



**BELCHERTOWN PUBLIC SCHOOLS
REGULAR SCHOOL COMMITTEE MEETING
April 11, 2017**

LOCATION: Chestnut Hill Community School, Auditorium

TIME: Immediately following the Public Budget Hearing

SCHOOL COMMITTEE MEMBERS: Ms. Dawn French, Chair (present); Dr. Thomas Laughner, Vice-Chair (present); Dr. Michael Knapp, Secretary (present); Ms. Myndi Bogdanovich, Member (present); Mr. Jeff Charron (present)

ADMINISTRATION: Mrs. Karol Coffin, Superintendent of Schools; Mr. Brian Cameron, Assistant Superintendent and Director of Student Support Services; Dr. Shawn Fortin, Director of Teaching & Learning; Mr. Edward Dunn, Contracted School Business Manager; Ms. Christine Vigneux, Principal BHS; Mr. Thomas Ruscio, JBMS Principal; Ms. Jennifer Champagne, Principal CHCS; Ms. Andrea Mastalerz interim Director CSS; Ms. Jill Pelletier, Assistant Principal CHCS; Ms. Eileen Farrington, SRE Assistant Principal;

BHS STUDENT ADVISORY COUNCIL REPRESENTATIVES: Mr. Parker Mas

VISITORS: see sign in sheet

Minutes

- I. Call to order
Ms. French called the meeting to order at 8:08 pm.
- II. School Committee members' additions to the agenda (with the consent of the majority)
There were no additions to the agenda.
- III. Public comment regarding items on the agenda
Mr. Howell questioned the addition of item II to the agenda. Researched the Attorney General rules which note there is to be 48 hours notice, all reasonable topics need to be brought up on agenda. Would like to know that an updated posting would be made available as soon as possible. Additions to the agenda should be posted in advance so if someone would like to speak to it they could.
Ms. French noted this was added by advice of town clerk. This was meant to be used for an emergency situation to avoid having to call an emergency meeting. This was moved before public comment in the agenda.
Mr. Howell suggested perhaps better wording, with the addition of, for emergency only, being added.

IV. Update from BHS Student Advisory Council representative - Mr. Parker Mas

Cold Spring School

It's time for the 2017 Cold Spring Swift River PTO Spring Basket/Raffle Fundraiser. Tickets are \$2 each and available to purchase until April 25th. There are numerous theme baskets as well as some great larger prizes. All drawings will occur on Thursday, April 27th and all funds raised will go back to the children and classrooms of Cold Spring and Swift River Elementary Schools.

Swift River Elementary School

All third grade students at Swift River Elementary School will learn about life in the 1800's during their Sturbridge rotations held over a two-day period, April 10th and 11th, which will then be followed by a Sturbridge Village field trip on Thursday, April 13th.

Chestnut Hill Community School

April is "Celebrate Diversity Month" at Chestnut Hill Community School. During announcements each morning, information is shared regarding historical events and holidays that relate to various diversity topics. Additionally, the guidance department has created a diversity themed bulletin board in which students and staff have been invited to write their answers to the question "What does Diversity mean to you?" Additional activities will be held throughout the month including a poster contest and discussion groups.

Jabish Brook Middle School

On Sunday, April 30th, Jabish Brook Middle School will hold a Spaghetti Dinner Fundraiser from 5:00-7:30 PM in the cafeteria to sponsor the Grade 8 N.Y.C. Field Trip. Tickets will be \$7.00 for adults and \$5.00 for students & senior citizens.

Belchertown High School

On Wednesday, April 12th, Belchertown High School will host the Choir, Jazz Band, and Percussion Concert at 7:00 PM, and Talent Tuesday will take place on Tuesday, April 25th at 7:00 PM in the auditorium.

V. Approval of minutes (A.I.)

A. March 20, 2017 Regular Session

B. March 28, 2017, Regular Session

Motion: Ms. Bogdanovich moved to approve the March 20 and 28th minutes as presented

Second: Mr. Charron

Vote: 5,0,0

VI. Approval of Warrants and Budget Transfers (A.I.)

A. Accounts payable warrants: S/041017, 041017SA

B. Payroll warrants: W #1740

Motion: Dr. Laughner moved to approve the April 10, 2017 warrants

Second: Ms. Bogdanovich

Vote: 5,0,0

VII. Reports and recommendations of the Superintendent

Budget presentation done earlier.

VIII. Personnel

A. Update as of April 11, 2017

Superintendent Coffin welcomed Mary Ann Derouin and Andrea Mastalerz to the position as Director at CSS.

IX. Unfinished business

A. Consideration of Fee Changes (Athletes, Music & Transportation)

The School Committee discussed an increase in transportation fees, sports fees, and music fees.

Ms. Bogdanovich noted would not like to see the fees raised 2 years in a row.

Mr. Charron questioned how much did the raise in fees generate.

Mr. Dunn noted \$21,922 as of February 2017 with an increase of 22 students.

Mr. Dunn noted the an increase in transportation fee to \$180 would add \$44,000. This number based on \$1 per day to ride the bus.

Questioned if the increase would potentially decrease the number of riders.

The Committee discussed a percentage increase across the board or raise to \$140.

Ms. French supports a transportation increase to cover some of the budget gap.

Dr. Knapp would like to see tier 1 sports fees stay the same.

Mr. Charron noted the last increase did not seem to affect the participation numbers.

Dr. Knapp questioned the stipend for after school band programs. The Committee discussed the fees for instrument use. Ms. Smith explained the fee is for use of school instruments. Cannot charge fees for a class.

This was tabled for future meeting.

B. FY 18 Budget Vote for Town Meeting Article (A.I.)

Motion: Ms. Bogdanovich moved to approve the town appropriation of \$28,202,000 for the school district

Second: Mr. Charron

Vote: 5,0,0

Discussion: Dr. Knapp suggested not voting tonight. Would like time to look at budget information that was just received and the public should have time as well. Dr. Laughner noted the numbers have to be in by 10 working days before town meeting, the Finance Committee gave a deadline of April 25. This is prior to the next scheduled meeting. Dr. Knapp is concerned that much in the presentation is new information. Superintendent Coffin noted that just received the final number from the Finance Committee on Thursday. Ms. French noted the School Committee cannot manage how the budget is spent, it is spent at the discretion of the Superintendent and the district Administration. The Committee discussed voting on the budget versus voting the appropriation. The School Committee will be looking to MASC on what the approval of a budget process is.

X. New business

A. MCAS Questionnaire

Dr. Knapp brought forward at last meeting. This a climate survey, is fairly short and students do not have to participate. The Committee discussed if the district will be able to utilize the data. Dr. Fortin noted the data is supposed to be shared.

B. Citizen's Petition-School Committee Response

Superintendent Coffin noted the process for a citizen's petition. Town Council determines if this can be a warrant.

The Committee discussed how this may take the authority away from the School Committee. The School Committee and Superintendent are expected to speak to this petition at town meeting.

The Committee discussed the reasoning and what would this petition solve. The items listed for procedure are currently already in process as part of the public documents. The warrants are posted on the website. Finance & Budget meetings are open to the public. This type of procedure would require a full time employee to process. The Committee discussed if there were other ways to make information available to the public on the website. Ms. French noted the Superintendent should check with the school council and send a letter from the School Committee on their position on the petition.

XI. Reports of subcommittees**A. Curriculum & Instruction (Dr. Knapp/Mr. Charron)**

Have not met

B. Personnel & Policy (Ms. Bogdanovich/Dr. Laughner)

1) Policy ACA – Nondiscrimination on the Basis of Sex (2nd reading)

2) Policy ACAB – Sexual Harassment (2nd reading)

3) Policy ADDA – C.O.R.I. Requirements (2nd reading)

Motion: Ms. Bogdanovich moved to approve policies ACA, ACAB, ADDA

Second: Dr. Knapp

Vote: 5,0,0

C. Property & Transportation (Ms. Bogdanovich/Ms. French)

Have not met.

D. Finance & Budget Subcommittee (Dr. Laughner/Mr. Charron)

Nothing to report.

XII. Reports of school department liaisons**A. Healthy & Safer Schools Advisory Committee (Ms. French)**

Mr. Cameron noted they are working on updating the wellness policy.

B. Technology Working Group (Dr. Laughner)

Nothing at this time.

C. Collaborative for Educational Services (Dr. Knapp)

Nothing at this time.

D. RADAR (Dr. Laughner, Mr. Charron)

Nothing at this time.

XIII. Correspondence**A. Agenda, April 11, 2017****B. March 20, 2017 Minutes**

- C. March 28, 2017, Minutes
- D. Accounts Payable and Payroll Warrants
- E. Personnel Update
- F. Fees and Transportation Survey
- G. FY18 Budget Documents
- H. MCAS Questionnaire
- I. Citizen's Petitions
- J. Policy ACA – Nondiscrimination on the Basis of Sex
- K. Policy ACAB – Sexual Harassment
- L. Policy ADDA – C.O.R.I. Requirements

- XIV. Vote to enter into Executive Session under M.G.L. 30A, §21, Part 3 to discuss strategy with respect to collective bargaining Unit A, Teachers; Unit B, Secretaries; Unit C, Custodians; Unit D, Foodservice Employees; Unit E, Paraprofessionals and negotiations with Single Contracts Employees and the Superintendent and/or litigation as conducting said business in open session would have a detrimental effect on the School Committee's bargaining or litigation position. The committee will return to open session to discuss Superintendent Contract Extension.

School Committee voted to enter into executive session at 10:05 pm. They will not return to open session.

Vote:

Dawn French - yes

Thomas Laughner - yes

Michael Knapp - yes

Myndi Bogdanovich - yes

Jeff Charron - yes

- XV. Adjourn
Motion:
Second:
Vote:

Respectfully submitted by,

Ramona Griffin
Non-Confidential Recording Secretary to the School Committee

School Committee members' signatures:

_____, Dawn French, Chair

_____, Thomas Laughner, Vice Chair

_____, Michael Knapp, Secretary

_____, Myndi Bogdanovich, Member

_____, Jeff Charron, Member

The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Vision Statement

Belchertown students, both individually and collaboratively, will be innovative thinkers, problem solvers and unique, creative contributors to their community and the world

Mission Statement

In the pursuit of excellence and the development of life-long learners, it is the mission of the Belchertown Public Schools to challenge and engage all students in a respectful, positive learning environment that fosters personal, social and academic growth in order to achieve success in a global society.

The Belchertown School Committee conducts its business in open session pursuant to Chapter 30A, Section 21 of the Massachusetts General Laws. The public is welcome to comment only on items on the agenda for this meeting as noted above. If you wish to address the School Committee regarding an item not on the agenda for this meeting, please contact the Superintendent of Schools at 413.323.0423 or via email at superintendent@belchertownps.org to determine the best way to address your concerns (see [School Committee Policy BEDH](#)).



**BELCHERTOWN PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING
FY18 BUDGET PUBLIC HEARING
April 11, 2017**

LOCATION: Chestnut Hill Community School Auditorium

TIME: 6:30 p.m.

SCHOOL COMMITTEE MEMBERS: Ms. Dawn French, Chair (present); Dr. Thomas Laughner, Vice-Chair (present); Dr. Michael Knapp, Secretary (present); Ms. Myndi Bogdanovich, Member (present); Mr. Jeff Charron (present)

ADMINISTRATION: Mrs. Karol Coffin, Superintendent of Schools; Mr. Brian Cameron, Assistant Superintendent and Director of Student Support Services; Shawn Fortin, Director of Teaching & Learning; Mr. Edward Dunn, Contracted School Business Manager

VISITORS: see sign in sheet

Minutes

Pledge of Allegiance

- I. Call to order
Ms. French called the meeting to order at 6:30 pm.
- II. Superintendent's Presentation of FY 2018 School Department Budget
Superintendent Coffin presented the FY 18 budget.
- III. Public comment regarding items on the Agenda
Q: Ms. Bogdanovich asked if not filling the paraprofessional position would make us not in compliance with state mandates.
A: Mr. Cameron answered that will be filling the positions needed and will be in compliance.
Q: Ms. French asked for clarification on the .5 teacher reduction.
A: Superintendent Coffin noted CHCS librarian will be reduced to .5 and SRE reading teacher will be reduced to .5.
Q: Ms. Bogdanovich questioned if the money becomes available will those positions be the first reinstated.
A: Superintendent Coffin noted that SPED would be looked at first but would look at

reinstating the positions.

Q: Clarification on what the 3 cuts by attrition are.

A: Superintendent Coffin noted 1 teacher layoff at BHS, 3 by retirement, there will also be teachers moved within the district.

Comment: Concern with class size, will the teacher contract address this, has 20 students in her 1st grade class and would like to see an increase in staff.

Q: Clarification on the student numbers not change when moving from grade to grade on presentation. How do numbers not change with staff reductions and school choice numbers increasing.

A: Superintendent Coffin noted FY 16/17 numbers are accurate FY 17/18 numbers are estimated based on the previous year.

Q: Website summaries for LEA funding FY 16 and FY 18 central office budget, questioning the division of budget monies and the disparity in escalation of costs and how costs have grown.

A: Mr. Dunn noted central office budget includes health insurance, medicare, unemployment, worker compensation, district insurance, and transportation. These are district costs not individual to each school.

Comment: large disparity since 2012-13

A: Superintendent Coffin spoke to the history of the Director of Teaching & Learning position. Previously had a Curriculum Director position which was removed, returned with an Assistant Superintendent position, when the SPED director left that position was combined with the Assistant position. D.T.L position was put in place in fall of 2015.

Q: What are annual salaries of those positions.

A: Assistant Superintendent; \$99,000 D.T.L.; \$97,000

Q: will we cut or hire a social worker.

A: Superintendent Coffin looking to hire, there is currently one in the district.

Q: Concerned that last year there was talk about cutting the CHCS librarian media position. That position was reinstated but now are talking about a half time position. How are students going to be technology ready if we keep cutting that position.

A: Superintendent Coffin noted they are working with principal and staff at CHCS.

Comment: Look at possibility of hiring a grant writer on commission.

Comment: Ed Boscher wanted to thank the teachers for settling the contract. Spoke to the town budget process, 94 % is based on local taxes from homeowners. Spoke to the Chapter 70 money and unrestricted aid and the division among the departments.

Q: What is the staff cut at the high school and how will it affect the school.

A: Social studies department, there will be more students in class

Comment: What is the impact on student, we are a level 2 district now, CPI just equal now, would like to see it improve, came here for the schools.

Q: How many do we lose to school choice and why.

A: Superintendent Coffin noted under 100, and brought in 139. Just received results back from survey. Some of the reasons listed were; long bus ride, SPED student need smaller class, chinese immersion school, PVPA more variety in the arts.

Q: Number of substantially separate classrooms, how much does it cost the district to to out of district, 30% of district is high needs

A: Superintendent Coffin noted we are doing some of both to bring students back. Mr. Cameron spoke to the number of programs we offer in district but there are still some that we can't service and they go out of district.

Q: Consider closing school choice.

A: Superintendent Coffin noted we only offer for the number of seats available, not more so that more staff is needed.

Q: drastic cuts in teachers, any cuts at the admin level.

A: Superintendent Coffin noted there were no admin cuts

Comment: 4 teachers cut last year and 5 this year

A: Superintendent Coffin last year brought back the band director, CHCS librarian, and reading teacher positions.

Q: What are the 3 attrition positions.

A: 2 @ CHCS and 1 @ CSS

Comment: Seems we wait on the state every year. Push the state for more money. Since 2001 funding has dropped. Work together as small towns to push the state.

Comment: Youngest child is not getting the same opportunities as older siblings.

Comment: Class sizes at JBMS and BHS can be 30 in a class. What is the difference in numbers for presentation.

A: Superintendent Coffin noted it depends on the subject and class level. The presentation numbers are averages. At JBMS the Spanish class size could be higher, it depends on scheduling and staffing. The differences do get lost when doing averages. Could have less in a higher level and more in a mid-level class. The numbers presented are a total student:teacher ratio as opposed to actual class sizes.

Comment: BHS teacher spoke to the impact in her foreign language class.

Q: When do we start to measure impact on student and how do we measure impact.

A: Superintendent Coffin noted we look at student performance and student growth. Data meetings in schools are looking at this and there will be some realignment for next year.

IV. Adjourn

Motion: Ms. Bogdanovich moved to adjourn at 7:54 pm.

Second: Mr. Charron

Vote: 5,0,0

Respectfully submitted by,

Ramona Griffin

Non-Confidential Recording Secretary to the School Committee

School Committee members' signatures:

_____, Dawn French, Chair

_____, Thomas Laughner, Vice Chair

_____, Michael Knapp, Secretary

_____, Myndi Bogdanovich, Member

_____, Jeff Charron, Member

Vision Statement

Belchertown students, both individually and collaboratively, will be innovative thinkers, problem solvers and unique, creative contributors to their community and the world

Mission Statement

In the pursuit of excellence and the development of life-long learners, it is the mission of the Belchertown Public Schools to challenge and engage all students in a respectful, positive learning environment that fosters personal, social and academic growth in order to achieve success in a global society.

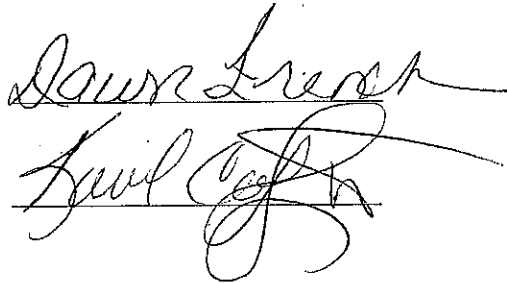
The Belchertown School Committee conducts its business in open session pursuant to Chapter 30A, Section 21 of the Massachusetts General Laws. The public is welcome to comment only on items on the agenda for this meeting as noted above. If you wish to address the School Committee regarding an item not on the agenda for this meeting, please contact the Superintendent of Schools at 413.323.0423 or via email at superintendent@belchertown.org to determine the best way to address your concerns (see [School Committee Policy BEDH](#)).

Belchertown Public Schools

APRIL 18, 2017

SCHEDULE OF PAYROLL - PAYABLE TO THE TOWN ACCOUNTANT

The following **payroll** of the Belchertown Public Schools, amounting to the aggregate of \$ 741,189.36, have been approved by the School Committee and you are requested to place same on a warrant for payment. I (we) hereby certify, under penalty or perjury, that the statements set forth in this payroll (bills) are true to the best of my (our) knowledge and belief.



BUDGET TOTAL \$ 702,837.72

GRANT AND REVOLVING TOTALS \$ 38,351.64

The attached Schedule of Payroll has been reviewed by the School Business Manager and/or the Superintendent and is accurate to the best of our knowledge.

04/13/2017 08:57
abeaupre

TOWN OF BELCHERTOWN
PAY BY WORK LOCATION

Pay Period 04/07/2017 to 04/13/2017

WARRANT: 1742

PAYROLL TYPE: REGULAR PR

CHECK DATE: 04/20/2017

PAY TYPE	HOURS	AMOUNT
100 REGULAR	23,415.50	694,634.12
150 PART TIME	579.75	12,387.02
200 OVERTIME	27.50	831.24
280 LONGEVITY	2.00	1,900.00
300 SICK	25.50	424.03
500 PERSONAL	7.00	96.25
700 ATHLETICS	1.00	107.96
705 CLASS COVRGE	105.50	2,782.50
710 SUBSTITUTE	586.00	13,363.00
714 CONTRACTED	210.25	4,927.20
715 CONVENOR	.00	192.31
717 INSERVICE TRAINING	17.50	525.00
718 PROFESSIONAL DEVELOPMENT	21.50	645.00
725 GRADE COORD	70.00	98.08
726 CURRICULUM L	.00	980.80
730 LIBRARY/A.V.	.00	76.92
735 BUDGETPREP	.00	23.08
740 DEPT. CHRMN	.00	1,176.96
745 HEAD TCHR	70.00	107.69
755 BAND/MUSC DR	70.00	361.54
900 OFF DUTY WRK	47.00	1,390.00
TOTALS	25,256.00	737,030.70

Belchertown Public Schools

APRIL 18, 2017

Warrant S/041817

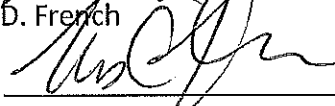
SCHEDULE OF INVOICES – PAYABLE TO THE TOWN ACCOUNTANT

The following invoices of the Belchertown Public Schools, amounting to the aggregate of

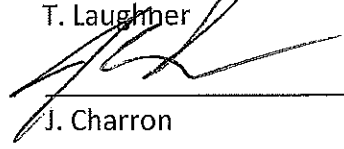
\$23,498.98, have been approved by the School Committee and you are requested to place same on a warrant for payment. I (we) hereby certify, under penalty or perjury, that the statements set forth in this payroll (bills) are true to the best of my (our) knowledge and belief.



D. French



T. Laughner



J. Charron

M. Knapp

M. Bogdanovich

The attached Schedule of Invoices has been reviewed by the School Business Manager and/or the Superintendent and is accurate to the best of our knowledge.

04/11/2017 12:28 TOWN OF BELCHERTOWN
advtl co WARRANT SUMMARY

| P 7
| apwarrnt

WARRANT: S/041817 04/18/2017

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-53021 -		
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-54240 -		
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-54316 -		
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-54901 -		
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-54906 -		
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-57115 -		
	CONTRACTED SERVICES	906.00	-115,437.98
	OFFICE SUPPLIES	125.72	-53,193.46
	EQUIPMENT MAINTENANCE	1,606.33	-208,577.85
	FOOD PURCHASED	20,044.00	-6,441,502.40
	MISCELLANEOUS SUPPLIES	676.02	-477,251.51
	SALES TAX ON MEALS	140.91	-26,696.09
	FUND TOTAL	23,498.98	

WARRANT SUMMARY TOTAL 23,498.98
GRAND TOTAL 23,498.98


Belchertown Public School

APRIL 18, 2017

WARRANT 041817SA

SCHEDULE OF INVOICES – PAYABLE TO THE TOWN ACCOUNTANT


The following invoices of the Belchertown Public Schools, amounting to the aggregate of \$2,956.00 have been approved by the School Committee and you are requested to place same on a warrant for payment. I (we) hereby certify, under penalty or perjury, that the statements set forth in this payroll (bills) are true to the best of my (our) knowledge and belief.



D. French



T. Laughner



J. Charron

M. Knapp

M. Bogdanovich

The attached Schedule of Invoices has been reviewed by the School Business Manager and/or the Superintendent and is accurate to the best of our knowledge.

04/11/2017 13:21
abeaupre

TOWN OF BELCHERTOWN
WARRANT SUMMARY

P 2
apwarrrnt

WARRANT: 041817SA 04/18/2017

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
089 89319	STUDENT ACTIVITY H 089 -300-319300-000-55110 -	2,956.00	-2,092,792.15
CASH ACCOUNT 10000 10400	BALANCE 21,049,098.09	2,956.00	
WARRANT SUMMARY TOTAL		2,956.00	
GRAND TOTAL		2,956.00	

BELCHERTOWN PUBLIC SCHOOLS

14 Maple Street, P. O. Box 841, Belchertown, MA 01007

Telephone: 413-323-0423 Fax: 413-323-0448



Karol G. Coffin, M.Ed.

Superintendent of Schools

E-Mail: kcoffin@belchertownps.org

Personnel Update – April 25, 2017

New Hires			
Name	Position	Building	Date
Eric Lebeau	Dir. Building & Grounds	Central Office	TBD
Kimberly Hulmes	Food Service/Prep	SRE	May 1, 2017

New Resignations Announced			
Name	Position	Building	Date
Ramona Griffin	Sch. Comm. Non Confidential Recording Secretary	District	May 31, 2017
Kimberly Hulmes	L/R Paraprofessional	SRE	April 28, 2017

New Retirements/Other Announced			
Name	Position	Building	Date
Karen Genereux	Secretary	JBMS	8-24-2017

Respect ~ Responsibility ~ Relationship ~ Rigor ~ Reflection ~ Resilience

The Belchertown School District does not discriminate on the basis of age, sex, gender identity, race, religion, color, national origin, sexual orientation, or disability in accordance with applicable laws and regulations.

All Fee Increases - Projected Revenue						
	25% Increase - All Fees					
	FY17 Student Participation	FY18 Projection				
	Stud #	Cur Fee	FY16 Rev	New Fee	Antic Rev	New Rev
HS Parking	142	\$125	\$ 17,750	\$156	\$ 22,152	\$ 4,402.00
Music Rental	30	\$50	\$ 1,500	\$63	\$ 1,890	\$ 390.00
Bus Fees	see worksheet					\$ 13,740.00
Athletic Fees	see worksheet					\$ 23,214.00
Total New Revenue						\$ 41,746.00

[illegible]

BELCHERTOWN SCHOOL DISTRICT

Out-of-State, Out-of-Country and Overnight Field Trips

Field trips that are planned out-of-state or out-of-country destinations, or that are overnight, must first be recommended by both the Principal and Superintendent and then must be presented to the School Committee for final approval. Such trips must provide students with experiences that not only are difficult to duplicate in a classroom, but must create enrichment through travel to other parts of the country or world. Therefore, completion and submittal of an "Out-of-State, Out-of-Country and Overnight Field Trip request" form at least six weeks (30 school days) before the scheduled trip is required. The following procedures must be implemented regarding all such field trips:

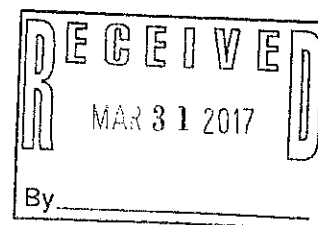
- A. Appropriate out-of-state or out-of-country safety and weather conditions for the field trip must exist;
- B. All students going on these field trips must have signed permission from their parents/guardians and signed required waiver forms (school issued, signed permission forms must be on file with the appropriate teacher before a student participates in any field trip);
- C. The teacher must review, with the students, all travel safety rules in the day of the trip;
- D. Supervision of an average of at least one adult for every ten students, in addition to the classroom teacher, is required;
- E. A predetermined travel route must be planned by the teacher for maximum safety and economy and if a travel agency is used, a reference check on the agency is required;
- F. The teacher must review and follow Part V; Field Trip Accidents or Incidents from the District-Wide and School-to-Site Building Security & Safety and Crisis Prevention and Management Plan;
- G. The completion and submittal of an "Out-of-State, Out-of-Country and Overnight Field Trip request" form at least six weeks (30 school days) before the scheduled trip is required;
- H. The appropriate Principal's and Superintendent's endorsement is required before being submitted to the School Committee for final approval;
- I. School district approved buses, trains, air planes, ships, etc., unless exceptions are approved by both the Principal and Superintendent, will be used for all field trips;
- J. Costs covered by student fees, fund raising, activity accounts, school budgets, and grants must be pre-approved by the Principal.

*Teacher(s): Thomas J. Howell

Date(s) of field trip: April 12 - 20, 2018

Students going on field trip with approved parent/guardian permission forms and required release from liability forms on file (e.g., grade level, student organizations):

TBD - Latin/Greek students, grades 10-12



Purpose, destination, and brief description of field trip including identification of all lodging and names of states and countries being visited (must attach to request form a very specific itinerary of the trip):

Explore the cultural heritage of Italy and Greece with a focus on important sites in the ancient and medieval worlds. See attachments for itinerary.

Names of chaperones (all must be CORI approved/attached additional list if needed):

Thomas J. Howell, Mary Howell, others if necessary
Bethanie Sawyer (Latin teacher, Longmeadow High School)
Jen Faulkner (Latin teacher, East Longmeadow High School)

Costs associated with field trip and details regarding how trip will be funded:

\$3309 / student + lunches in Europe + passport fees + transportation to and from Boston Logan. Funded by families and family-led fundraising. Some scholarships available through Explorica and through regional classical organizations.

Information on travel agent including name, address, telephone, reference checks, insurance, and refund policy (attach travel agent information and any brochures regarding travel agent and tour):

Explorica (145 Tremont St, 6th floor Boston MA 02111 phone (888) 310-7121) We used them on our last trip and they were very good. See attachments.

Describe type of transportation services and name and addresses of transportation vendors to be used. Also document transportation safety check including adherence to recommendations made by the National Transportation Safety Board & Federal Motor Carrier Safety Administration (attach additional information including NTSB rating, FMSCA license):

to and from Logan we will use Knight's Limo. See attached information.

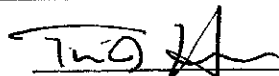
State and/or federal agency information related to travel safety conditions, warnings, etc., including United States Department of Homeland Security threat level and United States Department's travel warnings:

None (US State Department accessed 3/20/17)

Acknowledgement of Procedures:

3/23/17

Date



Teacher's Signature

Principal's Endorsement:

3/31/17

Date



Principal's Signature

Superintendent's Endorsement:

Date

Superintendent's Signature

School Committee's Endorsement:

Date

School Committee Chair's Signature



Rome & Greece

explorica.com/Howell-6996

April 12 - April 20, 2018

Day 1 Start tour

Day 2 Ciao Rome

Meet your tour director and check into hotel
Rome city walk: Spanish Steps, Trevi Fountain, Pantheon, Piazza Navona

Day 3 Rome landmarks

Rome guided walking sightseeing tour with Whisper headsets: Vatican Museums & Sistine Chapel visit, St. Peter's Basilica visit, Colosseum visit, Piazza Venezia, Forum Romanum visit
Borghese Museum visit
Authentic trattoria dinner

Day 4 Rome--Sorrento

Travel to Sorrento
Pompeii guided excursion
Herculaneum visit

Day 5 Sorrento--Bari/Brindisi

Travel to the port
Overnight ferry to Patras

Day 6 Patras--Tolo

Travel to Tolo via Olympia
Ancient Olympia guided visit

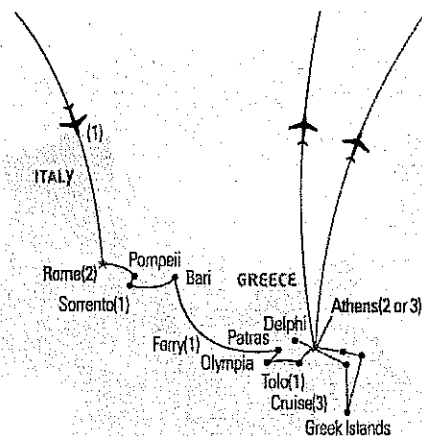
Day 7 Tolo--Athens

Travel to Athens
Mycenae & Epidaurus guided excursion
Corinth Canal

Day 8 Athens landmarks

Acropolis Museum visit
Athens guided sightseeing tour: Parthenon, Acropolis visit, Temple of Athena Nike, Omonia Square, Syntagma Square, 2004 Olympic site
Athens city walk: Plaka district, Temple of Olympian Zeus, Hadrian's Arch
Archaeological Museum visit
Greek dinner in Plaka

Day 9 End tour



Reserve your Spot!



Tour Center ID: Howell-6996
Registration deadline: April 30, 2017

What's included

We provide everything you need for a remarkable trip:

- Round-trip airfare
- 6 overnight stays (7 with extension) in hotels with private bathrooms
- 1 overnight stay in cabins on ferry
- Aegean Cruise on extension
- 3 overnight stays in cabins on cruise ship on extension
- Full European breakfast daily
- Dinner daily
- Lunch on cruise ship on extension
- Full-time services of a professional Tour Director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary
- Guided sightseeing tours with high-tech headset as per itinerary
- Tour Diary™
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Tips to cruise staff on extension
- Non-alcoholic drink package on cruise ship from 2018 onwards
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Please visit our Fees FAQ page for a full list of items that may not be included in the cost of your tour.

Tour investment

Students (travelers under the age of 23): \$3,309

Adults (age 23 and over): \$3,719

Price reflects savings of \$100 scholarship. Sign up by 4/30/2017 and enter code 100showers in order to take advantage of this limited-time offer!

Automatic monthly payment plan

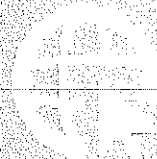
Pay just \$50 upon enrollment and the balance will be divided into equal monthly payments, charged automatically to your credit card or checking account. As of March 29, 2017, your monthly payment would be just \$296.27.

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

Travel protection

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

Enroll online,
by phone, or by mail



explorica.com/Howell-6996



1.888.310.7121



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



145 Tremont Street
Boston, MA 02111

Traveling with Explorica: Layers of assurance

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

Total travel protection

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

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

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

Comprehensive liability coverage

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

Industry leadership

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

Trusted experience

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

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

Unparalleled on-tour support

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

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



Call Us! (tel:18883107120)

(/)

Travel Protection Plan

Learn more about Explorica's Travel Protection Plan

EXPLORICA'S TRAVEL PROTECTION PLANS

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

EXPLORICA'S TRAVEL PROTECTION PLAN

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

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

EXPLORICA'S TRAVEL PROTECTION PLAN PLUS

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

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

- 1) Payment for this plan is received by Explorica within 14 days of your initial deposit/payment for your trip; and
- 2) You cancel your trip thirty (30) days or more before your scheduled trip departure date.

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

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

TRAVEL PROTECTION PLAN BENEFITS

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

TRIP INTERRUPTION

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

TRAVEL DELAY

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

MEDICAL EXPENSE/EMERGENCY ASSISTANCE

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

BAGGAGE & PERSONAL EFFECTS

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

PRE-EXISTING CONDITIONS WAIVER

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

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

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

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

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

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

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

HOW TO SUBMIT A CLAIM

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

- Your Plan Number: F433E
- The departure and return date of your trip
- Depending on the reason for the claim, Trip Mate may indicate further documentation is required.

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

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

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

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

RESOURCES

destination information > (</resources/destination-information.aspx>)

travel protection plan

explorica videos > (</resources/videos.aspx>)



Share 38

Tweet

[SITE MAP \(/SITEMAP.ASPX\)](/SITEMAP.ASPX) [PRIVACY POLICY \(/PRIVACY-POLICY.ASPX\)](/PRIVACY-POLICY.ASPX) [TERMS OF USE \(/TERMS-OF-USE.ASPX\)](/TERMS-OF-USE.ASPX)

Explorica Inc. 145 Tremont St., 6th Floor, Boston, MA 02111
Teachers: 1.888.310.7120
Travelers: 1.888.310.7121

XPLORIC

travel. learn.



Safety & Security Guide

Table of Contents

About Explorica	2
Management team	3
Associations & partners.....	4
Your Explorica tour.....	5
<i>Tour Directors</i>	
<i>Ground transportation</i>	
<i>Flights</i>	
<i>Activities</i>	
<i>Meals and accommodations</i>	
Communication on tour.....	7
<i>Emergency assistance</i>	
<i>Customer service</i>	
<i>Worldwide network</i>	
<i>Tour Diaries</i>	
<i>Calling home</i>	
Travel protection	8
The Explorica safety plan	9
Emergency management.....	11
Proactive security steps	12
Liability	13
Explorica's Code of Conduct.....	14
Contact information	15



About Explorica

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

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

When it comes to safety, our record is flawless.

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

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



Management team

Olle Olsson, *Founder & Chairman*

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

Matt Wertz, *Chief Executive Officer*

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

Dan Kellerd, *Executive Vice President*

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

Richard Beekman, *VP of US Sales*

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

Stephane Cosse, *VP of Operations*

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



Associations & partners

Associations

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

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

Partners

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



Your Explorica tour

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

Tour directors

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

Requirements for all Explorica tour directors:

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

Tour director responsibilities:

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

Tour director department support from Explorica:

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

Ground transportation

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

Public transportation

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

Rail transportation

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

Coach safety features and equipment

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

Flights

Airline partners

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

Flight delays and cancellations

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

Activities

Water safety (swimming, kayaking, boating, canoeing, etc.)

Life jackets are provided for all water-based activities by the activity provider. Groups do not visit beaches without lifeguards.

Adventure activities

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

Meals and accommodations

Food safety

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

Hotel safety

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



Communication on tour

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

Emergency assistance

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

Explorica Customer Care

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

Worldwide network

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

Tour Diaries

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

Calling home

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



Travel protection

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

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

Explorica Travel Protection Plan

Our standard protection plan covers you for the following events:

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

Explorica Travel Protection Plan PLUS

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



The Explorica safety plan

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

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

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



Emergency management

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

Minor incidents

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

Major incidents

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

Extreme weather or natural disasters

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

Allergies

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

Prevention and action plan for missing students

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

Lost or stolen passports

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

Proactive security steps

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

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

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

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

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

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

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

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

How to reach Explorica in an emergency:

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

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



Liability

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

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



Explorica's Code of Conduct

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

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

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

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

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

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

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

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

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

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

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



Contact information

Emergency information

Explorica emergency line: +1.617.210.6194

General information

Teachers or group leaders 1.888.310.7120

Participants & parents 1.888.310.7121

Trip Mate Insurance:

U.S. & Canada 1.800.888 7292

Outside U.S. & Canada +1.603.894.4710



KNIGHTS AIRPORT LIMOUSINE SERVICE INCORPORATED

U.S. DOT#: 708104
Address: 390 HARTFORD TURNPIKE
SHREWSBURY, MA 01545
Number of Vehicles: 61
Number of Drivers: 142
Number of Inspections: 220

Safety Rating & OOS Rates

(As of 03/28/2017 updated daily
from SAFER)

SATISFACTORY
(Rating Date: 11/05/2013)

Out of Service Rates

Type	OOS %	National Avg %
Vehicle	2.3	20.7
Driver	1.1	5.5
Hazmat		4.5

Licensing and Insurance

(As of 03/28/2017 updated hourly
from L&I)

Active For-Hire Authority		
Type	Yes/No	MC#/MX#
Property	No	
Passenger	Yes	MC-327080
Household Goods	No	
Broker	No	

See how the proposed enhancements impact carrier results. Visit the [SMS Preview Website](#)

BASIC Status (Public Passenger Carrier View) ?

Behavior Analysis & Safety Improvement Categories (BASICS)

Based on a 24-month record ending February 24, 2017



Unsafe Driving



Not Public
Crash Indicator



Hours-of-Service Compliance



Vehicle Maintenance



Controlled Substances and Alcohol



Not Public
Hazardous Materials Compliance



Driver Fitness



Denotes this carrier exceeds the FMCSA Intervention Threshold relative to its safety event grouping based upon roadside data and/or has been cited with one or more Acute/Critical Violations within the past 12 months during an investigation. Therefore, this carrier may be prioritized for an intervention action and roadside inspection.

Summary of Activities

The summary includes information on the 5 most recent investigations and 24 months of inspections and crash history.

Most Recent Investigation:
10/31/2013 (Compliance Review)
Total Inspections: 220

Carrier Registration

Subject to Passenger Threshold

Penalties History

(Six years as of 03/28/2017 updated daily from FMCSA)

CLOSED	
DATE	CASE #
12/19/2013	MA-2014-0004-US1434

Total Inspections without
Violations used in SMS: 189
Total Inspections with
Violations used in SMS: 31

Total Crashes* : 1


*Crashes listed represent a motor carrier's involvement in reportable crashes, regardless of the carrier's or driver's role in the crash. Continue for details.


USE OF SMS DATA/INFORMATION

FAST Act of 2015:

Readers should not draw conclusions about a carrier's overall safety condition simply based on the data displayed in this system. Unless a motor carrier has received an UNSATISFACTORY safety rating under part 385 of title 49, Code of Federal Regulations, or has otherwise been ordered to discontinue operations by the Federal Motor Carrier Safety Administration, it is authorized to operate on the Nation's roadways.

Safety Measurement System:

The data in the Safety Measurement System (SMS) is performance data used by the Agency and Enforcement Community. A  symbol, based on that data, indicates that FMCSA may prioritize a motor carrier for further monitoring.

The  symbol is not intended to imply any federal safety rating of the carrier pursuant to 49 USC 31144. Readers should not draw conclusions about a carrier's overall safety condition simply based on the data displayed in this system. Unless a motor carrier in the SMS has received an UNSATISFACTORY safety rating pursuant to 49 CFR Part 385, or has otherwise been ordered to discontinue operations by the FMCSA, it is authorized to operate on the nation's roadways.

Motor carrier safety ratings are available at <http://safer.fmcsa.dot.gov> and motor carrier licensing and insurance status are available at <http://li-public.fmcsa.dot.gov/>.

BELCHERTOWN PUBLIC SCHOOLS

14 Maple Street, P. O. Box 841, Belchertown, MA 01007

Telephone: 413-323-0423 Fax: 413-323-0448



Karol G. Coffin, M.Ed.
Superintendent of Schools
E-Mail: kcoffin@belchertownps.org

MEMORANDUM

TO: Belchertown School Committee Members

FROM: Karol G. Coffin, Superintendent of Schools

DATE: March 28, 2017

RE: School Choice Seats for the 2017-2018 school year

Pursuant to M.G.L. c.76, §12B, I am recommending the following school choice seats be opened for the 2017-2018 school year, after consideration by the Senior Leadership Team:

Cold Spring School:

- Kindergarten, 8 seats

Swift River Elementary School:

- Grade 1, 3 seats
- Grade 2, 2 seats
- Grade 3, 1 seats

Chestnut Hill Community School:

- Grade 5, 0 seats
- Grade 6, 2 seats

Jabish Brook Middle School:

- Grade 7, 10 seats
- Grade 8, 10 seats

Belchertown High School:

- Grade 9, 5 seats
- Grade 10, 5 seats

Thank you for your consideration.

KGC:jg

Respect ~ Responsibility ~ Relationship ~ Rigor ~ Reflection ~ Resilience

The Belchertown School District does not discriminate on the basis of age, sex, gender identity, race, religion, color, national origin, sexual orientation, or disability in accordance with applicable laws and regulations.

