studies was presented by Lori Foot-Mitchell. She explained the terminology change from Health to Healthy Balance (as noted in paragraph 4), and identified the revised credit system required for students grade 9-11 in the area of PE & Health.

8. Elementary Progress Reports' Modifications--Informational Purposes Only

Discussion:
Elementary Progress Reports have been edited to align with Common Core State Standards (CCSS) more closely. The revised documents will be shared with families at Open House events.

9. Adjournment

Motion Passed: Move to adjourn the meeting at 6:13 pm passed with a motion by Ms. Melissa Rizzo Holmes and a second by Ms. Michaela Fissel.
Ms. Michaela Fissel Yes
Ms. Darleen Klase Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

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Melissa Rizzo Holmes, Secretary
Windsor Board of Education
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Windsor Board of Education
Technology Committee
Unapproved Minutes

Thursday, September 25, 2014 6:30 PM
L.P. Wilson Community Center, Board Room

The following are the unapproved minutes of the September 25, 2014 Technology Committee. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:30 PM:

Present Board Members:
Ms. Michaela Fissel
Mr. Richard O'Reilly
Ms. Cristina Santos
Mr. Kenneth Williams

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

Discussion:
The meeting was called to order at 6:30 PM by Mr. Richard O'Reilly. Also in attendance, Superintendent of Schools Dr. Craig Cooke and Chief Information and Technology Officer Doug Couture.

2. Audience to Visitors

Discussion:
None

3. State of Technology in Windsor Public Schools

Discussion:
Doug Couture gave an update on technology in the district. Soon there will be 600 new Chromebooks at Sage Park and 500 at Windsor High School bringing the total to 800 Chromebooks at Sage and 700 at Windsor High School. Currently, Grades 3-8 are in a 1:1 setting. Windsor High is experimenting using the Chromebooks and there is much excitement from both students and staff. Forty-four teachers were trained this past summer at Techtonic Summit. These teachers are enthusiastic and have been spreading the word about technology and also helping to train other teachers in district.

K-2 level currently shares 100 IPads. District is looking at providing additional devices. More devices will provide better engagement and more excitement and learning.

There have been many requests from the schools to add more technology.

Dr. Cooke added that the first day of school he walked around the classrooms with central office administration and the technology is very popular and was being used right from the first day of school.

Doug Couture also added that projectors are installed in almost every classroom in district. New computers will be added to the music lab and art lab for second semester at Windsor High and the TV studio will receive new computers soon.

All teachers were given 14" Chromebooks to use in school and at home. WHS has 120 14" Chromebooks that they are using more than their desktops. The district bought memory to upgrade to Windows 7 on the desktops that saved the district from buying new desktop computers.

OE and Poquonock labs were replaced with Chromeboxes over the summer. They boot in 10 seconds and can be managed centrally by remoting in.

In central office, a document management system has been purchased to go paperless. The system will be used first in the Human Resources Department and then will move onto the different departments. Retrieving documents is quick will be able to scan and search for individual documents saving valuable file and room space.

Dr. Cooke commented that personnel files need to be saved for 30 years and the document management system will save money down the road by being able to save on the cloud and not in storage. For example, there are times when previous employees request records after leaving the district after ten years and this will enable the Human Resources Department to retrieve the documents quickly.

Every teacher in the district now has a device.

Cristina Santos added that she mentioned at the last board meeting that several staff mentioned to her that they are thrilled and it helped to start the year on a positive note and that the staff are very appreciative of the technology.

Michaela Fissel asked about how many teachers are trained formally and it was discussed that teachers in grades 3-5 were trained last year once a month. There is Tech Tuesday at Sage Park and Tech Wednesday at Windsor High. All schools are asking for the tech teachers to come and train the teachers. INFORM training took place at WHS. Tech teachers Katrina Palazzolo Wicks, Steve Rodonis and Rebecca Zenczak are doing a great job with the training.

Ken Williams asked about data security in regards to what the district is doing. Encrypted PowerSchool is harder to hack into and the district is educating people to protect usernames and passwords. It was also asked what can teachers/students do now than in the past and what evidence does the district have and how is it measured. Doug Couture presented one example in regards to the Discovery app. Log files that IT ran showed a low percentage of teacher using it so it was not renewed this year.

Raz Kids Reading Program can track and see centrally and results are sent to principals twice a year. INFORM can track students and in 2-3 years the district will really see what is being used and what is working/not working.

Richard O'Reilly asked if the district has enough bandwidth and Doug said the network has been tweaked at WHS. He would like to see an access point for each room. Right now every couple of rooms has the access point and it is not super-fast. He said right now it is at 1 gig and is ok but would like to increase our speed to 10 gigs.

Ken Williams thinks it will be good to collect all the examples of how technology is working. Cristina Santos asked about if the district could get data on how many home based STMath there is and feels the data is important to get in every form. She has inquired as to how many students have accessed it.

Dr. Cooke said during the summer teachers were stationed at the libraries to give help with STMath. He would like to see data as to how many visits to help troubleshoot the program.

Michaela Fissel asked since there is currently no 1:1 device to go home with the students should the committee discuss what the district would like to do? Doug Couture would love to have the discussion with the BOE and town. He explained there was a high 90% access in homes.

4. Discussion on 1:1 Devices at Windsor High School for 2015-2016

Discussion:
Russell Sills, WHS Principal, explained that data tracking at WHS has shown changes in teacher engagement and changes the way teacher teach. He is in favor of 1:1 devices at WHS. Shatanna DeRosie, WHS teacher who teaches

early childhood development and pastry and baking classes and Bill Spaulding, WHS Social Studies teachers who were both in favor of 1:1 devices at WHS addressed the committee. They each gave an overview of the positives and challenges they face with technology in their classrooms.

Russell Sills, Ms. DeRosie, Mr. Spaulding and Doug Couture agreed that it is essential for WHS students to have these devices. He said the district has enough devices to take the SBAC test.

Richard O'Reilly thanked the teachers for attending the meeting and then directed a question to Doug Couture asking if the district has a plan--what resources are needed. Doug Couture responded that the district could go the bring-your-own-device route however it does make classroom management difficult. A good tablet would cost about $430 per student and the district could phase them into WHS by starting with the freshman class. When all the 700 Chromebooks are distributed, they won't be wasted if new tablets are purchased. The district will still need them for testing purposes and instruction.

Michaela Fissel inquired as to when students start learning typing skills. Doug Couture said the tech department spoke to Mary Anne Butler, Assistant Superintendent for Instructional Services on how to incorporate typing into instruction. The committee then discussed several options. Concerns were discussed as to the rate of speed the students types and if it would affect the outcome of test results.

Mr. Spaulding had mentioned that before he came to Windsor to teach, he taught in South Korea. Mr. O'Reilly asked him to compare Windsor with South Korea. Mr. Spaulding explained that South Korea is more advanced in technology--faster internet, students very adaptive with devices.

Mr. O'Reilly asked Mr. Couture to explain about Techtonic Summit and the Alliance Grant. Mr. Couture said the summit was offered to teachers for 2 days over the summer and will continue one time per month over the school year. He said $1000 is available for each teacher attending the training to use over the school year. He said many of the teachers who took the summit are reaching out and helping other teachers will the skills they learned. Professional development at WHS is assisting teachers in getting comfortable with the devices and were excited to be using Google Classroom.

The committee agreed they would like to have further discussion on the 1:1 devices and figures at the November 20th committee meeting. The committee also asked about information from other districts on 1:1 devices and policies. Doug Couture suggested the possibility to go and visit some other districts.

5. District Website

Discussion:
Currently the district is working on teacher websites and Google. Doug Couture is not happy with Edline and said it is not searchable. He would like to see the district move towards a new solution that has a simplified district home page. He said it would be tremendous work to move to a new provider and the tech department is trying to lay the groundwork to work towards using Google sites for our website. Cristina Santos said she didn't like the website. Mr. Couture said that he has evaluated products that were purchased before he worked in Windsor. An example would be Mileposts. Mileposts was reevaluated and cancelled.

Michaela Fissel said she would like to see less words and more content. Doug said that the quick links are there because the website is not searchable. By moving to a different site, the website would be cleaner looking as too many things on the current site are hard to find.

6. BOE Technology Goal Metrics

Discussion:
Richard O'Reilly asked how goals are measured and would like to see some metrics--meaning how students were using technology. The committee discussed the PSA activity in which the IPads were in use and how did the students use the technology in their project and did they accomplish their goals using the technology.

7. Adjournment

Discussion:
The meeting was adjourned at 7:55 PM.

Motion Passed: Move to adjourn the meeting passed with a motion by Mr. Kenneth Williams and a second by Ms. Michaela Fissel.
Ms. Michaela Fissel Yes
Mr. Richard O'Reilly Yes
Ms. Cristina Santos Yes
Mr. Kenneth Williams Yes

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Melissa Rizzo Holmes, Secretary
Windsor Board of Education

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Windsor Board of Education
Executive Committee
Unapproved Minutes

Monday, September 29, 2014 4:30 PM
L.P. Wilson Community Center, Superintendent's Conference Room

The following are the unapproved minutes of the September 29, 2014 Executive Committee. Any additions or corrections will be made at a future meeting.

Attendance Taken at 4:30 PM:

Present Board Members:
Ms. Darleen Klase
Ms. Cristina Santos

Updated Attendance:
Mr. Paul Panos was updated to present at: 4:45 PM

1. Call to Order

Discussion:
The meeting was called to order by President Santos at 4:30 PM

2. Set the agenda for the Regular Board Meeting on Tuesday, October 21, 2014

Discussion:
The committee set the agenda for the Regular Board Meeting on Tuesday, October 21, 2014.

3. Miscellaneous

Discussion:
The committee discussed the upcoming special education workshop.

4. Adjournment

Discussion:
The meeting was adjourned at 5:16 PM.

Motion Passed: Move to adjourn the meeting at 5:16 PM passed with a motion by Ms. Darleen Klase and a second by Mr. Paul Panos.
Ms. Darleen Klase Yes
Mr. Paul Panos Yes
Ms. Cristina Santos Yes

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Melissa Rizzo Holmes, Secretary
Windsor Board of Education

Windsor Board of Education
Policy Committee
Unapproved Minutes

Monday, September 29, 2014 6:00 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the September 29, 2014 Policy Committee. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:00 PM:

Present Board Members:
Mr. Richard O'Reilly
Mr. Paul Panos
Ms. Melissa Rizzo Holmes
Ms. Cristina Santos

1. Call to Order, Pledge of Allegiance, Moment of Silence

Discussion:
The meeting was called to order at 6:00 PM by Mr. Paul Panos. Also in attendance was Superintendent of Schools Dr. Craig Cooke and Assistant Superintendent for Human Resources Terrell Hill.

2. Audience to Visitors

Discussion:
Mr. Leonard Lockhart, 57 Columbia Road urged the committee to work together on policy.

3. Review P/AR-5123 Promotion and Retention

Discussion:
The committee discussed P/AR-5123 Promotion and Retention.

4. Revise BL-9121 Official Duties - President

Discussion:
The committee discussed BL-9121 Official Duties - President.

5. Review BL-9132 Standing Committee

Discussion:
The committee discussed BL-9132 Standing Committee.

6. Review BL-9133 Special Committees

Discussion:
The committee discussed BL 9133 Special Committees.

7. Review BL-9140 Board Representatives

Discussion:
The committee reviewed BL-9140 Board Representatives.

8. Review BL-9221 Resignation/Removal from Office/Censure

Discussion:
The committee discusses BL-9221 Resignation/Removal from Office/Censure.

9. Adjournment

Discussion:
The meeting was adjourned at 8:05 PM.

Motion Passed: Move to adjourn the meeting at 8:05 PM passed with a motion by Ms. Melissa Rizzo Holmes and a second by Mr. Richard O'Reilly.
Mr. Richard O'Reilly Yes
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

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Melissa Rizzo Holmes, Secretary
Windsor Board of Education