

Princeton Public Schools - ISD 477  
Tuesday, January 5, 2016 at 7:00 PM  
Regular School Board Meeting  
District Office Board Room

**OUR VISION**  
**NO BOUNDARIES TO LEARNING**

**OUR MISSION**  
**TO DEVELOP THE POTENTIAL IN EACH PERSON THROUGH ACADEMIC & EXTRA-CURRICULAR PROGRAMS**

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**1. PROCEDURAL ITEMS**

2. Call to Order and Pledge of Allegiance
3. Roll Call
4. Citizen Comments

**5. REPORTS**

- a. Board Members Committee Reports
- b. Student Council Report
- c. Superintendent Report

**6. APPROVE AGENDA**

**7. DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** 3

**8. CONSENT AGENDA**

*The consent agenda consists of non-controversial items that the Board adopts routinely without debate. Any single member may remove an item from consent agenda by requesting removal at the time the consent agenda is moved for adoption. The full text of items approved by consent may be found at the conclusion of the agenda.*

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- e. Care and Treatment Positions 15

**9. INFORMATION**

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<b>12. ADJOURN</b>	

**Call to order and Pledge of Allegiance**

The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the **17th day of December, at 7:00 p.m.** in the District Office Board Room.

Roll Call: Members Present: Deb Ulm, Howard Vaillancourt, Craig Johnson, Chad Young, Chuck Nagle and Eric Minks

Members Absent: Jeremy Miller

Truth and Taxation: Michelle Czech presented the truth and taxation levy proposal.

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, Director of Teaching and Learning Julie Williams, Director of Technology Eric Simmons

Student Council Representative: None

Citizen Comments: Elaine Phillippi had questions and concerns about the tax increase.

**REPORTS**

**Board committee meeting(s) and School Events each Board member attended.**

Howard Vaillancourt: Secretary Negotiations, Custodial Negotiations, Project Overview Meeting, Community Ed Advisory Meeting, Judge for Cheerleading Tryouts, Board Workshop

Craig Johnson: Board Workshop

Chad Young: Board Workshop, Oakland Board Meeting, Secretary Negotiations, Custodial Negotiations

Deb Ulm: Wellness Committee, Secretary Negotiations, Custodial Negotiations, Agenda Planning, POC and Board Workshop

Eric Minks: POC, Board Workshop

Superintendent Report: Julia Espe reported that she is still on track for her 200 classroom visits for this year, and is on par for her goal to post 10 posts on Facebook every week. Rick Kielty, who is one of the Superintendent interns, worked on getting the board policies and procedures aligned. A big thank you to Bremer Bank for donating the chairs for the board room.

**APPROVE AGENDA**

Motion made by Howard Vaillancourt and seconded by Craig Johnson, **to approve the agenda as**

presented. *Motion passed unanimously.*

**DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES**

Motion by Chad Young and seconded by Eric Minks, to **approve the November 17th, 2015 Regular Board meeting minutes as presented.** *Motion passed unanimously.*

**CONSENT AGENDA**

Motion made by Howard Vaillancourt and seconded by Chad Young, to **approve the consent agenda as presented:** Personnel, Gifts, Bills, Wire Transfers, Treasurer’s Report, Open Enrollment, Enrollment, Grant. *Motion passed unanimously.*

**INFORMATION**

**Class Size Report** – Julia Espe presented on the class size and class size guidelines. We are within the class size guidelines for all levels. This information can be located on the website, under board book.

**Facilities Report-** Keith Barlage presented on the ALC proposed buildings. Recommendation is to lease the dental office for the ALC building. Information can be located on the website.

**Technology Plan Proposal-** Eric Simmons reported on the technology plan proposal. Information can be located on the District Web site on the board book. He discussed what the technology plan would look like in the following year and the four year plan.

**Playground Proposal-** Julia Espe reported on the playground equipment proposal for the new Primary building. Greg Fink has been working with the company and the information can be located on our website.

**ACTION ITEMS**

**Levy** – Eric Minks made a motion to levy the total certified amount of \$6,948,426.87. Craig Johnson seconded the motion. Upon Roll call the following voted for: Howard Vaillancourt, Craig Johnson, Chad Young, Deb Ulm, Eric Minks. The following voted against: Chuck Nagle. *Motion passed 5:1.*

**Superintendent Evaluation** – Deb Ulm presented the Superintendent evaluation. Howard Vaillancourt made a motion to approve the superintendent’s evaluation. Eric Minks seconded the motion. *Motion passed unanimously.*

**ADJOURN** - Craig Johnson made a motion to adjourn the meeting. Meeting was adjourned at 8:20 p.m.

\_\_\_\_\_  
Chair Deb Ulm

\_\_\_\_\_  
Clerk Eric Minks

Recorder-Kari Plafcan

**1.05.15**

Name	Status	Job Title	Group	Replacing	Effective Date	Wage
Borich, John	Extra Duty	ATPPS-Technology Coach	PEA	N/A	9.8.15	\$700.00
Christensen, Wendy	Assignment Change	Food Server Plus-SE (additional shift)	Food Service	N/A	1.4.16	\$13.24
Christensen, Wendy	Assignment Change	FoodServer-SE	Food Service	N/A	1.4.16	\$12.74
Gray, Janet	New Hire	Food Server-NE	Food Service	LaDawn Kok	1.4.15	\$11.06
Majerus, Michelle	Extra Duty	ATPPS-Technology Coach	PEA	N/A	9.8.15	\$700.00
Ruschmeier, Karen	Assignment Change	Food Service Transfer from SE-MS	Food Service	N/A	1.4.16	
Sleeper, Cindy	Assignment Change	Going from a Temp position to Full time DCD Para	Para	N/A	1.4.16	13.50/Hr
Tigue, Michele	LOA	Elementary Teacher-SE	PEA	N/A	1.4.16-2.16.16	
Verke, Jordan	Resignation	SpEd Para-HS	Para	N/A	12.23.15	

PRINCETON PUBLIC SCHOOLS  
**ACCEPTANCE OF GIFTS FORM**

In compliance with school district Policy 706 (Acceptance of Gifts), this form must be completed for approval by the School Board before the district receives the gift or donation.

Please obtain Principal or Director signature prior to sending to board for approval.

Donor name: State Farm Ins - Curt VanDort

Description of gift: 3 - Winter survival kits

Pre-Condition, Condition, or Limitation on use:

How this gift specifically relates to the program or school: SADD will be having a "ARE YOU READY" for the winter weather activities, and these will be used for drawings to encourage students (in lunch) to think about road conditions & etc.

This gift meets all requirements of Policy 706

Accepted  Not Accepted

Justin Alderend  
Kevin Raabe Staff Name  
Date: 12/14/15  
Principal or Director

Accepted  Not Accepted

Julia Espe Date: 12/17/15  
Superintendent

Accepted  Not Accepted

\_\_\_\_\_  
School Board Chairperson Date: \_\_\_\_\_

Code Assigned: \_\_\_\_\_ Program Name \_\_\_\_\_

Routing:

Principal or Director (thank you note attached)

Business Services

Board Approval

Copy to Building

Revised: October 29, 2013

PRINCETON PUBLIC SCHOOLS  
**ACCEPTANCE OF GIFTS FORM**

In compliance with school district Policy 706 (Acceptance of Gifts), this form must be completed for approval by the School Board before the district receives the gift or donation.

Please obtain Principal or Director signature prior to sending to board for approval.

Donor name: Bremer Bank

Description of gift: Chairs for District office

Pre-Condition, Condition, or Limitation on use:

How this gift specifically relates to the program or school:

This gift meets all requirements of Policy 706

Accepted  Not Accepted \_\_\_\_\_ Date: \_\_\_\_\_  
Principal or Director Staff Name

Accepted  Not Accepted Julia Espe Date: 12.22.15  
Superintendent

Accepted  Not Accepted \_\_\_\_\_ Date: \_\_\_\_\_  
School Board Chairperson

Code Assigned: \_\_\_\_\_ Program Name \_\_\_\_\_

Routing:  
Principal or Director (thank you note attached)  Copy to Building   
Business Services

Board Approval

Revised: October 29, 2013

FUNDRAISING APPROVAL FORM

Date of fundraiser: <i>Dec. 16, 2015 - June 1, 2016</i>		Projected profit: <i>\$50 - \$2000</i>	Amount earned: <i>\$50 - \$5000 per request</i>	
Group or organization proposing the fundraiser: <i>Individual Teachers</i>			Item(s) being sold: <i>none</i>	
Company/organization supplying items to be sold: <i>Donors Choose, Org</i>				
The money raised will be used for: <i>Classroom instructional supplies for special projects</i>				
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.			Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:			Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.	<i>Students are not involved</i>		
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).			<i>NA</i>
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.			<i>NA</i>
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.		<i>NA</i>	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.			<i>NA</i>
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	<i>✓</i>		
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.			<i>NA</i>
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together.			<i>NA</i>
I have reviewed Policy #511 Fundraising and agree to its provisions:				
Date: <i>12-7-15</i>		Teacher/Sponsor Signature: <i>Bob Muckenbur</i>		
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED				
Date: <i>12-7-15</i>		Administrator Signature: <i>Bob Muckenbur</i>		
Date: <i>12.15.15</i>		Superintendent Signature: <i>Julia Espe</i>		
Date:		School Board Chair Signature:		

*see attached*



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TO: Princeton Public School School Board  
FROM: Barb Muckenhirn, HS Principal  
DATE: Dec. 7, 2015  
RE: Donors Choose Fundraiser Request

Explanation of Donors Choose:

Donors Choose is a an online charity that makes it easy for anyone to help students in need. Public school teachers post classroom project requests on the site, and people can give any amount to the project that they choose. The projects and teachers must meet the Donors Choice criteria.

When a project reaches its funding goal, the materials are shipped to the school. Teachers must send thank you letters and provide photos of the project taking place.

If a project is partially funded and the time allowed expires, donors get their donations returned. Therefore, not all projects get funded. Teachers who have projects that are funded receive materials, not monetary donations. Students are not involved in selling products for this fundraiser. Some of the projects listed below may not be funded or approved for funding through the Donors Choose program.

On Dec. 4, 2015, teachers at Middle School and the High School received training on how to apply for projects to be funded by Donors Choose. Ms. Czech indicated that one fundraiser request is sufficient for the remainder of this year in lieu of multiple teachers submitting requests.

Those listed below are requesting approval to participate and are included on this fundraising approval request.

Sara Beck, Special Education

- field trip for end of each trimester as incentive for students with IEP

Ingeri Milam, Science

- field trip to Valley Fair for calculus and physics students



-field trip to SCSU for chemistry students

Lori Johnstone, Art

- Ipeve Ziggi-HD doc camera for jewelry demonstrations

Susan Enright, Art

- two computer draw pads that attach to MAC computers to use with photoshop software (Intuos Draw Creative Small Pen Tablet)

Mark Potvin, Music

- recording system to mount in classroom as means of providing instantaneous opportunities for feedback to students to improve their self-monitoring and reflection

-large mirror for use in classroom for students to monitor body alignment while engaged in singing

-four moving head spotlights to expand available lighting for presentations (curricular music concerts, drama classes, lectures, extra-curricular productions, etc.)

Sarah Durch, FACS

- Chef coats for FACS students

Lisa Esterberg, Science

- models and/or dissecting specimens for anatomy

Heather Kociemba, PASS

- Biggest Learner Competition incentive prizes

Larissa Bell, English

- Native American based children's books for models

Jean Roof, Special Education Transition



PRINCETON PUBLIC SCHOOLS  
INDEPENDENT SCHOOL DISTRICT NO. 477  
706 First Street, Princeton, MN 55371  
763.389.2422 isd477.org  
*Barb Muckenhirn, Principal; 763-389-6010*

- iPads for student use in Transition program

Katie Lehmann, Science

-supplies for lab/activity to compare/contract types of rocks and the different categories of rocks

**CHANGE ORDER REQUESTS**

	<b>ADD</b>	<b>DESCRIPTION</b>
W. Gohman Construction	\$5,500.00	Cost to place and finish the chiller pad

<b>DEDUCT</b>	<b>DESCRIPTION</b>	<b>TOTAL CHG ORDER</b>
		\$5,500.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00

**PRINCETON PUBLIC SCHOOLS  
REQUEST TO ADD PROGRAM, POSITION, ACTIVITY TO BUDGET**

**ADMINISTRATOR REQUESTING & BUILDING:**

Erin Dohrmann, Special Education Coordinator

**PROGRAM, POSITION, ACTIVITY:**

Care & Treatment Teacher

**RATIONALE:**

Five students are currently enrolled in the elementary sections and after the new year there will be an additional 2-3 students. There are nine students currently in the 7th-12th grade group and after the new year there will be an additional 2-3 students. The classroom teacher provides 600 minutes of instruction each day. Each of the students in the program have significant health issues that require a very small ratio to teacher. It had been determined that the groups need to be further divided in order to increase student engagement and academic progress.

**EXPENSES ASSOCIATED WITH REQUEST:**

- |                     |                 |
|---------------------|-----------------|
| • Wages:\$47,784    | Supplies:       |
| • Benefits:\$15,800 | Travel:         |
| • Other:            | Total: \$63,584 |

**REVENUES ASSOCIATED WITH REQUEST:**

- |   |            |
|---|------------|
| • Enrollment:   | Gate Fees: |
| • Student Fees:   | Grants:    |
| • Other: This is a program in which we will bill out to other districts for accessing it based on Pupil Unit use. |            |

**OTHER REDUCTIONS ASSOCIATED WITH REQUEST: (example: staffing, shift in programming, supplies)**

N/A

**SUSTAINABILITY PLAN:**

Care and Treatment operates a little bit differently in that we are able to charge back the costs to the districts using the program including indirect costs. We are still responsible for our students costs in which we receive state aid.

**ROUTE TO SUPERINTENDENT**

**Office Use Only:**

**Finance Meeting: 01.06.16**

**Board Meeting: 01.06.16**

**PRINCETON PUBLIC SCHOOLS  
REQUEST TO ADD PROGRAM, POSITION, ACTIVITY TO BUDGET**

**ADMINISTRATOR REQUESTING & BUILDING:**

Erin Dohrmann, Special Education Coordinator

**PROGRAM, POSITION, ACTIVITY:**

Care & Treatment Para-Professional

**RATIONALE:**

Five students are currently enrolled in the elementary sections and after the new year there will be an additional 2-3 students. There are nine students currently in the 7th-12th grade group and after the new year there will be an additional 2-3 students. The Para will function as a program para supporting both special ed and general ed students. The Para will provide academic support, administer medications, complete data collection and provide behavioral redirection. The additional support will offer more opportunities for program improvement.

**EXPENSES ASSOCIATED WITH REQUEST:**

- Wages:\$25,117      Supplies:
- Benefits:\$9,234      Travel:
- Other:                      Total: \$34,351

**REVENUES ASSOCIATED WITH REQUEST:**

- Enrollment:                      Gate Fees:
- Student Fees:                      Grants:
- Other: This is a program in which we will bill out to other districts for accessing it based on Pupil Unit use.

**OTHER REDUCTIONS ASSOCIATED WITH REQUEST: (example: staffing, shift in programming, supplies)**

N/A

**SUSTAINABILITY PLAN:**

Care and Treatment operates a little bit differently in that we are able to charge back the costs to the districts using the program including indirect costs. We are still responsible for our students costs in which we receive state aid.

**ROUTE TO SUPERINTENDENT**

**Office Use Only:**

**Finance Meeting: 01.06.16**

**Board Meeting: 01.06.16**



*Barbara Muckenhirn, Principal* 763.389.6011

*Emorie Colby, Assistant Principal* 763.389.6015

*Darin Laabs, Assistant Principal/Activities Director* 763.389.6047

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TO: Julie Williams, Director of Teaching and Learning

CC:

FROM: Barb Muckenhirn, High School Principal

DATE: Dec. 15, 2015

RE: Program of Studies Changes

There are no new course proposals for the 2016-2017 school year to include in this memo. We continue working with our post-secondary institutions to add College in the Schools (CIS) courses. As per board approval in 2014, CIS and AP courses may be added as approval is acquired from various colleges and the College Board. Those approvals and opportunities are not predictable and the board flexibility on this issue continues to be appreciated.

The following section is a list of the significant changes in the Registration Guide/Program of Studies for the 2016-2017 school year. It does not include incidental typing errors or clarification of state statute or program regulations sent forth from MDE that may need to be added during final revision of the Registration Guide.

Also not included in this memo are changes made by administrative decisions needed as a result of staffing changes and student selection.

#### **SIGNIFICANT CHANGES IN THE REGISTRATION GUIDE**

##### **1. ADDITIONAL COLLEGE CREDIT AVAILABILITY**

- a. SCSU College Credit for Spanish Now Available
- b. SCSU College Credit for German Now Available

Approval was granted for these courses in July and Spanish III and German III are currently available to students for college credit. We are expecting approval for Spanish IV and German IV yet this year.

##### **2. MINOR NAME OR COURSE DESCRIPTION CHANGES**

- a. Journalism will change to Yearbook Publications  
This provides a more accurate description to students of what the course entails.
- b. Welding IV will change to Advanced Welding
- c. Welding III is Welding for Projects  
Welding III and IV already could be taken in either order and this will help students understand the courses.

##### **3. 9<sup>th</sup> GRADE SEMINAR**

This is a credit-bearing course that has been in place for several years as part of the Response to Intervention program. It has not been in the registration guide because it is not always run, there is not always staffing available and because students don't register for it as a choice. Students are identified by guidance staff using selection criteria. This will not be included in the guide as we have put more structure and criteria in place for the course and we want to communicate this opportunity.

## MEMORANDUM

**TO:** Julie Williams, Director of Teaching and Learning  
School Board Curriculum Committee

**FROM:** Barb Muckenhirn, High School Principal

**DATE:** Nov. 19, 2015

**RE:** Weighted Grades

### A. Introduction

The purpose of this memo is to summarize information related to weighing grades.

What we have learned in general about schools in Minnesota that weight grades is that:

- some weight grades, some don't -- it's unclear what percentage does what
- some weight only AP or IB courses
- some weight AP and CIS courses
- some weight AP, CIS and Honors courses
- few, if any, weight PSEO or online courses
- many colleges un-weight GPA

### B. Prevalent Pro and Con Viewpoints

#### Pros

- The primary rationale for weighting grades is to encourage students to take challenging advanced courses. Offering the opportunity for students to earn higher than a 4.0 can entice a student to take a class in which they may not anticipate earning their usual "A", but that they *should* take to prepare themselves for the rigor of college.
- Weighted grades are also seen as a reward for students who choose to take rigorous classes. A 'B' in College English can still earn 4 points for a GPA when the school uses a 5.0 scale for weighted grades.
- It is possible that weighted grades may assist in distinguishing between very high achieving students, helping to alleviate multiple valedictorians or reducing the number. It may also ensure that students who take less challenging courses do not become valedictorian.

#### Cons

- Weighted grades may discourage students from taking non weighted classes that are valuable (such as music, art, and technology) in order to protect their class rank.
- If some courses are weighted, a student who has above a 4.0 will have their GPA drop if they take a non-weighted course because averaging in any additional grade (on a 4.0 scale) will lower it. Example: Bob and Bill both start the year with a 4.2, and have the same schedule all year--except Bob takes a 0 hour art class that isn't weighted one term while Bill sleeps in during 0 hour. If they each earn straight 'A's all year, Bob's 4.0 "A" will drop his total GPA.

- A student who doesn't elect to take weighted classes that are offered could result in a negative review of their transcript for colleges even if he or she has a high GPA. For instance, a student who takes as many classes in the technology field as possible may seem less willing to take challenges because there are fewer weighted classes on his/her transcript.
- Weighted grades could allow students to feel they don't need to work as hard for an "A" because a "B" earns them the same as an "A" in other classes.

### **Important Considerations**

- Colleges are reporting less interest in class rank, and more interest in the courses students choose to take in high school. Many colleges that PHS sends transcripts to ask the high school counselors to revert a weighted scale back into a 4.0 scale.
- Setting criteria for determining how and which classes are weighted is critical. If this system is adopted partly with the college admissions eye in mind, we should be careful to not overuse the weighted grade.
- Many high schools that weight grades only award this incentive to AP and in-house college courses, not those taken at PSEO sites. This is done to encourage students to remain at the high school.
- Keep it simple! Set up the system so it is easy for students, parents, colleges and staff to understand how to convert back to a 4.0 scale
- If the district changes the method of weighing grades, it should be noted that:
  - we would likely need to calculate GPA on both a 4.0 and 5.0 scale as many colleges request that information
  - policy 550: Academic Recognition Programs would need to be altered as well as handbooks and registration guides

### **C. Recommendations**

- Continue to use 4.0 scale
- Continue to build AP and CIS programming and encourage student enrollment
- Revise Policy 550 (Academic Recognition Programs)

### **D. Recommended Policy 550 Revision**

#### Current HS Recognition Included in Policy:

1. School Board Scholars
2. Honors ((eliminate)
3. Special Honors (eliminate)
4. Valedictorian and Salutatorian (eliminate)

#### Recommended Revision:

1. School Board Scholars - (Continue same as current policy)
2. Principal's List - (add to policy) - certificate for students earning 4.000 in any trimester

3. A Honor Roll - (add to policy) - certificate for students earning 3.500 - 4.000 in any trimester
4. B Honor Roll (add to policy) - certificate for students earning 3.000 - 3.499 in any trimester
5. Graduating With Honors
  - a. Summa Cum Laude (3.900-4.000) Gold Cord
  - b. Magna Cum Laude (3.700-3.899) Red Cord
  - c. Cum Laude (3.500-3.699) White Cord
6. Other Graduation Recognition
  - a. Military Enlisted - Red, White and Blue Cord
  - b. NHS Member - Royal Blue

# Princeton Public Schools Instructional Technology Plan 2017-2020 - Proposal

## Proposed Instructional Technology Plan

### 2017 Instructional Technology

Student Access (1:1)

Teacher support (Professional Development)

Staff Laptops

Staff Choice for Mobile Device

Audio Enhancement Systems

Maintain Classroom Technologies

Battery-backup power for our network

Phone System Replacement - VoIP Phone communication system

District wide

Phone system - complete overhaul to move from analog to VoIP (Network-based) phone system.

\$248,000 \*Planning to come out of Assigned Building Fund

### 2017 TOTAL

### 2018 Instructional Technology

Student Access (1:1)

Teacher support (Professional Development)

Expand wireless coverage & software updates to infrastructure, servers & systems

Interactive Whiteboards (SMART Boards)

Learning Management System

Staff Laptops

Staff Choice for Mobile Device

Audio Enhancement Systems

Maintain Classroom Technologies

Update internet filtering and network server for faster access

### 2018 Total

### 2019

Student Access (1:1)

Teacher support (Professional Development)

Expand wireless coverage & software updates to infrastructure, servers & systems

Interactive Whiteboards (SMART Boards)

Learning Management System

Staff Laptops

[Staff Choice for Mobile Device](#)  
[Audio Enhancement Systems](#)  
[Maintain Classroom Technologies](#)

[2019 Total](#)

[2020 Instructional Technology](#)

[Student Access \(1:1\)](#)  
[Teacher support \(Professional Development\)](#)  
[Expand wireless coverage & software updates to infrastructure, servers & systems](#)  
[Interactive Whiteboards \(SMART Boards\)](#)  
[Learning Management System](#)  
[Staff Laptops](#)  
[Staff Choice for Mobile Device](#)  
[Audio Enhancement Systems](#)  
[Maintain Classroom Technologies](#)

[2020 Total](#)

## Proposed Instructional Technology Plan

# 2017 Instructional Technology

## 1 Student Access (1:1)

	2017	2018	2019	2020
Grades 3,6,7,9	<b>1:1 Year 1 - 1st year with devices - possibility of keeping devices in classroom instead of sending home as grade levels plan. Planning and professional development for 1:1 instruction.</b>	1:1 Year 2 (send home or in classroom)	1:1 Year 3	1:1 year 4 - Review and plan for device refresh
Grades 4,8,10	Year 0: Curriculum, instruction & design planning for 1st year of device implementation	<b>1:1 Year 1</b>	1:1 Year 2	1:1 Year 3
Grades 5,11,12	Curriculum, instruction & design planning for 1st year of device implementation	Year 0: Curriculum, instruction & design planning for 1st year of device implementation	<b>1:1 Year 1</b>	1:1 Year 2
Grades Pre-K, K, 1, 2	<b>2 mobile carts per grade level (1 additional mobile cart)</b>	<b>3 mobile carts per grade level (1 additional mobile cart)</b>	TBD	TBD
Device Purchase Price	\$287,304.91	\$287,304.91	\$273,554.91	\$273,554.91
7 % added for breakage, repair, infrastructure, future unknown costs	\$20,111.34	\$20,111.34	\$19,148.84	\$19,148.84
<b>TOTAL Device Purchase and Maintenance</b>	<b>\$307,416.25</b>	<b>\$307,416.25</b>	<b>\$292,703.75</b>	<b>\$292,703.75</b>

### Teacher support (Professional Development)

Professional Development Costs for 1st Year Implementation (5 Days digital learning PD over summer)

## 2 Staff Laptops

Replace staff computers on a five (5) year rotation. Laptop: Macbook Air or equivalent (cost similar for desktop replacement)  
\$95,700

3	<b>Staff Choice for Mobile Device</b> Update staff mobile devices every four (4) years. Choice between iPad, Chromebook, (comparable?). \$23,500	
4	<b>Audio Enhancement Systems</b> Implement audio enhancement systems across the district in all classrooms Average Life ~12 years \$21,900	
5	<b>Maintain Classroom Technologies</b> Projectors (or large LCD TVs in the future?) Average Life 7 years \$12,000	
6	<b>Battery-backup power for our network</b> The installation of the wireless network did not include upgrading battery backup systems to support the additional power in each school building. Ensuring that Princeton's core network is operable will include looking at installing up-to-date battery backup systems. \$9,600	
7	<b>Phone System Replacement - VoIP Phone communication system</b> District wide Phone system - complete overhaul to move from analog to VoIP (Network-based) phone system. \$248,000 *Planning to come out of Assigned Building Fund	
	<p style="text-align: right;"><b>2017 TOTAL</b> (minus \$248,000 phone project = \$470,120)</p>	\$718,000
<b>2018 Instructional Technology</b>		

1 Student Access (1:1)		2017	2018	2019	2020
Grades 3,6,7,9	<b>1:1 Year 1 - 1st year with devices - possibility of keeping devices in classroom instead of sending home as grade levels plan. Planning and professional development for 1:1 instruction.</b>		1:1 Year 2 (send home or in classroom)	1:1 Year 3	1:1 year 4 - Review and plan for device refresh
Grades 4,8,10	Year 0: Curriculum, instruction & design planning for 1st year of device implementation		<b>1:1 Year 1</b>	1:1 Year 2	1:1 Year 3
Grades 5,11,12	Curriculum, instruction & design planning for 1st year of device implementation		Year 0: Curriculum, instruction & design planning for 1st year of device implementation	<b>1:1 Year 1</b>	1:1 Year 2
Grades Pre-K, K, 1, 2	<b>2 mobile carts per grade level (1 additional mobile cart)</b>		<b>3 mobile carts per grade level (1 additional mobile cart)</b>	TBD	TBD
Device Purchase Price		\$287,304.91	\$287,304.91	\$273,554.91	\$273,554.91
7 % added for breakage, repair, infrastructure, future unknown costs		\$20,111.34	\$20,111.34	\$19,148.84	\$19,148.84
<b>TOTAL Device Purchase and Maintenance</b>		<b>\$307,416.25</b>	<b>\$307,416.25</b>	<b>\$292,703.75</b>	<b>\$292,703.75</b>
Teacher support (Professional Development)					
Professional Development Costs for 1st Year Implementation (5 Days digital learning PD over summer)					
2	<b>Expand wireless coverage &amp; software updates to infrastructure, servers &amp; systems</b> Continue to update wireless network software & hardware, expand support systems as additional bandwidth is needed. \$13,000				
3	<b>Interactive Whiteboards (SMART Boards)</b> Replace Primary and Intermediate SMART Boards every 10 years. Does not include expanding into Secondary - Do we want to expand use of SMART Boards in Secondary?				

	Replacement Interactive Whiteboard: SMART Interactive Flat Panel (no projector needed) \$39,600	
4	<b>Learning Management System</b> To extend our connections to the classroom and provide a formal online place for teachers and students to collaborate and connect, a learning management system (LMS) will help students access curriculum content and work through online problems. (Schoolology.com, Moodle or other) \$18,000	
5	<b>Staff Laptops</b> Replace staff computers on a five (5) year rotation. Laptop: Macbook Air or equivalent (cost similar for desktop replacement) \$95,700	
6	<b>Staff Choice for Mobile Device</b> Update staff mobile devices every four (4) years. Choice between iPad, Chromebook, (comparable?). \$23,500	
7	<b>Audio Enhancement Systems</b> Implement audio enhancement systems across the district in all classrooms. Average Life ~12 years \$21,900	
8	<b>Maintain Classroom Technologies</b> Projectors (or large LCD TVs in the future?). Average Life 7 years \$12,000	
9	<b>Update internet filtering and network server for faster access</b> New primary server to be located on-site for Princeton schools (currently using shared server through ECMECC cooperative) \$21,000	
	<b>2018 Total</b>	\$552,000
	<b>2019</b>	

## 1 Student Access (1:1)

	2017	2018	2019	2020
Grades 3,6,7,9	<b>1:1 Year 1 - 1st year with devices - possibility of keeping devices in classroom instead of sending home as grade levels plan. Planning and professional development for 1:1 instruction.</b>	1:1 Year 2 (send home or in classroom)	1:1 Year 3	1:1 year 4 - Review and plan for device refresh
Grades 4,8,10	Year 0: Curriculum, instruction & design planning for 1st year of device implementation	<b>1:1 Year 1</b>	1:1 Year 2	1:1 Year 3
Grades 5,11,12	Curriculum, instruction & design planning for 1st year of device implementation	Year 0: Curriculum, instruction & design planning for 1st year of device implementation	<b>1:1 Year 1</b>	1:1 Year 2
Grades Pre-K, K, 1, 2	<b>2 mobile carts per grade level (1 additional mobile cart)</b>	<b>3 mobile carts per grade level (1 additional mobile cart)</b>	TBD	TBD
Device Purchase Price	\$287,304.91	\$287,304.91	\$273,554.91	\$273,554.91
7 % added for breakage, repair, infrastructure, future unknown costs	\$20,111.34	\$20,111.34	\$19,148.84	\$19,148.84
<b>TOTAL Device Purchase and Maintenance</b>	<b>\$307,416.25</b>	<b>\$307,416.25</b>	<b>\$292,703.75</b>	<b>\$292,703.75</b>

## Teacher support (Professional Development)

Professional Development Costs for 1st Year Implementation (5 Days digital learning PD over summer)

## 2 Expand wireless coverage &amp; software updates to infrastructure, servers &amp; systems

Continue to update wireless network software & hardware, expand support systems as additional bandwidth is needed.

	\$13,000	
<b>3</b>	<b>Interactive Whiteboards (SMART Boards)</b> Replace Primary and Intermediate SMART Boards every 10 years. Does not include expanding into Secondary - Do we want to expand use of SMART Boards in Secondary? Replacement Interactive Whiteboard: SMART Interactive Flat Panel (no projector needed) \$39,600	
<b>4</b>	<b>Learning Management System</b> To extend our connections to the classroom and provide a formal online place for teachers and students to collaborate and connect, a learning management system (LMS) will help students access curriculum content and work through online problems. (Schoolology.com, Moodle or other) \$18,000	
<b>5</b>	<b>Staff Laptops</b> Replace staff computers on a five (5) year rotation. Laptop: Macbook Air or equivalent (cost similar for desktop replacement) \$95,700	
<b>6</b>	<b>Staff Choice for Mobile Device</b> Update staff mobile devices every four (4) years. Choice between iPad, Chromebook, (comparable?). \$23,500	
<b>7</b>	<b>Audio Enhancement Systems</b> Implement audio enhancement systems across the district in all classrooms. Average Life ~12 years \$21,900	
<b>8</b>	<b>Maintain Classroom Technologies</b> Projectors (or large LCD TVs in the future?). Average Life 7 years \$12,000	
	<b>2019 Total</b>	\$516,00
<b>2020 Instructional Technology</b>		

1 Student Access (1:1)

	2017	2018	2019	2020
Grades 3,6,7,9	<b>1:1 Year 1 - 1st year with devices - possibility of keeping devices in classroom instead of sending home as grade levels plan. Planning and professional development for 1:1 instruction.</b>	1:1 Year 2 (send home or in classroom)	1:1 Year 3	1:1 year 4 - Review and plan for device refresh
Grades 4,8,10	Year 0: Curriculum, instruction & design planning for 1st year of device implementation	<b>1:1 Year 1</b>	1:1 Year 2	1:1 Year 3
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7 % added for breakage, repair, infrastructure, future unknown costs	\$20,111.34	\$20,111.34	\$19,148.84	\$19,148.84
<b>TOTAL Device Purchase and Maintenance</b>	<b>\$307,416.25</b>	<b>\$307,416.25</b>	<b>\$292,703.75</b>	<b>\$292,703.75</b>

Teacher support (Professional Development)

Professional Development Costs for 1st Year Implementation (5 Days digital learning PD over summer)

	2017	2018	2019	2020
<b>Professional Development Costs for 1st year implementation (5 days digital learning PD)</b>	<b>\$203,780.77</b>	<b>\$152,835.58</b>	<b>\$152,835.58</b>	<b>\$152,835.58</b>

Total: \$445,500

2	<p><b>Expand wireless coverage &amp; software updates to infrastructure, servers &amp; systems</b> Continue to update wireless network software &amp; hardware, expand support systems as additional bandwidth is needed. \$13,000</p>	
3	<p><b>Interactive Whiteboards (SMART Boards)</b> Replace Primary and Intermediate SMART Boards every 10 years. Does not include expanding into Secondary - Do we want to expand use of SMART Boards in Secondary? Replacement Interactive Whiteboard: SMART Interactive Flat Panel (no projector needed) \$39,600</p>	
4	<p><b>Learning Management System</b> To extend our connections to the classroom and provide a formal online place for teachers and students to collaborate and connect, a learning management system (LMS) will help students access curriculum content and work through online problems. (Schoolology.com, Moodle or other) \$18,000</p>	
5	<p><b>Staff Laptops</b> Replace staff computers on a five (5) year rotation. Laptop: Macbook Air or equivalent (cost similar for desktop replacement) \$95,700</p>	
6	<p><b>Staff Choice for Mobile Device</b> Update staff mobile devices every four (4) years. Choice between iPad, Chromebook, (comparable?). \$23,500</p>	
7	<p><b>Audio Enhancement Systems</b> Implement audio enhancement systems across the district in all classrooms. Average Life ~12 years \$21,900</p>	
8	<p><b>Maintain Classroom Technologies</b> Projectors (or large LCD TVs in the future?) Average Life 7 years. \$12,000</p>	
	<b>2020 Total</b>	\$516,000



# 2017-2020 Instructional Technology Plan - Proposal

**Eric Simmons, Director of Technology  
Princeton Public Schools**



## Strategic Plan Goal 4

# Guarantee creative & relevant digital learning opportunities

- Assess current instructional and technical support infrastructures.
- **Align district and building resources and leadership to drive digital-age classroom instruction.**
- Provide all teachers with anywhere, just-in-time learning, differentiated to meet every need.

	2017	2018	2019	2020
Grades 3,6,7,9	<b>1:1 Year 1 - 1st year with devices - possibility of keeping devices in classroom instead of sending home as grade levels plan. Planning and professional development for 1:1 instruction.</b>	1:1 Year 2 (send home or in classroom)	1:1 Year 3	1:1 year 4 - Review and plan for device refresh
Grades 4,8,10	Year 0: Curriculum, instruction & design planning for 1st year of device implementation	<b>1:1 Year 1</b>	1:1 Year 2	1:1 Year 3
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<b>TOTAL Device Purchase and Maintenance</b>	<b>\$307,416.25</b>	<b>\$307,416.25</b>	<b>\$292,703.75</b>	<b>\$292,703.75</b>

1:1 Student Access	2017
Grades 3,6,7,9	<b>1:1 Year 1 - 1st year with devices - possibility of keeping devices in classroom instead of sending home as grade levels plan. Planning and professional development for 1:1 instruction.</b>
Grades 4,8,10	Year 0: Curriculum, instruction & design planning for 1st year of device implementation
Grades 5,11,12	Curriculum, instruction & design planning for 1st year of device implementation
Grades Pre-K, K, 1, 2	<b>2 mobile carts per grade level (1 additional mobile cart)</b>
	ADM per grade (K-12) = Average 247
Device Purchase Price	\$287,304.91
7 % added for breakage, repair, infrastructure, future unknown costs	\$20,111.34
<b>TOTAL Device Purchase and Maintenance</b>	<b>\$307,416.25</b>

## Digital Learning Institute: Professional Development

5 days Professional Development  
for 1st Year implementation 1:1

Develop face-to-face and online learning opportunities for teachers that focus on instruction and student learning through integrated and intentional technology use.

By integrating technology into instructional staff development, educational technology can become ingrained into our professional practice at deeper levels.

### Outline of 5 Day Professional Development Schedule:

- 1) Digital content and planning for engaging cognitively complex tasks
- 2) Everyday classroom workflows and collaboration
- 3) Digital content and planning (Continued)
- 4) Assessment strategies and tools
- 5) Collaborating & creating with students



## Maintain Classroom Technology

### Audio Enhancement Systems

- Implement audio enhancement systems across the district in all classrooms
- Average Life ~12 years
- \$21,900 (17 Classrooms/Year)

### Projectors (or large LCD TVs in the future)

- Average Life 7 years
- \$12,000 (29 Projectors/Year)

### Interactive Whiteboards (SMART Boards or similar)

- Average Life ~10 years
- \$39,000 (10 Classrooms/Year in Intermediate, Primary & Math)

## Staff Technology

### Staff laptops

- Replace staff computers on a five (5) year rotation. Laptop: Macbook Air or equivalent (cost similar for desktop replacement)
- \$95,700 (87/Year)

### Mobile Device (Instructional Staff Only)

- Update staff mobile devices every four (4) years. Choice between iPad, Chromebook, (comparable in future?).
- \$23,500 (56/Year)

## Infrastructure

### Battery-backup power for our network

- Ensure that Princeton's entire network is operable in outages
- \$9,600

### Continue to update wireless software controlling hardware and add Wifi coverage

- Continue to update wireless network software & hardware, expand support systems as additional bandwidth is needed.
- \$13,000

---

### Phone System Upgrade to VoIP - Complete overhaul to move from analog to VoIP (Network-based) phone system

- Planning for in Assigned Building Fund
- \$184,000 (Down from previous external evaluation of \$248,000)

## Infrastructure (Continued)

Update internet filtering and network server for faster access

- New server to be located on-site for Princeton schools
- \$21,000 (One time cost for server - average life 7+ years)

Learning Management System

- To extend our connections to the classroom and provide a formal online place for teachers and students to collaborate and connect, a learning management system (LMS) will help students access curriculum content and work through online problems. (Schoology.com, Moodle or other)
- \$18,000 (Annual software costs)

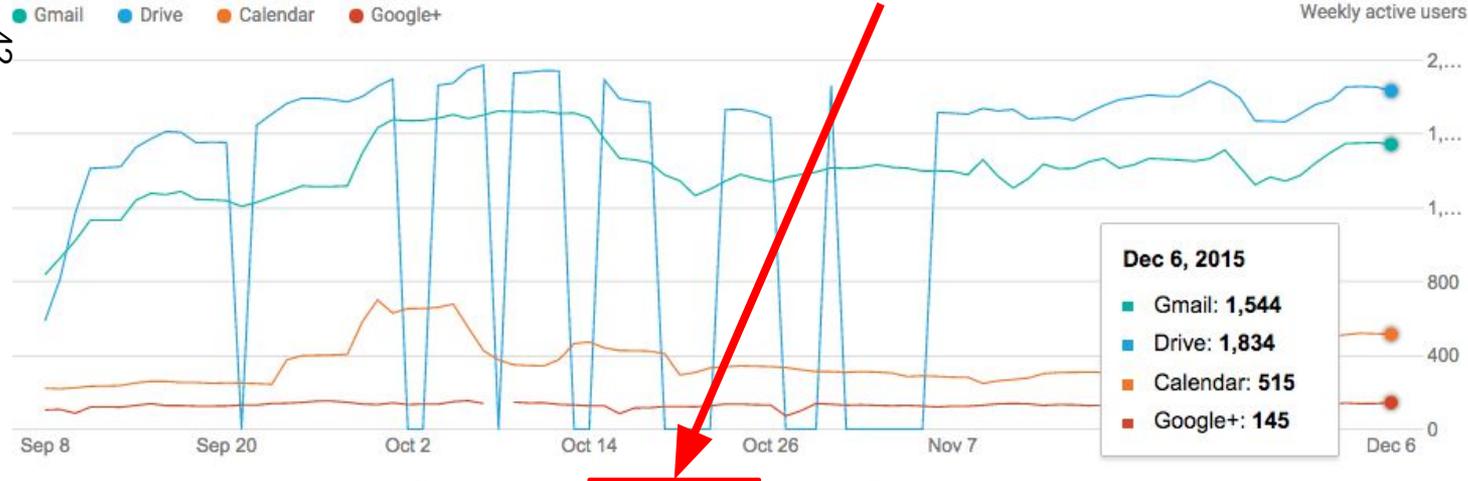
# Sustainability

## What is expected?

- Internet needs and availability concerns
- Regional growth and learning in 1:1 environments
- Increase of web-based collaboration and creation tools - Google Apps for EDU

### Apps usage activity

Last 3 months ▾

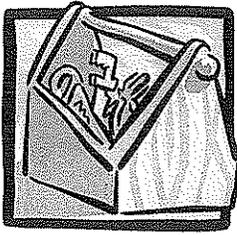


**1.2 M** +715,661 (133%)  
Total Emails

**149,296** +129,605 (658%)  
Files owned

**533** +390 (273%)  
Video Hangouts

QUESTIONS?



MIDWEST PLAYGROUND CONTRACTORS INC.

500 Pine Street, Suite 103 Chaska, MN 55318

Phone: 952-361-3504

Fax: 952-361-3549

Email: playscapes@earthlink.net

Installation Quotation

Date: 11/24/15  
Project Name: Princeton Primary / ISD 477  
Location: 805 8<sup>th</sup> Ave S  
Princeton, MN 55371  
Contact Name: Greg Finck, Principal  
Phone: 763-389-6901  
Email: greg.finck@isd477.org

Description of work to be done .....

Installation of the Play Equipment ..... \$19,800.00  
Design #15-4834B

Amount \$ 19,800.00

Note: Customer is responsible for unloading, freight inventory, storage, site prep, grading, drainage system, etc..

Note: If the (3) existing pieces of play equipment are removed by the school district, we will re-install them at no charge.

Note: All work is to be completed in a workmanlike manner according to standard practice. Any alterations from the above specifications involving extra costs must be executed upon written orders and will become an extra charge over and above the purchase agreement. Unless otherwise stated a level site matching the drawing dimensions and the corners of the site must be staked prior to our arrival. If MPCCI is to excavate, all material/dirt will remain on site to be removed by others, unless stated otherwise. Prices shown do not include Site Restoration.

Terms:

Prices are firm for 30 days, subject to review thereafter. Terms are Net 30. A finance charge of 1.5% will be imposed on the outstanding balance unpaid for more than 30 days after substantial completion of the work. Standard manufacturing design, specification and construction apply unless otherwise noted. Area must be accessible by a bobcat and all other equipment necessary for installation or additional fees will be charged. Installation rates are based on normal conditions. Price does not include prevailing wages, unless otherwise noted. If we can be of further assistance please contact us.

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_



500 Pine Street, Suite 104, Chaska, MN 55318  
 www.midwestplayscapes.com

Telephone: 952-361-3504  
 Fax: 952-361-3549  
 Toll Free: 800-747-1452

E-mail: playscapes@earthlink.net

BETTER BUSINESS BUREAU			
Quotation			
Project: Princeton Primary / ISD 477	Phone: 763-389-6901		
Contact: Greg Finck, Principal	Fax:		
Ship To: 805 8th Ave S	Bill To:		
Princeton, MN 55371	Date: 11/24/2015		
Email: greg.finck@isd477.org	Total		
Shipping Contact Name:	\$ 108,122.00		
Qty	Design/Item #	Description	Total
1	15-4834D	Playworld Systems Custom Playground As shown on Design #15-4834D	
		Pricing includes:	
		- Main "Playmaker" Playstructure	
		- Loopy Whoop Spinner	
		- Bing Boing and - Spin Cup	
		- Spinami Whirl	
		- Unity RockR and - Unity Hoopla Swing	
		- 8' Swing with (9) Belt Seats and (1) Accessible Seat	
		- Tire Swings (2 Bays)	
		- Playweb Life Net	
		- Cozy Cocoon and - Duo See Saw	
		- Unity Dome #0366	
		(List Price \$130,267 / Resource Training & Solutions Discount \$22,145)	
1	ZZXX1425	Buddy Bench (List Price \$641)	No Charge
1	ZZXX0721	Duck SpringMate (List Price \$804)	No Charge
1	ZZXX0737	Chipmunk SpringMate (List Price \$798)	No Charge
		Subtotal \$	108,122.00
		Freight \$	3,180.00
		Sales Tax \$	-
		Total \$	111,302.00
Tax Exempt #		* Please provide certificate	
NOTE: Customer is responsible for unloading, freight inventory, storage, site prep, grading, drainage system, etc...			
NOTE: Safety Surfacing, Border and Installation would be additional.			
NOTE: If the (3) Existing pieces of play equipment are removed by the school district, we will re-install at no charge.			
NOTE: Pricing is good until January 15th, 2016. (We expect a 3-4% price increase for 2016)			
NOTE: UNLESS OTHERWISE NOTED, prices shown are material only. They DO NOT include: assembly, installation, border, safety surfacing.			

<p>drain tile, geotextile fabric, removal of existing equipment, site preparation, excavation or site restoration, unloading of equipment, disposal of packaging material, storage of equipment, additional insurance and bonding would be extra, unless otherwise stated above. If playground equipment or materials are stored off site, customer is responsible for transporting equipment to job site.</p>	<p>Prices firm for 30 days, subject to review hereafter. Our terms are net 30. A finance charge of 1.5% will be imposed on the outstanding balance unpaid for more than 30 days after the shipment of materials. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted. Once customer has signed quotation, your order cannot be changed or canceled. Please allow 3 to 4 weeks for delivery after receipt of order. Standard manufacturing design, specification, and construction apply unless noted otherwise. Customer is responsible for the identification of all underground utilities. Area must be accessible to Bobcat and other equipment necessary for installation or additional fees will be charged. Freight quote is based on customer unloading equipment and checking in all equipment for any missing parts. If product is refused by customer upon delivery for any reason (unless damaged), without prior authorization from Midwest Playscapes, Inc., the customer agrees to pay 20% restocking fee plus freight charges. Price does not include prevailing wages, unless otherwise noted. If we can be of Other Assistance, please feel free to contact us.</p>
<p>Signed:</p>	<p>Accepted: _____ Date: _____ Printed Name: _____</p>
<p>Mike Korth</p>	





## Princeton Primary School

Princeton, MN

Sales Representative

Equipment Manufacturer



15-4834C.MID



## Princeton Primary School

Princeton, MN

Sales Representative

Equipment Manufacturer



15-4834C.MID



**Princeton Primary School**

Princeton, MN

Sales Representative

Equipment Manufacturer



15-4834C.MID



**Princeton Primary School**

Princeton, MN

Sales Representative

Equipment Manufacturer



15-4834C.MID



## Princeton Primary School

Princeton, MN

Sales Representative



Equipment Manufacturer



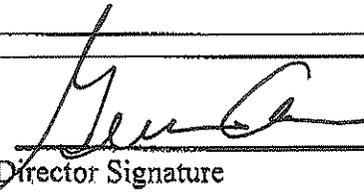
15-4834C.MID

Attention SWEN  
9142 ANDERSON

### FIELD TRIP REQUEST

This request must be completed for any proposed student trip defined as a Field Trip (instructional, supplemental or extended), as described in School Board Policy 610, Field Trips. We ask that this request form be completed and submitted to the building principal. Extended field trips require itinerary to be attached.

Date: 10/12/2015	Building:
Teacher/Advisor: Jon Steinbrecher	Group/Class:
Number of Students:	Number of Advisors: 6:1 ratio
Destination: Costa Rica	Total Miles: 2477 mi from Minneapolis to Costa Rica
Departure Date / Time: June 12 <sup>th</sup> 2017	Return Date / Time: June 22 <sup>nd</sup> , 2017
School Days Missed: None	Non-School Days Missed: 9
Transportation Method: Flights/Motorcoach	
Estimated Cost:	
Mileage (round trip): <u>2477</u> Airport transfer? _____	
Meals: <u>included in package price</u> included in package _____	
Lodging: <u>included in package price</u> _____	
Insurance: <u>\$155-Global Travel Protection—</u> included in package price _____	
Registration: <u>\$95</u> , which is part of the expense. Not additional _____	
Substitute Teacher: _____	
Misc.: <u>lunches, souvenirs, tipping,</u> _____ student responsibility. _____	
<b>TOTAL COST:</b> <u>\$2,255</u> total package price _____	
The purpose of this trip: <u>The purpose of this trip is to provide a learning experience in Costa Rica. The students in 8th Grade as well as the high school, have talked about Latin America in their studies. This will allow them to see and learn more in depth about an area that they have studied. This will be a chance for students to experience first hand what Latin America is all about and more specifically Costa Rica.</u>	
How will this trip be funded? <u>Student Generated</u>	

Approved  Disapproved  Date 12.14.15  
 Activities Director Signature

Approved  Disapproved \_\_\_\_\_ Date \_\_\_\_\_  
 Principal's Signature

*For extended field trips, these additional signatures are required:*

Approved  Disapproved Julia Espe Date 12.15.15  
Superintendent's Signature

Approved  Disapproved \_\_\_\_\_ Date \_\_\_\_\_  
School Board Chairperson

MEMORANDUM OF UNDERSTANDING  
TRAVEL SERVICES

This memorandum of understanding is entered into December 11, 2015, by and between the Princeton Public Schools (hereafter "the School") and EF Cultural Travel, Ltd., Haldenstrasse 5, Lucerne, Switzerland (hereafter "EF"). Travel Services are to occur on June 7, 2017 through June 15, 2017.

EF intends to provide travel services to the School's students and faculty in connection with a travel study offered by the School. EF will provide all travel arrangements for the trip, including but not limited to, setting up round trip travel, setting up tours while on the trip, providing meals and hotels during the trip, arranging for the appropriate number of chaperones and communicating any issues to the School's Community Education Director. A representative of the School will act as a Group Leader for the tour and will execute the attached Group Leader Release and Agreement. EF will pay a stipend directly to the Group Leader. All tour participants will be required to complete the EF Application which includes the attached Release and Agreement and Booking Conditions.

EF and the School agree that EF is an independent contractor and not an employee, agent, joint venture or partner of the School. Nothing in this agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the School and EF or between the School and any assistant, associate, employee or agent of EF.

Both the Group Leader, the School and the School Board will be covered as an additional insured for the duration of the Tour by EF's general liability insurance provided by nationally recognized insurance companies with A.M. Best Ratings of A-. Coverage is up to \$15 million per occurrence (and in the annual aggregate) for covered claims related to the tour regarding the bodily injury, property damage and errors and omissions.

In consideration for the School utilizing the services of EF for its travel study, EF hereby agrees to release, indemnify, and hold harmless the School, its officers, officials, agents, representatives, insurers, Board members and employees ("Releasees") from any and all known and unknown claims, demands, causes of action, liabilities, damages, costs, including attorney's fees, and expenses for personal injury arising out of EF's provision of travel services to the School, and further waives its right to bring any claims, demands, legal actions or other causes of action against Releasees except to the extent that the claims are the direct result of conduct of Releasees that constitutes greater than ordinary negligence.

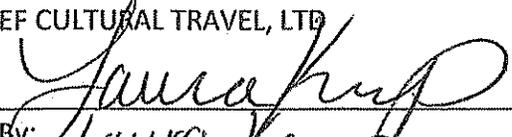
No amendment, alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by both of the parties hereto.

Each party hereby represents and warrants that each has full power and authority to enter into and perform each of their respective obligations under this Agreement and that the person signing this Agreement has been properly authorized and empowered to enter into this Agreement. Each party acknowledges that each has read, understands and agrees to be bound by this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above:

ISD 477, Princeton Public School

\_\_\_\_\_  
By: \_\_\_\_\_ Date \_\_\_\_\_  
Title: Superintendent

EF CULTURAL TRAVEL, LTD  
  
\_\_\_\_\_  
By: Laura Kemp Date 12/10/15  
Title: MN Territory Mgr.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/10/2015

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

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

<b>PRODUCER</b> MARSH USA, INC. 99 HIGH STREET BOSTON, MA 02110 Attn: Boston.CertRequest@marsh.com   212-948-4377	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b>	<b>FAX (A/C, No):</b>
<b>E-MAIL ADDRESS:</b>		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A :</b> AXA Insurance Company		33022
<b>INSURER B :</b> Twin City Fire Insurance Company		29459
<b>INSURER C :</b> Twin City Insurance Co.		29459
<b>INSURER D :</b> N/A		N/A
<b>INSURER E :</b>		
<b>INSURER F :</b>		

<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b> NYC-008369493-01	<b>REVISION NUMBER:</b> 1
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PCS001344(15)	10/01/2015	10/01/2016	EACH OCCURRENCE	\$ 5,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 5,000,000
							GENERAL AGGREGATE	\$ 5,000,000
							PRODUCTS - COMP/OP AGG	\$ 5,000,000
								\$
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			10UENVN5320	10/01/2015	10/01/2016	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED \$      RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	10WBAJ1164	10/01/2015	10/01/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 Re: Meeting on Thursday, December 17th at 7 pm in room 163 at Princeton Middle School

<b>CERTIFICATE HOLDER</b> Princeton Public School District 477 Attn: Jon Steinbrecher 1100 4th Ave N Princeton, MN 55371	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Elizabeth Stapleton <i>Elizabeth Stapleton</i>
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## Educational Tours

### COSTA RICA: A TOUCH OF THE TROPICS / 2015 SAMPLE TOUR SCHEDULE

#### Day 1: Day flight to Costa Rica | Arrive into San Jose

Depart North America today on a day flight to Costa Rica. Most groups arrive in the afternoon or evening. Upon arrival to the airport, the group will meet up with their Tour Director and should be prepared to wait up to 2 hours for consolidated groups to arrive. Transfer from the airport to the hotel to store baggage or check in. Hotel rooms in Costa Rica often have two double beds and students will be expected to share beds. Groups arriving before 5PM into San Jose will be provided a dinner at the hotel; groups arriving after 5PM will be provided with a boxed dinner.

#### Day 2: Transfer to Arenal | Visit a Coffee Plantation and Poas Volcano National Park | Hot Springs

- Morning: Depart from the hotel and head for a visit of a Coffee Plantation. At the end of the tour, travelers will be able to sample a tasting of one of Costa Rica's most famous exports. Afterwards, the group will transfer to Poas Volcano National Park for a tour (1hr30mins).
- Afternoon: Lunch before continuing on to Arenal (3hrs). *Lunches in Costa Rica are included and will be a combination of lunches at the hotel, boxed lunches, local restaurants, or rest stops along the road during longer transfer days.* Upon arrival, the group will visit the Arenal Hot Springs, which is home to 16 spring fed pools of varying temperatures! Bathing suits, flip flops, and towels are recommended. Lockers and towels are available for a small additional cost (2-3hrs).
- Evening: Check-in at the hotel in Arenal. Dinner at hotel followed by free time.

#### Day 3: Arenal Region | Kayaking and visit to La Fortuna Waterfall

- Morning: Depart from the hotel and go kayaking on Lake Arenal with professional local guides. The kayaks are singles or doubles, and life vests will be provided for everyone. There will also be a larger pontoon boat with additional guides assisting the group during the entire trip (2hrs).
- Afternoon: Lunch. Group will transfer afterwards to La Fortuna Waterfall. The group goes down (and then up!) over 500 stairs to access this natural wonder. There are various benches and viewpoints throughout the stairs for travelers to stop and take a break and photos if desired (1hr30mins). *This activity does require a certain level of physical stamina; if travelers are not interested in participating they may choose to sit out and wait for their group.* [Please note: The liability waiver is needed to participate in this activity].
- Evening: Dinner at hotel followed by free time.

#### Day 4: Transfer to Monteverde | Visit to a Local School | *Optional Horseback Riding*

- Morning: Depart hotel and transfer to the Monteverde region (4hrs30mins). Here, the group will visit a local school and have the opportunity to meet with the students. Typically, the local students have a traditional dance or presentation to share with their guests from the US. Although not required, some US students and teachers choose to bring small gifts such as school supplies.
- Afternoon: Lunch.

##### *Add this in-depth excursion: Horseback Riding*

Afternoon: After lunch, transfer to go horseback riding with professional guides. The group will be provided with helmets and given a basic safety demonstration before riding. Depending on previous riding experience, the group may be divided into smaller groups split between guides. [Please note: The liability waiver is needed to participate in this activity. For safety reasons, the minimum age for this activity is 12 years old and the maximum weight is 200lbs. Those not participating in the optional will have free time] (2hrs).

- Evening: Dinner at hotel followed by free time.

**Day 10: Transfer to San Jose Airport**

Group will transfer to the airport today for their flight home.

**TIPPING**

Tour Director: 9 days \*\$6/day = \$54/traveler (add \$6 for extension)

Bus Driver: 9 days \*\$3/day = \$27/traveler (add \$3 for extension)

Local Guides: 2\* \$2/guide = \$4/traveler (add \$2 for extension)

**Total per traveler = \$85 (add \$11 for extension)\*\***

*\*\*It is best to budget for an additional \$5 in discretionary local guide tips.*

SAMPLE

*\*DISCLAIMER: The above is an example of how this tour may run. All times and durations are subject to change, and the order of activities may be switched or substituted as needed based on availability. The tipping amounts provided are an estimate.*

## EF'S BOOKING CONDITIONS

These Booking Conditions are valid for all EF tours departing after October 1, 2015, and are subject to change with or without notice. The most current Booking Conditions at the time of your departure will apply, which are available at [eftours.com/bc](http://eftours.com/bc). All tours are operated outside of the U.S. by EF Cultural Travel, Ltd., Switzerland. EF Institute for Cultural Exchange Inc. is a marketing service provider for that company and is referred herein together with EF Cultural Travel Ltd. as "EF."

### WHAT'S INCLUDED IN THE PRICE?

- Program price
- \$95 non-refundable deposit
- Round-trip airfare
- Accommodations in hotels with private bathrooms (unless otherwise indicated on the itinerary)
- A Tour Director available 24 hours a day from when you arrive until you depart (unless otherwise indicated on your itinerary)
- Breakfast and dinner daily in Europe. For non-European destinations different meal plans may apply
- Sightseeing tours and excursions led by licensed local guides as specified
- Airport transfers and transportation between destination cities
- Transportation to all included activities
- Entrance fees and theater tickets as specified
- EF walking tours and Tour Director-led sightseeing as specified
- Cruises, trains or ferries as specified
- Adult supplement (if applicable)
- Weekend supplement (\$35 fee for any flight departing Friday, Saturday or Sunday in either direction if applicable)
- Support from EF representatives abroad
- 24-hour worldwide emergency service

The above apply to all tours unless otherwise noted on the tour itinerary. If we ever fail to provide you with any of the above, we will refund you its value upon your return from the tour.

### What does the non-refundable deposit include?

- All travelers must pay the non-refundable, non-transferable \$95 deposit upon enrollment in order for the enrollment to be complete. After travel is completed on the first tour, repeat travelers will receive a \$100 repeat traveler discount off future tours. \*(EF Explore America repeat travelers will receive a \$50 repeat traveler discount off future EF tours.) The \$95 non-refundable deposit includes:
- EF's standard cancellation policy and travel warning cancellations as described on p. 12
  - EF backpack and luggage tag for each tour
  - Processing services by EF staff
  - Eligibility for discounts on other EF programs

\*Repeat travelers are paying travelers who traveled beginning in 2003. Travelers who cancel their tour prior to traveling are not eligible for a repeat traveler discount. The repeat traveler discount is non-refundable and non-transferable.

### WHAT'S NOT INCLUDED IN THE PRICE?

- Rooming supplement (if applicable)
- Optional excursions (except where indicated)
- Global Travel Protection plan
- Beverages and lunches (except where specified)
- Transportation to free-time activities
- Customary gratuities (for your Tour Director, bus drivers and local guides)
- Portage
- Any applicable baggage-handling fees imposed by the airlines (see [eftours.com/baggage](http://eftours.com/baggage) for complete details)
- Expenses caused by airline rescheduling, cancellations or delays caused by the airlines, bad weather or events beyond EF's control (see next page for details)
- Passport, visa and reciprocity fees

### PRICE VALIDITY

Availability of prices in this brochure is limited, and at the time a traveler enrolls on a tour, prices may be different. For current prices, please visit [eftours.com](http://eftours.com).

### GROUP TRAVEL

#### How does group travel work?

We believe that all students should have the opportunity to travel, which means we do everything we can to keep our program prices the lowest in the industry without sacrificing quality. One of the ways we do that is by combining groups to fill a tour bus, so that all travelers help cover the costs of the bus, the Tour Director, local

guides, etc. Consolidating groups also allows travelers to meet students from other schools, although groups may not be of the same age level.

Therefore, in order for everyone to travel for the lowest price possible, group travel requires some flexibility. Each group submits its preferred tour choices and travel dates, and then we book all of the groups with the same requested tours on one specific departure date. Because EF is the largest student travel provider, it's rare that groups do not travel on their first-choice tour. However, on occasion, we may need to book your group on a second- or third-choice tour. If we fail to offer a comparable tour, travelers may opt to receive a full refund. EF strives to keep departure dates within two days of the requested date for tours departing October through April, and within four days of the requested date for tours departing May through September. Your final tour itinerary and travel dates will be confirmed approximately two months prior to departure.

### Anything else I need to know about my itinerary?

Based on your travel dates, there may be times when it becomes necessary to modify your itinerary. Sometimes this involves changing the order in which cities are visited, altering your length of stay in a city or country, or using an alternate airport. On certain days, especially holidays, some tour inclusions may be unavailable. In such cases, we will substitute different inclusions or provide a refund after the tour. Tours are designed for students, as reflected in the pacing, accommodations and other aspects of the tour.

### PRIVATE GROUPS

#### What if my group wants to own our own without being consolidated?

If you want the privacy of your own tour bus and a Tour Director just for your group, you can choose to travel as a private group. This option is available for an additional fee, which varies based on the final number of full-paying travelers. If your group fills a standard-size tour bus, the private group option is free. The itinerary may not be modified while on tour (i.e. you do not have the tour bus at your disposal), however you are able to make certain tour modifications prior to the tour departure. Although your base itinerary will include only your group, you may be consolidated with others during optional excursions. Also, due to flight and hotel availability, we require the same departure date flexibility as described above. Please let EF know prior to your first enrollment if you would like to be a private group.

#### What if my group is traveling on a customized tour?

If your group is traveling on a customized tour you will automatically be traveling as a private group. The tour price for your customized tour can fluctuate based on the group size and will be finalized based on the number of paying travelers at the time of departure.

### ENROLLMENT

All Enrollment Forms must be received at EF by 110 days prior to departure. Travelers should provide complete first, middle and last names and dates of birth as they appear (or will appear) on their passports.

#### What is the cost of a name correction?

Any corrections to match passport names made after 110 days prior to departure require that we change the flight reservation, resulting in a minimum fee of \$200 per airline up to the cost of a new published fare ticket. This may also result in a different flight itinerary from the group. Travelers who have not yet applied for a passport should provide their full name and date of birth as they appear on their birth certificate.

#### How do travelers enroll?

Enrollment Forms and payment can be submitted to EF in any of the following ways:

- Online  
[eftours.com/enroll](http://eftours.com/enroll)
- Mail  
EF Educational Tours  
EF Center Boston  
Two Education Circle  
Cambridge, MA 02141
- Phone  
800-665-5364
- Fax  
800-318-3732

We encourage travelers to take advantage of our paperless billing. Travelers who prefer to receive invoices by mail can indicate so during enrollment.

#### Can a traveler enroll on a waitlist if the tour is full?

Upon the discretion of the Group Leader, a waitlist may be offered for full tours. The \$95 non-refundable deposit is required for waitlist enrollments. If a spot becomes available on the tour and the applicant chooses to enroll, EF's payment plan and cancellation policy apply. If space is not available by 14 days prior to departure or if the applicant cancels from the waitlist, the \$95 deposit will be refunded.

#### Can children under 11 go on tour?

We do not allow children under the age of 6 to travel with us. Travelers ages 6-10 must have an adult chaperone other than the Group Leader and will have to room with an adult in a twin (a room with two beds) or family room (a room with two twin beds and a cot) and pay all applicable fees.

#### Can adults go on tour?

EF's published program prices are based on student rates for transportation, admissions, accommodations, etc. We welcome adults (those age 20 and older, including those who will turn 20 while on tour), but have to charge a per-person flat fee supplement of \$125, plus \$30 per night of the tour, to cover the difference between student and adult rates. Adults will pay an additional \$40 per night for the sea portion of their tour on overnight ferries and cruises. Please see next page for information on adult rooming. Groups comprised of a majority of adults must select the private group option.

### LATE ENROLLMENTS

#### Can a traveler enroll after 110 days prior to departure?

If a traveler enrolls 109 days or fewer prior to departure, they are considered a late enrollment. Full payment is needed at time of enrollment, including a non-refundable \$145 late enrollment fee (cash or personal checks are not accepted). The traveler will be placed on a waiting list while we check bus and flight availability. If we are unable to place the traveler on a tour or offer an alternate flight to meet up with the tour, the traveler will receive a full refund. We may also offer the option of arranging your own flight and buying the land-only portion of the tour.

### PASSPORTS AND VISAS

#### Who is responsible for getting travelers' passports and visas?

Each traveler must obtain a passport and any applicable visas for his or her tour prior to departure. For certain tours, we will need passport information 110 days prior to departure. If a traveler is unable to obtain these travel documents, our standard cancellation policy will apply (see first column on p. 12). Please be sure that passports are valid for at least six months after the tour ends. Non-U.S. citizens will need to contact the embassy or consulate of their destination countries to ensure they meet specific entry requirements. Remember to check the itinerary carefully for all countries that will be visited (including countries visited in transit). Visit the U.S. Department of State at [travel.state.gov](http://travel.state.gov) for further information.

### INSURANCE COVERAGE

#### Is travel insurance coverage available?

Travelers can protect their investment from the unexpected with the offered Global Travel Protection plan. Designed specifically with EF travelers in mind, this plan covers all travelers for the official tour portions while groups are traveling with a Tour Director. Please be aware that your Group Leader may include the Global Travel Protection plan in the price of your tour. Additionally, if you are traveling on a Service Learning Tour operated by Me to We Trips you are required to have relevant traveler's insurance. Learn more at [eftours.com/coverage](http://eftours.com/coverage). The Global Travel Protection plan is non-refundable.

### FLIGHT INFORMATION

#### Which airlines are used by EF?

EF reserves seats with major airlines, including Aer Lingus, Air Canada, Air France, Air New Zealand, Alitalia, American, British Airways, Copa Airlines, Delta, Iberia, Icelandair, KLM, Lan Airlines, Lufthansa, Qantas, South African Airways, Swiss, United, US Airways, Virgin Atlantic Airways and other U.S. and international carriers. Our contracts do not allow upgrades, stopovers or the accrual of frequent flier miles.

#### What will my flights be like?

We always do our best to provide the most direct route to your destination city. However, due to available flight routings, we cannot guarantee non-stop or direct flights. Sometimes, groups may travel on an overnight red-eye flight, departing the evening before the tour

## PAYMENT PLAN TERMS & CONDITIONS

Should you choose the Automatic Payment Plan or Manual Payment Plan, the following Terms and Conditions apply. Payment plan options apply to travelers enrolled after 9/1/14.

### AUTOMATIC PAYMENT PLAN

- Travelers must select a payment method of either direct debit from a checking account or an ATM/debit card (card must display the Visa or MasterCard logo).
- EF must have the checking account or card holder signature on the Enrollment Form, electronic signature or verbal authorization indicating agreement to EF's Automatic Payment Plan Terms and Conditions before the plan is activated.
- A minimum of three months of automated payments are required. Travelers who are not eligible for the Automatic Payment Plan must pay in full upon enrollment or enroll in the Manual Payment Plan.
- Travelers must provide a valid email address and pay the tour's \$95 non-refundable deposit before the plan is activated.
- Travelers who choose monthly payments must choose a date between the 1st and 26th of the month on which their account will be automatically debited.
- Travelers who choose bi-weekly payments must choose a weekday on which their account will be automatically debited.
- Due to weekends and holidays, EF reserves the right to debit the travelers' account up to three days after the scheduled date.
- The Automatic Payment Plan amounts are subject to change if tour items or payments (other than the Automatic Payment Plan) are added or removed in excess of \$20. All other items or payments totaling \$20 or less that are added or removed will only be reflected in the final payment.
- After the Automatic Payment Plan's final scheduled payment, any additional items are due at time of purchase. Payments will no longer be automatically deducted.
- A non-refundable \$35 fee will be assessed each time a payment is returned or declined. In these cases the plan will be recalculated to have the missed payment redistributed across the remaining schedule. EF reserves the right to withdraw travelers from the plan for returns or declines in two consecutive payments. Should the final payment be returned or declined, travelers will automatically be withdrawn from the plan.
- Travelers are not charged late fees while enrolled in the Automatic Payment Plan. Should the traveler opt to withdraw from the plan or is withdrawn by EF, the traveler will be enrolled in the Manual Payment Plan and the \$50 plan fee will be assessed.
- All of the above terms and conditions of the Automatic Payment Plan also apply to travelers on EF Tours for Girl Scouts tours.

### MANUAL PAYMENT PLAN

- If travelers do not pay in full upon enrollment or choose the Automatic Payment Plan, they will be enrolled in the Manual Payment Plan and a non-refundable \$50 plan fee will be applied.
- Based on date of enrollment, travelers will be invoiced up to three payments. The first payment of \$500 is due 30 days after enrollment. The second payment of \$500 is due 90 days after enrollment. The remaining balance is due 110 days prior to departure.
- A late fee of \$95 will be assessed for any missed payment. All late fees are non-refundable.
- Based on date of enrollment, travelers on an EF Tours for Girl Scouts tour will be invoiced up to five payments. The first payment of \$95 is due at the time of enrollment. The second payment of \$300 is due 60 days after enrollment. The third payment of \$500 is due 14 months prior to departure. The fourth payment of \$500 is due 9 months prior to departure. The remaining balance is due 110 days prior to departure.
- For travelers enrolled on an EF Tours for Girl Scouts tour, a late fee of \$35 will be assessed for missing either of the first or second payment. A late fee of \$75 will be assessed for missing either of the third or fourth payment. A \$95 late fee will be assessed for missing the final payment. All late fees are non-refundable.
- Travelers can pay with ATM/debit card, credit card (card must display the Visa or MasterCard logo) or personal checks.
- Payments made by personal check must be submitted with the traveler's name and account number.
- A non-refundable \$35 fee will be assessed each time a payment is returned or declined.
- Travelers are responsible for making on-time payments even if an invoice is not received.
- All payment due dates refer to the dates by which each payment must be received by EF.
- EF reserves the right to cancel the traveler's reservation if any payment is past due by 30 days (or 15 days after final payment).
- Payment for the Global Travel Protection plan is due at time of purchase.

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## PAPERLESS BILLING TERMS & CONDITIONS

Should you choose to enroll in Paperless Billing, the following Terms and Conditions apply.

- Traveler will receive electronic invoices in connection with all information related to EF account, including tour invoices, and other notices that are available in electronic format. Traveler understands this means that, once enrolled, traveler will not receive paper copies. Invoice reminders will be sent to the billing e-mail address that traveler provides on their enrollment form. Traveler may view and print invoices by logging into account at [eftours.com](http://eftours.com).
- EF is not responsible for any delay or failure to deliver any invoice, and traveler understands that nothing in these Terms and Conditions relieves obligation to pay invoice.
- Traveler may elect to not receive electronic invoices and change to billing by US mail at any time by logging into account at [eftours.com](http://eftours.com) or by calling 800-665-5364.
- To the extent permitted by law, paperless billing is provided "as is" with faults and without warranties of any kind, either expressed or implied. Traveler assumes all responsibility and risk for use of paperless billing. EF does not warrant that the information, processes or services will be uninterrupted, or bug or error free.

# RELEASE & AGREEMENT

**I (or parent or guardian if enrollee is under 18) am an enrollee for an EF educational tour. By signing the EF Educational Tours Enrollment Form, I understand and agree to the following:**

1. I acknowledge and understand that my tour is operated outside of the U.S. by EF Cultural Travel, Ltd., Switzerland, and that EF Institute for Cultural Exchange, Inc. acts only as a marketing service provider for that company. If I am participating in a Service Learning Tour I acknowledge and understand that a portion of my tour may be operated by Me to We Trips, Ltd., a Canadian entity, in collaboration with Free The Children.
2. EF Institute for Cultural Exchange, Inc., EF Cultural Travel Ltd., and their affiliated companies, partners, and any companies acting on their behalf, along with their officers, directors, employees, independent contractors, agents, and authorized representatives (collectively referred herein as "EF") do not own or operate any entity which is to or does provide goods or services for my program, including, for example, hotels, arrangements for or ownership or control over houses, apartments or other lodging facilities, tour directors, airline, vessel, bus or other transportation companies, local ground operators, visa processing services, providers or organizers of optional excursions, food service or entertainment providers, etc. I acknowledge that all such persons and entities, specifically the Tour Director assigned to my tour, are independent contractors and not employees of or employed by EF. As a result, EF is not liable for any negligent or willful act or failure to act of any such person or entity, or of any third party.
3. Without limitation, EF and/or Me to We Trips, Ltd. in collaboration with Free The Children and its affiliated companies, partners, any companies acting on its behalf, each of their directors, officers, employees, volunteers, sponsors, independent contractors, agents and authorized representatives (together referred to as "MTW") are not responsible for any injury, loss or damage to person or property, death, delay or inconvenience in connection with the provision of any goods or services occasioned by or resulting from, but not limited to, acts of God, force majeure, acts of government, acts of war or civil unrest, insurrection or revolt, strikes or other labor activities, criminal, terrorist or threatened terrorist activities of any kind, overbooking or downgrading of accommodations, structural or other defective conditions in houses, apartments or other lodging facilities (or in any heating, plumbing, electrical) or structural problem therein, mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely or safely, dangers associated with or bites from animals, insects or pests, sanitation problems, food poisoning, epidemics or the threat thereof, disease, lack of access to or quality of medical care, difficulty in evacuation in case of a medical or other emergency, or any negligent or willful act or failure to act of any third party, or for any other cause beyond the direct control of EF or MTW.
4. I agree to release EF and my school, my school district, my school board, MTW, and my Group Leader (the "Released Parties") from, and agree not to sue the Released Parties for, any and all claims, of any nature related in any manner to my participation in an EF-sponsored tour or a Service Learning Tour, including but not limited to, claims for negligence, breach of contract, breach of express or implied warranties, negligence or wrongful death or any statutorily based claim. I hereby unconditionally and unequivocally waive any and all claims and demands for all damages, losses, costs and expenses of any nature whatsoever (including attorneys' fees) on account of or arising out of any and all personal injury, death, bodily injury, mental anguish, emotional distress, property or other damage that I may suffer from any cause whatsoever related in any way to my participation in any EF-sponsored tour or a Service Learning Tour. I further agree to release the Released Parties from any and all decisions to cancel, modify or delay the tour as a result of unforeseeable events that are beyond the reasonable control of EF or MTW or which become necessary or advisable so as to increase the quality of the tour.
5. I understand that travel in other nations is not similar to travel within the United States. Programs outside the United States can involve inconvenience and risk, including, but not limited to, forces of nature, geographic and climatic conditions, different hygienic standards, infrastructure problems (including road maintenance, transportation delays and accommodation condition), civil unrest, vandalism, crime, political instability and terrorism. Medical services or facilities may not be readily available or available at all during all or part of a program and, if available, may not be equal to standards in participant's home country. I understand that a Service Learning Tour is a physically demanding excursion in a developing country and I knowingly assume the risks of such an excursion. I assume all risk of bodily injury, death, emotional trauma, property damage, inconvenience and/or loss resulting from negligence or any other acts of any and all persons or entities, however caused, including, but not limited to, those risks mentioned above. It is my intention fully to assume all of the risks of travel and participation in the program and to release the Released Parties from any and all liabilities to the maximum extent permitted by law. If this form is also signed by a parent or legal guardian, that parent or guardian is making a similar release.
6. In addition, EF and MTW shall have no responsibility for me whatsoever when I am absent from EF- or MTW-supervised activity or for non-supervised activities, such as visits to friends or relatives or during stay-ahead/stay-behind option periods or any other optional period or activity when not escorted by a Tour Director.
7. My tour begins with the takeoff from the EF departure airport and ends upon completion of the flight back to the origination (or other arrival) airport.
8. The air carrier's liability for loss of or damage to baggage or property, or for death or injury to person, is subject to and limited by the airlines' contract of carriage, its tariff, the Montreal Convention or Warsaw Convention and their amendments or both.
9. EF or my Group Leader reserves the right to refuse or cancel my registration at its sole discretion. In such event, standard cancellation policies as outlined in the Booking Conditions apply.
10. I agree to abide by EF's and MTW's regulations and the directions of my Group Leader, my Tour Director and EF's or MTW's personnel during my tour. Failure to do so may result in my Group Leader or EF terminating me from the tour immediately. I understand that to disobey such rules

or directions is to waive the right to a refund of any part of my program price, and that my Group Leader or EF may then send me home at my own expense.

11. I agree to abide by all local laws when abroad. I understand that if I abuse or disobey such laws, even unintentionally, I waive my right to a refund of any part of the program price, and my Group Leader or EF may send me home at my own expense. I also understand that should local authorities be involved, I will be subject to the laws of the country I am visiting.
12. If I become ill or incapacitated, EF, MTW and their employees, or my Group Leader, may take any action they deem necessary for my safety and well-being, including notifying parents/guardians and/or securing medical treatment (at my own expense) and transporting me home. EF retains the right, in its sole discretion, to contact the traveler's parent(s) and/or guardian with regard to health issues or any matter whatsoever that relates to the traveler's tour. These rights transcend any and all privacy regulations that may apply. In the event of a medical emergency, EF or MTW will attempt to cause appropriate treatment to be administered, and the traveler authorizes EF or MTW to do so. EF or MTW, however, make no warranty that it will be able to cause effective (or any) emergency treatment to be administered or to be timely administered.
13. I have made the choice to travel with the teacher/Group Leader organizing my group. I understand that this choice is not the responsibility of EF. I understand that my Group Leader is able to make decisions on my behalf, including but not limited to changing the group's requested tour or travel date and requiring that I purchase items such as Global Travel Protection plan and optional excursions. I understand that a Group Leader must accompany me on tour. If my Group Leader cancels for any reason, EF will ask him or her to assign a new Group Leader. If I cancel at this point and choose not to travel with the replacement Group Leader, I will be treated as a standard cancellation. If no replacement Group Leader can be found, I will need to cancel and EF's standard cancellation policy will apply. I may also request that EF place me with a new tour group. If EF cannot find a new tour group for me, EF's standard cancellation policy will apply.
14. This Release and Agreement and EF's Booking Conditions constitute the entire agreement between EF and me with reference to the subject matter herein, and I do not rely upon any promises, inducements or agreements not herein, including but not limited to any oral statements made to me by any agents or employees of EF, or by my school or Group Leader. This agreement may be amended or modified only in a writing, signed by EF. The waiver by EF of any provision of this agreement shall in no way affect the remaining provisions of this agreement, and this agreement shall be interpreted as if such clause or provision were not contained herein.
15. If traveling to Cuba, I acknowledge that EF will provide me additional booking conditions that I will be required to review and agree to. These additional booking conditions will be sent to me and need to be signed and returned to EF prior to the departure of my tour.
16. This agreement and performance hereunder shall be governed in all respects, by the substantive laws of the Commonwealth of Massachusetts. In the event of any claim, dispute or proceeding arising out of my relationship with EF or MTW, or any claim which arises between the Parties, whether or not related to this agreement, the literature for the trip or the trip itself, it shall be resolved solely in courts of the Commonwealth of Massachusetts and/or the United States District Court for the District of Massachusetts.
17. For travelers in Utah only: This tour is not sponsored by any public school, public school district or other public entity, and is operated and organized by a privately owned company.
18. EF and MTW may use any film or digital likeness taken of me and any of my comments while on an EF tour as well as any project work (including but not limited to online learning programs offered by EF) for future publicity without compensation to me and also use my contact information for future EF promotions. I have read and agreed to the Terms of Use and Privacy Policy outlined at [eftours.com/legal-notices](http://eftours.com/legal-notices) and I consent to EF's processing of my personal data.

## LIMITED POWER OF ATTORNEY

### For parents/guardians of travelers under the age of 18

I understand and agree, in accordance with the "Enrollment Booklet," "Release and Agreement" and "Booking Conditions," that the tour itinerary may include certain activities (such as whitewater rafting in Costa Rica) that may require the Group Leader to sign a release on behalf of the travelers (who are minors and cannot sign for themselves) in order to allow participation. This Limited Power of Attorney allows the Group Leader to execute these documents on your behalf should the need arise. Your execution of this Limited Power of Attorney is voluntary and if you choose not to grant this Limited Power of Attorney your child may still participate in the tour but may not be able to participate in some tour activities. With regard to said activities:

1. I understand and agree that my child with my permission has voluntarily chosen to participate in the activities and we assume all dangers and risks associated with the activities.
2. I do hereby delegate to the Group Leader a "Limited Power of Attorney" and full authority to sign any documents, including but not limited to liability releases, permission slips, waivers and/or any other type of participation agreement required by the operators of any activity for participation. By signing the EF Educational Tours Enrollment Form, I understand and agree to the above.

## FIELD TRIP REQUEST COMMUNITY EDUCATION

This request must be completed for any proposed student trip defined as a Field Trip (instructional, supplemental or extended), as described in School Board Policy 610, Field Trips. We ask that this request form be completed and submitted to the Community Education Director. Extended field trips require itinerary and contract to be attached.

Date: 12/15/15	Community Education Extended Field Trip
Chaperone: John Borich	Group/Class: Current 6th and 7th graders of 2015-2016
Number of Students: 50 Max.	Number of Chaperones: 1:10
Destination: Washington D.C.	Total Miles: Flying
Departure Date / Time: TBA Typically early morning First week school gets out June 2017 Most likely June 4th 2017	Return Date / Time: Typically late evening June 7th 2017
School Days Missed: 0	Non-School traveling days: 4
Transportation Method: Palmer Bus to airport, Delta or United, Charter Bus in D.C.	

Total Cost is to be paid to Travel company EFTOURS \$1500 All Inclusive Tour: Flight, Food, Hotel, Admissions and Tips.

The purpose of this trip: To provide enrichment opportunity for students at Princeton Middle School to learn about American History! To bring history alive! To learn and interact with historical documents and events. To encourage students to view the world from a variety of perspectives.

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date 12/21/15  
 Activities Director/ CE director Signature *Green A*

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_  
 Principal's Signature

*For extended field trips, these additional signatures are required:*

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date 12.22.15  
 Superintendent's Signature *Julia Espe*

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_  
 School Board Chairperson

MEMORANDUM OF UNDERSTANDING  
TRAVEL SERVICES

This memorandum of understanding is entered into December 22, 2015, by and between the Princeton Public Schools (hereafter "the School") and EF Cultural Travel, Ltd., Haldenstrasse 5, Lucerne, Switzerland (hereafter "EF"). Travel Services are to occur on "June 4, 2017 through June 7, 2017.

EF intends to provide travel services to the School's students and faculty in connection with a travel study offered by the School. EF will provide all travel arrangements for the trip, including but not limited to, setting up round trip travel, setting up tours while on the trip, providing meals and hotels during the trip, arranging for the appropriate number of chaperones and communicating any issues to the School's Community Education Director. A representative of the School will act as a Group Leader for the tour and will execute the attached Group Leader Release and Agreement. EF will pay a stipend directly to the Group Leader. All tour participants will be required to complete the EF Application which includes the attached Release and Agreement and Booking Conditions.

EF and the School agree that EF is an independent contractor and not an employee, agent, joint venture or partner of the School. Nothing in this agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the School and EF or between the School and any assistant, associate, employee or agent of EF.

Both the Group Leader, the School and the School Board will be covered as an additional insured for the duration of the Tour by EF's general liability insurance provided by nationally recognized insurance companies with A.M. Best Ratings of A-. Coverage is up to \$15 million per occurrence (and in the annual aggregate) for covered claims related to the tour regarding the bodily injury, property damage and errors and omissions.

In consideration for the School utilizing the services of EF for its travel study, EF hereby agrees to release, indemnify, and hold harmless the School, its officers, officials, agents, representatives, insurers, Board members and employees ("Releasees") from any and all known and unknown claims, demands, causes of action, liabilities, damages, costs, including attorney's fees, and expenses for personal injury arising out of EF's provision of travel services to the School, and further waives its right to bring any claims, demands, legal actions or other causes of action against Releasees except to the extent that the claims are the direct result of conduct of Releasees that constitutes greater than ordinary negligence.

No amendment, alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by both of the parties hereto.

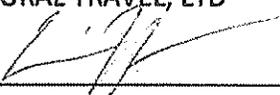
Each party hereby represents and warrants that each has full power and authority to enter into and perform each of their respective obligations under this Agreement and that the person signing this Agreement has been properly authorized and empowered to enter into this Agreement. Each party acknowledges that each has read, understands and agrees to be bound by this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above:

ISD 477, Princeton Public School

\_\_\_\_\_  
By: \_\_\_\_\_ Date \_\_\_\_\_  
Title: Superintendent

EF CULTURAL TRAVEL, LTD

  
\_\_\_\_\_  
By: Eric Harper Date 12/22/2015  
Title: Minnesota Territory Manager



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/21/2015

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

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

<b>PRODUCER</b> MARSH USA, INC. 99 HIGH STREET BOSTON, MA 02110 Attn: Boston.CertRequest@marsh.com   212-948-4377	<b>CONTACT NAME:</b> _____	
	<b>PHONE (A/C, No, Ext):</b> _____	<b>FAX (A/C, No):</b> _____
<b>E-MAIL ADDRESS:</b> _____		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
INSURER A : AXA Insurance Company		33022
INSURER B : N/A		N/A
INSURER C : N/A		N/A
INSURER D : N/A		N/A
INSURER E :		
INSURER F :		

**COVERAGES**                      **CERTIFICATE NUMBER:** NYC-008386885-01                      **REVISION NUMBER:** 2

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____			PCS001344(15)	10/01/2015	10/01/2016	EACH OCCURRENCE	\$ 5,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 5,000,000
							GENERAL AGGREGATE	\$ 5,000,000
							PRODUCTS - COMP/OP AGG	\$ 5,000,000
								\$
	<b>AUTOMOBILE LIABILITY</b>  <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS  <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  DED _____ RETENTION \$ _____						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				PER STATUTE	OTHER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 Princeton Middle School is included as additional insured where required by written contract.

<b>CERTIFICATE HOLDER</b>  Princeton Middle School Attn: John Borich 1100 4th Ave N Princeton, MN 55371	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE of Marsh USA Inc.  Elizabeth Stapleton <i>Elizabeth Stapleton</i>
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Education First

*Explore America*

# WASHINGTON, D.C.: THE CAPITAL TOUR

4 days | Washington, D.C.



## Your itinerary

### Day 1

#### Welcome to Washington, D.C.!

Planned by Charles L'Enfant, Washington, D.C. has served as the seat of Congress since 1800. Upon arrival, meet your EF Explore America Tour Director, who will accompany you throughout your stay.

#### Guided Sightseeing of Washington, D.C.

Your Tour Director introduces you to the sites where national policies and political reputations are formed and reformed daily. View the iconic Washington Monument from the grassy National Mall, which extends from the Capitol to the Potomac River. Visit the Jefferson Memorial, the Franklin Delano Roosevelt Memorial, and the Martin Luther King, Jr. National Memorial along the Tidal Basin. Finish your sightseeing with a photo stop at the White House, home of every U.S. president except George Washington.

#### Lunch Included

Tour Director distributes \$10 each.

#### The Smithsonian Museums

Explore all that the Smithsonian's museums have to offer during a self-guided visit. The Smithsonian Institution is the world's largest museum and research complex, endowed by James Smithson and created by an act of Congress in 1846. The Smithsonian Institution houses more than 136.5 million objects and comprises 17 museums and the National Zoo in Washington, D.C., two museums in New York City and nine research centers around the world.

#### Dinner at Union Station

Enjoy your evening meal, provided by EF Explore America.

#### Guided Evening Sightseeing of Washington, D.C.

Experience the magic of seeing Washington's most impressive sights illuminated during your evening scenic tour downtown. Thanks to the foresight of D.C.'s urban planners, who placed strict limits on the height of downtown buildings, you're assured a view of the Washington Monument from nearly every part of the city. Other points of interest on our tour include the Lincoln Memorial, the Vietnam Veterans Memorial, the WWII Memorial, and the Korean War Memorial.

#### Hotel in Washington, D.C. area

Arrive and check into your hotel.

*Overnight in Washington, D.C. area*

### Day 2

#### Breakfast in Washington, D.C.

#### Arlington National Cemetery

Observe the quiet dignity of Arlington National Cemetery, the final resting place of more than 200,000 veterans and their families. At JFK's gravesite, you'll see the eternal flame that was originally lit by Jacqueline Kennedy at her husband's funeral. You'll also witness the changing of the guard at the Tomb of the Unknowns.

#### The United States Marine Corps Memorial

The cast bronze depiction of Marines raising the flag at Iwo Jima honors all those who have served in the Marine Corps since its inception in 1775.

#### Lunch Included

Tour Director distributes \$10 each.

#### Excursion to Mount Vernon

Travel through the Virginia countryside to Mount Vernon, the lovely retreat overlooking the Potomac River, where George and Martha Washington lived from 1754 to 1799. As you tour the restored Georgian mansion, you'll see many symbols of the owner's eminence, including Washington's presidential chair. You'll also see the reconstructed slave quarters and Washington's tomb, as well as the elegant estate's 500 acres of grounds and gardens. Be sure to explore the comprehensive Ford Orientation Center and Donald W. Reynolds Museum and Education Center. The interactive displays, short films and high-tech immersive experiences featured in the center depict Washington at three significant stages in his life.

#### Dinner in Alexandria, VA

Enjoy your evening meal, provided by EF Explore America.

#### Legends of Alexandria Tour

Take a one hour Legends of Alexandria tour in Old Town, where an 18th-century costumed guide shows you the way through the streets by lantern and shares ghost stories, legends and folklore about the area!

*Overnight in Washington, D.C. area*

### Day 3

#### Breakfast in Washington, D.C.

#### The US Capitol Building Tour & Visitor's Center

Visit the U.S. Capitol, the city's epicenter and the heart of the American legislature. George Washington laid the first cornerstone for the building in 1793, but the edifice was set on fire in 1814 when British troops marched through the city. Much of the structure was salvaged, thanks to heavy rains that quelled the flames, and the Capitol remains the symbol of American government today. You'll also explore the Visitor Center. This underground facility features an exhibition gallery, orientation theaters, a 550-seat cafeteria and gift shops.

#### The Library of Congress

Marvel at the green-domed Library of Congress, whose collection of 113 million items includes a Gutenberg Bible. Explore the stunning Jefferson Building and learn more about the incredible collections through interactive exhibits in the Library of Congress Experience.

#### Lunch Included

Tour Director distributes \$10 each.

#### Supreme Court

See the imposing white-marble Supreme Court building, where the nine justices of the nation's highest court convene to hear oral arguments and rule on cases that affect the course of law in the United States.

#### National Archives

This important landmark holds priceless documents that have shaped the history and politics of the United States. Interactive components will give you an appreciation for the role records and archivists play in linking the past to the future. View all four pages of the Constitution simultaneously in the Charters of Freedom Rotunda. The Public Vaults also store important records from the earliest treaties with Native tribes to presidential websites.

#### International Spy Museum

Enter the world of espionage as you gather intelligence about the tradecraft, history and contemporary role of international spies. Learn the lingo—a 'shoe' means a false passport—and view never-before-exhibited artifacts, ranging from a female operative's

lipstick gun to ingenious disguises developed by Hollywood for the CIA. Discover secrets about celebrity spies, Navajo codetalkers and the challenges facing intelligence agencies in the 21st century.

#### **Dinner in Washington**

Enjoy your evening meal, provided by EF Explore America.

*Overnight in Washington, D.C. area*

#### **Day 4**

#### **Breakfast in Washington, D.C.**

#### **Embassy Row**

Drive through one of Washington's most cosmopolitan neighborhoods as you pass Embassy Row. This area of grand houses and over 130 foreign embassies boasts a range of architecture as diverse as its international denizens. You'll also pass by the residence of the Vice President.

#### **Visit to the National Zoo**

The National Zoo is home to one of Washington's most beloved couples: the giant pandas, Tian Tian and Mei Xiang. The giant pandas are rare and endangered, with as few as about 1,600 living in the wild. The zoo has successfully bred a variety of exotic species, including red pandas, golden lion tamarins and pygmy hippopotamuses. It was also the first zoo outside Indonesia to successfully breed Komodo dragons. Visit the walk-in aviary, the octopi and giant crabs of the invertebrate exhibit, the Cheetah Conservation Area, and the zoo's most ambitious addition: Amazonia, a re-created South American rainforest. Examine the zoo's feathered friends and winged mammals to see how animal adaptations allow creatures to overcome gravity and fly.

#### **Lunch Included**

Tour Director distributes \$10 each.

#### **Depart for Home!**

Your tour director assists with your return home.

# TOUR PRICE QUOTE

## WASHINGTON, D.C.: THE CAPITAL TOUR

**PREPARED FOR**  
John Borich

**PREPARED ON**  
October 21, 2015

**YOUR TOUR NUMBER**  
1704566UX

**YOUR TOUR WEBSITE**  
efexploreamerica.com/1704566UX

### LOWEST PRICE GUARANTEED

Based on a private tour with 35 - 39 paying travelers  
Price valid for travelers enrolled by December 31, 2015

Student  
**\$1,549**

Adult  
**\$1,754**

Protect your travelers with the Anytime Protection Plan for \$170.  
Ask your Tour Consultant for details.

For every 15 paying travelers, 1 chaperone travels FREE

Adult supplement required for age 20 and older at the time of travel. Change and cancellation fees of up to the total price will apply. Applicable airline baggage fees are not included and can be found at [www.EFExploreAmerica.com/Baggage](http://www.EFExploreAmerica.com/Baggage). All prices subject to verification by an EA tour consultant. To view EA's Booking Conditions, visit [EFExploreAmerica.com/BC](http://EFExploreAmerica.com/BC).

Breakfast excluded on day of arrival; dinner excluded on day of departure (Unless otherwise noted)

## Your travel details

### TOUR LENGTH

4 days

### DEPARTING FROM

Minnapolis

### REQUESTED TRAVEL DATES

Monday, June 12, 2017 - Thursday, June 15, 2017

### YOUR DEPARTURE DATE RANGE

Includes 5 days of departure date flexibility

## Your experience includes

### AIRFARE AND TRANSPORTATION

### HOTEL ACCOMMODATIONS

### OVERNIGHT SECURITY

### MEALS AS SPECIFIED

### ALL GRATUITIES

### GUIDED TOURS AND ACTIVITIES

### ROUND-TRIP SCHOOL-TO-AIRPORT TRANSFER

### FULL-TIME TOUR DIRECTOR

Your Tour Director stays with your group 24/7, providing local insight and knowledge, while handling every on-tour detail.

### TRAINING AND SUPPORT

We prepare new Group Leaders on a free Training Tour, and provide personal support every step of the way.

### TRAVELER RESOURCES

We offer travelers flexible payment options as well as a dedicated support team to manage finances and answer tour questions.

### 24-HOUR EMERGENCY SUPPORT

Travelers and their families can count on EF's dedicated emergency service team while on tour.

### EXPERT TOUR PLANNING

Your dedicated EF team provides expertise every step of the way—from recruiting and enrolling travelers to planning and managing your tour.

### WESHARE—ACCREDITED LEARNING

Our online learning platform engages students in activities before, during and after tour, with the option to create a final project for academic credit.

### ILLNESS AND ACCIDENT COVERAGE

Rest easier knowing your travelers are covered on tour with EF's comprehensive coverage plan.

### \$15 MILLION LIABILITY POLICY

Group Leaders and schools are protected while on tour.