Regular Meeting

Tuesday, May 15, 2018 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. Presentation--CABE Bonnie B. Carney Award of Excellence for Educational Communications to Windsor Public Schools by Donald Harris, CABE Board of Directors
b. Recognition--BOE Student Representative--Timothy Hepler
c. Recognition--CABE Student Leadership Awards: WHS--Mackenzie Harrison, Khaleel Rahman; SPMS--Sage Hanlon, Devin Keaton
d. Recognition--Sage Park Middle School, CT State Technology Student Association Awards
e. Recognition--Sage Park Middle School, Challenge to Educational Citizenship Award Program Recipients
f. Recognition--Retirement of Paul G. Cavaliere, Jr., Principal, Sage Park Middle School

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

a. President's Report
b. CABE Delegate Assembly
c. Budget 18-19
d. School Liaison Reports

1. Windsor High School
2. Sage Park Middle School
3. Clover Street School
4. John F. Kennedy School
5. Oliver Ellsworth School
6. Poquonock School

6. **Superintendent's Report**

a. Office of Family and Community Partnership Update
b. WHS Overnight Field Trip Request to Costa Rica, 2nd Reading
c. WHS Overnight Field Trip Request to Germany, 2nd Reading

7. **Committee Reports**
8. **Consent Agenda**

a. Financial Report
b. Enrollment Report
c. Food Service Report
d. Human Resources Report

9. **Approval of Minutes**

a. April 5, 2018 Curriculum Committee
b. April 5, 2018 Long Range Planning Committee
c. April 17, 2018 Regular Meeting
d. April 24, 2018 Special Meeting
e. May 8, 2018 Special Meeting

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

a. BOE Special Meeting, Thursday, June 14, 2018, 6:30 PM, LPW, Room 17
b. Next BOE Regular Meeting is Tuesday, June 19, 2018, 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 15, 2018

Prepared By: Craig Cooke

Presented By: C. Cooke, C. L. Lockhart, U. Osunde, P. Cavaliere

Attachments:

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

---

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:

Mackenzie Harrison
Khaleel Rahman

The two students chosen from Sage Park Middle School are:

Sage Hanlon
Devin Keaton

Recommendation:

For information only.

Recommended by the Superintendent: _____

Agenda Item # 2c

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 15, 2018

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

Attachments: Considered Resolutions

Subject: CABE Delegate Assembly

BACKGROUND:

Resolutions adopted at the annual CABE Delegate Assembly prior to the CABE Convention in November, become the official positions of the Connecticut Association of Boards of Education. The resolutions set the direction of the association and provides legislators and other education leaders with their viewpoint on education issues. Resolutions may deal with local, state or federal issues and are usually directed at school boards, the legislature, the State Board of Education, or Congress. School boards having concerns that are not addressed by CABE's existing resolutions are encouraged to submit a resolution to the Committee for consideration at the Delegate Assembly.

STATUS:

N/A

RECOMMENDATION:

Move to approve submitting a resolution regarding graduation date to the CABE Government Relations Committee for consideration at the Delegate Assembly.

Move to approve submitting a resolution regarding Alliance District's designation to the CABE Government Relations Committee for consideration at the Delegate Assembly.

Recommended by the Superintendent:

Agenda Item # 5b.

RESOLUTION PROPOSAL

Submitted by: Windsor Board of Education

Subject: Establish Graduation Date

Issue: Allow Boards of Education to establish a graduation date after January 1st each school year.

Resolution: CABE urges the legislature to allow school districts to establish firm graduation dates for their senior class after January 1st.

Rationale: Each year it is difficult for school districts who do not graduate students on site at their high school to procure a graduation site and date. Presently C.S.G. 10-16l allows boards of education to set the graduation date on or after April first as long as students are provided at least 180 school days. This current statute creates difficulties in securing a graduation venue early in the school year as the school calendar could change due to weather-related school closings. For districts with diverse populations of students, it does not provide enough time for those family members traveling from other countries to secure travel arrangements in a timely manner and tickets may not be available to multiple family members if a smaller venue needs to be utilized due to all other districts trying to plan graduation around the same date. By setting January 1st as the date to schedule graduation, we can better communicate with families, plan project graduation activities with more lead time, and reserve a site that reflects the importance of the event for students and their families and allow the largest number of family members to attend.

Explanation: Eliminates an issue for districts who must graduate at a site other than their high school.

RESOLUTION PROPOSAL

Submitted by: Windsor Board of Education

Subject: Alliance District's Designation

Issue: Public perception of certain communities who were designated as Alliance Districts has suffered because the school systems have been unable to remove the Alliance designation despite increased Connecticut Accountability results. School systems would suffer if funding was removed and could see a decrease in results.

Resolution: Provide for continued financial grant and state-level support to Alliance Districts while removing designation for districts who have shown continued improvement.

Rationale: Alliance Districts were established based on 2011-2012 assessment results. Since that time, district results have changed and a new statewide accountability system is in place. Windsor Public Schools' results would not qualify as an Alliance District today. There should be a plan for districts to be removed from the Alliance District designation. It is proposed that districts who maintain results for two or more years, which would not qualify it as an Alliance district, have the designation label removed. These districts should continue to receive the financial support directly that has contributed to these increased results. Districts removed from the Alliance designation should continue to participate in the state-level support and be required to draft an Alliance grant proposal. Districts should also be eligible for related capital grants or other opportunities.

Explanation: It would be appropriate to recognize increased results while maintaining funding for the initiatives that, in part, led to increased results. Other school districts received increases in ECS funding while Alliance Districts received increases in Alliance grant funding, therefore, in order to be fair among all Connecticut districts, it would be beneficial to maintain the Alliance funding.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 15, 2018

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

Attachments:

Subject: Budget 18-19

BACKGROUND:

The 2018-2019 town budget was approved by the citizens of Windsor by budget referendum on Tuesday, May 8, 2018 by a vote of 1,700 (yes) to 879 (no).

STATUS:

N/A

RECOMMENDATION:

For informational purposes only. No action needed.

Recommended by the Superintendent: _____

Agenda Item # 5a.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 15, 2018

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

Attachments:

Subject: Office of Family and Community Partnership Update

BACKGROUND:

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

STATUS:

The Board receive an update from the OFCP on recent and future initiatives.

RECOMMENDATION:

For information only.

Recommended by the Superintendent: _____

Agenda Item # 6a.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 15, 2018

Prepared By: Blanca Jaramillo **Presented By:** Dr. Craig Cooke

Attachments: Information related to trip

Subject: WHS Overnight Field Trip to Costa Rica April 2019, 2nd Reading

---

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 have the opportunity of an educational field trip to Costa Rica where students will be immersed in the Spanish language as well as cultural and ecological activities. There is the desire to offer students to participate in such an opportunity during the April vacation of 2019.

Status:

A field trip in April 2019 to Costa Rica is proposed for students enrolled in Spanish 3 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 Costa Rica as a 2nd reading reserving the right to cancel if it feels that the safety of the students is at risk.

Recommended by the Superintendent: _____

Agenda Item # 6b.

APR 0 5 2019

OVERNIGHT TRAVEL REQUEST

Supervising Teacher(s) Blanca Jaramillo

Pertinent Information

1. Educational Objective:
   Please see attachment.
2. Date(s) of Travel:
   April 5, 2019 - April 13, 2019
3. Itinerary:
   See attachment.
4. Housing:
   Sent prior to departure.
5. Meals:
   Included on trip.
6. Transportation – List carriers:
   Sent prior to departure.
7. Insurance:
   See attachment.
8. Student Participation Criteria:
   Spanish 3 or higher (current and former)
9. Fund Raising Activities:
   Chili's restaurant, Yankee Candle sale, car wash etc..
10. Cost to Students:
    $2564.00
11. Number of Students:
    Need minimum of 6 participants
12. Parental Permission Secured:
    Once trip is approved by BOE.
12. Chaperones (names, qualifications):
    Blanca Jaramillo - have led trips to Spain, Mexico & Costa Rica

ACTION:

Curriculum Leader Blanca Jaramillo Date 3/22/18

Principal Date 3/29

Superintendent Date

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

Explorica, Inc.
145 Tremont Street, 6th Floor
Boston, MA 02111
p: 888.310.7120
f: 888.310.7088
w: explorica.com

Blanca Jaramillo
Windsor High School
50 Sage Park Road
Windsor, CT 06095
March 16th, 2018

To Whom It May Concern:

I am excited to be in involved in planning an educational tour with Windsor High School. I understand the school board must convene to discuss the 2019 Costa Rica trip, and that this may delay travelers from enrolling on the tour and taking advantage of current pricing. We are prepared to offer all participants who sign up prior to April 18th, 2018 a full refund if the school does not approve the trip. We must be notified in writing by April 18th, 2018 of the school's final decision.

Cancellation for any other reason will fall under standard Explorica policy. If the meeting is delayed, please contact us immediately.

Please feel free to contact me with any questions or concerns.

Thanks again for your interest in traveling abroad with Explorica!

With kind regards,

Lesley Noone
Senior International Program Specialist

explorica
145 Tremont Street, 6th floor
Boston, MA 02111
p: 1.617.210.6166
f: 1.888.310.7088
w: explorica.com

Educational Objectives

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

Student Participation Criteria

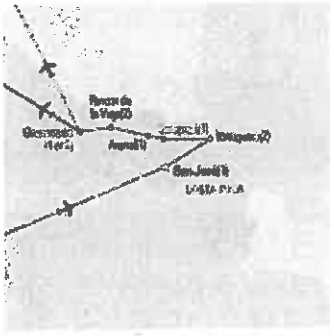
This field trip will be opened to students enrolled in Spanish 3, Spanish 3H or above. Students that have completed Spanish 3 or Spanish 3H will also be eligible for this trip.

Printable options: Basic Itinerary (?p=1&view=basic) | **Detailed Itinerary**

explorica travel. learn.

Costa Rica Coast to Coast

GROUP INFORMATION



TourCenter ID:
Jaramillo-8332

Departing From:
Boston

Departing:
April 5, 2019

Returning:
April 13, 2019

Last day for this Tour Fee:
April 18, 2018

YOU CAN SIGN UP AT:
http://www.explorica.com/Jaramillo-8332 (/Jaramillo-8332)

TOUR ITINERARY (DETAILED)

Day 1 Hola San José (groups flying from the west coast may be required to depart day 0)

Meet your tour director and check into hotel

Day 2 San José--Tortuguero

Travel to Tortuguero
Tortuguero tour director-led sightseeing
Caribbean Conservation Cooperation Museum visit

Details: Tortuguero tour director-led sightseeing
Jump into Caribbean jewel Tortuguero, whose national park is packed with wildlife and ecological habitats. Most known for its sea turtle nesting grounds, the park also counts manatees, ocelots, and giant iguanas and numerous other impressive creatures as inhabitants. In the adjacent logging town of Tortuguero, sandy trails link funky wooden houses.

Details: Caribbean Conservation Cooperation Museum visit
Run by the American Caribbean Conservation Corps, this museum centers on the corps' work with the park's sea turtle population. Learn about the area's ecology through life-sized exhibits and videos.

Day 3 Tortuguero

Canal tour
Tortuguero National Park visit
School Visit

BEST PRICE guaranteed

Total Fee:* $2,564.00

Tour Quote Breakdown

The following fees apply to your full-paying participants:

Tour Fee*	$2,342.00
Weekend Supplement (Departing)	$35.00
Weekend Supplement (Returning)	$35.00
Canopy zip line tour	$40.00
Travel Protection Plan Plus	$162.00
On-Tour Tipping	$50.00
** 2019EarlyBird	-100.00
Total Fee*	**$2,564.00**
OR 10 monthly payments of	$235.20
After initial payment of	$212.00

* Last day for this Tour Fee is Apr 18, 2018.
** Only valid with voucher code 2019EarlyBird

Additional Adult Fees

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

Adult Supplement	$125.00
Twin Room Upgrade	$360.00
Additional Adult Fee	$485.00

TOUR FEE INCLUDES:

- Round-trip airfare
- 8 overnight stays (10 with extension) in hotels with private bathrooms
- Breakfast daily
- Lunch daily
- Dinner daily
- Full-time services of a professional Tour Director
- Visits to select attractions as per itinerary
- Tour Diary™

Details: Canál tour
Get up close with some of Tortuguero's coolest inhabitants. Make your way through the park's narrow waterways, where the overhanging vegetation can bring 300 species of birds, 168 species of reptiles and amphibians, and 60 species of mammals right up under your nose.

Details: Tortuguero National Park visit
Travel into the Talamanca Region and visit the Cahuita National Park. Known as "The Bluff" until 1915, the park is one of the most popular Costa Rican destinations. Thousands of coconut trees line the Creole beach of Cahuita, which is a translation of two Miskito Indian words—kawi (a small tree used to make dugout canoes) and ta (a point of land). The 593-acre reef offers you 34 species of coral, over 100 of seaweed, 500 species of fish and two old shipwrecks complete with cannons. The trail is alive with bright blue morpho butterflies, land crabs and monkeys. Cross the shallow stream of Rio Perezoso, which is colored red from the tannic acid of decomposed vegetation.

Day 4 Tortuguero--Sarapiqui

Travel to Sarapiqui
Sarapiqui river kayaking tour
Red-eyed tree frog night walk

Details: Red-eyed tree frog night walk
With a naturalist as your guide, take a walk by the light of the moon and discover the wonders of the nighttime rainforest, when most wildlife species are active. You will learn about the natural history of different rainforest species, with a focus on nocturnal species such as frogs, insects, spiders, sloths, kinkajous, porcupines, opossums, and others, revealing a completely different perspective of the rainforest.

Day 5 Sarapiqui--Arenal

Travel to Arenal
Optional Mountain bike tour $55
Hot springs visit

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

Day 6 Arenal--Rincón de la Vieja

Travel to Rincón de la Vieja
Tenorio National Park visit

Day 7 Rincón de La Vieja

Horseback ride
Optional Canopy zip line tour $40

Day 8 Rincón de la Vieja--Guanacaste

Travel to Guanacaste
Free time on Guanacaste Beach

Details: Travel to Guanacaste

- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Please visit our Fees FAQ page for a full list of items that may not be included in the cost of your tour.

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

Day 9 End tour

EXPLORICA
travel. learn.

Travel Protection Plan

Learn more about Explorica's Travel Protection Plan

EXPLORICA'S TRAVEL PROTECTION PLANS

Through Trip Mate, our third-party travel protection plan provider, four out of five Explorica travelers protect their tours with our travel protection plans. Explorica offers two great plans that help protect your educational travel investment.

EXPLORICA'S TRAVEL PROTECTION PLAN

Our standard travel protection plan covers you for the following events:

- A traveler's injury, sickness, or death of a family member
- Theft of passport or visas
- Flight cancellations due to strike or bad weather
- Loss of luggage and personal effects
- Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
- Trip cancellation or trip interruption due to terrorist acts, as defined

EXPLORICA'S TRAVEL PROTECTION PLAN PLUS

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

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

1) Payment for this plan is received by Explorica within 14 days of your initial deposit/payment for your trip; and

2) You cancel your trip thirty (30) days or more before your scheduled trip departure date.

This Cancel For Any Reason Waiver Benefit does not cover: 1) penalties associated with any air or other travel arrangements not provided by Explorica; or 2) the failure of Explorica to provide the bargained-for travel arrangements due to cessation of operations for any reason.

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

TRAVEL PROTECTION PLAN BENEFITS

The following benefits apply to both of Explorica's high-quality Travel Protection Plans:

TRIP INTERRUPTION

If you have to interrupt your Explorica trip after departure due to a covered injury, sickness, or death (your own or that of a traveling companion or a family member) or for other covered reasons such as: cancellation of arrangements by an airline due to strike or bad weather; a documented theft of passports or visas; or a terrorist incident which occurs in a city which is listed on the itinerary of your trip and within 30 days prior to your scheduled departure date for your trip, as defined, you will be reimbursed up to the trip cost for the unused, non-refundable land or water arrangements and the additional transport charges paid to return home or to rejoin your trip (limited to economy one-way airfare, or first class if your original tickets were first class).

TRAVEL DELAY

Reimburses up to $100 per day (maximum of $500) for reasonable accommodation and traveling expenses until travel becomes possible if you are delayed for 12 hours or more due to a covered reason such as a common carrier delay; injury, sickness, or death of you or your traveling companion; quarantine; loss of passport, travel documents, or money; or natural disaster.

MEDICAL EXPENSE/EMERGENCY ASSISTANCE

Provides reimbursement up to $25,000 for reasonable and customary medical expenses incurred while on your trip; emergency dental treatment received during your trip, up to $750; the costs for emergency transport to home or an appropriate hospital, including escort expense (both, if deemed necessary by the attending physician), for a covered injury or sickness which occurs while on your trip; or the cost of homeward carriage if deceased, up to $50,000.

BAGGAGE & PERSONAL EFFECTS

Coverage up to $2,000 for direct physical loss or damage to your baggage, passports, or visas while on your trip. A $600 maximum limit applies to jewelry, gems, watches, cameras and camera equipment, and furs; a $300 per article limit applies to all other items. If, while on your trip, your baggage is delayed for more than 24 hours, we will reimburse you up to $100 for the purchase of necessary additional clothing and personal articles.

PRE-EXISTING CONDITIONS WAIVER

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

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

View Trip Mate's complete Travel Protection Plan details and current Travel Insurance Certificate (http://www.tripmate.com/wpA433E)

The Explorica Travel Protection Plan benefits are administered by: Trip Mate, Inc. (In CA, dba Trip Mate Insurance Agency), 9225 Ward Parkway, Suite 200, Kansas City, Missouri 64114; tel. 1.800.888.7292.

The Explorica Travel Protection Plan is underwritten by Arch Insurance Company, Jersey City, NJ.

The cost for Explorica's Travel Protection Plan is $12 per day of your tour, maximum $180. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

The cost for Explorica's Travel Protection Plan Plus is $18 per day of your tour, maximum $270. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

HOW TO SUBMIT A CLAIM

Before you submit a claim to Trip Mate through your Travel Protection Plan, there are a few things you'll need to have ready:

- Your Plan Number: A433E
- The departure and return date of your trip
- Depending on the reason for the claim, Trip Mate may indicate further documentation is required.

Claims may be reported to Trip Mate by any of the following methods:

- Online - visit https://www.travelclaimsonline.com (https://www.travelclaimsonline.com/)
- Phone - call to 1.800.888.7292 during business hours.
- Fax - 1.816.523.3379
- Mail - Trip Mate, Inc.
  9225 Ward Parkway
  Kansas City, MO 64114

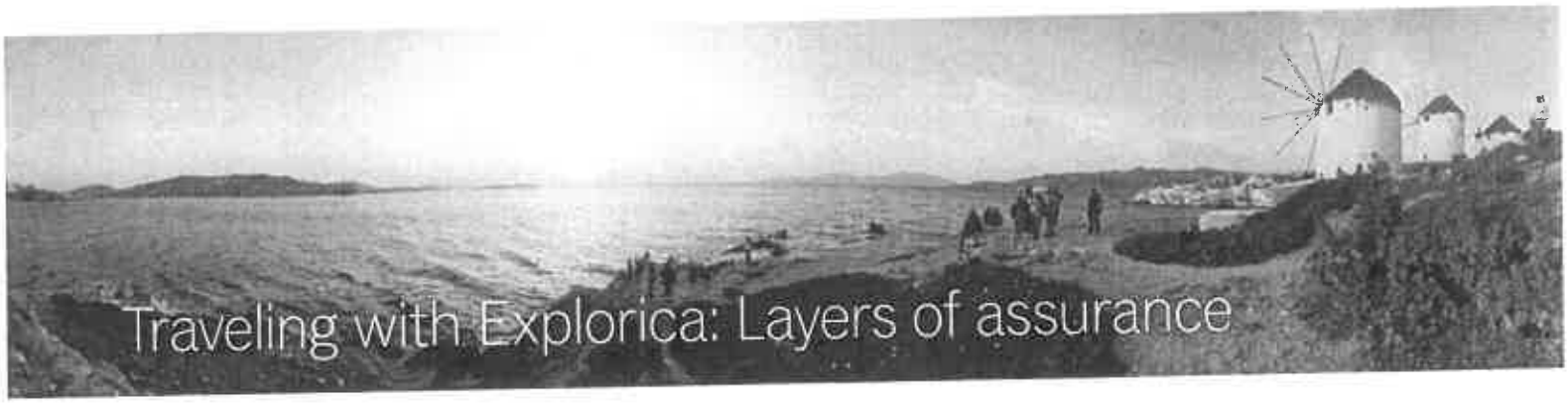
If you choose to submit your claim online, you will be prompted to enter your plan number (noted above). Make sure to only fill in the fields marked with asterisks.

Please note once finished with the online form, you must print, sign, and send it to Trip Mate.



explorica
travel. learn.

explorica.com | 1.888.310.7121



Traveling with Explorica: Layers of assurance

When you travel with Explorica, you're backed by the strength of North America's largest and most trusted educational travel organization. The following is just a sampling of the comprehensive safety and support services Explorica provides each individual and group.

Total travel protection

No one wants to think about having to cancel their trip, but sometimes life happens. That's why we give travelers the option to protect their investment with their choice of two trusted travel protection plans, both of which provide a cash refund—not just credit for a future trip like other companies provide:

- **Explorica Travel Protection Plan:** Our standard plan covers baggage loss, misplaced tickets or passports, sickness or injury during the tour and other common travel mishaps. If you have to cancel your tour due to a covered reason before the day of departure, you will receive a full refund.
- **Travel Protection Plan PLUS:** Our upgraded plan includes everything in the standard plan, and adds total peace of mind by allowing the traveler to cancel their tour for *any reason* up to 30 days before departure and receive a cash refund—the only such "cancel for any reason" policy in the industry.

And, as a member of the United States Tour Operators Association (USTOA), travelers' investments with Explorica are protected by USTOA's $1 Million Travelers' Assistance Program.

Comprehensive liability coverage

Explorica's liability insurance is the largest in the industry at **$50 million**. This policy extends coverage to the group leader and chaperones, as well as the school and school board. So you and your academic organization can rest assured that you are protected while traveling with Explorica.

Industry leadership

Explorica is a founding member of the Student Youth Travel Association (SYTA), and is a long-standing, active member of the United States Tour Operators Association (USTOA), the National Tour Association (NTA), the European Tour Operators Association (ETOA), the International Airlines Travel Agent Network (IATAN) and other trusted industry associations.

Trusted experience

Explorica travelers benefit from over 50 years of risk management experience, and a worldwide network of support:

- **Proactive risk management:** Safety protocols are built into every aspect of our operations. From rigorous safety checks and detailed site visits, to continuous safety trainings conducted by veteran risk management professionals, we take every precaution to ensure a safe and enjoyable travel experience for all participants.
- **Global vigilance:** Our Vice President of Risk Management, supported by our team of risk management professionals, continually assesses all our travel destinations. We also partner with iJet, a leading worldwide security and risk management organization, for additional assistance monitoring and evaluating global conditions.

Unparalleled on-tour support

We're by your side every step of the way to provide guidance and assistance:

- **Expert tour directors:** Explorica tour directors live and work in the cities our tours visit, and are fluent in the local languages and customs. They advise travelers on how to ensure their safety and the safety of their belongings, and are thoroughly trained to handle any situation that may arise. We maintain regular contact with all Explorica field staff to provide up-to-date information on local conditions.
- **Global presence:** As a WorldStrides organization, we have a network of more than 45 offices around the world, so we are always nearby and ready to help in person if the need arises.
- **24/7 emergency support:** We operate a dedicated, 24/7 emergency contact line to assist our travelers with any problem, anywhere, at any time.

Explorica terms & conditions

The following terms & conditions are valid until August 31, 2018, and for travel between October 1, 2017, and September 30, 2020.

What does the tour fee include?

- Round-trip airfare from your departure city
- Accommodations that sleep 3 to 4 per room (except on night trains, cruises, and ferries), always with private bathrooms, unless otherwise noted
- Airport transfers at destination (except when booked Land Only) and all transportation between cities, except when deviating from your group
- Local public transportation to all scheduled itinerary activities
- Breakfast daily, as per program description
- Dinner daily at your destination (unless otherwise noted)
- All excursions, led by professional local guides per program description
- City walks led by an Explorica Tour Director, per program description
- Visits to select attractions and theater tickets, per program description
- Full-time services of a professional Tour Director
- 24-hour emergency service
- A $100 discount on a future international tour or a $50 discount on a future U.S. or Canada tour with Explorica
- Access to your personal Tour Center for six months after each tour

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

What does the tour fee not include?

- Passport, visa, foreign entry/departure taxes or fees, and any required travel insurance
- Beverages at dinner
- Lunch, unless specified in the itinerary
- Optional excursions and/or extensions (including cruise shore excursions)
- Explorica's Travel Protection Plan
- Local transportation to unscheduled activities
- Tips to Tour Director, bus drivers, local guides, and cruise staff
- Weekend supplement of $35 if your departure or return flight falls on a Friday, Saturday, or Sunday (does not apply to tours to the U.S., Canada, or Puerto Rico)
- Any applicable private group fee or small group supplement
- Any applicable baggage-handling fees imposed by airlines

How do I enroll?

We use the Internet and email as our primary method of communication, a system that enables us to keep our costs—and yours—down. As such, we require a valid, current email address with which we may effectively correspond with you. Online, phone, and fax enrollments require a valid credit or debit card (MasterCard or Visa), or a valid checking account for electronic payment.

To enroll online:

Explorica strongly recommends you enroll online. It is the most immediate and seamless enrollment method, and it allows us to keep our prices low. To enroll online, go to Explorica.com and click on "Sign up."

To enroll by phone:

Call toll-free 1.888.310.7121 to speak to a Customer Care Representative.

To enroll by fax:

Complete the enrollment form in the Participant Registration Booklet and fax toll-free to 1.888.375-6177. Faxes received after 5 PM EST will be entered the following business day.

To enroll by mail:

Fill in the enrollment form in the Participant Registration Booklet and mail it to:

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

All mailed enrollments may be paid by check, money order, credit or debit card (MasterCard or Visa), or electronic payment from checking account.

Note: Registration date considered date received, not date marked by mail.

Enrollment deadlines

Our tours fill up fast; enroll as early as possible. All enrollments, including chaperones', received less than 105 days prior to departure (110 days prior to departure for tours departing in 2019 or later) will be subject to a $145 late enrollment service fee and must immediately be paid in full, including the service fee, by debit or credit card, certified check, money order, or electronic payment from checking account. After late enrollment applications have been received, additional charges (for last-minute flight reservations, increased Tour Fees, etc.) may apply. Late applicants will be placed on a waiting list; if no space becomes available we'll refund the full payment, minus any reinstatement or previous cancellation fees that may apply. Please be aware we cannot guarantee that participants whose enrollments are accepted less than 105 days prior to departure (110 days prior to departure for tours departing in 2019 or later) will share any of the same flight itineraries as the rest of their group.

For the complete terms governing late enrollments, please contact Explorica or visit explorica.com/faq.

What is the payment schedule and process?

Monthly automated plan

Pay your $50 deposit and optional travel protection plan costs with credit/debit card or checking account upon enrollment, and the balance of your Tour Fee will be automatically charged to your card or debited from your account in equal monthly installments until 35 days prior to your departure date (checking account) or 65 days prior to your departure date (credit/debit card). Please note that you must make all payments by credit card, debit card, or checking account. If two consecutive payments are returned NSF or declined by your bank or credit card company, we will change your account to the designated Manual Plan.

Full payment

Pay in full at time of enrollment.

4-step manual plan

Pay your $99 deposit and travel protection plan costs upon enrollment, $500 toward your Tour Fee 30 days later, and 75% of your remaining balance at 105 days prior to departure (110 days prior to departure for tours departing in 2019 or later). The final remaining balance is due 65 days prior to departure and can be paid by check, credit or debit card, or checking account. If you enroll 150 days prior to departure or later, you will make only three payments - $99 deposit and travel protection plan costs at enrollment, 75% of your remaining balance at 105 days prior to departure (110 days prior to departure for tours departing in 2019 or later), and the final balance at 65 days prior to departure. Please note that we do not automatically deduct payments on this plan; you must make each payment manually. All full-paying participants, including participants who have previously traveled with Explorica, are required to pay the $99 deposit upon enrollment. Any participant who has already paid the deposit for a previous tour will receive a $100 credit on his or her Explorica account.

General payment information

We accept electronic checking account payments, MasterCard, Visa, ACH checking account payments (and require a credit card or ACH payment for our monthly payment plan), money orders, online banking, and personal checks. Please note personal checks are only accepted until 105 days prior to departure (110 days prior to departure for tours departing in 2019 or later), and ACH payments until 65 days prior to departure. Any payments made past the final payment deadline must be paid by certified check, money order, or credit card.

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

Payments rejected due to insufficient funds, disputed by your credit company, returned to us by the drawer's bank, or returned due to a stop- payment order are subject to a $35 non-refundable fee. We reserve the right to cancel reservations for any participant who does not meet his or her contractually obligated payment schedule.

Mail checks or money orders to:

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

What is the cancellation policy?

Before the tour begins, Explorica reserves space for each enrolled traveler and thus incurs costs. For this reason, we must charge cancellation fees. In order to protect your travel investment in the event you need to cancel your tour, Explorica strongly recommends purchasing a travel protection plan. The following cancellation policies apply for tours departing in 2018:

If you withdraw this many days prior to departure	The following cancellation fees apply
More than 140 days	$300 + $99 non-refundable fee
140–106 days	$500 + $99 non-refundable fee
105–66 days	50% of all fees + $99 non-refundable fee
65-31 days	75% of all fees + $99 non-refundable fee
30 days or less	No refund*

The following cancellation policies apply for tours departing in 2019 or later:

If you withdraw this many days prior to departure	The following cancellation fees apply
More than 150 days	$300 + $99 non-refundable fee
150–111 days	$500 + $99 non-refundable fee
110–76 days	50% of all fees + $99 non-refundable fee
75-31 days	75% of all fees + $99 non-refundable fee
30 days or less	No refund*

*If you notify us of your cancellation in writing at least 24 hours prior to your departure, you will receive a $100 refund.

All cancellation requests must be submitted in writing by mail, fax, or email to cancellations@explorica.com. If you cancel and name a replacement participant in writing at least 106 days prior to departure (111 days prior to departure for tours departing in 2019 or later), we will refund $200 of your cancellation fees. Regretfully, we cannot refund late fees, bank fees, transfer fees, travel protection plan costs, or visa fees and we cannot transfer any payments between participants. Most participants will receive their refund within six weeks.

Reinstating enrollment

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

What about a travel protection plan?

Through Trip Mate, our third-party travel protection plan provider, four out of five Explorica travelers protect their tours with our travel protection plans. Explorica offers two great plans that help protect your educational travel investment.

Explorica's Travel Protection Plan

Trip Mate's standard travel protection plan covers you for the following events:

- A traveler's injury, sickness, or death of a family member
- Theft of passport or visas
- Flight cancellations due to strike or bad weather
- Loss of luggage and personal effects
- Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
- Trip cancellation or trip interruption due to terrorist acts, as defined

Explorica's Travel Protection Plan Plus

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

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

1) Payment for this plan is received by Explorica within 14 days of your initial deposit/payment for your trip; and

2) you cancel your trip thirty (30) days or more before your scheduled trip departure date.

This Cancel For Any Reason Waiver Benefit does not cover: 1) penalties associated with any air or other travel arrangements not provided by Explorica; or 2) the failure of Explorica to provide the bargained-for travel arrangements due to cessation of operations.

The Cancel For Any Reason Waiver Benefit is provided by Explorica itself and is not an insurance product. It must be purchased within 14 days of your initial payment for your trip.

Travel protection plan benefits

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

Trip Cancellation or Interruption. If you have to cancel or interrupt your Explorica trip after departure due to a covered injury, sickness, or death (your own or that of a travelling companion or a family member) or for other covered reasons such as: Cancellation or Interruption of your Trip due to: Inclement Weather, unannounced Strike, or mechanical breakdown that causes complete cessation of services of Your Common Carrier for at least 12 consecutive hours; a documented traffic accident while en route to departure; being hijacked or quarantined; jury duty; destruction of your home or destination by fire, flood, burglary or natural disaster; being called to the emergency service of government to provide aid or relief in the event of a natural disaster; a documented theft of passports or visas; a transfer of employment of 250 miles or more; a Terrorist Incident which occurs in a city listed in the itinerary of your Trip provided the Terrorist Incident occurs within 30 days prior to the Scheduled Departure Date for your Trip; or revocation of military leave due to war.

Travel delay. Reimburses up to $100 per day (maximum of $500) for reasonable accommodation and traveling expenses until travel becomes possible if you are delayed for 12 hours or more due to a covered reason such as a common carrier delay; injury, sickness, or death of you or your traveling companion; quarantine; loss of passport, travel documents, or money; or natural disaster.

Medical expense/emergency assistance. Provides reimbursement up to $25,000 for reasonable and customary medical expenses incurred while on your trip; emergency dental treatment received during your trip, up to $750; the costs for emergency transport to home or an appropriate hospital, including escort expense (both, if deemed necessary by the attending physician), for a covered injury or sickness which occurs while on your trip; or the cost of homeward carriage if deceased, up to $50,000.

Baggage & personal effects. Coverage up to $2,000 for direct physical loss or damage to your baggage, passports, or visas while on your trip. A $600 maximum limit applies to jewelry, gems, watches, cameras and camera equipment, and furs; a $300 per article limit applies to all other items. If, while on your trip, your baggage is delayed for more than 24 hours, the policy will reimburse you up to $100 for the purchase of necessary additional clothing and personal articles.

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

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

Please Note: This advertisement does not constitute or form any part of the Description of Coverage or any other contract of any kind. This plan is underwritten by: Arch Insurance Company, Jersey City, NJ. Please Note: Plan benefits, limits, and provisions may vary by state jurisdiction. To review full plan details online, go to: www.tripmate.com/wpA433E. Benefits are administered by: Trip Mate, Inc.*, 9225 Ward Parkway, Suite 200, Kansas City, MO, 64114, 1-800-888-7292 (*in CA, dba Trip Mate Insurance Agency).

For more information on Travel Protection, visit http://www.tripmate.com/wpA433E.

The cost for Explorica's Travel Protection Plan is $12 per day of your tour, maximum $180. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

The cost for Explorica's Travel Protection Plan Plus is $18 per day of your tour, maximum $270. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

Explorica is USTOA Insured

As an active member of the United States Tour Operators Association (USTOA), your tour investment with Explorica is protected by USTOA's $1 Million Travelers' Assistance Program.

United States Tour Operators Association $1 million Travelers Assistance Program

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

Are there optional extras for individual participants?

Explorica offers various options to enhance your overseas experience. You must register for the following optional extras at the time of your enrollment. Any changes to your itinerary after time of enrollment will be subject to availability and additional charges will apply. For further details, please consult an Explorica Customer Care Representative at 1.888.310.7121.

Alternate departure airport. Depart from an airport different from your fellow group members. You pay the Tour Fee from the alternate airport, plus a service fee of $145 if requested up to 130 days before departure. If requested between 129-90 days before departure, the fee is $195. This option is not available less than 90 days before departure. Additional fees may apply, and your alternate airport must be one of Explorica's gateways.

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

Stay-ahead and stay-behind options. You may wish to spend time at your destinations before or after the scheduled tour. The fee for this service is $145 if requested upon enrollment. If requested after enrollment and up to 130 days before departure, the fee is $195. Additional fees may apply if requested or changed between 129–90 days before departure. This option is not available less than 90 days before departure. We will change your airline ticket, and you are responsible for all accommodations, meals, and transfers before and after the scheduled tour. Because we will arrange your airline tickets separately from your group's, we cannot guarantee that you will share any of the same flights, and additional fees may apply.

Accommodations. All participants aged 22 and younger room together in same gender triples or quads from the entire bus group (unless otherwise noted). Hotel rooms are furnished with either single or double beds; single beds sleep just one person and double beds may be shared. Participants aged 22 and younger may choose to upgrade to stay in a double/twin room for an additional $45 per night ($75 per night on cruises and ferries). Participants aged 23 or older are required to stay in a double/twin room and are therefore automatically charged the additional $45 per night ($75 per night on cruises and ferries). Participants aged 23 or older may choose to upgrade to stay in a single room for an additional $85 per night. Single rooms are not available on night trains, cruises and ferries. The deadline for requests for double/twin or single room upgrades is 60 days before departure. For more information on accommodations, visit explorica.com/get-ready.aspx.

Optional excursions. On each program we offer a number of optional activities pre-negotiated with our overseas suppliers. Enrolling prior to departure helps us plan; we offer you a discount on each of these activities if you enroll 45 days or more before departure. For most optional activities you can enroll online up to 105 days prior to your departure date (110 days prior to departure for tours departing in 2019 or later), and you can enroll over the phone for most excursions up to 45 days prior to departure. After that date, you can register on a space-available basis only during the tour itself. Some activities require pre-booking; please refer to the individual tour itineraries for booking specifics. All optional excursions are based on 20 paying participants. If there are fewer than 20 paying participants enrolled on an optional excursion, Explorica reserves the right to add a surcharge or cancel the optional excursion at its discretion.

Are there optional tour enhancements for the group?

The following additions and alternatives must be reserved for the entire group when the Group Leader creates a Tour Center:

Stay-ahead and stay-behind. If the entire group would like to arrive at the first destination a few days earlier or stay at the final destination a few days later than the scheduled tour, Explorica can change your airline tickets. The service fee is $50 per participant, plus additional costs for land arrangements, which will be passed along to the participants. This optional tour enhancement requires a minimum of 10 paying participants.

Tour extensions. Many of our programs offer extensions to the normal tour. These extensions must be booked at the time of enrollment, must apply to the entire group, and any changes will incur additional charges. All tour extensions are based on 25 paying participants. If there are fewer than 25 paying participants enrolled on a tour extension, Explorica reserves the right to add a surcharge or cancel the tour extension at its discretion.

Accommodations. All participants aged 22 and younger room in same-gender rooms with travelers from the entire bus group. Alternatively, your Group Leader may choose to include our "Exclusive Rooming" option, which ensures that students from your group will not be mixed with students from other groups.

Adults and children under 6

Our programs are primarily developed for youths, but adults are welcome to participate. As our prices are based on youth rates, we charge a flat rate adult supplement of $125 per adult (23 years of age or older). Adults are automatically placed in twin rooms unless a single room is requested. The double/twin or single room supplement will apply in addition to the adult supplement, and will be charged even if the adult requests a triple room. We do not accept applications for travelers under the age of 6 at time of departure.

Adult tours. Our programs are primarily developed for youths, however, some groups are predominantly college-age students or adults. We offer the option of designating the group as an Adult Group. For this type of group, all participants will pay a reduced adult fee and all participants will room in double or single occupancy rooms. Depending on the selected tour type, adult groups may be combined with student groups.

General information

Any requested changes to itinerary, travel date, package type, group size, or other aspects of your tour made after your tour has been chosen may be subject to additional fees.

Please note that once a Group Leader chooses a new itinerary, new departure date, or small group supplement, that decision is binding for the group. Participants wishing to cancel their enrollments at that point must pay any applicable cancellation fees. Additionally, once a Group Leader or school board cancels a tour on behalf of the group, standard cancellation fees apply.

Guaranteed travel date tours. If your group enrolls on a Guaranteed Travel Date tour, your itinerary and departure date is guaranteed not to change. Please note that tour extensions and stay-ahead/stay-behinds are not guaranteed on Guaranteed Travel Date tours, and require a minimum number of travelers in order to run.

Private & Custom tours. Your group may elect to have its own bus and Tour Director rather than traveling with one or more other groups. A minimum group size is required for this option, and the group leader is responsible for ensuring that the minimum is met. A private tour will follow the published itinerary (including any tour upgrades or options your group has selected). Your initial price quote includes a private group fee based on your estimated group size, and that fee is variable based on the final group size and tour length. If your final group size is less than the initial quoted group size at 105–30 days prior to departure (110-30 days prior to departure for tours departing in 2019 or later), participants will be required to pay an increased private group fee. If individuals or the group chooses to cancel, or the minimum group size is not met, all applicable cancellation fees would apply.

Consolidated tours. In order for us to offer the lowest possible Tour Fees, tour prices are based on a minimum of 35 paying participants. We therefore sometimes combine smaller groups into one larger group of approximately 50 participants, giving you the benefit of meeting students and teachers from other schools. If an insufficient number of participants sign up for a tour, Explorica will collaborate with the Group Leader to find a similar or comparable tour, and participants will then pay the fees for the new tour. If no similar tour is available, the group may pay a small group supplement to run the original tour.

Changes in travel dates. For Private, Custom, and Consolidated Tours, Explorica reserves the right to change the date of departure due to heavy demand on certain peak travel dates. From October 1 to April 30, the change of date will be no more than one day in either direction. From May 1 to September 30, the change of date may be up to three days in either direction. If we suggest a change of departure from a weekday to a weekend, Explorica will waive the weekend supplement.

Changes in itineraries. Explorica reserves the right to make changes in the itinerary when deemed necessary. These changes might include shifting the order of cities visited, reversal of the tour, separate flight itineraries, or changes in airlines, cruise ships, or modes of transportation. On certain days some attractions might be closed, so we will offer a similar activity or refund the cost of the cancelled event. If your group's flight arrives late on the scheduled arrival day, we will attempt to reschedule any activities you miss on that day or provide an adequate substitute activity on another day of your tour. We cannot offer refunds for missed activities.

Airlines and airports. For departures from New York, Explorica uses JFK, Newark, and La Guardia airports interchangeably. For departures from the Washington, D.C. area, Explorica uses Baltimore, Ronald Reagan, and Dulles airports interchangeably. For departures from Florida, Explorica uses Miami and Fort Lauderdale interchangeably. For departures from Houston, we use Hobby and George Bush. For international flights to and from Scotland, Explorica uses Glasgow and Edinburgh airports interchangeably. For international flights to and from Ireland, Explorica uses Shannon, Dublin, and Cork interchangeably. For international flights to and from Italy, Explorica uses Venice and Milan interchangeably. For international flights to and from the UAE, we use Dubai and Abu Dhabi airports interchangeably. The passenger contract in use by the airline, when issued, shall constitute the sole contract between the airline and the passenger. The airlines mentioned above shall have no responsibility to any traveler aside from their liability as common carriers. Some countries require insecticide spraying of aircraft prior to a flight or while passengers are on the aircraft. Federal law requires that we refer you to the DOT's disinsection website at http://airconsumer.dot.gov/spray.htm for more information.

Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in five years' imprisonment and penalties of $250,000 or more (49 U.S.C. 5124). Hazardous materials include explosives, compressed gases, flammable liquids and solids, oxidizers, poisons, corrosives and radioactive materials. Examples: Paints, lighter fluid, fireworks, tear gases, oxygen bottles, and radio-pharmaceuticals. There are special exceptions for small quantities (up to 70 ounces total) of medicinal and toilet articles carried in your luggage and certain smoking materials carried on your person. For further information contact your airline representative or visit http://www.faa.gov/about/initiatives/hazmat_safety/

Airline tickets and final itinerary. We will post all travel details, including flight schedule, hotel names, and your Tour Director's name, on our website (at your personal Tour Center) prior to departure. Airline tickets or e-ticket confirmation numbers will be sent to your Group Leader before departure. Flight times, airlines, itineraries, Tour Directors, and hotel information are subject to change. Please note any request to correct a participant's first, middle, last name, or gender under 65 days prior to your departure will incur a fee. Participants are responsible for making sure that their travel documents match their airline ticket. Those who have not done so risk being unable to board their flights. All airline tickets are non-transferrable.

Passports and visas. It is each traveler's responsibility to obtain a valid passport, visas, transit visas and any required travel insurance coverage (if applicable), and notarized parental consent form. We suggest that this process be completed well in advance of departure. Please note that customs officials may not allow you to enter a country unless your passport is valid for at least six months after your return date and/or have a full blank page. All travelers must contact the appropriate embassies and consulates to inquire about and obtain any necessary visas for all countries to be visited.

Passengers with Disabilities. Any disability or allergy requiring special attention should be reported to Explorica at the time you make your reservation. We will make reasonable attempts to accommodate special needs, but we are not responsible for any denial of services by carriers, hotels, restaurants, and other independent suppliers. Travelers requiring extraordinary assistance must be accompanied by a companion who is capable of and totally responsible for providing the necessary assistance. Please refer to the Special Needs and Disabilities section of our FAQ at www.explorica.com/faq for more information.

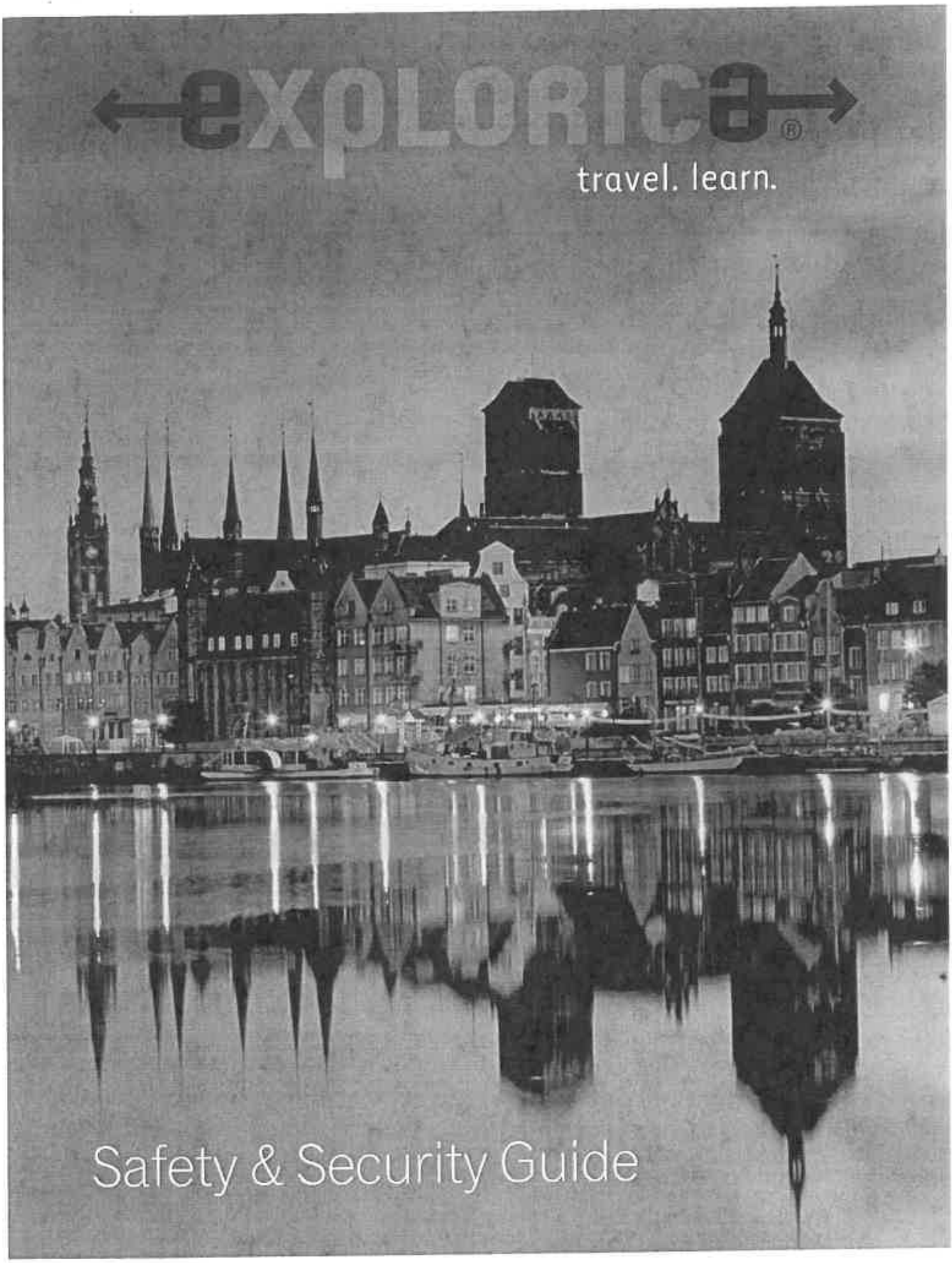

eXPLORICA®
travel. learn.
Safety & Security Guide

Table of Contents

About Explorica 2

Management team 3

Associations & partners. 4

Your Explorica tour. 5

Tour Directors
Ground transportation
Flights
Activities
Meals and accommodations

Communication on tour. 7

Emergency assistance
Customer service
Worldwide network
Tour Diaries
Calling home

Travel protection 8

The Explorica safety plan 9

Emergency management. 11

Proactive security steps 12

Liability 13

Explorica's Code of Conduct. 14

Contact information 15

About Explorica

Founded in 2000, Explorica helps teachers create educational tours full of authentic, interactive learning experiences. We specialize in connecting teachers and students to new cultures, languages and people on educational tours across the globe. Explorica's combination of exclusive online tools and personalized service enables us to create tours uniquely suited to provide both the best value and the most customized tours in the industry.

Every Explorica tour includes flights or bus transportation, accommodations, on-tour transportation, most meals and an expert, full-time tour director dedicated to your group. And with our veteran program consultants, customer care representatives, and comprehensive, user-friendly website, we're always here to support you from the moment you contact us to the minute you shout *bon voyage!*

When it comes to safety, our record is flawless.

Rest assured that when you travel with Explorica, you're in good hands. With decades of combined experience in travel, we know exactly what precautions to take to keep students safe on tour. Protecting our travelers is our first priority, and we are committed to the task of training our staff in rigorous, safety-related procedures and holding our suppliers to the highest standards of quality and integrity. To do so, Explorica recruits talented staff and partners with reputable suppliers, working out every detail meticulously to exceed the expectations of our customers.

Please take some time to read through this guide and familiarize yourself with our company policies regarding safety and security. If you have any further questions or concerns, please call us at 1.888.310.7120.

Management team

Olle Olsson, *Founder & Chairman*
The visionary behind Explorica, Olle has nearly 40 years of experience in educational student travel. He has held a variety of roles in the industry, from program consultant to president of EF Educational Tours, an industry leader. He founded Explorica to combine the best of traditional student travel with top new technology, improving every aspect of your educational tour—from researching, planning and booking to actually taking the trip. Olle is currently on the USTOA Board of Directors and Chairman of the Board at Explorica.

Matt Wertz, *Chief Executive Officer*
Matt joined Explorica as an IT consultant in 2001, channeling his passion for Explorica's mission and eye for innovation to quickly rise through the ranks. Within a year, he signed on as the lead IT architect and manager, developing innovative technology solutions that would transform the entire educational travel industry. By 2006, he had become the Vice President of Technology. Due to his demonstration of leadership, innovative thinking and dedication, Matt was appointed Chief Executive Officer in 2012. As such, he continues to push Explorica to provide the most affordable, high-quality educational travel in the world.

Dan Kellerd, *Executive Vice President*
For over 20 years, Dan has covered every aspect of student travel for major North American and European student travel companies. Through roles in every facet of the industry, from resort management to tour directing throughout Europe, Dan has provided educational opportunities for over a million North American and European students and teachers. Dan uses his extensive industry knowledge to ensure that Explorica travelers get the best value and experience. Dan is currently an active member of the SYTA Board of Directors.

Richard Beekman, *VP of US Sales*
Rich joined Explorica in August of 2000 as one of our first Program Consultants, and has since enjoyed working with thousands of teachers and students. During his time at Explorica, Rich has held roles in Custom Tours, Product Development and Client Retention, and even helped to open Explorica's San Diego office. Rich has traveled on over 20 Explorica conventions and teacher trainings and is still actively managing clients he has had for over a decade, which gives him an in-depth understanding of what teachers are looking for in an educational travel partner.

Stephane Cosse, *VP of Operations*
Stephane has over 15 years of international experience in both consulting and airline operations. Prior to joining Explorica in 2002, he conducted process re-engineering and change management consulting for airline clients. At Explorica, he negotiates contracts, develops close working relationships with major suppliers, and supervises the management of operations for Explorica travelers.



Associations & partners

Associations

We're proud to be members in good standing with some of the top travel associations in the industry.

- United States Tour Operators Association (USTOA)
- Student Youth Travel Association (SYTA)
- National Tour Association (NTA)
- European Tour Operators Association (ETOA)
- The Better Business Bureau (BBB)
- International Air Transportation Association (IATA)
- World Youth Student & Educational Travel Confederation (WYSETC)
- British Educational Travel Association (BETA)
- Ontario Motor Coach Association (OMCA)

Partners

We work directly with the best suppliers in the business, communicating with them constantly to ensure that the accommodations, activities, transportation and meals for our student groups are second to none. We collaborate with United Airlines, Marriott, Hard Rock Cafe and more to bring you the highest quality meals, transportation and accommodations available.



Your Explorica tour

We work with you every step of the way to ensure every aspect of your tour goes your way, from the preliminary planning process to your students' safe arrival home. That's why our dedicated staff works around the clock, so that you can get back to doing what you do best: changing lives one student at a time.

Tour directors

With Explorica, you never work alone. Our professional tour directors provide 24/7 Explorica support for your group on tour, accompanying you every step of the way from arrival to departure. We perform detailed background checks on all our tour directors, who are fully trained in safety procedures and fluent in your destinations' languages.

Requirements for all Explorica tour directors:

- Regular criminal background checks
- Valid first aid certification
- Intensive annual trainings in safety & security
- References before hire

Tour director responsibilities:

- Advise students on safety practices, such as keeping hotel doors locked, securing valuables, locating emergency exits, and implementing the "buddy" system
- Liaise effectively with Explorica's operations and emergency departments

Tour director department support from Explorica:

- Designate a child protection officer to ensure the safety of all minors on tour
- Organize annual tour director conferences to communicate safety & security updates
- Organize on-tour support visits, sending senior tour directors to assist for quality control and emergency assistance purposes

Ground transportation

Explorica's emergency and land departments are available 24/7 and routinely deal with transportation issues. Itineraries can be rescheduled accordingly to make up for any missed activities where possible.

Public transportation

When traveling via public transit, students are organized into sub-groups with chaperones. Our 6:1 student-to-chaperone ratio supports safety when traveling in this fashion. Every group travels with a tour director familiar with cities visited and corresponding public transit systems.

Rail transportation

We only work with the best trains in Europe with the highest safety ratings, including Eurostar, AVE, TGV, and a number of other international rail transit lines.

Coach safety features and equipment

- All our motor coaches are equipped with standard safety features to protect passengers.
- Seat belts (when present in the coach) are present for the comfort and safety of passengers. Wearing them is compulsory in most European countries.
- Fire extinguishers are usually located at the front of the vehicle.
- Emergency exits include instructions for use in an emergency. Most coaches also have roof hatches that can be used as emergency exits.
- First aid kits are often located in the overhead compartment above the first row of seats. They should be in a container clearly marked with the Red Cross symbol.
- Adhere strictly to current driving hours legislation

Flights

Airline partners

We only work with the most reliable airlines to ensure that all of our tours arrive on time and safe in their destination. Our airline partners include most major airlines, such as Alitalia, KLM, Air France, American Airlines, British Airways, JetBlue, Lufthansa, Iberia, Virgin Atlantic and Delta Airlines.

Flight delays and cancellations

Explorica's emergency department is available 24/7. The Explorica Travel Protection Plan also provides generous coverage for any additional costs incurred due to delays and cancellations. Itineraries are often rescheduled accordingly to make up for any missed activities.

Activities

Water safety (swimming, kayaking, boating, canoeing, etc.)
Life jackets are provided for all water-based activities by the activity provider. Groups do not visit beaches without lifeguards.

Adventure activities
For adventure activities such as zip-lining, snorkeling, hiking, circus school or others, proper safety equipment (helmets, belays, snorkels, etc.) is required for all participants. The activity provider may require participants, or chaperones in the case of minors, to sign a waiver or release agreement. Participants are not required by Explorica to participate in this or in any activity, and may choose not to do so. Tour directors should advise their group leaders that if they have any students who are afraid of heights, water or uncomfortable doing an activity, then non-participation may be the best option.

Meals and accommodations

Food safety
All restaurants are inspected by Explorica staff and must pass safety inspection. All food allergies and requests are noted by the tour director and group leader, and all restaurants are notified of allergies in advance.

Hotel safety
All hotels are inspected by Explorica staff and must pass safety inspection. All hotels provided have security staff, and additional security or specific floor supervision can be provided upon request. Nighttime security is included in all our domestic tour packages. Teachers, chaperones and students will be placed on the same floors to ensure additional supervision when possible.



Communication on tour

We promise to keep our student travelers as safe as possible, but we understand that most parents want to check in for themselves. To ensure that student travelers can contact their families as much as possible, we make sure that there are a number of communication options available. This way students can share their adventures with those at home, and parents can personally verify that their children are safe and secure while on tour.

Emergency assistance

We believe it's important to be prepared for any emergencies that might arise while traveling. With Explorica's worldwide network, internationally located offices, and 24/7 emergency support, we can help you with any problem, at any time, in any country. If a problem or emergency occurs on your tour, we will respond swiftly and appropriately to minimize any disruption to your trip.

Explorica Customer Care

Our dedicated 24-hour emergency contact line is always staffed and ready to provide rapid response. If you have an emergency any time during your tour, please call 1.617.210.6194.

Worldwide network

While on tour, our international network of offices enables us to react immediately to any situation requiring immediate on-site assistance

Tour Diaries

Our exclusive online Tour Diaries enable parents to check in on their students' daily activities while on tour, without interrupting any of their adventures. Our tour directors publish photos and journal entries at the end of each day on tour, so that families at home can keep tabs of their travelers from across the country or across the world.

Calling home

While travelers should be careful about flaunting expensive smartphones, it can be a great safety asset to have a working phone while traveling. On international tours, consider using a prepaid international calling card or international cell phone to keep in touch with your group and your family at home. We recommend purchasing international calling cards in destination countries, as locally bought cards are the most effective.



Travel protection

Protect yourself, your belongings and your tour investment with the best insurance in educational travel. We suggest all travelers purchase one of our two travel protection plans, so they are covered for lost bags, misplaced tickets or passports, or illness during the tour.

Through Trip Mate, our third-party travel protection plan provider, four out of five Explorica travelers protect their tours with our travel protection plans. Explorica offers two great plans that help protect your educational travel investment.

Explorica Travel Protection Plan

Our standard protection plan covers you for the following events:

- A traveler's injury, sickness, or death of an immediate family member
- Theft of passport or visas
- Loss of luggage and personal effects
- Trip cancellation or trip interruption due to covered reasons such as a covered sickness, injury or death
- Trip cancellation or trip interruption due to terrorist acts, as defined.

Explorica Travel Protection Plan PLUS

For everything else, there's our Travel Protection Plan PLUS, which includes our exclusive Cancel For Any Reason waiver benefit in addition to our standard insurance. This means that no matter *what* your reason, if you cancel your trip at least 30 days prior to departure, you will be reimbursed for 75% of cancellation fees in *cash*, an option not available anywhere else.



The Explorica safety plan

Explorica's approach to safety and security is to be prepared. We always plan not to have a crisis, but we prepare for everything just in case. Explorica has a very comprehensive internal response plan (including a major incident response plan) regarding the many emergency situations that may occur while on tour. The following major incidents are considered in Explorica's plan:

- Flight, bus, train, cruise or ferry accident
- Fire
- Terrorism
- Natural disasters
- Injury or death of a tour participant
- Overnight hospitalization
- Criminal charges
- Lost student or adult
- Allegations by participants
- Pandemics

All levels of the company are involved in order to resolve any situation. This includes the direct involvement of the tour director, their communications to the tour director supervisors, the Emergency Department, the Operations Department and our Customer Care Department. There is a corresponding priority and escalation process, with senior executive involvement only a mobile phone call away, 24 hours per day.



Emergency management

Tour directors are trained on how to address emergency situations at the onset of every travel season. Explorica provides an emergency phone number to all participants, parents, chaperones, tour directors and anyone else associated with the trip. Explorica's emergency and operations staff conduct drills and trainings on an annual basis, to test all processes and procedures.

Minor incidents

Tour directors report any minor accident to our operations team at the onset of the incident. Depending on the situation, appropriate personnel are informed via an internal communication system, which alerts multiple departments of minor accidents, allowing them to work quickly and efficiently to resolve the issue. Incidents are not resolved until labeled as closed in the system.

Major incidents

Similar to a minor accident, all information regarding a major accident is reported via our internal communication system. In a major accident situation, our safety & security officer is contacted immediately to ensure the situation is communicated accordingly to all parties. Tour directors and ground representatives work with the group leader to ensure all parties are safe and taken care of for the remainder of the tour. We will contact the insurance provider when necessary.

Extreme weather or natural disasters

In the case of extreme weather or natural disasters, the tour director will report the situation via our internal communication system and notify our safety & security officer. Arrangements will be made to ensure the safety and satisfaction of the students on tour.

Allergies

Explorica advises the tour director and all relevant suppliers of allergies provided by the traveler online or by the group leader by completed allergy forms. The tour director will work with chaperones to ensure students' safety.

Prevention and action plan for missing students

Head counts are performed at each meeting point on tour, and each time the group boards a bus or other form of transportation. All students receive the hotel's name, address and phone numbers. In the event of a missing student, our emergency procedures would be activated and all parties on location would support efforts in finding the student. Teachers are also accountable for assisting in these efforts.

Lost or stolen passports

In the event of a lost or stolen passport, your group's tour director and the Explorica operations team will assist you in the proper procedures for obtaining a new one. Explorica is not liable for lost or stolen passports. For coverage in such an event, please purchase one of our travel protection plans.

Proactive security steps

Explorica's Safety & Security Guide is available to all group leaders before their tour, and we have emergency contingency plans in place on all travel programs. To ensure the highest level of safety for our travelers in every scenario:

- We have a global presence with over 45 offices around the world to monitor situations and assist in the event that safety issues arise.
- Our VP of Risk Management, supported by our 24/7 team of dedicated risk management professionals, continually assesses all travel destinations and situations.
- We partner with iJet, a leading worldwide security and risk management organization, for additional assistance in evaluating global conditions, and we actively monitor any security issues with them.
- Our tour directors live and work in the cities our students visit and are available at all times to support their groups. We are in regular contact with all of our staff on the ground to provide up-to-date information on local conditions.

If a terror event or natural disaster occurs in your city during travel (if group is together without the tour director):

- The tour director and group leader should determine whether to shelter in place, to return to the hotel, or to move to a safer location.

If a terror event or natural disaster occurs in your city during travel (if group is together with the tour director):

- If you are at a location/activity determine whether it is best to shelter in place, return to the hotel, or move to a safer location.
- If you are at a restaurant/other public location, you can consult with locals for their recommendations.
- Contact Explorica as soon as practical (as well as your school). Use the 24/7 number listed below.

If a terror event or natural disaster event occurs in your city during travel (if during free time):

- During free time, it is likely your group will be fragmented and in multiple locations. Your top priority as group leader is to determine the safety of your students.
- All group participants (students, chaperones) must understand that if there is an incident in the city at time of travel, they must either immediately return to the hotel for headcount, or contact you indicating they are safe but unable to safely return to the hotel at the time.
- You may choose to share a secondary meeting location if your hotel is unsafe for return.
- If participants assess that it is not safe for them to return to the hotel, they can shelter in place. They should then reach out to you via phone/text, email, or through social media posts. Students without phones may need to borrow one from local residents.
- Contact Explorica as soon as practical (as well as your school). Use the 24/7 number listed below.

How to reach Explorica in an emergency:

- Phone **+1.617.210.6194** (24/7 Emergency Contact Line)
- Please program the above number and your school's number into your phone prior to travel.

Explorica disclaimer: The purpose of this document is to serve as a preparatory guide for group leaders and Explorica team in-country in the event of a terror incident/natural disaster in the city in which a group is traveling. This document is not intended for distribution to students. It is based on the best knowledge and recommendations of the Explorica Risk Management team. Note that situations on the ground may dictate a different course of action, and participants should use their judgment about the safest course of action in an emergency.



Liability

We understand that many school officials are concerned about allowing their students to travel, but we assure you that safety is Explorica's number one priority. We have taken all precautions to protect students and other tour participants, and we have policies in place to protect the school, school board, teachers and participants involved with our tours.

Explorica has an exceptional safety record, but in the unlikely event of injuries or damages resulting from our negligence, we have a $50 million liability policy with Zurich Insurance Group that protects third parties such as the school and school board. For additional information on our liability insurance, or to receive proof of coverage, please contact your Explorica program consultant or call 1.888.310.7120.



Explorica's Code of Conduct

Educate yourself about the culture you're visiting. Before you jet off across the world, do a little research. How do they dress? What do they eat? How do they say "hello"? This will help you adjust to the new environment and keep you from looking like a tourist.

X marks the spot. Be where you need to be when you need to be there. Always come prepared with local maps, essential phone numbers, and a watch, so it's easy for you to get to designated meeting spots on time. Scheduled activities are mandatory. If you need to be excused from an activity for any reason, please ask your group leader for permission in advance.

Pay attention to your surroundings. In a new environment, there's a lot to take in, but you need to stay alert. Be mindful of your safety and belongings at all times, so that you can avoid any mishaps while traveling.

Listen to your group leader and tour director. Your group leader is responsible for your safety, and your Explorica tour director is an expert in every aspect of your destination. It is important that you listen to them and do what they say at all times. This means getting places on time, respecting curfew, and following all rules in place, so everyone can have a fun and safe experience.

Organize your free time responsibly. Throughout your trip you'll have periods of free time. During this time, you should always be with a small group, and never stray too far from your meeting place. Be sure to wear a watch, carry a map, and allot plenty of time to get to your meeting place early, so the rest of your group doesn't have to wait.

Respect the people and the culture. When you travel, think of yourself as a guest in someone else's home. Even if foods, clothes, or behaviors seem strange to you, be understanding and accepting of the culture.

Illegal activities will not be tolerated. The laws abroad may be very different from the laws back home, but no matter how strange they may seem to you, follow them! If not, you are subject to the legal consequences and immediate dismissal from the tour.

Consumption of hard alcohol will not be tolerated. We do not permit excessive drinking on our tours. The allowance of a glass of wine or beer at meals is up to the discretion of your group leader if you are over 18 and of legal drinking age in the country you are visiting.

Offer help and support to your peers, group leader and tour director. You're all in this together! Whether a friend needs a hand lifting a suitcase, your group leader needs to get everyone quiet to call roll, or your tour director needs help learning someone's name, lend a helping hand to whoever needs it.

Damages are your own personal responsibility. If you break it, you buy it. If you damage anything in your hotel or bus or incur any additional fees (e.g. phone calls, room service, etc.), you will be held responsible and required to pay for it. If you notice any damage upon arrival, notify your tour director immediately.

Experience the world and have fun! These rules are in place to keep your entire group safe, healthy, and happy on tour. Now it's your job to get out there and enjoy the experience of a lifetime. *Bon voyage!*



Contact information

Emergency information
Explorica emergency line: +1.617.210.6194

General information
Teachers or group leaders 1.888.310.7120

Participants & parents 1.888.310.7121

Trip Mate Insurance:
U.S. & Canada 1.800.888 7292

Outside U.S. & Canada +1.603.894.4710

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 9/30/2018 | 3/16/2018

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

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

PRODUCER: Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Steadfast Insurance Company	26387
INSURED 1432062 EXPLORICA, INC. DBA WORLDSTRIDES 218 W. WATER STREET, SUITE 400 CHARLOTTESVILLE VA 22901	INSURER B: Zurich American Insurance Company	16535
	INSURER C: Crum and Forster Insurance Company	42471
	INSURER D: Federal Insurance Company	20281
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 15276147 **REVISION NUMBER:** XXXXXXX

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR X HIRED AUTOS X NON-OWNED AUTOS GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY [ ] PRO-JECT [ ] LOC OTHER:	Y	N	EOL532937613	9/30/2017	9/30/2018	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 10,000,000 $ 1,000,000 $ 10,000 $ 10,000,000 $ 10,000,000 $ 10,000,000 $
B	AUTOMOBILE LIABILITY ANY AUTO X OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY	N	N	PRA1071630	9/30/2017	9/30/2018	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ XXXXXXX $ XXXXXXX $ XXXXXXX $ XXXXXXX
C D	UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000	N	N	5821091334 (25M) 93635915 (15M XS 25M)	9/30/2017 9/30/2017	9/30/2018 9/30/2018	EACH OCCURRENCE AGGREGATE $	$ 40,000,000 $ 40,000,000 $ XXXXXXX
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	WC1071628	9/30/2017	9/30/2018	X PER STATUTE X OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
A	PROFESSIONAL LIABILITY	N	N	EOL532937613	9/30/2017	9/30/2018	EACH CLAIM: $10,000,000 AGGREGATE: $10,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
TRIP DATES: APRIL 5, 2018 - APRIL 13, 2019. WINDSOR HIGH SCHOOL IS AN ADDITIONAL INSURED WITH RESPECT TO THE GENERAL LIABILITY COVERAGE, ONLY AS REQUIRED BY WRITTEN CONTRACT, SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY.

CERTIFICATE HOLDER

15276147
WINDSOR HIGH SCHOOL
ATTN: BLANCA JARAMILLO
50 SAGE PARK ROAD
WINDSOR CT 06095

CANCELLATION See Attachment

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE: Joseph M Agnello

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

Additional Insured — Automatic Status for Common Trip Sponsors, Venues and Clients

Policy No.	eff. Date of Pol.	Exp Date of Pol.
EOL532937613	9/30/2017	9/30/2018

Additional Insured and Address:
WINDSOR HIGH SCHOOL ATTN: BLANCA JARAMILLO
50 SAGE PARK ROAD
WINDSOR CT 06095

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

This endorsement modifies insurance provided under the:

Travel Agents and Tour Operators Professional Liability Policy

A. Section **III. PERSONS INSURED** is amended to include as an **Insured:**
F. Any Common Trip Sponsor, Venue and Client the Named Insured is required to add as an additional Insured on this policy under a Standard Tour or Trip Contract.

B. The insurance provided to the additional Insured Common Trip Sponsor, Venue and Client applies only to Bodily Injury, Property Damage, Personal Injury, or negligent acts or negligent omissions covered under Section I. A. Coverages and the defense of Suits seeking Damages on account of such Bodily Injury, Property Damage, Personal Injury or any negligent act or negligent omission under Section I. B. Defense with respect to the Travel Agency Operations of the Named Insured.
However, regardless of the provisions of paragraphs A. above:
I. The Company will not extend any insurance coverage to any additional Insured Common Trip Sponsor, Venue and Client:
a, That is not provided to the Named Insured in this policy; or
b. That is broader coverage than the Named Insured is required to provide to the additional Insured Common Trip Sponsor, Venue and Client in the Standard Tour or Trip Contract.
2. The Company will not provide Limits of Insurance to any additional Insured Common Trip Sponsor, Venue and Client that exceeds the lower of:
a. The Limits of Insurance provided to the Named Insured in this policy; or
b. The Limits of Insurance the Named Insured is required to provide in the Standard Tour or Trip Contract.

C. The Insurance provided to the additional Insured Common Trip Sponsor, Venue and Client does not apply to Bodily Injury,
Property Damage, Personal Injury, or any negligent act or negligent omission that results solely from the negligence of the additional Insured.

D. The additional Insured must see to it that:

1. The Company is notified as soon as practicable of an Occurrence, a negligent act or negligent omission or an offense that may result in a Claim or Suit;
2. The Company receives written notice of a Claim or Suit as soon as practicable; and
3. A request for defense and indemnity of the Claim or Suit will promptly be brought against any policy issued by any other insurer under which the additional Insured may be an insured in any capacity.

E. For the purpose of this endorsement only, Standard Tour or Trip Contract means a written contract or written agreement between the Named Insured and a Common Trip Sponsor, Venue and Client under which:
1. The Named Insured has agreed to directly provide or arrange any travel or tour services; or
2. The Common Trip Sponsor, Venue and Client has allowed the Named Insured to use or occupy premises with respect to performing travel or tour services,

F. For the purposes of this endorsement only, Common Trip Sponsor, Venue and Client means any of the following groups and/or organizations: universities, schools and school districts, governmental entities or agencies, corporate clients, church groups, senior citizen groups, alumni associations, parks, museums, theaters, convention halls, bus depots and terminals, sponsoring trade groups, including the directors and employees of such.

G. For the purpose of this endorsement only, Section II. EXCLUSIONS, paragraph X., item 1. does not apply to any individual or entity who would qualify as an additional insured under this endorsement with respect to Travel Agency Operations of the Named Insured.

All other terms, conditions, provisions and exclusions of this policy remain the same,

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 15, 2018

Prepared By: Dr. Paul Pierce & Ms. Dawn Hunter **Presented By:** Dr. Craig Cooke

Attachments: Pertinent Information Related for the 2019 German Exchange Trip

Subject: German Cultural Exchange Field Trip – Stuttgart, Germany; Vienna, Austria, and Prague, Czech Republic April 2019, 2nd Reading

---

Background:

Students at Windsor High School were provided the opportunity to host and perform with students from the Musikschule Filderstadt, Germany, (a suburb of Stuttgart) a community arts school similar to the University of Hartford: Hartt School Community Division in November 2017. This opportunity was made possible through the collaborative preparation of Kingswood Oxford School, W. Hartford and Windsor High School. The Musikschule Filderstadt Administrator, Maria Fiedler, was referred to both us and Kingswood Oxford as possible schools to collaborate with. This foreign exchange permitted us to perform in concert with them. We were motivated to a higher standard as we prepared resulting in a concert documented by WIN TV. Our German guests were well prepared and delightful to collaborate with. They have invited us to reciprocate this exchange offering us an opportunity to experience firsthand German culture and perform with them as their families provide us meals and lodging while in their company. Dr. Pierce and Ms. Hunter will serve as tour leaders.

Status:

A German Cultural Exchange Field Trip – Stuttgart, Germany; Vienna, Austria; and possibly Prague, Czech Republic is proposed for all WHS students with priority given to students enrolled in Music. April 11-21, 2019 (Thursday-Sunday-11 days) Spring Break 2019. The educational objectives of the trip, as well as the cost, itinerary, trip and cancellation insurance are included in the packet provided to the Windsor Board of Education. As part of the cost of the tour, we have included the price with the Perkins Travel Protection Plan that each student will be required to purchase in the event that the Board determines that it is unsafe to travel at the time of the trip.

Recommendation:

That the Windsor Board of Education approve the proposed trip to Germany as a 2nd reading reserving the right to cancel if it feels that the safety of the students is at risk.

Recommended by the Superintendent: _____

Agenda Item #: 6c.

10/9/13
Form AR-6153c

International Travel Request

Supervising Teacher(s): Paul Pierce & Dawn Hunter
Date: April 11-21, 2019 (Thursday evening-Sunday – 11 days)

Pertinent Information

1. Educational Objectives:

Educational Objectives for Orchestra Students

- To provide a meaningful connection to creating, performing and responding with musicians of the German culture
- To provide students the opportunity to perform and analyze the social, cultural and historical aspects of European classical music
- To provide students the opportunity to experience first-hand the historical origin and significance where a vast amount of orchestra literature was inspired
- To provide students an opportunity to visit different acoustical performance venues
- To provide students the opportunity to communicate, non-fluently, in German, preparing ahead of time using the Mango language app.

Educational Objectives for all Students

- 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 global citizenship
- To provide students with an opportunity to learn about cultural similarities and differences between European and American families
- To provide students with an opportunity to discover the cultural similarities and differences between European and American high schools
- To develop an appreciation for art and architecture through visits to museums, cathedrals, and both, private and public buildings
- To provide students with a multicultural experience
- To provide students with an opportunity to appreciate those of another cultural background and nationality
- To develop the students' ability to make sound decisions and judgments in solving problems on foreign soil
- To allow students the opportunity to be immersed in European culture and history and to understand their own culture in a comparative context

- To encourage students to engage in social exchanges even when faced with cultural and communication differences
- To give students the opportunity to connect the classroom with the real world
- To permit students to leave their comfort zone and gain/exhibit independence

2. Organization Profile: Members of the Filderstadt Music School, Filderstadt, Germany (suburb of Stuttgart) performed with Windsor High School this past November. Concert link They have invited us to perform with them in Germany. They will provide meals, housing and transportation during our time in Stuttgart including transportation to and from either Frankfurt or Stuttgart airport.

Maria Fiedler, Music School Manager/Contact Person
Stadt Filderstadt
Musikschule
Fröbelstraße 3
70794 Filderstadt
Telefon: 0711 / 722576-13
Telefax: 0711 / 722576-12
E-Mail: mfiedler@filderstadt.de
Internet: http://www.musikschule-filderstadt.de

PERKINS TRAVEL CORPORATION
TRAVEL SPECIALISTS
BUSINESS ~ VACATION ~ GROUP ~ CONVENTION
40 SOUTH HIGH STREET, NEW BRITAIN, CONNECTICUT, U.S.A 06051
PHONE: (860) 223-1655 FAX: (860) 828-6421
www.perkinstravel.com

3. Itinerary: (see also Perkins Travel Package)

Thursday, April 11, 2019 (overnight flight)
DEPART USA (Bradley or Logan International) Transportation to either airport provided by student's parents. Aer Lingus flies out of Bradley if connections are good and price is right. However, travel agent advises they may not maintain Hartford Connections as they are losing money.

Friday morning April 12, 2019
ARRIVE GERMANY (Frankfurt or Stuttgart)
Transportation to host families from either airport - provided by host school.
3-4 days/nights in Stuttgart with host families

Sunday, April 14, 2019
Concert with Musikschule Filderstadt

Monday, April 15, 2019
Leave for Munich **via rail** -Stuttgart to Munich (2 hrs 14 mins) -56 euros
- Munich guided sightseeing tour - *Neuschwanstein Castle*

Overnight hotel

Tuesday, April 16, 2019 to Wednesday, April 17, 2019
Rail-Munich to Vienna (4 hours 13 minutes)

Vienna sites:
- St. Stephen's Cathedral
- Opera House
- Mozart House

Overnight in Vienna hotel

Thursday, April 18, 2019 **A SECOND ITINERARY FORFEITS PRAGUE SO WE CAN HAVE MORE TIME IN VIENNA & RETURN TO STUTTGART AND LOWER COSTS.**
TRAIN-Vienna-Prague (5 ½ hours)

Prague Sites:
- Prague Castle
- St. Vitus Cathedral
- Prague city walk - Charles Bridge, Mala Strana, Old Town Square, Jewish Quarter

Overnight in Prague hotel

Friday, April 19, 2019
Sightsee in morning
TRAIN-Prague-Stuttgart (6 ½-7 hours)
Dinner and lodging with host families (recap of trip)

OR

Prague to Frankfurt (not return to Stuttgart)
If we return to Stuttgart, small instruments can remain with host families. Less chance of damage and loss. Musikschule may be able to provide us with smaller instruments so we have zero to transport.

Saturday, April 20, 2019
DEPART GERMANY (Stuttgart or Frankfurt to Hartford Bradley or Boston Logan)
Transportation from airport provided by Student's parents.

4. Housing: 3-4 nights with host families in Filderstadt, Germany. 1 night in Munich, Germany (hotel); 2 nights in Vienna & 1 night in Prague or 3 nights in Vienna

5. Transportation-List Carriers: Aer Lingus (if operational from Hartford) otherwise TBA from Boston Logan

6. Insurance: Travel Protection Insurance offered by Perkins Travel – CFAR allowing cancellation for any reason up to 48 hours prior to departure. Cost for a

trip ranging between $2,501 and $3,000 is $121.50. Important to note, that CFAR will only refund up to 75% of the trip total for any reason.

7. Medical Considerations: Must meet criteria to travel internationally as established by WPS. Medications will be reviewed by school nurse and supervised by Chaperons.

8. Immigration Regulations: Passport must be valid at least six months beyond the completion of our travel dates. If someone is not a USA citizen they must contact Perkins Travel so they can see if other documents are necessary to travel.

9. Student Participation Criteria: *This field trip will be open to all Windsor High School students.*

Preference will be given to former/present students who are enrolled in music or foreign language. If any other Windsor High School student shows interest in signing up for the trip, teacher recommendations will be required if the Music/French teachers are not acquainted with the interested student.

Any students applying for permission to go on this trip will receive no more than a conditional acceptance. Final determination will include satisfactory student attendance, appropriate behavior and attitude, and physical and mental health. Conferences will be held with administrators, school counselors, other teachers, and nurses to determine the level of maturity and responsibility of the students wishing to participate in this program.

10. Fundraising Activities: Mattress Sale October 2018; Wreaths; Gig Performances for donation; Pies; Dress Down Day; Krispy Kreme Donuts

11. Cost to Student: Not to exceed $3200 (see attached quote)

12. Number of Students Participating: Due to the expense of this trip, anticipated number of students: 10-20.

12. Chaperones (names, qualifications):
Paul Pierce: WHS Orchestra Director, 413-654-8207cell/text
ppierce@windsorct.org
Dawn Hunter: WHS World Language Teacher, dhunter@windsorct.org

ACTION:
Curriculum Leader: _____ Date: _____

Principal: _____ Date: 4/3/18

Superintendent: _____

Date: _____

This request must be submitted for approval at least nine (9) months in advance of the trip.

PERKINS TRAVEL CORPORATION
TRAVEL SPECIALISTS
BUSINESS ~ VACATION ~ GROUP ~ CONVENTION
40 SOUTH HIGH STREET, NEW BRITAIN, CONNECTICUT, U.S.A 06051
PHONE: (860) 223-1655 FAX: (860) 828-6421
www.perkinstravel.com

March 27, 2018

Dr. Paul Pierce
Ms. Dawn Hunter
WINDSOR HIGH SCHOOL
50 Sage Park Rd.
Windsor, CT. 06095

Dear Paul and Dawn,

I have been diligently working on your travel arrangements to Germany, Austria and the Czech Republic and am pleased to offer you the following package:

WINDSOR HIGH SCHOOL
APRIL 11. TO APRIL 20. 2019

- ESTIMATED AIrFARE AND AIRPORT TAXES (THESE ARE SUBJECT TO CHANGE UP UNTIL THE AIRLINE TICKETS ARE PRINTED). THIS HAS BEEN ESTIMATED AT $1,000.00 PER PERSON.
- ASSISTANCE OF ENGLISH SPEAKING GUIDE AT RAIL STATION.
- RAIL SERVICE FROM FRANKFURT TO MUNICH 2ND CLASS ON APRIL 15.
- LOCAL ENGLISH SPEAKING GUIDE TO MEET AT STATION FOR HALF DAY SIGHTSEEING TOUR (DURATION 3 HOURS).
- OVERNIGHT ACCOMMODATIONS IN MUNICH AT THE FERINGAPARK OR SIMILAR IN DOUBLE ROOMS WITH BREAKFAST INC.
- LOCAL TRANSPORT AND ASSISTANCE (ENGLISH SPEAKING) TO STATION.
- TRAIN SERVICE FROM MUNICH TO VIENNA 2ND CLASS ON APRIL 16.
- LOCAL ENGLISH SPEAKING GUIDE TO MEET AT STATION FOR HALF DAY SIGHTSEEING TOUR (DURATION 3 HOURS 30 MIN).
- TWO NIGHTS ACCOMMODATIONS IN VIENNA AT THE SENATOR HOTEL OR SIMILAR INCLUDING HOT BUFFET BREAKFAST.
- LOCAL TRANSPORT AND ASSISTANCE (ENGLISH SPEAKING) TO STATION.
- TRAIN SERVICE FROM VIENNA TO PRAGUE ON APRIL 18.
- LOCAL ENGLISH SPEAKING GUIDE TO MEET AT STATION FOR HALF DAY SIGHTSEEING TOUR (DURATION 5 HOURS).
- OVERNIGHT ACCOMMODATIONS IN PRAGUE AT THE PENTAHOTEL OR SIMILAR INCLUDING HOT BUFFET BREAKFAST.
- LOCAL TRANSPORT AND ASSISTANCE TO STATION.
- RAIL SERVICE FROM PRAGUE TO FRANKFURT 2ND CLASS ON APRIL 19.
- TWO DIRECTORS COMP BASED ON ABOVE PACKAGE FEATURES IN SINGLE ROOMS.

COST: $2930.00 PER PERSON (10 STUDENTS AND 2 ADULTS) + optional Travel Insurance $121.50 = $3051.50

Please note the above price has been predicated on a total of 10 paying people. If this number should change the cost may increase or decrease. Also, the airline taxes and airport fees are subject to change up until the tickets have been issued.

****PLEASE BE SURE EVERYONE HAS A VALID PASSPORT FOR TRAVEL. YOUR PASSPORT MUST BE VALID AT LEAST SIX MONTHS BEYOND THE COMPLETION OF YOUR TRAVEL DATES. IF SOMEONE IS NOT A US CITIZEN PLEASE CONTACT OUR OFFICE SO WE CAN SEE IF OTHER DOCUMENTS ARE NECESSARY TO TRAVEL.****

A group must maintain a minimum of 10 passengers. If you should fall under this number, the airfare will be recalculated. The final ticket cost is subject to change pending the airport and government taxes at that time. These will be finalized at the time of ticketing.

Once the trip has been approved we will move forward in securing arrangementS. At that same time, we will discuss a payment schedule that will fit your student's needs and coincide with vendor contracts.

If you should have any questions or would like to make any changes to the above, please do not hesitate to contact me.

Sincerely,

Dennis Morrell, CTC
PERKINS TRAVEL MANAGEMENT

Qualifications

Dawn Hunter
Windsor High School

Senior Class Advisor	**2017-2018**
Junior Class Advisor	**2016-2017**
Sophomore Class Advisor	**2015-2016**
WHS Yearbook Advisor	**2010-present**
National Honor Society Committee	**2009-present**
Wonders of World Language Night Advisor	**2009-2010**
French Honor Society Advisor	**2008-present**

Group Leader/Chaperone for the following WHS field trips:

Canada--Québec & Montréal	**April 7-11, 2018**
France-Paris & Loire Valley	**April 8-16, 2017**
Amsterdam- Explorica Group Leader Training	**Dec. 28, 2016-Jan 1, 2017**
Canada-Québec & Montréal	**April 19-22, 2015**
Canada-Québec & Montréal	**April 14-18, 2013**
United Nations Trip	**April 13, 2012**
Canada-Québec & Montréal	**April 17-20, 2011**
La Broiche Bakery-Rockville, CT	**February 20, 2011**
French pastry lessons for students	
France- Paris & the Riviera	**June 17-25, 2010**
New York City- Statue of Liberty	**May 18, 2010**
Theater of Performing Arts- "French Reflections"	**November 16, 2009**

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

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

My LEC responsibilities include:

- recruiting, screening and selecting American host families for French exchange students
- assisting with planning, organizing and supervising arrival, day trips and activities during visit along with the departure of students

- monitoring visits of exchange students and mediate when issues arise
- having coordinated and chaperoned large groups of exchange students on numerous occasions to New York City, Boston, Misquamicut Beach, R.I., Six Flags Amusement Park & Nomads Adventure Quest

STUDENT DELUXE

TRAVEL INSURED INTERNATIONAL
A CRUM & FORSTER COMPANY

GROUP TRAVEL PROTECTION

SCHEDULE OF INSURANCE COVERAGE AND OTHER NON-INSURANCE SERVICES

Trip Cancellation**	Trip Cost*
Trip Interruption**	150% of Trip Cost*
Travel Delay – 6 hours	$750 ($150/day)
Missed Connection – 3 hours	$500
Baggage/Personal Effects	$1,500
Baggage Delay – 24 hours	$300
Non-Medical Emergency Evacuation	$150,000
Accident & Sickness Medical Expense	$25,000
Emergency Evacuation & Repatriation	$100,000
Non-Insurance Worldwide Emergency Assistance Services	Included
Cancel for Any Reason (CFAR)***	Optional

Coverages may vary and not all coverage is available in all jurisdictions.

* Up to the lesser of the Trip Cost paid or the limit of Coverage for which benefits are requested and the appropriate plan cost has been paid. Maximum limit of $10,000

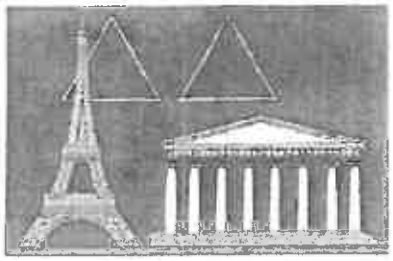
** For $0 Trip Cost, there is no Trip Cancellation and Trip Interruption is limited to $500 return air only

*** CFAR coverage is 75% of the nonrefundable trip cost. CFAR is optional and available for individuals or your entire group. Trip cancellation must be 48 hours or more prior to scheduled departure. CFAR must be purchased at the time of plan purchase and with or prior to your final trip payment. **This benefit is not available to residents of New York State.**

PER PERSON RATES

Cost of Trip	Rates	With CFAR	Cost of Trip	Rates	With CFAR
$0	$7	N/A	$4001 - $4500	$121	$181.50
$1 - $200	$12	$18.00	$4501 - $5000	$135	$202.50
$201 - $400	$17	$25.50	$5001 - $5500	$149	$223.50
$401 - $600	$21	$31.50	$5501 - $6000	$163	$244.50
$601 - $800	$25	$37.50	$6001 - $6500	$177	$265.50
$801 - $1000	$30	$45.00	$6501 - $7000	$190	$285.00
$1001 - $1500	$41	$61.50	$7001 - $7500	$204	$306.00
$1501 - $2000	$54	$81.00	$7501 - $8000	$218	$327.00
$2001 - $2500	$68	$102.00	$8001 - $8500	$233	$349.50
$2501 - $3000	$81	$121.50	$8501 - $9000	$247	$370.50
$3001 - $3500	$94	$141.00	$9001 - $10000	$261	$391.50
$3501 - $4000	$108	$162.00			

The above rates are for trips up to 30 days – for each day over 30 add $3.00 per person per day.



PERKINS TRAVEL CORPORATION

PAYMENT INFO:

To purchase the Travel Insured Student Deluxe Protection Plan with or without Cancel for Any Reason, please mail this form with a check to:

Perkins Travel
40 South High St.
New Britain, CT 06051
860-223-1655

APPLICATION:

Applicant Name(s): _____

_____

Trip Name: _____

Trip Dates: _____

Phone: _____

Email: _____

Trip Cost: _____

Optional CFAR*(please circle): YES NO

Premium Amount: _____

_____
Parent/Guardian Signature

Travel Insured International
1-800-243-3174, option 6
groups@travelinsured.com
www.travelinsured.com

04.07.2017
T-19021d

GENERAL LIMITATIONS AND EXCLUSIONS

Insurance benefits are not payable for any loss due to, arising or resulting from: 1. suicide, attempted suicide or any intentionally self- inflicted injury of You , a Traveling Companion, Family Member or Business Partner booked to travel with You, while sane or insane; 2. an act of declared or undeclared war; 3. participating in maneuvers or training exercises of an armed service, except while participating in weekend or summer training for the reserve forces of the United States, including the National Guard; 4. riding or driving in races, or speed or endurance competitions or events; 5. mountaineering (engaging in the sport of scaling mountains generally requiring the use of picks, ropes, or other special equipment); 6. participating as a member of a team in an organized sporting competition; 7. participating in bodily contact sports, skydiving or parachuting, hang gliding or bungee cord jumping; 8. piloting or learning to pilot or acting as a member of the crew of any aircraft; 9. being Intoxicated, or under the influence of any controlled substance unless as administered or prescribed by a Legally Qualified Physician; 10. the commission of or attempt to commit a felony or being engaged in an illegal occupation; 11. normal childbirth or pregnancy (except Complications of Pregnancy) or voluntarily induced abortion; 12. dental treatment (except as coverage is otherwise specifically provided); 13. amounts which exceed the Maximum Benefit Amount for each coverage as shown in the Schedule of Benefits; 14. due to a Pre-Existing Condition, as defined in the Policy. The Pre-Existing Condition Limitation does not apply to the Emergency Medical Evacuation or return of remains coverage; 15. medical treatment during or arising from a Trip undertaken for the purpose or intent of securing medical treatment; 16. a mental or nervous condition, unless hospitalized for that condition while the Policy is in effect for You; 17. due to loss or damage (including death or injury) and any associated cost or expense resulting directly from the discharge, explosion or use of any device, weapon or material employing or involving chemical, biological, radiological or similar agents, whether in time of peace or war, and regardless of who commits the act and regardless of any other sequence thereto.

The following limitation applies to Trip Cancellation: All cancellations must be reported directly to the Travel Supplier within 72 hours of the event causing the need to cancel, unless the event prevents it, and then as soon as is reasonably possible. If the cancellation is not reported within the specified 72 hour period, the Company will not pay for additional charges, which would not have, been incurred had You notified the Travel Supplier in the specified period. If the event prevents You from reporting the cancellation, the 72-hour notice requirement does not apply; however, You must, if requested, provide proof that said event prevented him or her from reporting the cancellation within the specified period.

Additional Limitations and Exclusions Specific to Baggage and Personal Effects: Benefits are not payable for any loss caused by or resulting from: breakage of brittle or fragile articles; wear and tear or gradual deterioration; confiscation or appropriation by order of any government or custom's rule; theft or pilferage while left in any unlocked or unattended vehicle; property illegally acquired, kept, stored or transported; Your negligent acts or omissions; or property shipped as freight or shipped prior to the Scheduled Departure Date; or electrical current, including electric arcing that damages or destroys electrical devices or appliances.

Cancel For Any Reason Protection: Optional Coverage applies only when requested on the application and the appropriate additional plan cost has been paid. CFAR must be purchased at the time of plan purchase and with or prior to your final trip payment. If You purchase the Cancel For Any Reason protection and You cancel Your Trip for any reason not otherwise covered by this plan, the Insurer will reimburse You for up to 75% of the prepaid, forfeited, non-refundable payments or deposits You paid for Your Trip provided You cancel Your Trip more than 48 hours prior to Your Scheduled Departure Date. **This benefit is not available to residents of New York State.**

Purchase up to final Trip Payment for Pre-Existing Condition Waiver!
The Pre-Existing Condition Exclusion will be waived if the protection plan is purchased before final trip payment for the trip, for the full non-refundable cost of the trip and the booking for the covered trip is the first and only booking for this travel period and you are not disabled from travel at the time you pay the premium.

This document contains highlights of the plan. The plan contains insurance benefits underwritten by the United States Fire Insurance Company. C&F and Crum & Forster are registered trademarks of United States Fire Insurance Company. The Crum & Forster group of companies is rated A (Excellent) by AM Best Company 2016. The plan also contains non-insurance Travel Assistance Services that are provided by an independent organization, and not by United States Fire Insurance Company or Travel Insured International. Coverages may vary and not all coverage is available in all jurisdictions.

Details of Coverage

Restrictions apply - see Plan Document for complete coverage details.

Travel Protection

Trip Cancellation/Trip Interruption

Provides reimbursement up to your full, prepaid, non-refundable trip cost when you are forced to cancel or interrupt due to:

- Unforeseen sickness, accidental injury or death, which occurs before departure. (Certain exclusions apply)
- Being Hijacked, quarantined, or having to serve on a jury or appear as a witness in court;
- Fire, flood, burglary or other Natural Disaster at your Primary Place of Residence or Destination;
- A documented theft of passports or visas;
- Being directly involved in a traffic accident while en route to Your scheduled point of departure;
- Bankruptcy or Default of an airline or cruise line
- Strike that causes a complete stop of services for at least 18 consecutive hours
- Inclement Weather that causes a complete stop of services for at least 18 consecutive hours
- Being the victim of a Felonious assault within 10 days of the Scheduled Departure Date;
- A Terrorist Incident*
- Your host being unable to accommodate you due to their death or life threatening illness/injury

** Terrorist Incident must occur within 30 days of Your Scheduled Departure Date in a city listed on the itinerary of Your Trip. This same city must not have experienced a Terrorist Incident within the 90 days prior to the Terrorist Incident that is causing Your cancellation of Your Trip. Benefits are not provided if the Travel Supplier offers a substitute itinerary;*

Travel Delay

Reimburses up to $150 per day when you are delayed en route to or from the covered Trip for 6 or more hours. Covered expenses include:

- Prepaid, unused, non-refundable land and water accommodations.
- Local transportation to join the Trip.
- Reasonable additional expenses incurred for meals and lodging.

Missed Connection

Reimburses up to $500 in unplanned expenses to rejoin your trip when a 3-hour common carrier delay causes you to miss a cruise or tour departure. Expenses include reasonable accommodations, meal expenses, and non-refundable payments for the unused portion of Your Cruise or Trip. Coverage will not be provided to individuals who are able to meet their scheduled departure but cancel their Trip due to Inclement Weather.

Baggage Protection

Baggage/Personal Effects:

Reimburses for loss, theft, or damage to Baggage and Personal Effects up to the maximum benefit. Receipts are required for reimbursement.
Baggage Delay (Outward Journey Only):
Reimburses for expenses of necessary Personal Effects, if Your checked Baggage is delayed or misdirected for more than 24 hours from the time You arrive at the destination stated on the ticket, except travel to final destination or Your place of residence.

Emergency Accident and Sickness Medical Expense:

Up to $25,000 to cover treatment costs when accident or illness strikes during the trip.
Covered Medical Expenses are necessary services and supplies which are recommended by the attending Physician. They include, but are not limited to:

- Services of a Physician;
- Charges for Hospital confinement and use of operating rooms; charges for anesthetics (including administration);
- X-ray examinations or treatments, laboratory tests; ambulance service; and drugs, medicines, prosthetic and therapeutic services and supplies.

Emergency Medical Evacuation/Repatriation:

Up to $100,000 to transport you to nearest treatment by U.S. standards and return you home when able to fly.
All transportation must be authorized and arranged by the Assistance Company.

Non-Insurance Worldwide Emergency Assistance Services

The non-insurance Travel Assistance feature provides a variety of travel related services. Some of the services offered include:

- Medical or legal referral
- Hospital admission guarantee
- Translation service
- Lost Baggage retrieval
- Inoculation information
- Passport / visa information
- Emergency cash advance
- Prescription drug / eyeglass replacement
- Bail bond

Why Buy Travel Protection?

Here are some reasons we believe it's important to purchase travel protection when securing your vacation plans.

1. You have to cancel your trip due to sickness, accident, or death of a family member or traveling companion.

2. If bad weather conditions cause a delay or cancellation of your trip, you could lose any non-refundable deposits and/or incur charges.

3. Your luggage could be lost, delayed, or stolen forcing you to buy additional clothes, essentials, or even prescription medications.

4. In case your cruise line, airline, or tour operator goes bankrupt.

5. What if you have a medical emergency in a foreign country? Most major health plans in the U.S. offer little or no medical expense protection abroad.

6. You could have a medical emergency while traveling, requiring emergency medical evacuation. Many U.S. health plans will not cover emergency medical evacuations.

7. You could run into major travel delays forcing you to miss a portion of your trip or cruise and be forced to pay additional lodging expenses while you wait.

8. You could be forced to evacuate your resort due to a hurricane or other weather conditions, cutting your trip short – with no recourse for reimbursement for the remaining portion of your vacation.

9. You could lose your important travel documents, which can be a uneasy situation abroad without the help of travel protection.

10. If you were to lose your job but have already paid for your trip or cruise, travel protection can help to get your money back when you cancel.

Contact us for more details.

800.243.3174

www.travelinsured.com

TRAVEL INSURED INTERNATIONAL

A CRUM & FORSTER COMPANY

03.03.2017
T-17178

Why Buy Travel Protection?

Here are some reasons we believe it's important to purchase travel protection when securing your vacation plans.

1. You have to cancel your trip due to sickness, accident, or death of a family member or traveling companion.

2. If bad weather conditions cause a delay or cancellation of your trip, you could lose any non-refundable deposits and/or incur charges.

3. Your luggage could be lost, delayed, or stolen forcing you to buy additional clothes, essentials, or even prescription medications.

4. In case your cruise line, airline, or tour operator goes bankrupt.

5. What if you have a medical emergency in a foreign country? Most major health plans in the U.S. offer little or no medical expense protection abroad.

6. You could have a medical emergency while traveling, requiring emergency medical evacuation. Many U.S. health plans will not cover emergency medical evacuations.

7. You could run into major travel delays forcing you to miss a portion of your trip or cruise and be forced to pay additional lodging expenses while you wait.

8. You could be forced to evacuate your resort due to a hurricane or other weather conditions, cutting your trip short – with no recourse for reimbursement for the remaining portion of your vacation.

9. You could lose your important travel documents, which can be a uneasy situation abroad without the help of travel protection.

10. If you were to lose your job but have already paid for your trip or cruise, travel protection can help to get your money back when you cancel.

Contact us for more details.

800-243-3174

www.travelinsured.com

TRAVEL INSURED INTERNATIONAL

A CRUM & FORSTER COMPANY

03.03.2017
T-17178

STUDENT DELUXE

TRAVEL INSURED INTERNATIONAL
A CRUM & FORSTER COMPANY

GROUP TRAVEL PROTECTION

SCHEDULE OF INSURANCE COVERAGE AND OTHER NON-INSURANCE SERVICES

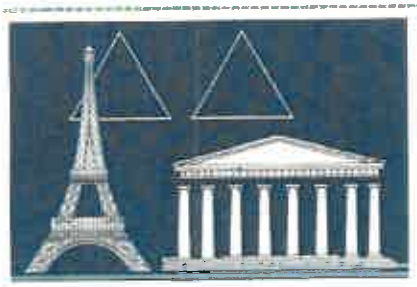
Trip Cancellation**	Trip Cost*
Trip Interruption**	150% of Trip Cost*
Travel Delay – 6 hours	$750 ($150/day)
Missed Connection – 3 hours	$500
Baggage/Personal Effects	$1,500
Baggage Delay – 24 hours	$300
Non-Medical Emergency Evacuation	$150,000
Accident & Sickness Medical Expense	$25,000
Emergency Evacuation & Repatriation	$100,000
Non-Insurance Worldwide Emergency Assistance Services	Included
Cancel for Any Reason (CFAR)***	Optional

Coverages may vary and not all coverage is available in all jurisdictions.
* Up to the lesser of the Trip Cost paid or the limit of Coverage for which benefits are requested and the appropriate plan cost has been paid. Maximum limit of $10,000
** For $0 Trip Cost, there is no Trip Cancellation and Trip Interruption is limited to $500 return air only
*** CFAR coverage is 75% of the nonrefundable trip cost. CFAR is optional and available for individuals or your entire group. Trip cancellation must be 48 hours or more prior to scheduled departure. CFAR must be purchased at the time of plan purchase and with or prior to your final trip payment. **This benefit is not available to residents of New York State.**

PER PERSON RATES

Cost of Trip	Rates	With CFAR*	Cost of Trip	Rates	With CFAR*
$0	$7	N/A	$4001 - $4500	$121	$181.50
$1 - $200	$12	$18.00	$4501 - $5000	$135	$202.50
$201 - $400	$17	$25.50	$5001 - $5500	$149	$223.50
$401 - $600	$21	$31.50	$5501 - $6000	$163	$244.50
$601 - $800	$25	$37.50	$6001 - $6500	$177	$265.50
$801 - $1000	$30	$45.00	$6501 - $7000	$190	$285.00
$1001 - $1500	$41	$61.50	$7001 - $7500	$204	$306.00
$1501 - $2000	$54	$81.00	$7501 - $8000	$218	$327.00
$2001 - $2500	$68	$102.00	$8001 - $8500	$233	$349.50
$2501 - $3000	$81	$121.50	$8501 - $9000	$247	$370.50
$3001 - $3500	$94	$141.00	$9001 - $10000	$261	$391.50
$3501 - $4000	$108	$162.00			

The above rates are for trips up to 30 days – for each day over 30 add $3.00 per person per day.



PERKINS TRAVEL CORPORATION

PAYMENT INFO:

To purchase the Travel Insured Student Deluxe Protection Plan with or without Cancel for Any Reason, please mail this form with a check to:

Perkins Travel
40 South High St.
New Britain, CT 06051
860-223-1655

APPLICATION:

Applicant Name(s): _____

_____

Trip Name: _____

Trip Dates: _____

Phone: _____

Email: _____

Trip Cost: _____

Optional CFAR*(please circle): YES NO

Premium Amount: _____

_____
Parent/Guardian Signature

Travel Insured International
1-800-243-3174, option 6
groups@travelinsured.com
www.travelinsured.com

GENERAL LIMITATIONS AND EXCLUSIONS

Insurance benefits are not payable for any loss due to, arising or resulting from: 1. suicide, attempted suicide or any intentionally self- inflicted injury of You , a Traveling Companion, Family Member or Business Partner booked to travel with You, while sane or insane; 2. an act of declared or undeclared war; 3. participating in maneuvers or training exercises of an armed service, except while participating in weekend or summer training for the reserve forces of the United States, including the National Guard; 4. riding or driving in races, or speed or endurance competitions or events; 5. mountaineering (engaging in the sport of scaling mountains generally requiring the use of picks, ropes, or other special equipment); 6. participating as a member of a team in an organized sporting competition; 7. participating in bodily contact sports, skydiving or parachuting, hang gliding or bungee cord jumping; 8. piloting or learning to pilot or acting as a member of the crew of any aircraft; 9. being Intoxicated, or under the influence of any controlled substance unless as administered or prescribed by a Legally Qualified Physician; 10. the commission of or attempt to commit a felony or being engaged in an illegal occupation; 11. normal childbirth or pregnancy (except Complications of Pregnancy) or voluntarily induced abortion; 12. dental treatment (except as coverage is otherwise specifically provided); 13. amounts which exceed the Maximum Benefit Amount for each coverage as shown in the Schedule of Benefits; 14. due to a Pre-Existing Condition, as defined in the Policy. The Pre-Existing Condition Limitation does not apply to the Emergency Medical Evacuation or return of remains coverage; 15. medical treatment during or arising from a Trip undertaken for the purpose or intent of securing medical treatment; 16. a mental or nervous condition, unless hospitalized for that condition while the Policy is in effect for You; 17. due to loss or damage (including death or injury) and any associated cost or expense resulting directly from the discharge, explosion or use of any device, weapon or material employing or involving chemical, biological, radiological or similar agents, whether in time of peace or war, and regardless of who commits the act and regardless of any other sequence thereto.

The following limitation applies to Trip Cancellation: All cancellations must be reported directly to the Travel Supplier within 72 hours of the event causing the need to cancel, unless the event prevents it, and then as soon as is reasonably possible. If the cancellation is not reported within the specified 72 hour period, the Company will not pay for additional charges, which would not have, been incurred had You notified the Travel Supplier in the specified period. If the event prevents You from reporting the cancellation, the 72-hour notice requirement does not apply; however, You must, if requested, provide proof that said event prevented him or her from reporting the cancellation within the specified period.

Additional Limitations and Exclusions Specific to Baggage and Personal Effects: Benefits are not payable for any loss caused by or resulting from: breakage of brittle or fragile articles; wear and tear or gradual deterioration; confiscation or appropriation by order of any government or custom's rule; theft or pilferage while left in any unlocked or unattended vehicle; property illegally acquired, kept, stored or transported; Your negligent acts or omissions; or property shipped as freight or shipped prior to the Scheduled Departure Date; or electrical current, including electric arcing that damages or destroys electrical devices or appliances.

Cancel For Any Reason Protection: Optional Coverage applies only when requested on the application and the appropriate additional plan cost has been paid. CFAR must be purchased at the time of plan purchase and with or prior to your final trip payment. If You purchase the Cancel For Any Reason protection and You cancel Your Trip for any reason not otherwise covered by this plan, the Insurer will reimburse You for up to 75% of the prepaid, forfeited, non-refundable payments or deposits You paid for Your Trip provided You cancel Your Trip more than 48 hours prior to Your Scheduled Departure Date. **This benefit is not available to residents of New York State.**

Purchase up to final Trip Payment for Pre-Existing Condition Waiver!

The Pre-Existing Condition Exclusion will be waived if the protection plan is purchased before final trip payment for the trip, for the full non-refundable cost of the trip and the booking for the covered trip is the first and only booking for this travel period and you are not disabled from travel at the time you pay the premium.

This document contains highlights of the plan. The plan contains insurance benefits underwritten by the United States Fire Insurance Company. C&F and Crum & Forster are registered trademarks of United States Fire Insurance Company. The Crum & Forster group of companies is rated A (Excellent) by AM Best Company 2016. The plan also contains non-insurance Travel Assistance Services that are provided by an independent organization, and not by United States Fire Insurance Company or Travel Insured International. Coverages may vary and not all coverage is available in all jurisdictions.

Details of Coverage

Restrictions apply - see Plan Document for complete coverage details.

Travel Protection

Trip Cancellation/Trip Interruption

Provides reimbursement up to your full, prepaid, non-refundable trip cost when you are forced to cancel or interrupt due to:

- Unforeseen sickness, accidental injury or death, which occurs before departure. (Certain exclusions apply)
- Being Hijacked, quarantined, or having to serve on a jury or appear as a witness in court;
- Fire, flood, burglary or other Natural Disaster at your Primary Place of Residence or Destination;
- A documented theft of passports or visas;
- Being directly involved in a traffic accident while en route to Your scheduled point of departure;
- Bankruptcy or Default of an airline or cruise line
- Strike that causes a complete stop of services for at least 18 consecutive hours
- Inclement Weather that causes a complete stop of services for at least 18 consecutive hours
- Being the victim of a Felonious assault within 10 days of the Scheduled Departure Date;
- A Terrorist Incident*
- Your host being unable to accommodate you due to their death or life threatening illness/injury

** Terrorist Incident must occur within 30 days of Your Scheduled Departure Date in a city listed on the itinerary of Your Trip. This same city must not have experienced a Terrorist Incident within the 90 days prior to the Terrorist Incident that is causing Your cancellation of Your Trip. Benefits are not provided if the Travel Supplier offers a substitute itinerary;*

Travel Delay

Reimburses up to $150 per day when you are delayed en route to or from the covered Trip for 6 or more hours. Covered expenses include:

- Prepaid, unused, non-refundable land and water accommodations.
- Local transportation to join the Trip.
- Reasonable additional expenses incurred for meals and lodging.

Missed Connection

Reimburses up to $500 in unplanned expenses to rejoin your trip when a 3-hour common carrier delay causes you to miss a cruise or tour departure. Expenses include reasonable accommodations, meal expenses, and non-refundable payments for the unused portion of Your Cruise or Trip. Coverage will not be provided to individuals who are able to meet their scheduled departure but cancel their Trip due to Inclement Weather.

Baggage Protection

Baggage/Personal Effects:

Reimburses for loss, theft, or damage to Baggage and Personal Effects up to the maximum benefit. Receipts are required for reimbursement.
Baggage Delay (Outward Journey Only):
Reimburses for expenses of necessary Personal Effects, if Your checked Baggage is delayed or misdirected for more than 24 hours from the time You arrive at the destination stated on the ticket, except travel to final destination or Your place of residence.

Emergency Accident and Sickness Medical Expense:

Up to $25,000 to cover treatment costs when accident or illness strikes during the trip.
Covered Medical Expenses are necessary services and supplies which are recommended by the attending Physician. They include, but are not limited to:

- Services of a Physician;
- Charges for Hospital confinement and use of operating rooms; charges for anesthetics (including administration);
- X-ray examinations or treatments, laboratory tests; ambulance service; and drugs, medicines, prosthetic and therapeutic services and supplies.

Emergency Medical Evacuation/Repatriation:

Up to $100,000 to transport you to nearest treatment by U.S. standards and return you home when able to fly.
All transportation must be authorized and arranged by the Assistance Company.

Non-Insurance Worldwide Emergency Assistance Services

The non-insurance Travel Assistance feature provides a variety of travel related services. Some of the services offered include:

- Medical or legal referral
- Hospital admission guarantee
- Translation service
- Lost Baggage retrieval
- Inoculation information
- Passport / visa information
- Emergency cash advance
- Prescription drug / eyeglass replacement
- Bail bond

Why Buy Travel Protection?

Here are some reasons we believe it's important to purchase travel protection when securing your vacation plans.

1. You have to cancel your trip due to sickness, accident, or death of a family member or traveling companion.

2. If bad weather conditions cause a delay or cancellation of your trip, you could lose any non-refundable deposits and/or incur charges.

3. Your luggage could be lost, delayed, or stolen forcing you to buy additional clothes, essentials, or even prescription medications.

4. In case your cruise line, airline, or tour operator goes bankrupt.

5. What if you have a medical emergency in a foreign country? Most major health plans in the U.S. offer little or no medical expense protection abroad.

6. You could have a medical emergency while traveling, requiring emergency medical evacuation. Many U.S. health plans will not cover emergency medical evacuations.

7. You could run into major travel delays forcing you to miss a portion of your trip or cruise and be forced to pay additional lodging expenses while you wait.

8. You could be forced to evacuate your resort due to a hurricane or other weather conditions, cutting your trip short – with no recourse for reimbursement for the remaining portion of your vacation.

9. You could lose your important travel documents, which can be a uneasy situation abroad without the help of travel protection.

10. If you were to lose your job but have already paid for your trip or cruise, travel protection can help to get your money back when you cancel.

Contact us for more details.

800-243-3174
www.travelinsured.com

TRAVEL INSURED INTERNATIONAL
A CRUM & FORSTER COMPANY

03.03.2017
T-17178

Why Buy Travel Protection?

Here are some reasons we believe it's important to purchase travel protection when securing your vacation plans.

1. You have to cancel your trip due to sickness, accident, or death of a family member or traveling companion.

2. If bad weather conditions cause a delay or cancellation of your trip, you could lose any non-refundable deposits and/or incur charges.

3. Your luggage could be lost, delayed, or stolen forcing you to buy additional clothes, essentials, or even prescription medications.

4. In case your cruise line, airline, or tour operator goes bankrupt.

5. What if you have a medical emergency in a foreign country? Most major health plans in the U.S. offer little or no medical expense protection abroad.

6. You could have a medical emergency while traveling, requiring emergency medical evacuation. Many U.S. health plans will not cover emergency medical evacuations.

7. You could run into major travel delays forcing you to miss a portion of your trip or cruise and be forced to pay additional lodging expenses while you wait.

8. You could be forced to evacuate your resort due to a hurricane or other weather conditions, cutting your trip short – with no recourse for reimbursement for the remaining portion of your vacation.

9. You could lose your important travel documents, which can be a uneasy situation abroad without the help of travel protection.

10. If you were to lose your job but have already paid for your trip or cruise, travel protection can help to get your money back when you cancel.

Contact us for more details.

800-243-3174
www.travelinsured.com

C&F EST. 1822

TRAVEL INSURED INTERNATIONAL®
A CRUM & FORSTER COMPANY

03.03.2017
T-17178

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 15, 2018

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

ATTACHMENTS: April 30, 2018 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 2018.

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 2018	$ 6,260,398
Expenditures through April 30, 2018	$52,127,176

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

Agenda Item # 8a.

Windsor Public Schools
Financial Report
April 30, 2018

	2017/2018 *Budget	Expenditures YTD 4/30/2018	Encumbrance	Balance 4/30/2018	% Balance
Instructional Services					
Clover Street School	59,019	28,102	14,083	16,834	**29%**
John F. Kennedy School	79,405	50,517	12,995	15,893	**20%**
Oliver Ellsworth School	76,864	48,400	18,305	10,159	**13%**
Poquonock School	59,820	29,253	13,071	17,496	**29%**
Sage Park Middle School	214,220	153,432	25,128	35,660	**17%**
Windsor High School	389,056	265,116	36,456	87,484	**22%**
Windsor High School Interscholastic Sports	202,000	158,275	25,383	18,342	**9%**
Athletic Coaches	239,800	130,866	0	108,934	**45%**
WHS Career & Technical Education	59,745	42,554	10,577	6,614	**11%**
Continuing Education	70,400	59,650	8,560	2,190	**3%**
Instructional Mgt. & Curriculum Development	335,045	275,230	52,630	7,185	**2%**
Magnet School Tuition	1,500,600	1,449,921	0	50,679	**3%**
Technology	664,295	634,580	27,088	2,627	**0%**
Total Instructional Services	**3,950,269**	**3,325,896**	**244,276**	**380,097**	**10%**
Education Support Services					
Pupil Personnel Services	368,191	148,530	69,558	150,103	**41%**
Special Education	94,350	60,262	5,663	28,425	**30%**
Special Education Tuition	4,870,979	3,592,979	238,919	1,039,081	**21%**
Policy & Planning	142,350	103,559	12,568	26,223	**18%**
Employee Personnel Services	84,000	62,865	845	20,290	**24%**
Financial Management	280,442	244,522	2,155	33,765	**12%**
Financial Services	38,500	32,002	1,861	4,637	**12%**
Pupil Transportation & Safety	2,545,489	1,634,984	1,997	908,508	**36%**
Special Education Transportation	1,843,680	1,477,443	439,930	(73,693)	**-4%**
Physical Plant Services	2,035,850	1,503,202	491,704	40,944	**2%**
Major Maintenance	386,000	372,305	5,323	8,372	**2%**
L.P. Wilson Center	254,800	189,980	42,630	22,190	**9%**
Benefits	10,799,364	7,138,032	74,534	3,586,798	**33%**
Certified Salaries	30,328,729	24,388,615	0	5,940,114	**20%**
Non-Certified Salaries	8,227,119	6,777,657	0	1,449,462	**18%**
Regular Ed Tutor Salaries	227,699	151,536	0	76,163	**33%**
Special Ed Tutor Salaries	350,000	244,758	0	105,242	**30%**
Substitute Salaries	643,519	678,049	18,837	(53,367)	**-8%**
Total Education Support Services	**63,521,061**	**48,801,280**	**1,406,524**	**13,313,257**	**21%**
Total All Sites	**$67,471,330**	**$52,127,176**	**$1,650,800**	**$13,693,354**	**20%**

*** The 2017/2018 budget numbers are now reflecting the actual BOE Approved 2017/2018 Budget. The prior financial reports for Sept 2017 through Dec 2017 reflected the 2016/2017 budget numbers due to the fact that the BOE did not approve the 2017/2018 Budget until 1/17/2018.**

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 15, 2018

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

ATTACHMENTS: Student Enrollment Report & Recap

SUBJECT: Student Enrollment as of May 1, 2018

BACKGROUND:

Attached are the official enrollment figures as of May 1, 2018. 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, 2018

Enrollment in Windsor Public Schools	
Grades PreK-5	1,409
Grades 6-8	716
Grades 9-12	1,184
Total District Enrollment	**3,309**

Windsor Students not in district schools	
Out of District Placement (Special Education)	45
Private Schools' Placements (Special Education) (Examples: St. Gabriel, Trinity Christian, Madina Academy)	24
CREC Montessori Hartford	12
CREC Metropolitan Learning Center	97
CREC Miscellaneous Magnet Schools	243
Hartford Host Magnet Schools	215
Miscellaneous Magnet Schools	10
A.I. Prince Technical High School	10
Howard Cheney Technical High School	6
	662

Total Windsor	**3,971**

Windsor Public Schools
Student Enrollment Report
May 1, 2018

Grade		Poquonock	Clover St	O Ellsworth	JF Kennedy	Totals
Pre K		53		70		123
K		88		105		193
1		80		122		202
2		86		114		200
3			106		126	232
4			90		128	218
5			101		140	241
Subtotal K-5						1286
Total		**307**	**297**	**411**	**394**	**1,409**

Grade	Sage Park MS
6	219
7	261
8	236
Total	**716**

Grade	Windsor High
9	288
10	304
11	286
12	306
Total	**1,184**

Total District Enrollment	**3,309**

POQUONOCK SCHOOL

ENROLLMENT REPORT
2017-2018

Room #	Teacher	Grade	Projected		7-Sep	1-Oct	1-Nov	1-Dec	2-Jan	1-Feb	1-Mar	2-Apr	1-May	1-Jun
		Kindergarten												
1	C McCann					14	14	14	14	14	14	15	15	
2	R Brown					13	13	13	14	14	14	14	14	
3	M Scott					14	14	15	15	15	15	15	14	
22	L Roche					15	15	15	15	15	15	15	15	
23	R Elkey					15	15	15	15	15	15	15	15	
24	L Eskanazi					15	14	14	14	15	15	15	15	
		Total	**74**		**87**	**86**	**85**	**86**	**87**	**88**	**88**	**89**	**88**	**0**
		Grade 1												
8	E Lamb					15	15	15	15	14	14	14	14	
16	N Nabil					17	17	17	18	18	18	17	17	
17	K Stoll					17	17	17	17	17	17	17	17	
18	B Neals					14	13	13	13	14	14	15	15	
15	E Velez					17	17	17	17	17	17	17	17	
		Total	**74**		**81**	**80**	**79**	**79**	**80**	**80**	**80**	**80**	**80**	**0**
		Grade 2												
9	S Trummel-Cadieux					18	18	18	18	18	18	18	18	
11	J Delsky					19	19	19	19	19	19	19	19	
12	K Filmer					18	18	17	17	17	17	17	16	
13	E Hoogewerff					15	16	16	16	16	16	18	17	
14	S Couchon					16	16	17	17	17	17	17	16	
		Total	**88**		**89**	**86**	**87**	**87**	**87**	**87**	**87**	**89**	**86**	**0**
	PK Smart Start		30		30	29	30	30	30	30	30	30	30	
	Sped & Peer		19		19	19	19	21	22	22	23	23	23	
		Total	**49**		**49**	**48**	**49**	**51**	**52**	**52**	**53**	**53**	**53**	**0**
	Poquonock	**Totals**	**285**		**306**	**300**	**300**	**303**	**306**	**307**	**308**	**311**	**307**	**0**

CLOVER STREET SCHOOL
ENROLLMENT REPORT
2017 - 2018

Room#	Teacher		Projected		7-Sep	1-Oct	1-Nov	1-Dec	2-Jan	1-Feb	1-Mar	2-Apr	1-May	1-Jun
		Grade 3												
11	A Sanchez					22	22	23	22	22	22	22	22	
24	S Michalic					23	23	22	22	21	21	21	21	
10	J Murray					20	20	21	21	23	22	21	21	
25	J Darrell					20	20	21	21	22	22	22	22	
13	C Messenger					20	20	19	20	20	20	20	20	
		Total	**98**		**108**	**105**	**105**	**106**	**106**	**108**	**107**	**106**	**106**	**0**
		Grade 4												
14	J Su					22	22	23	23	23	23	23	22	
15	L Savage					22	22	23	24	24	24	24	24	
26	C Nowsch					23	23	22	22	22	22	22	23	
27	D Williams					22	21	21	21	21	21	21	21	
		Total	**77**		**90**	**89**	**88**	**89**	**90**	**90**	**90**	**90**	**90**	**0**
		Grade 5												
9	N Arroyo					19	19	20	19	19	19	19	20	
18	E Chartier					20	20	20	19	20	20	20	20	
19	S Lewis					19	19	19	20	19	19	19	19	
8	C Lindsley					17	18	18	19	20	20	20	20	
12	R Grimes					21	21	21	21	22	22	22	22	
		Total	**102**		**97**	**96**	**97**	**98**	**98**	**100**	**100**	**100**	**101**	**0**
	Clover	**TOTAL**	**277**		**295**	**290**	**290**	**293**	**294**	**298**	**297**	**296**	**297**	**0**

OLIVER ELLSWORTH SCHOOL

ENROLLMENT REPORT
2017-2018

Room#	Teacher	Grade	Projected		7-Sep	1-Oct	1-Nov	1-Dec	2-Jan	1-Feb	1-Mar	2-Apr	1-May	1-Jun
19	G Drake	Kindergarten				13	13	13	12	12	12	12	12	
20	L Butterick					12	13	11	11	13	13	13	13	
21	T Tedeschi					13	12	13	13	13	13	13	13	
22	A Bishop					12	14	12	12	12	11	11	12	
23	L Adamski					14	12	14	15	14	14	14	14	
24	A Bartholomew					11	12	12	13	13	13	13	13	
25	C Chapple					13	13	14	14	14	14	14	14	
26	S Marcella					14	14	14	14	14	14	14	14	
		Total	**107**		**103**	**102**	**103**	**103**	**104**	**105**	**104**	**104**	**105**	**0**
11	S Capizzi	Grade 1				21	20	20	19	18	17	18	19	
12	K Furie					20	21	21	21	21	21	21	21	
13	E Larson					18	18	19	19	20	21	21	21	
15	T Strickland					20	20	20	20	20	20	20	20	
16	L Miller					20	20	20	19	19	19	20	20	
17	K Strempfer					19	19	19	20	20	20	21	21	
		Total	**107**		**117**	**118**	**118**	**119**	**118**	**118**	**118**	**121**	**122**	**0**
		Grade 2												
1	B Mayo					17	18	18	20	20	20	20	20	
2	J Goicochea					19	18	19	19	19	19	19	19	
3	K Carlin					18	18	18	18	18	18	18	18	
6	E Heilman					18	18	19	19	18	18	18	18	
7	L Majors					20	20	20	20	20	20	20	20	
8	D Jaworski					16	17	18	17	17	17	19	19	
		Total	**102**		**108**	**108**	**109**	**112**	**113**	**112**	**112**	**114**	**114**	**0**
	PK Smart Start		30		30	30	29	30	30	30	30	30	30	
	Sped & Peers		29		29	29	29	30	33	33	34	39	40	
		Total	**59**		**59**	**59**	**58**	**60**	**63**	**63**	**64**	**69**	**70**	**0**
	Ellsworth	**Total**	**375**		**387**	**387**	**388**	**394**	**398**	**398**	**398**	**408**	**411**	**0**

JF KENNEDY SCHOOL

ENROLLMENT REPORT
SCHOOL YEAR 2017-2018

Room#	Teacher	Grade	Projected		7-Sep	1-Oct	1-Nov	1-Dec	2-Jan	1-Feb	1-Mar	2-Apr	1-May	1-Jun
		Grade 3												
1	L Macaluso					21	20	20	21	21	21	21	21	
2	K Richards					21	20	20	21	21	21	22	22	
3	A Moyal					21	21	22	20	22	22	22	23	
4	D Ghanesh-May					22	21	21	20	19	19	20	19	
6	M Johnston					20	20	20	21	21	21	20	20	
8	V Vaicunas					20	21	21	21	21	21	21	21	
		Total	**111**		**124**	**125**	**123**	**124**	**124**	**125**	**125**	**126**	**126**	**0**
		Grade 4												
9	M Macaluso					19	19	18	18	18	17	17	18	
10	S Silliman					16	17	16	18	18	18	19	19	
12	L Bishop					18	18	18	18	18	18	18	19	
14	S Brown					17	18	17	18	18	18	17	17	
15	K Bowman					18	18	18	18	19	19	18	17	
16	D Taylor					17	17	18	18	17	19	19	20	
18	A Caselli					18	18	19	19	19	18	18	18	
		Total	**120**		**123**	**123**	**125**	**124**	**127**	**127**	**127**	**126**	**128**	**0**
		Grade 5												
19	J Somero					21	20	18	20	17	17	16	15	
20	S Paley					20	20	20	18	21	20	19	18	
24	J Freitas					21	20	21	21	20	20	20	21	
25	S Fye					21	22	22	22	22	22	22	22	
26	K Mazur					21	21	21	21	21	21	21	21	
27	N Donzella					21	20	22	22	22	22	22	22	
28	G Davies					22	23	24	22	20	21	21	21	
		Total	**136**		**148**	**147**	**146**	**148**	**146**	**143**	**143**	**141**	**140**	**0**
	Kennedy	**Total**	**367**		**395**	**395**	**394**	**396**	**397**	**395**	**395**	**393**	**394**	**0**

SAGE PARK MIDDLE SCHOOL

ENROLLMENT REPORT
SCHOOL YEAR 2017 - 2018

		Projected		8-Sep	1-Oct	1-Nov	1-Dec	2-Jan	1-Feb	1-Mar	2-Apr	1-May	1-Jun	# of Teachers	Average C. Size
Grade 6															
Team 1					74	74	75	77	77	76	76	76		4	19
Team 2					68	69	70	70	68	68	69	69		5	13.8
Team 3					70	71	72	72	72	71	71	73		5	14.6
	Total	**214**		**218**	**212**	**214**	**217**	**219**	**217**	**215**	**216**	**218**	**0**		
Grade 7															
Team 4					85	86	86	87	87	87	88	87		4	21.75
Team 5					81	80	81	86	85	84	85	85		4	21.25
Team 6					83	83	84	84	86	86	86	86		5	17.2
	Total	**245**		**253**	**249**	**249**	**251**	**257**	**258**	**257**	**259**	**258**	**0**		
Grade 8															
Team 7					80	78	81	82	81	81	81	82		4	20.5
Team 8					78	79	77	78	77	77	75	75		5	15
Team 9					76	77	77	77	77	77	77	77		5	15.4
	Total	**219**		**236**	**234**	**234**	**235**	**237**	**235**	**235**	**233**	**234**	**0**		
SPARK					**6**	**6**	**6**	**6**	**6**	**6**	**6**	**6**			
Sage Park	**Total**	**678**		**707**	**701**	**703**	**709**	**719**	**716**	**713**	**714**	**716**	**0**		

WINDSOR HIGH SCHOOL
Enrollment for
School Year 2017 - 2018

	Projected		7-Sep	1-Oct	1-Nov	1-Dec	2-Jan	1-Feb	1-Mar	2-Apr	1-May	1-Jun
Grade 9	**224**		309	300	296	293	293	298	285	287	288	
Grade 10	**300**		303	299	306	306	309	308	306	304	304	
Grade 11	**281**		285	273	272	271	272	270	282	285	286	
Grade 12	**307**		312	305	308	314	311	311	315	307	306	
Windsor High Total	**1112**		**1209**	**1177**	**1182**	**1184**	**1185**	**1187**	**1188**	**1183**	**1184**	**0**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 15, 2018

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

Attachments: Food Service Financial Report

Subject: Cafeteria Operations – April 2018

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

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

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

Status: Financial Report for April 2018

Recommendation: Informational only.

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

Agenda Item # 8c.

Windsor School Food Service
Financial Statement
April 2018

REVENUE	April 2017	7/1/16- YTD	April 2018	7/1/17- YTD
SALES	$98,034.34	$949,063.46	$70,027.73	$686,049.80
REIMBURSEMENTS - STATE	7,206.00	69,580.00		59,756.00
ACCOUNTS RECEIVEABLE	100,166.18	1,006,763.16	86,047.68	767,632.36
CLOC	12,112.00	154,736.05		185,977.90
MISC. (Rebates)		601.37		2,542.25
6 Cents Certification	2,104.86	24,169.14	2,114.58	19,000.80
REVENUE TOTALS	**$219,623.38**	**$2,204,913.18**	**$158,189.99**	**$1,720,959.11**
EXPENSES				
WAGES	$65,782.87	$676,984.32	$56,372.93	$585,290.90
PAYROLL TAXES	5,032.39	49,206.74	4,312.55	44,774.77
BENEFITS	7,063.72	82,741.86	7,944.27	80,426.15
FOOD/MILK	107,522.41	1,148,962.01	95,298.05	896,181.57
PAPER	5,764.50	58,623.67	4,944.78	50,328.57
TRUCK	322.29	4,975.00	1,721.45	5,102.55
SUPPLIES	33.93	7,529.54	507.82	17,839.61
EQUIPMENT	6,419.87	26,432.61	7,892.96	49,384.50
SERVICES	166.95	4,869.34	1,015.09	7,611.26
EXPENSE TOTALS	**$198,108.93**	**$2,060,325.09**	**$180,009.90**	**$1,736,939.88**
NET INCOME	**$21,514.45**	**$144,588.09**	**($21,819.91)**	**($15,980.77)**
INVENTORY		**$32,554.38**		**$21,420.46**
OPENING BALANCE 7/1		**$166,304.74**		**$347,470.46**
COMPUTED OPERATING POSITION		**$343,447.21**		**$352,910.15**

Windsor School Food Service
Program Participation April 2018

WHS	April 2017	April 2018
DAYS	16	16
SALES	$24,174.15	$22,322.46
AVERAGE	$1,510.88	$1,395.15

Reimbursable Meals	Average LUNCH per day	
ELEMENTARY	838	887
Academy of Aerospace & Engineering	397	420
SPMS	369	387
WHS	514	570

Reimbursable Meals	Average BREAKFAST per day	
ELEMENTARY	340	371
Academy of Aerospace & Engineering	121	128
SPMS	73	78
WHS	170	155

Reimbursable Meals	Average SNACK per day	
Treehouse Program	89	93

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: May 15, 2018

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

Presented By: Terrell M. Hill, PhD

Attachments: None

Subject: Human Resources Report for April 1, 2018 – April 30, 2018

RESIGNATIONS/SEPARATIONS

Linda Benoit	Full-time Food Service Elementary Cook/Secondary Salad	Poquonock
Amanda Fitzpatrick	Special Education Paraeducator	Kennedy
David Greenberg	Long Term Substitute Social Studies Teacher	Windsor High
Dylan Lomangino	Long Term Substitute Strings Teacher	Poquonock/Ellsworth
Shanthal Nichols	Special Education Paraeducator	Clover

RETIREMENTS

N/A

TRANSFERS/REASSIGNMENTS

Hugh Kerr	From: Custodian II Evenings	Windsor High
	To: Custodian II Evenings	Sage Park
Mark LaPointe	From: Custodian II Evenings	Sage Park
	To: Custodian II Evenings	Windsor High

HIRES

Catherine Bergquist	Physical Education/Health Teacher – Limited	Poquonock/Kennedy/LPW
Alexander Hogan	Special Education Paraeducator – Limited	Windsor High
Bruce McCormick	Safety Assistant	Sage Park
Krista Pisano	Family Resource Center Leader	Ellsworth
Brandon Wojtkowiak	Special Education Paraeducator – Limited	Kennedy

---

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

Agenda Item # 8d.

Windsor Board of Education
Curriculum Committee
Unapproved Minutes

Thursday, April 5, 2018 4:30 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the April 5, 2018 Curriculum Committee. Any additions or corrections will be made at a future meeting.

Attendance Taken at 4:30 PM:

Present Board Members:
Ms. Nuchette Black-Burke
Mr. Leonard Lockhart
Ms. Michaela Fissel

Absent Board Members:
Ms. Maryam Khan

Updated Attendance:
Ms. Nuchette Black-Burke was updated to present at: 4:45 PM

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

Discussion:
The meeting was called to order by Mr. Lockhart at 4:32 PM. Also in attendance: Superintendent Dr. Craig Cooke and Assistant Superintendent for Instructional Services Santosha Oliver.

2. Audience to Visitors

Discussion:
None

3. ELA Grade 11 Curriculum Maps

Discussion:
The committee reviewed both ELA Grade 11 and Grade 12 Curriculum Maps.

4. ELA Grade 12 Curriculum Maps

5. Overview of STEM plans for 2018-2019

Discussion:
The committee received a presentation on STEM Update.

6. Adjournment

Discussion:
The meeting was adjourned at 5:34 PM.

_____
Maryam F. Khan, Secretary
Windsor Board of Education

Windsor Board of Education
Long Range Planning Committee
Unapproved Minutes

Thursday, April 5, 2018 6:30 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the April 5, 2018 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. James Dobler
Mr. Leonard Lockhart
Mr. Jeremy Halek

Updated Attendance:
Mr. Leonard Lockhart was updated to present at: 6:49 PM

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

Discussion:
The meeting was called to order by Mr. Dobler at 6:33 PM. Also in attendance: Superintendent Dr. Craig Cooke.

2. Audience to Visitors

Discussion:
None

3. Review of Identified Priority Areas

4. Review of Capital Improvement Plan

5. Other

Discussion:
The committee discussed each agenda topic and developed the agenda for the next meeting.

6. Adjournment

Discussion:
The meeting adjourned at 7:48 PM.

_____
Maryam F. Khan, Secretary
Windsor Board of Education

Windsor Board of Education
Regular Meeting
Unapproved Minutes
Tuesday, April 17, 2018 7:00 PM
Town Hall, Council Chambers

The following are the unapproved minutes of the April 17, 2018 Regular Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:59 PM:

Present Board Members:
Mr. Leonard Lockhart
Mr. Brian Bosch
Mr. David Furie
Ms. Nuchette Black-Burke
Mr. James Dobler
Mr. Ronald Eleveld
Ms. Michaela Fissel
Mr. Jeremy Halek

Absent Board Members:
Ms. Maryam Khan

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

Discussion:
The meeting was called to order at 7:00 PM by Mr. Lockhart 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 Dr. Santosha Oliver, Assistant Superintendent for Human Resources Dr. Terrell Hill, Director of Pupil and Special Education Services, Steven Carvalho, and Director of Business Services, Danielle Batchelder.

2. Recognitions/Acknowledgements
2.a. Proclamation--Teacher Appreciation Week May 7-11

Discussion:
Mr. Lockhart and Dr. Cooke presented a proclamation to Windsor Education Association Co-Presidents Ms. Andrea Kay and Dr. Miriam Klein announcing Teacher Appreciation Week in Windsor Public Schools which will be May 7 to May 11, 2018 to recognize the contributions of teachers to the students and community of Windsor.

2.b. Recognition--Jaime Stoll, sole Windsor player on Avon/Farmington/Lewis Mills/Windsor Ice Hockey Team--2018 CIAC Division II Ice Hockey State Champions

Discussion:
Dr. Cooke and Windsor Athletic Director Mr. Steve Risser recognized Jaime Stoll, sole Windsor player on Avon/Farmington/Lewis Mills/Windsor Ice Hockey Team, team managers and coaches as 2018 CIAC Division II Ice Hockey State Champions.

2.c. Recognition--Kristina Wallace, named CT's School Counselor of the Year by Connecticut School Counselor Association

Discussion:
Dr. Cooke and Ms. Foote-Mitchell recognized Kristina Wallace as CT's School Counselor of the Year by the Connecticut School Counselor Association.

3. Audience to Visitors

Discussion:
None.

4. Student Representative Report

Discussion:
Student Representative was not present at tonight's meeting but Dr. Cooke shared the Student Representative Report with the board. The report included that starting the final quarter, WHS students are in great shape with behavioral issues not being present. Mr. Hepler also shared in his report that upcoming school and curriculum events are fast approaching including AP testing and final exams. Upcoming sporting events include a boy's baseball game on Wednesday, April 18th at Dunkin Donuts Park in Hartford with a $10 admission. All have been encouraged to attend upcoming sporting events.

5. Board of Education
5.a. President's Report

Discussion:
Mr. Lockhart stated that he had been engaged in several meetings in the month of March including the CABE Leadership Institute which provided an opportunity to engage with other board members throughout the state. Mr. Lockhart shared his experience working with his CABE cohort as well as encouraged his fellow members to participate in the CABE Leadership Institute next year.

Mr. Lockhart also participated in the Student Forum at Windsor High School on March 29th which included 10 panel members. Mr. Lockhart stated that the students were very engaged at this event and conversation that ensued were lively. Mr. Lockhart thanked Dr. Cooke, Danielle Batchelder and Mr. Furie for supporting him in presenting the budget on Wednesday, April 4th at the Town Council meeting. He commended all who were in attendance for supporting the presentation and representing the board.

On April 5th, 7 board members had lunch at JFK at a student lead political speech competition for 5th graders.
Mr. Lockhart shared that preparations are being made for the November conference and he encouraged all 9 board members to attend on Friday and Saturday that month. Mr. Lockhart explained the CABE Delegate Assembly process for submitting resolutions, he provided a deadline to the board regarding such submissions and stated that the resolutions of all board members will be discussed during open session during the May 15th board meeting. Questions and comments from board members ensued.

5.b. School Liaison Reports
5.b.1. Windsor High School

Discussion:
Ms. Black-Burke reminded the viewing audience that an updated and complete physical will be required for 10th grade students to be enrolled in their 11th grade school year in 2018-19. This physical should be on file in the school nurse's office dated after May 1, 2017 in order to start the next grade level. Ms. Black-Burke also shared that summer employment opportunities are now available for some high school students through the 2018 Teen Summer Employment Development Internship under the guidance of the Windsor Youth Services Bureau. All interested students should submit applications no later than Friday, April 27th at 5:00 PM. Next Level Leadership Summit will present at WHS on April 28th from 9:30 AM-2:30 PM hosted by a WHS alumni, Jaylen Berry.

Mr. Furie provided a Robotics update regarding team Paragon's recent competition at Hartford High School on April 7th and 8th. Mr. Furie also shared that WHS families are not too late to take part in climate surveys that have been circulated, being open thorough April 20th. This can be accessed through the Windsor Warrior Weekly. Project Graduation has an upcoming event, providing an opportunity to raise funds during the Vendor Sale on April 22nd from 10 AM- 4:00 PM at the Hilton Garden Inn. Both Dunkin Donuts Park baseball game dates were shared, being April 16th at 6:00 PM as well as May 22nd.

5.b.2. Sage Park Middle School

Discussion:
Mr. Halek shared that the Spring Enrichment Cluster is coming up on May 2nd from 5:00 PM - 8:00 PM and all families have been invited to participate in this event to provide student support. 6th grade Choir Concert and Strings Concert will

be held on May 9th from 6:30 PM- 8:30 PM. SBAC Assessment will begin May 14th and will run through May 17th with a makeup day for May 18th.

5.b.3. Clover Street School

Discussion:
Mr. Eleveld reported that the Clover Street Poetry Slam will be held on April 26th from 6:30 PM-8:00 PM, all community members are encouraged to attend. April 18th will be Sunglasses Day. April 24th will be Family Arts Night.

5.b.4. John F. Kennedy School

Discussion:
Mr. Bosch shared that JFK's climate is very good as he spoke to the 5th grade Political Speech Competition which has been well received. JFK held a March dance that raised food for the local food bank. Tuesday, May 1st, will be the Chili's Proceed Night, where a certain percentage of the bill will be shared with JFK. All families participating in the Chili's Proceed Night event should bring the JFK flyer to the restaurant which can be found on the school website. On May 21st, Black Eyed Sally's will be collecting a $5.00 cover charge for a band playing at the restaurant and proceeds will be donated to the JFK PTO Team. Families are encouraged to join the PTO to get involved in their child's school.

5.b.5. Oliver Ellsworth School

Discussion:
Mr. Dobler shared that kindergarten registration for all 5 year olds has begun. Families can register their children by going online at www.windsorct.org or go in person to the Windsor Public Schools Registration Office at 601 Matianuck Avenue. The next PTO meeting will be held on May 10th from 6:00 PM - 7:00 PM in the library. On Saturday, June 2nd the Hartford Yard Goats Game will be dedicated to OE. The game will begin at 6:05 PM with Stadium opening at 4:30 PM and fireworks after the game. Spring Strings Concert held on April 17th. Principal Breakfast will be held on April 18th at 8:00 AM. Upcoming field trips include the Windsor Historical Society, Sage Park Middle School with a Steve Songs Performance. On April 23rd OE will hold a Spring Strings Concert at 6:15 PM and 7:00 PM for grades 1 and 2 in the cafeteria.

5.b.6. Poquonock School

Discussion:
Ms. Fissel reported that spring portraits will be taken with poses selected by students. Kindergarten orientation will be held on May 3rd at Sage Park from 6:00 PM- 7:30 PM. May 9th will be karaoke night at McDonalds on Bloomfield Avenue from 5:00 PM- 6:00 PM. May 14th the Spring Strings Concert will be held from 6:30PM -7:30PM.

6. Superintendent's Report

Discussion:
Dr. Cooke thanked teachers for their countless hours of dedication to Windsor students. WPS is a recipient of a CABE Communications Award of Excellence. Donald Harris of the Bloomfield Board and CABE Board of Directors will attend the May 15th BOE meeting to present the award which is based on the WHS brochure. Dr. Cooke shared that Mr. William Sanders, former employee of the WPS for 29 years, who served as a both a vice principal and principal at Sage Park Middle School has passed away. Dr. Cooke expressed his condolences to the Sanders family. WHS student Benjamin Levesque completed his Eagle Scout community project for creating a dog walking trail through the woods that surround the new dog pound on Marshall Phelps Road. Dr. Cooke thanked McDonalds for their donation of $3000 to the WHS Air Force JROTC Program on April 5th.

A joint PTO and community budget forum will be held on April 25th at 6:00 PM at Sage Park Middle School Auditorium; childcare will be provided.

Annual Senior Citizens Breakfast will be held May 4th from 8:30 AM- 10:00 AM in the WHS library. Senior Citizens wishing to attend should RSVP to Jenna Herrick at 860-687-2000 ext 292. Amazon has invited Team Paragon to tour the Amazon facilities, dates to come.

6.a. WHS Overnight Field Trip Request to Costa Rica, 1st Reading

Discussion:

Ms. Jaramillo reviewed the proposed overnight field trip to Costa Rica and answered questions from Board members.

Motion Passed: Move that the Windsor Board of Education approve the proposed trip to Costa Rica as a 1st Reading reserving the right to cancel if it feels that the safety of the students is at risk passed with a motion by Mr. David Furie and a second by Mr. Ronald Eleveld.

8 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Absent
Mr. Brian Bosch Yes
Mr. David Furie Yes
Ms. Nuchette Black-Burke Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. Jeremy Halek Yes

6.b. WHS Overnight Field Trip Request to Germany, 1st Reading

Discussion:
Discussion:
Mr. Pierce reviewed the proposed overnight field trip to Germany and answered questions from Board members.

Motion Passed: Move that the Windsor Board of Education approve the proposed trip to Germany as a 1st Reading reserving the right to cancel if it feels that the safety of the students is at risk passed with a motion by Mr. David Furie and a second by Mr. Ronald Eleveld.

8 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Absent
Mr. Brian Bosch Yes
Mr. David Furie Yes
Ms. Nuchette Black-Burke Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. Jeremy Halek Yes

6.c. Curriculum Development, 2nd Reading

6.c.1. Physical Education (Grade 9)
6.c.2. Physical Education (Grade 10)

Motion Passed: Move that the Board approves Physical Education Grade 9, Physical Education Grade 10R, Physical Education Grade 10I (Intermediate Swim) and Physical Education Grade 10B (Beginner Swim) as a 2nd Reading as presented passed with a motion by Ms. Nuchette Black-Burke and a second by Ms. Michaela Fissel.

8 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Absent
Mr. Brian Bosch Yes
Mr. David Furie Yes
Ms. Nuchette Black-Burke Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes

Ms. Michaela Fissel Yes
Mr. Jeremy Halek Yes

6.d. Policy Adoption, 2nd Reading

6.d.1. Revised P 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder
6.d.2. Revised P 5114 Student Discipline
6.d.3. Review P 5131.7 Firearms, Weapons and Dangerous Instruments (for deletion)
6.d.4. Revised P 5141.21 Administration of Student Medications in the Schools
6.d.5. Revised AR 5141.31 Immunizations
6.d.6. Revised P/AR 6114.1 Fire Emergency Drills

Motion Passed: Move to approve the revisions made to Policy 4600 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder, Policy 5114 Student Discipline, Policy 5141.21 Administration of Student Medications in the Schools, and Policy 6114.1 Fire Emergency Drills and to delete Policy 5131.7 Firearms, Weapons and Dangerous Instruments passed with a motion by Mr. David Furie and a second by Mr. Brian Bosch.

8 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Absent
Mr. Brian Bosch Yes
Mr. David Furie Yes
Ms. Nuchette Black-Burke Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. Jeremy Halek Yes

7. Committee Reports
7.a. Curriculum Committee

Discussion:
Ms. Black Burke shared that on April 5th, the Curriculum Committee met and reviewed the ELA Curriculum for grades 11 and 12 and made minor revisions. Also discussed were the 2018-19 STEM plans.

7.b. Finance Committee

Discussion:
Mr. Furie shared the board was satisfied with the work that was put into the budget and little needed to be shared during their last meeting. Comments ensued thereafter.

7.c. Long Range Planning Committee

Discussion:
Mr. Dobler shared that the Long Range Planning Committee met on April 5th and compiled a list of topics to be addressed including preschool program extension, infrastructure improvement, and improving communication between parents and guardians and the school district. Conversation ensued.

7.d. Policy Committee

Discussion:
Mr. Lockhart shared the Policy Committee discussed the district's transportation policy. Upon Ms. Khan's return, further information will be provided to the board.

8. Consent Agenda

Discussion:
Consent Agenda Item 8.b. was pulled and discussed.

Motion Passed: Move that the Board approve Consent Agenda items including 8.a. Financial Report, 8.c.Food Service Report, 8.d. Human Resources Report, and 8.e. Healthy Food Certification passed with a motion by Mr. David Furie and a second by Mr. Jeremy Halek.

8 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Absent
Mr. Brian Bosch Yes
Mr. David Furie Yes
Ms. Nuchette Black-Burke Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. Jeremy Halek Yes

8.a. Financial Report

Discussion:
Expenditures for March 2018 $5,979,826
Expenditures through March 31, 2018 $45,866,778

8.b. Enrollment Report

Motion Passed: Move that the Board approve Consent Agenda Item 8.b. Enrollment Report passed with a motion by Mr. David Furie and a second by Mr. James Dobler.

8 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Absent
Mr. Brian Bosch Yes
Mr. David Furie Yes
Ms. Nuchette Black-Burke Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. Jeremy Halek Yes

8.c. Food Service Report
8.d. Human Resources Report
8.e. Healthy Food Certification

9. Approval of Minutes

9.a. March 20, 2018 Regular Meeting
9.b. April 3, 2018 Special Meeting

Motion Passed: Move to accept the minutes of the March 20, 2018 Regular Meeting, April 3, 2018 Special Meeting, as presented passed with a motion by Mr. David Furie and a second by Ms. Nuchette Black-Burke.

8 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Absent
Mr. Brian Bosch Yes
Mr. David Furie Yes
Ms. Nuchette Black-Burke Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. Jeremy Halek Yes

10. Other Matters/Announcements/Regular BOE Meetings

Discussion:
Mr. Eleveld shared that former first lady Barbara Bush passed away. The Internal Revenue Survey has given tax payers one more day to file taxes.

Ms. Black-Burke shared that CREC had four sessions throughout the month of February and March to discuss the state of magnet school funding. She stated that more students are returning to sending districts.

Mr. Halek thanked the public for all who supported the Abibo Fundraiser, over 300 people attended.

Mr. Dobler commented on the energy in the district now that the weather is changing.

Mr. Furie expressed his appreciation for the support of the district's budget.

Ms. Fissel expressed her appreciation for the town's youth football team. On June 9th, a fundraiser will be held to raise funds for equipment. Information can be received by reaching out to the coordinator at Windsorgiantsfunrun@gmail.com. A grant was received by State of CT called Smart Recovery Groups for youth, young adults and parents specific to substance abuse.

Mr. Lockhart shared that the internal and external task forces are fully functioning.

10.a. BOE Special Meeting, Tuesday, April 24, 2018, 6:00 PM, LPW, Room 17
10.b. BOE Special Meeting - Workshop, Tuesday, May 8, 2018, 6:00 PM, LPW, Room 17
10.c. Next BOE Regular Meeting is Tuesday, May 15, 2018, 7:00 PM, Town Hall, Council Chambers

11. 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.

Discussion:
Board moved into executive session at 9:11 PM.
Board returned to open session at 9:22 PM.

Motion Passed: Motion to go into executive session to discuss the Employee Personnel Matter 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. David Furie and a second by Ms. Nuchette Black-Burke.

8 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Absent
Mr. Brian Bosch Yes
Mr. David Furie Yes
Ms. Nuchette Black-Burke Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. Jeremy Halek Yes

Motion Passed: Move 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 2017-18 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. David Furie and a second by Mr. James Dobler.

8 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Absent
Mr. Brian Bosch Yes
Mr. David Furie Yes
Ms. Nuchette Black-Burke Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. Jeremy Halek Yes

12. Audience to Visitors

Discussion:
None.

13. Adjournment

Motion Passed: Move to adjourn the meeting at 9:27 PM passed with a motion by Ms. Michaela Fissel and a second by Mr. Ronald Eleveld.

8 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Absent
Mr. Brian Bosch Yes
Mr. David Furie Yes
Ms. Nuchette Black-Burke Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. Jeremy Halek Yes

_____

Maryam F. Khan, Secretary
Windsor Board of Education

Windsor Board of Education
Special Meeting
Unapproved Minutes
Tuesday, April 24, 2018 6:00 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the April 24, 2018 Special Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:00 PM:

Present Board Members:
Mr. Leonard Lockhart
Ms. Maryam Khan
Mr. Brian Bosch
Mr. David Furie
Ms. Nuchette Black-Burke
Mr. James Dobler
Mr. Ronald Eleveld
Ms. Michaela Fissel
Mr. Jeremy Halek

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

Discussion:
The meeting was called to order by Mr. Lockhart at 6:00 PM with the Pledge to the Flag and Moment of Silence. Also in attendance: Superintendent of Schools Dr. Craig A. Cooke and Assistant Superintendent for Human Resources Dr. Terrell Hill.

2. Audience to Visitors

Discussion:
None

3. It is proposed that the Board of Education go into Executive Session for the purpose of discussing a personnel matter regarding the selection of the Sage Park Middle School Principal before taking possible action in the public portion of the meeting.

Discussion:
Moved into executive session at 6:01 PM.
Returned to open session at 8:42 PM.

Motion Passed: Move to executive session for the purpose of interviewing the candidate for the Sage Park Middle School Principal before taking possible action in the special meeting. We are invite Dr. Cooke and Dr. Hill to attend the executive session. Motion passed with a motion by Mr. David Furie and a second by Ms. Nuchette Black-Burke.

9 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Yes
Mr. David Furie Yes
Ms. Nuchette Black-Burke Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. Jeremy Halek Yes

Motion Passed: Move to offer Liana Jorgensen the position of Sage Park Middle School Principal passed with a motion by Mr. David Furie and a second by Ms. Nuchette Black-Burke.

9 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Yes
Mr. David Furie Yes
Ms. Nuchette Black-Burke Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. Jeremy Halek Yes

4. Announcements

Discussion:
Ms. Black-Burke is looking for donations of gently used Pre-K-2 books.

Mr. Furie said he visited the Sage Park Technology Student Association and the WHS Go Baby Go Project and was very impressed with both. He also reported that the Town Council passed the budget the previous evening and that the referendum is set for May 8th. He asked for everyone's support.

Ms. Fissel reported that the CREC Mindfulness Workshop is scheduled for 12/7/18 in Hartford and encouraged everyone to register early for the event.

Mr. Lockhart congratulated Mrs. Jorgensen on her selection and thanked Mr. Cavaliere for his service.

5. Adjournment

Discussion:
The meeting was adjourned at 8:50 PM.

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

9 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Yes
Mr. David Furie Yes
Ms. Nuchette Black-Burke Yes
Mr. James Dobler Yes
Mr. Ronald Eleveld Yes
Ms. Michaela Fissel Yes
Mr. Jeremy Halek Yes

_____

Maryam F. Khan, Secretary
Windsor Board of Education

Windsor Board of Education
Special Meeting - BOE Workshop
Unapproved Minutes

Tuesday, May 8, 2018 6:00 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the May 8, 2018 Special Meeting - BOE Workshop. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:00 PM:

Present Board Members:
Mr. Leonard Lockhart
Ms. Maryam Khan
Mr. Brian Bosch
Mr. David Furie
Ms. Nuchette Black-Burke
Ms. Michaela Fissel
Mr. Jeremy Halek

Absent Board Members:
Mr. James Dobler
Mr. Ronald Eleveld

Updated Attendance:
Ms. Nuchette Black-Burke was updated to present at: 6:03 PM
Ms. Michaela Fissel was updated to present at: 6:05 PM
Mr. Brian Bosch was updated to present at: 6:05 PM
Ms. Nuchette Black-Burke was updated to absent at: 7:25 PM

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

Discussion:
The meeting was called to order at 6:00 PM with the Pledge to the Flag and a Moment of Silence. Also in attendance: Superintendent Dr. Craig A. Cooke, Assistant Superintendent for Human Resources Terrell Hill, and Director of Business Services Danielle Batchelder.

2. Audience to Visitors

Discussion:
None

3. Profile of a 21st Century Windsor High School Graduate - presentation by Ken Kay of EdLeader21

Discussion:
The board received a presentation from Ken Kay of EdLeader21.

4. Adjournment

Discussion:
The meeting was adjourned at 8:47 PM.

_____
Maryam F. Khan, Secretary
Windsor Board of Education