Special Meeting

Thursday, December 19, 2019 7:00 PM
LP Wilson Community Center, Board Room, 601 Matianuck Avenue, Windsor, CT 06095

1. **Call to Order, Pledge to the Flag and Moment of Silence**
2. **Recognitions/Acknowledgements**
3. **Audience to Visitors**
4. **Student Representative Report**
5. **Board of Education**

a. President's Report
b. School Liaison Reports

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

6. **Superintendent's Report**

a. Postponed--Legislative Update with Patrice McCarthy, Deputy Director and General Counsel, CT Association of Boards of Education
b. WHS Overnight Field Trip to Spain, April 2021, 1st Reading
c. Remote Meeting Participation (with Anticipated Action)
d. Residency Update
e. Budget Assumptions 2020-2021, 1st Reading
f. School Calendar 2020-2021, 1st Reading

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

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

9. **Approval of Minutes**

a. November 12, 2019 Organizational-Special Meeting
b. November 12, 2019 Special Meeting
c. November 19, 2019 Regular Meeting

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

a. Next BOE Regular Meeting is Wednesday, January 22, 2020. Superintendent's Presentation of 2020-2021 Budget begins at 6:30 PM followed by Public Forum and Regular Meeting, Town Hall, Council Chambers
b. BOE Policy Committee, Monday, January 6, 2020, 6:00 PM, L.P. Wilson Community Center, Room 17
c. BOE Special Meeting, Tuesday, January 14, 2020, 6:30 PM, L.P. Wilson Community Center, Board Room

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

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

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

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

Presented By: Leonard Lockhart
Patrice McCarthy

Attachments:

Subject: Legislative Update

Background:

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

Status:

N/A

Recommendation:

Presentation and discussion for information only.

Reviewed by:_____

Recommended by the Superintendent:

Agenda Item # 6a

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

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

Prepared By: Chelsea Krieger **Presented By:** Chelsea Krieger

Attachments: Information Related to the Trip

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

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

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

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

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

Agenda Item # 6b.

OVERNIGHT TRAVEL REQUEST

Supervising Teacher(s) Chelsea Krieger, Lia Negron

Pertinent Information

1. Educational Objective: See Attachment

2. Date(s) of Travel: April 10th - April 24th, 2021 (subject to date change to coincide with April vacation 2021)

3. Itinerary: See attachment

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

5. Meals: All meals are provided by host family (3 meals per day)

6. Transportation – List carriers: Flight arranged through AAA group travel on a commercial airline, transportation within Spain arranged by Colegio Delibes on private coach bus

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

8. Student Participation Criteria: Trip is open to students who are enrolled in or have completed Spanish level 2 by start of trip.

9. Fund Raising Activities: To be determined

10. Cost to Students: Program cost is $1975 + airfare (estimated to be $1250) + travel insurance (estimated to be $150) + transportation to airport (estimated to be $100)
Total estimate = 3475

11. Number of Students: 12 - 15 (can participate with a minimum of 10 students, no maximum)

12. Parental Permission Secured: not at this time

12. Chaperones (names, qualifications):
Chelsea Krieger, I have chaperoned this same trip in summer 2016 with students from Enfield High School and summer 2018 with students from Windsor High School. Windsor High School Spanish teacher.
Lia Negron, Windsor High School Spanish teacher
Additional Windsor High School teachers will serve as chaperones as student numbers necesitate

ACTION:

Curriculum Leader [signature] Date 11/01/19

Principal [signature] Date 11/5/19

Superintendent [signature] Date 12/5/19

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

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

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

Prepared and Presented by: Chelsea Krieger

Attachments: Information Related to the Trip

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

BACKGROUND:

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

STATUS:

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

RECOMMENDATION:

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

Recommended by the Superintendent:

Additional Agenda Item #

Educational Objectives

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

Students Participation Criteria

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

colegiodelibes

Spanish Immersion PROGRAM 2021
WINDSOR HIGH SCHOOL

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

THIS PROGRAM INCLUDES:

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

THIS PROGRAM DOES NOT INCLUDE:

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

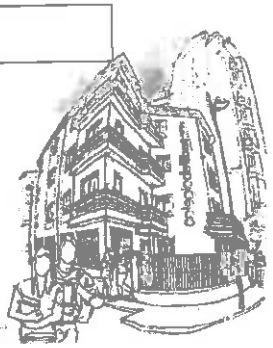
PRICE PER STUDENT:

2 WEEKS = 1975 U.S.D.

Cursos de español
en Salamanca

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

www.colegiodelibes.com
delibes@colegiodelibes.com



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

First Week

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

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

Second Week

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

Allianz Travel Insurance

Individual Travel Insurance Policy

FOR SERVICE, VISIT OR CALL:
www.allianztravelinsurance.com
1-800-284-8300

FOR EMERGENCY ASSISTANCE DURING YOUR TRIP CALL:

1-800-654-1908
(From U.S.)

1-804-281-5700
(Collect)

Don't forget to take this document with you!

Global Assistance

Allianz

Jefferson Insurance Company™

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

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Your Travel Insurance Policy

Thank you for buying a travel insurance **plan** from **us**!

Your plan is described in the following documents:

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

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

All dollar amounts in these documents are in US dollars.

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

In the United States, Canada, Puerto Rico and the U.S. Virgin Islands	**1-800-654-1908**
All other locations, call collect	**1-804-281-5700**

WHAT'S INSIDE

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Section 6: Definitions 20

SECTION 1: OUR AGREEMENT WITH YOU

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

Throughout this document:

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

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

About this agreement

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

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

The headings in this **policy** are for convenience only.

Satisfaction Guarantee

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

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



Mike Nelson, President



Fred Faett, Secretary

SECTION 2: WHAT THIS POLICY INCLUDES

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

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

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

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

* Underwritten by Jefferson Insurance Company

How to read Section 2

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

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

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



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

YOUR TRIP IS CANCELED OR INTERRUPTED



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



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

Trip cancellation and Trip interruption coverage

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

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

Specific requirements:

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

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

Specific requirement:

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

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

Specific requirement:

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

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

Pregnancy
You become pregnant (trip cancellation coverage only).

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

Transportation and accommodation

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

Specific requirements: (all must apply)

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

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

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

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

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

Legal

Jury duty or court-ordered appearance
You're summoned by a court order or subpoena to serve on a jury or appear in court.

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

Specific requirement:

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

Environment

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

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

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

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

Specific requirements: (all must apply)

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

Politics and violence

Hijacking

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

Terrorism

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

Specific requirement:

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

Work

Termination or layoff

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

Specific requirements: (all must apply)

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

Military Duty in the U.S. Armed Forces

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

Other

Extended travel delay

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

Specific requirements: (all must apply)

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

What it covers

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

Trip cancellation coverage

Non-refundable payments and deposits

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

Accommodation

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

Trip interruption coverage

Prepaid expenses

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

Accommodation

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

Transportation

Reasonable transportation expenses for getting to:

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

Expenses for the cost of staying longer than you planned

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

Special limit:

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

Frequent traveler/Loyalty program coverage

When it applies

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

What it covers

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

Redeposit fees

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

YOU GET SICK OR HURT WHILE TRAVELING



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

Emergency medical/dental coverage

When it applies

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

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

Specific requirement:

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

What it covers

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

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



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

YOU'RE DELAYED OR YOU MISS YOUR FLIGHT OR CRUISE



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



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

Travel delay coverage

When it applies

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

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

Quarantine
- **You** are **quarantined.**

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

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

What it covers

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

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

and

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

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

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

Missed connection coverage

When it applies

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

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

Specific requirements: (all must apply)

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

What it covers

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

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

Meals, accommodation and transportation

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

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

YOUR BAGGAGE IS LOST, DAMAGED, STOLEN OR DELAYED

Important
Any **refunds you** receive will be deducted from **your** claim.

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

Lost, damaged or stolen baggage coverage

When it applies

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

Specific requirements: (all must apply)

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

What it covers

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

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

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

Special limit:

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

Delayed baggage coverage

When it applies

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

Specific requirement:

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

What it covers

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

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

OTHER COVERAGE



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

Existing medical condition coverage

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

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

Change fee coverage

When it applies

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

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

Specific requirement:

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

What it covers

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

Change fees
Fees to change the dates on **your** airline ticket.

SECTION 3: WHAT THIS POLICY EXCLUDES

GENERAL EXCLUSIONS

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

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

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

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

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

The following events:

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

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

* Does not apply to Emergency medical/dental coverage.

You aren't eligible for reimbursement under any coverage if:
- **your common carrier** tickets don't show departure and return dates; or
- the departure and return dates on **your** application or other form don't represent when **you** actually intended to travel.

SPECIFIC EXCLUSIONS

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

Lost, damaged or stolen baggage coverage
- intentional loss of or damage to equipment;
- defective materials or workmanship; or
- ordinary wear and tear.

These items aren't covered:
- animals;
- cars and accessories, motorcycles and motors, aircraft, boats and other vehicles;
- bicycles, skis and snowboards (unless they're checked with a **common carrier**);
- eyeglasses, sunglasses and contact lenses;
- hearing aids, artificial teeth and limbs;
- wheelchairs and other mobility devices;
- consumables, medicines, perfumes, cosmetics and perishables;
- tickets, passports, deeds and other documents;
- money, credit cards, securities, bullion, stamps and keys;
- rugs and carpets;
- property for business or trade; and
- **baggage** when it is:
  - shipped as freight;
  - sent before **your scheduled departure date**;
  - left in or on a car trailer; or
  - left in an unlocked car.

SECTION 4: WHO IS COVERED AND WHEN

WHO IS COVERED BY YOUR PLAN

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

WHEN YOUR COVERAGE BEGINS AND ENDS

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

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

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

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

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

Your coverage ends on the earliest of:
- the day **you're** scheduled to return;
- the day **you** actually return, if **you** come back earlier;
- the day and time **you** cancel **your trip**; or
- the 365th day of the **trip**.

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

Your plan can't be renewed.

SECTION 5: CLAIMS INFORMATION

HOW TO MAKE A CLAIM

Making a claim is easy – just visit **www.allianztravelinsurance.com**, email or call **us** and **we'll** be happy to help.

Go online to:

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

Email or call to:

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

Claims inquiry:

- **Website: www.allianztravelinsurance.com**
- **Email: claimsinquiry@allianzassistance.com**
- **Telephone: 1-800-334-7525**

IMPORTANT INFORMATION ABOUT CLAIMS

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

Proof of Loss
You are responsible for providing all necessary documentation to prove **your** loss.

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

About beneficiaries
All benefits will be paid to **your** estate.

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

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

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

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

About fraud
Fraud is illegal. **We** will deny **your** claim if:

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

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

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



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

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

SECTION 6: DEFINITIONS

Accident — An unexpected and unintended event that causes **injury**, property damage or both.

Accommodation — A hotel or other kind of lodging where **you** make a reservation and pay a fee.

Assault — Physical **assault** that requires treatment in a **hospital**.

Baggage — Personal property **you** take on **your trip** and the suitcases or other kinds of containers **you** use to carry them.

Common carrier — A company that's licensed to carry passengers on land, water or in the air for a fee, not including car rental companies.

Covered reasons — The specific situations and events that are covered by this **policy**.

Current market value — The dollar amount an item could reasonably be sold for, based on its original price, age and current condition.

Dentist — Someone who is licensed and legally entitled to practice dentistry or dental surgery. This can't be **you**, a **traveling companion**, any member of either **your immediate family**, or any member of the sick or injured person's **immediate family**.

Destination — A place more than 100 miles from **your primary residence** where **you** spend more than 24 hours of **your trip**.

Doctor — Someone who is legally entitled to practice medicine, and is licensed if required. This can't be **you**, a **traveling companion**, any member of either **your immediate family**, or any member of the sick or injured person's **immediate family**.

Domestic partner — A person **you've** lived with in a spousal relationship for at least 12 consecutive months who is 18 years or older. **You** must be able to show evidence that **you've** lived together for 12 consecutive months.

Emergency medical and/or dental care — Medical and dental services, supplies and charges that are for a health emergency. It doesn't include things like:

- elective cosmetic surgery or cosmetic foot care;
- physical exams;
- allergy treatments (unless life threatening);
- hearing aids, eyeglasses and contact lenses;
- palliative care; or
- experimental treatment.

Epidemic — An outbreak of a contagious disease that spreads rapidly and widely and that is identified as an **epidemic** by The Centers for Disease Control and Prevention (CDC).

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

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

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

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

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

Immediate family members are:

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

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

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

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

Illness Sickness, infirmity or disease. It doesn't include conditions **you** already had or knew about when **you** purchased **your plan** (see **existing medical condition**).

Injury Physical harm directly caused by an **accident** or **assault**, without other contributing causes.

Intoxication The condition of a person's blood alcohol level meeting or exceeding eight-hundredths of one per cent or more of alcohol, by weight (0.8%).

Medical condition A physical condition **you** have, or have symptoms of, that **you**:

- have seen or been advised to see a **doctor** about;
- have symptoms of that would cause a prudent person to see a **doctor**; or
- are taking prescribed medication for.

Medically necessary Health care services that a **doctor**, exercising prudent clinical judgment, would provide to a patient for the purpose of preventing, evaluating, diagnosing or treating an **illness**, **injury**, disease or its symptoms, and that are:

- in accordance with generally accepted standards of medical practice;
- clinically appropriate, in terms of type, frequency, extent, site and duration and considered effective for the patient's **illness**, **injury** or disease; and
- not primarily for the convenience of the patient, **doctor** or other health care provider and not more costly than an alternative service or sequence of services at least as likely to produce equivalent therapeutic or diagnostic results as to the diagnosis or treatment of that patient's **illness**, **injury** or disease.

Natural disaster A large-scale extreme weather or environmental event that damages property, disrupts transportation or endangers people. Examples include earthquake, fire, flood, hurricane, or volcanic eruption.

Other licensed provider A person or entity that isn't a **doctor** or **hospital** but provides medical or dental services, and is licensed where required.

Pandemic An **epidemic** over a wide geographic area that affects a large portion of the population.

Primary residence **Your** permanent, fixed address and **primary residence** for legal and tax purposes. **We** call the place **your primary residence** is located **your** place of residence.

Quarantine Mandatory isolation or restrictions on where **you** can go, intended to stop a contagious disease from spreading.

Reasonable and customary costs What customers would usually be charged for a specific service in a particular geographic area. The charges are appropriate to the availability of the service, and of skilled and licensed service providers.

Refund Cash or a credit or voucher for future travel that **you** get from a travel agent, tour operator, airline, cruise line or other **travel supplier**, or any credit, recovery or reimbursement **you** get from **your** employer, another insurance company, a credit card issuer or any other entity.

Scheduled departure date The day and time **you** listed on **your** application or other form as the day and time **you** plan to start **your trip**. **You** have paid for travel that starts on this date.

Severe weather Hazardous weather conditions, like fog, a hailstorm or severe rainstorm, a blizzard, or an ice storm.

Terrorist event When an organized terrorist group, as defined by the U.S. State Department, injures or kills people or damages property to achieve a political, ethnic or religious goal or result. **Terrorist events** don't include general civil protest, unrest, rioting or acts of war.

Travel supplier A travel agent, tour operator, airline, cruise line or other travel service provider.

Traveling companion A person traveling with **you** whose name appears with **yours** on the same **trip** arrangement and who will accompany **you** on **your trip**. A group or tour leader is not considered a **traveling companion** unless **you** are sharing the same room with the group or tour leader.

Trip Round-trip or one-way travel to and from a place at least 100 miles from **your** home. It can't include travel to receive health care or medical treatment of any kind, or commuting to and from work.

Uninhabitable A **natural disaster**, fire, flood, burglary or vandalism causes enough damage to make a reasonable person find their home or other **accommodation** unfit for use.

HELP WHILE TRAVELING

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

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



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

HOW TO REACH US

In the United States, Canada, Puerto Rico and U.S. Virgin Islands, call **1-800-654-1908**
All other locations, call collect **1-804-281-5700**
If **you** can't call collect, **we'll** call **you** back.

Please have this information ready when **you** call:

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

MEDICAL ASSISTANCE

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

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

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

IN-TRANSIT ASSISTANCE

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

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

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

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

IN-DESTINATION ASSISTANCE

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

Lost travel documents assistance
If **your** travel tickets are lost or stolen, **we** can contact the airline or other **common carrier**, and can help **you** with **your** travel arrangements if **your trip is** interrupted.
If **your** passport or other travel documents are lost or stolen, **we** can help **you** reach the appropriate authorities, contact **your** family or friends, and assist **you** in getting **your** documents replaced.

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

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

Legal referrals
We can help **you** find local legal advice if **you** need it while **you're** traveling.
If **you** need to pay legal fees, **we** can arrange to transfer funds from **your** family or friends.

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

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

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

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

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

EMERGENCY MEDICAL TRANSPORTATION



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

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

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

Moving you to a hospital or medical clinic (emergency medical evacuation)
If **you're** seriously **ill** or **injured** during **your trip** and **our** medical team determines that the local medical facilities are unable to provide appropriate medical treatment:

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

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

- arrange and pay (less any **refunds** for unused tickets) for **you** to be transported via a commercial transportation carrier in the same class of service that **you** were booked for **your trip**. The transportation will be to one of the following:
  - **your primary residence**;
  - a location of **your** choice in the United States; or
  - a medical facility near **your primary residence** or city of **your** choice in the United States. **We'll** take **your** request into consideration as long as the medical facility will accept **you** as a patient and is approved as medically appropriate for **your** continued care by **our** medical director.
- arrange and pay for a **medical escort** if **our** medical team determines a **medical escort** is necessary.

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

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

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

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

Transporting your remains (repatriation of remains)
We'll arrange and pay for the reasonable and necessary services to transport **your** remains to one of the following:

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

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

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

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

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

VEHICLE RETURN



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

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

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

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

Rental cars aren't eligible for this benefit.

CONCIERGE SERVICES

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

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

When **you** call, have the following information ready for the hotline coordinator:
- **Your** name and confirmation or identification number; and
- **Your** location and local telephone number.

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

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

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

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

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

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

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

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

We're only a CLICK away!

Visit
www.allianztravelinsurance.com
to:

- File a claim
- Check claim status

Global Assistance

Allianz

JEFFERSON INSURANCE COMPANY
(A Stock Company)

ENDORSEMENT

Unforeseen Reasons

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

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

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

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

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

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

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

   - intentional self-harm or attempting or committing suicide (only applies to you).
   - an **epidemic** or **pandemic.***
   - air, water or other pollution, or the threat of a pollutant release.*
   - **nuclear reaction**, radiation or radioactive contamination.*
   - war (declared or undeclared), acts of war, military duty, civil disorder or unrest (unless specifically covered in Section 2).
   - **financial default** (unless specifically covered in Section2).
   - **felonious acts.***

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

   You aren't eligible for reimbursement under any coverage if:
   - **your common carrier** tickets don't show departure and return dates; or
   - the departure and return dates on **your** application or other form don't represent when **you** actually intended to travel.

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

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

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

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

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

There are no other changes to the policy.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

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

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

Attachments:

Subject: Remote Meeting Participation

BACKGROUND:

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

STATUS:

RECOMMENDATION:

Recommended by the Superintendent:

Agenda Item # 6c.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

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

Prepared By: Craig Cooke **Presented By:** Kelvan Kearse, Danielle Batchelder

Attachments: WPS Residency Report Fall 2019

Subject: Residency Update

BACKGROUND:

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

STATUS:

N/A

RECOMMENDATION:

For informational purposes only.

Recommended by the Superintendent:

Agenda Item # 6d.

Windsor Public Schools Residency Report Fall 2019

August 15, 2019 - November 22, 2019

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

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

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

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

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

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

ATTACHMENTS: Budget Assumptions 2020 – 2021

SUBJECT: Budget Assumptions in Preparation for Developing the FY 2020 – 2021 Budget 1st Reading

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BACKGROUND:

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

RECOMMENDATION:

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

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

Agenda Item # 6e

Budget Assumptions for 2020-2021

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

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

2. **Staffing & Programs:** Based on the likelihood that the approved budget will be lean, any requests for staffing increase will be highly scrutinized and should be made with the realization that they may not survive the budget process. Decisions around staffing and program redesign or development will be driven by their potential impact on raising student achievement while honoring the commitment to be fiscally responsible.

3. **Health Insurance:** If we continue to have low claim trends as we've been experiencing the past few years, the cost for health care is projected to remain flat.

4. **State & Federal Funding/Grants:** ECS Funding & Excess Cost Funding for Windsor is expected to remain stable for 20/21. Historical data is encouraging for WPS entitlement grants. Over the past 5 years, Title grants have increased an average of 2.76% each year and IDEA grants have increased an average of 1.68% each year.

5. **ECS Alliance Grant:** Funding reliability of the Alliance Grant (most recently referred to as ECS Alliance Grant) has varied over the past 7 years. 19/20 is year 7 of the grant. Funding for 20/21 is highly likely to remain consistent with the 19/20 funding level.

6. **Energy:** All schools are now utilizing gas instead of oil for energy. This is a yearly savings for the district. Locking in a rate sooner rather than later is important. Cost-saving measures within the facility and operations area are a must.

7. **Facilities:** All capital needs are presented to George Greco. The need to maintain our buildings is also a priority and we did an LED Upgrade at each of our elementary schools and at Windsor High School over the past two years. The savings from this upgrade was $138,864 and was anticipated in the 19/20 budget.

8. **Transportation:** The contractual increase for Datto Transportation is 3.9% or $205,877 for 20/21. The increase for special education transportation for 20/21 is projected to be $85,000.

9. **Diesel Fuel**: Diesel fuel has been on a slight increase over the past two years. We anticipate a moderate increase moving forward. The lock in price in 18/19 was $2.05/gallon and in 19/20 it is $2.18. The projected rate for 20/21 is $2.50/gallon. This is a projected increase of $39,360. This will be monitored in the coming months by the Town.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

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

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

Attachments: Draft 2020-2021 School Calendar

Subject: Proposed 2020-2021 School Calendar, 1st Reading

Background:

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

Status:

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

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

Recommendation:

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

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

Agenda Item # 6f

WINDSOR PUBLIC SCHOOLS

School Calendar • 2020-2021

AUGUST 2020 – 1 DAY

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

SEPTEMBER 2020 – 21 DAYS

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

OCTOBER 2020 – 21 DAYS

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

NOVEMBER 2020 – 17 DAYS

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

DECEMBER 2020 – 17 DAYS

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

JANUARY 2021 – 19 DAYS

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

FEBRUARY 2021 – 18 DAYS

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

MARCH 2021 – 23 DAYS

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

APRIL 2021 – 16 DAYS

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

MAY 2021 – 20 DAYS

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

JUNE 2021 – 9 DAYS

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

IMPORTANT DATES

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

SCHOOL HOURS

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

KEY AND CALENDAR ADJUSTMENTS

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

School Delay and Closing Information
www.windsorct.org
860-687-2000, 1180
Local radio and television stations

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

APPROVED (date)

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

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

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

ATTACHMENTS: November 30, 2019 Financial Report

SUBJECT: Financial Report

BACKGROUND:

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

STATUS:

The attached report is for the month of November 2019.

There were no inter-site transfers during the month.

RECOMMENDATION:

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

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

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

Reviewed by: DB **Recommended by the Superintendent:**

Agenda Item # 8a.

Windsor Public Schools
Financial Report
November 30, 2019

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

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

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

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

ATTACHMENTS: Student Enrollment Report & Recap

SUBJECT: Student Enrollment as of December 1, 2019

BACKGROUND:

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

STATUS:

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

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

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

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

RECOMMENDATION:

Informational

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

Agenda Item # 8b

Windsor Public Schools
Student Enrollment Report
December 1, 2019

Enrollment in Windsor Public Schools

Grades PreK - 5	1,467
Grades 6-8	719
Grades 9-12	1,150
Total District Enrollment	**3,336**

Windsor Students not in District Schools

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

Windsor Public Schools
Student Enrollment Report
December 1, 2019

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

GRADE		Sage Park Middle School
6		242
7		235
8		242
Total		**719**

GRADE	Windsor High School
9	305
10	266
11	295
12	284
Total	**1,150**

District Wide Enrollment	**3,336**

ENROLLMENT REPORT 2019-2020
POQUONOCK SCHOOL

Room #	Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Kindergarten											
2	Brown			14	14	14	14						
3	Scott			13	13	13	13						
22	Roche			14	14	14	14						
23	Filmer			14	14	15	15						
24	Eskanazi			12	13	14	14						
26	Scerra			14	14	14	14						
		Total	**45**	**81**	**82**	**84**	**84**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 1											
1	McCann			17	17	18	18						
12	Elkey			18	18	18	18						
15	Velez			17	17	17	16						
17	Stoll			18	17	16	16						
16	Reynolds			17	16	17	17						
18	Neals			18	18	18	17						
25	Hernandez			18	17	17	17						
		Total	**116**	**123**	**120**	**121**	**119**	**0**	**0**	**0**	**0**	**0**	**0**
		Grade 2											
8	Coburn			18	18	18	18						
9	Trummel			18	18	18	18						
11	Delskey			18	18	18	18						
13	Hoogewerff			18	18	18	18						
14	Couchon			18	19	19	19						
		Total	**89**	**90**	**91**	**91**	**91**	**0**	**0**	**0**	**0**	**0**	**0**
	PK Smart Start		30	32	32	32	32						
	Sped & Peer		15	19	22	22	25						
		Total	**45**	**51**	**54**	**54**	**57**	**0**	**0**	**0**	**0**	**0**	**0**
	Poqunonock	**Totals**	**295**	**345**	**347**	**350**	**351**	**0**	**0**	**0**	**0**	**0**	**0**

ENROLLMENT REPORT 2019-2020
OLIVER ELLSWORTH SCHOOL

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

ENROLLMENT REPORT 2019-2020
JF KENNEDY SCHOOL

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

ENROLLMENT REPORT 2019-2020
Clover Street School

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

ENROLLMENT REPORT 2019-2020
Sage Park Middle School

		Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
Grade 6												
Team 1			83	81	81	82						
Team 2			82	79	80	81						
Team 3			78	78	79	79						
	Total	**218**	**243**	**238**	**240**	**242**	**0**	**0**	**0**	**0**	**0**	**0**
Grade 7												
Team 4			79	80	80	80						
Team 5			77	76	76	76						
Team 6			77	77	78	79						
	Total	**250**	**233**	**233**	**234**	**235**	**0**	**0**	**0**	**0**	**0**	**0**
Grade 8												
Team 7			84	85	85	85						
Team 8			75	75	76	78						
Team 9			79	78	79	79						
	Total	**234**	**238**	**238**	**240**	**242**	**0**	**0**	**0**	**0**	**0**	**0**
Sage Park	**Totals**	**702**	**714**	**709**	**714**	**719**	**0**	**0**	**0**	**0**	**0**	**0**

ENROLLMENT REPORT 2019-2020
Windsor High School

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

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

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

Prepared By: Patricia Patton **Presented By:** Danielle Batchelder

Attachments: Food Service Financial Report

Subject: Cafeteria Operations – November 2019

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

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

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

Status: Financial Report for November 2019

Recommendation: Informational only.

Reviewed by: 10/3 **Recommended by the Superintendent:**

Agenda Item # 8c.

Windsor School Food Service
Financial Statement
November 2019

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

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

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

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

Presented By: Terrell M. Hill, PhD

Attachments: None

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

RESIGNATIONS/SEPARATIONS

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

RETIREMENTS

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

TRANSFERS/REASSIGNMENTS

N/A

HIRES

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

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

Agenda Item # 8d.

Windsor Board of Education
Special Meeting
Unapproved Minutes

Tuesday, November 12, 2019 6:15 PM
Town Hall, Council Chambers

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

Attendance Taken at 6:18 PM:

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

Absent Board Members:
Mr. Paul Panos

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

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

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

8 Yeas - 0 Nays.

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

2. Audience to Visitors

Discussion:
None

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

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

8 Yeas - 0 Nays.

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

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

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

8 Yeas - 0 Nays.

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

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

For Leonard Lockhart 8-0-0

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

3.b. Action - Election of Vice President

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

8 Yeas - 0 Nays.

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

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

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

8 Yeas - 0 Nays.

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

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

For David Furie 8-0-0

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

3.c. Action - Election of Secretary

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

8 Yeas - 0 Nays.

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

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

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

8 Yeas - 0 Nays.

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

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

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

For Ayana Taylor 8-0-0

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

3.d. Announcement of Minority Leader

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

The Board returned to Item 2. Audience to Visitors.

4. Committee and Liaison Assignments

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

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

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

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

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

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

Mr. Lockhart appointed the following School Liaisons:

Windsor High School: Ayana Taylor and David Furie

Sage Park Middle School: Maryam Khan and James Ristas

Clover Street: Ronald Eleveld

John F. Kennedy: Charlotte Ricketts

Oliver Ellsworth: Brian Bosch

Poquonock: Paul Panos

Mr. Lockhart appointed the following liaisons:

Town Council: Ayana Taylor

Youth Commission: Leonard Lockhart

Capital Region Education Council (CREC): David Furie

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

8 Yeas - 0 Nays.

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

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

8 Yeas - 0 Nays.

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

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

8 Yeas - 0 Nays.

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

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

8 Yeas - 0 Nays.

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

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

8 Yeas - 0 Nays.

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

5. Announcements

Discussion:
None

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

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

6. Adjournment

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

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

8 Yeas - 0 Nays.

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

_____
Ayana K. Taylor, Secretary
Windsor Board of Education

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

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

Attendance Taken at 6:47 PM:

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

Absent Board Members:
Mr. Paul Panos

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

Discussion:

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

2. Audience to Visitors

Discussion:
None

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

Discussion:

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

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

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

4. Announcements

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

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

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

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

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

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

5. Adjournment

Discussion:

The meeting adjourned at 8:37 PM.

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

8 Yeas - 0 Nays.

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

_____
Ayana K. Taylor, Secretary
Windsor Board of Education

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

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

Attendance Taken at 7:00 PM:

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

Absent Board Members:
Mr. Brian Bosch

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

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

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

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

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

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

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

Mr. Lockhart congratulated all the honorees.

3. Audience to Visitors

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

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

4. Student Representative Report

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

Mr. Furie followed up on the cell phone policy.

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

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

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

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

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

5.b.2. Sage Park Middle School

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

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

5.b.3. Clover Street School

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

5.b.4. John F. Kennedy School

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

5.b.5. Oliver Ellsworth School

Discussion:
No report

5.b.6. Poquonock School

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

6. Superintendent's Report

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

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

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

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

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

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

6.a. WHS Program of Studies 2020-2021

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

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

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

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

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

8 Yeas - 0 Nays.

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

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

6.b. Staffing Update--Paraeducators

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

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

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

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

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

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

7. Committee Reports

Discussion:
None

8. Consent Agenda

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

8 Yeas - 0 Nays.

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

8.a. Financial Report

Discussion:
Expenditures for October 31, 2019 $7,451,085

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

8.b. Enrollment Report

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

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

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

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

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

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

Discussion ensued

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

8 Yeas - 0 Nays.

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

8.c. Food Service Report

Discussion:
None

8.d. Human Resources Report

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

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

8 Yeas - 0 Nays.

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

9. Approval of Minutes

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

8 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes

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

9.a. October 16, 2019 Regular Meeting

10. Other Matters/Announcements/Regular BOE Meetings

Discussion:
Mr. Eleveld wished a Happy Thanksgiving to the community.

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

10.a. BOE Special Meeting, Tuesday, December 3, 2019, 6:30 PM, LPW, Board Room
10.b. Next BOE Regular Meeting is Tuesday, December 17, 2019, 6:30 PM (Public Forum), 7:00 PM (Regular Meeting), Town Hall, Council Chambers

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

8 Yeas - 0 Nays.

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

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

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

8 Yeas - 0 Nays.

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

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

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

8 Yeas - 0 Nays.

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

12. Audience to Visitors

Discussion:
None

13. Adjournment

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

8 Yeas - 0 Nays.

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

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Ayana K. Taylor, Secretary
Windsor Board of Education