Regular Meeting

Tuesday, March 21, 2017 7:00 PM
Town Hall, Council Chambers Please click the link below to join the webinar: https://us02web.zoom.us/j/85191945173 Or Telephone: +1 646 558 8656 or +1 301 715 8592 Webinar ID: 851 9194 5173 , 275 Broad Street, Windsor, CT 06095

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

a. Recognition--WHS Girls Indoor Track, CIAC Class L State Champions

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

a. President's Report
b. School Liaison Reports

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

6. **Superintendent's Report**

a. WHS Overnight Field Trip Request to Canada - April 2018, 1st Reading
b. Windsor Leadership Corps
c. General Improvements to Alliance Districts' School Buildings Grant
d. Capital Improvement Plan (CIP) FY 2018-2023
e. Policy Adoption, 1st Reading

1. Revised P 0100 A Statement of Educational Philosophy
2. Revised P 0200 Goals for School District
3. Revised P 0610 Affirmative Action Plan
4. Revised P 1325 Advertising and Promotion
5. Deletion - P 2300.1 Statement of Standards for School Leaders
6. Revised P 3541.44 Use of Private Automobiles on School Trips
7. Revised P 4100 Recruitment and Selection
8. Revised P 4111 Equal Employment Opportunity
9. Revised P 4119.1 Substitute Teachers
10. Revised P 5125 Confidentiality and Access to Education Records
11. Revised P 5145.1 Student Privacy
12. Revised P 6153 Instructional Travel Away from School Grounds

f. Unusual Incident Information
g. Summer School Update

7. **Committee Reports**

a. Curriculum Committee
b. Finance Committee
c. Long Range Planning
d. Policy Committee
e. Technology Committee

8. **Consent Agenda**

a. Financial Report
b. Enrollment Report
c. Food Service Report
d. Human Resources Report
e. Childrearing Leave Request

9. **Approval of Minutes**

a. February 15, 2017 Finance Committee

b. February 22, 2017 Regular Meeting

c. March 6, 2017 Policy Committee

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

a. BOE Special Meeting, Tuesday, April 4, 2017, 5:30 PM, LPW, Room 17

b. BOE Special Meeting, Tuesday, April 4, 2017, 7:00 PM, LPW, Board Room

c. BOE Curriculum Committee, Thursday, April 6, 2017, 4:30 PM, LPW, Room 17

d. BOE Technology Committee, Thursday, April 6, 2017, 6:30 PM, LPW, Room 17

e. Next BOE Regular Meeting is Tuesday, April 18, 2017, 7:00 PM, Town Hall, Council Chambers

11. **Audience to Visitors**

12. **Adjournment**

2017 WHS Girls Indoor Track
Class L State Champions

Briane Alabre
Madison Alexis
Taylor Allen
Arie Bethea
Brittney Brown
Tia Marie Brown
Athena Camacho
Jalah Cooper
Brianna Dooley
Savannah Douglas
Cassidy Garcia
Skylar Gaulteau
Lauren Gilligan
Emily Gonzalez
Lyndsey Irizarry
Amari Jones
Camille McHenry
Amya Palmer
Cori Richardson
Anistasia Rosemond
Rebecca Samuel
Grace Strauch
Alexis Sutton
Diane Thompson
Chardinea Wallace
Natalie Winter

Coach: Kelvan Kearse

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: March 21, 2017

Prepared By: Dawn Hunter **Presented By:** Dawn Hunter/Gustave Afantchao

Attachments: Pertinent Information Related for the 2018 Canada Trip

Subject: Canada Overnight Field Trip- Quebec, Montreal, Ottawa, Toronto, Niagara Falls
April break 2018

Background:

Students at Windsor High School were provided the opportunity to travel to Canada in 2011, 2013, and 2015 to experience firsthand French culture with Ms. Hunter as tour leader. She would like to provide students with another opportunity to travel to Canada in 2018.

Status:

A proposed field trip in April 2018 to Quebec, Montreal, Ottawa, Toronto, & Niagara Falls, Canada is proposed for all WHS students with priority given to students enrolled in French. The educational objectives of the trip, as well as the cost, itinerary, trip and cancellation insurance are included in the packet provided to the Windsor Board of Education. As part of the cost of the tour, I have included the price with the Explorica 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 Canada reserving the right to cancel if it feels that the safety of the students is at risk.

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

Agenda Item # 10a.

* Québec, Montréal, Ottawa, Toronto, Niagara Falls

FEB 23 2017

10/9/13
Form AR-6153c

International Travel Request

Supervising Teacher(s): Dawn Hunter / Gustave Afantchao
Date: 2-16-2017

Pertinent Information April 16-23, 2018

1. Educational Objectives/References: To provide students with an authentic immersion experience and to practice what they have learned in the classroom *(see attached Educational objectives)

2. Organization Profile: see attached - Explorica Travel

3. Itinerary: April 2018 break - Itinerary is attached. Québec, Montréal, Ottawa, Toronto, Niagara Falls. Exact dates to be announced once 2017-2018 school calendar is approved.

4. Housing: Hotels. Exact name and addresses are provided in Explorica proposal packet on page 3.

5. Transportation-List Carriers: To be determined once trip is approved and Explorica travel contacts local bus companies for availability.

6. Insurance: Umbrella Policy of Windsor B.O.E. Explorica Certificate of Liability Insurance (attached) through marsh USA Inc.

7. Medical Considerations: To be considered and reviewed with parents and school nurses once students show interest. Explorica Accessibility Policy is also included in proposal.

8. Immigration Regulations: Valid passport / visa / Photo ID Only travelers 18 and older need passport when traveling by bus to Canada.

9. Student Participation Criteria: see attached

10. Fundraising Activities: TBA

11. Cost to Student: Price quote is attached. Price is based on total number of participants. Tour quote is based on 20-24 travelers.

12. Number of Students Participating: Group must be at least 20 or price increases.

13. Chaperones (names, qualifications): Dawn Hunter, Gustave Afantchao. List of qualifications attached.

ACTION:

Curriculum Leader: [signature] Date: 2/16/17

Principal: [signature] Date: 2/22/17

Superintendent: _____ Date: _____

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



Québec & Montréal

explorica.com/Hunter-7858
April 16 - April 23, 2018

Day 1 Bonjour Québec
Meet your tour director
Travel to Québec City
Québec city walk: Dufferin Terrace , Old Québec & Château Frontenac
Crêperie dinner

Day 2 Québec City landmarks
Breakfast
Québec tour director-led sightseeing: l'Escalier casse-cou (breakneck steps) , Notre-Dame-des-Victoires, Rue Saint-Jean
Musée du Fort visit
Plains of Abraham battlefield re-enactment
Dinner
Optional Sugar shack excursion

Day 3 Québec--Montréal
Breakfast
Beaupré Coast panoramic tour
Basilica of Sainte-Anne-de-Beaupré guided tour
Montmorency Falls visit
Travel to Montréal along the St. Lawrence River
Montréal tour director-led sightseeing: Old Montréal, McGill University, Place Ville Marie, Bell Center, Mont Royal
Dinner

Day 4 Montréal landmarks
Breakfast
Notre-Dame Basilica visit
Montréal Museum of Archaeology: Pointe-à-Callière guided visit
Saint Joseph's Oratory of Mount Royal
Olympic Park Tower Observatory
Montréal Science Centre visit
Dinner

Day 5 Start extension to Ottawa and Toronto
Breakfast
Travel to Ottawa
Ottawa tour director-led sightseeing: Peace Tower, Embassy Row , Parliament Buildings & Changing of the Guard
Byward Market visit
Crime and Punishment Jail tour
Dinner

Day 6 Ottawa--Toronto
Breakfast
Rideau Canal guided bike tour
National Gallery visit
Travel to Toronto
Toronto city walk: Yonge Street, Financial District, Old City Hall, MOCCA
CN Tower visit
Dinner

Day 7 Niagara Falls excursion
Breakfast
Niagara tour director-led sightseeing tour: Brock's Monument, Battle of Queenston Heights re-enactment
IMAX Theatre Niagara Falls - Legends and Daredevils
Niagara Falls cruise
Dinner

Day 8 End tour
Breakfast
Travel home

Reserve your Spot!



Tour Center ID: Hunter-7858
Registration deadline: February 28, 2017

What's included

We provide everything you need for a remarkable trip:

- Round-trip transportation
- 4 overnight stays in hotels with private bathrooms (7 with extension)
- Breakfast daily (except arrival day)
- Dinner daily (except departure day)
- Full-time services of a professional Tour Director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary
- Overnight security chaperone
- Tour Diary™
- 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.

Tour investment

Students (travelers under the age of 23): $1,580
Adults (age 23 and over): $1,870

Automatic monthly payment plan
Pay just $50 upon enrollment and the balance will be divided into equal monthly payments, charged automatically to your credit card or checking account. As of February 02, 2017, your monthly payment would be just $110.31.

Manual plan also available; learn more on explorica.com/paymentplans.

Travel protection

Most Explorica travelers protect their investment with one of our trusted plans, starting from just $12 per day. To learn more, visit explorica.com/cfar.

Enroll online,
by phone, or by mail

explorica.com/Hunter-7858

1.888.310.7123

Download and complete
a paper application on
explorica.com/resources

explorica®
travel learn

145 Tremont Street
Boston, MA 02111

TOUR COST BREAKDOWN

Total Fee:* $1,580.00

Tour Quote Breakdown

The following fees apply to your full-paying participants:

Tour Fee*	$1,123.00
Sugar shack excursion	$20.00
Private Group Fee	$302.00
Travel Protection Plan	$96.00
On-Tour Tipping	$39.00
Total Fee*	$1,580.00

OR 13 monthly payments of	$110.31
After initial payment of	$146.00

* Tour Fee increases on Mar 1, 2017, tour fee will never change after sign-up.

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	$45.00
Twin Room Upgrade	$245.00
Additional Adult Fee	$290.00

PRIVATE GROUP FEE

Fee: $302

Based on 20 - 24 Travelers

Your Tour is a Private Group Tour

If your group has elected to have its own bus and Tour Director rather than travel with other groups, a Private Group Fee will be added to each paying participant's account. This amount, which is based on the total number of tour participants per bus and is included in the Total Fee above, is noted in bold below.

15-19 Travelers $464

20-24 Travelers $302

25-29 Travelers $199

30-34 Travelers $129

35-39 Travelers $78

40-44 Travelers $39

45+ Travelers $0

Student Participation Criteria **Canada 2018**

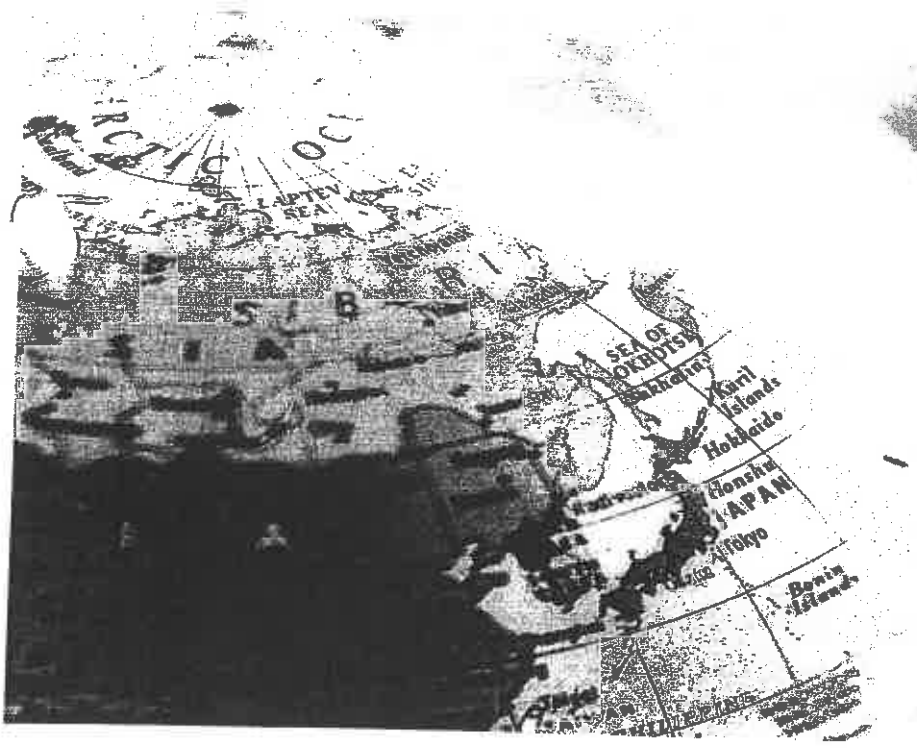
This field trip will be open to all Windsor High School students.

Preference will be given to former/present students who were/are enrolled in French I or higher, the students' demonstrated proficiency, and the students' sense of responsibility in the language classroom and in the school at large, all to be determined by the French teachers. If any Windsor High School student shows interest in signing up for the trip, teacher recommendations will be required if the 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. Names will be put on a waiting list in the event that the trip has limited space and if an opening becomes available during the year, students on the waiting list will be notified.

Educational Objectives Canada 2018

- 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 French Canadian 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 an opportunity to discover the cultural similarities and differences between Canadian and American high schools
- To develop and appreciation for art and architecture through visits to museums, cathedrals, and both, private and public buildings
- To develop each student's knowledge and appreciation of the history of Canada with the United States
- To provide an experience which is conducive to the development of positive attitudes toward both American and global citizenship
- To provide students with a multicultural experience
- To help each student recognize the need for a variety of continued educational and learning experiences throughout life
- To provide students with a 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 encourage the highest level of achievement in the foreign language by expecting students to use all of their previously learned skills
- To encourage the development of the individuality and creativity of each student



Welcome to Explorica and thank you for your interest in student travel!

As a licensed tour operator, Explorica is proud to be able to give your students the opportunity of a lifetime! When your school travels with Explorica, you'll bring your classroom lessons to life and offer your students valuable exposure to a city outside of their home town. An educational adventure for both you and your students.

Before we begin, please review a little more about us:

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.

We believe we can create a better world by enriching every student with a cultural experience through travel. We aim to be the product leader in educational travel, helping teachers and students discover the wonders of the world through safe and reliable tour experiences. And we do this with a passion for delighting customers and connecting travelers to the world.

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!

Join more than 750,000 teachers and students in experiencing the world on Explorica tours!

Happy travels!

Sincerely,
Matt Wertz
President & CEO

145 Tremont Street, 6th fl. Boston, MA 02111 tel: 1.888.310.7121 fax: 1.888.310.7088

PROPOSAL



Québec and Montreal

Contents

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Liability Policy 6
Payment Options 8
Insurance Policy 9
Positive Feedback 11

10

145 Tremont Street, 6th Floor
Boston, MA 02111

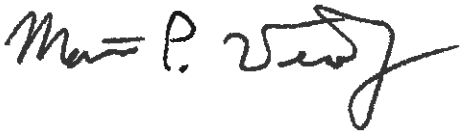
Welcome to Explorica and thank you for your interest in student travel!

When your school travels with Explorica you'll bring your classroom lessons to life and offer your students valuable exposure to a city outside of their home town. It's the educational adventure of a lifetime for both you and your students. Get ready for an amazing trip.

Along with our comprehensive website, if you have any questions along the way, your Program Consultant, **Nicole Kisner**, will be happy to help. After all, the more prepared you are the better trip you'll have.

Bon voyage!

Sincerely,



Matt Wertz
President & CEO

Hotel Information

Even though you'll be far from home, your comfort won't be compromised. Because when you travel with Explorica, you'll stay in clean, safe, attractive hotels that provide modern amenities and easy access to major attractions.

It is Explorica's North American policy to accommodate students in safe and clean hotels. We follow the three "C"s for our hotels – clean, comfortable, and convenient to the city. Upgraded hotels are available upon request.

The selection of our hotels is based on proximity to tour sights, comfort, quality, and safety. Students are roomed in quad accommodations. Paying adults (23 or older) are roomed in twin/double accommodations and charged the $35 per night double/twin rooming supplement.

Here is an example of a Quebec hotel that we commonly use:

Clarion Hotel 3125 Hochelaga Blvd. Sainte-Foy, Quebec




Located at the doorstep of Quebec City, the Hotel Clarion in Quebec, Canada, offers the well-appointed accommodations and generous amenities that make a stay cozy and enjoyable. Our ideal location allows for quick and easy access to the region's highway network and puts you steps from the area's most celebrated attractions and the best shopping and dining destinations—just another reason why we are preferred among Quebec City hotels. This hotel also features an indoor pool, sauna and exercise room.

Here is a common hotel in Montreal:

Hotel Espresso 1005 Rue Guy, Montreal, Quebec




The Hotel Espresso Montreal Centre-Ville is set in the heart of the city, a few steps away from the lovely cafés and boutiques of Crescent street, Ste-Catherine and from Old Montreal. The hotel offers warm hospitality and an array of amenities including a fitness center, an outdoor swimming pool, a spa and sauna, and a computer in every room with high-speed Internet access.

Meal Information

Most Explorica breakfasts within Quebec are at local restaurants. Dinner in Quebec City boasts many meal options that are unique in their theme or history. Common restaurants that we use are **Au Petit Coin Breton** (crepe dinner), **Spag&Tini, Bistro l' Accant** and **Erabliere Lac Beauport** (a local Sugar Shack). In Montreal, examples of restaurants include **La Cantine du Barreau, Le Bourlingueur** and **Briskets Montreal**.

Tour Director

Your Tour Director is responsible for organizing the overall logistics of the trip. He or she will be with you from the beginning of the tour until the end to oversee the arrangements for all transportation, meals, accommodations, and sightseeing. The Tour Director can also provide very general information and suggestions for your free time. Local guides are your resource for detailed destination information.

Communication on Tour

Explorica provides a Tour Diary for each group that travels. We were the first company to develop the diary and have been providing this service for 10 successful years. Our online Tour Diary lets parents and friends see pictures of the group as they travel, so they know their children are safe, happy, learning and having fun. Here is an example of a posting for a group that that recently traveled to Quebec:



"We started our day with a hearty breakfast buffet called, oddly, Maison du Spaghetti, in a suburb of Quebec called St Foy. From there we drove along the Beaupre Coast to St Anne's Basilica. After this visit we drove to the bottom of Montmorency Falls and then travelled up the hill and walked across a bridge that crosses the falls. They are the tallest in Canada! After lunch, we took a short drive to the Wendake reserve. It's a Native community that is home to the Huron tribe. We were given detailed stories about Huron customs, culture and history and also had a chance to visit their wonderful gift shop. We then came back to the hotel to freshen up before dinner at Spag & Tini; an Italian Restaurant in Lowertown. Following dinner we took a boat ride on a Ferry across the St. Lawrence River to Levis and then back again. The view of Quebec at night is spectacular and the kids had a great time being on the boat, laughing joking and hanging out together."

Company Information and Safety

- All Tour Directors come highly recommended with at least 5 years work experience in the industry.
- We also provide overnight security for all of our tours. A full background check has been performed on each guard. Explorica prides itself on the safety measures we take.
- Explorica has a $50 million Liability Insurance Policy (see below). We can have the school information printed on the certificate before traveling.
- All of our buses are found through the American Bus Association (ABA), which requires rigorous background checks for membership. All coach buses are checked for safety prior to departure.
- Explorica offers each traveler the option to purchase traveler's insurance.
- We are a member of USTOA:
- 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. 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.

145 Tremont Street, 6th Floor
Boston, MA 02111

explorica®

Liability Policy

To Whom It May Concern,

We understand that many school officials have expressed concern about allowing their students to travel. We want to assure you that the safety of the tour participants is Explorica's number-one priority and that we have policies and procedures in place to protect the school, school district, teachers, and participants involved with this tour.

Explorica has a $50 million liability policy that protects 3rd parties and tour participants (students, teachers, chaperones) for injuries and damages resulting from Explorica's negligence. We know that school officials should not have to assume responsibility for the safety of their students while on tour, and with Explorica, they don't. Explorica has taken all precautions to best protect the students and other tour participants. For additional information on our liability insurance, or to receive evidence of our insurance coverage, please contact your program consultant.

We of course share your concern for the students' safety and peace of mind. Our optional Cancel for Any Reason travel protection plan provides medical, baggage, and cancellation insurance coverage for our travelers. We also have a network of support staff in the United States as well as a 24-hour emergency service for groups and their families. We offer additional peace of mind for parents and friends of our travelers by providing an online "Tour Diary" that is updated with pictures and journal entries by the Tour Director throughout the trip.

If you would like to discuss this matter further, we would be happy to speak with you at any time. Please call us at 1.888.310.7120.

Sincerely,

Dan Kellerd
Executive VP Operations

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/03/2017

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

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

PRODUCER Marsh USA Inc. Three James Center 1051 East Cary Street, Suite 900 Richmond, VA 23219 337687--Basic-16-17 FUTUR	**CONTACT NAME:** **PHONE (A/C, No, Ext):** **FAX (A/C, No):** **E-MAIL ADDRESS:**
INSURED Lakeland Tours, LLC dba WorldStrides 218 West Water Street Suite 400 Charlottesville, VA 22902	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** INSURER A : Steadfast Insurance Company — 26387 INSURER B : Zurich American Insurance Company — 16535 INSURER C : North River Insurance Co — 21105 INSURER D : Federal Insurance Company — 20281 INSURER E : Zurich American Insurance Company — 16535 INSURER F :

COVERAGES **CERTIFICATE NUMBER:** CLE-005295933-01 **REVISION NUMBER:**

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:			EOL5329376-12	09/30/2016	09/30/2017	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 $ 10,000,000 $ 5,000 $ 10,000,000 $ 10,000,000 $ 10,000,000
B	AUTOMOBILE LIABILITY ANY AUTO X ALL OWNED AUTOS [ ] SCHEDULED AUTOS HIRED AUTOS [ ] NON-OWNED AUTOS			PRA 9319586-05	09/30/2016	09/30/2017	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
C D	UMBRELLA LIAB X OCCUR X EXCESS LIAB [ ] CLAIMS-MADE DED RETENTION $ 0			582-1042338 (1st layer - 25m) 9363-59-15 (2nd layer - 15m xs 25m)	09/30/2016 09/30/2016	09/30/2017 09/30/2017	EACH OCCURRENCE AGGREGATE	$ 40,000,000 $ 40,000,000
E E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] N/A If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC 0137135-02 (AOS) WC 0137136-02 (DE, NC)	09/30/2016 09/30/2016	09/30/2017 09/30/2017	X PER STATUTE [ ] 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	Errors & Omissions			EOL5329376-12	09/30/2016	09/30/2017	Each Claim Aggregate	$10,000,000 $10,000,000

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

Program Leader: Dawn Hunter Fax/Email: dhunter@windsorct.org

The certificate holder is/are included as Additional Insured per the attached endorsement.

CERTIFICATE HOLDER

Windsow High School
Attn: Dawn Hunter
50 Sage Park Rd
Windsor, CT 06095

CANCELLATION

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
of Marsh USA Inc.

Kathy L. Dawson — Kathy L. Dawson

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ACORD

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
Marsh USA Inc.	Lakeland Tours, LLC dba WorldStrides 218 West Water Street Suite 400 Charlottesville, VA 22902
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Named Insureds

Lakeland Tours, LLC
WorldStrides, Inc.
Christian Discoveries
Capstone Programs
Accent Travel Group
Travel MBA
New Century Tours
American High School Theatre Festival
Worldpass Travel Group
USA Student Travel
Music America
GET TRAVEL
Adventures America
Lakeland Holdings, LLC
Lakeland Finance, LLC
Heritage Education and Festivals, LLC (AKA Worldstrides Heritage Performance; Worldstrides OnStage)
Americas Travel Centre
Bowl Games of America
Skys The Limit
Classic Festivals
Field Studies Center of New York
Field Studies International
Backstage Theatre Tickets
WorldStrides International, LLC
Fawkes Travel, Inc.
National Educational Travel Council, LLC
NETC
International Discovery Programs
Casterbridge Tours, Ltd
Lakeland Seller Finance, LLC
WorldStrides Holdings, LLC
WH Blocker, Inc.
WS Purchaser, Inc.
WS Holdings, Inc.
WorldStrides Travel Information Consulting (Shanghai) Co., Ltd
WorldStrides PTY LTD
Snowman Property Management PTY LTD
Tinogra PTY LTD
Trekset Travel
Group Travel
Excel International Sports
Excel Group
Excel Sport
Rhapsody Tours Limited
Rhapsody Travel Limited
Oxbridge Academic Resources LLC

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AGENCY CUSTOMER ID: 337687
LOC #: Richmond

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
Marsh USA Inc.	Lakeland Tours, LLC dba WorldStrides 218 West Water Street Suite 400 Charlottesville, VA 22902
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Oxbridge Academic Programs
CBL International Management, Ltd
CBL International Academic Education, Ltd
Global Education Group Holdings, Ltd.
Oxford Kings College, Ltd
International Studies Abroad, LLC
Explorica, Inc.
Get Sports

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

ZURICH

Policy No.	Eff. Date of Pol.	Exp. Date of Pol.	Eff. Date of End.
EOL5329376-12	09/30/2016	09/30/2017	09/30/2016

Named Insured and Address:

Lakeland Tours, LLC

218 W. Water Street

Charlottesville, VA 22902

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:

1. 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:

Includes copyrighted material of Insurance Services Office, Inc. with its permission.

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.

Includes copyrighted material of Insurance Services Office, Inc. with its permission.

Payment Options

FULL PAYMENT

Pay in full at time of enrollment.

MONTHLY AUTOMATED PLAN

Pay your $50 nonrefundable deposit plus any travel protection plan fees with credit card or checking account upon enrollment, and the balance of your Tour Fee will be automatically charged to your card or debited from your account in equal monthly installments until 35 days prior to your departure date. Please note that you must make all payments by credit card, debit card, or checking account. If two consecutive payments are returned or declined by your bank or credit company, we will change your account to the 3-Step Manual Plan.

3-STEP MANUAL PLAN (flight only)

Pay your $99 nonrefundable deposit, plus any travel protection plan fees, at enrollment; and then pay $300 toward your Tour Fee 30 days later. The total remaining balance is due 105 days prior to departure and can be paid by check, credit or debit card, or checking account. Please note that we do not automatically deduct payments on this plan; you must make each payment manually.

2-STEP MANUAL PLAN (bus only)

The 2 step manual plan is solely for our bus travelers. Here, participants pay their $99 deposit, plus any travel protection plan fees, at enrollment. The remaining balance is due no later than 60 days prior to departure.

GENERAL PAYMENT INFORMATION

We accept MasterCard, Visa, ACH checking account payments (and require a credit card or ACH payment for our monthly payment plan), money orders, and personal checks. Please note personal checks are only accepted until 105 days prior to departure (60 days for bus groups), and ACH payments until 65 days prior to departure. Any participant who has previously traveled with Explorica as a full-paying participant will receive a $50 credit on his or her Explorica account.

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 $25 late fee. The date of payments is determined by the date of receipt at Explorica. If you are not paid in full by 105 days prior to your departure (60 days for groups on bus groups), or do not meet the conditions of your payment plan, then your tour reservation will be cancelled (subject to standard cancellation policy).

Payments rejected due to insufficient funds, 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 $30 non-refundable fee. We reserve the right to cancel reservations for any participant who does not meet his or her contractually obligated payment schedule.

Explorica Travel Protection Plan

Three out of four Explorica travelers protect their tours with our travel protection plan. Explorica offers one of the finest travel protection plans in the industry. With this high-quality plan, you can cover your vacation investment, your belongings, and most importantly, you. Our travel 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
- 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, injury or death
- Trip Cancellation or Trip Interruption due to Terrorist Acts, as defined.

Explorica 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.

Explorica Travel Protection Plan Benefits

Post-departure trip interruption. If you have to interrupt your trip after departure due to a covered injury, sickness, or death (your own or that of a traveling companion or an immediate family member) or for other covered events such as: cancellation of arrangements by an airline due to strike or bad weather; a documented theft of passports or visas; or a terrorist act which occurs in your departure city or in a city which is a scheduled destination of your trip provided the terrorist act occurs within 30 days of the scheduled departure date and your premium is received within 14 days of the initial deposit/payment 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. Provides up to $100 per day to a (maximum of $500) for reasonable accommodation and traveling expenses until travel becomes possible if you are delayed for more than 12 hours due to a covered reason such as air 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 within 365 days of a covered sickness which occurs while on your trip; emergency dental treatment received during your trip; 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.

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 $500 maximum limit applies to jewelry, gems, watches, cameras and camera equipment, and furs; a $250 per article limit applies to all other items. If, while on your trip, your baggage is delayed for 24 hours or more, we will reimburse you up to $100 for the purchase of necessary additional clothing and personal articles.

This Travel Protection Plan covers you even if you must interrupt your trip after departure due to a pre-existing medical condition if you purchase the plan within 14 days of your initial deposit/payment for your trip and you are not disabled from travel at the time your plan payment is received.

A "Certificate of Coverage" which provides complete details of the plan, including conditions, exclusions, and limitations, is available to you on our website under Travel Protection Plans.

Bus travel registration form

Applications must be received 65 days prior to the tour's departure. Those received after that date will be subject to the late sign up policy. Applications received after 5 P.M. EST will be processed on the following business day. Consult the terms & conditions.

4 easy ways to enroll

Web: **explorica.com/signup**
Mail: Send completed form and payment to: Explorica, 145 Tremont St., Boston, MA 02111
Phone: 1.888.310.7121 **Fax:** 1.888.375.6177

Your tour information (Once processed, please log in to your tour center to ensure all of your information is correct.)

Teacher/Group Leader's name

☐ **I have traveled with Explorica before**

Tour Center ID

Participant information (Please print using all capital letters. Full name, including middle name, must be an exact match of your passport name.)

First name (as it appears on your passport)

Middle name (as it appears on your passport)

Last name (as it appears on your passport)

Suffix

Email (Required for tour and billing communication.)

Home phone

Street

Date of birth ____/____/____ MM DD YY

Sex ☐ Male ☐ Female

City State ZIP code

Emergency contact info (required)

First & last name Email ( ) Primary phone ( ) Secondary phone

Additional options

Travel protection

- ☐ Enroll in Explorica's Travel Protection Plan Plus—$18 per tour day, maximum $270.
- ☐ Enroll in Explorica's Standard Travel Protection Plan—$12 per tour day, maximum $180.
- ☐ I decline travel protection. If I cancel my tour, I may lose some or all of my tour fee.

For more information, visit explorica.com/protect.

Room upgrades

- ☐ I am under 23 years of age and would like to upgrade to a twin/double room. ($35 per night)
- ☐ I am at least 23 years of age and would like to upgrade to a single room. ($75 per night)

Payment information

Payment Plan

- ☐ **Full payment** Pay entire balance now.
- ☐ **Monthly automated plan** Pay $99 deposit (and selected travel protection cost) now, and the balance will be divided into equal monthly payments until 35 days prior to your departure (checking account) or 65 days prior to your departure date (credit/debit card).
- ☐ **2-step manual payment plan** Pay $99 non-refundable deposit (and selected travel protection cost) now, then the remaining balance is due 60 days prior to departure. **Payments are not automated.**

Payment Method

Applications submitted without payment will not be processed.

- ☐ **Checking account** I enclosed my initial deposit, and I authorize that my checking account will be used for future monthly payments.
- ☐ **Credit/debit card:** ☐ Visa ☐ MasterCard ☐ American Express

Card number Expiration date

Card security number
(Three or four digit number printed on the back of your card)

Cardholder's name

Billing address for this card: ☐ Same as above

Street City State ZIP code

☐ **I have read and fully understand the "Participant Release & Agreement" and the "Terms & Conditions" as supplied herewith.**

Participant Date

☐ **I have read and fully understand the "Participant Release & Agreement" and the "Terms & Conditions" as supplied herewith.**

Participant's parent/guardian (required if the participant is a minor) Date

explorica travel. learn.

Participant Release & Binding Arbitration Agreement

I, the undersigned (or my parent or guardian if I am under 18 years old),an applicant for an educational tour provided by Explorica, Inc. (hereinafter referred to as "Explorica"), agree to the following:

1 Explorica, Inc., its owners, directors, officers, employees and affiliates, your sponsoring school, teachers, chaperones and group leaders, (collectively "Explorica") does not own or operate any entity which is to or does provide goods or services for your trip including, for example, ownership or control over hotels or other lodging facilities, airline, vessel, bus, van or other transportation companies, local ground operators, providers or organizers of optional excursions or equipment used thereon, food service or entertainment providers, etc. All such persons and entities are independent contractors. As a result, Explorica is not liable for any negligent or willful act or failure to act of any such person or entity, or of any other third party. Without limitation, Explorica is not responsible for any injury, loss, or damage to person or property, death, delay or inconvenience in connection with the provision of any goods or services occasioned by or resulting from, but not limited to, acts of God, acts of government, force majeure, acts of war or civil unrest, insurrection or revolt, strikes or other labor activities, criminal or terrorist activities of any kind, or the threat thereof, overbooking or downgrading of accommodations, structural or other defective conditions in hotels or other lodging facilities, mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely or safely, dangers associated with or bites from animals, pests or insects, marine life or vegetation of any sort, dangers incident to recreational activities such as scube diving, zip lining, snorkeling, paddle boarding, surfing, swimming, kayaking, sailing, canoeing, rafting, hiking, bicycling, rock climbing, etc., sanitation problems, food poisoning, lack of access to or quality of medical care, difficulty in evacuation in case of a medical or other emergency, illness, epidemics or the threat thereof or for any other cause beyond the direct control of Explorica. In addition, I release Explorica from its own negligence and assume all risk thereof.

2 My Explorica tour begins with the departure of the Explorica bus or take-off of the flight from my departure city and ends upon completion of the return flight or Explorica bus trip to the United States.

3 Without diminishing Paragraph 1 of this Agreement, I understand that Explorica is not responsible for me when I am apart from Explorica-organized activities, such as visits to friends or relatives, or during stay-ahead/stay-behind optional periods if the optional period does not include the services of an Explorica Tour Director.

4 If I become ill or incapacitated, Explorica, or my Group Leader, may take any action they deem necessary for my safety and well-being, including attempting to secure medical treatment (at my own expense) and/or transporting me home at my own expense.

5 I agree to abide by Explorica's regulations and the directions of my Group Leader or Explorica's personnel during my tour. Failure to do so may result in Explorica terminating me from the tour immediately. I understand that disobeying such rules or directions is cause for me to be sent home, at my own expense, with no right of refund.

6 I agree to abide by all local laws including those concerning drugs and alcohol. I understand that to abuse or disobey such laws is cause for me to be sent home, at my own expense, with no right of refund. I understand that I will be subject to the laws of the country I am visiting.

7 I understand that I will be required to pay for any phone calls or incidental personal expenses that I incur at hotels, as well as for any damage I cause to hotel rooms or facilities, buses, ferries, trains, or cruise ships. I will indemnify Explorica and hold it harmless for any financial liability or obligation which I incur, or injury or damage to the person or property of others which I cause or contribute to, while participating on an Explorica tour.

8 I understand that both Explorica and my Group Leader reserve the right to refuse or cancel my enrollment for conduct which in either's sole discretion could impact the participant's ability to comply with trip regulations or which could impact the group's enjoyment of the trip and that in any such case standard cancellation fees will apply.

9 Explorica has the right to make changes in tour itineraries and departure dates and to modify transportation or lodging arrangements. In the event of changes being made, refunds will be given only in accordance with the provisions of the "Explorica Terms and Conditions" supplied herewith.

10 I understand that it is my responsibility to secure all necessary travel documents, including passport, visas, transit visa and any required travel insurance unless specifically arranged for the group by Explorica. Failure to do so does not constitute grounds for a refund except according to the normal cancellation guidelines as outlined in the "Explorica Terms and Conditions."

11 I acknowledge my choice to travel with the teacher or Group Leader organizing my group, and I understand that this choice is not the responsibility of Explorica. I understand that Explorica reserves the right to reassign my group to a replacement teacher or Group Leader should my original Group Leader be unable to, or determine not to, participate in the tour and that the standard cancellation policy will apply if I choose not to travel with the new Group Leader.

12 Any film or video likeness taken of me while participating in an Explorica program and any comments or statements made by me while participating in an Explorica program may be used in future promotional or other materials published by Explorica without payment of any consideration therefor.

13 I understand that as a participant or as a parent of a participant I authorize my first name and last initial to be included in an online roster.

14 This agreement, and the Terms & Conditions supplied herewith (collectively, "Agreement") constitute the entire agreement between Explorica and me. I understand that no warranty or representation not herein, including but not limited to any oral statements made to me by agents of Explorica or by my school or Group Leader, applies to any Explorica tour. This agreement may be amended or modified only in writing, signed by an Explorica officer at Explorica's main office in Boston, Massachusetts.

15 BINDING ARBITRATION. I agree that any dispute concerning, relating, or referring to this Agreement, the brochure, or any other literature concerning the tour, or the tour itself shall be resolved exclusively by binding arbitration in Boston, Massachusetts, according to the then existing commercial rules of the American Arbitration Association. Such proceedings will be governed by substantive (but not procedural) Massachusetts law. The arbitrator and not any federal, state, or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this Agreement, including but not limited to any claim that all or any part of this Agreement is void or voidable.

Explorica's code of conduct

To make sure everyone has a fun, mishap-free adventure, it's important that you follow a few basic behavioral guidelines on your tour.

E

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

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.

P

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.

L

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.

O

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.

R

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.

I

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.

C

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.

O

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.

D

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.

E

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!*

Explorica terms & conditions

The following terms & conditions are valid until August 31, 2017, and for travel between October 1, 2016, and September 30, 2019.

What does the tour fee include?

> Round-trip transportation from your departure city
> Accommodations that sleep 3-4 per room, always with private bathrooms; participants may be roomed with other same- gender participants from the entire bus group (unless otherwise noted)
> Local transportation to all scheduled itinerary activities
> Breakfast daily (unless otherwise noted)
> Dinner daily at your destination (unless otherwise noted)
> Beverages at dinner
> All excursions, led by professional local guides, as specified in the itinerary
> City walks led by an Explorica Tour Director, as specified in the itinerary
> Theater tickets and visits to local attractions, as specified in the itinerary
> Full-time services of a professional Tour Director
> 24-hour emergency service
> Overnight security in selected cities
> A $100 discount on future international tours or a $50 discount on future US or Canada tours 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?

> Lunch, unless specified in the itinerary
> Optional excursions and/or extensions
> Explorica's Travel Protection Plan
> Local transportation to unscheduled activities
> Tips to Tour Director, bus drivers, or local guides
> Any applicable private group fee or small group supplement
> Passport, visa, reciprocity fees, and any required travel insurance (if applicable)

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 Application 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: North America Admissions
145 Tremont Street, 6th Floor

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

Note: Sign up date is considered date of receipt.

Enrollment deadlines

Our tours fill up fast; enroll as early as possible. All enrollments, including chaperones', received less than 60 days prior to departure will be subject to a $50 late enrollment fee and must immediately be paid in full, including the service fee, by debit or credit card, certified check, or money order. After late enrollment applications have been received, additional charges (for last-minute 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. For complete terms governing late adds, please contact Explorica.

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.

Manual payment plan

Pay $99 non-refundable deposit (and any selected travel protection costs) upon enrollment, then the remaining balance is due 60 days prior to departure. Payments can be made by check, credit card, or checking account but are not automated. Please note that we do not automatically deduct payments on this plan; you must make each payment manually.

General payment information

We accept MasterCard, Visa, American Express, 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 and ACH payments are only accepted until 60 days prior to departure.

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 $25 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 $30 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: North America Accounts Payable
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:

If you withdraw this many days prior to departure	The following cancellation fees apply
More than 60 days	$99
60–31 days	50% of all fees + $99
30 days or less	No refund

All cancellation requests must be submitted in writing by mail, fax, or email to cancellations@explorica.com. Regrettably, we cannot refund late fees, bank fees, transfer fees, tickets and deposits for pre-booked events, or travel protection plan costs, and we cannot transfer any payments between participants. Most participants will receive their refund within six weeks.

Name swap option. Should you cancel your enrollment 31 days or more prior to departure and find a replacement participant for your enrollment slot, your cancellation fee will be reduced to only $25 (plus all nonrefundable items). Note: Travel Protection Plan is non-transferrable and non-refundable.

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). If no space becomes available, all original cancellation fees apply.

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 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 Trip Mate plan within 14 days of your initial deposit/payment for your trip.

A "Travel Protection Plan" which provides complete details of the plan, including conditions, exclusions, and limitations, is available to you on our website by 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/wpC433E.

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

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 $35 per night. Participants aged 23 or older are required to stay in a double/twin room and are therefore automatically charged the additional $35 per night. Participants aged 23 or older may choose to upgrade to stay in a single room for an additional $75 per night. 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 activities. On each program we offer a number of optional activities pre-negotiated with our 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 60 days prior to your departure date, and over the phone 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?

Explorica offers various options to your Group Leader to enhance your travel experience. Those additions and alternatives must be reserved for the entire group when the Group Leader creates a Tour Center.

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 $45 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 $45 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.

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.

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, 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.

Changes in travel dates. For Private and Custom 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.

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, or exchanges of bus lines, or modes of transportation. On certain days some attractions might be closed, so we will offer a similar activity or refund you the cost of the cancelled event. If your group's bus 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.

Passports and visas. When applicable, it is each traveler's responsibility to obtain a valid passport, visa, transit visa and any required travel insurance coverage 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 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.

Additional Information. Each Explorica tour begins when you leave from your departure city and ends upon completion of the return trip.

Explorica reserves the right to cancel a tour at its discretion and in any such case all monies paid to Explorica for the trip will be refunded. Decisions to cancel a tour may be based on Travel Warnings issued by the U.S. State Department. No additional compensation, for example, pre-trip preparation expenses, will be made.

Providers of certain tour activities or inclusions may require that additional waivers or terms & conditions are signed by the Group Leader, chaperone, or traveler prior to participation in that activity or inclusion. Those documents are not governed by Explorica, and it is the Group Leader, chaperone, or participant's responsibility to read and understand them prior to signing. Failure to complete these documents may result in delays or modification/cancellation of the tour inclusion, and no refund from Explorica will be provided.

Without limitation, Explorica is not responsible for any injury, loss, or damage to person or property, death, delay, or inconvenience in connection with the provision of any goods or services whether occasioned by or resulting from, but not limited to, acts of force majeure, war, civil unrest, insurrection, strikes or other labor activities, criminal or terrorist activities of any kind, lost or stolen belongings, overbooking or downgrading of accommodations, mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely, dangers associated with animals, sanitation problems, food poisoning, lack of or quality of medical care, illness or disease, difficulty in evacuation in case of a medical or other emergency, actual, perceived or threatened epidemics, or for any other cause beyond the direct control of Explorica. For further information regarding travel to your specific destination(s), please visit the Centers for Disease Control and Prevention's Travelers' Health website (http://wwwnc.cdc.gov/travel/) as well as the State Department's International Travel website (http://travel.state.gov/travel/). I hereby acknowledge and understand the risks associated while traveling and voluntarily assume these risks in order to participate in the event sponsored by Explorica.

Please note that a participant will not be allowed to travel on an explorica tour if his/her name does not appear on the travel roster on the day of departure or if he/she has not agreed to Explorica's terms and conditions.

Explorica Inc. is registered with the State of Florida as a Seller of Travel. Registration No. ST38044
Explorica Inc. is registered with the State of California as a Seller of Travel. Registration No. 2060558-20
Explorica Inc. is registered with the State of Washington as a Seller of Travel. Registration No. 603093174

Explorica Inc. is registered with the State of Iowa as a Seller of Travel. Registration No. TA568

Explorica Inc. is registered with the State of Hawaii as a Seller of Travel. Registration No. TAR-5388

Explorica Inc. is registered with the State of Nevada as a Seller of Travel. Registration No. 2003-0183

USBUS

explorica®
travel. learn.

145 Tremont Street, 6th Fl.
Boston, MA 02111
tel: 1.888.310.7121
fax: 1.888.310.7088

Thank you for your interest in an Explorica tour. Because standards for wheelchair accessibility and other issues of concern to travelers with disabilities vary from country to country, I would like to bring a few important items to your attention.

While we happily welcome all travelers on our tours, the trips are fast paced and can be physically demanding. The tours require a great deal of walking, and our buses are not typically wheelchair accessible. As most countries do not maintain the same strict standards for disabled access, we cannot guarantee accessibility for wheelchairs, walkers, dialysis equipment, guide dogs, or other special aids at hotels, restaurants, public transportation, museums, or other attractions.

Due to these restrictions, you may not be able to fully participate in the tour. We regret that because the restrictions are out of our control, we cannot refund the cost for any activity in which you are unable to participate. Explorica would hate for these limitations to make you or others in your group disappointed with the tour.

Listed below are several resources for travelers with disabilities. I urge you to consider the issues raised here and any others you may find on the following sites. Additionally, be sure to consult with your physician before deciding whether to travel with an educational travel company like Explorica. If you have any further questions, please do not hesitate to contact us at 888.310.7121.

Resources for Disabled Travelers

Fodor's Smart Travel Tips: Disabilities & Accessibility

http://www.fodors.com/traveltips/disabilities/

MossRehab's ResourceNet for Accessible Travel

http://www.mossresourcenet.org/travel.htm

Society for Accessible Travel & Hospitality

347 Fifth Avenue, Suite 610
New York, NY 10016
212.447.7284

www.sath.org

Thank you for taking the time to answer the questions on this form. Your answers will help us learn more about how we can accommodate you and your needs while traveling with Explorica.

1. What is the nature of your disability or special need?

2. Does your disability or special need require you to travel with an apparatus, such as a wheelchair or oxygen tank, at all or some of the time?
    a. If the answer is yes, what type of apparatus is it? Will it be with you at all times?

    b. If it is a wheelchair, what are the dimensions of the wheelchair? Is it collapsible?

3. Are you able to:

    a. Walk short distances?

    b. Climb stairs? Climb stairs with assistance?

    c. Use bathrooms that are not handicap accessible?

4. Are you prepared to potentially sit out activities, such as a "city walk" that may require prolonged physical activity?

5. Will there be a family member, friend, or chaperone on tour who understands the nature of your special need and is able to help you (get on and off a bus, use bathrooms that aren't handicap accessible, etc.), if necessary?

6. Are you prepared to stay in hotels that might not have elevators or may not be handicap accessible?

7. Do you require special assistance from the airline?

8. Is there anything else we should know about your special needs?

Qualifications

Dawn Hunter
Windsor High School

Junior Class Advisor	**2016-present**
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:

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

Qualifications

Gustave Afantchao
Windsor High School

French Honor Society Advisor **2011-present**

Chaperone for the following WHS field trips:

Canada-Québec & Montréal **April 19-22, 2015**
Canada-Québec & Montréal **April 14-18, 2013**

Chaperone for the following:

August 2001-June 2006

Mercersburg Academy
Hagerstown MD, Lawrenceville, MD, DC, Pottstown PA

September 2001-2002

Loomis Chaffee
Deerfield MA, West Hartford & Avon CT

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: March 21, 2017

Prepared By: Craig A. Cooke, Ph.D. **Presented By:** Chris Todd/Bonnie Fineman

Attachments:

Subject: Windsor Leadership Corps

Background:

The Windsor Leadership Corps (WLC) began as a collaborative effort between Bonnie Fineman, Director of Arts and Humanities for Windsor Public Schools and Chris Todd, Windsor High School History Teacher and, at the time, a Teacher Leader in Residence at the CT State Department of Education. The Windsor Leadership Corps offers a unique opportunity for our teachers, counselors and support staff across our district in the area of teacher leadership and was designed to offer job-embedded professional development time that was customized and personalized to meet the needs of each participant. The WLC also promotes opportunities for teachers to grow as leaders in Windsor Public Schools and expand teacher career paths.

Recommendation:

Presentation for information only.

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

Agenda Item # 6b.

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: March 21, 2017

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

ATTACHMENTS: General Improvements to Alliance Districts' School Buildings Grant

SUBJECT: General Improvements to Alliance Districts' School Buildings Grant

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BACKGROUND:

With the signing of Public Act 15-1 of the June 2015 Special Session, Governor Malloy has committed $50 million in fiscal years 2016 and 2017 to help maintain or repair school buildings in Alliance Districts.

RECOMMENDATION:

The Board of Education approve the submission of the General Improvements to Alliance Districts' School Buildings Grant to the State of Connecticut.

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

Agenda Item # 6C.

General Improvements to Alliance Districts' School Buildings Grant
Summary of Requested Projects & Costs

Project Name	Total Cost
Clover Street School Pavement Improvements	$45,268.00
Oliver Ellsworth Pavement Improvements	$140,241.00
Phone System Upgrade	$85,765.00
Windsor High School LED Lighting Upgrade	$308,726.00
	$580,000.00

3/13/2017

DEPARTMENT OF ADMINISTRATIVE SERVICES

General Improvements to Alliance Districts' School Buildings, 2017-2018

Project Description Form

General Instructions: Complete a separate Project Description Form for each facility. Do not report multiple activities at multiple schools on a single Project Description Form

Project Name	**Pavement Improvements**
School Name	**Clover Street School**

Project Description: Be specific. Describe the area to be affected. Include square footage and quantities. Describe any special equipment to be installed of material to be used.

The pavement conditions within paved parking and driveway areas of Clover Street School is in poor condition. The pavement continues to deteriorate and could pose a safety issue. The project would consist of milling and paving of 2" of existing bituminous concrete payment. The project would not change the limits of the existing paved areas. The paving would occur within the existing curb lines.

Total Area = 37,917 SQ FT or 4,213 SQ YDS

$2.00/SQ YDS	Milling Cost
$7.00/Gallon	Tack Coat Cost
$78.00/Ton	Class 2 Cost

$45,268.00 Total Cost

Cost Estimate:	
Professional Fees and Services:	
Materials and Labor:	**$45,268.00**
Special Equipment:	
Total:	**$45,268.00**

DEPARTMENT OF ADMINISTRATIVE SERVICES

General Improvements to Alliance Districts' School Buildings, 2017-2018

Project Description Form

General Instructions: Complete a separate Project Description Form for each facility. Do not report multiple activities at multiple schools on a single Project Description Form

Project Name	**Pavement Improvements**
School Name	**Oliver Ellsworth School**

Project Description: Be specific. Describe the area to be affected. Include square footage and quantities. Describe any special equipment to be installed of material to be used.

The pavement conditions within paved parking and driveway areas of Oliver Ellsworth School is in poor condition. The pavement continues to deteriorate and could pose a safety issue. The project would consist of milling and paving of 2" of existing bituminous concrete payment. The project would not change the limits of the existing paved areas. The paving would occur within the existing curb lines.

Total Area = 117,466 SQ FT or 13,052 SQ YDS

$2.00/SQ YDS	Milling Cost
$7.00/Gallon	Tack Coat Cost
$78.00/Ton	Class 2 Cost
$140,241.00	Total Cost

Cost Estimate:	
Professional Fees and Services:	
Materials and Labor:	**$140,241.00**
Special Equipment:	
Total:	**$140,241.00**

DEPARTMENT OF ADMINISTRATIVE SERVICES

General Improvements to Alliance Districts' School Buildings, 2017-2018

Project Description Form

General Instructions: Complete a separate Project Description Form for each facility. Do not report multiple activities at multiple schools on a single Project Description Form

Project Name Phone System Upgrade

School Name District Wide

Project Description: Be specific. Describe the area to be affected. Include square footage and quantities. Describe any special equipment to be installed of material to be used.

The project would upgrade the current system to a SV9100E Communication Server. Sage Park Middle School has already converted to this system a year ago. The project would include upgrading the KSU and Cards which includes the following: SV9100E Phone Package; Installation cable; GCD - 4COTB 4 CO Card; GPZ-4COTF 4 CO Daughterboard; SV9100 Resource License LIC - 01; CD-DLCA Digital Station and Blade; CD-4LCA 4-Port Analog Station Blade; CHS2U Rack Mount Kit; DTZ - 2E-1 Button Display Terminal; DTZ-D-1 Button Display Terminals; UM-8G APP-CF; Voice Mailbox License

Cost by School

$10,995 Clover Street School
$13,250 John F. Kennedy Elementary School
$12,325 Poquonock Elementary School
$13,250 Oliver Ellsworth Elementary School
$35,945 Windsor High School
$85,765

Below is the total cost separated by equipment, training and labor

$13,030 Equipment Installation, Programming & User Training
$72,735 Equipment
$85,765

Cost Estimate:	
Professional Fees and Services:	
Materials and Labor:	**$85,765.00**
Special Equipment:	
Total:	**$85,765.00**

DEPARTMENT OF ADMINISTRATIVE SERVICES

General Improvements to Alliance Districts' School Buildings, 2017-2018

Project Description Form

General Instructions: Complete a separate Project Description Form for each facility. Do not report multiple activities at multiple schools on a single Project Description Form

Project Name Energy Conservation Lighting Upgrade

School Name Windsor High School

Project Description: Be specific. Describe the area to be affected. Include square footage and quantities. Describe any special equipment to be installed of material to be used.

Windsor High School Energy Conservation Lighting Upgrade

Upgrade all fixtures from HPS Wall pack; HPS Shoe Bos; HPS Flood; CFL Biax Canopy; HPS Canopy and HPS Bollard to LED CSX1; LED WPLED; LED DSFX3; LED FXLED78T; LED Brownlee and MH 50W P/S Kit. The existing watts are 715,510 KWH and the upgrade will be 421,825 KWH. A savings of 293685 KW Hours. The projected dollar savings per year is $49,632.85 and an additional maintenance savings of $9,029.89.

The Cost/kWh = $ 0.1690
The projected payback period is 57 months or 4.75 years.

Cost Estimate:	
Professional Fees and Services:	
Materials and Labor:	**$308,726.00**
Special Equipment:	
Total:	**$308,726.00**

DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF SCHOOL CONSTRUCTION GRANTS
AND REVIEW

General Improvements to Alliance Districts' School Buildings Grant Program Application Package

January 18, 2017

APPLICATIONS DUE:
March 31, 2017
May 30, 2017

Melody A. Currey, Commissioner
DEPARTMENT OF ADMINISTRATIVE SERVICES

Melody A. Currey
Commissioner

STATE OF CONNECTICUT
Department of Administrative Services

Telephone: (860) 713-5100
Fax: (860) 713-7481
Melody.Currey@ct.gov

Dear Alliance District Superintendent:

With the signing of Public Act 15-1 of the June 2015 Special Session, Governor Malloy has committed $50 million in fiscal years 2016 and 2017 to help maintain or repair school buildings in Alliance Districts. Specifically, the Governor revived and amended a grant program that had not been funded since 2002 to help districts that are not be able to keep up with the ongoing demands of maintaining and updating their facilities. The intent of this program was to fund projects that would not otherwise qualify as school construction grant projects under chapter 173 of the Connecticut General Statutes. Eligible projects, for example, will include replacements and upgrades.

Fifty million dollars was allocated in 2016. However, in the mid-year adjustments for the 2016/17 fiscal year the amount to be distributed was reduced to thirty million dollars. As a result, we redistributed the grant adhering to the statutory requirement that the five largest towns receive two million dollars each and the balance of the funds distributed to the remaining twenty-five Alliance districts.

I know all too well that as municipal budgets shrink, these types of projects can fall by the wayside. I applaud the Governor's commitment to our state's school buildings. The staff of the Office of School Construction Grants & Review stands ready to work with any district that chooses to participate.

Sincerely,

Melody A. Currey
Commissioner

Program Description:

Public Act 15-1 of the June Special Session revived and amended a grant to provide new funds to Connecticut's Alliance School Districts to improve the condition of the schools in greatest need of improvements **that are not generally eligible for funding or previously authorized under a school building project pursuant to Chapter 173 of the Connecticut General Statutes.**

Questions about a project's eligibility under Chapter 173 should be directed to Tom Reault, or Kosta Diamantis at the Office of School Construction and Grants, at (860) 713-6480.

Examples of Eligible Projects:
C.G.S. Section 10-265h, which is included in this package, dictates the types of projects eligible for grant funding. These dollars are targeted for the types of repair and replacement work and other general improvements not covered by the existing school construction grants program.

Eligible improvement projects include:
1) Replacing windows and doors,
2) Replacing boilers and other heating and ventilation components,
3) Replacing internal communication and technology systems,
4) Replacing lockers,
5) Replacing cafeteria equipment,
6) Upgrading and replacing ceiling and floor coverings,
7) Upgrading restrooms, including new fixtures and water fountains and related water supplies and drainage,
8) Upgrading or replacing lighting fixtures, including energy efficient measures,
9) Upgrading entryways, driveways, parking areas, play areas and athletic fields,
10) Upgrading equipment,
11) Installing or upgrading security systems, including but not limited to video surveillance devices and fencing, and
12) Other similar work approved by the **Commissioner of Administrative Services.**

Ineligible projects include:
1) Routine building maintenance and maintenance supplies,
2) Cleaning, and
3) Salaries of in-house maintenance staff and other school staff.

Note: Direct labor charges for overtime, or newly hired staff, to work exclusively on specific eligible projects with the **prior approval of the Department may be permitted.** Questions about a project's eligibility under Chapter 173 should be directed to Tom Reault, or Kosta Diamantis of the Office of School Construction Grants and Review, at (860) 713-6480.

Eligible Districts:

Ansonia
Bloomfield
Bridgeport
Bristol
Danbury
Derby
East Hartford
East Haven
East Windsor
Hamden
Hartford
Killingly
Manchester
Meriden
Middletown
Naugatuck
New Britain
New Haven
New London
Norwalk
Norwich
Putnam
Stamford
Vernon
Waterbury
West Haven
Winchester
Windham
Windsor
Windsor Locks

Management of the Program:
The grantee has complete management control of this grant. While DAS staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds.

Deadline for Applications:
For administrative purposes, applications shall be filed prior to the two periods of review: March 31, 2017; and May 30, 2017. Consideration for grant commitment will occur within 30 days of submittal for each period. Only applications with the original signatures will be accepted as timely filed. Preference in approving applications and awarding grants will be given to those applicants that submit complete application packages, including a life-cycle stewardship plan, on time. An approved life-cycle cost analysis worksheet, Life Cycle Cost Analysis Determination Request (Form 3020), may satisfy the life-cycle stewardship plan requirement. All funds are available for the 2017 fiscal year, however, all funds are to be spent by June 30, 2018.

A complete application consists of a) one signed copy of the Program Proposal; b) one signed District Certification; and c) one Project Description Form for **each facility.**

The mailing address is:

Department of Administrative Services
Office of School Construction Grants and Review
450 Columbus Blvd., Suite 1503
Hartford, CT 06103

Questions regarding the application process should be directed to Tom Reault, or Kosta Diamantis, Office of School Construction Grants and Review, at (860) 713-6480.

Applicants should not ask for approval of projects expressly denied in the statutory language to include school construction. Artificial Turf is an example of an item that is not an allowable expense. Questions about the eligibility of a project not clearly excluded should be referred to Tom Reault. When a clear determination cannot be made quickly, you will be instructed to include the project in your application rather than delay submitting the entire application package.

Once a formal determination is made, your application can be amended as necessary. We recommend that in applying for one or more projects with questionable eligibility, you also submit alternate work that is clearly eligible. In the event your first choice is deemed unacceptable, you will already have an approved alternate in place. Be sure that any projects intended as alternates are clearly labeled as such.

FUNDING IS CONTINGENT UPON APPROVAL OF THE BOND COMMISSION.

Review and Approval:
The Department of Administrative Services expects that complete applications received by March 31, 2017 and May 30, 2017 will be reviewed, negotiated and accepted, with modifications if necessary, within 30 days of receipt. Funding of grants shall be awarded as identified in the chart titled: **Alliance District Grants by Student Population.**
This is a two-year grant cycle for expenditure purposes and shall include a final expenditure report with each project. Reports are due June 30, 2018, or upon completion of the project.

CONNECTICUT GENERAL STATUTES SECTION 10-265h
Grants for General Improvements to Alliance School Buildings

(a) The Commissioner of Administrative Services, in consultation with the Commissioner of Education, shall establish, within available bond authorizations, a grant program to assist alliance districts, as defined in section 10-262u, in paying for general improvements to school buildings. For purposes of this section "general improvements to school buildings" means work that (1) is generally not eligible for reimbursement pursuant to chapter 173, and (2) is to (A) replace windows, doors, boilers and other heating and ventilation system components, internal communications and technology systems, lockers, floors, cafeteria equipment and ceilings, including the installation of new drop ceilings, (B) upgrade restrooms including the replacement of fixtures and related water supplies and drainage, (C) upgrade and replace lighting, including energy efficient upgrades to lighting systems and controls to increase efficiency, and reduce consumption levels and cost, (D) upgrade entryways, driveways, parking areas, play areas and athletic fields, (E) upgrade equipment, (F) repair roofs, including the installation of energy efficient fixtures and systems and environmental enhancements, or (G) install or upgrade security equipment that is consistent with the school safety infrastructure standards, developed by the School Safety Infrastructure Council pursuant to section 10-292r, including, but not limited to, video surveillance devices and fencing, provided "general improvements to school buildings" may include work not specified in this subdivision if the alliance district provides justification for such work acceptable to the Commissioner of Administrative Services, but shall not include routine maintenance such as painting, cleaning, equipment repair or other minor repairs or work done at the administrative facilities of a board of education.

(b) Eligibility for grants pursuant to this section shall be determined for a five-year period based on a school district's designation as an alliance district in the initial year of designation as an alliance district. Grant awards shall be made annually contingent upon the filing of an application and a satisfactory annual evaluation. Priority shall be given to an alliance district that includes a life-cycle stewardship plan with such alliance district's application. The life-cycle stewardship plan shall describe the investments and other efforts that have been and will be made by the alliance district to extend the life cycle of its facilities and equipment. Alliance districts shall apply for grants pursuant to this section at such time and in such manner as the commissioner prescribes. Grant awards made to an alliance district that is one of the alliance districts with the five largest populations, based on the 2010 federal census, shall be in an amount equal to or greater than two million dollars.

(c) No funds received by an alliance district pursuant to this section shall be used to supplant local matching requirements for federal or state funding otherwise received by such alliance district for improvements to school buildings.

(d) Each alliance district that receives funds pursuant to this section shall file expenditure reports with the Department of Administrative Services as requested by the Commissioner of Administrative Services. Each alliance district shall refund (1) any unexpended amounts at the close of the project for which the grants are awarded and (2) any amounts not expended in accordance with the approved grant application.

(e) General improvements for which grants are awarded in any year shall be completed by the end of the succeeding fiscal year.

DEPARTMENT OF ADMINISTRATIVE SERVICES
Office of School Construction
Grants and Review
450 Columbus Blvd, Suite 1503
Hartford, Connecticut 06103

General Improvements to Alliance Districts' School Buildings, 2017-2018 Program Proposal

Town/District Name	Completed by	Phone	Date

As the Superintendent of Schools, I do hereby certify and assure the following:

1. The application has been approved by the local board of education at its meeting of _____.
2. If funded, there will not be a decrease in the local share of financial support for schools.
3. The application is coordinated with other on-going operations and improvement strategies in the school district.
4. If funded, the district agrees:
   - to expend the grant funds on activities in the approved proposal and according to the approved budget and, if necessary, to request amendments prior to any project or budget changes;
   - to use appropriate fiscal control and accounting procedures to ensure proper disbursement of all awards;
   - to manage the project in compliance with all applicable state and federal laws and with the regulations, other policies and administrative directives of the Connecticut State Board of Education;
   - to submit the minutes of the Board of Education's acceptance of the completed project within 60 days of the completion of the project; and
   - to submit an itemized final expenditure report, with all paid invoices, requisitions, or purchase orders supporting the itemized amounts.
5. The application and expenditure reports are subject to a DAS audit.

Further, I certify that in the performance of this proposal, the district will not discriminate against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, sexual orientation, sex, mental retardation*, or physical disability, including, but not limited to, blindness, unless it is shown by such applicant that such disability prevents performance of work involved in any manner and further agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of the applicant as related to the provisions of this section. (Connecticut General Statutes Sections 4a-60 and 4a-60a, *including mental disability: Article first, State Constitution)

Superintendent's Name (print or type)	Superintendent's Signature	Date

Note: DAS reserves the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant.

DEPARTMENT OF ADMINISTRATIVE SERVICES
General Improvements to Alliance Districts' School Buildings, 2017-2018
District Certification

School District: _____

Address: _____

Superintendent of Schools:_____Phone: _____

Certification that a current Affirmative Action packet is on file

I the undersigned authorized official, hereby certify that the applying organization/agency has a current affirmative action packet on file with the Connecticut State Department of Education. The affirmative action packet is, by reference, part of this application.

Certification that a current Standard Statement of Assurances Grant Program is on file

I the undersigned authorized official, hereby certify that the applying organization/agency has a current Standard Statement of Assurances Grant Program on file with the Connecticut State Department of Education. The Standard Statement of Assurances Grant Program is, by reference, part of this application/RFP.

_____ _____
Signature of Superintendent Date

_____
Print Name

DEPARTMENT OF ADMINISTRATIVE SERVICES

General Improvements to Alliance Districts' School Buildings, 2017-2018
Project Description Form

General Instructions: Complete a separate Project Description Form for each facility. Do not report multiple activities at multiple schools on a single Project Description Form.

Project Name_____

School Name_____

Project Description: Be specific. Describe the area to be affected. Include square footages and quantities where applicable. Describe any special equipment to be installed or materials to be used. Example: Install new ceiling tiles in main wing classrooms, corridor and library (15,000 sq. ft.).

_____

_____

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_____

Cost Estimates:

Professional Fees and Services: _____

Materials and Labor: _____

Special Equipment: _____

Total: _____

DEPARTMENT OF ADMINISTRATIVE SERVICES
General Improvements to Alliance Districts' School Buildings, 2017-2018
Expenditure Report Cover Page

School District:_____
Project Name:_____

Total Grant Award:_____

Project Status: Complete ☐ In-Process ☐ Anticipated completion date:_____

Total Project Cost:_____
Amount Spent:_____
Balance Remaining:_____

I hereby certify that the attached Expenditure Report, including any attachments thereto, is accurate and complete, and lists all of the expenditures on the above-mentioned Project.

_____
Superintendent—print name

_____
Superintendent—sign name Date

PLEASE BE ADVISED THAT PURSUANT TO CONN. GEN. STAT. SECTION 10-265h, EACH ALLIANCE DISTRICT THAT RECEIVES FUNDS PURSUANT TO THIS SECTION SHALL FILE EXPENDITURE REPORTS WITH THE DEPARTMENT OF ADMINISTRATIVE SERVICES AS REQUESTED BY THE COMMISSIONER OF ADMINSTRATIVE SERVICES. EACH ALLIANCE DISTRICT SHALL REFUND (1) ANY UNEXPENDED AMOUNTS AT THE CLOSE OF THE PROJECT FOR WHICH THE GRANTS ARE AWARDED AND (2) ANY AMOUNTS NOT EXPENDED IN ACCORDANCE WITH THE APPROVED GRANT APPLICATION.

Alliance District Grants by Student Population[1]

Group 1: Districts with 15,000 students or more include: Bridgeport, New Haven, Hartford, Stamford and Waterbury.

Group 2: Districts with 5,000 students, but less than 15,000 students, include: Norwalk, Danbury, New Britain, Hamden, Meriden, Bristol, Manchester, West Haven, East Hartford, Middletown, and Naugatuck.

Group 3: Districts with less than 5,000 students include: East Haven, Vernon, Windsor, New London, Windham, Bloomfield, Ansonia, Killingly, Derby, Windsor Locks, Winchester, East Windsor, Norwich and Putnam.

Total grant awards for districts in Group 1 shall not exceed $2,000,000 per district; for districts in Group 2 shall not exceed $1,080,000 per district; and for districts in Group 3 shall not exceed $580,000 per district. Total grant awards for each district may be spread across more than one project and more than one application deadline.

[1] Based on the School Strategic Plans on SDE Web site (2012/13)

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: March 21, 2017

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

ATTACHMENTS: Proposed Capital Improvement Plan FY 2018 – 2023 (1st Reading)

SUBJECT: Capital Improvement Plan (CIP) FY 2018 - 2023

BACKGROUND:

The proposed Capital Improvement Plant (CIP) has been developed in conjunction with Town and BOE staff. The proposed timing of projects is based on need and Town's ability to finance.

The proposed CIP for the Town and BOE will be revised by the Town Capital Improvement Committee, then a review by a subcommittee of the Town Council, and final approval of the CIP by the Town Council.

Mrs. Batchelder will present and review the proposed plan and answer questions.

RECOMMENDATION:

That the Board of Education accept for a 1st Reading the Capital Improvement Plan FY 2018 – 2023 which, when approved, will be submitted to the Town to be incorporated into the Town of Windsor Capital Plan.

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

Agenda Item # 6d.

Summary of Project Schedule By Fiscal Year

2018-2023

Project Details

Fiscal Year 2018

PROJECT DETAIL

Project Title: **BOE- Network Infrastructure Upgrades**

Department: **Board of Education**

Description and Purpose:

The increasing reliance on technology for everyday functions for teaching, learning, and daily operations has placed greater demands on our network infrastructure. This project will improve our network infrastructure by adding network access points to support additional wireless devices and upgrading fiber and hardware to support bandwidth needs. Facilities included in this project are: Clover Street Elementary School, John F. Kennedy Elementary School, L.P. Wilson Board Offices, Oliver Ellsworth Elementary School, Poquonock Elementary School, Sage Park Middle School, and Windsor High School.

The Board of Education intends to utilize these funds to update the fiber backbones in each building allowing them to utilize the higher throughput capacity of the 10-gigabit switches that were recently installed and the higher bandwidth speeds offered by CEN, their internet provider. This fiber upgrade will allow the Board of Education to take advantage of the full capacity of the new switches. The reliance on the network increases more and more each year as internet applications are added along with online testing, streaming video and audio, and more 1-to-1 devices as well. This upgrade will increase the speeds of all these important items.

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RECOMMENDED FINANCING

	Source of Funds	Estimated Cost in Current Dollars	Estimated Expenditures by Fiscal Year						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Six Year Total
A. Planning and Engineering		-	-	-	-	-	-	-	-
B. Land and Right of Way		-	-	-	-	-	-	-	-
C. Construction		-	-	-	-	-	-	-	-
D. Equipment	1, 6	580,000	75,000	100,000	100,000	125,000	125,000	150,000	675,000
E. Administration		-	-	-	-	-	-	-	-
F. Other Costs		-	-	-	-	-	-	-	-
G. Bonding		-	-	-	-	-	-	-	-
H. Contingency									-
TOTAL		**580,000**	**75,000**	**100,000**	**100,000**	**125,000**	**125,000**	**150,000**	**675,000**
I. Annual Maintenance & Repair									

(1) General Fund (3) Private Funding (5) State/Federal Aid

PROJECT DETAIL

Project Title: **BOE - Kennedy School - HVAC System Upgrades**

Department: **Board of Education**

Description and Purpose:

This project entails significant improvements to the HVAC system and equipment at John F. Kennedy Elementary School. The heating system equipment is old and inefficient; and the control system for the equipment is out-of-date and inefficient. The existing boilers at JFK Elementary are original to the building with an average age of 45 years old. They are coming to their useful life expectancy along with increased maintenance costs and unreliability. This project would replace both of the existing boilers with new energy efficient models. There is no cooling system in the school. It is proposed that a new system be installed to service the entire facility. Design funding was allocated in FY17 and it will be determined whether a central plant or centralized approach is more cost efficient.



RECOMMENDED FINANCING

	Source of Funds	Estimated Cost In Current Dollars	Estimated Expenditures by Fiscal Year						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Six Year Total
A. Planning and Engineering			-		-		-	-	-
B. Land and Right of Way		-	-	-	-	-	-	-	-
C. Construction	2	1,690,000	1,757,600				-	-	1,757,600
D. Equipment		-	-	-		-	-	-	-
E. Administration		-	-	-		-	-	-	-
F. Other Costs		-	-	-		-	-	-	-
G. Bonding	2	30,420	31,600	-			-	-	31,600
H. Contingency	2	338,000	351,500	-			-	-	351,500
TOTAL		**2,058,420**	**2,140,700**	-	-	-	-	-	**2,140,700**
I. Annual Maintenance & Repair									

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

PROJECT DETAIL

Project Title:	**BOE - Poquonock School - HVAC Conversion (Phase III)**
Department:	**Board of Education**

Description and Purpose

The conversion of the school HVAC system from steam heating to hot water heating (Phase I and II) were completed in 2010 and 2011. This Phase III effort would entail architectural and engineering design services and construction for the installation of air handlers, energy recovery ventilators, and appurtenances to complete remaining proposed HVAC system improvements to the school. Implementation of this phase would bring air conditioning and ventilation throughout the building improving indoor air quality and bringing the facility up to code.



RECOMMENDED FINANCING

	Source of Funds	Estimated Cost in Current Dollars	Estimated Expenditures by Fiscal Year						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Six Year Total
A. Planning and Engineering	6	87,500	91,000	-	-	-	-	-	91,000
B. Land and Right of Way		-	-	-	-	-	-	-	-
C. Construction	2	875,000		946,400	-	-	-	-	946,400
D. Equipment		-	-	-	-	-	-	-	-
E. Administration		-	-	-	-	-	-	-	-
F. Other Costs		-	-	-	-	-	-	-	-
G. Bonding	2	17,325		18,700	-	-	-	-	18,700
H. Contingency	2, 6	192,500		208,200	-	-	-	-	208,200
TOTAL		**1,172,325**	**91,000**	**1,173,300**	-	-	-	-	**1,264,300**
F. Annual Maintenance & Repair		1250	-	-	-	-	-	-	-

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

PROJECT DETAIL

Project Title: **BOE - Sage Park Middle School- Partial Roof Replacement**

Department: **Board of Education**

Description and Purpose:

This project would replace approximately 29,000 square feet of roofing that is beyond its useful life expectancy and is becoming more problematic with ongoing leaks. This area of roofing was originally installed in 1993 with a 15 year warranty. It was not addressed in 1999 when the remainder of the building was re-roofed. Presently it is a ballasted EPDM (Ethylene Propylene Diene Monomer) rubber membrane roof. As the rubber membrane ages, it begins to shrink as its physical properties deteriorate. As the membrane shrinks, it pulls away from its termination points resulting in tears, leading ultimately to leaks.



RECOMMENDED FINANCING

	Source of Funds	Estimated Cost in Current Dollars	Estimated Expenditures by Fiscal Year						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Six Year Total
A. Planning and Engineering	6	96,000	99,800	-	-	-		-	99,800
B. Land and Right of Way		-	-	-	-	-	-	-	-
C. Construction	2	960,000	-	-	1,079,900	-		-	1,079,900
D. Equipment		-	-	-	-	-	-	-	-
E. Administration		-	-	-	-	-	-	-	-
F. Other Costs		-	-	-	-	-	-	-	-
G. Bonding	2	19,000	-	-	21,400	-		-	21,400
H. Contingency	2	211,200	-	-	237,600	-		-	237,600
TOTAL		**1,286,200**	**99,800**	**-**	**1,338,900**	**-**	**-**	**-**	**1,438,700**
I. Annual Maintenance & Repair		-	-	-	-	-	-	-	-

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

PROJECT DETAIL

Project Title: **BOE - Sage Park Middle School - Alternative Energy and Efficiencies Upgrades**

Department: **Board of Education**

Description and Purpose:

A study of Sage Park Middle School's HVAC system and alternative energy and efficiency enhancements has been completed. In future CIP years, it is anticipated that recommendations from the study will be implemented. The 2nd floor gets excessively warm during May - September. Air conditioning the 2nd floor would greatly improve comfort levels. Due to the size and scope of work, anticipated design-construction would be done in multiple phases. Funding in FY18 is proposed for the design of HVAC improvements to the 2nd floor with funding in FY21 for the evaluation of alternative energy sources, potential funding opportunities, and design of the remaining recommended improvements. The propose construction phase at this time includes the replacement of existing rooftop heating and ventilation units as well as the installation of air conditioning on the 2nd floor of the school.



RECOMMENDED FINANCING

	Source of Funds	Estimated Cost in Current Dollars	Estimated Expenditures by Fiscal Year						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Six Year Total
A. Planning and Engineering	6	190,000	100,000		-	105,300		-	205,300
B. Land and Right of Way		-	-	-	-	-	-	-	-
C. Construction	2	2,250,000	-	-		-	2,737,500	-	2,737,500
D. Equipment		-	-	-	-	-	-	-	-
E. Administration		-	-	-	-	-	-	-	-
F. Other Costs		-	-	-	-	-	-	-	-
G. Bonding	2	43,900	-	-	-	-	53,400	-	53,400
H. Contingency	2	488,000	-	-	-	-	593,700	-	593,700
TOTAL		**2,971,900**	**100,000**	**-**	**-**	**105,300**	**3,384,600**	**-**	**3,589,900**
I. Annual Maintenance & Repair		-	-	-	-	-	-	-	-

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

Project Details

Fiscal Year 2019

PROJECT DETAIL

Project Title: **BOE - Windsor High School - HVAC Unit Replacement**

Department: **Board of Education**

Description and Purpose:

The existing indoor pool HVAC unit was installed in 2001 during the school renovation project and is reaching its life expectacy. This unit is manufactured specifically to cool, heat, and dehumidify indoor pool buildings. Indoor pool air is a corrosive environment that contains high levels of humidity and chlorine. This unit's HVAC refrigeration equipment, when operating, generates heat. This unwanted heat is utilzed as an energy savings by heating the pool's water. Units like these have a fifteen year life cycle and operate 24/7.

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RECOMMENDED FINANCING

	Source of Funds	Estimated Cost in Current Dollars	Estimated Expenditures by Fiscal Year						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Six Year Total
A. Planning and Engineering		-		-	-	-	-	-	-
B. Land and Right of Way		-	-	-	-	-	-	-	-
C. Construction	2	257,500		278,500			-	-	278,500
D. Equipment		-	-	-	-	-	-	-	-
E. Administration		-	-	-	-	-	-	-	-
F. Other Costs		-	-	-	-	-	-	-	-
G. Bonding	2	4,250	-	4,600	-	-	-	-	4,600
H. Contingency	2	25,700	-	27,800	-	-	-	-	27,800
TOTAL		**287,450**	-	**310,900**	-	-	-	-	**310,900**
I. Annual Maintenance & Repair			-	-	-	-	-	-	-

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

Project Details

Fiscal Year 2020

PROJECT DETAIL

Project Title: **BOE - Sage Park Middle School- Partial Roof Replacement**

Department: **Board of Education**

Description and Purpose:

This project would replace approximately 29,000 square feet of roofing that is beyond its useful life expectancy and is becoming more problematic with ongoing leaks. This area of roofing was originally installed in 1993 with a 15 year warranty. It was not addressed in 1999 when the remainder of the building was re-roofed. Presently it is a ballasted EPDM (Ethylene Propylene Diene Monomer) rubber membrane roof. As the rubber membrane ages, it begins to shrink as its physical properties deteriorate. As the membrane shrinks, it pulls away from its termination points resulting in tears, leading ultimately to leaks.



RECOMMENDED FINANCING

	Source of Funds	Estimated Cost in Current Dollars	Estimated Expenditures by Fiscal Year						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Six Year Total
A. Planning and Engineering	6	96,000	99,800	-	-	-		-	99,800
B. Land and Right of Way		-	-	-	-	-	-	-	-
C. Construction	2	960,000	-	-	1,079,900	-		-	1,079,900
D. Equipment		-	-	-	-	-	-	-	-
E. Administration		-	-	-	-	-	-	-	-
F. Other Costs		-	-	-	-	-	-	-	-
G. Bonding	2	19,000	-	-	21,400	-		-	21,400
H. Contingency	2	211,200	-	-	237,600	-		-	237,600
TOTAL		**1,286,200**	**99,800**	-	**1,338,900**	-	-	-	**1,438,700**
I. Annual Maintenance & Repair		-	-	-	-	-	-	-	-

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

PROJECT DETAIL

Project Title: **BOE - School Windows Replacement**

Department: **Board of Education**

Description and Purpose:

The windows at many of the schools throughout the district are constructed of the old single pane glass, which are not energy efficient and are at the end of their life expectancy. Replacing these windows would not only reduce overall energy costs, but in some cases prevent water seepage that could ultimately contribute to indoor air quality issues. In FY17, the Board of Education replaced the windows at Poquonock School, partly funded by a money received in 2015 by the BOE under the General Improvements to Alliance Districts School Buildings Grant. The next two schools to be addressed would be Oliver Ellsworth School followed by Kennedy School.

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RECOMMENDED FINANCING

	Source of Funds	Estimated Cost in Current Dollars	Estimated Expenditures by Fiscal Year						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Six Year Total
A. Planning and Engineering	6, 2	68,800	-	-	38,700	40,200	-	-	78,900
B. Land and Right of Way		-	-	-	-	-	-	-	-
C. Construction	2	688,000	-	-	387,000	402,400	-	-	789,400
D. Equipment		-	-	-	-	-	-	-	-
E. Administration		-	-	-	-	-	-	-	-
F. Other Costs		-	-	-	-	-	-	-	-
G. Bonding	2	13,620	-	-	7,700	8,000	-	-	15,700
H. Contingency	2	151,360	-	-	85,100	88,500	-	-	173,600
TOTAL		**921,780**	-	-	**518,500**	**539,100**	-	-	**1,057,600**
I. Annual Maintenance & Repair									

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

Project Details

Fiscal Year 2021

PROJECT DETAIL

Project Title: **BOE - Clover Street School - ADA Code and Restroom Renovations**

Department: **Board of Education**

Description and Purpose:

This project is based on the recommendations of a study completed in 2014. Clover Street School was built in 1957, and there are egress issues with door widths, hand rails, ramps, automatic openers, parking spaces, and thresholds occur in many areas. This specific project is to complete improvements to meet ADA codes for facility egress and parking as well as to renovate the restrooms to new code standards. In the restrooms, fixtures will be replaced and installed at the correct heights and egress clearances adjusted to todays codes.

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RECOMMENDED FINANCING

	Source of Funds	Estimated Cost In Current Dollars	Estimated Expenditures by Fiscal Year						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Six Year Total
A. Planning and Engineering	6	82,500	-	-	-	96,500	-	-	96,500
B. Land and Right of Way		-	-	-	-	-	-	-	-
C. Construction	2	825,000	-	-	-	-	-	1,043,900	1,043,900
D. Equipment		-	-	-	-	-	-	-	-
E. Administration		-	-	-	-	-	-	-	-
F. Other Costs		-	-	-	-	-	-	-	-
G. Bonding	2	16,340	-	-	-	-	-	20,700	20,700
H. Contingency	2	181,500	-	-	-	-	-	229,700	229,700
TOTAL		**1,105,340**	-	-	-	**96,500**	-	**1,294,300**	**1,390,800**
I. Annual Maintenance & Repair		-	-	-	-	-	-	-	-

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

Project Details

Fiscal Year 2022

PROJECT DETAIL

Project Title: **BOE - Clover Street School - Partial Roof Replacement**

Department: **Board of Education**

Description and Purpose:

The roofs above the pods, library, and cafetorium were last replaced in 1995 & 1997, and are reaching their useful life expectancies. This project would include the replacement of approximately 51,000 square feet of existing PVC rubber membrane roofing with built-up bituminous roofing.

RECOMMENDED FINANCING

	Source of Funds	Estimated Cost in Current Dollars	Estimated Expenditures by Fiscal Year						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Six Year Total
A. Planning and Engineering	6	130,000	-		-	-	158,200	-	158,200
B. Land and Right of Way		-	-	-	-	-	-	-	-
C. Construction		1,300,000	-		-	-	-	-	-
D. Equipment		-	-	-	-	-	-	-	-
E. Administration		-	-	-	-	-	-	-	-
F. Other Costs		-	-	-	-	-	-	-	-
G. Bonding		25,740	-	-	-	-	-	-	-
H. Contingency		286,000	-	-	-	-	-	-	-
TOTAL		**1,741,740**	**-**	**-**	**-**	**-**	**158,200**	**-**	**158,200**
I. Annual Maintenance & Repair			-	-	-	-	-	-	-

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

Project Details

Fiscal Year 2023

Unscheduled Projects

PROJECT DETAIL

Project Title: **BOE - Clover Street School - Partial Roof Replacement**

Department: **Board of Education**

Description and Purpose:

The roofs above the pods, library, and cafetorium were last replaced in 1995 & 1997, and are reaching their useful life expectancies. This project would include the replacement of approximately 51,000 square feet of existing PVC rubber membrane roofing with built-up bituminous roofing.

RECOMMENDED FINANCING

	Source of Funds	Estimated Cost in Current Dollars	Estimated Expenditures by Fiscal Year						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Six Year Total
A. Planning and Engineering	6	130,000	-		-	-	158,200	-	158,200
B. Land and Right of Way		-	-	-	-	-	-	-	-
C. Construction		1,300,000	-		-	-	-	-	-
D. Equipment		-	-	-	-	-	-	-	-
E. Administration		-	-	-	-	-	-	-	-
F. Other Costs		-	-	-	-	-	-	-	-
G. Bonding		25,740	-	-	-	-	-	-	-
H. Contingency		286,000	-	-	-	-	-	-	-
TOTAL		**1,741,740**	-	-	-	-	**158,200**	-	**158,200**
I. Annual Maintenance & Repair			-	-	-	-	-	-	-

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

PROJECT DETAIL

Project Title: **BOE - Windsor High School - HVAC Roof Top Unit Replacements**

Department: **Board of Education**

Description and Purpose:

The existing roof HVAC units were installed during the renovation project in 2004. Their lifrtime is expected to be 15-20 years. This project detail is for the planned replacement of this equipment at end life cycle.

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RECOMMENDED FINANCING

	Source of Funds	Estimated Cost in Current Dollars	Estimated Expenditures by Fiscal Year						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Six Year Total
A. Planning and Engineering		-		-	-	-	-	-	-
B. Land and Right of Way		-	-	-	-	-	-	-	-
C. Construction	2	257,500		-			-	-	-
D. Equipment		-	-	-	-	-	-	-	-
E. Administration		-	-	-	-	-	-	-	-
F. Other Costs		-	-	-	-	-	-	-	-
G. Bonding	2	4,250	-	-	-	-	-	-	-
H. Contingency	2	25,700	-	-	-	-	-	-	-
TOTAL		**287,450**	-	-	-	-	-	-	-
I. Annual Maintenance & Repair		-	-	-	-	-	-	-	-

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

PROJECT DETAIL

Project Title: **BOE - Oliver Ellsworth School - Code Compliance Upgrades**

Department: **Board of Education**

Description and Purpose:

Oliver Ellsworth School was constructed in 1971 and is not in compliance with all current building, life safety, handicapped accessibility and OSHA codes and regulations. Performance of this project will bring the facility into full compliance with these regulations. This upgrade would include, but not limited to, HVAC system modification requirements, fire alarm and security device locations, and ADA accessability such as plumbing fixtures and building hardware upgrades.

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RECOMMENDED FINANCING

	Source of Funds	Estimated Cost in Current Dollars	Estimated Expenditures by Fiscal Year						
			FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Six Year Total
A. Planning and Engineering		-	-	-	-	-	-	-	-
B. Land and Right of Way		-	-	-	-	-	-	-	-
C. Construction	2	205,000	-	-	-	-	-	-	-
D. Equipment		-	-	-	-	-	-	-	-
E. Administration		-	-	-	-	-	-	-	-
F. Other Costs		-	-	-	-	-	-	-	-
G. Bonding	2	3,700	-	-	-	-	-	-	-
H. Contingency	2	41,000	-	-	-	-	-	-	-
TOTAL		**249,700**	-	-	-	-	-	-	-
I. Annual Maintenance & Repair									

(1) General Fund
(2) Municipal Bonds
(3) Private Funding
(4) Enterprise Funds
(5) State/Federal Aid
(6) Other Funding

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: March 21, 2017

Prepared By: Craig A. Cooke **Presented By:** Yvette Ali/Craig A. Cooke

Attachments:
1. Revised P 0100 A Statement of Educational Philosophy
2. Revised P 0200 Goals for School District
3. Revised P 0610 Affirmative Action Plan
4. Revised P 1325 Advertising and Promotion
5. Deletion P 2300.1 Statement of Standards for School Leaders
6. Revised P 3541.44 Use of Private Automobiles on School Trips
7. Revised P 4100 Recruitment and Selection
8. Revised P 4111 Equal Employment Opportunity
9. Revised P 4119.1 Substitute Teachers
10. Revised P 5125 Confidentiality and Access to Education Records
11. Revised P 5145.1 Student Privacy
12. Revised P 6153 Instructional Travel Away from School Grounds

Subject: Policy Adoption, 1st Reading

BACKGROUND:

The Board of Education Policy Committee reviewed the following policies at their meeting on March 6, 2017 and are bringing them to the full Board as a 1st reading.

STATUS:

All policies listed above with the exception of P 2300.1 Statement of Standards for School Leaders, have been revised with language aligned to current practices. The committee discussed P 2300.1 Statement of Standards for School Leaders and is recommending the deletion of this policy.

RECOMMENDATION:

Move to approve the revisions made to P 0100 A Statement of Educational Philosophy, P 0200 Goals for School District, P 0610 Affirmative Action Plan, P 1325 Advertising and Promotion, P 3541.44 Use of Private Automobiles on School Trips, P 4100 Recruitment and Selection, P 4111 Equal Employment Opportunity, P 4119.1 Substitute Teachers, P 5125 Confidentiality and Access to Education Records, P 5145.1 Student Privacy, P 6153 Instructional Travel Away from School Grounds, and to delete P 2300.1 Statement of Standards for School Leaders as a 1st reading.

Recommended by the Superintendent: _____

Agenda Item # 6 e.

Section:	**Philosophy, Goals, Objectives**	
Subject:	**PHILOSOPHY**	**P-0100**

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

A STATEMENT OF EDUCATIONAL PHILOSOPHY

1. ~~It is the fundamental purpose of the Windsor Public Schools to impart to the students a mature understanding of themselves, their needs, and the needs of the people around them.~~

2. ~~It is the educational philosophy of the Windsor Board of Education that it will establish a school district which will assist in the maximum realization of the potential of every student. The instructional programs of the district should encourage the natural inclination of students to learn.~~

3. ~~The staff, programs and facilities of the school district should together provide an environment and adequate resources to encourage maximum growth in individual scholarship, character development, creative expression, problem solving, and physiological well being. The programs available to students should prepare them to meet the challenges, opportunities, and obligations of the modern world.~~

4. ~~The Board recognizes and celebrates the wide diversity of ethnicity, ability, interests and backgrounds among individual students. It is the belief of the Board of Education that the community has an integral role and responsibility in the achievement of educational excellence for each student.~~

5. ~~It is also the obligation of the Windsor Board of Education to effectively prioritize and allocate the financial, human and physical resources of the school district to ensure effective delivery of all services to each student.~~

The Windsor Board of Education believes that the fundamental purpose of Windsor Public Schools is:

1. **To impart to the students an understanding of themselves, their needs, and the needs of the people around them.**
2. **To assist in the maximum realization of the potential of every student, recognizing each students' individual talents, strengths and abilities.**

3. **To provide an environment with equitable and adequate resources to encourage maximum growth in individual scholarship, character development, creative expression, problem solving and social-emotional well-being.**

4. **To partner with families to promote student success and well-being.**

5. **To recognize and celebrate that the diversity of our students and community enhances the educational environment.**

Therefore, the Windsor Board of Education will prioritize and allocate the financial, human, and physical resources, with fiscal accountability, toward achieving our Mission and Goals.

Approved by the Board of Education: December 20, 2016

(Note: The above philosophy was developed at the Goal Setting Workshop of the Board of Education held on **December 6, 2016** ~~January 18, 1992~~.)

Approved: April 21, 1992
Revised: December 20, 2016

Windsor Public Schools
Windsor, CT

GOALS FOR SCHOOL DISTRICT

The Board of Education adopts the following mission statement and goals as essential to the achievement of quality education for each student. These goals were approved at the **December 20, 2016** ~~October 21, 2014~~ regular meeting of the Board of Education.

Mission Statement: ~~The mission of the Windsor Public Schools is~~ **T**to develop the genius in every child and ~~to~~ create life-long learners.

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

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

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

6. All students will gain an appreciation for the visual and performing arts.

Goals reaffirmed by BOE on **December 20, 2016** ~~October 21, 2014~~.

Policy Approved: March 15, 2016
Policy Revised:

Windsor Public Schools
Windsor, CT

Section:	**Philosophy, Goals, Objectives**	
Subject:	**AFFIRMATIVE ACTION PLAN**	**P-0610**

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

1. The Windsor Board of Education, endeavoring to prepare students for active and constructive participation in a culturally diverse society, seeks to provide a school staffing environment and a selection of instructional programs which expose students to a broad range of ideas, people and experience.

2. Employment:
The Board is committed to providing equal employment opportunity to all persons, including **people of color and other under-represented** ~~women and members of minority~~ groups, to the fullest extent that the abilities of each individual merit and that appropriate openings exist. This policy applies to recruitment, hiring, training, promotion, transfer, leaves, compensation, and other terms, conditions, and privileges of employment. It is the commitment of the Windsor Board of Education to comply with the legal requirements that all persons be provided equal employment opportunities regardless of "...race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, **intellectual disability** ~~mental retardation~~, learning disability, or physical disability, including, but not limited to, blindness;..." It is the policy of the Board to comply with Federal, State and local laws pertaining to fair employment practice.

   A. The implementation of this policy involves two concepts:
      1) Nondiscrimination: Every applicant for employment shall be considered on the basis of his or her qualifications for a position. The Windsor Public Schools and each of its departments will carefully and systematically examine its employment policies and practices to be sure they do not inadvertently operate to the detriment of any person on the grounds of "...race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, **intellectual disability** ~~mental retardation~~, learning disability, or physical disability, including, but not limited to, blindness;..." Those responsible in matters of employment must follow policies and practices that are non-discriminatory.

      2) Affirmative Action: The Windsor Public Schools and each of its departments will make a determined effort to recruit, employ, and promote **people of color and other under-represented groups** ~~members of minority groups and women~~ currently under-utilized in the school district's work force.

         ~~The nondiscrimination requirements apply to all persons, whether or not the individual is a member of a conventionally defined minority group. The affirmative action requirements are designed to further the employment of women and minorities.~~

   B. Other Activities
      1) In all of its activities, the Windsor Public Schools shall give due regard to the rights of **people of color and other under-represented groups** ~~minorities and women~~, avoid stereotypes based on "....race, color, religious creed, age, sex, marital status, national origin, ancestry, present or

Section:	**Philosophy, Goals, Objectives**	
Subject:	**AFFIRMATIVE ACTION PLAN**	**P-0610**

past history of mental disorder, **intellectual disability** ~~mental retardation~~, learning disability, or physical disability, including, but not limited to, blindness;..."

3. Cross References in Manual
All policies and regulations in this manual will reflect directly or indirectly equal opportunity for all employees and students, where applicable. Some specific cross references are as follows:

3324	Contracts
4111-4211	Recruitment and Selection, Affirmative Action (Recruitment & Selection)
4118-4218	Nondiscrimination (Employees)
5000	Students (Concept and Roles in Student Personnel)
5145	Civil & Legal Rights & Responsibilities (Students), Nondiscrimination (Students), Student Grievance Procedure
6121	Affirmative Action (Instruction)
6145.1	Intramural Competition
6145.2	Interscholastic Competition
6320	Equipment, Books and Materials (Selection)
6180	Evaluation of the Instruction Program

4. Non-discrimination Notice in All Publications
When appropriate in all publications, the following notice shall appear: "The Windsor Board of Education does not discriminate on the basis of race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, **intellectual disability** ~~mental retardation~~, learning disability or physical disability, including, but not limited to, blindness."

Legal References:
CT General Statutes
46a-60 Discriminatory Employment Practices Prohibited
46a-75 Discrimination in educational and vocational programs prohibited
Title VII, Civil Rights Act, as amended by Title IX,
Equal Employment Opportunity Act
Executive Order 11246
Equal Pay Act of 1963
Title IX of the Education Amendments of 1972
(Higher Education Act)
Americans with Disabilities Act of 1991
Discrimination on Basis of Sexual Orientation (P.A. 91-58)

Policy Adopted: ~~6/16/92~~

Section: Community Relations

Subject: ADVERTISING AND PROMOTION P-1325

Informational Materials

A. Materials to inform parents of Board of Education policies, positions and programs, administrative practices, procedures and regulations and, with the approval of the Superintendent of Schools, notices of parent-teacher group meetings and activities, or announcements of programs offering cultural or physical educational opportunities for students, may be taken home by students.

B. Such materials must be objectively informational only and must not attempt to influence opinion.

C. No non-school group, except as noted above, may distribute information materials to parents via students except those designated under the law.

Distribution of Advertising Materials to Students

A. The school system does not endorse commercial products, companies, organizations or individuals.

B. Materials advertising any individual, company, product or organization shall not be distributed to the students in the Windsor Public Schools.

Distribution of Advertising Materials to Students and Guests at an Athletic Event

A. The school system allows distribution of promotional materials at athletic events under the following conditions:

1. **Optional for attendees to accept the materials.**
2. **Limited to one (1) athletic event per corporation per season.**
3. **Prior approval from the Athletic Director or Superintendent. Approval is at the district's sole discretion.**

Advertising at Athletic Fields

The Board recognizes that opportunities exist for advertising at athletic fields. These opportunities may enhance the athletic experience for student athletes by providing funding for the athletic budget. The approval of advertising of a permanent nature (i.e. name on a scoreboard) must be approved by the Board of Education.

Funds will be distributed to the Athletic Department budget and utilized to offset athletic costs.

Policy Adopted: July 13, 2005

withdraw

Section:	**Administration**
Subject:	**STATEMENT OF STANDARDS FOR SCHOOL LEADERS** **P-2300.1**

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

The Board of Education endorses the following "Standards for School Leaders" adopted by the Connecticut State Board of Education. These "Standards" represent the qualities desired of school administrators in this District.

I. The Educated Person

The school administrator is a school leader who promotes the success of all students by facilitating the development, articulation, implementation and stewardship of a vision of learning that is shared and supported by the school community.

II. The Learning Process

The school leader possesses a current, research and experience-based understanding of learning theory and human motivation, helps develop such understanding in teachers and parents, and uses that understanding to promote the continuous improvement of student learning. (i.e., *Connecticut's Common Core of Learning*).

III. The Teaching Process

The school leader possesses a knowledge of teaching which is grounded in research and experience, and uses that knowledge to foster teachers' reflection on the impact of their professional beliefs, values and practices on student learning. (i.e., *Connecticut's Common Core of Learning*).

IV. Diverse Perspectives

The school leader understands the role of education in a pluralistic society, and works with staff, parents and community to develop programs and instructional strategies that incorporate diverse perspectives.

Section:	**Administration**
Subject:	**STATEMENT OF STANDARDS FOR SCHOOL LEADERS** **P-2300.1**

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

V. School Goals

The school leader actively engages members of the school community to establish goals that encompass the school's vision of the educated person and in developing procedures to monitor the achievement of these goals.

VI. School Culture

The school leader utilizes multiple strategies to shape the school culture in a way that fosters collaboration among the staff and the involvement of parents, students and the community in efforts to improve student learning.

VII. Student Standards and Assessment

The school leader works with the school community to establish rigorous academic standards for all students and promotes the use of multiple assessment strategies to monitor student progress.

VIII. School Improvement

The school leader works with staff members to improve the quality of school programs by reviewing the impact of current practices on student learning, considering promising alternatives and implementing program changes that are designed to improve learning for all students.

IX. Professional Development

The school leader works with staff members to plan and implement activities that promote the achievement of school goals, while encouraging and supporting staff members as they assume responsibility for their professional development.

Section:	**Administration**
Subject:	**STATEMENT OF STANDARDS FOR SCHOOL LEADERS** **P-2300.1**

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

X. Integration of Staff Evaluation, Professional Development and School Improvement

The school leader works with staff members to develop and implement an integrated set of school-based policies for staff selection, evaluation, professional development and school improvement that result in improved teaching and learning for all students.

XI. Organization, Resources and School Policies

The school leader works with staff members to review organization and resources, and develops and implements policies and procedures to improve program effectiveness, staff productivity.

XII. School-Community Relations

The school leader collaborates with the staff to create and sustain a variety of opportunities for parent and community participation in the life of the school.

Policy Adopted: November 1, 2005

Section:	**Business/Non-Instructional Operations**
Subject:	**USE OF PRIVATE AUTOMOBILES ON SCHOOL TRIPS (TRANSPORTATION)** **P-3541.44**

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

Use of Private Automobiles on School Trips

The Windsor Board of Education strongly encourages all transportation of students to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education. The Board also recognizes that on limited occasions, it may be more cost effective and/or responsive for school employees to transport small number of students in private automobiles.

Private automobiles may be used for school programs to transport students under the following circumstances:

1. Trip is approved by Principal in advance.
2. If a field trip, proper field trip form is submitted and approved by Principal and **Director of Business Services** ~~central administration.~~
3. Use of private automobile is approved by Principal.
4. A limited number of students are involved.
5. The licensed driver completes the "Verification of Liability Insurance" form prior to the trip.
6. The Principal will maintain a file of the above noted forms.
7. Parent authorization forms must include notification that staff member will be driving other than a school vehicle.
8. If only one student is involved, a second responsible adult must be present on the trip, except in emergencies or with the permission of the Principal and/or parents.
9. In an emergency, the Principal can authorize the transportation of student(s) without parental permission. In such cases the parent will be notified as soon as possible.

It is expressly forbidden for any student to drive a vehicle on a school sponsored trip.

Policy Adopted: ~~October 17, 2006~~

Section:	**Personnel – Certified/Non Certified**
Subject:	**RECRUITMENT AND SELECTION P-4100**

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

The schools shall engage in fair and sound personnel practices in the appointment of all district employees. The administration shall be responsible for establishing recruitment, selection and appointment procedures. The Superintendent is authorized to make all appointments of personnel except for administrators serving in positions of the rank of principal or above.

The recruitment procedures of the district shall attempt to produce a total staff representative of the diversity of the students in the Windsor community, and assignment procedures shall conform to State and Federal law. The Board of Education recognizes the need to provide students with an opportunity to interact with students and staff from different racial, ethnic and economic backgrounds.

It is the policy of the Board of Education to recruit, select and employ the best qualified personnel on the basis of their merit and effectiveness without discrimination as to their "...race, color, religious creed, age, sex, sexual orientation, marital status, national origin, ancestry, present or past history of mental disorder, **intellectual disability** ~~mental retardation, learning disability,~~ or physical disability, including but not limited to, blindness ~~or any other basis prohibited by law" The Board of Education will provide equal employment opportunities for all persons without discrimination with respect to any unlawful factor~~, except in the case of a bona fide occupational qualification or need.

Sexual harassment is explicitly prohibited by Board of Education policy. Sexual harassment in relation to employment will result in disciplinary action.

Employment decisions will not be influenced, affected or determined on the basis of membership in or holding of office in an employee association or union.

The Board of Education directs the administration to develop, implement and maintain a plan for **people of color and other under-represented groups** ~~minority~~ **for** teacher and administrator recruitment. Such a plan shall include, but not be limited to, short and long term goals, objectives, and recruitment, hiring and retention procedures. The district will continue to recruit, hire and retain **people of color and other under-represented groups** ~~minority staff~~ as important components of the Board of Education's overall commitment to employ the most qualified staff and to

Section:	**Personnel – Certified/Non Certified**	
Subject:	**RECRUITMENT AND SELECTION**	**P-4100**

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

provide quality educational experiences and learning opportunities for all students.

Legal Reference: Connecticut General Statutes
10-151 Employment of teachers. Notice and hearing on termination of contract.

10-220, Minority Recruitment Plan

10-153 Discrimination on account of marital status.

10-155f Residency requirement prohibited.

31-126 Unfair Employment Practices (as amended by P.A. 80-285)

Title IX - Equal Employment Opportunity

Americans With Disabilities Act (ADA)

Family Medical Leave Act (FMLA)

Policy adopted: ~~January 18, 2006~~

Section:	**Personnel – Certified/Non-Certified**
Subject:	**EQUAL EMPLOYMENT OPPORTUNITY** **P-4111**

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

Affirmative Action

The Board of Education will provide equal employment opportunities for all persons without discrimination with respect to race, color, religious creed, age, marital status, national origin, sex, sexual orientation, ancestry, present or past history of mental disorder, **intellectual disability,** ~~mental retardation,~~ pregnancy, or physical disability (including but not limited to blindness) except in the case of a bona fide occupational qualification or need. Sexual harassment shall not influence employment decisions, nor shall decisions be influenced, affected or determined on the basis of membership in or holding of office in an employee association or union. There shall also be no employment discrimination on the basis of blood or marital relationships, except where the employee position is in payroll accounting, auditing, personnel or a position directly supervisory to the relative by blood or marriage.

~~The Board of Education requests an annual report from the Superintendent of Schools concerning the extent to which the above-mentioned affirmative action program is being implemented.~~

(cf. 0521 - Affirmative Action)

Legal Reference: Connecticut General Statutes

10-153 Discrimination on account of marital status.

46a-60 Discriminatory employment practices prohibited.

Title VII, Civil Rights Act 42 U.S.C. 2000e, et seq.

PA 91-58 An act concerning discrimination on the basis of sexual orientation.

Policy adopted: ~~January 18, 2006~~

Section:	**Personnel - Certified**
Subject:	**SUBSTITUTE TEACHERS** **P-4119.1**

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

A substitute teacher shall be a person fully qualified to instruct in our schools and who is employed for a period of time less than 180 days in the absence of the regular teacher.

Suitable programs for recruiting, assigning, orienting and evaluating the work of substitute teachers shall be provided by the certified staff under the direction of the Superintendent.

Rates of compensation for substitute teachers will be set by the Board of Education.

Substitute teachers may not participate in the health **insurance** ~~and welfare~~ plans or other fringe benefits of the school system.

Retired teachers may be employed as substitute teachers without jeopardizing their retirement salary within the limits as prescribed by law.

Legal Reference: Connecticut General Statutes

10-183v Reemployment of teachers

10-145a Certificates of qualification for teachers

Policy adopted: January 18, 2006
Policy revised:

CONFIDENTIALITY AND ACCESS TO EDUCATION RECORDS

I. POLICY

The Board of Education ("Board") complies with the state and federal laws and regulations regarding confidentiality, access to and amendment of education records. The Board shall implement procedures that protect the privacy of parents and students while providing proper access to records. Availability of these procedures shall be made known annually to parents of students currently in attendance and eligible students currently in attendance.

II. DEFINITIONS

A. Access is defined as the right to inspect or review a student's education records or any part thereof. Access may include the right to receive copies of records under limited circumstances.

B. Authorized representative means any entity or individual designated by the Board, a State educational authority, or an agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), to conduct -- with respect to Federal- or State-supported education programs-- any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to these programs.

C. Biometric record, as used in the definition of personally identifiable information, means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence; facial characteristics and handwriting.

D. De-identified education records means education records or information from education records from which all personally identifiable information has been removed, and for which the district has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.

E. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name, address and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level,

enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, the most recent previous school(s) attended, and student identification numbers for the limited purposes of displaying a student identification card. The student identification number, however, will not be the only identifier used when obtaining access to education records or data. Directory information does not include **the email address of a parent or guardian,** a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

F. Disciplinary action or proceeding means the investigation, adjudication or imposition of sanctions by an educational agency or institution with respect to an infraction or violation of internal rules of conduct applicable to students.

G. Disclosure means to permit access to or to release, transfer, or other communication of personally identifiable information as contained in education records by any means, including oral, written or electronic means, to any party except the party identified as the party that provided or created the record.

H. Education Records

1. Education records means any information directly related to a student that is recorded in any manner (e.g., handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche) and that is maintained by the school system or persons acting for the school system.

2. Education records do not include:

a) private, personal, or working notes in the sole possession of the maker thereof, and which are not accessible or revealed to any other individual except a "substitute";

b) records maintained by a law enforcement unit of the school district that were created by that unit for the purpose of law enforcement;

c) employment records used only in relation to the student's employment by the school district that are 1) made and

maintained in the normal course of business, 2) relate exclusively the student's capacity as an employee, and 3) are not made available for any other purpose;

d) records on an eligible student (i.e. over 18 or attending a postsecondary educational institution) that are considered "treatment records" as they meet the following criteria: 1) the records are maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity, 2) the records are made in connection with the treatment of the student and 3) the records are disclosed only to individuals providing such treatment (treatment does not include remedial educational activities or activities that are part of the program or instruction of the school district); however, the school district must, upon request, permit an eligible student to have a physician or other appropriate professional of the student's choice review his/her treatment records;

e) records created or received by the school district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and

f) grades on peer-graded papers before they are collected and recorded by a teacher.

I. Eligible Student is a student or former student who has reached 18 years of age or is attending an institution of post-secondary education or is an emancipated minor.

J. Law Enforcement Unit is an individual, office, department, division, or other component of an educational agency or institution, that is officially authorized or designated by that agency or institution to 1) enforce laws or refer matters of law enforcement to appropriate authorities or 2) maintain the physical security and safety of the agency or institution.

K. Legitimate Educational Interest means the need for a school official to review an education record in order to fulfill his or her professional responsibilities.

L. Parent is defined as a parent or parents of a student, including a natural parent, a guardian, or surrogate parent, or an individual acting as a parent in the absence of a parent or guardian. The rights of a parent shall transfer

to an eligible student; however, a parent of a student who claims that student as a dependent under Section 152 of the Internal Revenue Code of 1986 is entitled to access to the student's education records without the eligible student's consent.

M. Personally Identifiable Information includes, but is not limited to, the student's name; the name of the student's parent or other family members; the address of the student or his/her family; a personal identifier, such as the student's social security number, student number or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

N. School Official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, consultant, therapist, or school resource officer); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

O. Signed and Dated Written Consent to disclose personally identifiable student information from a student's education records must specify the records to be disclosed, the purpose of disclosure and the party to whom such records should be provided. Consent may include a record and signature in electronic form provided that the consent identifies and authenticates a particular person as the source of electronic consent.

III. ANNUAL NOTIFICATION OF RIGHTS / RELEASE OF DIRECTORY INFORMATION

A. On an annual basis, the school district will notify parents and/or eligible students currently in attendance of their rights regarding a student's education records. This notice will be published in all student handbooks in the District and will also be published in the school district's guide to Special Education Services and will be published in any other manner "reasonably likely" to inform such parents and eligible students of their rights. The school district will take steps to ensure that parents or eligible students whose primary or home language is not English or who are

disabled will also be notified of their rights regarding a student's education records.

B. On an annual basis, the school district will also notify parents and/or eligible students currently in attendance of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.

C. In the annual notification, the school district will also provide notice to parents and/or eligible students that the district is legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.

IV. CONFIDENTIALITY OF EDUCATION RECORDS

A. All school officials are directed to maintain the confidentiality of personally identifiable information contained in a student's education records. Each person who has access to education records is responsible for ensuring personally identifiable information is protected from disclosure at collection, storage, disclosure, and destruction stages. Disclosure of information is permitted only in accordance with Board policy and administrative regulations and in a manner consistent with state and federal law.

B. Education records are not public records and any disclosure other than to persons authorized to receive the records without prior consent of a parent or an eligible student violates the law and Board policy, except as provided in federal and state statutes.

C. The school district shall use reasonable methods, including administrative policies and procedures, as well as physical and technological access controls, to ensure that school officials obtain access to only those education records in which they have a legitimate educational interest.

D. The district shall use reasonable methods to identify and authenticate the identity of parents, students, school officials and other parties to whom the district discloses personally identifiable information from education records.

E. The district shall require contractors and other outside agencies with access to education records to certify their compliance with the confidentiality requirements of this policy, as well as applicable state and federal law.

V.ACCESS TO EDUCATION RECORDS

A. Parents and/or an eligible student have the right to inspect and review all education records of the student unless such rights have been waived under Section XI, below. Parents' rights of inspection and review are restricted to information dealing with their own child. In the case of an eligible student, the right to inspect and review is restricted to information concerning the student. All requests for access to education records must be in writing.

B. When submitting a written request to inspect or review education records, the request must identify the record or records being sought. The school district will notify the parent or eligible student of the date, time, and location where the records may be inspected and reviewed.

C. The parents or eligible students may designate in writing a representative to inspect and review the records. Consent for disclosure of education records to a designated representative must be signed and dated by the parent or eligible student.

D. A school professional shall be present at all such inspections and reviews and shall respond to reasonable requests for explanations and interpretations of the records.

E. For the records of regular education students, the Board will make education records available for inspection and review by parents or eligible students within a reasonable period of time, but in any event, no more than forty-five (45) calendar days from the receipt of a written request.

F. For students requiring special education, the Board will comply with a request to review and inspect the child's education records without unnecessary delay and before any meeting regarding an Individualized Education Plan (IEP) or any due process hearing or resolution session held in accordance with the Individuals with Disabilities Act (IDEA); otherwise, the Board will comply with such request not later than ten (10) school days of such request.

G. Parents of students eligible to receive special education and related services (or the eligible student) have the right to receive one free copy of their child's (his/her) education records. The request for the free copy must be in writing and the Board will comply with the written request

within ten (10) school days of the request. Notwithstanding the fact that a test instrument or portion of a test instrument may meet the criteria of an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 USC 1232g, any test instrument or portion of a test instrument for which the test manufacturer asserts a proprietary or copyright interest in the instrument shall not be copied. The parent or eligible student retains the right to review and inspect such information and the board of education shall respond to reasonable requests from the parent or eligible student for explanations and interpretations of the student's education record, which may include reviewing copyrighted testing instruments.

H. Aside from a parent or eligible student, staff members, school employees and other school officials may access a student's education records only if they have been determined by the school system to have a legitimate educational interest in accessing the information contained in such records. Disclosures to any other parties, may only be made in accordance with the exemptions and provisions set forth in Section VII, below.

I. Pursuant to the procedures set forth in Section VI, below, the district maintains a record of all parties that have requested access to education records, including access to education records found in computer memory banks.

J. Non-custodial Parents:

A parent does not lose his or her right to access to education records upon divorce. Non-custodial parents retain their rights to review their child's education records unless the school district has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes the non-custodial parent's rights. School notices shall be mailed to the non-custodial parent/guardian requesting the notices at the same time that they are provided to the custodial parent/guardian. Any requests by the non-custodial parent/guardian to receive school notices shall be effective for as long as the child remains in the school the student is attending at the time of the request.

K. Copies of Education Records/Fees:

1) The school district cannot charge a fee to search for or to retrieve the education records of a student. As noted above, if a student has been identified as requiring special education and related services, the parents' (or eligible student's) right to inspect and review the child's records shall include the right to receive one free copy of those records. The request for the free copy shall be made in

writing. The board of education shall comply with such request as stated above. A charge will be levied for additional copies; in no case will the charge exceed [50¢] per page.

2) In addition to the provision above regarding special education students, if circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's education records, the district shall:

   a. provide the parent or eligible student with a copy of the records requested, or

   b. make other arrangements for the parent or eligible student to inspect and review the requested records.

3) The Board reserves the right to charge for copies of a student's education records. Such charge will not exceed 50¢ per page.

VI. RECORD KEEPING REQUIREMENTS/DOCUMENTATION OF ACCESS TO EDUCATION RECORDS

A. The school district will appoint an individual to be responsible for the care and upkeep of all education records. Education records are kept by categories, each of which encompasses a specific type of data collected during a student's educational career. These categories also determine how long the school district must maintain the records. The school district will provide to parents, on request, a list of the categories and locations of education records collected, maintained, or used by the school district.

B. Except as provided below, a record (log) will be kept documenting each request for, and disclosure of, personally identifiable information from the education records of each student, including information found in computer memory banks. The record log shall contain:

1) the name of any individual, agency, or organization that requested or obtained access to the student's records;
2) the date of the request for access;
3) whether access was given;
4) the purpose for which the party was granted access to the records;
5) the names of additional parties to whom the receiving party may disclose the information on behalf of the school district; and
6) the legitimate educational interest in obtaining the information.

C. The record (log) requirement does <u>not</u> apply to requests from, or disclosure to:

1) a parent or eligible student;
2) a party seeking directory information;
3) a party who has a signed and dated written consent from the parent and/or eligible student;
4) school officials from the school district in which the student is currently enrolled who have a legitimate educational interest in the information contained in the student's record; or
5) persons seeking or receiving the information as directed by a Federal grand jury, other law enforcement subpoena, or ex parte order of the Attorney General of the United States (provided that the information requested is not to be redisclosed).

D. The record (log) is a permanent part of the student's education records and must be available to the parent or eligible student upon request.

E. If the district makes a release of education records without consent in a health and safety emergency, the district must record:

1) the articulable and significant threat to the health and safety of a student or other individuals that formed the basis for disclosure; and
2) the parties to whom the district disclosed the information.

VII. THE RELEASE OF RECORDS OR PERSONALLY IDENTIFIABLE INFORMATION

A. The school system or its designated agent(s) may not permit release of education records or any information from such records which contains personally identifiable student information to any outside individual, agency, or organization without the signed and dated written consent of the parents or eligible student, except as indicated in Section VII.C below. Personally identifiable information **including email addresses of families and students** contained in the education record, other than directory information, will not be furnished in any form (i.e., written, taped, person-to-person, statement over the telephone, on computer disk, e-mailed, etc.) to any person other than those listed below, unless prior written consent has been obtained.

B. To be effective, the written consent must be signed and dated and must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.

C. Personally identifiable information may be released without consent of the parents, or the eligible student, only if the disclosure meets one of the criteria set forth below:

1. The disclosure is to other school officials within the district, including teachers, who have been determined by the school district to have legitimate educational interests in the education records.

2. The disclosure is to a contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions, provided that the outside party (a) performs an institutional service or function for which the district would otherwise use employees, (b) is under the direct control of the district with respect to the use and maintenance of education records, and is subject to the requirements of FERPA with respect to the use and redisclosure of personally identifiable information from education records. The Board shall comply with Subsection I of this policy prior to the provision of student records, student information or student-generated content to a consultant or operator, as those terms are defined in Subsection I.

3. Transfer Students:

   a) The disclosure is to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Disclosure of personally identifiable information will be made only upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record pursuant to Section X.

   b) When a student enrolls in a new public school district (including public charter school), the receiving school district must send written notice of such enrollment to the school the student previously attended not later than two (2) business days after the student enrolls. Not later than ten (10) days after receipt of such notice, the sending school shall transfer the student's records to the new school district.

   c) Upon notification by the Department of Children and Families (DCF) of a decision to change the school placement for a student attending district schools who is placed in out-of-home care by DCF pursuant to an order of temporary custody or an order of commitment, in

accordance with section 46b-129 of the Connecticut General Statutes, the Board shall transmit to the receiving school, not later than one (1) business day after receipt of such notification from DCF, all essential education records for the student, including, but not limited to, the student's individualized education program ("IEP") and behavioral intervention plan, if any, and all documents necessary for the receiving school to determine appropriate class placement and to provide educational services. The Board shall transfer nonessential records to the receiving school in accordance with subsection b) above.

4. The disclosure is to authorized representatives of the U.S. Comptroller, the U.S. Attorney General, the U.S. Secretary of Education, or State or local educational authorities. Disclosures of this nature may be made only in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with the Federal legal requirements that related to these programs, so long as the district enters into a written agreement with the authorized representatives conducting the audit or evaluation, which agreement must comply with 34 C.F.R. 99.35(a)(3) and require that the authorized representative protects the confidentiality of personally identifiable student information consistent with FERPA requirements. Such entities may make further disclosure of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

5. The disclosure is made in connection with a student's application for, or receipt of, financial aid, if such information is necessary to determine eligibility for, the amount of, or the conditions for financial aid, or to enforce the terms and conditions of financial aid.

6. The disclosure is to state and local officials or authorities within the juvenile justice system as long as the officials and authorities to whom the records are disclosed certify in writing to the school district that (a) the information is required by the court, (b) will not be disclosed to any other party without the prior, written consent of the parent of the student, except as provided under State law. Disclosure shall be permitted for information relating to the student's school attendance, adjustment and behavior, as well as the student's IEP and related documents if the student receives special education services. If a student is placed on probation by the juvenile court, school officials may issue their own

recommendation concerning the conditions of the student's probation.

7. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, so long as (a) the study does not permit personal identification of parents or students by individuals other than representatives of the organization, (b) the information is destroyed after it is no longer needed for the purposes for which the study was conducted, and (c) the district enters into a written agreement with the organization conducting the study that ensures that the study protects the confidentiality of personally identifiable student information consistent with FERPA requirements.

8. The disclosure is to accrediting organizations in order to carry out their accrediting functions.

9. The disclosure is to parents of an eligible student who claim that student as a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.

10. The disclosure is to comply with a judicial order or lawfully issued subpoena, provided that the educational agency makes a reasonable effort to notify the parent or the eligible student in advance of compliance, unless such disclosure is in compliance with (a) a federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (b) any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (c) an ex parte order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code.

11. If the school district initiates legal action against a parent or student, the school district may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff.

12. If a parent or eligible student initiates legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.

13. The disclosure is to appropriate parties, including parents of an eligible student, in connection with a health and safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making a determination regarding the disclosure of education records without consent in a health and safety emergency, the district may take into account the totality of the circumstances pertaining to the threat to the health or safety of a student or other individuals. If the district reasonably determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, provided, however, that the district record such disclosure in accordance with Section VI. D, above.

14. The disclosure is to the parent of a student who is under 18 years of age or to the student.

15. The disclosure concerns sex offenders and other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the district under 42 U.S.C. 14071 and applicable federal guidelines.

16. The disclosure is to the Secretary of Agriculture or an authorized representative from the Food and Nutrition Service, or contractors acting on its behalf, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more federal meal or nutrition programs in order to report aggregate results that do not identify any individual. Such disclosures may only be made if (1) the data collected will be protected to prevent the personal identification of students and their parents by other than the authorized representatives of the Secretary of Agriculture, and (2) any personally identifiable data will be destroyed when they are no longer needed for program monitoring, evaluations, and performance measurements.

17. The disclosure is to an agency caseworker or other representative of the DCF or other child welfare agency or tribal organization who has the right to access a student's case plan when the agency or organization is legally responsible for the care and protection of the student. The agency or organization may not disclose the education records or personally identifiable information contained in such, except to an individual or entity engaged in addressing the student's educational needs and authorized by the agency or organization to receive such disclosure. Any disclosures made by the agency or organization must comply with applicable confidentiality laws for student education records.

D. Directory Information

The school district will notify parents (of students currently enrolled within the district) or eligible students (currently enrolled in the district) annually of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.

1. School districts are legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.

2. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

3. The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.

4. An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled. Parents and/or eligible

students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.

5. The school district will not use the student's social security number or other non-directory information alone or combined with other elements to identify or help identify the student or the student's records.

E. De-identified Records and Information

1. The school district may release education records or information from education records without the consent of a parent or eligible student after the removal of all personally identifiable information, provided that the district has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.

2. The school district may release de-identified education records including student level data from education records for the purpose of education research by attaching a code to each record that may allow the recipient to match information received from the same source, provided that:

   a) the district does not disclose any information about how it generates and assigns a record code, or that would allow a recipient of the information to identify a student based on the record code;
   b) the record code is used for no purpose other than identifying a de-identified record for the purposes of education research and cannot be used to ascertain personally identifiable information about a student; and
   c) the record code is not based on a student's social security number or other personal information.

F. Disciplinary Records:

Nothing in this policy shall prevent the school district from:

1. Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.

2. Disclosing appropriate information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community, to teachers and school officials who have been determined to have legitimate educational interests in the behavior of the student.

G. In accordance with state and federal law, the district will facilitate the transfer of records of suspension and expulsion of a student to officials of any private elementary or secondary school in which the student is subsequently enrolled or seeks, intends or is instructed to enroll.

H. Records of the Department of Children and Families (DCF)

1. Documents related to any DCF child abuse and/or neglect investigations that are maintained by the Board are considered education records under the FERPA. As such, they are subject to the confidentiality and disclosure requirements set forth in this policy and in corresponding provisions of state and federal law. Such records, including records of allegations, investigations and reports made to DCF, should be kept in a confidential and central location, with restricted access and shall be disclosed only as authorized by law. In addition to meeting the requirements under FERPA, should the Board receive a request to disclose confidential DCF records to an outside third party, the Board shall redact the name or other personally identifiable information concerning the individual suspected of being responsible for the alleged abuse and/or neglect unless the requested records are being released to the individual named in the DCF records.

2. In addition, the district shall redact the name or any personally identifiable information related to the identity of any individual responsible for making a report of alleged child abuse and/or neglect before releasing or transferring any DCF records containing such reports.

I. The Board shall enter into a written contract with a consultant or operator any time the Board shares or provides access to student information, student records, or student-generated content with such consultant or operator. This contracting requirement applies to any contract entered into, amended or renewed on or after October 1, 2016.

1. The provisions of said contract shall comply with the requirements of Public Act 16-189.

2. Not later than five (5) business days after executing a contract pursuant to this subsection, the Board shall provide electronic notice to any student and the parent or legal guardian of the student affected by the contract. Such notice and the contract shall be posted on the Board's Internet web site. The notice shall:

   a. Explain that the contract has been executed and the date that such contract was executed;

   b. Provide a brief description of the contract and the purpose of the contract; and

   c. Explain what student information, student records or student-generated content may be collected as a result of the contract.

3. For purposes of this subsection, upon receipt of notice of a breach of security that results in the unauthorized release, disclosure or acquisition of directory information, student information, student records or student-generated content, the Board shall electronically notify, not later than forty-eight (48) hours after receipt of such notice, the student and the parents or guardians of the student whose information is involved in such breach. The Board shall thereafter post notice of such breach on the Board's Internet web site. The Internet posting shall comply with the requirements of FERPA. All questions and concerns relative to breach of security shall be referred to:

Steven Carvalho, Director of Pupil and Special Education Services
Windsor Public Schools
601 Matianuck Avenue
Windsor, CT 06095
860-687-2000 x 238
scarvalho@windsorct.org

4. For purposes of this subsection, the following definitions are applicable:

   a. Consultant means a professional who provides noninstructional services, including but not limited to, administrative, planning, analysis, statistical or research services, to the Board pursuant to a contract with the Board.

   b. Operator means any person who (a) operates an Internet web site, online service or mobile application with actual knowledge that such Internet web site, online service or mobile application is used for school purposes and was designed and marketed for school purposes, to the extent it is engaged in the operation of

such Internet web site, online service or mobile application, and (b) collects, maintains or uses student information.

c. School Purposes means purposes that customarily take place at the direction of a teacher or the Board, or aid in the administration of school activities, including but not limited to instruction in the classroom, administrative activities and collaboration among students, school personnel or parents or legal guardians of students.

d. Student means a person who is a resident of the state and (a) enrolled in a preschool program participating in the state-wide public school information system, pursuant to Conn. Gen. Stat. 10-10a; (b) enrolled in grades kindergarten to twelve, inclusive, in a school under the jurisdiction of the Board; (c) receiving special education and related services under an individualized education program; or (d) otherwise the responsibility of the Board.

e. Student Information means personally identifiable information or material of a student in any media or format this is not publicly available and is any of the following:

1) Created or provided by a student or the parent or legal guardian of a student, to the operator in the course of the student, parent or legal guardian using the operator's Internet web site, online service or mobile application for school purposes;

2) Created or provided by an employee or agent of the Board to an operator for school purposes;

3) Gathered by an operator through the operation of the operator's Internet web site, online service or mobile application and identifies a student, including but not limited to, information in the student's records or electronic mail account, first or last name, home address, telephone number, date of birth, electronic mail address, discipline records, test results, grades, evaluations, criminal records, medical records, health records, Social Security number, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious affiliations, text messages, documents, student identifiers, search activity, photographs, voice recordings, survey responses or behavioral assessments.

f. Student Record means any information directly related to a student that is maintained by the Board or any information acquired from a student through the use of educational software assigned to the student by a teacher or employee of the Board, except student record does not include de-identified student information allowed under the contract to be used by the consultant or operator to:

1) Improve educational products for adaptive learning purposes and customize student learning;

2) Demonstrate the effectiveness of the contractor's products in the marketing of such products; and

3) Develop and improve the consultant's or operator's products and services.

VIII. REDISCLOSURE OF EDUCATION RECORDS

A. The school district may disclose personally identifiable information from an education record only on the conditions that:

1. the party to whom the information is disclosed will not subsequently redisclose the information to any other party without the proper consent of the parent or eligible student, and

2. the officers, employees, and agents of a party that receives such information may only use the information for the purposes for which disclosure was made.

B. Notwithstanding the provisions of Section A. above, the school district may disclose personally identifiable information from an education record with the understanding that the information may be redisclosed by the recipient of the information as long as prior written consent for disclosure is not required, for one of the reasons listed in Article VII, Section C. above, and at least one of the following conditions is met.

1. The record of the original disclosure includes the names of the parties to whom redisclosure is being made and the legitimate interests each such party has in requesting or obtaining the information.

2. In the case of disclosures made pursuant to a court order or lawfully issued subpoena, the district has made a reasonable effort to notify the parent or eligible student in advance of compliance with the subpoena

(except if such subpoena meets the criteria set forth above in Article VII, Section C. (10)).

3. Disclosure is made to a parent, an eligible student, or the parent of an eligible student.

4. The information is considered directory information.

C. In the event that the Family Policy Compliance Office determines that a third party outside of the school district has improperly redisclosed personally identifiable information from education records in violation of FERPA, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

IX. AMENDMENT OF EDUCATION RECORDS

A. If a parent or an eligible student believes that information in the student's education records is inaccurate, misleading or in violation of the student's right to privacy, he/she is entitled to:

1. Request in writing that the school district amend the records;

2. Receive within a reasonable period of time a decision from the school district with respect to its decision on the amendment(s) requested by the parent or eligible student.

B. If the school district decides to amend the records, the school district shall promptly take such steps as may be necessary to put the decision into effect with respect to the requested amendments, and shall inform the parent or eligible student of the amendment.

C. If the school district decides that an amendment of the records in accordance with the request is not warranted, it shall so inform the parent or eligible student and advise him/her of the right to a hearing pursuant to this policy.

X.HEARING RIGHTS AND PROCEDURES

A. Rights

1. Upon written request of a parent or eligible student to the Superintendent, an opportunity for a hearing shall be provided to challenge the content of a student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or otherwise in violation of the privacy rights of the student.

2. If, as a result of the hearing, the school district decides that information contained in the education records of a student is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the records shall be amended, and the parent or eligible student shall be informed in writing.

3. If, as a result of the hearing, the school district decides that information contained in the education records of a student is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the parent or eligible student shall be informed of the right to place in the student's education records a statement commenting on the contested information or stating why he or she disagrees with the district's decision, or both.

   a. Any statement placed in the records of the student shall be maintained by the school system as part of the records of the student as long as the record or contested portion is maintained by the school system.

   b. If the contested portion of the education record is disclosed by the school system, the statement of disagreement by the parents and/or eligible student shall also be disclosed.

B. Procedures

1. The hearing shall be held within a reasonable time after the school system has received the request, unless the parent or eligible student requests a delay.

2. The parent or eligible student shall be given notice of the date, place, and time of the hearing, within a reasonable time in advance of the hearing.

3. The hearing will be conducted by a person or persons appointed by the Superintendent of Schools. This person(s) shall be knowledgeable of the policies relating to confidentiality and shall not have a direct interest in the outcome of the hearing.

4. The parent or eligible student and the school system shall have the right to be represented by person(s) of their choosing at their own expense, to cross-examine witnesses, to present evidence, and to receive a written decision of the hearing.

5. The decision reached through the hearing shall be made in writing within a reasonable period of time after the hearing. The decision will

be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

XI. WAIVER OF RIGHTS

A. A student who is an applicant for admission to an institution of post-secondary education or is in attendance at an institution of post-secondary education, may waive his or her right to inspect and review confidential letters and confidential statements of recommendations with the following limitations:

1. The student is notified, upon request, of the names of all individuals providing the letters or statements.

2. The letters or statements are used only for the purpose for which they were originally intended.

3. The waiver is not required by the district as a condition of admission to or receipt of any other service or benefit from the district.

4. The waiver is in writing and executed by the student, regardless of age, rather than by the parent.

B. A waiver may be revoked with respect to any actions occurring after the revocation.

C. Revocation of a waiver must be in writing.

XII. SPECIAL CONFIDENTIALITY PROCEDURES FOR HIV-RELATED INFORMATION

A. The following definitions shall apply to Section XII of this policy:

1. Confidential HIV-Related Information

"Confidential HIV-related information" means any information pertaining to the protected individual or obtained pursuant to a release of confidential HIV-related information, concerning whether a person has been counseled regarding HIV infection, has been the subject of an HIV-related test, or has HIV infection, HIV-related illness or AIDS, or information which identifies or reasonably could identify a person as having one or more of such conditions, including information pertaining to such individual's partners.

2. Health Care Provider

"Health Care Provider" means any physician, dentist, nurse, provider of services for the mentally ill or persons with intellectual disabilities, or other person involved in providing medical, nursing, counseling, or other health care, substance abuse or mental health service, including such services associated with, or under contract to, a health maintenance organization or medical services plan.

3. Protected Individual

"Protected individual" means a person who has been counseled regarding HIV infection, is the subject of an HIV-related test or who has been diagnosed as having HIV infection, AIDS or HIV-related illness.

4. Release of confidential HIV-related information

"Release of confidential HIV-related information" means a written authorization for disclosure of confidential HIV-related information which is signed by the protected individual, if an eligible student, or a person authorized to consent to health care for the individual and which is dated and specifies to whom disclosure is authorized, the purpose for such disclosure and the time period during which the release is to be effective. A general authorization for the release of medical or other information is not a release of confidential HIV-related information, unless such authorization specifically indicates its dual purpose as a general authorization and an authorization for the release of confidential HIV-related information.

5. School Medical Personnel

"School medical personnel" means an employee of the Board who is a school nurse or the school district medical adviser.

B. Confidentiality of HIV-related Information

1. All school staff must understand that no person who obtains confidential HIV-related information regarding a protected individual may disclose or be compelled to disclose such information. Each person who has access to confidential HIV-related information is responsible for ensuring that confidential HIV-related information is protected from disclosure and/or redisclosure.

2. Confidential HIV-related information is not public information and any disclosure, other than to persons pursuant to a legally sufficient release or to persons authorized by law to receive such information without a legally sufficient release, violates the law and Board policy.

C. Accessibility of Confidential HIV-related Information

1. No school staff member who obtains confidential HIV-related information may disclose or be compelled to disclose such information, except to the following:

   a. the protected individual, his/her legal guardian or a person authorized to consent to health care for such individual;

   b. any person who secures a release of confidential HIV-related information;

   c. a federal, state or local health law officer when such disclosure is mandated or authorized by federal or state law;

   d. a health care provider or health facility when knowledge of the HIV-related information is necessary to provide appropriate care or treatment to the protected individual or when confidential HIV-related information is already recorded in a medical chart or record and a health care provider has access to such record for the purpose of providing medical care to the protected individual;

   e. a medical examiner to assist in determining cause of death; or

   f. any person allowed access to such information by a court order.

D. Procedures

1. If a school staff member, other than school medical personnel, is given confidential HIV-related information regarding a protected individual who is also a student from the student's legal guardian or the student, the school staff member shall attempt to secure a release of confidential HIV-related information for the sole purpose of disclosing such information to school medical personnel.

2. If a school medical personnel member is given confidential HIV-related information regarding a protected individual, who is also a student, by a student's legal guardian, or by the student, and the legal guardian or the student requests accommodations to the student's program for reasons related thereto, the school medical personnel member shall inform the legal guardian or the student, if an eligible student, that a release of confidential HIV-related information is necessary before such information may be disclosed to other educational personnel capable of assessing the need for and implementing appropriate accommodations to the student's program.

3. Any school staff member who obtains confidential HIV-related information from a source other than the protected individual or his/her legal guardian, shall keep such information confidential and shall not disclose such information.

4. No school staff member may disclose confidential HIV-related information to other school staff members without first obtaining a release of confidential HIV-related information.

5. Any record containing confidential HIV-related information shall be maintained in a separate file, and shall not be subject to the provisions of this policy regarding accessibility of general student records.

6. If school medical personnel determine that the health and safety of the student and/or others would be threatened if a release of confidential HIV-related information is not obtained, the school medical personnel may seek a court order authorizing disclosure. In such cases, such confidential HIV-related information may be disclosed as set forth in and subject to any limitation of such court order.

E. Disclosures Pursuant to a Release

1. Any disclosure pursuant to a release shall be accompanied by a notice in writing stating, "This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by said law. A general authorization for the release of medical or other information is NOT sufficient for this purpose."

2. Oral disclosures must be accompanied or followed by the above notice within ten (10) days.

3. Except for disclosures made to a federal, state or local health officer when such disclosure is mandated or authorized by federal or state law, a notation of all disclosures shall be placed in the medical record or with any HIV-related test result of a protected individual, who shall be informed of such disclosures on request.

XIII.CHILD ABUSE REPORTING

Nothing in this policy shall limit a mandated reporter's responsibility to report suspected child abuse or neglect under the Board's Child Abuse and Neglect Reporting Policy 5141.4.

XIV.RIGHT TO FILE A COMPLAINT

FERPA affords parents and eligible students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the agency that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Legal References:

State Law:

Conn. Gen. Stat. § 1-210 et seq.
Conn. Gen. Stat. § 1-220h
Conn. Gen. Stat. § 10-15b
Conn. Gen. Stat. § 10-233d
Conn. Gen. Stat. § 17-16a
Conn. Gen. Stat. § 17a-28
Conn. Gen. Stat. § 17a-101k
Conn. Gen. Stat. § 19a-581 et seq.
Conn. Gen. Stat. § 46b-134
Regs. Conn. State Agencies § 10-76d-18

Public Act 16-189, An Act Concerning Student Data Privacy

Office of the Public Records Administrator, Retention Schedule M8-Education Records, Revised 2/2005, available at http://ctstatelibrary.org/wp-content/uploads/2015/07/M8.pdf

Federal Law:

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§ 1232g et seq. (as amended)
USA Patriot Act of 2001, Pub. L. 107-56
Every Student Succeeds, Pub. L. No. 114-95
Healthy, Hunger-Free Kids Act of 2010, Pub. L. 111-296
34 CFR 99.1 - 99.67 (as amended)
34 CFR 300.560-300.576

Dear Colleague Letter on Transgender Students, U.S. Department of Education, Office of Civil Rights, U.S. Department of Justice, Civil Rights Division (May 13, 2016), available at http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201605-title-ix-transgender.pdf

Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, U.S. Department of Education (October 2007), available at http://www.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/.

Policy Adopted: June 19, 2012
Policy Revised: November 15, 2016
Policy Revised:

Windsor Public Schools
Windsor, CT

STUDENT PRIVACY

~~**Releasing Names of Students**~~

~~A. Names of students shall not be released to any person or organization not directly connected with the Windsor Public Schools~~

~~B. The purpose of this policy is to prevent the possible exploitation of students attending the Windsor Public Schools.~~

~~C. Notwithstanding the foregoing, military recruiters or institutions of higher learning that have requested the names, addresses and telephone numbers of secondary school students shall be provided such directory information unless parental consent is denied. Parents shall be notified of their right to opt out of having such directory information disclosed upon their child's entry into the high school.~~

~~(cf 5125 - Student Records; Confidentiality)~~

~~Policy adopted: October 21, 2008~~

In accordance with federal law, the Board of Education adopts, in consultation with parents, the following provisions related to student privacy.

I. Definitions

A. ~~*"Invasive physical examination"* means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.~~

B. *"Parent"* includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

C. *"Personally identifiable information"* includes, but is not limited to,

1. the student's name;

2. the name of the student's parent or other family members;

3. the address of the student or student's family;

4. a personal identifier, such as the student's social security number, student number, or biometric record;

5. other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or

6. information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

D. *"Personal information"* means individually identifiable information including—

1. a student's or parent's first and last name;

2. a home or other physical address (including a street name and the name of a city or town);

3. a telephone number; or

4. a Social Security identification number.

E. *"Survey"* includes an evaluation, but does not include a survey or evaluation administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.).

II. Student Surveys

A. Surveys Funded in Whole or in Part by the U.S. Department of Education:

1. The administration shall make available for inspection by parents all instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation funded in whole or in part by the U.S. Department of Education.

2. The administration shall obtain the prior written consent of the parent or student (if the student is an adult or an emancipated minor), prior to requiring a student to submit to a survey, analysis, or evaluation funded in whole or part by the U.S. Department of Education that reveals information concerning any of the following topics:

a. political affiliations or beliefs of the student or the student's parent;

b. mental or psychological problems of the student or the student's parent;

c. sex behavior or attitudes;

d. illegal, anti-social, self-incriminating, or demeaning behavior;

e. critical appraisals of other individuals with whom respondents have close family relationships;

f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

g. religious practices, affiliations, or beliefs of the student or of the student's parent; or

h. income (other than that required by law to determine eligibility in a program or for receiving financial assistance under such program).

B. Surveys Funded by Sources Other than the U.S. Department of Education:

1. Third Party Surveys

a. Prior to distributing any third party survey, the administration shall give notice to parents of the district's intent to distribute a survey on behalf of a third party.

b. Upon request, the administration shall permit parents to inspect any third party survey before it is administered or distributed by a school to a student. The administration shall grant reasonable access to the survey within a reasonable period of time after a parental request is received.

c. Student responses to third party surveys that contain personally identifiable information shall be considered student records, and shall be subject to the district's Confidentiality and Access to Student Records Policy and any administrative regulations or procedures governing the confidentiality of student records.

2. Confidential Topic Surveys

a. The provisions of this subsection apply to any survey (sponsored by the school district or a third party) which contains questions pertaining to one or more of the following items ("Confidential Topic Surveys"):

i) political affiliations or beliefs of the student or the student's parent,

ii) mental or psychological problems of the student or the student's parent,

iii) sex behavior or attitudes,

iv) illegal, anti-social, self-incriminating, or demeaning behavior,

v) critical appraisals of other individuals with whom respondents have close family relationships,

vi) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,

vii) religious practices, affiliations, or beliefs of the student or of the student's parent,

viii) income (other than that required by law to determine eligibility in a program or for receiving financial assistance under such program).

b. At the beginning of the school year, the administration shall give direct notice to parents of affected students of the district's intent to distribute a Confidential Topic Survey(s). Such notice shall include the specific or approximate dates during the school year of such distribution.

c. Upon request, the administration shall permit parents to inspect any Confidential Topic Survey before it is administered, distributed or used by a school to or with a student. The administration shall grant reasonable access to the Confidential Topic Survey within a reasonable period of time after a parental request is received.

d. Student responses to any Confidential Topic Survey that contains personally identifiable information shall be considered student records, and shall be subject to the district's Confidentiality and Access to Student Records Policy and any administrative regulations or procedures governing the confidentiality of student records.

e. Upon written request, the administration shall permit the parent or student (if an adult or emancipated minor) to opt out of participation in any Confidential Topic Survey described in this subparagraph.

III. Collection of Personal Information

A. The provisions of this subsection apply to any instrument designed to collect personal information from a student for the purpose of marketing, selling or otherwise distributing such information or providing that information to others for that purpose.

B. At the beginning of the school year, the administration shall give direct notice to parents of affected students (or to the students aged eighteen (18) or older or emancipated minors) of the district's intent to collect, disclose or use personal information collected from students for the purpose of marketing, selling or otherwise distributing such information or providing that information to others for that purpose. Such notice shall include the specific or approximate dates during the school year of such collection, disclosure or use of personal information.

C. Upon written request, the administration shall permit parents to inspect an instrument designed to collect personal information of students before it is administered or distributed by a school to a student. The administration shall grant reasonable access to the instrument within a reasonable period of time after a parental request is received.

D. Upon written request, the administration shall permit parents (or students aged eighteen (18) or older or emancipated minors) to opt out of participation in the collection, disclosure or use of personal information obtained from students for the purposes of marketing, selling or otherwise distributing the personal information to others for that purpose.

E. The provisions regarding the collection, disclosure and/or use of personal information do not apply to personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

1. college or other post-secondary education recruitment, or military recruitment*;

2. book clubs, magazines, and programs providing access to low-cost literary products;

3. curriculum and instructional materials used by elementary schools and secondary schools;

4. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;

5. the sale by students of products or services to raise funds for school-related or education-related activities;

6. student recognition programs.

*Note: Notwithstanding the foregoing, the district will permit parents and students over the age of eighteen (18) or emancipated minors to prevent disclosure of secondary school students' names, addresses and telephone numbers to military recruiters and institutions of higher education, in accordance with the district's Confidentiality and Access to Student Records Policy.

IV. ~~Non-Emergency Invasive Physical Examinations and Screenings:~~

~~A. The provisions described in this subparagraph shall apply to any non-emergency, invasive physical examinations/screenings conducted by the school district, when such examinations/screenings meet the following conditions:~~

~~1. they are required as a condition of attendance;~~

~~2. they are administered by the school and scheduled by the school in advance;~~

~~3. they are not necessary to protect the immediate health and safety of the students; and~~

~~4. they are not required by state law.~~

~~B. At the beginning of the school year, the administration shall give direct notice to parents of affected students (or the affected student if eighteen (18) or older or an emancipated minor) of the district's intent to conduct non-emergency invasive physical examination(s)/ screening(s) described~~

~~above, except for hearing, vision or scoliosis screenings. Such notice shall include the specific or approximate dates during the school year of the administration of such the non-emergency invasive physical examination(s) / screening(s).~~

~~C. Upon written request, the administration shall permit parents of affected students or the affected students (if adults or emancipated minors) to opt out of participation in the non-emergency invasive physical examination(s)/screening(s) described in this subparagraph.~~

V. Complaint Procedure

Parents or students (if adults or emancipated minors) who believe that their rights under this policy have been violated may file a complaint with:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Legal References:

Family Educational Rights and Privacy Act (FERPA), codified at 20 U.S.C. § 1232g; 34 CFR Part 99

Protection of Pupil Rights Amendment, Public Law 107-110, § 1061, codified at 20 U.S.C. § 1232h

ADOPTED: _____
REVISED: _____

Section:	**Instruction**
Subject:	**INSTRUCTIONAL TRAVEL AWAY FROM SCHOOL GROUNDS** **P-6153**

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

1. Instructional travel away from the school grounds is recognized as a significant part of the educational program of a school, provided that it is directly related to the stated curriculum, enhances student learning, assures student safety, and has been carefully planned by the teacher and building level administration.

2. Students should understand the purpose for participation and be involved in the planning process.

3. Plans should include evaluation of the experience.

4. Administrators and Supervisors should support instructional travel by their participation, when possible and appropriate.

5. The Board of Education recognizes the following types of Instructional Travel:

   A. Day field trips
   B. Overnight field trips within the United States
   C. International Educational Travel

6. The Superintendent will recommend to the Board of Education, all international educational travel requests for final Board approval.

7. Casual travel during school vacations by staff and students is not considered a field trip and not an official function of the school district.

   A. Before teachers may solicit participation from his/her students, the Principal and Superintendent must be notified and approve the manner in which students will be approached by the teacher for possible participation.

   B. The Superintendent **may** grant students an excused absence when casual travel during school time is beneficial to their education.

   C. The Superintendent **may** grant to teachers approved professional leave for extraordinary circumstances, when casual travel requires that they be away from school on a contract day to supervise students.

Section:	**Instruction**	
Subject:	**INSTRUCTIONAL TRAVEL AWAY FROM SCHOOL GROUNDS**	**P-6153**

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

8. The procedures for planning and conducting instructional travel away from the school grounds is contained in the accompanying Administrative Regulation (AR-6153).

****

Policy Adopted: 6/13/89

INSTRUCTIONAL TRAVEL AWAY FROM SCHOOL GROUNDS

School trips of significant educational value and closely related to the instructional program shall be encouraged under policies and regulations established by the Board of Education and Superintendent of Schools.

Other types of school trips are permitted with the approval of the building principal and superintendent.

On all school trips, primary consideration shall be given to student, employee, and chaperone safety, proper adult supervision, care of school vehicles, and the reasonable protection of the Town.

Transportation for local school trips with school buses integral to designated curricular programs and units is supported through the school budget. Transportation for other trips in which town-owned vehicles are used shall be provided for a fee established by the Director of Business Services based on the cost of operating a vehicle for the trip. Cost of transportation on chartered vehicles or public carriers, except in the case of interscholastic sports teams and related groups, shall not be responsibility of the school system.

Students participating in off-site school trips must have the school approved Agreement and Release Form signed by a parent/guardian.

Policy Adopted:
Policy Revised:

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: March 21, 2017

Prepared By: Craig Cooke **Presented By:** Paul Panos

Attachments:

Subject: Unusual Incident Information

BACKGROUND:

This item was placed on the agenda at the request of Mr. Paul Panos with the support of Mrs. Melissa Rizzo Holmes and Ms. Michaela Fissel.

STATUS:

N/A

RECOMMENDATION:

For informational purposes only.

Recommended by the Superintendent: _____

Agenda Item # 6f.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: March 21, 2017

Prepared By: Craig Cooke **Presented By:** Craig Cooke

Attachments: Grades K-5 2017 Summer School Plan

Subject: Summer School Update

BACKGROUND:

Concerns with the 2017/2018 budget have caused the administration to revisit holding a 2017 Summer School Program. The attached document explains the rationale for this consideration.

STATUS:

N/A

RECOMMENDATION:

For informational purposes only.

Recommended by the Superintendent: _____

Agenda Item # 6g.

Grades K-5 2017 Summer School Plan

Discussion:

- Windsor Public Schools is in the process of preparing for the 2017 Summer School Program. A considerable amount of work and planning goes into this process including, but not limited to, planning the curriculum, identifying and inviting students, hiring staff, and preparing buildings.

- The administration understands, as discussed with the Board of Education at its February meeting that the potential remains for additional reductions to the proposed Board of Education's adopted budget. One of the items being considered by the administration for reduction is the K-5 2017 Summer School Program. The administration is anticipating that approximately 100 students would be invited to summer school and that 75 students would attend.

- The 2016 program ran for 14 days for 3 hours per day for students and 4 hours per day for staff.

- In a typical year, families would be presented with the invitation to summer school during the March/April timeframe. Therefore, the timing of this decision is important as we would prefer not to notify families of the invitation to summer school if this change will potentially occur.

Cost:

- The total cost of regular education K-5 Summer School is $150,000.

Proposal:

- The administration discontinue the planning process and the K-5 2017 Summer School Program not be held. The $150,000 would be held pending a possible reduction to the Board's budget. If additional reductions are not needed, the savings of $150,000 can be redirected to support the 100 students during the school year.

Additional Benefits:

- Administrative and staff time can be redirected to other work.

- Buildings will not be impacted by summer school and the considerable amount of infrastructure work planned for the summer can more easily be accomplished.

- The larger group of students (100) will receive services as well as additional students.

Concerns:

- 75 students would miss out on an opportunity for summer learning.

- Program developed with the Town of Windsor was very popular with families and provided students with a full day of activities.

Response to concerns:

- Provide students with summer work designed to assist them in areas of concern. Summer math software programs and intervention book bags for reading could be provided.

- Use of some curriculum writing funds (approximately $5,000) to provide staffing during the summer to assist students in their summer work.

- A family friendly calendar would be created with activities to support math and reading during the summer.

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: March 21, 2017

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

ATTACHMENTS: February 28, 2017 Financial Report

SUBJECT: Financial Report

BACKGROUND:

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

STATUS:

The attached report is for the month of February 2017.

There were no inter-site transfers during the month.

RECOMMENDATION:

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

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

Expenditures for February 2017	$ 3,787,416
Expenditures through February 28, 2017	$38,263,365

Reviewed by: NDB **Recommended by the Superintendent:**

Agenda Item # 8a.

Windsor Public Schools
Financial Report
February 28, 2017

	2016/2017 Budget	Expenditures YTD 2/28/2017	Encumbrance	Balance 2/28/2017	% Balance
Instructional Services					
Clover Street School	60,773	21,796	10,122	28,855	47%
John F. Kennedy School	79,823	31,166	11,499	37,158	47%
Oliver Ellsworth School	83,180	63,192	8,529	11,459	14%
Poquonock School	54,316	30,166	3,166	20,984	39%
Sage Park Middle School	214,220	148,654	34,069	31,497	15%
Windsor High School	389,056	200,478	43,182	145,396	37%
Windsor High School Interscholastic Sports	202,000	125,638	10,632	65,730	33%
Athletic Coaches	235,000	89,369	0	145,631	62%
WHS Career & Technical Education	59,745	42,430	18,936	(1,621)	-3%
Continuing Education	70,400	59,548	0	10,852	15%
Instructional Services Management	195,312	85,025	13,643	96,644	49%
Curriculum Management & Development	120,385	28,076	2,613	89,696	75%
Magnet School Tuition	1,500,600	1,500,300	0	300	0%
Textbook Adoption	53,000	26,580	2,633	23,787	45%
Technology	687,432	554,298	33,445	99,689	15%
Total Instructional Services	**4,005,242**	**3,006,716**	**192,469**	**806,057**	**20%**
Education Support Services					
Pupil Personnel Services	370,191	180,098	53,685	136,408	37%
Special Education	92,350	25,908	5,678	60,764	66%
Special Education Tuition	4,729,106	2,497,395	176,774	2,054,937	43%
Policy & Planning	142,350	72,129	10,181	60,040	42%
Employee Personnel Services	84,000	66,419	3,278	14,303	17%
Financial Management	280,442	111,877	203	168,362	60%
Financial Services	38,500	42,840	7,251	(11,591)	-30%
Pupil Transportation & Safety	2,552,099	1,243,697	452,934	855,468	34%
Special Education Transportation	1,660,000	747,614	255,980	656,406	40%
Physical Plant Services	2,035,850	1,245,561	582,574	207,715	10%
Major Maintenance	386,000	297,203	565	88,232	23%
L.P. Wilson Center	254,800	171,250	51,616	31,934	13%
Benefits	11,188,075	6,324,925	132,834	4,730,316	42%
Certified Salaries	30,216,815	16,732,344	0	13,484,471	45%
Non-Certified Salaries	8,252,895	4,662,939	0	3,589,956	43%
Regular Ed Tutor Salaries	222,699	130,445	0	92,254	41%
Special Ed Tutor Salaries	320,000	211,768	0	108,232	34%
Substitute Salaries	639,916	492,237	8,640	139,039	22%
Total Education Support Services	**63,466,088**	**35,256,649**	**1,742,193**	**26,467,246**	**42%**
Total All Sites	**$67,471,330**	**$38,263,365**	**$1,934,662**	**$27,273,303**	**40%**

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: March 21, 2017

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

ATTACHMENTS: Student Enrollment Report & Recap

SUBJECT: Student Enrollment as of March 1, 2017

BACKGROUND:

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

STATUS:

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

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

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

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

RECOMMENDATION:

Informational

Reviewed by: NWB **Recommended by the Superintendent:**

Agenda Item # 8b.

Windsor Public Schools
Student Enrollment Report Recap
March 1, 2017

Enrollment in Windsor Public Schools	
Grades PreK-5	1,337
Grades 6-8	710
Grades 9-12	1,172
Total District Enrollment	**3,219**

Windsor Students not in district schools	
Out of District Placement(SPED)	44
Private School's Placements (examples: St Gabriels,Trinity Christian and Madina Academy)	21
Montessori Hartford CREC	12
Metropolitan Learning Center CREC	121
CREC Misc MAGNET SCHOOLS	218
Hartford Host Magnets	225
Misc Magnet Schools	18
Prince Tech	6
Cheney Tech	7
	672

Total Windsor	**3,891**

Windsor Public Schools
Student Enrollment Report
March 1, 2017

Grade		Poquonock	Clover St	O Ellsworth	JF Kennedy	Totals
Pre K		48		51		99
K		74		104		178
1		91		103		194
2		99		114		213
3			83		118	201
4			101		141	242
5			96		114	210
Subtotal K-5						1238
Total		**312**	**280**	**372**	**373**	**1,337**

Grade	Sage Park MS
6	249
7	229
8	232
Total	**710**

Grade	Windsor High
9	302
10	282
11	302
12	286
Total	**1,172**

Total District Enrollment	**3,219**

CLOVER STREET SCHOOL
ENROLLMENT REPORT
2016-2017

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

JF KENNEDY SCHOOL

ENROLLMENT REPORT
SCHOOL YEAR 2016-17

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

OLIVER ELLSWORTH SCHOOL **ENROLLMENT REPORT**

2016-2017

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

POQUONOCK SCHOOL

ENROLLMENT REPORT
2016-2017

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

SAGE PARK MIDDLE SCHOOL

ENROLLMENT REPORT
SCHOOL YEAR 2016-2017

		Projected		8-Sep	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun	# of Teachers	Average C. Size
Grade 6															
Team 1					86	87	87	83	82	82				4	20.5
Team 2					82	81	81	82	83	83				5	16.6
Team 3					77	79	79	78	78	80				5	16
	Total	**210**		**244**	**245**	**247**	**247**	**243**	**243**	**245**					
Grade 7															
Team 4					72	72	72	72	73	72				4	18
Team 5					71	72	72	72	71	72				4	18
Team 6					76	77	79	82	83	83				5	16.6
	Total	**217**		**222**	**219**	**221**	**223**	**226**	**227**	**227**					
Grade 8															
Team 7					71	73	73	70	71	72				4	18
Team 8					78	77	77	79	81	82				5	16.4
Team 9					74	75	75	76	77	77				5	15.4
	Total	**223**		**222**	**223**	**225**	**225**	**225**	**229**	**231**					
SPARK					**1**	**1**	**1**	**8**	**8**	**7**					
Sage Park	**Total**	**650**		**688**	**688**	**694**	**696**	**702**	**707**	**710**	**0**	**0**	**0**		

WINDSOR HIGH SCHOOL
Enrollment for
School Year 2016-2017

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

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: March 21, 2017

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

Attachments: Food Service Financial Report

Subject: Cafeteria Operations – February 2017

Background: The Windsor School Food Service participates in the National School Lunch Program at each of our school facilities and at St. Gabriel's, CREC's Metropolitan Learning Center, CREC's Academy of Aerospace and Engineering and CREC's Museum Academy. We also participate in the National School Breakfast Program at our four elementary schools, Sage Park Middle School, Windsor High School and the three CREC schools. We operate the After School Snack Program for our Treehouse Program in Windsor as well as Museum Academy after care program. We operated our fifth year of the summer feeding program serving breakfast and lunch at CREC Metropolitan Learning Center. We operated a Summer Food Service Program of lunch and snack at Deerfield Apartment Complex, Goslee Pool, adding Wilson Library and the Performing Arts Academy in Windsor during summer break. We are complying with the Healthy Food Certification again this year to send a consistent message to our students in keeping with our wellness policies.

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

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

Status: Financial Report for February 2017

Recommendation: Informational only.

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

Agenda Item # 8c

Windsor School Food Service
Financial Statement
February 2017

REVENUE	February 2016	7/1/15 - YTD	February 2017	7/1/16 - YTD
SALES	$100,832.35	$728,859.09	$103,106.43	$735,796.33
REIMBURSEMENTS - STATE	38,381.00	82,570.00		62,374.00
ACCOUNTS RECEIVEABLE	103,674.32	732,908.29	101,810.80	769,282.30
CLOC		105,610.00		142,624.05
INTEREST/Ret Ck Fees		50.00		
MISC. (Rebates)		2,969.31	439.00	601.37
6 CENTS Certification	2,694.66	18,659.94	2,606.40	18,609.66
REVENUE TOTALS	**$245,582.33**	**$1,671,626.63**	**$207,962.63**	**$1,729,287.71**
EXPENSES				
WAGES	$77,592.47	$502,197.13	$80,133.60	$510,539.16
PAYROLL TAXES	5,935.82	37,628.73	6,130.22	36,473.69
BENEFITS	9,411.21	51,236.51	7,650.50	68,056.37
FOOD/MILK	124,330.41	879,051.18	109,958.16	897,353.33
PAPER	4,952.63	42,437.68	5,408.00	46,948.12
TRUCK		447.45	381.78	4,220.50
SUPPLIES	249.95	1,942.66	524.20	7,381.39
EQUIPMENT	188.00	5,835.65	761.15	13,133.57
SERVICES	806.31	4,147.98	433.96	4,475.99
EXPENSE TOTALS	**$223,466.80**	**$1,524,924.97**	**$211,381.57**	**$1,588,582.12**
NET INCOME	**$22,115.53**	**$146,701.66**	**($3,418.94)**	**$140,705.59**
INVENTORY		**$25,000.00**		**$35,953.89**
OPENING BALANCE 7/1		**$3,531.34**		**$166,304.74**
COMPUTED OPERATING POSITION		**$175,233.00**		**$342,964.22**

Windsor School Food Service
Program Participation
February 2017

WHS	Feb 2016	Feb 2017
DAYS	17	15
SALES	$26,653.36	$27,947.54
AVERAGE	$1,567.84	$1,863.17

Reimbursable Meals	Average LUNCH per day		16 days
ELEMENTARY	861	820	
MLC	403	373	
Museum Academy	258	263	
Academy of Aerospace & Engineeri	378	383	
SPMS	392	382	
WHS	534	554	

Reimbursable Meals	Average BREAKFAST per day		16 days
ELEMENTARY	332	300	
MLC	118	124	
Museum Academy	172	166	
Academy of Aerospace & Engineeri	143	107	
SPMS	64	89	
WHS	172	182	

Reimbursable Meals	Average SNACK per day		16 days
Treehouse Program	87	95	
Museum Academy	56	44	

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: March 21, 2017

Prepared By: Terrell M. Hill, Assistant Superintendent for Human Resources
Presented By: Terrell M. Hill
Attachments: None
Subject: Human Resources Report for February 1, 2017 – February 28, 2017

RESIGNATIONS/SEPARATIONS

Linda Caney	Clerical Assistant	Kennedy
Marcia Crutchfield	Special Education Paraprofessional	Clover

RETIREMENTS

N/A

TRANSFERS/REASSIGNMENTS

Kirsten Fonfara	From: Special Education Paraprofessional	Ellsworth
	To: Administrative Support Assistant	Ellsworth
Amanda Maskell	From: Long Term Substitute Language Arts Teacher	Sage Park
	To: Special Education Paraprofessional (Limited)	Sage Park
Karen Vezina	From: Administrative Support Assistant	Ellsworth
	To: Elementary Principal Administrative Assistant	Kennedy
Karen Williams	From: School Psychologist	Kennedy
	To: Chief School Psychologist	Kennedy

HIRES

Jennifer Almeida	Special Education Paraprofessional (Limited)	Ellsworth
Brittany Blue	Special Education Paraprofessional (Limited)	Windsor High
Toshina Jessamy	Regular Ed Paraprofessional Media Center (Limited)	Windsor High
Shannon Samuels	Special Education Paraprofessional (Limited)	Windsor High
Melissa Smith	Long Term Substitute Math Teacher	Sage Park
Latisha Trapp	Special Education Paraprofessional (Limited)	Clover

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

Agenda Item # 8d.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: March 21, 2017

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

Attachments: None

Subject: Childrearing Leave

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

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

Recommendation:
A proposed motion to grant the childrearing leave follows: Move that childrearing leave be approved for the individual mentioned in the Superintendent's Confidential Memorandum #17-01.

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

Agenda Item # 8e.

Windsor Board of Education
Finance Committee
Unapproved Minutes
Wednesday, February 15, 2017 6:30 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the February 15, 2017 Finance Committee. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:33 PM:

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

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

Updated Attendance:
Ms. Melissa Rizzo Holmes was updated to present at: 6:36 PM

1. Call to Order, Pledge of Allegiance, Moment of Silence
Discussion:
The meeting was called to order by Mr. Lockhart at 6:33 p.m. with the Pledge of Allegiance and a Moment of Silence.

Also in attendance was Superintendent Dr. Craig A. Cooke, Assistant Superintendent for Human Resources Terrell Hill, Assistant Superintendent for Instructional Services Santosha Oliver, Director of Business Services Danielle Batchelder and Director of Pupil, Special Education Services Steven Carvalho.

2. Audience to Visitors
Discussion:
John Cassarino, 48 Arrowbrook Road, brought a list of questions and comments he had for the Board of Education which were given to Dr. Cooke who would distribute the document to the board members.

3. Discussion of the 2017-2018 Budget Proposal
Discussion:
The Draft Working Document dated February 15 was reviewed. Discussion ensued on the Superintendent's Proposed Budget and the possible impact of the Governor's State Proposed Budget. Board members requested that the administration begin developing a variety of scenarios in the event the Board budget is further impacted by state funding.

The budget will be presented for a vote at the February 22, 2017 Board of Education meeting.

4. Adjournment

Motion Passed: The meeting adjourned at 8:19 p.m. passed with a motion by Ms. Cristina Santos and a second by Mr. Paul Panos.

7 Yeas - 0 Nays.

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

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

Windsor Board of Education
Regular Meeting
Unapproved Minutes
Wednesday, February 22, 2017 7:00 PM
Town Hall, Council Chambers

The following are the unapproved minutes of the February 22, 2017 Regular Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 7:00 PM:

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

Updated Attendance:
Ms. Melissa Rizzo Holmes was updated to present at: 7:06 PM

1. Call to Order, Pledge to the Flag and Moment of Silence
Discussion:
The meeting was called to order at 7:00 p.m. by Ms. Santos with the Pledge of Allegiance and a Moment of Silence. Also in attendance: Superintendent of Schools Dr. Craig A. Cooke, Director of Pupil and Special Education Services Steven Carvalho, Assistant Superintendent for Human Resources Terrell Hill, Director of Business Services Danielle Batchelder, Assistant Superintendent for Instructional Services Santosha Oliver, and Student Representative Jordan Harris.

2. Recognitions/Acknowledgements
2.a. Recognition--Windsor Education Foundation Grants
Discussion:
Dr. Cooke recognized the Windsor Education Foundation for their support and partnership with Windsor Public Schools. Heidi Sirota and Ruth Jeffries represented the Windsor Education Foundation in presenting a report on this year's 13 grants totaling $15,909, which includes a $1,000 science grant from The Christine Gasparino Foundation. All approved applications went toward furthering student learning and involving the schools in the community, with a goal of engaging a wide range of students with a broad range of interests.

2.b. Recognition--Recipient of the 2016-2017 Arthur Director Annual Leadership Award to Sage Park Middle School
Discussion:
Dr. Cooke recognized Sage Park Middle School for their receipt of the 2016-2017 Arthur Director Annual Leadership Award at the CAS Middle Level Leadership Conference, and introduced Mr. Cavaliere. Mr. Cavaliere introduced Student Council Advisors, Amy Small and Jennifer Wilson, who oversees the Leadership Program. Students Julian Rivera, Iffath Ahmed-Syed, Anahl Lee Cauley, Even Petkis, Kyle Lawrence and Taylor Falitico gave brief statements regarding their experiences with the Leadership Program.

2.c. Recognition--New BOE Student Representative--Jordan Harris
Discussion:

Mr. Osunde introduced Jordan Harris, the Windsor High School student representative to the Board of Education for the spring semester.

3. Audience to Visitors
Discussion:
Wanda Carmon, 60 Orchard Road, expressed concern over the handling of the Presidential Inauguration in the schools.

4. Student Representative Report
Discussion:
Ms. Santos introduced Jordan Harris, who reported on the end of the first two quarters, upcoming assessments, SAT Prep, class mid-year assemblies, the Black History Month Event Series, and winter sports wrap ups.

5. Board of Education
5.a. President's Report
Discussion:
Ms. Santos thanked residents who communicated with the Finance Committee during the public hearings or with the office of the Superintendent, and reported the Board will vote on the budget presented by the Superintendent at this meeting.

5.b. School Liaison Reports
5.b.1. Windsor High School
Discussion:
Mr. Bosch reminded parents the Warrior Weekly, the weekly newsletter, is available on line, encouraged supporting Project Graduation or purchasing a yearbook.

5.b.2. Sage Park Middle School
Discussion:
Ms. Fissel reported on a variety of events at Sage Park including the talent show, payments for the D.C. trip, parent-teacher conferences, winter sports awards and spring sports registration.

5.b.3. Clover Street School
Discussion:
Mr. Lockhart reported on the next Clover/Poquonock PTO meeting, Invention Convention, Read Across America and the Parents and Teachers as Partners meeting.

5.b.4. John F. Kennedy School
Discussion:
Ms. Ali welcomed Karen Vezina as the new Administrative Assistant at JFK, reported on Read Across America, 4th grades field trip to the New England Air Museum, Family Game Night, and the next PTO meeting.

5.b.5. Oliver Ellsworth School
Discussion:
Mr. O'Reilly reported the canvas commemorating the mural dedicated to OE's classes of 2009-2012 would be unveiled and on display Monday, February 27 at 6:30 p.m, and on the upcoming PTO meeting.

5.b.6. Poquonock School
Discussion:
Ms. Rizzo Holmes reported on the celebration of Martin Luther King Day with the good works and kind deeds recognition, thanked the Chamber of Commerce for Fueling Minds Through Books on February 1, Read Across America, the upcoming joint PTO meeting, and reminded parents they can always get information on the Poquonock School website.

5.c. Finance Committee's Recommendation Regarding the 2017-2018 Financial Plan and Adoption of the 2017-2018 Financial Plan (Anticipated Action)

Discussion:
A motion by Mr. Lockhart that the Board of Education accept the proposed 2017-2018 budget submitted to the Board by Dr. Cooke with a 1.45% increase over the current year's budget received no second and was not considered.

Subsidiary Motion Failed: Motion that the Superintendent's budget be reduced by $639,961 for a .5% increase failed with a motion by Mr. Paul Panos and a second by Mr. Brian Bosch.

3 Yeas - 6 Nays.

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

Motion to Amend Passed: To amend the motion from: "Motion that the Board of Education accept the proposed 2017-2017 budget as submitted by Dr. Cooke with a reduction of $150,000, which will be determined by the Superintendent with the stipulation that it does not impact student achievement" to: "Motion that the Board of Education accept the proposed 2017-2017 budget as submitted by Dr. Cooke with a reduction of $150,000, which will be determined by the Superintendent with the stipulation that it does not impact student instruction" passed with a motion by Mr. Leonard Lockhart and a second by Mr. Richard O'Reilly.

9 Yeas - 0 Nays.

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

Motion Passed: Motion that the Board of Education accept the proposed 2017-2017 budget as submitted by Dr. Cooke with a reduction of $150,000, which will be determined by the Superintendent with the stipulation that it does not impact student instruction passed with a motion by Mr. Leonard Lockhart and a second by Mr. Richard O'Reilly.

5 Yeas - 3 Nays - 1 Abstained.

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

6. Superintendent's Report
6.a. Alliance Grant Reduction
Discussion:
Dr. Cooke reported on the Alliance Grant reduction of $181,260 for the 2016-2017 year. The reduction impacts the 2016-2017 school year only. The Board was presented with a Year 4 and Year 5 budget, along with a fiscal year 2017 "MORE" Funding Reduction Summary. Questions ensued.

7. Committee Reports
7.a. Curriculum Committee
Discussion:
No report.

7.b. Finance Committee
Discussion:
Mr. Lockhart thanked everyone on the committee for their hard work, and thanked Dr. Cooke and the administration for presenting a lean budget and answering all questions.

7.c. Long Range Planning
Discussion:
Mr. O'Reilly reported the committee had met on February 2. They started reviewing the Mission Statement, Goals and indicators, and going through the process of establishing goals and indicators.

7.d. Policy Committee
Discussion:
No report.

7.e. Technology Committee
Discussion:
No report.

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

Discussion:
Expenditures for January 2017: $9,085,468
Expenditures through January 31, 2017: $34,475,949

Motion Passed: Motion to accept items 8.a Financial Report, 8.b Enrollment Report, 8.c Food Service Report and 8.d Human Resources Report passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

9 Yeas - 0 Nays.

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

9. Approval of Minutes
9.a. January 18, 2017 Regular Meeting
9.b. January 24, 2017 Special Meeting/Public Forum with Finance Committee
9.c. January 28, 2017 Special Meeting/Public Forum with Finance Committee
9.e. February 2, 2017 Long Range Planning Committee
9.f. February 7, 2017 Special Meeting/Public Forum with Finance Committee

Motion Passed: Motion to accept the minutes of the January 18, 2017 Regular meeting, January 24, 2017 Special Meeting/Public Forum with Finance Committee, January 28, 2017 Special Meeting/Public Forum with Finance Committee, February 2, 2017 Long Range Planning Committee Meeting and February 7, 2017 Special Meeting/Public Forum with Finance Committee passed with a motion by Mr. Richard O'Reilly and a second by Mr. Leonard Lockhart.

9 Yeas - 0 Nays.

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

9.d. February 2, 2017 Curriculum Committee

Motion Passed: Motion to accept the minutes of the February 2, 2017 Curriculum Meeting, corrected to reflect Ms. Santos as absent passed with a motion by Mr. Richard O'Reilly and a second by Mr. Leonard Lockhart.

9 Yeas - 0 Nays.

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

10. Other Matters/Announcements/Regular BOE Meetings
10.a. BOE Policy Committee, Monday, March 5, 2017, 6:00 PM, LPW, Room 17
10.b. Next BOE Regular Meeting is Tuesday, March 21, 2017, 7:00 PM, Town Hall, Council Chambers

It was noted that the date of the next BOE Policy Committee meeting should reflect the date of March 6, not March 5.

11. Audience to Visitors
Discussion:
None.

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12. Adjournment

Motion Passed: The meeting adjourned at 9:36 p.m. passed with a motion by Mr. Leonard Lockhart and a second by Mr. Paul Panos.

9 Yeas - 0 Nays.

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

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

Windsor Board of Education
Policy Committee
Unapproved Minutes
Monday, March 6, 2017 6:00 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the March 6, 2017 Policy Committee. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:00 PM:

Present Board Members:
Mr. Leonard Lockhart
Ms. Melissa Rizzo Holmes
Ms. Cristina Santos

Absent Board Members:
Ms. Yvette Ali

Updated Attendance:
Mr. Leonard Lockhart was updated to absent at: 7:05 PM
Ms. Melissa Rizzo Holmes was updated to present at: 6:08 PM

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

Discussion:
Ms. Cristina Santos called the meeting to order with the Pledge to the Flag and Moment of Silence. Superintendent Dr. Craig A. Cooke and Assistant Superintendent for Human Resources were also in attendance.

2. Audience to Visitors

Discussion:
None

3. Discussion regarding P 5125 Confidentiality and Access to Education Records

Discussion:
Policy 5125 was reviewed by the committee and will be brought forward to the full BOE with recommended changes.

4. Review law on Student Surveys

Discussion:
The committee discussed the law on student surveys.

5. Review revised P 5145.1 Student Privacy

Discussion:
Policy 5145.1 was reviewed by the committee and will be brought forward to the full BOE with recommended changes.

6. Review revised P/AR 4100 Recruitment and Selection

Discussion:
Policy 4100 was reviewed by the committee and will be brought forward to the full BOE.

7. Review revised P/AR 4119.1 Substitute Teachers

Discussion:
Policy 4119.1 was reviewed by the committee and will be brought forward to the full BOE with recommended changes.

8. Review revised P/AR 4111 Equal Employment Opportunity

Discussion:
Policy 4111 was reviewed by the committee and will be brought forward to the full BOE.

9. Review revised P/AR 0610 Affirmative Action Plan

Discussion:
Policy 0610 was reviewed by the committee and will be brought forward to the full BOE.

10. Review revised P/AR 6153 Instructional Travel Away from School Grounds

Discussion:
Policy 6153 was reviewed by the committee and will be brought forward to the full BOE with recommended changes.

11. Review revised P 3541.44 Use of Private Automobiles on School Trips

Discussion:
Policy 3541.44 was reviewed by the committee and will be brought forward to the full BOE.

12. Review revised AR 2261 School Hours - Instructional Day

Discussion:
The committee discussed AR 2261.

13. Review revised AR 4113.1 Hours of Employment

Discussion:
The committee discussed AR 4113.1.

14. Deletion - P 2300.1 Statement of Standards for School Leaders

Discussion:
The committee agreed to delete P 2300.1 and it will be brought forward as a first reading to the BOE and its next regular meeting.

15. Review revised P/AR 1325 Advertising and Promotion

Discussion:
Policy 1325 was reviewed by the committee and will be brought forward to the full BOE with recommended changes.

16. Review revised P 0100 A Statement of Educational Philosophy

Discussion:
Policy 0100 was reviewed by the committee and will be brought forward to the full BOE.

17. Review revised P 0200 Goals for School District

Discussion:
Policy 0200 was reviewed by the committee and will be brought forward to the full BOE.

18. Discussion on Children of Out-of-Town Employees

Discussion:
The committee had a discussion on allowing children of out-of-town employees to attend school in the district.

19. Discussion on Homework/Grading

Discussion:
The committee discussed reviewing and updating both the homework and grading policies.

20. Adjournment

Discussion:
The meeting was adjourned at 7:57 PM.

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