Regular Meeting

Tuesday, May 16, 2017 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. CABE Student Leadership Awards: WHS--Gianna Wood, Kris Varholak; SPMS--Anahilee Cauley, Evan Petkis
3. **Audience to Visitors**
4. **Student Representative Report**
5. **Board of Education**
   a. President's Report
   b. School Liaison Reports
      1. Windsor High School
      2. Sage Park Middle School
      3. Clover Street School
      4. John F. Kennedy School
      5. Oliver Ellsworth School
      6. Poquonock School
6. **Superintendent's Report**
   a. WHS Overnight Field Trip Request to Spain, June 22-July 7, 2018, 1st Reading
   b. Office of Family and Community Partnership Update
   c. Curriculum Development, 2nd Reading
      1. Personal Finance II
   d. Curriculum Development, 1st Reading
      1. Pre-K Curriculum
      2. ELA All Units K-2
      3. K-5 Health
7. **Committee Reports**
   a. Curriculum Committee
   b. Finance Committee
   c. Long Range Planning
   d. Policy Committee
   e. Technology Committee
8. **Consent Agenda**
   a. Financial Report
   b. Enrollment Report
   c. Food Service Report
   d. Human Resources Report
   e. Childrearing Leave Request
9. **Approval of Minutes**
   a. April 18, 2017 Regular Meeting
   b. May 8, 2017 Long Range Planning Committee
10. **Other Matters/Announcements/Regular BOE Meetings**
    a. BOE Special Meeting, Tuesday, May 23, 2017, 6:30 PM, LPW, Room 17
    b. BOE Curriculum Committee, Tuesday, June 1, 2017, 4:30 PM, LPW, Room 17
    c. BOE Special Meeting, Thursday, June 8, 2017, 6:30 PM, LPW, Room 17
    d. Next BOE Regular Meeting is Tuesday, June 20, 2017, 7:00 PM, Town Hall, Council Chambers

11. **Audience to Visitors**
12. **Adjournment**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 16, 2017

Prepared By: Craig Cooke

Presented By: C. Cooke, C. Santos, U. Osunde, P. Cavaliere

Attachments:

Subject: Connecticut Association of Boards of Education (CABE) Student Leadership Awards

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Background:

Each year, the Windsor Board of Education recognizes two outstanding students from both Windsor High School and Sage Park Middle School to receive the Connecticut Association Boards of Education Student Leadership Award. This award was developed to give local Boards of Education a chance to reward student potential. Students who are selected exhibit exemplary leadership qualities as defined by a list of criteria developed by the CABE Board of Directors.

Status:

The two students chosen from Windsor High School are:

Gianna Wood
Kris Varholak

The two students chosen from Sage Park Middle School are:

Anahilee Cauley
Evan Petkis

Recommendation:

For information only.

Recommended by the Superintendent: _____

Agenda Item # 2a.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 16, 2017

Prepared By: Blanca Jaramillo **Presented By:** B. Jaramillo, C. Krieger

Attachments: Information related to trip

Subject: WHS Overnight Field Trip Request to Spain, June 22-July 7, 2018, 1st Reading

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Background:

Students at Windsor High School have been provided opportunities in the past to travel to a country wherein the native language is that which the students are studying. In this trip, students will be immersed in a summer program of 40 hours in additional to different excursions and cultural experiences. There is the desire to offer students to participate in such an opportunity in the summer of 2018.

Status:

A field trip in June 2018 to Salamanca, Spain is proposed for students enrolled in Spanish 2 or above. The educational objectives of the trip as well as the itinerary are included in the backup materials. Students will be required to take cancellation insurance in case the Board determines that it is unsafe to travel at the time of the trip.

Recommendation:

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

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

Agenda Item # 6a.

APR 04 2017

OVERNIGHT TRAVEL REQUEST

Supervising Teacher(s) Chelsea Krieger and Melissa Costa

Pertinent Information

1. Educational Objective: See Attachment Spain

2. Date(s) of Travel: June 22nd - July 7th 2018

3. Itinerary: See attachment

4. Housing: Accommodations with host family in double room arranged by Colegio Delibes

5. Meals: All meals are provided by host family

6. Transportation – List carriers: Flight arranged through AAA group travel

7. Insurance: Flight insurance provided through AAA (cancel for any reason), Colegio Delibes also includes program cancellation insurance.

8. Student Participation Criteria: Trip is open to students who have completed Spanish level 2.

9. Fund Raising Activities: To be determined

10. Cost to Students: Program cost is $1900 + airfare (estimated to be $1100) = Total $3000

11. Number of Students: 12 - 15

12. Parental Permission Secured: not at this time

12. Chaperones (names, qualifications):
Chelsea Krieger, I have chaperoned this same trip in summer 2016 with students from Enfield High School. Windsor High School Spanish teacher.

Melissa Costa, Windsor High School Spanish teacher

ACTION:	Curriculum Leader	Brenea Jaramillo	Date	3/29/17
	Principal		Date	3/30/17
	Superintendent		Date	4/4/17

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

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.

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Y TÚ... HABLAS ESPAÑOL?

SPANISH SUMMER Immersion PROGRAM 2018
WINDSOR HIGH SCHOOL
22nd June 2018 to 7th July 2018

THIS PROGRAM INCLUDES:

1.- 40 hours of classes (maximum 10 students in each class)
2.- All the material for the classes: books, photocopies, etc.
3.- Private tutoring included when necessary for individual students
4.- Course Certificate for each student at their completed level.
5.- Accommodation with host family in double room, full board, 2 weeks.
6.- Guided tour around Salamanca and the cathedrals with Delibes teacher.
7.- Movies and conferences (seminars) in the conference room (3 per week).
8.- Saturday 23rd June excursion to La Alberca and Ciudad Rodrigo.
9.- Saturday 1st July excursion to Toledo.
10.- Sunday 2nd July excursion to Madrid – museums.
11.- Sports: soccer, basketball, tennis, bowling, swimming (summer)
12.- Tour of Salamanca doing "The Salamanca QUEST" with Delibes teacher.
13.- Visit to the commerce Museum (or Museo Casa Lis) with Delibes teacher.
14.- "The literature tour" around the city guided by Delibes teacher.
15. - Entrances to all museums, palaces, etc.
16. - Tapas route tour and tasting with Delibes teacher
17.- After school Dance class with professional dancer
18 - After school Cooking class with professional chef
19.- Wifi internet access , computer facilities at Delibes
20.- Medical Insurance.
21.- Round trip Transfer in private bus Madrid (airport) – Salamanca - Madrid.
22.- One free teacher each 10 students (course and accommodation).
23.- Tuition payments insured
24 . – 24 hour emergency phone included for teacher

THIS PROGRAM DOES NOT INCLUDE:

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

PRICE PER STUDENT:

2 WEEKS = 1900 U.S.D.

www.colegiodelibes.com e-mail: delibes@colegiodelibes.com
Tel. + 34 923 120 460 Fax. + 34 923 120 489

REMINDER!!

Kids 17 & under receive benefits at no additional charge when accompanying adults purchase the Plan! A maximum of three children per adult will be covered.

Do you have everything you may need for your trip? You may want to bring the Travel Protection Plan designed especially for AAA Allied Group, Inc. To secure this important coverage, call your AAA Travel Counselor.

The Travel Protection Plan offers protection against:

- ✓ **Trip Cancellation Penalties** should you be forced to cancel for unforeseen, non-pre-existing medical conditions. Includes coverage for Job Loss and if you miss at least 50% of your trip due to a covered trip delay reason
- ✓ **Trip Interruption Losses**
- ✓ **Trip Delay (coverage increased to $1,000 pp)**
- ✓ **Medical Expense (combined benefit of $20,000 pp)**
- ✓ **Emergency Evacuation / Repatriation**
- ✓ **Baggage Loss (coverage increased to $1,000)**
- ✓ **Baggage Delay**
- ✓ **24/7 Worldwide Assistance Services**

And, the plan is available at affordable rates.

Per Person Trip Cost	Adult Plan Cost
$0 - $400	$25
$401 - $750	$45
$751 - $1,250	$69
$1,251 - $1,750	$101
$1,751 - $2,250	$135
$2,251 - $3,000	$176
$3,001 - $4,000	$235
$4,001 - $5,000	$299
$5,001 - $10,000	7% of Trip Cost
$10,001 - $15,000	8% of Trip Cost
Walt Disney World/Disneyland	$75

Please see the Description of Coverage for program terms, conditions, limits, and exclusions. The Travel Protection Plan is underwritten by Stonebridge Casualty Insurance Company with assistance services provided by On Call International, Inc. The any reason upgrade must be purchased within 7 days of initial trip deposit.

For more information or questions, please call:
1-(800) 797-4519
8:00 am to 10:00 pm EST, (Monday-Friday),
9:00 am to 5:00 pm EST, (Saturday)

12/2012

Any Reason Upgrade

An optional upgrade of your Travel Protection plan is available for purchase within 7 days of initial trip deposit. If you should need to cancel for any reason not covered under the standard plan, the any reason upgrade will cover you for 100% of the prepaid nonrefundable unused expenses.

Kids 17 & under receive any reason coverage at no additional cost when accompanying adults purchase the upgrade! A maximum of three children per adult will be covered.

Per Person Trip Cost	Adult Any Reason Plan Cost
$0 - $400	$45
$401 - $750	$85
$751 - $1,250	$129
$1,251 - $1,750	$189
$1,751 - $2,250	$249
$2,251 - $3,000	$319
$3,001 - $4,000	$429
$4,001 - $5,000	$549
$5,001 - $10,000	13% of Trip Cost
$10,001 - $15,000	14.5% of Trip Cost
Walt Disney World/Disneyland	$132

Please see the Description of Coverage for program terms, conditions, limits, and exclusions. The Travel Protection Plan is underwritten by Stonebridge Casualty Insurance Company with assistance services provided by On Call International, Inc. The any reason upgrade must be purchased within 7 days of initial trip deposit.

For more information or questions, please call:
1-(800) 797-4519
8:00 am to 10:00 pm EST, (Monday-Friday),
9:00 am to 5:00 pm EST, (Saturday)

12/2012

Itinerary to Salamanca Summer 2018 for Windsor High School

First Week

	Friday 6/22/18	Saturday 6/23/18	Sunday 6/24/18	Monday 6/25/18	Tuesday 6/26/18	Wednesday 6/27/18	Thursday 6/28/18	Friday 6/29/18
Morning		Early morning arrival in Madrid Reception at airport Private bus transportation to Salamanca 10:00 (tentative based on flights) Arrival in Salamanca, meet host families 13:30 Lunch with families	7:30 Breakfast with families 9:00 Excursion and tour to Avila and Segovia Departure from plaza Gabriel y Galan Families pack a picnic lunch for each student	8:00 Breakfast with families 8:15 Meeting at school and presentation of the program 9:00-13:00 Language classes 13:30 Lunch with families	8:00 Breakfast with families 9:00-13:00 Language classes 13:30 Lunch with families	8:00 Breakfast with families 9:00-13:00 Language classes 13:30 Lunch with families	8:00 Breakfast with families 9:00-13:00 Language classes 13:30 Lunch with families	8:00 Breakfast with families 9:00-13:00 Language classes 13:30 Lunch with families
Afternoon	Late afternoon/ evening departure from United States (Flight TBD)	Afternoon walk through the city - orientation in Salamanca center 20:30 Dinner with families	20:00 Return from tour 20:30 Dinner with families	16:00 Guided tour of Salamanca with Colegio Delibes history professor - Leaving from school 19:00 End of visit Free Time 20:30 Dinner with families	15:00 Movie in video room at school 17:00 Conference about Spain 20:00 Typical Tapas in Salamanca - Leaving from the Plaza Mayor	16:00 Visit to Casa Lis (Art Nouveau and Art Deco Museum) with Colegio Delibes history professor - Leaving from school 18:00 End of visit 18:45 - Salsa class - Leaving from Plaza Mayor 20:30 Dinner with families	16:00 and 17:05 Cooking class - Spanish omelet and non-alcoholic sangria - Leaving from school 18:00 Literature tour (legends of Salamanca) 20:30 Dinner with families 22:00 Night tour of Salamanca with ice cream - Leaving from Plaza Mayor	Free Afternoon Visit to "Corte Ingles" 20:30 Dinner with families

Itinerary to Salamanca Summer 2018 for Windsor High School

Second Week

	Saturday 6/30/18	Sunday 7/1/18	Monday 7/2/18	Tuesday 7/3/18	Wednesday 7/4/18	Thursday 7/5/18	Friday 7/6/18	Saturday 7/7/18
Morning	7:00 Breakfast with families 8:00 Guided excursion to Madrid - museums Leaving from Plaza Gabriel y Galan Families to pack a picnic lunch for each student	6:30 Breakfast with families 7:00 Guided excursion to Toledo - Leaving from Plaza Gabriel and Galan Families to pack a picnic lunch for each student	8:00 Breakfast with families 9:00-13:00 Language classes 13:30 Lunch with families	8:00 Breakfast with families 9:00-13:00 Language classes 13:30 Lunch with families	8:00 Breakfast with families 9:00-13:00 Language classes 13:30 Lunch with families	8:00 Breakfast with families 9:00-13:00 Language classes 13:30 Lunch with families	8:00 Breakfast with families 9:00-13:00 Language classes 13:30 Lunch with families	Early morning departure for Madrid airport in private bus (time TBD based on flight) Have a good flight and until next time friends!!! Thank you for choosing Colegio Delibes
Afternoon	18:00 Return from excursion 20:30 Dinner with families	20:00 Return from excursion 20:30 Dinner with families	16:00 Visit to the Romantic and Gothic cathedrals and the University of Salamanca with a Colegio Delibes history professor - Leaving from school 19:00 End of visit 20:30 Dinner in families	16:00 Sports afternoon Paddle class - Leaving from school 21:00 Summer welcome party-dinner included	15:00 Movie in video room at school 17:00 Conference on Spanish history 20:00 Typical tapas in Salamanca - Leaving from Plaza Gabriel and Galan	16:00 Afternoon at the local municipal pool - Leaving from Plaza Gabriel and Galan 20:30 Dinner with families 22:00 Night tour of Salamanca with ice cream - Leaving from Plaza Mayor	Free Afternoon Visit to "Corte Ingles" 20:30 Dinner with families	

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www.colegiodelibes.com e-mail: delibes@colegiodelibes.com
Tel. +34 923 120 460 Fax. +34 923 120 489

Programa del viaje a Salamanca Grupo U.S.A.

VERANO de 2018 // PRIMERA SEMANA

	Viernes Día 22.06.'18	Sábado Día 23.06.'18	Domingo Día 24.06.'18	Lunes Día 25.06.'18	Martes Día 26.06.'18	Miércoles Día 27.06.'18	Jueves Día 28.06.'18	Viernes Día 29.06.'18
MAÑANA		06:25 h. Llegada a Madrid Recepción del grupo en el aeropuerto. Bus privado. 07:30 h. Traslado a Salamanca 10:00 h. Llegada prevista a Salamanca. Alojamiento en las familias. 13:30 h. Comida en la familia.	07:30 h. Desayuno en la familia 09:00 h. Excursión de una jornada. Avila y Segovia. **Salida: plaza Gabriel y Galán.** Las familias pondrán el pic-nic a cada estudiante.	08:00 h. Desayuno en la familia 08:15 h. Reunión en el colegio y presentación del programa. 09:00 h. a 13:00 h. Clases 13:30 h. Comida en la familia.	08:00 h. Desayuno en la familia 09:00 h. a 13:00 h. Clases. 13:30 h. Comida en la familia.	08:00 h. Desayuno en la familia 09:00 h. a 13:00 h. Clases. 13:30 h. Comida en la familia.	08:00 h. Desayuno en la familia 09:00 h. a 13:00 h. Clases.. 13:30 h. Comida en la familia.	08:00 h. Desayuno en la familia 09:00 h. a 13:00 h. Clases. 13:30 h. Comida en la familia.
TARDE	17:05 Salida del vuelo de Estados Unidos. Vuelo...??	TARDE LIBRE. Paseo por la ciudad. Familiarización y orientación en Salamanca – Centro. 20:30 Cena en la familia.	20:00 h. Regreso de la excursión. 20:30 Cena en la familia	16:00 h Visita guiada a Salamanca con un profesor de historia del Arte de Delibes. ***(Salida del colegio)*** 19:00 h. Fin de la visita. TIEMPO LIBRE. 20:30 Cena en la familia	15:00 h. Película en el aula de video del colegio. 17:00 h. Conferencia sobre España. 20:00 h. Tapas típicas por Salamanca. ***(Salida de la plaza Mayor)***	16:00 h. Visita a la Casa Lis (Museo de Art Nouveau & Art Decó). con un profesor de historia del Arte de Delibes. ***(Salida del colegio)*** 18:00 h. Fin de la visita. 18:45 h. Clase de salsa. ***(Salida de la plaza Mayor)*** 20:30 Cena en la familia	16:00 y 17:05 h. Clase de cocina española. Tortilla de patata y sangría. ***(Salida del colegio)*** 18:00 h. Ruta Literaria. Ruta teatralizada de Leyendas de Salamanca. 20:30 Cena en la familia 22:00 Paseo nocturno y helado. ***(Salida de la Plaza Mayor)***	**TARDE LIBRE** VISITA AL " CORTE INGLÉS ". 20:30 Cena en la familia

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www.colegiodelibes.com e-mail: delibes@colegiodelibes.com
Tel. +34 923 120 460 Fax. +34 923 120 489

Programa del viaje a Salamanca Grupo U.S.A.

VERANO de 2018 // SEGUNDA SEMANA

	Sábado Día 30.06.'18	Domingo Día 01.07.'18	Lunes Día 02.07.'18	Martes Día 03.07.'18	Miércoles Día 04.07.'18	Jueves Día 05.07.'18	Viernes Día 06.07.'18	Sábado Día 07.07.'18
MAÑANA	07:00 h. Desayuno en la familia 08:00 h. Excursión de una jornada. Madrid - museos **Salida: plaza Gabriel y Galán.** Comida: pic-nic	06:30 h. Desayuno en la familia 07:00 h. Excursión de una jornada. Toledo **Salida: plaza Gabriel y Galán.** Las familias pondrán el pic-nic a cada estudiante.	08:00 h. Desayuno en la familia 09:00 h. a 13:00 h. Clases 13:30 h. Comida en la familia.	08:00 h. Desayuno en la familia 09:00 h. a 13:00 h. Clases. 13:30 h. Comida en la familia.	08:00 h. Desayuno en la familia 09:00 h. a 13:00 h. Clases. 13:30 h. Comida en la familia.	08:00 h. Desayuno en la familia 09:00 h. a 13:00 h. Clases.. 13:30 h. Comida en la familia.	08:00 h. Desayuno en la familia 09:00 h. a 13:00 h. Clases. 13:30 h. Comida en la familia.	06:00 h. Salida del bus privado hacia Madrid. 09:00 h. Llegada a Madrid - aeropuerto 09:30 h. Check in. 12:45 h. Salida del vuelo hacia Estados Unidos en ¿??? ***Buen vuelo y hasta pronto amigos....!!!*** ***GRACIAS POR ELEGIR EL***
TARDE	18:00 h. Regreso de la excursión. 20:30 Cena en la familia	20:00 h. Regreso de la excursión. 20:30 Cena en la familia	16:00 h. Visita a las Catedrales, Románica y Gótica, y a la Universidad con un profesor de historia del Arte de Delibes. ***Salida del colegio*** 19:00 h. Fin de la visita. 20:30 Cena en la familia	16:00 h. Tarde de deportes. Paseo – caminata y Clases de Paddle. ***(Salida del colegio)*** 21:00 h. Cena de bienvenida y fiesta de verano. Encuentro: Camelot Calle Bordadores	15:00 h. Película en el aula de vídeo del colegio. 17:00 h. Conferencia de Historia de España. 20:00 h. Tapas típicas por Salamanca. ***(Salida Plaza Gabriel y Galán)***	16:00 h. Tarde en la piscina municipal de Salamanca. ***(Salida Plaza Gabriel y Galán)*** 20:30 Cena en la familia 22:00 Paseo nocturno y helado. ***(Salida Plaza Mayor)***	**TARDE LIBRE** VISITA AL " CORTE INGLÉS ". 20:30 Cena en la familia	

Sample from 2016

AAA Allied Group / (860)741-4914

Mary D'Esopo, CTA /Travel Advisor, Enfield – Leisure Travel

109 Elm Street, Enfield, CT 06082

mdesopo@aaa-alliedgroup.com

Enfield Public Schools 2016 Spain Trip

Friday, June 24, 2016 – Depart New York/JFK on Iberia Airlines flight #6250
at 5:00PM arrive nonstop into Madrid, Spain at 6:10AM – Saturday, June 25, 2016

Saturday, July 9, 2016 – Depart Madrid, Spain on Iberia Airlines flight #6251
at 12:05PM arrive nonstop into New York/JFK at 2:25PM – same day

Trip Cost per passenger based on **14** Students and **2** Adult Chaperones
$1333.34

- This total includes Airfare with tax and Cancel for Any Reason Trip Insurance

Total Trip Cost - $21,417.44
Less Deposit Paid - $3128.00
Balance Due - $18,289.44

- Final Payment will be due to AAA Travel no later than **Wednesday, May 11, 2016**
  Any Changes after this date could result in modification fees

Please make checks payable to AAA Travel

TRAVEL PROTECTION PLAN. 24-HOUR ASSISTANCE.

Allied
Group, Inc.

OPTIONAL:

- **CANCEL FOR ANY REASON UPGRADE**
- **PRE-EXISTING CONDITION EXCLUSION WAIVER**

Designed especially for AAA Allied Group, Inc.

See inside for complete details.

Important

This program is valid only if the appropriate plan cost has been received by your AAA Allied Group, Inc. Travel Counselor. Please keep this document as your description of coverage.

Stonebridge Casualty Insurance Company
Policy Number MZ0911001H0001A

Description of Coverage

Schedule: AAA Allied Group, Inc.	**Maximum Benefit Amount**
Part A. Travel Arrangement Protection	
Trip Cancellation	Total Trip Cost
Trip Interruption	Total Trip Cost
Trip Delay	$1,000, up to $350/day
Missed Connection for Cruises Only	$500
Part B. Medical Protection	
Emergency Evacuation/Repatriation	$20,000
Accident Medical Expense/ Sickness Medical Expense	$20,000
Part C. Baggage Protection	
Baggage and Personal Effects	$1,000
Baggage Delay	$500
Part D. Worldwide Emergency Assistance (On Call International)	
CareFree™ Travel Assistance	24/7
Medical Assistance	24/7
Emergency Services	24/7
Additional Benefits For Passengers Who Upgrade	
Optional Cancel For Any Reason Benefit	Total Trip Cost

Coverages under Parts A, B, C and the Optional Cancel For Any Reason Benefit are underwritten by Stonebridge Casualty Insurance Company. Services under Part D are provided by On Call International. The benefits provided in this program are subject to certain restrictions and exclusions including the Pre-Existing Condition Exclusion on Page 7. ***Important:*** *The Pre-Existing Condition Exclusion may be waived only if all the parameters set forth on Page 7 have been met. Please read this brochure in its entirety for a complete description of all coverage terms and conditions. Note: Words beginning with capital letters are defined in this text.*

Optional
Cancel For Any Reason Benefit

In consideration of the required plan payment for this upgrade, this Optional Cancel for Any Reason Benefit is provided in addition to the benefits listed in the Schedule. If you, a Traveling Companion or an Immediate Family member booked to travel with you cancels the Trip for any reason not otherwise covered by this plan, we will reimburse You for 100% of the prepaid, non-refundable, and unused Payments or Deposits you paid for your Trip provided:

1. your plan payment for the coverage is received by AAA Allied Group, Inc. within 7 days of the date your initial deposit/ payment for your Trip is received;
2. you are not disabled from travel at the time you pay your plan payment;
3. you insure all prepaid Trip costs that are subject to cancellation penalties or restrictions; and you also insure within 7 days of the payment for those arrangements the cost of any subsequent arrangements (or any other arrangements not made through your travel agent) added to your Trip;
4. the Trip cost per person is no more than $15,000. This benefit is not available if the Trip cost per person is greater than $15,000;
5. you cancel your Trip before your Scheduled Trip departure date and time; and
6. the booking for the Trip must be the first and only booking for this travel period and destination.

The Optional Cancel For Any Reason Benefit is subject to all terms and conditions of the plan. The Optional Cancel For Any Reason Benefit does not waive, alter, or extend any provisions, limitations, or exclusions of the plan except to the extent shown above. This Optional Cancel For Any Reason Benefit takes effect and ends concurrently with the plan.

Summary of Coverages

Part A. Travel Arrangement Protection

Trip Cancellation and Trip Interruption Benefits
Pre-Departure Trip Cancellation
We will pay a Pre-Departure Trip Cancellation Benefit, up to the amount in the Schedule if you are prevented from taking your Covered Trip due to your, an Immediate Family Member's, Traveling Companion's, or Business Partner's Sickness, Injury or death or Other Covered Events as defined, that occur(s) before departure on your Covered Trip. The Sickness or Injury must: a) commence while your coverage is in effect under the plan; b) require the examination and treatment by a Physician at the time the Covered Trip is canceled; and c) in the written opinion of the treating Physician, be so disabling as to prevent you from taking your Covered Trip.

Pre-Departure Trip Cancellation Benefits
We will reimburse you, up to the amount in the Schedule for the amount of prepaid, non-refundable and unused Payments or Deposits that you paid for your Covered Trip. We will pay your additional cost as a result of a change in the per person occupancy rate for prepaid travel arrangements if a Traveling Companion's Covered Trip is canceled and your Covered Trip is not canceled.

Post-Departure Trip Interruption
We will pay a Post-Departure Trip Interruption Benefit, up to the amount in the Schedule, if due to your, an Immediate Family Member's, Traveling Companion's, or Business Partner's Sickness, Injury or death or Other Covered Events as defined: 1) your arrival on your Covered Trip is delayed; or 2) you are unable to continue on your Covered Trip after you have departed on your Covered Trip. For item 1) above, the Sickness or Injury must: a) commence while your coverage is in effect under the plan; b) for item 2) above, commence while you are on your Covered Trip and your coverage is in effect under the plan; and c) for both items 1) and 2) above, require the examination and treatment by a Physician at the time the Covered Trip is interrupted or delayed; and d) in the written opinion of the treating Physician, be so disabling as to delay your arrival on your Covered Trip or to prevent you from continuing your Covered Trip.

Post-Departure Trip Interruption Benefits
We will reimburse you, less any refund paid or payable, for unused land or water travel arrangements and/or the following:

1. the additional transportation expenses by the most direct route from the point you interrupted your Covered Trip: a) to the next scheduled destination where you can catch up to your Covered Trip; or (b) to the final destination of your Covered Trip;
2. transportation expenses incurred by you by the most direct route to reach your original Covered Trip destination if you are delayed and leave after the Scheduled Departure Date. However, the benefit payable under (1) and (2) above will not exceed the cost of a one-way economy air fare by the most direct route less any refunds paid or payable for your unused original tickets.

3. reasonable additional accommodation and transportation expenses (up to $100 per day) incurred to remain near a covered traveling Immediate Family Member or Traveling Companion who is hospitalized during your Trip.

In no event shall the amount reimbursed under Trip Cancellation or Trip Interruption exceed the amount you prepaid for your Trip.

Important: You, your Traveling Companion and/or your Immediate Family Member booked to travel with you must be medically capable of travel on the day you purchase this coverage. The covered reason for cancellation or interruption of your Trip must occur after your effective date of Trip Cancellation coverage. In all circumstances, coverage does not apply for Financial Insolvency if Financial Insolvency occurred, or a petition for bankruptcy was filed by the travel supplier, before your effective date of coverage or a Financial Insolvency occurs within 7 days following your effective date of coverage.

Other Covered Events means only the following unforeseeable events or their consequences which occur while coverage is in effect under this Policy:

1. arrangements canceled by a tour operator, cruise line or airline resulting from Financial Insolvency;
2. a change in plans by you, an Immediate Family Member traveling with you, or Traveling Companion resulting from one of the following events which occurs while coverage is in effect under this Policy:
   (a) being directly involved in a documented traffic accident while en route to departure;
   (b) being hijacked, Quarantined, required to serve on a jury, or required by a court order to appear as a witness in a legal action, provided you, an Immediate Family Member traveling with you or a Traveling Companion is not: 1) a party to the legal action, or 2) appearing as a law enforcement officer;
   (c) having your Home made uninhabitable by fire, flood, volcano, earthquake, hurricane or other natural disaster;
   (d) your involuntary termination of employment or layoff which occurs after your effective date of coverage. You must have been continuously employed with the same employer for 3 years prior to the termination or layoff. This provision is not applicable to temporary employment, independent contractors or self-employed persons; or
   (e) a cancellation of your Covered Trip if your arrival on the Trip is delayed and causes you to lose 50% or more of the scheduled Covered Trip duration due to the reasons covered under the Trip Delay benefit.

Trip Delay
If your Covered Trip is delayed for 12 hours or more, we will reimburse you, up to the amount shown in the Schedule for unused land or water travel arrangements, less any refund paid or payable, and reasonable additional expenses incurred by you for hotel accommodations, meals, telephone calls and economy transportation to catch up to your Trip, or to return Home. We will not pay benefits for expenses incurred after travel becomes possible.

Trip Delay must be caused by or result from:

1. Common Carrier delay;
2. loss or theft of your passport(s), travel documents or money;
3. being Quarantined;
4. hijacking;
5. natural disaster;
6. a documented traffic accident while you are en route to departure;
7. unannounced strike;
8. a civil disorder.

Missed Connection for Cruises Only
The insurer will pay up to $500 should you miss your cruise departure as the result of the cancellation or delay of three (3)or more hours of all regularly scheduled airline flights due to inclement weather. For this benefit, Covered Expenses means additional transportation expenses incurred to join the departed cruise, reasonable additional accommodation and meal expenses incurred en route to catch up to the cruise, and non-refundable cruise payments for the unused portion of your land and or water travel arrangements. This coverage is excess of any coverage provided by a Common Carrier or another party at no cost to you.

Part B. Medical Protection

Medical Expense/Emergency Assistance Benefits
We will pay this benefit, up to the amount on the Schedule for the following Covered Expenses incurred by you, subject to the following: 1) Covered Expenses will only be payable at the Usual and Customary level of payment; 2) benefits will be payable only for Covered Expenses resulting from a Sickness that first manifests itself or an Injury that occurs while on a Covered Trip; 3) benefits payable as a result of incurred Covered Expenses will only be paid after benefits have been paid under any Other Valid and Collectible Group Insurance in effect for you. We will pay that portion of Covered Expenses which exceed the amount of benefits payable for such expenses under your Other Valid and Collectible Group Insurance.

Covered Expenses:
Accident Medical Expense/Sickness Medical Expense:

1. expenses for the following Physician-ordered medical services: services of legally qualified Physicians and graduate nurses, charges for Hospital confinement and services, local ambulance services, prescription drugs and medicines, and therapeutic services, incurred by you within one year from the date of your Sickness or Injury;
2. expenses for emergency dental treatment incurred by you during a Covered Trip.

Emergency Evacuation:

3. expenses incurred by you for Physician-ordered emergency medical evacuation, including medically appropriate transportation and necessary medical care en route, to the nearest suitable Hospital, when you are critically ill or injured and no suitable local care is available, subject to the Program Medical Advisors prior approval;
4. expenses incurred for non-emergency medical evacuation, including medically appropriate transportation

and medical care en route, to a Hospital or to your place of residence, when deemed medically necessary by the attending Physician, subject to the Program Medical Advisors prior approval;

5. expenses for transportation not to exceed the cost of one round-trip economy class air fare to the place of hospitalization for one person chosen by you, provided that you are traveling alone and are hospitalized for more than 7 days;
6. expenses for transportation not to exceed the cost of one-way economy class air fare to your place of residence, including escort expenses if you are 18 years of age or younger and left unattended due to the death or hospitalization of an accompanying adult(s), subject to the Program Medical Advisors prior approval;
7. expenses for one-way economy class air fare to your place of residence, from a medical facility to which you were previously evacuated, less any refunds paid or payable from your unused transportation tickets, if these expenses are not covered elsewhere in the plan.

Repatriation:

8. repatriation expenses for preparation and air transportation of your remains to your place of residence, or up to an equivalent amount for a local burial in the country where death occurred, if you die while on your Covered Trip.

Losses Not Covered:
We will not pay Medical Expense/Emergency Assistance Benefits if your Covered Trip destination is traveling to your Home and the Covered Trip is longer than 120 days.

Please Note: In no event will all benefits paid for Emergency Evacuation and Repatriation expenses exceed the coverage limit of $20,000.

Please note: Benefits under Parts A & B (except Emergency Evacuation and Repatriation) are subject to the Pre-Existing Condition Exclusion detailed below and other exclusions listed on Pages 12-13.

Pre-Existing Condition means an illness, disease, or other condition during the 60-day period immediately prior to your effective date for which you, your Traveling Companion, or Immediate Family Member who is scheduled or booked to travel with you:

1. received or received a recommendation for a diagnostic test, examination, or medical treatment; or
2. took or received a prescription for drugs or medicine.

Item (2) of this definition does not apply to a condition which is treated or controlled solely through the taking of prescription drugs or medicine and remains treated or controlled without any adjustment or change in the required prescription throughout the 60-day period before coverage is effective under this Policy.

Waiver of the Pre-Existing Condition Exclusion

The Pre-Existing Condition Exclusion is waived provided you meet all of the following requirements:

1. the payment for this plan is received within 7 days of the initial Trip deposit/payment for your Covered Trip; and
2. you are not disabled from travel at the time you make your plan payment.

If you have any questions concerning this exclusion, please call **1-800-797-4519** for further clarification.

Part C. Baggage Protection

Baggage and Personal Effects Benefits

We will reimburse you, less any amount paid or payable from any other valid and collectible insurance or indemnity, up to the amount shown in the Schedule, for direct loss, theft, damage or destruction of your Baggage during your Covered Trip.

Valuation and Payment of Loss

Payment of loss under the Baggage and Personal Effects Benefit will be calculated based upon an Actual Cash Value basis. For items without receipts, payment of loss will be calculated based upon 80% of the Actual Cash Value at the time of loss. At our option, we may elect to repair or replace your Baggage. We will notify you within 30 days after we receive your proof of loss.

We may take all or part of a damaged Baggage as a condition for payment of loss. In the event of a loss to a pair or set of items, we will: 1) repair or replace any part to restore the pair or set to its value before the loss; or 2) pay the difference between the value of the property before and after the loss.

Items Subject to Special Limitations

We will not pay more than $250 (or the Baggage and Personal Effects limit, if less) on all losses to jewelry; watches; precious or semi-precious gems; decorative or personal articles consisting in whole or in part of silver, gold, or platinum; cameras, camera equipment; digital or electronic equipment and media; and articles consisting in whole or in part of fur. There is a $250 per article limit.

Baggage Delay Benefits

We will reimburse you, less any amount paid or payable from any other valid and collectible insurance or indemnity, up to the amount shown in the Schedule for the cost of reasonable additional clothing and personal articles purchased by you, if your Baggage is delayed by an Air Common Carrier for 24 hours or more during your Covered Trip. You must be a ticketed passenger on an Air Common Carrier.

Part D. Worldwide Emergency Assistance (On Call International)

Not a care in the world… when you have our 24/7 global network to assist you

- **CareFree™ Travel Assistance**
- **Medical Assistance**
- **Emergency Services**

CareFree ™ Travel Assistance

Travel Arrangements

- Arrangements for last-minute flight and hotel changes
- Luggage Locator (reporting/tracking of lost, stolen or delayed baggage)
- Hotel finder and reservations
- Airport transportation
- Rental car reservations and automobile return
- Coordination of travel for visitors to bedside
- Return travel for dependent/minor children
- Assistance locating the nearest embassy or consulate
- Cash transfers
- Assistance with bail bonds

Pre-trip Information

- Destination guides (hotels, restaurants, etc.)
- Weather updates and advisories
- Passport requirements
- Currency exchange
- Health and safety advisories

Documents and Communication

- Assistance with lost travel documents or passports
- Live email and phone messaging to family and friends
- Emergency message relay service
- Multilingual translation and interpretation services

Medical Assistance and Managed Care

- Medical case management, consultation and monitoring
- Medical Transportation
- Dispatch of a doctor or specialist
- Referrals to local medical and dental service providers
- Worldwide medical information, up-to-the-minute travel medical advisories, and immunization requirements
- Prescription drug replacement
- Replacement of eyeglasses, contact lenses and dental appliances

Emergency Services

- Emergency medical and dental assistance
- Emergency legal assistance
- Emergency medical payment assistance
- Emergency family travel arrangements

CareFree™ Travel Assistance, Medical Assistance and Emergency Services can be accessed by calling On Call International at **1-800-618-0692** or, from outside the U.S. or Canada, call collect: **1-603-328-1711.**

** If you have any difficulty making this collect call, contact the local phone operator to connect you to a US-based long-distance service. In this case, please let the Assistance Provider answering the phone know the number you are calling from, so that he/she may call you back. Any charge for the call will be considered reimbursable benefits.*

Note that the problems of distance, information, and communications make it impossible for Stonebridge Casualty Insurance Company, Berkely, AAA Allied Group, Inc., or On Call International to assume any responsibility for the availability, quality, use, or results of any emergency service. In all cases, you are still responsible for obtaining, using, and paying for your own required services of all types.

Definitions

In the certificate, "you", "your" and "yours" refer to the Insured. "We", "us" and "our" refer to the company providing the coverage. In addition certain words and phrases are defined as follows:

Accident means a sudden, unexpected, unintended and external event, which causes Injury.

Actual Cash Value means purchase price less depreciation.

Air Common Carrier means any air conveyance operated under a license for the transportation of passengers for hire.

Baggage means luggage, personal possessions and travel documents taken by you on the Covered Trip.

Business Partner means an individual who is involved, as a partner, with you in a legal general partnership and shares in the management of the business.

Common Carrier means any land, water or air conveyance operated under a license for the transportation of passengers for hire.

Covered Trip means a period of travel away from Home to a destination outside your city of residence; the purpose of the Trip is business or pleasure and is not to obtain health care or treatment of any kind; the Trip does not exceed 120 days.

Domestic Partner means a person who is at least eighteen years of age and you can show: 1) evidence of financial interdependence, such as joint bank accounts or credit cards, jointly owned property, and mutual life insurance or pension beneficiary designations; 2) evidence of cohabitation for at least the previous 6 months; and 3) an affidavit of domestic partnership if recognized by the jurisdiction within which they reside.

Elective Treatment and Procedures means any medical treatment or surgical procedure that is not medically necessary including any service, treatment, or supplies that are deemed by the federal, or a state or local government

authority, or by us to be research or experimental or that is not recognized as a generally accepted medical practice.

Financial Insolvency means the complete suspension of operations due to insolvency, with or without the filing of a bankruptcy petition, whether voluntary or involuntary, by a tour operator, cruise line, airline, other than AAA Allied Group, Inc. or the person, organization, agency or firm from whom you directly purchased or paid for your Covered Trip provided the Financial Insolvency occurs more than 7 days following your effective date for the Trip Cancellation Benefits. There is no coverage for the complete suspension of operations for losses caused by fraud or negligent misrepresentation by the supplier of travel services.

Home means your primary or secondary residence.

Hospital means an institution, which meets all of the following requirements:

1. it must be operated according to law;
2. it must give 24 hour medical care, diagnosis and treatment to the sick or injured on an inpatient basis;
3. it must provide diagnostic and surgical facilities supervised by Physicians;
4. registered nurses must be on 24 hour call or duty; and
5. the care must be given either on the hospital's premises or in facilities available to the hospital on a pre-arranged basis.

A Hospital is not: a rest, convalescent, extended care, rehabilitation or other nursing facility; a facility which primarily treats mental illness, alcoholism, or drug addiction (or any ward, wing or other section of the hospital used for such purposes); or a facility which provides hospice care (or wing, ward or other section of a hospital used for such purposes).

Immediate Family Member includes your or the Traveling Companion's, spouse, child, spouse's child, son-daughter-in-law, parent(s), sibling(s), brother-sister, grandparent(s), grandchild, step brother-sister, step-parent(s), parent(s)-in-law, brother-sister-in-law, aunt, uncle, niece, nephew, guardian, Domestic Partner, foster-child, or ward.

Injury means bodily harm caused by an accident which: 1) occurs while your coverage is in effect under the plan; and 2) requires examination and treatment by a Physician. The Injury must be the direct cause of loss and must be independent of all other causes and must not be caused by, or result from, Sickness.

Insured means an eligible person who arranges and pays any required plan payment.

Insurer means Stonebridge Casualty Insurance Company.

Other Valid and Collectible Group Insurance means any group policy or contract which provides for payment of medical expenses incurred because of Physician, nurse, dental or Hospital care or treatment; or the performance of surgery or administration of anesthesia. The policy or contract providing such benefits includes group or blanket insurance policies; service plan contracts; employee benefit plans; or any plan arranged through an employer, labor union, employee benefit association or trustee; or any group plan created or administered by the federal or a state or local government or

its agencies. In the event any other group plan provides for benefits in the form of services in lieu of monetary payment, the usual and customary value of each service rendered will be considered a Covered Expense.

Payments or Deposits means the cash, check, or credit card amounts actually paid to the Policyholder for your Covered Trip.

Physician means a person licensed as a medical doctor by the jurisdiction in which he/she is resident to practice the healing arts. He/she must be practicing within the scope of his/her license for the service or treatment given and may not be you, a Traveling Companion, or an Immediate Family Member of yours.

Policy means the contract issued to the Policyholder providing the benefits specified herein.

Policyholder means the legal entity in whose name this Policy is issued, as shown on the benefit Schedule.

Program Medical Advisors means On Call International.

Quarantined means the enforced isolation of a person afflicted with or exposed to a communicable disease, the purpose being to prevent the spread of disease.

Schedule means the benefit schedule shown on the Certificate for each Insured.

Scheduled Departure Date means the date on which you are originally scheduled to leave on your Covered Trip.

Scheduled Return Date means the date on which you are originally scheduled to return to the point where the Covered Trip started or to a different final destination.

Sickness means an illness or disease of the body which: 1) requires examination and treatment by a Physician, and 2) commences while the plan is in effect. An illness or disease of the body which first manifests itself and then worsens or becomes acute prior to the effective date of this plan is not a Sickness as defined herein and is not covered by the plan.

Traveling Companion means up to 4 persons whose name(s) appear(s) with you on the same Trip arrangement and who, during the Trip, will accompany you.

Trip means a trip for which coverage has been elected and the plan payment paid, and all travel arrangements are arranged by AAA Allied Group, Inc. prior to the Scheduled Departure Date of the trip provided that the cost of any arrangements not arranged by and prepaid to AAA Allied Group, Inc. has been included in the total trip cost for purposes of determining the applicable plan cost.

Usual and Customary Charge means those charges for necessary treatment and services that are reasonable for the treatment of cases of comparable severity and nature. This will be derived from the mean charge based on the experience in a related area of the service delivered and the MDR (Medical Data Research) schedule of fees valued at the 90th percentile.

General Plan Exclusions

In Parts A & B:
We will not pay for any loss or expense caused by or incurred resulting from: a Pre-Existing Condition, as defined in the plan, unless this exclusion has been waived in accordance with the parameters set forth in the Pre-Existing Condition Exclusion section on Page 6. This exclusion does not apply to benefits under covered expenses emergency medical evacuation or repatriation of remains of the Medical Expense/Emergency Assistance Benefits coverage, or for Trip Cancellation/Trip Interruption claims resulting from death.

In Parts A & B:
We will not pay for any loss caused by or incurred resulting from:

1. mental, nervous, or psychological disorders, except if hospitalized;
2. being under the influence of drugs or intoxicants, unless prescribed by a Physician;
3. normal pregnancy, except if hospitalized or elective abortion;
4. declared or undeclared war, or any act of war;
5. service in the armed forces of any country;
6. operating or learning to operate any aircraft, as pilot or crew;
7. any unlawful acts, committed by you or a Traveling Companion (whether insured or not);
8. any amount paid or payable under any Worker's Compensation, Disability Benefit or similar law;
9. Elective Treatment and Procedures;
10. medical treatment during or arising from a Covered Trip undertaken for the purpose or intent of securing medical treatment;
11. Financial Insolvency of the person, organization or firm from whom you directly purchased or paid for your Covered Trip, Financial Insolvency which occurred before your effective date for the Trip Cancellation Benefits, or Financial Insolvency which occurs within 7 days following your effective date for the Trip Cancellation Benefits;
12. business, contractual or educational obligations of you, an Immediate Family Member or Traveling Companion;
13. failure of any tour operator, Common Carrier, or other travel supplier, person or agency to provide the bargained-for travel arrangements other than Financial Insolvency;
14. a loss that results from an illness, disease, or other condition, event or circumstance which occurs at a time when the plan is not in effect for you.

In Part C:
Items Not Covered
We will not pay for damage to or loss of:

1. a loss or damage caused by detention, confiscation or destruction by customs;
2. animals;

3. property used in trade, business or for the production of income, household furniture, musical instruments, brittle or fragile articles, or sporting equipment if the loss results from the use thereof;
4. artificial limbs or other prosthetic devices, artificial teeth, dental bridges, dentures, dental braces, retainers or other orthodontic devices, hearing aids, any type of eyeglasses, sunglasses or contact lenses;
5. documents or tickets, except for administrative fees required to reissue tickets;
6. money, stamps, stocks and bonds, postal or money orders;
7. property shipped as freight or shipped prior to the Scheduled Departure Date.

Losses Not Covered
We will not pay for loss arising from:

1. theft or pilferage from an unattended vehicle;
2. mysterious disappearance.

Term of Coverage

When Coverage Begins
All coverages (except Pre-Departure Trip Cancellation and Post-Departure Trip Interruption) will take effect on the later of: 1) the date the plan payment has been received by the Policyholder; 2) the date and time you start your Covered Trip; or 3) 12:01 A.M. Standard Time on the Scheduled Departure Date of your Covered Trip.

Pre-Departure Trip Cancellation coverage will take effect at 12:01 A.M. Standard Time on the day your plan payment is received by the Policyholder. Post-Departure Trip Interruption coverage will take effect on the Scheduled Departure Date if the required plan payment is received.

When Coverage Ends
Your coverage automatically ends on the earlier of:

1. the date the Covered Trip is completed;
2. the Scheduled Return Date;
3. your arrival at the return destination on a round-trip, or the destination on a one-way trip;
4. cancellation of the Covered Trip covered by the plan.

If your air arrangements are not booked by AAA Allied Group, Inc. and the cost of any air arrangements not arranged by and prepaid to AAA Allied Group, Inc. has not been included in the total Trip cost for purposes of determining the applicable plan cost, you will also be covered for Trip Interruption, Trip Delay, and benefits under Parts B and C on the day(s) you are flying to/from your destination.

Claims Procedure

1. **Emergencies Arising During Your Trip:** Please refer to Part D. Worldwide Emergency Assistance.
2. **Trip Cancellation Claims:** Contact AAA Allied Group, Inc. and Berkely IMMEDIATELY to notify them of your cancellation and to avoid any non-covered expenses due

to late reporting. Cancellations due to Financial Insolvency require copies of correspondence with your credit card company regarding reimbursement received or denied by your credit card provider. Berkely will then forward the appropriate claim form which must be completed by you AND THE ATTENDING PHYSICIAN, if applicable.

3. **All Other Claims:** Report your claim as soon as possible to Berkely. Provide the policy number, your travel dates, and details describing the nature of your loss. Upon receipt of this information, Berkely will promptly forward you the appropriate claim form to complete.

Online:	**www.travelclaim.com**
Phone:	1-(800) 797-4519 or 1-(516) 342-2720
Mail:	Berkely 300 Jericho Quadrangle, P.O. Box 9022, Jericho, NY 11753
Office Hours:	8:00 am - 10:00 pm ET, Monday - Friday; 9:00 am - 5:00 pm ET, Saturday

Important: In order to facilitate prompt claims settlement upon your return, be sure to obtain as applicable: detailed medical statements from Physicians in attendance where the Accident or Sickness occurred; receipts for medical services and supplies; receipts from the Hospital; police reports or claims reports from the parties responsible (e.g., airline, cruise line, hotel, etc.) for any loss, theft, damage or delay. In the event of a baggage claim, receipts for any lost or damaged items will be required. In the event of a Baggage Delay or Trip Delay claim, receipts for any additional covered expenses will be required, as well as verification of the delay. You must receive initial treatment within 90 days of the accident which caused the Injury or the onset of the Sickness.

Enrollment Procedure

1. In order to quickly effect coverage and protect your Trip deposit(s), make payment for the applicable plan cost to AAA Allied Group, Inc. upon booking your Trip (in addition to your deposit payment). In order to waive the Pre-Existing Condition Exclusion on Page 7, payment for the plan must be received within 7 days of with your deposit or initial Trip payment. Satisfaction of this prerequisite will be verified during claims processing.
2. If you have already paid your deposit, remit payment for the applicable plan cost to AAA Allied Group, Inc. prior to, or upon final payment of your Trip cost. The Trip Cancellation coverage will become effective on the date this payment is received by AAA Allied Group, Inc.
3. Please note: Payment for the plan may not be accepted after the Trip cost has been paid in full.

The plan cost is non-refundable once you enter the cancellation penalty period. ***Please note: Recovery of losses under Parts A, B & C from other parties does not result in a refund of your plan cost.***

This program was designed and is administered by Aon Affinity Berkely Travel.

Aon Affinity is the brand name for the brokerage and program administration operations of Affinity Insurance Services, Inc.; (AR 244489); in CA, MN & OK, AIS Affinity Insurance Agency, Inc. (CA 0795465); in CA, Aon Affinity Insurance Services, Inc., (CA 0G94493), Aon Direct Insurance Administrators and Berkely Insurance Agency and in NY and NH, AIS Affinity Insurance Agency. Affinity Insurance Services is acting as a Managing General Agent as that term is defined in the section 626.015(14) of the Florida Insurance Code. As an MGA we are acting on behalf of our carrier partner.

For additional information regarding the plan, call:
1-800-797-4519 or 1-516-342-2720.
Office Hours: 8 AM – 10 PM ET, Monday – Friday
9 AM – 5 PM ET, Saturday

General Provisions

Our Right To Recover From Others
We have the right to recover any payments we have made from anyone who may be responsible for the loss. You and anyone else we insure must sign any papers and do whatever is necessary to transfer this right to us. You and anyone else we insure will do nothing after the loss to affect our right.

Claims Provisions

Payment of Claims Claims for benefits provided by the plan will be paid as soon as written proof is received.

Benefits are paid directly to you, unless otherwise directed. Any accrued benefits unpaid at your death will be paid to your estate, or if no estate, to your beneficiary. If you have assigned your benefits, we will honor the assignment if a signed copy has been filed with us. We are not responsible for the validity of any assignment.

Travel Insurance is underwritten by Stonebridge Casualty Insurance Company, a Transamerica company, Columbus, Ohio; NAIC # 10952 (all states except as otherwise noted) under Policy/Certificate Form series TAHC5000. In CA, HI, NE, NH, PA, TN and TX Policy/Certificate Form series TAHC5100 and TAHC5200. In IL, IN, KS, LA, OR, OH, VT, WA and WY Policy Form #'s TAHC5100IPS and TAHC5200IPS. Certain coverages are under series TAHC6000 and TAHC7000.

This is a brief Description of Coverage, which outlines benefits and amounts of coverage that may be available to you. If you are a resident of one of the following states (IL, IN, KS, LA, OH, OR, VT, WA, or WY), your Policy is provided on an individual form. You can request a copy of your Individual Policy or Group Policy for all other states by calling 1-800-453-4090. Your Individual Policy or Group Policy will govern the final interpretation of any provision or claim.

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Notice To Ohio Residents

The brochure to which this document is attached is amended with respect to residents of Ohio as follows:

SUMMARY OF COVERAGES

The **Coinsurance Provisions that apply to Trip Cancellation and Trip Interruption Benefits** section, if included on your brochure, is deleted in its entirety. The **Baggage and Personal Effects Benefit, Notice to Florida Residents** section, if included on your brochure, is deleted in its entirety.

The following sections are added:

TEN DAY RIGHT TO EXAMINE POLICY

If you are not satisfied for any reason, you may return this Policy within 10 days after receipt. Your premium will be refunded. When so returned, the Policy is void from the beginning. Return the Policy to us at our Administrative Office or to our authorized agent.

GENERAL PROVISIONS

ARBITRATION If we and you disagree on the amount of loss, you may make written demand for arbitration. In this event, each party will select a competent and impartial arbitrator. The two arbitrators will select a third. If thy cannot agree within 30 days, either may request that selection be made by a judge of a court having jurisdiction. Each party will (1) pay the expense if incurred and (2) bear the expenses of the third arbitrator equally.

CONCEALMENT OR FRAUD We do not provide coverage if you have intentionally concealed or misrepresented any material fact or circumstance relating to this policy. We will promptly return the unearned portion of any premium paid.

CONFORMITY TO LAW Any provision of this policy that is in conflict with the laws of the state in which it is issued is amended to conform with the laws of that state.

DUPLICATION OF COVERAGE You may only purchase one policy from us for each Trip. If you do purchase more than one policy for a specific Trip, the maximum limit of coverage payable will be as specified in the policy with the highest level of benefits. We will refund premiums received from you under any other policy.

ENTIRE CONTRACT; CHANGES Any statement you make is a representation and not a warranty. No statement will be used by us to void or reduce benefits unless that statement is a part of any written application form. This policy may be changed at any time by written agreement between us. Only our President, Vice President or Secretary may change or waive the provisions of this plan. No agent or other person may change this plan or waive any of its terms. The change will be endorsed on this plan.

EXAMINATION UNDER OATH As often as we may reasonably require, you or any person making a claim under this policy must submit to examination under oath.

MAXIMUM BENEFIT AMOUNT The maximum benefit amount for each claim is listed in the Schedule or application form, subject to the individual benefit amount and the company's maximum limit of liability. The total limit of our liability for any

one covered event, in which two or more persons submit a claim, is subject to the individual benefit amount and the company's maximum limit of liability. In the event of multiple claims by you for one event, the available funds will be distributed in order of notice of claim by each insured subject to the above limitations.

OUR RIGHT TO RECOVER FROM OTHERS We have the right to recover any payments we have made from anyone who may be responsible for the loss. You and anyone else we insure must sign any papers and do whatever is necessary to transfer this right to us. You and anyone else we insure will do nothing after the loss to affect our right.

CLAIMS PROVISIONS

LEGAL ACTIONS No legal action may be brought to recover on this plan within 60 days after written proof of loss has been given. No such action will be brought after three years from the time written proof of loss is required to be given. If a time limit of this plan is less than allowed by the laws of the State where you live, the limit is extended to meet the minimum time allowed by such law.

NOTICE OF CLAIM We must be given written notice of claim within 90 days after a covered loss occurs. If notice cannot be given within that time, it must be given as soon as reasonably possible. Notice may be given to us or to our authorized agent. Notice should include the claimant's name and enough information to identify him or her.

PHYSICAL EXAMINATION AND AUTOPSY At our expense, we have the right to have you examined as often as necessary while a claim is pending. At our expense, we may require an autopsy unless the law or your religion forbids it.

PAYMENT OF CLAIMS Benefits for loss of life will be paid to your estate, or if no estate, your beneficiary. All other benefits are paid directly to you, unless otherwise directed. Any accrued benefits unpaid at your death will be paid to your estate, or if no estate, to your beneficiary. If you have assigned your benefits, we will honor the assignment if a signed copy has been filed with us. We are not responsible for the validity of any assignment.

PROOF OF LOSS Written Proof of Loss must be sent to us within 90 days after the date the loss occurs. We will not reduce or deny a claim if it was not reasonably possible to give us written Proof of Loss within the time allowed. In any event, you must give us written Proof of Loss within twelve (12) months after the date the loss occurs unless the Insured is legally incapacitated.

Notice: Your coverage is underwritten by Stonebridge Casualty Insurance Company under Policy Forms TAHC5100IPS and TAHC5200IPS.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 16, 2017

Prepared By: Russell Sills **Presented By:** Russell Sills, Betsey Lepak

Attachments:

Subject: UPDATE - Office of Family and Community Partnership

Background:

The Office of Family and Community Partnership is funded by a grant from the Hartford Foundation for Public Giving. The focus of our grant is to create "links to learning" that led to improved student performance through effective family and community engagement/partnership.

Status:

We are ending our first full school year of implementation. We anticipate this will be a five year relationship with the Hartford Foundation. This presentation will be a summary of the work completed to date and our plans for the future.

Recommendation:

No Board action required – for information.

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

Agenda Item # 6b.

2/28/15

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 16, 2017

Prepared By: Santosha Oliver

Presented By: N. Black-Burke
S. Oliver

Attachments:

Subject: Curriculum Development 2nd Reading Personal Finance II

Background:

Personal Finance II is a semester course designed to increase students' knowledge of insurance, estate planning, and investments in order to build generational wealth. The course provides a sound foundation in the insurance industry and understanding that purchasing insurance is an economic decision involving cost and risk.

Status:

Personal Finance II was presented at the Regular BOE Meeting on April 18, 2017.

Recommendation:
The Board approves Personal Finance II curriculum as a 2nd reading as presented.

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

Agenda Item # 6C.

2/28/15

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 16, 2017

Prepared By: Santosha Oliver

Presented By: N. Black-Burke
S. Oliver

Attachments:

Subject: Curriculum Development 1st Reading Grade PreK, Grade K-2 ELA, Grade K-5 Health

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Background:

PreK: The Connect 4 Learning (C4L) is an interdisciplinary and research-based Pre-K curriculum that was developed to support students' social and emotional development and cognitive growth. It encourages positive peer-to-peer interactions and an understanding of the concepts of family and community. It addresses physical development through learning how to take care of one's self. Importantly, C4L helps students develop language and literacy skills through various modes of communication (verbal, written, body language) and it supports mathematical development in the areas of numbers, shapes, measurements, and patterns and how to use them. C4L provides multiple opportunities for creative skills development through music, dance and arts. Most unique to this curriculum is the coverage of scientific skills development. Students will actively discover the world around them, including living things, the earth, space and energy.

Grade K-2 ELA: In Kindergarten, students build good reading and writing habits and explore a variety of texts. Grade 1 students will understand the purpose of retelling to demonstrate understanding of fiction story structure and write their own narratives. In Grade 2 students write their own versions of a fairy tale or folk tale with a message or moral. Close examination of text allows students to draw their own conclusions and communicate well-developed opinions about what they have read.

Grade K-5 Health: In grades K-5, the health curriculum equip students with knowledge, values, life skills and critical thinking skills so they can do the following: understand concepts related to health promotion and disease prevention, analyze internal and external influences that affect the health of self and others, demonstrate the ability to access valid health information, products, and services, use interpersonal skills to enhance health and reduce health risks, use decision making skills to enhance health, demonstrate the ability to use health behaviors to avoid or reduce risk, and advocate for personal, family and community health.

Status:

Grade PreK, Grade K-2 ELA, and Grade K-5 Health was presented at the BOE Curriculum Meeting on April 6, 2017.

Recommendation:
The Board approves Grade PreK, Grade K-2 ELA and Grade K-5 Health curricula as a 1st reading as presented and waive 2nd reading.

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

Agenda Item # 6d.

2/28/15

Relationship Between Windsor Board of Education Goals and State Mandated Performance Indicators	
Windsor BOE Goal	*SDE Mandated Performance Indicators (All students and High Needs Subgroup)*
1. All students will demonstrate a strong work ethic, exemplary academic skills, effective oral and written communications, technological aptitude, and necessary skills to work collaboratively with others.	SBAC ELA Grades 3-8 ; SAT ELA Grade 11
	SBAC Math Grades 3-8 ; SAT Math Grade 11
	CMT Science Grades 5 and 8 ; CAPT Science Grade 10
	SBAC Growth Targets Grades 4-8 ELA/Math
	Percentage of 9th grade students on track to graduate
	4 year graduation rate for all students; 6 year for high needs subgroup
	Preparation for CCR - % taking courses
	Preparation for CCR - % passing exams
	Board will be provided a sample list of oral presentations for each grade level.
2. 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.	SBAC ELA Grades 3-8; SAT ELA Grade 11
	SBAC Math Grades 3-8; SAT Math Grade 11
	CMT Science Grades 5 and 8; CAPT Science Grade 10
3. All students will demonstrate a knowledge and understanding of the increasingly global nature of society and behaviors associated with good citizenship.	Percentage of students chronically absent. (All students and High needs subgroup)
	20 hours of community service
	4-year graduation rate
4. All students will graduate from the Windsor Public Schools with a clear, achievable post-secondary plan.	Percentage of graduating class enrolled in 2 or 4 year postsecondary institution within one year of graduation
	Percentage of students in grades 11 and 12 achieving college and career readiness benchmark
	Percentage of students in grades 11 and 12 participating in at least one of the following – AP, IB, Dual enrollment
	Percentage of students in grades 11 and 12 participating in at least one of the following – two courses in CTE category or two workplace experience courses
	Percentage of students with a post-secondary plan Source: End of Year School Counseling Report (college, military, workforce)

DRAFT

5. All students will demonstrate an understanding of the importance of health and wellness.	Percentage of students meeting the State Mandated Physical Education Standard at grades 4, 6, 8 and 10
	Percentage of students chronically absent. (All students and High needs subgroup)
6. All students will gain an appreciation for the visual and performing arts.	Percentage of students in grades 9-12 participating in at least one dance, music, or visual arts course in the school year.
	Percentage of students taking 2 or more art classes during their high school career.

DRAFT

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 16, 2017

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

ATTACHMENTS: April 30, 2017 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 April 2017.

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 April 2017	$ 7,508,315
Expenditures through April 30, 2017	$52,987,907

Reviewed by: 10/B **Recommended by the Superintendent:**

Agenda Item # 8a.

Windsor Public Schools
Financial Report
April 30, 2017

	2016/2017 Budget	Expenditures YTD 4/30/2017	Encumbrance	Balance 4/30/2017	% Balance
Instructional Services					
Clover Street School	60,773	31,520	3,290	25,963	43%
John F. Kennedy School	79,823	45,768	11,658	22,397	28%
Oliver Ellsworth School	83,180	71,486	4,295	7,399	9%
Poquonock School	54,316	33,166	10,254	10,896	20%
Sage Park Middle School	214,220	198,877	14,028	1,315	1%
Windsor High School	389,056	241,463	48,115	99,478	26%
Windsor High School Interscholastic Sports	202,000	162,999	11,474	27,527	14%
Athletic Coaches	235,000	157,502	0	77,498	33%
WHS Career & Technical Education	59,745	54,151	5,550	44	0%
Continuing Education	70,400	61,250	1,398	7,752	11%
Instructional Services Management	218,312	166,156	38,636	13,520	6%
Curriculum Management & Development	120,385	55,592	29,157	35,636	30%
Magnet School Tuition	1,500,600	1,519,710	0	(19,110)	-1%
Textbook Adoption	30,000	26,580	2,633	787	3%
Technology	687,432	598,121	65,468	23,843	3%
Total Instructional Services	**4,005,242**	**3,424,341**	**245,956**	**334,945**	**8%**
Education Support Services					
Pupil Personnel Services	370,191	223,773	41,033	105,385	28%
Special Education	92,350	32,849	10,072	49,429	54%
Special Education Tuition	4,729,106	3,692,226	467,115	569,765	12%
Policy & Planning	142,350	83,303	4,762	54,285	38%
Employee Personnel Services	84,000	71,324	1,750	10,926	13%
Financial Management	280,442	191,209	29,450	59,783	21%
Financial Services	38,500	42,840	7,251	(11,591)	-30%
Pupil Transportation & Safety	2,552,099	1,868,150	212,390	471,559	18%
Special Education Transportation	1,660,000	937,084	513,072	209,844	13%
Physical Plant Services	2,035,850	1,514,530	365,850	155,470	8%
Major Maintenance	386,000	334,320	18,235	33,445	9%
L.P. Wilson Center	254,800	201,650	23,566	29,584	12%
Benefits	11,188,075	8,208,799	1,907,276	1,072,000	10%
Certified Salaries	30,216,815	24,238,702	0	5,978,113	20%
Non-Certified Salaries	8,252,895	6,838,523	0	1,414,372	17%
Regular Ed Tutor Salaries	222,699	171,059	0	51,640	23%
Special Ed Tutor Salaries	320,000	270,701	0	49,299	15%
Substitute Salaries	639,916	642,524	18,482	(21,090)	-3%
Total Education Support Services	**63,466,088**	**49,563,566**	**3,620,304**	**10,282,218**	**16%**
Total All Sites	**$67,471,330**	**$52,987,907**	**$3,866,260**	**$10,617,163**	**16%**

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 16, 2017

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

ATTACHMENTS: Student Enrollment Report & Recap

SUBJECT: Student Enrollment as of May 1, 2017

BACKGROUND:

Attached are the official enrollment figures as of May 1, 2017. Mrs. Batchelder will answer any questions.

STATUS:

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

- One category will be labeled - *Out of District Placement-Special Education students*
- The second category will be labeled - *Private Placement Special Education students*

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

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

RECOMMENDATION:

Informational

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

Agenda Item # 8b.

Windsor Public Schools
Student Enrollment Report Recap
May 1, 2017

Enrollment in Windsor Public Schools	
Grades PreK-5	1,354
Grades 6-8	720
Grades 9-12	1,176
Total District Enrollment	**3,250**

Windsor Students not in district schools	
Out of District Placement(SPED)	45
Private School's Placements (examples: St Gabriels,Trinity Christian and Madina Academy)	22
Montessori Hartford CREC	12
Metropolitan Learning Center CREC	119
CREC Misc MAGNET SCHOOLS	218
Hartford Host Magnets	222
Misc Magnet Schools	20
Prince Tech	6
Cheney Tech	7
	671
Total Windsor	**3,921**

Windsor Public Schools
Student Enrollment Report
May 1, 2017

Grade		Poquonock	Clover St	O Ellsworth	JF Kennedy	Totals
Pre K		49		57		106
K		75		106		181
1		89		103		192
2		98		117		215
3			85		118	203
4			101		141	242
5			100		115	215
Subtotal K-5						1248
Total		**311**	**286**	**383**	**374**	**1,354**

Grade	Sage Park MS
6	250
7	232
8	238
Total	**720**

Grade	Windsor High
9	303
10	283
11	303
12	287
Total	**1,176**

Total District Enrollment	**3,250**

POQUONOCK SCHOOL

ENROLLMENT REPORT
2016-2017

Room #	Teacher	Grade	Projected		8-Sep	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Kindergarten												
3	M Scott					13	13	13	13	13	13	13	13	
19	R Elke					12	12	12	12	12	12	12	12	
21	C McCann					13	13	13	13	13	12	12	12	
22	L Roche					12	12	12	12	12	13	13	13	
23	J Mitchell					12	12	12	12	12	12	12	13	
24	L Corrao					12	12	13	13	13	12	12	12	
		Total	**83**		**76**	**74**	**74**	**75**	**75**	**75**	**74**	**74**	**75**	
		Grade 1												
14	S Couchon					18	18	18	18	18	18	18	18	
15	E Velez					17	18	18	19	19	19	19	19	
16	N Nabil					17	17	17	18	17	17	17	17	
18	M Neals					18	18	18	18	18	19	19	18	
17	K Stoll					18	18	18	18	18	18	17	17	
		Total	**83**		**86**	**88**	**89**	**89**	**91**	**90**	**91**	**90**	**89**	
		Grade 2												
8	R Brown					21	20	20	20	22	22	22	21	
9	S Trummel					20	20	19	19	19	19	19	19	
11	J Delsky					21	21	20	20	20	20	20	20	
12	K Filmer					17	18	18	18	18	19	18	19	
13	E Hoogewerff					19	20	19	19	19	19	19	19	
		Total	**98**		**101**	**98**	**99**	**96**	**96**	**98**	**99**	**98**	**98**	
	PK Smart Start		30		31	30	30	30	30	30	30	30	30	
	Sped & Peer		14		12	16	17	16	16	16	18	19	19	
		Total	**44**		**43**	**46**	**47**	**46**	**46**	**46**	**48**	**49**	**49**	**0**
	Poquonock	**Totals**	**308**		**306**	**306**	**309**	**306**	**308**	**309**	**312**	**311**	**311**	**0**

CLOVER STREET SCHOOL
ENROLLMENT REPORT
2016-2017

Room#	Teacher		Projected		8-Sep	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3												
8	A Sanchez					19	20	20	21	20	19	19	21	
9	S Michalic					20	20	20	21	22	21	21	21	
10	J Murray					18	19	20	20	22	22	22	22	
11	J Darrell					20	20	21	21	21	21	21	21	
		Total	**79**		**79**	**77**	**79**	**81**	**83**	**85**	**83**	**83**	**85**	
		Grade 4												
14	J Su					20	19	19	19	20	19	19	19	
15	L Schoenwolff					21	21	21	21	21	21	21	21	
17	C Nowsch					20	20	20	20	20	21	21	21	
18	D Williams					20	19	18	18	20	20	21	21	
19	C Messenger					21	21	20	20	20	20	20	19	
		Total	**105**		**103**	**102**	**100**	**98**	**98**	**101**	**101**	**102**	**101**	
		Grade 5												
20	N Arroyo					19	19	19	19	20	20	20	20	
22	E Chartier					20	19	19	19	18	18	19	20	
24	S Lewis					18	18	18	19	19	19	19	20	
26	C Lindsley					19	19	19	19	19	19	19	19	
27	R Grimes					19	18	19	19	20	20	20	21	
		Total	**92**		**92**	**95**	**93**	**94**	**95**	**96**	**96**	**97**	**100**	
	Clover	**TOTAL**	**276**		**274**	**274**	**272**	**273**	**276**	**282**	**280**	**282**	**286**	**0**

OLIVER ELLSWORTH SCHOOL **ENROLLMENT REPORT**

2016-2017

Room#	Teacher	Grade	Projected		1-Sep	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
19	G Drake	Kindergarten				14	14	14	13	13	13	13	14	
20	L Butterick					13	13	13	13	13	13	13	13	
21	J Addie					13	13	13	13	13	13	13	13	
22	A Bishop					14	14	14	13	13	13	14	14	
23	L Adamski					14	13	13	13	13	12	13	13	
24	A Bartholomew					13	13	13	13	13	13	13	13	
25	C Chapple					13	13	14	14	14	14	14	13	
26	S Marcella					13	14	14	13	13	13	13	13	
		Total	**106**		**106**	**107**	**107**	**108**	**105**	**105**	**104**	**106**	106	
11	S Capizzi	Grade 1				14	14	15	15	15	15	14	14	
12	T Tedeschi					14	15	15	15	16	16	16	16	
13	E Larson					14	15	16	16	16	16	15	15	
14	K Furie					15	15	15	15	14	14	14	14	
15	T Strickland					15	15	15	15	13	13	14	14	
16	L Miller					15	15	14	14	14	14	14	14	
17	K Strempfer					15	14	14	15	15	15	16	16	
		Total	**106**		**103**	**102**	**103**	**104**	**105**	**103**	**103**	**103**	**103**	
		Grade 2												
1	B Mayo					17	17	17	17	17	17	17	18	
2	J Goicochea					16	16	17	17	17	17	17	17	
3	K Carlin					16	16	16	16	15	15	16	15	
5	J Greene					16	16	16	16	16	16	16	16	
6	E Hilt					16	16	16	16	16	16	16	17	
7	L Majors					15	16	16	17	17	17	17	17	
8	D Jaworski					15	16	16	16	15	16	16	17	
		Total	**116**		**113**	**111**	**113**	**114**	**115**	**113**	**114**	**115**	**117**	
	PK Smart Start		15			16	16	15	14	14	15	15	15	
	PK Sped & Peers		27			27	28	32	34	36	36	38	42	
		Total			43	43	44	47	48	50	51	53	57	0
	Ellsworth	**Total**	**370**		**365**	**363**	**367**	**373**	**373**	**371**	**372**	**377**	**383**	**0**

JF KENNEDY SCHOOL

ENROLLMENT REPORT
SCHOOL YEAR 2016-17

Room#	Teacher	Grade	Projected		8-Sep	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3												
1	L Macaluso					16	17	18	18	18	18	18	18	
2	K Richards					18	18	18	17	17	17	17	17	
3	A Moyal					18	18	18	17	17	17	17	17	
4	D Ghanesh-May					18	17	17	17	17	17	17	17	
5	K Mazur					16	16	16	15	14	14	14	14	
6	M Johnston					18	18	18	18	18	18	18	18	
8	V Vaicunas					16	16	17	17	17	17	17	17	
		Total	**128**		**124**	**120**	**120**	**122**	**119**	**118**	**118**	**118**	**118**	
		Grade 4												
9	M Macaluso					21	21	20	19	19	19	19	19	
10	S Silliman					17	17	18	20	20	20	20	20	
12	L Bishop					19	19	20	20	21	21	21	21	
14	S Brown					22	21	20	20	21	21	21	21	
15	N Donzella					19	18	19	19	19	19	19	19	
16	D Taylor					18	20	20	20	20	20	20	20	
18	A Caselli					20	20	21	20	21	21	21	21	
		Total	**138**		**138**	**136**	**136**	**138**	**138**	**141**	**141**	**141**	**141**	
		Grade 5												
19	S Fye					16	17	17	17	17	17	17	17	
20	S Smith					16	16	16	17	16	16	17	17	
24	J Nolte					18	17	17	16	15	15	15	16	
25	S Paley					18	18	18	18	17	17	17	17	
26	K Bowman					16	16	16	16	16	16	16	16	
27	J Somero					18	18	18	18	18	17	16	16	
28	G Davies					17	17	16	16	16	16	16	16	
		Total	**122**		**121**	**119**	**119**	**118**	**118**	**115**	**114**	**114**	**115**	
	Kennedy	**Total**	**388**		**383**	**375**	**375**	**378**	**375**	**374**	**373**	**373**	**374**	**0**

SAGE PARK MIDDLE SCHOOL

ENROLLMENT REPORT
SCHOOL YEAR 2016-2017

		Projected		8-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					86	87	87	83	82	82	83	83		4	20.75
Team 2					82	81	81	82	83	83	84	84		5	16.8
Team 3					77	79	79	78	78	80	79	79		5	15.8
	Total	**210**		**244**	**245**	**247**	**247**	**243**	**243**	**245**	**246**	**246**			
Grade 7															
Team 4					72	72	72	72	73	72	73	73		4	18.25
Team 5					71	72	72	72	71	72	72	73		4	18.25
Team 6					76	77	79	82	83	83	84	84		5	16.8
	Total	**217**		**222**	**219**	**221**	**223**	**226**	**227**	**227**	**229**	**230**			
Grade 8															
Team 7					71	73	73	70	71	72	73	74		4	18.5
Team 8					78	77	77	79	81	82	83	83		5	16.6
Team 9					74	75	75	76	77	77	79	80		5	16
	Total	**223**		**222**	**223**	**225**	**225**	**225**	**229**	**231**	**235**	**237**			
SPARK					**1**	**1**	**1**	**8**	**8**	**7**	**7**	**7**			
Sage Park	**Total**	**650**		**688**	**688**	**694**	**696**	**702**	**707**	**710**	**717**	**720**	**0**		

WINDSOR HIGH SCHOOL
Enrollment for
School Year 2016-2017

	Projected		1-Sep	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
Grade 9	**300**		339	340	340	339	338	335	302	301	303	
Grade 10	**281**		274	268	269	264	264	267	282	284	283	
Grade 11	**307**		315	315	314	317	316	314	302	302	303	
Grade 12	**272**		257	257	256	266	267	267	286	287	287	
Windsor High Total	**1160**		**1185**	**1180**	**1179**	**1186**	**1185**	**1183**	**1172**	**1174**	**1176**	**0**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 16, 2017

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

Attachments: Food Service Financial Report

Subject: Cafeteria Operations – Apirl 2017

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, CREC's Academy of Aerospace and Engineering and CREC's 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 three CREC schools. We operate the After School Snack Program for our Treehouse Program in Windsor as well as Museum Academy after care program. We operated our fifth year of the summer feeding program serving breakfast and lunch at CREC Metropolitan Learning Center. We operated a Summer Food Service Program of lunch and snack at Deerfield Apartment Complex, Goslee Pool, adding Wilson Library and the Performing Arts Academy in Windsor during summer break. We are complying with the Healthy Food Certification again this year to send a consistent message to our students in keeping with our wellness policies.

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

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

Status: Financial Report for April 2017

Recommendation: Informational only.

Reviewed by: NOB **Recommended by the Superintendent:**

Agenda Item # 8c.

Windsor School Food Service
Financial Statement
April 2017

REVENUE	April 2016	7/1/15- YTD	April 2017	7/1/16- YTD
SALES	$93,115.16	$944,334.16	$98,034.34	$949,063.46
REIMBURSEMENTS - STATE	4,690.00	87,260.00	7,206.00	69,580.00
ACCOUNTS RECEIVEABLE	98,395.76	968,802.21	100,166.18	1,006,763.16
CLOC		125,083.00	12,112.00	154,736.05
INTEREST (returned check fees)		50.00		
MISC. (Rebates)		2,969.31		601.37
6 Cents Certification	2,588.28	24,817.38	2,104.86	24,169.14
REVENUE TOTALS	**$198,789.20**	**$2,153,316.06**	**$219,623.38**	**$2,204,913.18**
EXPENSES				
	3 paydates			
WAGES	$106,951.48	$682,927.07	$65,782.87	$676,984.32
PAYROLL TAXES	8,181.79	51,454.57	5,032.39	49,206.74
BENEFITS	8,187.75	68,246.71	7,063.72	82,741.86
FOOD/MILK	112,942.63	1,139,389.45	107,522.41	1,148,962.01
PAPER	4,390.09	55,782.79	5,764.50	58,623.67
TRUCK		447.45	322.29	4,975.00
SUPPLIES	238.99	2,497.08	33.93	7,529.54
EQUIPMENT	5,048.00	11,470.60	6,419.87	26,432.61
SERVICES	289.80	4,692.52	166.95	4,869.34
EXPENSE TOTALS	**$246,230.53**	**$2,016,908.24**	**$198,108.93**	**$2,060,325.09**
NET INCOME	**($47,441.33)**	**$136,407.82**	**$21,514.45**	**$144,588.09**
INVENTORY		**$30,457.00**		**$32,554.38**
OPENING BALANCE 7/1		**$3,531.34**		**$166,304.74**
COMPUTED OPERATING POSITION		**$170,396.16**		**$343,447.21**

Windsor School Food Service
Program Participation April 2017

WHS	April 2016	April 2017
DAYS	16	16
SALES	$24,369.63	$24,174.15
AVERAGE	$1,523.10	$1,510.88

Reimbursable Meals	Average LUNCH per day	
ELEMENTARY	871	838
MLC	386	396
Museum Academy	258	268
Academy of Aerospace & Engineeri	365	397
SPMS	368	369
WHS	554	514

Reimbursable Meals	Average BREAKFAST per day	
ELEMENTARY	316	340
MLC	138	152
Museum Academy	157	180
Academy of Aerospace & Engineeri	147	121
SPMS	67	73
WHS	159	170

Reimbursable Meals	Average SNACK per day	
Treehouse Program	83	89
Museum Academy	54	39

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 16, 2017

Prepared By: Terrell M. Hill, Assistant Superintendent for Human Resources
Presented By: Terrell M. Hill
Attachments: None
Subject: Human Resources Report for April 1, 2017 – April 30, 2017

RESIGNATIONS/SEPARATIONS

N/A

RETIREMENTS

N/A

TRANSFERS/REASSIGNMENTS

Patricia Logan	From: Part-time Food Service Cashier	CREC/AAE
	To: Interim Food Service Manager	CREC/AAE

HIRES

Mikayla Hudson	Special Education Paraprofessional (Limited)	Ellsworth
Eleanor Lloyd	Art Teacher (Limited)	Kennedy/Clover

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: May 16, 2017

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

Attachments: None

Subject: Childrearing Leave

Background:
The Agreement with the Windsor Education Association provides that unit members may request childrearing leave for the balance of the school year or for one or two years to commence at the conclusion of their childbearing leave.

Status:
We have one request for childrearing leave for the 2017-2018 school year.

Recommendation:
A proposed motion to grant the childrearing leave follows: Move that childrearing leave be approved for the individual mentioned in the Superintendent's Confidential Memorandum #17-02.

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

Agenda Item # 8e.

Windsor Board of Education
Regular Meeting
Unapproved Minutes
Tuesday, April 18, 2017 7:00 PM
Town Hall, Council Chambers

The following are the unapproved minutes of the April 18, 2017 Regular Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 7:00 PM:

Present Board Members:
Mr. Brian Bosch
Ms. Michaela Fissel
Mr. Leonard Lockhart
Mr. Paul Panos
Ms. Melissa Rizzo Holmes
Ms. Cristina Santos

Absent Board Members:
Ms. Yvette Ali
Ms. Nuchette Black-Burke
Mr. Richard O'Reilly

1. Call to Order, Pledge to the Flag and Moment of Silence
Discussion:
The meeting was called to order at 7:01 PM by Ms. Santos with the Pledge to the Flag and Moment of Silence. Also in attendance were Superintendent of Schools Dr. Craig Cooke, Assistant Superintendent for Instructional Services Santosha Oliver, Assistant Superintendent for Human Resources Terrell Hill, Director of Pupil and Special Education Services Steven Carvalho, Director of Business Services Danielle Batchelder, Director of Information, Technology, Career and Technology Education Matthew Dadona, and BOE Student Representative Jordan Harris.

2. Recognitions/Acknowledgements
2.a. Proclamation--Teacher Appreciation Week May 1-5
Discussion:
Ms. Santos and Dr. Cooke presented a Proclamation commemorating May 1 through May 5 as Windsor Teacher Appreciation Week; it was presented to Ms. Field, Ms. Klein and Ms. Kay, who accepted it on behalf of the Windsor Education Association membership.

2.b. Announcement of Oliver Ellsworth Principal
Discussion:
Ms. Santos and Dr. Cooke announced that the Board of Education had selected Virginia Hoerle for the position of Principal at Oliver Ellsworth effective July 1, 2017.

3. Audience to Visitors
Discussion:
None.

4. Student Representative Report
Discussion:
Mr. Harris reported on activities at Windsor High School including the start of the 4th quarter and the spring sports season, CAPT and SAT testing, Study Circles and the upcoming senior events.

5. Unfinished Business (from 3/21/17)
5.a. Committee Reports

5.a.1. Curriculum Committee
Discussion:
Ms. Santos reported that work continues on curriculum; some will be coming before the Board in September with work being done this summer.

5.a.2. Finance Committee
Discussion:
None.

5.a.3. Long Range Planning
Discussion:
None.

5.a.4. Policy Committee
Discussion:
None.

5.a.5. Technology Committee
Discussion:
The meeting of April 6 was cancelled until the budget process is further along.

5.b. Consent Agenda
5.b.1. Financial Report
5.b.2. Enrollment Report
5.b.3. Food Service Report
5.b.4. Human Resources Report
5.b.5. Childrearing Leave Request

Motion Passed: Motion to accept Consent Agenda items 5.b.1 Financial Report, 5.b.2 Enrollment Report, 5.b.3 Food Service Report, 5.b.4 Human Resources Report and 5.b.5 Childrearing Leave Request passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

6 Yeas - 0 Nays.

Ms. Yvette Ali Absent
Ms. Nuchette Black-Burke Absent
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Absent
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

5.c. Approval of Minutes
5.c.1. February 15, 2017 Finance Committee
5.c.2. February 22, 2017 Regular Meeting
5.c.3. March 6, 2017 Policy Committee

Motion Passed: Motion to approve the minutes of the February 15, 2017 Finance Committee, February 22, 2017 Regular Meeting and the March 6, 2017 Policy Committee meetings passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

6 Yeas - 0 Nays.

Ms. Yvette Ali Absent
Ms. Nuchette Black-Burke Absent
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes

Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Absent
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

6. Board of Education
6.a. President's Report
Discussion:
Ms. Santos reported that she, Mr. Lockhart, Dr. Cooke and Ms. Batchelder presented the Board's budget to the Town Council on April 5 and reported on activity around the budget subsequent to that date.

6.b. Set Last Day of School for 2016-2017
Discussion:
Dr. Cooke reported that each year the Board of Education communicates the last day of school. Per the Board approved calendar, June 15th would be the 182nd student day and the 187th teacher day. The last student day is always a half day, therefore, Thursday, June 15 would be a half day for students in Kindergarten through grade 11.Ms. Santos reported that the date of graduation was set for Wednesday, June 14, 2017 at the Special meeting on April 4.

6.c. School Liaison Reports
6.c.1. Windsor High School
Discussion:
Mr. Bosch reported on activities at Windsor High School including Service Academy Night, ways in which to help Project Graduation raise funds and the deadline for yearbook ordering. He also reported that the School Governance Council has undertaken a project to help families new to the high school acclimate by helping match new families with one currently in the building to help them learn the ropes.

6.c.2. Sage Park Middle School
Discussion:
Ms. Fissel reported on activities at Sage Park including the joint Sage Park and elementary PTO meeting, coffee with the Principal and upcoming concerts. She also reported on the importance of parents filling out the Climate Survey; the deadline is Friday.

6.c.3. Clover Street School
Discussion:
No report.

6.c.4. John F. Kennedy School
Discussion:
No report.

6.c.5. Oliver Ellsworth School
Discussion:
No report.

6.c.6. Poquonock School
Discussion:
Ms. Rizzo Holmes reported on the combined Clover/Poquonock PTO meeting on April 24, the strings concert also on the 24th, and reminded parents the school climate survey is available on the website until April 21st and encouraged parents to fill it out.

7. Superintendent's Report
Discussion:
Dr. Cooke reported that enrollment continues to increase, the joint PTO meeting for all elementary schools and Sage Park Middle School is April 26 at 6:00 pm and there will be a presentation on the budget, and the 11th Annual Senior Citizen Breakfast is May 5 at Windsor High School. He also reported on the success of the Chamber of Commerce auction, beneficiaries of which include the Windsor Education Foundation and GoBabyGo. Dr. Cooke also reported on the budget; discussion ensued.

7.a. Capital Improvement Plan (CIP) FY 2018-2023, 2nd Reading

Motion Passed: Motion that the Board of Education accept for a 2nd Reading the Capital Improvement Plan for fiscal years 2018-2023 which, when approved, will be submitted to the Town to be incorporated into the Town of Windsor Capital Plan passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

6 Yeas - 0 Nays.

Ms. Yvette Ali Absent
Ms. Nuchette Black-Burke Absent
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Absent
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

7.b. Curriculum Development, 1st Reading
7.b.1. Personal Finance II

Motion Passed: Motion that the Board approves Personal Finance II curriculum as a 1st reading as presented passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

6 Yeas - 0 Nays.

Ms. Yvette Ali Absent
Ms. Nuchette Black-Burke Absent
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Absent
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

7.c. Policy Adoption, 2nd Reading
7.c.1. Revised P 0100 A Statement of Educational Philosophy
7.c.2. Revised P 0200 Goals for School District
7.c.3. Revised P 1325 Advertising and Promotion
7.c.4. Deletion - P 2300.1 Statement of Standards for School Leaders
7.c.5. Revised P 3541.44 Use of Private Automobiles on School Trips
7.c.6. Revised P 4119.1 Substitute Teachers
7.c.7. Revised P 5145.1 Student Privacy
7.c.8. Revised P 6153 Instructional Travel Away from School Grounds

Motion Passed: Motion to approve the revisions made to P 0100 A Statement of Educational Philosophy, P 0200 Goals for School District, P 13325 Advertising and Promotion, P 3541.44 Use of Private Automobiles on School Trips, P 4119.1 Substitute Teachers, P 5145.1 Student Privacy, P 6153 Instructional Travel Away from School Grounds, and to delete P 2300.1 State of Standards for School Leaders passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

6 Yeas - 0 Nays.

Ms. Yvette Ali Absent
Ms. Nuchette Black-Burke Absent
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes

Mr. Richard O'Reilly Absent
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

7.d. Policy Adoption, 2nd Reading
7.d.1. Revised P 0610 Affirmative Action Plan
7.d.2. Revised P 4100 Recruitment and Selection
7.d.3. Revised P 4111 Equal Employment Opportunity

Discussion:
Mr. Panos asked that the Board reject the policies, refer them back to the Policy Committee and remove every reference to Affirmative Action. Discussion ensued.

Motion Passed: Motion to approve the revisions made to P 0610 Affirmative Action Plan, P 4100 Recruitment and Selection, and P 4111 Equal Employment Opportunity passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

4 Yeas - 2 Nays.

Ms. Yvette Ali Absent
Ms. Nuchette Black-Burke Absent
Mr. Brian Bosch No
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Absent
Mr. Paul Panos No
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

8. Committee Reports
8.a. Curriculum Committee
Discussion:
None.

8.b. Finance Committee
Discussion:
Mr. Lockhart addressed the budget process and the current status of the budget.

8.c. Long Range Planning
Discussion:
None.

8.d. Policy Committee
Discussion:
None.

8.e. Technology Committee
Discussion:
None.

9. Consent Agenda
9.a. Financial Report
9.b. Enrollment Report
9.c. Food Service Report
9.d. Human Resources Report
9.e. Healthy Food Certification

Motion Passed: Motion to accept Consent Agenda Items 9.b Enrollment Report, 9.c Food Service Report, 9.d Human Resources Report, 9.e Healthy Food Certification passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

6 Yeas - 0 Nays.

Ms. Yvette Ali Absent
Ms. Nuchette Black-Burke Absent
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Absent
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

Motion Passed: Motion to accept Consent Agenda item 9.a Financial Report passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

6 Yeas - 0 Nays.

Ms. Yvette Ali Absent
Ms. Nuchette Black-Burke Absent
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Absent
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

Expenditures for March, 2017: $7,216,227
Expenditures through March 31, 2017: $45,479,592

10. Approval of Minutes
10.a. March 21, 2017 Regular Meeting
10.b. April 4, 2017 Special Meeting (5:30 PM)
10.c. April 4, 2017 Special Meeting (7:00 PM)
10.d. April 6, 2017 Curriculum Committee

Motion Passed: Motion to accept the minutes of the March 21, 2017 Regular Meeting, April 4, 2017 Special Meeting (5:30 PM), and the April 4, 2017 Special Meeting (7:00 PM) as presented passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

6 Yeas - 0 Nays.

Ms. Yvette Ali Absent
Ms. Nuchette Black-Burke Absent
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Absent
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

Motion Passed: Motion to accept the minutes of the April 6, 2017 Curriculum Committee meeting, correct to reflect Ms. Santos and Mr. Lockhart in attendance and Ms. Fissel as absent passed with a motion by Mr. Leonard Lockhart and a second by Ms. Melissa Rizzo Holmes.

6 Yeas - 0 Nays.

Ms. Yvette Ali Absent
Ms. Nuchette Black-Burke Absent
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Absent
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

11. Other Matters/Announcements/Regular BOE Meetings
11.a. BOE Special Meeting, Tuesday, May 2, 2017, 6:30 PM, LPW, Board Room
11.b. BOE Long Range Planning Committee, Monday, May 8, 2017, 6:30 PM, LPW, Room 17
11.c. Next BOE Regular Meeting is Tuesday, May 16, 2017, 7:00 PM, Town Hall, Council Chambers

12. Executive Session on Employee Personnel Matter--It is proposed the Board move into executive session to discuss contract non-renewals before taking possible action in the regular meeting.

Motion Passed: Motion to go into executive session to discuss the performance and employment of the employees listed on the agenda addendum before possibly taking action in the Regular meeting, inviting Dr. Cooke and Mr. Hill into executive session passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

6 Yeas - 0 Nays.

Ms. Yvette Ali Absent
Ms. Nuchette Black-Burke Absent
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Absent
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

The meeting returned from Executive Session at 9:27 p.m.

Motion Passed: Motion that the contract of employment of employees listed in the Superintendent's Human Resources Report - Addendum not be renewed for the following year upon its expiration at the end of the 2016-2017 school year and that the Superintendent of Schools is directed to advise such persons in writing of this action passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

6 Yeas - 0 Nays.

Ms. Yvette Ali Absent
Ms. Nuchette Black-Burke Absent
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Absent
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

13. Audience to Visitors

Discussion:
Nancy Field, 27 Pilgrim Drive and an employee of the school district stated she believes the budget process the Board goes through is thorough, and asks that the Board supports and stand by the budget, as she will.

14. Adjournment

Motion Passed: The meeting adjourned at 9:30 p.m. passed with a motion by Mr. Leonard Lockhart and a second by Ms. Michaela Fissel.

6 Yeas - 0 Nays.

Ms. Yvette Ali Absent
Ms. Nuchette Black-Burke Absent
Mr. Brian Bosch Yes
Ms. Michaela Fissel Yes
Mr. Leonard Lockhart Yes
Mr. Richard O'Reilly Absent
Mr. Paul Panos Yes
Ms. Melissa Rizzo Holmes Yes
Ms. Cristina Santos Yes

_____
Richard T. O'Reilly, Secretary
Windsor Board of Education

Windsor Board of Education
Long Range Planning Committee
Unapproved Minutes

Monday, May 8, 2017 6:30 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the May 8, 2017 Long Range Planning Committee. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:30 PM:

Present Board Members:
Ms. Nuchette Black-Burke
Mr. Richard O'Reilly
Ms. Cristina Santos

Absent Board Members:
Ms. Melissa Rizzo Holmes

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

Discussion:
The meeting was called to order at 6:30 PM by Richard O'Reilly. Superintendent Dr. Craig A. Cooke was also in attendance.

2. Audience to Visitors

Discussion:
None

3. Continue Discussion on Goal Monitoring

Discussion:
The committee reviewed goals and drafted indicators to measure goals. The committee will give a draft report to the full Board at their May meeting as part of the committee's report.

4. Adjournment

Discussion:
The meeting was adjourned at 7:25 PM.

_____
Richard T. O'Reilly, Secretary
Windsor Board of Education