

Belchertown Public Schools

APRIL 24, 2017

Warrant S/042417

SCHEDULE OF INVOICES – PAYABLE TO THE TOWN ACCOUNTANT

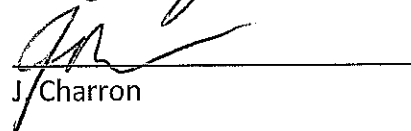
The following invoices of the Belchertown Public Schools, amounting to the aggregate of **\$183,818.08**, have been approved by the School Committee and you are requested to place same on a warrant for payment. I (we) hereby certify, under penalty or perjury, that the statements set forth in this payroll (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.

WARRANT: S/042417 04/27/2017

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
010 10138	COMPUTER DIRECTOR 010 -100-138 -000-53404 -	750.00	1,500.00
020 20306	SCHOOL CHOICE TUFT 020 -300-306 -300-51911 -	750.00	
020 20306	SCHOOL CHOICE TUFT 020 -300-306 -300-52418 -	700.00	-4,601,126.83
020 20306	SCHOOL CHOICE TUFT 020 -300-306 -300-55113 -	5,547.69	-4,601,126.83
		1,146.42	-4,601,126.83
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-51127 -	7,394.11	
		100.00	-1,373.73
024 24391	ATHLETIC REVOLVING 024 -300-391000-000-53021 -	100.00	
024 24393	LOST/DAMAGED BOOKS 024 -300-393000-000-55110 -	100.00	
		1,314.00	-385,840.13
		43.55	-6,336.63
027 276043	ESHS HEALTH 027 -300-6043 -300-53011 -2017	1,357.55	
027 278075	140 TEACHER QUALIT 027 -300-8075 -300-53021 -2017	1,417.33	1,310.68
027 278085	305 TITLE 1 027 -300-8085 -300-55108 -2016	1,175.00	14,625.00
027 278088	240 SPED 94-142 AL 027 -300-8088 -300-53213 -2017	4,892.72	2,706.86
		46,725.08	6,109.62
	FUND TOTAL	54,210.13	
095 011430	SCHOOL COMMITTEE 095 -001-1430 -300-53032 -	2,795.00	16,132.50
095 021210	SUPERINTENDENT 095 -002-1210 -300-53060 -	124.43	-2,088.97
095 021210	SUPERINTENDENT 095 -002-1210 -300-54249 -	499.80	.20
095 021210	SUPERINTENDENT 095 -002-1210 -300-57310 -	32.32	.00
095 021410	BUSINESS FINANCE 095 -002-1410 -300-53021 -	8,250.00	7,899.00
095 074010	MAINTENANCE DIRECT 095 -007-4010 -300-54510 -	4,440.72	226.00
095 074010	MAINTENANCE DIRECT 095 -007-4010 -300-58718 -	1,911.00	116.36
095 074020	MAINTENANCE DIRECT 095 -007-4020 -300-52110 -	20,076.92	-121,529.20
095 074030	MAINTENANCE DIRECT 095 -007-4030 -300-52921 -	2,293.84	5,378.08
095 074030	MAINTENANCE DIRECT 095 -007-4030 -300-53401 -	97.74	8,332.24
095 074310	MAINTENANCE DIRECT 095 -007-4310 -300-54615 -	640.00	-65.80
095 074340	MAINTENANCE DIRECT 095 -007-4340 -300-52427 -	4,098.53	149.66
095 074340	MAINTENANCE DIRECT 095 -007-4340 -300-53198 -	500.00	-134.35
095 074340	MAINTENANCE DIRECT 095 -007-4340 -300-54352 -	850.34	-87.24
095 074420	MAINTENANCE DIRECT 095 -007-4420 -300-52491 -	88.00	56.38
095 074420	MAINTENANCE DIRECT 095 -007-4420 -300-52427 -	56.38	1,980.00
095 074400	TRANSPORTATION DIS 095 -008-3500 -300-53311 -	5.41	1,486.16
095 123200	HEALTH/NURSE HIGH 095 -012-3200 -300-55001 -	8,760.80	-120,793.04
095 192110	SPECIAL EDUCATION 095 -019-2110 -306-53021 -	380.36	332.98
095 192110	SPECIAL EDUCATION 095 -019-2110 -306-57111 -	500.00	.00
095 192430	SPECIAL EDUCATION SUPP 095 -019-2430 -306-55110 -	27.40	3,287.62
	FUND TOTAL		
	LEGAL SERVICES		
	ADVERTISING		
	COPYER PAPER		
	PROFESSIONAL PUBLICATI		
	CONT SERVICE		
	CUSTODIAL SUPPLIES		
	REPLACE:BUILDING EQUIP		
	HEATING OIL		
	TRASH REMOVAL		
	TELEPHONE		
	MAINTENANCE/HVAC SYSTE		
	PH MONITORING		
	ELECTRICAL SUPPLIES		
	FIRE ALARM MONITOR		
	EQUIPMENT MAINTENANCE		
	MAINTENANCE/HVAC SYSTE		
	OUT OF DISTRICT TRANSP		
	NURSING SUPPLIES		
	CONT. SERVICES		
	TRAVEL EXPENSE		
	MEMBERSHIP FEES		
	SUPPLIES CLASS		

WARRANT: 5/042417 04/27/2017

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
095 192451	CLASSROOM INSTUCT	408.00	-402.69
095 199000	SPECIAL EDUCATION	9,342.96	27,897.65
095 199000	SPECIAL EDUCATION	1,267.14	.00
095 199000	SPECIAL EDUCATION	10,296.34	.00
095 212351	DISTRICT ACADEMIC	3,773.00	-3,973.00
095 222430	PRINCIPAL ELEMENTA	1,910.40	5,035.20
095 222451	PRINCIPAL ELEMENTA	6,324.00	.00
095 262710	GUIDANCE ELEMENTAR	267.45	28.18
095 342420	PRINCIPAL INTERMED	766.05	.00
095 342430	ELEMENTAY PRINCIPA	2,865.60	3,928.20
095 461450	PRINCIPAL MIDDLE	1,290.00	-3.02
095 462430	PRINCIPAL MIDDLE	854.43	.00
095 462451	PRINCIPAL MIDDLE S	1,410.60	.00
095 522430	VOCAL MUSIC MIDDLE	6,720.00	161.91
095 522440	MUSIC MIDDLE	1,805.00	933.00
095 572430	ART MIDDLE	2,152.62	1.30
095 682410	ENGLISH HIGH SCHOO	867.00	587.45
095 722430	SCIENCE HIGH SCHOO	1,034.87	221.40
095 763510	SPORTS HIGH SCHOOL	377.96	947.66
095 782430	ART HIGH SCHOOL	566.99	-2,479.53
095 842210	ECC ADMINISTRATION	1,922.11	-66.53
095 842430	ECC ADMINISTRATION	410.60	26.18
095 842430	ECC ADMINISTRATION	955.20	2,024.60
095 842451	PRINCIPAL EARLY CH	309.87	66.12
		2,533.86	
	FUND TOTAL	120,006.29	
	WARRANT SUMMARY TOTAL	183,818.08	
	GRAND TOTAL	183,818.08	

Belchertown Public School

MAY 8, 2017

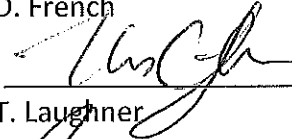
WARRANT 050817SA

SCHEDULE OF INVOICES – PAYABLE TO THE TOWN ACCOUNTANT

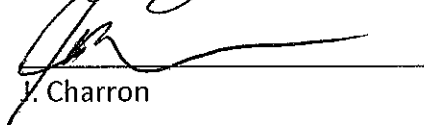
The following invoices of the Belchertown Public Schools, amounting to the aggregate of \$21,984.51 have been approved by the School Committee and you are requested to place same on a warrant for payment. I (we) hereby certify, under penalty or perjury, that the statements set forth in this payroll (bills) 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.

WARRANT: 050817SA 05/08/2017

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
089	89315	STUDENT ACTIVITY 089 -300-315300-000-55110 -		
089	89317	STUDENT ACTIVITY E 089 -300-317300-000-55110 -	5,868.36	-828,448.43
089	89318	STUDENT ACTIVITY M 089 -300-318 -000-55110 -	4,602.34	-1,392,996.80
089	89319	STUDENT ACTIVITY H 089 -300-319300-000-55110 -	497.25	-784,233.14
		CLASSROOM SUPPLIES	11,016.56	-2,103,808.71
		CLASSROOM SUPPLIES		
		CLASSROOM SUPPLIES		
		CLASSROOM SUPPLIES		
		FUND TOTAL	21,984.51	
CASH ACCOUNT	10000 10400	BALANCE	25,049,013.66	

		WARRANT SUMMARY TOTAL	21,984.51	
		GRAND TOTAL	21,984.51	

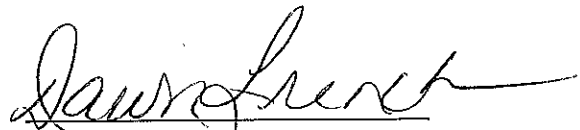
Belchertown Public Schools

MAY 8, 2017


Warrant S/050817

SCHEDULE OF INVOICES – PAYABLE TO THE TOWN ACCOUNTANT


The following invoices of the Belchertown Public Schools, amounting to the aggregate of **\$361,878.42**, 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.

WARRANT: 5/050817 05/08/2017

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
020 20306	SCHOOL CHOICE TUFT 020 -300-306	1,350.00	-4,630.976.45
020 20306	SCHOOL CHOICE TUFT 020 -300-306	75.00	-4,630.976.45
020 20306	SCHOOL CHOICE TUFT 020 -300-306	15.52	-4,630.976.45
FUND TOTAL		1,440.52	
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-54240	460.00	-53,389.96
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-54316	116.00	-208,693.85
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-54901	13,061.58	-6,443,463.53
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-54906	866.51	-477,251.51
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-57115	129.74	-26,825.83
022 22360	SCHOOL LUNCH REVOL 022 -300-360000-000-58519	24,912.67	-124,253.66
FUND TOTAL		39,546.50	
024 24391	ATHLETIC REVOLVING 024 -300-391000-000-49500	300.00	.00
024 24391	ATHLETIC REVOLVING 024 -300-391000-000-53021	6,623.80	-390,299.13
024 24391	ATHLETIC REVOLVING 024 -300-391000-000-53314	5,619.89	-653,790.84
024 24391	ATHLETIC REVOLVING 024 -300-391000-000-57111	467.86	-1,742.67
FUND TOTAL		13,011.55	
025 25388	SCHOOL BAND/MUSIC 025 -300-388	440.90	-10,608.18
FUND TOTAL		440.90	
027 278085	305 TITLE 1 027 -300-8085	2,779.50	484.60
027 278085	305 TITLE 1 027 -300-8085	198.00	.00
027 278085	305 TITLE 1 027 -300-8085	642.00	208.00
027 278088	240 SPED 94-142 AL 027 -300-8088	2,657.50	-1,447.00
FUND TOTAL		6,277.00	
095 019100	SCHOOL COMMITTEE 095 -001-9100	3,500.00	15,112.00
095 021210	SUPERINTENDENT 095 -002-1210	346.08	220.31
095 021210	SUPERINTENDENT 095 -002-1210	72.00	-3,388.97
095 021210	SUPERINTENDENT 095 -002-1210	88.13	-1,218.84
095 021410	BUSINESS FINANCE 095 -002-1410	38.53	1,556.83
095 074010	MAINTENANCE DIRECT 095 -007-4010	1,698.00	47.00
095 074020	MAINTENANCE DIRECT 095 -007-4020	9,389.32	-130,918.52
095 074030	MAINTENANCE DIRECT 095 -007-4030	844.21	-32,929.01
095 074225	BUILDING SECURITY 095 -007-4225	30.98	3,484.28
095 074340	MAINTENANCE DIRECT 095 -007-4340	478.80	-1,521.20
095 074420	MAINTENANCE DIRECT 095 -007-4420	1,200.00	321.37
095 083300	TRANSPORTATION DIS 095 -008-3300	25.17	190.20
095 083300	TRANSPORTATION DIS 095 -008-3300	135,040.50	27,738.76
095 083300	TRANSPORTATION DIS 095 -008-3300	70,280.50	-9,000.00
095 083300	TRANSPORTATION DIS 095 -008-3300	1,795.50	.00
FUND TOTAL		6,277.00	
Tuition MA. District		3,500.00	15,112.00
Copier Rental/Leasing		346.08	220.31
Advertising		72.00	-3,388.97
Office Supplies		88.13	-1,218.84
Office Supplies		38.53	1,556.83
Replace Building Equip		1,698.00	47.00
Heating Oil		9,389.32	-130,918.52
Electricity/Buildings		844.21	-32,929.01
Water		30.98	3,484.28
Non-Instructional Equip		478.80	-1,521.20
Grease Trap Cleaning		1,200.00	321.37
Pest Control		25.17	190.20
School Vans Maintenance		135,040.50	27,738.76
District Transportation		70,280.50	-9,000.00
Special Ed Transportation		1,795.50	.00
Late Bus Transportation			

05/03/2017 11:00  
adivico

TOWN OF BELCHERTOWN  
WARRANT SUMMARY

P 21  
apwarrnt

WARRANT: S/050817 05/08/2017

FUND ORG		ACCOUNT		AMOUNT	AVLB BUDGET
095	083300	TRANSPORTATION DIS	095 -008-3300	168.80	
095	192110	SPECIAL EDUCATION	095 -019-2110	20,247.00	-123,083.04
095	192110	SPECIAL EDUCATION	095 -019-2110	6,953.31	8,500.00
095	192310	SPECIAL EDUCATION	095 -019-2310	1,438.50	5,023.00
095	192420	SPECIAL EDUCATION	095 -019-2420	199.99	547.21
095	199000	SPECIAL EDUCATION	095 -019-9000	7,500.00	27,397.65
095	199000	SPECIAL EDUCATION	095 -019-9000	25,887.91	-4,000.00
095	212351	DISTRICT ACADEMIC	095 -021-2351	3,880.00	990.00
095	212351	DISTRICT ACADEMIC	095 -021-2351	125.00	32.00
095	222430	PRINCIPAL ELEMENTA	095 -022-2430	2,892.77	311.53
095	342420	PRINCIPAL INTERMED	095 -034-2420	766.05	
095	422430	MUSIC INTERMEDIATE	095 -042-2430	99.00	68.49
095	462420	PRINCIPAL MIDDLE	095 -046-2420	854.43	
095	532410	MUSIC MIDDLE	095 -053-2410	166.89	
095	652430	PRINCIPAL HIGH SCH	095 -065-2430	675.90	1,023.67
095	662710	GUIDANCE HIGH SCH	095 -066-2710	83.42	45.50
095	692410	WORLD LANGUAGE HIG	095 -069-2410	264.00	132.84
095	763510	SPORTS HIGH SCHOOL	095 -076-3510	260.00	433.00
095	763510	SPORTS HIGH SCHOOL	095 -076-3510	2,498.00	6,520.47
095	772440	MUSIC HIGH SCHOOL	095 -077-2440	591.26	31.70
095	774420	MUSIC HIGH SCHOOL	095 -077-4420	20.00	367.80
095	842430	ECC ADMINISTRATION	095 -084-2430	242.00	66.00
FUND TOTAL				301,161.95	

WARRANT SUMMARY TOTAL				361,878.42	
GRAND TOTAL				361,878.42	




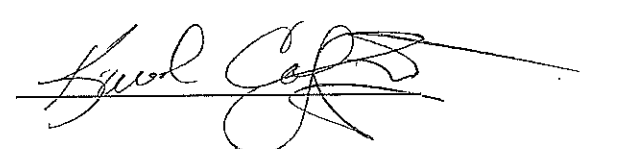
Belchertown Public School

MAY 1, 2017

WARRANT #1744

SCHEDULE OF PAYROLL – PAYABLE TO THE TOWN ACCOUNTANT

The following payroll of the Belchertown Public Schools, amounting to the aggregate of \$723,335.30, 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	\$ 695,862.32
GRANT AND REVOLVING TOTALS	\$ 27,472.98

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.

# TOWN OF BELCHERTOWN



## PAY BY WORK LOCATION

Pay Period 04/21/2017 To 04/27/2017

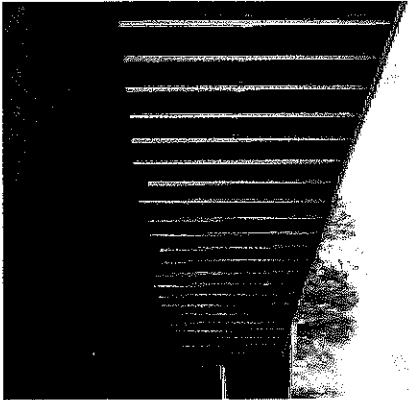
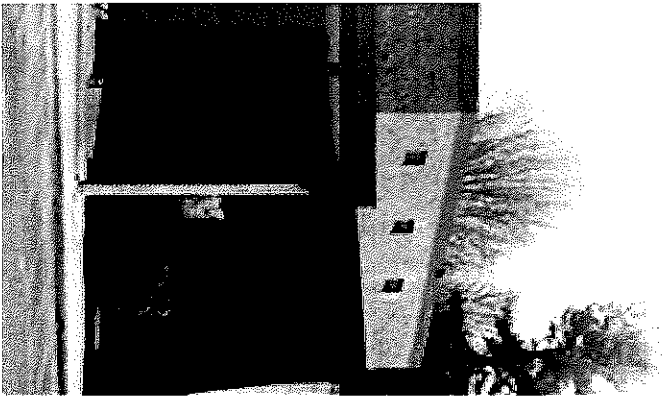
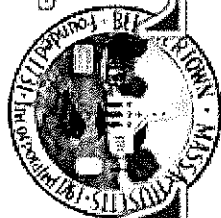
WARRANT: 1744

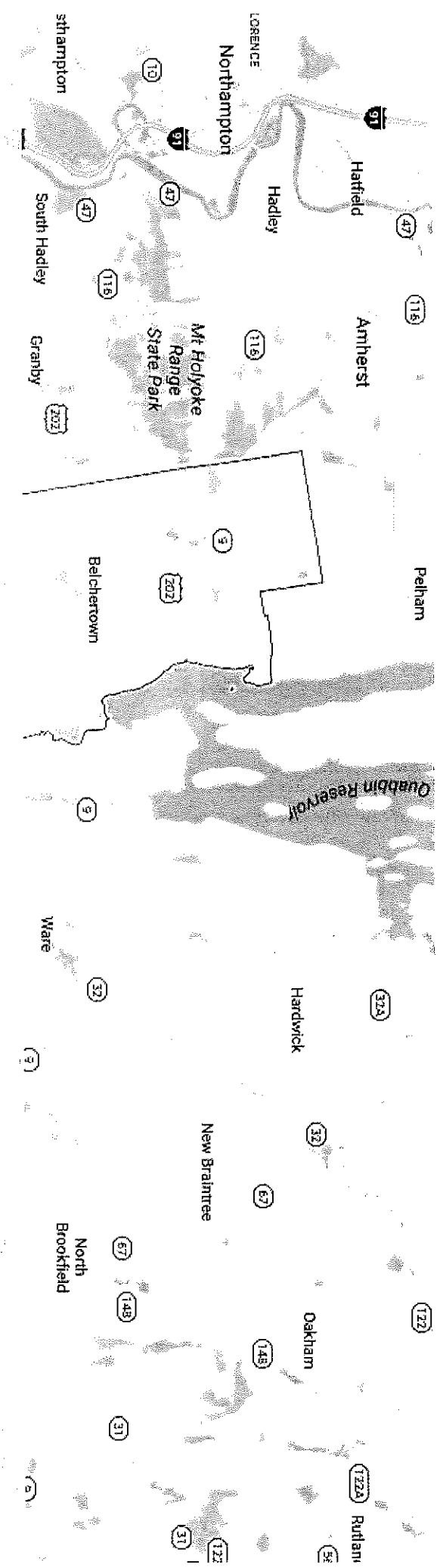
PAYROLL TYPE: REGULAR PR

CHECK DATE: 05/04/2017

PAY TYPE	HOURS	AMOUNT
100 REGULAR	22,061.00	655,304.14
150 PART TIME	727.75	14,765.53
250 RETROACTIVE	.00	77.73
280 LONGEVITY	2.00	1,750.00
300 SICK	378.50	13,102.81
400 VACATION	437.00	14,605.46
500 PERSONAL	122.00	4,631.83
600 BEREAVEMENT	2.50	34.11
700 ATHLETICS	1.00	107.96
705 CLASS COVRGE	46.00	1,200.00
710 SUBSTITUTE	382.75	7,494.15
711 LONG-TERM SU	8.00	1,749.52
714 CONTRACTED	43.75	1,807.88
715 CONVENOR	.00	192.31
717 INSERVICE TRAINING	45.00	1,350.00
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
820 FLOATING HOL	23.50	841.80
900 OFF DUTY WRK	16.50	495.00
970 TRAVEL	1.00	1,000.00
<b>TOTALS</b>	<b>24,508.25</b>	<b>723,335.30</b>

# BELLCHERTOWN *Public Schools*





We are a small town in western Massachusetts with a solid academic reputation. We do not have large companies in our area, but we do have excellent universities and hospitals nearby. Our region also has many new tech startups.



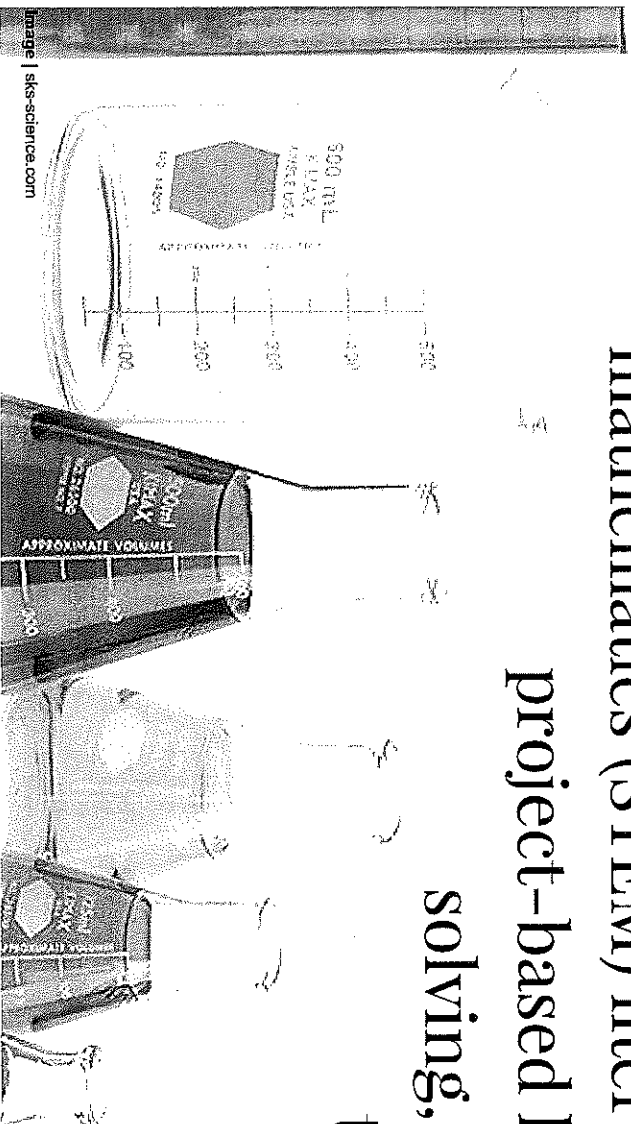


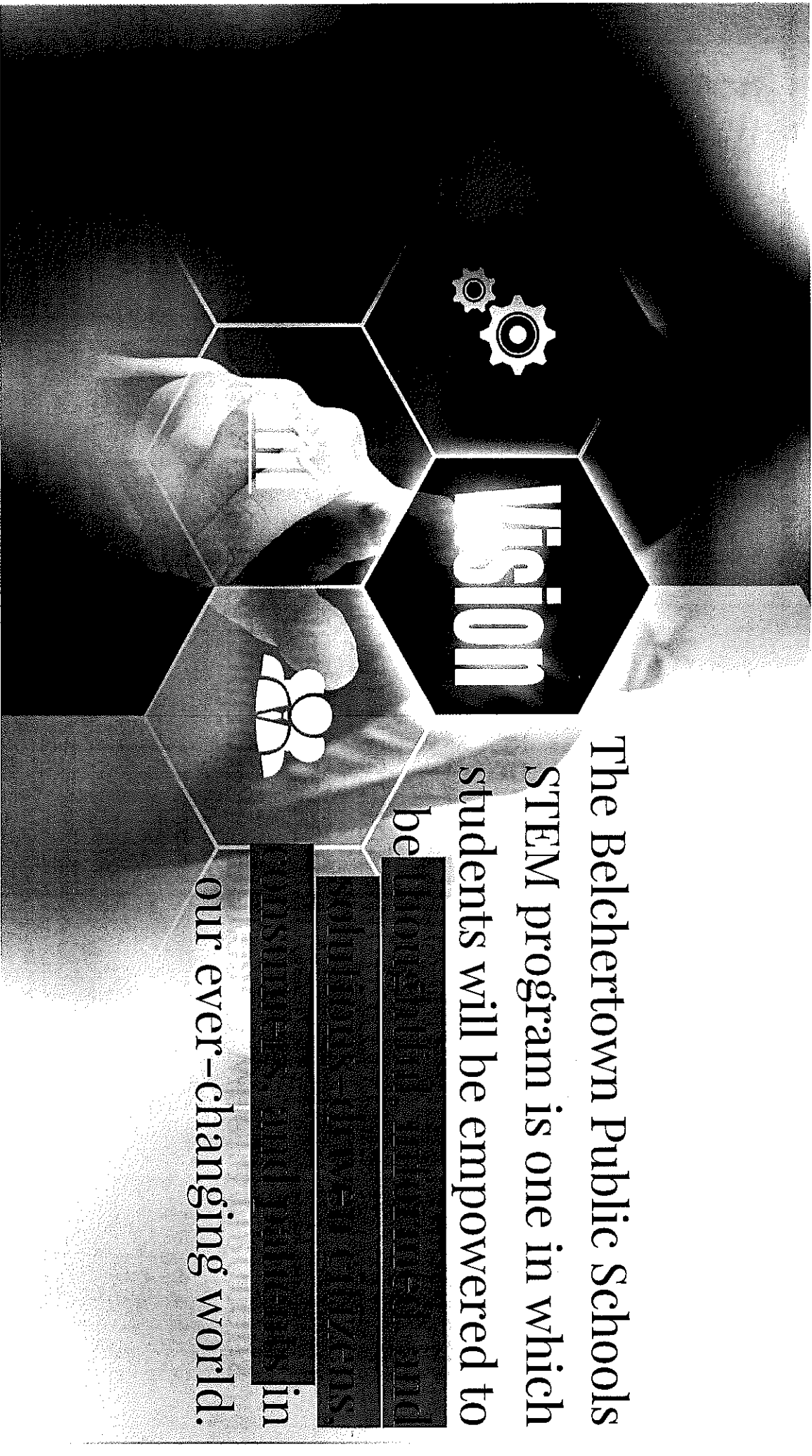
2500 students, 5 schools, with 3 of the 5 schools sharing an adjoining campus. A nearby lake enables pond study.

<p>A great start on <i>School Community &amp; Belonging</i></p> <p>Achievement/ Test scores</p> <p>Stable and dedicated staff</p> <p>Cross-grade partnerships</p>	<p><i>Problem-based Learning</i></p> <p><i>Essential Factors</i></p> <p>STF Curriculum Documents</p> <p>Tech/Engineering Coursework</p> <p>Achievement/ Test scores</p> <p>Technology</p>	<p><i>Problem-based Learning</i></p> <p><i>Rigorous Learning</i></p> <p>Lack of community/ business partnerships</p> <p>Proximity to Higher Ed</p>	<p>Budget</p> <p>Fixed Mindset</p> <p>Implementing PBL while preparing for MCAS</p> <p>“Educational Initiative” burnout</p>
<p><b>Strength</b></p>	<p><b>Weakness</b></p>	<p><b>Opportunity</b></p>	<p><b>Threat</b></p>

# STEM is...

...an innovative instructional approach where rigorous academic concepts in science, technology, engineering, and mathematics (STEM) literacy support: (1) real-world, project-based learning, (2) active problem solving, and (3) the development of thoughtful and empowered citizens.

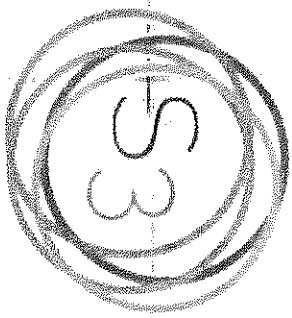




# Vision

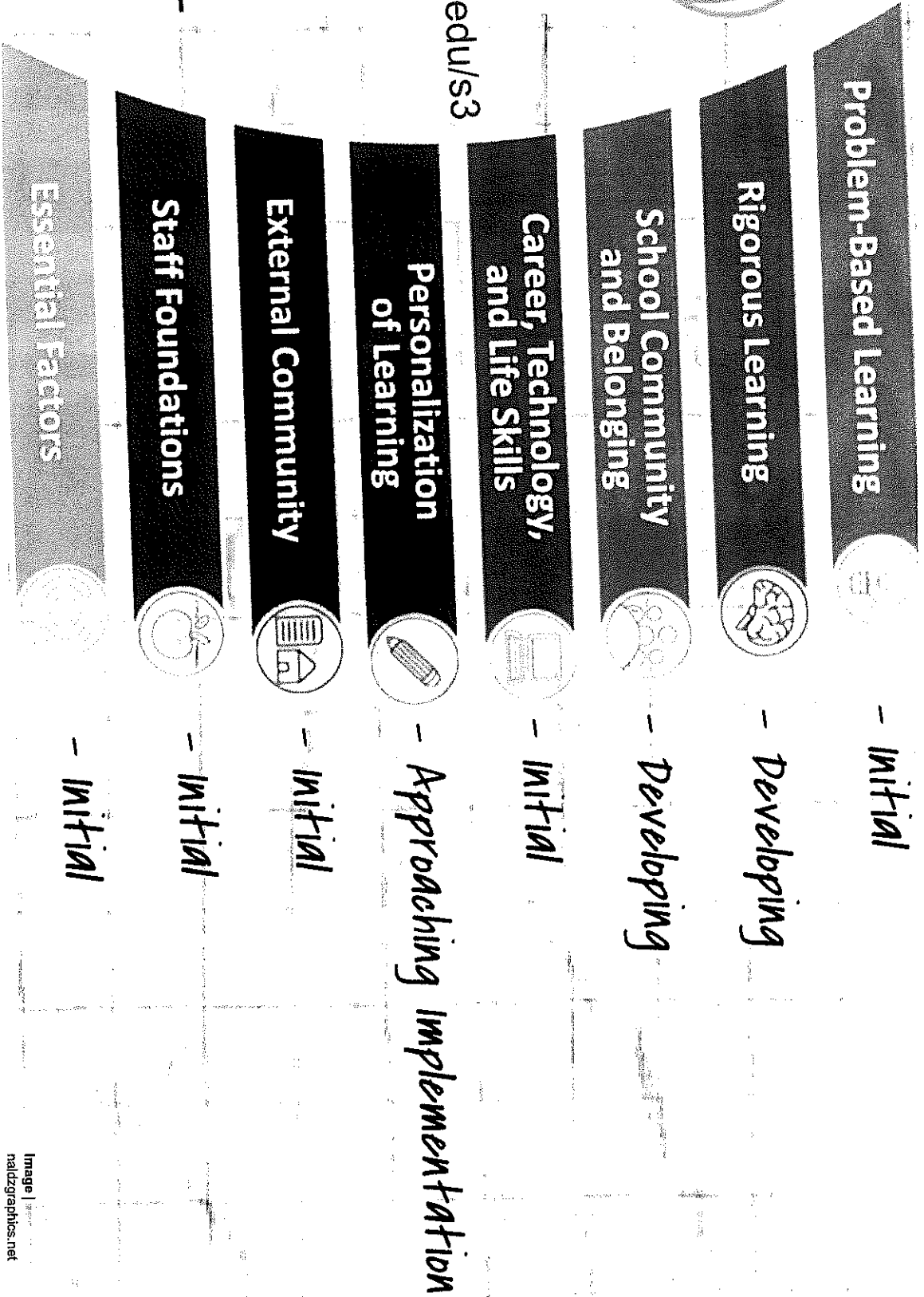
The Belchertown Public Schools  
STEM program is one in which  
students will be empowered to  
be innovative thinkers and  
solution-driven citizens.  
Business and professionals in  
our ever-changing world.





outlier.uchicago.edu/s3

# STEM SCHOOL STUDY



## Pillar 1:

### Rigorous, evidence-based teaching

*Educators will provide instruction and guidance to transform students into collaborative team members who can effectively communicate and utilize critical thinking skills to creatively solve problems.*

### Establish a Collaborative Culture

### § Problem-Based Learning

*Establish authentic relationships built on trust. Problem-based learning provides an opportunity for students to engage in real-world problem solving that promotes resilience and persistence.*

## Pillar 2:

### Community Integration

*Students will gain an awareness of the importance of their role as a community member as it relates to STEM careers. The community will be invited to participate in students' learning experience.*

## Pillar 3:

# Selected Outcomes

Pillar 1 Teachers are confident STEM educators and support their peers' professional development.

Pillar 2 Student teams contribute to solving problems based on community needs

Pillar 3 ...and see value in their efforts to help their local (and global) community.



## Short-Term

PK-6 Students and Teachers engage in science every day

## Mid-Term

Curriculum Guides highlight integrated STEM Units PK-12

## Long-Term

Students excel in STEM College/ Career fields

## Action Steps & Resources

STEM Coach, relevant professional development, PLCs

## Short-Term

Students and Teachers (PK-12) engage in meaningful, project-based learning

## Mid-Term

Curriculum Units promote interdisciplinary Community Service Learning projects

## Long-Term

Sustained district and community partnerships are focused on supporting STEM instruction

## Action Steps & Resources

STEM Advisory Board, teacher collaboration, Outreach Coord.

## Short-Term

Cross-grade  
partnerships  
promote student  
(and teacher) use of  
the School Garden

## Mid-Term

The Outdoor  
Classroom space is  
integral part of  
STEM teaching and  
learning

## Long-Term

School Garden  
contributes to  
cafeterias/food  
pantries/BPS School  
Farmers Market

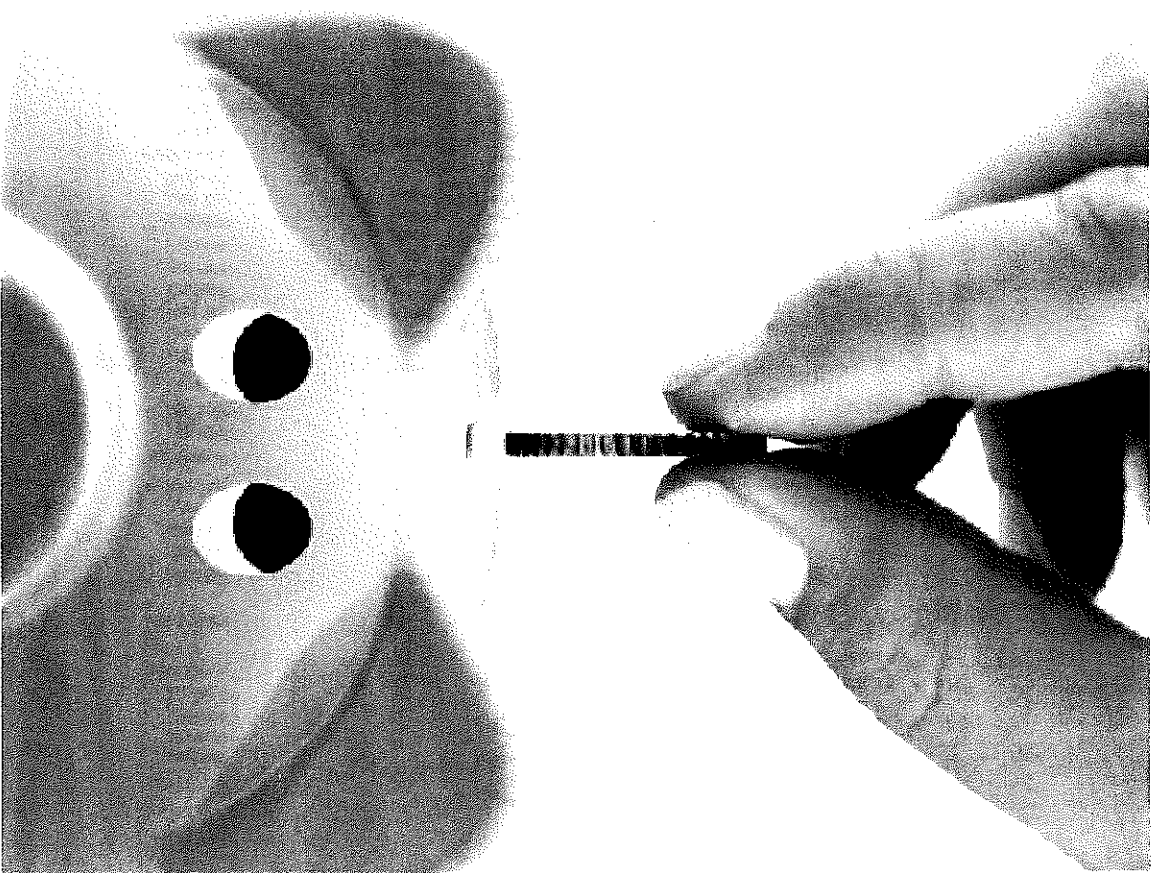
## Action Steps & Resources

Louise and Darryl, PTGO, staff, creative funding sources



# Budget Implications

- PD/Training
- Curriculum materials
- Additional staff
  - STEM Coach, Intern/Outreach Coordinator
- Time, time, time, time!





# Implementation Plan

- Merge WPI STEM Team and ST/E Curriculum Committee
  - STEM Liaisons to support implementation of updated MA Frameworks – district & classroom support
- STEM Professional Development
- Gauge student interest in STEM Pathways
- Establish STEM Advisory Board
  - Ask for help!





# Key Takeaways

1. STEM activities will help meet the 2016 ST/E Frameworks
2. Teacher/administrator PD will result in high impact STEM projects
3. STEM integration is a long term process – one (small) step at a time
4. Our students will be the big winners

**Thank You!**

## Report on MASC Day on the Hill, 2017

I travelled to the statehouse with a BHS student on 4/25 to hear from MASC, and to lobby our legislators. MASC advocated foundation budget reform as the main talking point. They also reminded us that asking for new funding (without a revenue source, or some other return) was unlikely to succeed. I emailed Rep Lee, Rep Petrolati, and Sen Lesser. The House was in session, so neither Rep was available to meet, but Sen Lesser invited me to come to his office.

My visit with Eric Lesser was brief, as he fit me in between a few appointments. We talked a bit about Ch 70 reform, and the concern is that the funding is not currently available to implement these changes. However, the Fair Share tax plan will be on the ballot next year - Eric (and many others in the legislature, I gather) view this new tax revenue as the essential piece for improved educational funding.

I will get back to him (actually, to his aide) about my perceived need to connect innovative teaching with technology use in schools. My view comes from UMass, where UMass is providing seed funding to induce faculty to adopt a few new teaching tools in their work. Their goal is to make teaching more efficient, and to meet the students where they are (and how they learn), by using some 'volunteer' faculty who will serve as early adopters.

If there were a way to model this approach for K-12, it could move districts closer to the model of 'technology use in every subject'. Based on the conversation at the 4-25 school committee meeting, our district may already be moving along this pathway.

Mike Knapp

# **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](mailto:kcoffin@belchertownps.org)

## Personnel Update – May 9, 2017

New Hires			
Name	Position	Building	Date
Maureen Martin	Temp. Food Service Prep & Recovery Worker	SRE	5/1/2017
Jessica Donais	Lunch/Recess Para	CHCS	TBD

New Resignations Announced			
Name	Position	Building	Date

New Retirements/Other Announced			
Name	Position	Building	Date

*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.*

## 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:

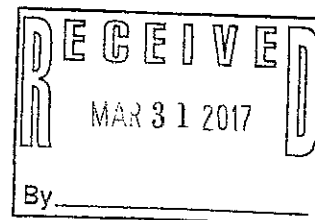
- A. Appropriate out-of-state or out-of-country safety and weather conditions for the field trip must exist;
- B. All students going on these field trips must have signed permission from their parents/guardians and signed required waiver forms (school issued, signed permission forms must be on file with 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



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 3/28/17)

Acknowledgement of Procedures: 3/22/17  
Date

[Signature]  
Teacher's Signature

Principal's Endorsement: 3/31/17  
Date

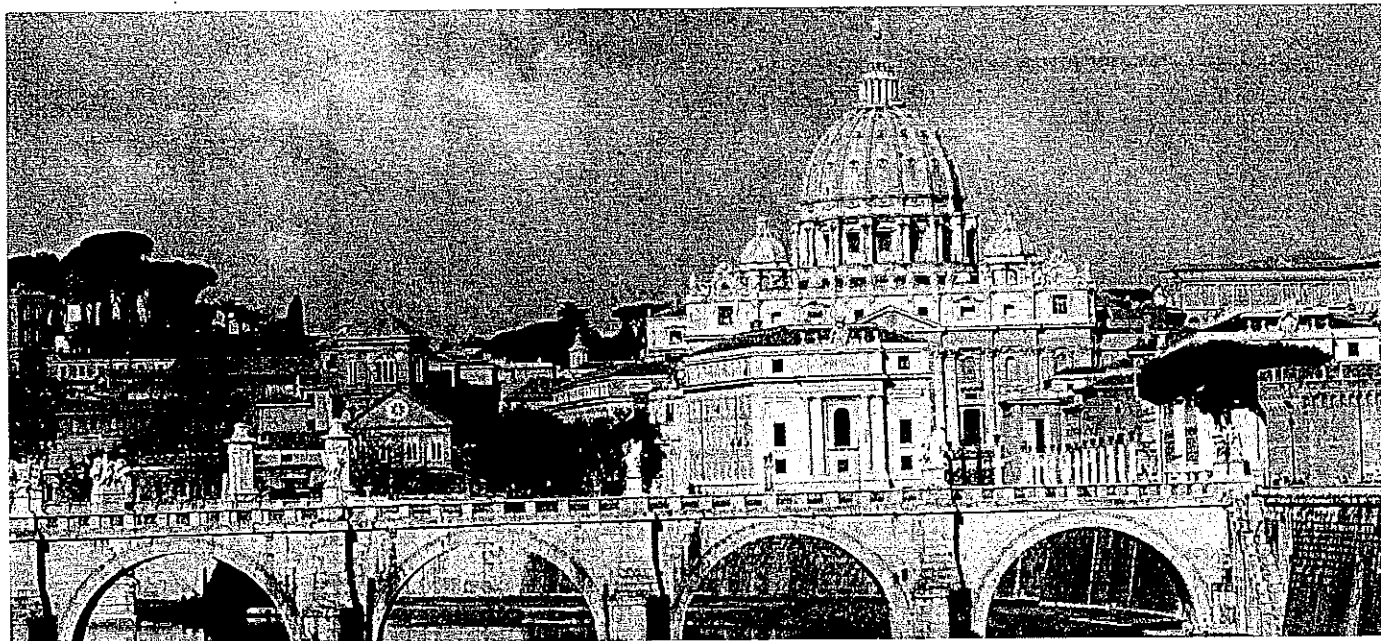
[Signature]  
Principal's Signature

Superintendent's Endorsement: \_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Signature

School Committee's Endorsement: \_\_\_\_\_  
Date

\_\_\_\_\_  
School Committee Chair's Signature



## Rome & Greece

[explorica.com/Howell-6996](http://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

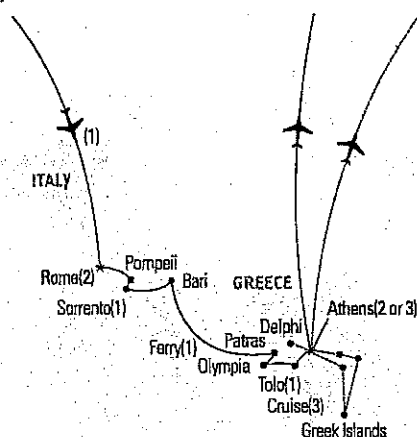
### Day 7 Tolo--Athens

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, Omonoia Square, Syntagma Square, 2004 Olympic site  
Athens city walk: Plaka district, Temple of Olympian Zeus, Hadrian's Arch  
Archeological 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](http://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](http://explorica.com/cfar).

Enroll online,  
by phone, or by mail

[explorica.com/Howell-6996](http://explorica.com/Howell-6996)

1.888.310.7121

Download and complete  
a paper application on  
[explorica.com/resources](http://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>)



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3/29/2017

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# XPLORIC

travel. learn.



Safety & Security Guide

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## 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

S

**SMS** Safety  
Measurement  
System

## 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 &amp; Safety Improvement Categories (BASICS)

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



Unsafe Driving



Not Public

Crash Indicator

Hours-of-  
Service  
ComplianceVehicle  
MaintenanceControlled  
Substances  
and AlcoholNot 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/>.





## Company Information and Safety

»All Tour Directors come highly recommended with at least 5 years work experience in the industry.

»Explorica has a \$50 million Liability Insurance Policy (see below). We can have the school information printed on the certificate before traveling.

»Explorica offers each traveler the option to purchase the Travel Protection Plan at \$12/day or \$18/day for the Travel Protection Plan Plus.

»We are a member of USTOA: United States Tour Operators Association \$1 Million Travelers Assistance Program. As an Active Member of USTOA, Explorica Inc., is required to post \$1 Million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of Explorica, Inc. customers in the unlikely event of Explorica, Inc. bankruptcy, insolvency or cessation of business. Further, you should understand that the \$1 Million posted by Explorica, Inc. may be sufficient to provide only a partial recovery of the advance payments received by Explorica, Inc. Complete details of the USTOA Travelers Assistance Program may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, or by email to [information@ustoa.com](mailto:information@ustoa.com) or by visiting their website at [www.USTOA.com](http://www.USTOA.com).

»In addition to the USTOA, Explorica is affiliated with the following notable organizations: Student Youth Travel Association (SYTA), National Tour Association (NTA), European Tour Operators Association (ETOA), Better Business Bureau (BBB), International Air Transportation Association (IATA), World Youth Student & Educational (WYSE) Travel Confederation, British Educational Travel Association (BETA)



## Liability Policy

To Whom It May Concern,

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

Explorica has a \$50 million liability policy with Zurich Insurance Group that protects 3rd parties and tour participants (students, teachers, chaperones) for injuries and damages resulting from Explorica's negligence. We know that school officials should not have to assume responsibility for the safety of their students while on tour, and with Explorica, they don't. Explorica has taken all precautions to best protect the students and other tour participants..

We of course share your concern for the students' safety and peace of mind. Our optional Cancel for Any Reason travel protection plan provides medical, baggage, and cancellation insurance coverage for our travelers. We also have a network of support staff in the United States as well as a 24-hour emergency service for groups and their families. We offer additional peace of mind for parents and friends of our travelers by providing an online "Tour Diary" that is updated with pictures and journal entries by the Tour Director throughout the trip. If you would like to discuss this matter further, we would be happy to speak with you at any time. Please call us at 1.888.310.7120.

Sincerely,  
Dan Kellerd  
Executive VP Operations



## Insurance Policy

### 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.

## Insurance Policy Cont.

### 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.



## Insurance Policy Cont.

### **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.

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 United States Fire Insurance Company, Morristown, NJ.

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