

CLINTONVILLE PUBLIC SCHOOL DISTRICT
Clintonville, WI 54929
Regular Meeting of the Board of Education

Monday, March 9, 2026
6:00 p.m.
High School IMC

Please Google search "Clintonville Events You Tube", or use the following link to go directly to the Clintonville Events YouTube channel:

<https://www.youtube.com/channel/UCMHZeWzjIFzVnX3EX18nLlg/featured>

District Mission Statement

The Clintonville Public School District, in partnership with its citizens, will empower those we educate to become lifelong learners who can think independently, critically, and creatively. Further, it is our mission to educate individuals to be successful, contributing members of our society and responsible, caring citizens in a diverse world.

AGENDA

I. CALL TO ORDER

II. ESTABLISH QUORUM

III. OPEN MEETING STATEMENT

This March 9, 2026 meeting of the Clintonville Board of Education, and all other meetings of the board, is open to the public in compliance with state statute. Notice of the meeting has been sent to the media, and has been publicly posted, in an attempt to make the citizens of the district aware of the time, place and agenda of this meeting. Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to attend this meeting.

IV. APPROVE AGENDA

V. PLEDGE OF ALLEGIANCE

VI. READING AND APPROVAL OF MINUTES

A. Regular Meeting - February 24, 2026

VII. PUBLIC COMMENTS/COMMUNICATIONS

While the Board of Education welcomes communication from the public, proper procedure must be followed. Any person intending to address the Board must first fill out a Public Comments Registration Form (please see Policy #0167.3 re: Public Participation). As a reminder, this meeting of the Board is not a forum for personal attacks on any public official, staff member or citizen

VIII. FINANCIAL REPORT

A. **2024-2025 Financial Audit Report - for Discussion/Action**

A representative from Clifton-Larson-Allen LLP (CLA) will present the 2024-2025 Financial Audit Report for Board of Education approval.

IX. COMMITTEE UPDATES

- A. Land Use Committee
- B. Policy Committee
- C. Dellwood Childcare Committee
- D. Rec Center Committee
- E. Finance Committee

X. ADMINISTRATIVE REPORTS

A. International Travel Opportunity for Students - for Discussion/Action

Spanish Teacher and Club Advisor Julianne Wagner will present information, and seek the Board of Education's approval for an international student trip to Puerto Rico from June 7 - June 12, 2027.

B. Rec Center Report - for Information

Ashley Flanagan will give an update on Rec Center events.

C. Superintendent's Report - for Information

Troy Kuhn will present District updates to the Board of Education.

Support Staff Resignations

- a. Kayla Meverden - Special Education Paraprofessional, effective March 2, 2026
(will continue as a paraprofessional substitute)
- b. Samantha Reynolds - Special Education Paraprofessional, effective March 17, 2026

D. Personnel (The Board may choose to go into Executive Session per section 19.85(1)(c) of Wisconsin Statutes to discuss a personnel issue, and then return to open session to take action)

1. Summer School Coordinator Hire - for Discussion/Action

The administration will recommend that the Board of Education approve the hiring of an employee for the preparation and set-up of Summer School 2026, per terms of agreement.

E. Other

1. Complaint Investigation - for Discussion/Action

The Board President will update the Board on a received complaint and discuss if it shall be further investigated.

2. Board of Education Senior Scholarship Interviews - for Discussion/Action

The Board of Education will set a date for conducting senior scholarship interviews.

3. WASB State Education Convention Costs - for Discussion/Action

The administration and Board of Education will discuss costs associated with attendance at the WASB State Education Convention in January, 2026.

4. Fund 80 - for Discussion/Action

The administration and Board of Education will discuss how to make progress towards improving costs and revenues.

5. Budget and Steps Towards Balancing - for Discussion/Action

The administration and Board of Education will discuss possible next steps towards balancing the budget.

6. Referendum Education and Planning - for Discussion/Action

The administration and Board of Education will discuss any updates and next steps for the April 2026 referendum.

Upcoming Informational Meetings

- March 10 - City Board Meeting, Community Center (6:00 p.m.)
- March 15 - St. Martin Lutheran Church (following 8:00 a.m. service)
- March 16 - Clintonville High School Auditorium (6:00 p.m.)
- March 19 - The Living Room (8:00 a.m. to 10:00 a.m.)
- March 20 - WTCH Breakfast Club
- March 22 - United Methodist Church (10:00 a.m.)
- March 24 - Clintonville Lions Club (6:00 p.m.)

XI. ITEMS FOR FUTURE DISCUSSION

XII. ANNOUNCEMENTS

March 16	No School - Teacher Inservice		
March 23	Regular Meeting - Board of Education	6:00 p.m.	High School IMC
March 27	End of 3rd Quarter		
April 2-6	Spring Break		
April 7	Spring School Board & Referendum Election		
April 13	Regular Meeting - Board of Education		
April 16	Title Night	4:00 p.m.	
April 27	Board of Education Reorganizational & Regular Meeting	6:00 p.m.	High School IMC

XIII. ADJOURN TO CLOSED SESSION

Consideration of matters over which the Board has jurisdiction pursuant to Wisconsin Statute 19.85 (1)(c)(f) - Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility for the purposes of reviewing individual employment contracts/language,salary/wages, benefits, and performance. Considering financial, medical, social or personal histories or disciplinary data of specific persons; for the purpose of discussing the complaint received; for the purpose of conducting the Superintendent evaluation.

XIV. RETURN TO OPEN SESSION (The Board of Education may take action in open session on items discussed in closed session).

XV. ADJOURNMENT

**BOARD OF EDUCATION
CLINTONVILLE PUBLIC SCHOOL DISTRICT
CLINTONVILLE, WISCONSIN 54929**

**MINUTES OF REGULAR MEETING
BOARD OF EDUCATION
February 24, 2026**

A regular meeting of the Board of Education of the Clintonville Public School District was called to order on February 24, 2026, at 6:03 p.m. in the High School IMC by Vice President Kris Strauman.

Members Present: Kris Strauman, Jason Moder, Klint Barkow, Mark Zachow, and Christopher Hoffmann
Glen Drew Lundt arrived at 6:13 p.m.

Members Excused: Ben Huber

Administration Present: Troy Kuhn, Alexis Retzlaff and Charles Seils

Press Represented: Bert Lehman of the Tribune Gazette and Marie Vandenberg of Rural NEW Families.

Also present: Michael Engel, Laurie Vollrath, Jessica Holtz, Alex Garcia, and David Battenberg

OPEN MEETING STATEMENT: This February 24, 2026, meeting of the Clintonville Board of Education and all other meetings of the board are open to the public in compliance with state statute. Notice of the meeting has been sent to the media, and has been publicly posted, in an attempt to make the citizens of the district aware of the time, place and agenda of this meeting. Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.

APPROVE AGENDA: Moved by Mark Zachow, seconded by Jason Moder to approve the agenda, moving item VIII A - 2024-2025 - Financial Audit Report to the March 9 Board of Education Meeting, moving item X A - CESA 8 Additional Services Proposal to the March 23 meeting, and correction to item XII A - Lions Club donation should be \$250. Ayes and nays called, all voting aye. Motion carried.

The Pledge of Allegiance was recited by those in attendance.

READING AND APPROVAL OF MINUTES: Moved by Jason Moder, seconded by Mark Zachow to approve the following minutes:

A. Regular Meeting – February 9, 2026

Ayes and nays called, all voting aye. Motion carried.

PUBLIC COMMENTS/COMMUNICATIONS: None

FINANCIAL REPORT AND PRESENTATION OF VOUCHERS

Presentation of Vouchers and Receipts: Moved by Christopher Hoffmann, seconded by Jason Moder to grant authorization to approve vouchers as presented for January 2026. Ayes and nays called, all voting aye. Motion carried.

Monthly Budget Recap/Report: Jessica Holtz from CESA 8 presented and discussed the Monthly Budget Recap/Report for January 2026.

COMMITTEE UPDATES:

Land Use Committee: No update

Policy Committee: No update

Dellwood Daycare Committee: No update

Rec Center Committee: No update

Finance Committee: No update

ADMINISTRATIVE REPORTS

Middle School Report: Charles Seils, Middle School Principal gave an update on Middle School events.

2025 Preliminary Joint Federal Notification (JFN) Results: Alexis Retzlaff, Pupil Services Director presented the preliminary JFN results.

Superintendent's Report: Troy Kuhn presented District updates to the Board of Education.

Support Staff Resignation – Child Care Center

- a. Kimberly Zills – Lead Teacher, effective February 27, 2026

Support Staff Hire

- a. Heidi Carlson – Special Education Paraprofessional, effective February 25, 2026

Extracurricular Hire

- a. Stacy Jepson – Head Volleyball Coach, effective with the 2026-2027 school year

Personnel

Activities Director Resignation: Moved by Kris Strauman, seconded by Jason Moder to approve the resignation of Caleb Bembenek, subject to the terms and conditions of his contract, from his Activities Director position, effective February 27, 2026. Ayes and nays called, all voting aye. Motion carried.

Interim Activities Director Hire: Moved by Klint Barkow, seconded by Mark Zachow to approve the hire of Joel Wondra as Interim Activities Director effective from March 2 – June 30, 2026. Ayes and nays called, all voting aye. Motion carried.

Teacher Retirement: Moved by Mark Zachow, seconded by Jason Moder to approve the resignation of Margaret (Ann) Waniger, for the purpose of retirement, from her Elementary Teacher position, effective June 5, 2026. Ayes and nays called, all voting aye. Motion carried.

Teacher Resignation: Moved by Jason Moder, seconded by Klint Barkow to approve the resignation of April Lackowski as Cross-Categorical Special Education Teacher, subject to employee separation agreement, effective February 27, 2026. Ayes and nays called, all voting aye. Motion carried.

Teacher Hire: Moved by Mark Zachow, seconded by Jason Moder to approve the hire of Benjamin Heninger as Middle School Band Teacher, effective February 24, 2026. Ayes and nays called, all voting aye. Motion carried.

Supervisory/Director Contract Renewals: Moved by Klint Barkow, seconded by Kris Strauman to approve the renewal of contracts for the 2026-2027 school year for Stephen Reinke, Trevor Drake, Ashley Flanagan, Patti Krause, and Jodi Veleke. Ayes and nays called, all voting aye. Motion carried.

Technology Director: Moved by Klint Barkow, seconded by Jason Moder to approve the transition of the District Technology Director role to Alex Garcia, IT and Support Specialist, effective July 1, 2026. Ayes and nays called, all voting aye. Motion carried.

Other

Early Graduation Request: Moved by Christopher Hoffmann, seconded by Kris Strauman to approve an early graduation request for 1 student, class of 2026 to graduate in January 2026, provided that all graduation requirements are met. Ayes and nays called, all voting aye. Motion carried.

WASB State Education Convention Report: Christopher Hoffmann shared information from the convention.

Superintendent Review/Evaluation Process: Moved by Jason Moder, seconded by Christopher Hoffmann that the Board will evaluate the superintendent in closed session, and that the superintendent will provide his goals ahead of time, with a 1-hour time limit at the March 9th Board of Education Meeting. Ayes and nays called, all voting aye. Motion carried.

Market Messenger Advertising: Moved by Mark Zachow, seconded by Klint Barkow to approve a quarter-page advertisement in four issues of the Market Messenger, to run from March 12 through April 2, at a cost not to exceed \$1,000. Ayes and nays called, all voting aye. Motion carried.

Referendum Education and Planning: The administration and the Board of Education discussed updates and next steps for the April 2026 referendum and provided upcoming informational meeting dates:

- March 2 – Clintonville Rotary, Clintonville Golf Course (12:00 p.m.)
- March 10 – City Board Meeting, Community Center (6:00 p.m.)
- March 16 – Clintonville High School Auditorium (6:00 p.m.)
- March 20 – WTCH Breakfast Club
- March 22 – United Methodist Church (10:00 a.m.)
- March 24 – Clintonville Lions Club (6:00 p.m.)

POLICY

Second Reading for Adoption of 35.1 Technical Corrections: Moved by Jason Moder, seconded by Christopher Hoffmann to approve a second reading for adoption of 35.1 Technical Corrections. (The District Administrator is authorized to review and make technical corrections to policies that have already been adopted through normal rulemaking procedures. These are corrections to policy language or construction that do not reflect policy decision or substantive consideration by the Board, such as correction of a typographical or grammatical error, inclusion or correction of a statutory citation, renumbering of sections, combining of policies, or similar action). Ayes and nays called, all voting aye. Motion carried.

Second Reading of Revisions to Policies: Moved by Kris Strauman, seconded by Jason Moder to approve a second reading:

- Policy 0100 – Definitions
- Policy 0142.7 – Orientation
- Policy 0144.5 – Board Member Behavior, Communications and Code of Conduct
- Policy 1210 – Board/District Administrator Relationship
- Policy 1230.01 – Development of Administrative Guidelines
- Policy 1240 – Evaluation of the District Administrator
- Policy 2131.01 – Reading Instructional Goals and Kindergarten Assessment
- Policy 2261.01 – Parent and Family Member Participation in Title I Programs
- Policy 2431 – Interscholastic Athletics
- Policy 5112 – Entrance Age
- Policy 5136 – Personal Communication Devices
- Policy 5411 – Third Grade Promotion and Retention: At-Risk Students
- Policy 5514 (Replacement) – Use of Personal Transportation Devices
- Policy 5515 – Student Use of Motor Vehicles
- Policy 5895 (Rescind) – Student Employment
- Policy 6152.01 – Waiver of School Fees or Fines
- Policy 6320 – Purchasing
- Policy 7540.02 – (Replacement) – Digital Content and Accessibility
- Policy 7540.08 (Replacement) – Artificial Intelligence (AI)

Ayes and nays called, all voting aye. Motion carried.

Second Reading to Adopt Administrative Guideline 61.1 – Fee Waiver Request Form: Moved by Klint Barkow, seconded by Jason Moder to approve a second reading to adopt the Fee Waiver Request form as an administrative guideline as referenced in Policy 6152.01. Ayes and nays called, all voting aye. Motion carried.

ITEMS FOR FUTURE STRATEGIC DISCUSSION

- Determine a date for the Board of Education Scholarship interviews and remind Board members their \$125 donations are due.
- 20-Year Staff Appreciation Banquet

ANNOUNCEMENTS

March 9	Regular Meeting – Board of Education	6:00 p.m.	High School IMC
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March 27	End of 3 rd Quarter		
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April 27	Board of Education Reorganizational & Regular Meeting	6:00 p.m.	High School IMC

ADJOURNMENT: Moved by Christopher Hoffmann, seconded by Jason Moder to adjourn. Ayes and nays called, all voting aye. Motion carried and the meeting adjourned at 8:27 p.m.

CHS Rec Center

Five-Year Revenue Summary (March 1 – February 28)

Fiscal Year	Total Revenue	YoY Growth
2021–2022	\$165,205	—
2022–2023	\$180,743	+9.4%
2023–2024	\$194,365	+7.5%
2024–2025	\$228,093	+17.3%
2025–2026	\$260,145	+14.1%

Five-Year Growth: +57%

Key Revenue Drivers

- Online Programs – Silver Sneakers & Renew Active
- Day Passes
- Annual District Memberships – Family, Adult, Senior and Child

Year	Annual (District)	Annual (Non-District)	1 Mo (District)	1 Mo (Non-District)	3 Mo (District)	3 Mo (Non-District)	6 Mo (District)	6 Mo (Non)	Day Passes	On-line Programs	Pool Program	Fitness Program	Non-Program	Misc. Items	Total Revenue
March 2021-2022	\$52,743	\$10,838	\$5,040	\$1,805	\$7,145	\$1,342	\$3,548	\$622	\$27,602	\$9,363	\$25,111	\$15,462	\$4,078	\$507	\$165,206
March 2022-2023	\$53,446	\$10,415	\$5,347	\$2,217	\$6,838	\$2,309	\$3,017	\$1,259	\$30,404	\$18,750	\$22,764	\$17,587	\$5,989	\$401	\$180,743
March 2023-2024	\$62,837	\$13,084	\$4,052	\$2,210	\$5,417	\$3,021	\$4,614	\$449	\$31,915	\$23,238	\$28,952	\$7,645	\$6,313	\$618	\$194,365
March 2024-2025	\$79,812	\$19,259	\$5,790	\$1,493	\$6,606	\$1,693	\$3,160	\$2,458	\$34,806	\$28,684	\$30,430	\$6,778	\$6,945	\$179	\$228,093
March 2025-2026	\$87,120	\$19,365	\$9,108	\$2,013	\$7,165	\$3,006	\$7,402	\$3,174	\$39,513	\$35,032	\$29,544	\$9,743	\$7,324	\$637	\$260,145

February Report

Total Check Ins - 6,370

(Total number of members that scanned their key card to check in)

Day Passes - 638

(Total number of day passes sold within the month)

Memberships - 159

(Total number of memberships sold)

New Members - 25

(Total number of brand new memberships sold)

Notes:

- The winter swim lesson session ended, it ran from January 19th-February 26th with 50 participants
- The WI DNR used the large pool and community room for their annual scuba dive training on February 18th, Waupaca County Sheriff's department will be doing their dive training in March
- The Middle School PhyEd class started their pool unit
- Upcoming project, grate replacement for large pool





Puerto Rico

explorica.com/Wagner-3274

June 07 - June 12, 2027

Day 1 Hola San Juan

Meet your tour director and check into hotel
San Juan city walk: Museo de Casa Blanca, La Muralla , La Fortaleza
Dinner

Day 2 San Juan landmarks

Breakfast
San Juan guided sightseeing tour: Antiguo Casino, Convento de Santo Tomás, Iglésia San Jose, Catedral de San Juan, El Castillo San Cristobal visit , San Juan Museum visit, El Capitolio
Dinner
Optional Zipline Canopy Tour

Day 3 San Juan

Breakfast
Island excursion & snorkel trip
Luquillo beach free time
Dinner

Day 4 Fajardo

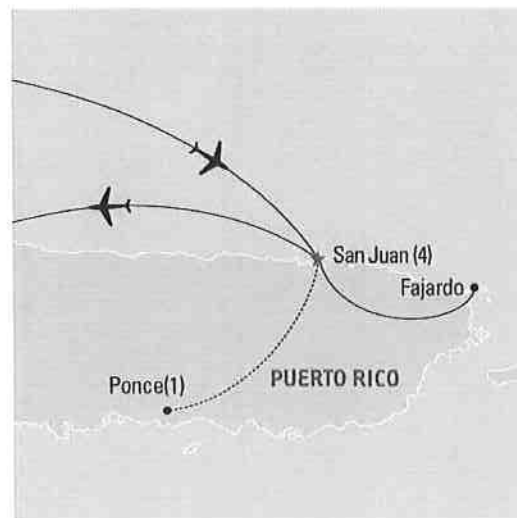
Breakfast
El Yunque Caribbean National Forest visit
Dinner
Optional Bioluminescent Bay excursion

Day 5 Start extension in Ponce

Breakfast
Visit a local cave
Travel to Ponce
Ponce tour director-led sightseeing: Parque de Bombas , Lions Fountain , Ponce Cathedral , Casa Alcaldia
Dinner

Day 6 End tour

Taino Ceremonial Park visit
Travel to San Juan
Travel home



Reserve Your Spot!



Tour Center ID: Wagner-3274
Registration deadline: March 26, 2026

What's included

We provide everything you need for a remarkable trip:

- Round-trip transportation
- 4 overnight stays in hotels (5 with extension)
- Breakfast daily (except arrival day)
- Dinner daily (except departure day)
- Full-time services of a professional Tour Director
- Guided sightseeing tours and city walks as per itinerary
- Visit to select attractions as per itinerary
- Tour Diary™
- Overnight security chaperone
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Optional excursions, optional pre-paid Tour Director and multi-day bus driver tipping, among other individual and group customizations will be listed as separate line items in the total trip cost, if included.

Tour investment

Students (travelers under the age of 23): \$2,876

Adults (age 23 and over): \$3,146

Automatic monthly payment plan

Pay just \$50 upon enrollment and the balance will be divided into equal monthly payments, charged automatically to your credit card or checking account. As of February 18, 2026, your monthly payment would be just \$201.86. (Manual plan also available; learn more on explorica.com/paymentplans.)

Travel protection

Most Explorica travelers protect their investment with one of our trusted plans. To learn more, visit explorica.com/cfar.

Enroll online,
by phone, or by mail



Visit explorica.com/Wagner-3274



Use Wagner-3274 to register



1.888.310.7121

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explorica.com/resources

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701 E. Water Street, Suite 200
Charlottesville, VA 22902

School Board *Presentation*

2025



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SCHOOL BOARD PRESENTATION

Puerto Rico

June 7, 2027 - June 12, 2027

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



As a licensed tour operator, Explorica by WorldStrides is proud to be able to give your students the opportunity of a lifetime! When your school travels with Explorica, classroom lessons come to life and offer your students valuable exposure to the world outside of their hometown. It's an educational adventure for all!

Before we begin, here's a little more about us:

WorldStrides has over 55 years of experience partnering with teachers to create authentic, interactive, and safe educational travel programs. We specialize in connecting teachers and students to new cultures, languages, and people on specialized tours across the globe.

We believe we can create a better world by immersing every student within new cultural experiences through travel. We aim to be the industry leader in educational travel, helping teachers and students discover the wonders of the world through safe and reliable experiences.

Every Explorica by WorldStrides program includes round-trip flight or bus transportation, accommodations, on-tour transportation, most meals and the services of an expert, full-time Tour Director dedicated to your group. As a member of the WorldStrides family, we enjoy a global network of more than 45 offices. And with our veteran Program Consultants, Customer Care Representatives, and comprehensive, user-friendly website, we're always here to support you.

WorldStrides has helped change the lives of 10 million+ students through our educational experiences. Join us!

Happy travels!

Hotels

When you travel with Explorica by WorldStrides, you stay in clean, safe, attractive hotels that provide modern amenities and easy access to major attractions.

It is Explorica's policy to accommodate students in hotels that prioritize safety and meet our "three C" standards—clean, comfortable, and convenient. Upgraded hotels are available upon request.

The selection of our hotels is based on proximity to itinerary sights, comfort, quality, and safety. Students are roomed in either triple or quad accommodations based on hotel availability.

Students have the option to upgrade to twin rooming for \$45 per night. Paying adults (23 or older) are roomed in twin/double accommodations and a \$45 per night double/twin rooming supplement is included in the adult total cost. Adults have the option to upgrade to a single room for an additional \$40 per night.

HOTEL SAMPLE SPECIFIC TO PUERTO RICO

Hyatt Place San Juan/Bayamon

Standard hotel

Hotel description

Uncover the beauty of Bayamon, Puerto Rico. Find the perfect retreat for your Caribbean adventure at Hyatt Place San Juan/Bayamon. Minutes from some of Puerto Rico's best restaurants, bars, beaches, and attractions, our centrally located hotel allows guests to explore the island's rich culture and history with ease.

Group leader evaluations

"The hotel was really beautiful. The rooms were clean and spacious. The service from the hotel staff was extremely accommodating which set my mind at ease. Great hotel overall for our trip."

Meals

Explorica by WorldStrides provides breakfast and dinner daily on all tours, unless otherwise indicated on your itinerary. We make sure all travelers have the opportunity to experience local cuisine, whether that's buttery lobster rolls in Boston or the best pizza in Rome.

Tour Director

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

Health & Safety

All traveling participants on WorldStrides programs have the support of our 24/7 WorldAssist emergency response team and access to Doctors on Call. Our exclusive relationship with The George Washington University Medical Faculty Associates provides 24/7 access to medical care. Telehealth consultation with a mental health professional is also available through our relationship with AXA Behavioral Health.

Being a WorldStrides Tour Director is an extremely competitive position. All of our Tour Directors come highly recommended with at least five years of experience in the industry and are trained extensively on our emergency procedures.

Explorica by WorldStrides has a \$50 million Liability Insurance Policy and we can have your school information printed on the certificate before traveling.

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

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

Explorica also offers each traveler the option to purchase the Travel Protection Plan or the Travel Protection Plan Plus.

Liability policy

To Whom It May Concern,

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

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

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

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

Sincerely,

Tim Sweeney
Chief Product Delivery Officer
Explorica by WorldStrides

Payment Plans

FULL PAYMENT

Pay in full at time of enrollment.

MONTHLY AUTOMATED PLAN

Pay a \$50 deposit, plus any travel protection plan fees, with a credit card or checking account upon enrollment. The balance of the tour fee will be automatically charged to the card on file or debited from the linked checking account in equal monthly installments until 35 days prior to departure.

Please note: all payments must be made by credit card, debit card or checking account. If two consecutive payments are returned NSF or declined, payment plan will update automatically to the 4-Step Manual Plan.

4-STEP MANUAL PLAN

Pay a \$99 deposit upon enrollment. \$500 toward the balance is due 30 days later. At 110 days prior to departure, 75% of the balance is due. At 65 days prior to departure, the remainder of the balance is due. Each payment must be made manually.

GENERAL PAYMENT INFORMATION

We accept MasterCard, Visa, ACH checking account payments, money orders and personal checks. Monthly payment plans require the use of a credit card or ACH payment.

Please note: personal checks cannot be accepted within 75 days prior to departure. ACH payments cannot be accepted within 65 days prior to departure.

Participants not enrolled in an automatic payment plan will receive email reminders of payments due approximately two weeks in advance of the due date. Payment reminders are sent only through email. Late payments are subject to an additional \$50 fee. Participants that remain unpaid in full within 75 days prior to departure, or who do not meet the conditions of their payment plan, will have their reservation cancelled in keeping with our standard cancellation policy.

Payments rejected due to insufficient funds, returned to us by the bank—including bounced checks, returned due to a stop-payment order, or that are otherwise in dispute are subject to an additional \$35 non-refundable fee. We reserve the right to cancel reservations for any participant who does not meet their contractually obligated payment schedule.

Insurance

Four out of every five Explorica by WorldStrides travelers protect their investment through our partnership with Trip Mate, our third-party travel protection plan provider.

EXPLORICA'S TRAVEL PROTECTION PLAN

Our standard travel protection plan provides coverage for participants experiencing:

- The injury, sickness, or death of a student or family member
- Documented theft of a passport or visa
- Flight cancellations due to strike or bad weather
- Loss of luggage and personal effects
- Medical expenses incurred while traveling
- And much more...

EXPLORICA'S TRAVEL PROTECTION PLAN PLUS

Along with the benefits provided by the standard plan, you have the option to upgrade to the Explorica Travel Protection Plan Plus which includes our exclusive **Cancel For Any Reason** waiver. With **Cancel For Any Reason**, participants that cancel their trip reservation for any reason not otherwise covered by the protection plan will receive reimbursement for 75% of trip fees, excluding certain non-refundable fees, provided:

- 1) Payment for this plan is received by Explorica within 14 days of the initial deposit/payment for the trip; and
- 2) The trip is cancelled at least 2 days prior to the scheduled trip departure date.

This **Cancel For Any Reason** waiver does not cover penalties associated with any air or other travel arrangements not provided by Explorica. This waiver is provided by Explorica and is not an insurance benefit underwritten by United States Fire Insurance Company.

Insurance

Our protection plans also provide coverage for on-tour contingencies, including:

TRIP INTERRUPTION

Participants that have their Explorica by WorldStrides trip interrupted after departure due to a covered reason (see previous slide for examples) can be reimbursed for unused travel arrangements as well as the additional transport costs for participants either returning home or rejoining their group.

MISSED CONNECTION

Participants that are delayed from arriving at their scheduled destination by 3+ hours due to a covered reason can receive reimbursement for unused travel arrangements as well as the additional transport costs to join their group.

TRAVEL DELAY

Participants that experience significant travel delays (12+ hours) due to a covered reason will receive reimbursement for additional accommodation, meal, and local transportation expenses.

MEDICAL EXPENSE/EMERGENCY ASSISTANCE

Participants that require medical assistance while traveling will have the cost of transportation to an appropriate medical facility covered.

BAGGAGE & PERSONAL EFFECTS

Participants will receive reimbursement if their personal belongings or baggage are damaged, lost, or stolen while traveling.

BAGGAGE DELAY

Participants that experience a significant baggage delay (24+ hours) can be reimbursed for the purchase of necessities, including clothing and personal articles.

Insurance

PRE-EXISTING CONDITIONS WAIVER

Participants that purchase a travel protection plan within 14 days of their initial deposit and/or trip payment and who are not disabled from travel at the time of protection plan payment can waive the plan exclusion for pre-existing conditions.

A **Certificate of Coverage** provides complete details of the travel protection plan, including conditions, exclusions, and limitations is available on our website or at any time by request to our team.

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

The Explorica Travel Protection Plan is underwritten by United States Fire Insurance Company, Morristown, NJ.

The cost for Explorica's **Travel Protection Plan** and Explorica's **Travel Protection Plan Plus** is based on your program's total price and provided at enrollment. The estimated cost for your program will be provided in advance. This plan should be purchased at the time of enrollment. You have ten (10) days from the date of purchase to review and cancel your plan for a full refund. After that period, the cost of the plan is non-refundable.

From Our Program Leaders

After every tour, Explorica by WorldStrides asks our Program Leaders to evaluate our overall pre-tour, during tour, and post-tour performance as a company.

“

“I thought the whole process was terrific! The best way I think that one can judge how successful the trip was is by how the students felt about the trip. Every one of our students enjoyed the experience. We all felt the experience had a positive impact on us and something that we will remember forever. Our Tour Director was beyond great. He attended to all our needs and wanted nothing more than for our experience to be a positive one. The students and adults all felt comfortable with him and he was always available to answer our questions and take care of our needs. I believe Explorica hit a home run. I've used Explorica for the last 4 years and have found it to be very rewarding and professional. I plan to continue to use Explorica in the future because I believe they are the best out there for the price.”

From Bradley E. – Lansing, KS

“

“I have been travelling with Explorica for several years and have been on a variety of tours with this company. I would not travel with anyone else. I feel they work hard to give the students the best experiences for the best value.”

From Nancy B. – Tower City, PA

From Our Program Leaders

“

“The tour director and bus driver were fantastic!! The tour guide was extremely knowledgeable of the sites and understanding of teenage quirks. Additionally, both he and the bus driver were very accommodating to our needs and requests. The bus driver was great navigating the busy streets of the cities and also a wealth of information! We hope to travel with Explorica again!”

From Jennifer B. – Chicago, IL

“

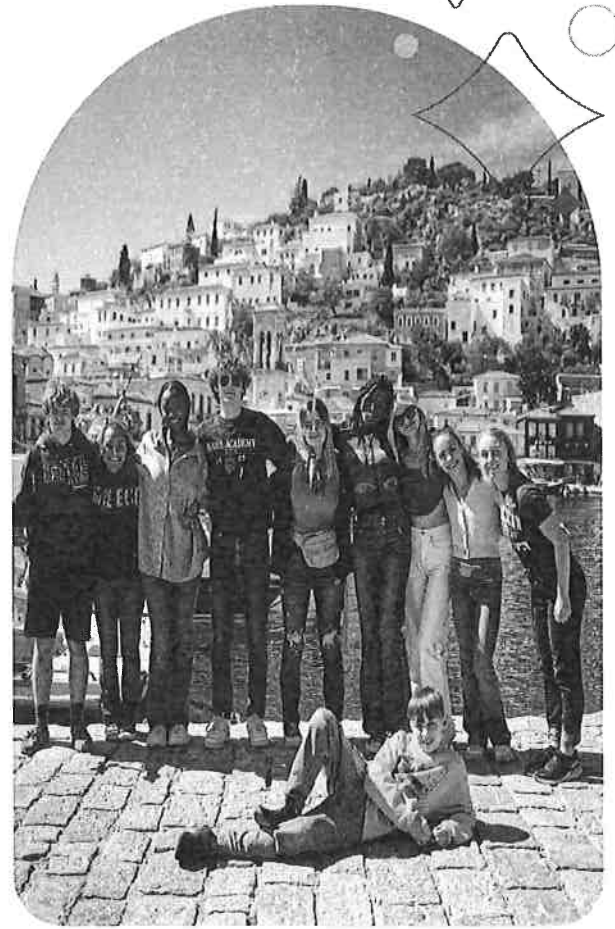
“Explorica did it again! Every trip is better than the last. We covered a lot of territory in a week. The success to a good trip besides Explorica’s organization and support is excellent tour guides. We had two of the best. This is a super adventure at an affordable price. It was very easy to organize with the people at Explorica so accommodating and friendly.”

From Patty S. – Elk Point, SD

Puerto Rico

June 7, 2027 - June 12, 2027

Get a taste of Renaissance Spain in Puerto Rico's capital city of San Juan's 16th century historic district, explore El Morro, one of the oldest standing forts in the Caribbean, bask on Luquillo Beach and snorkel over reefs in the Spanish Virgin Islands.



Puerto Rico.

ITINERARY

Day 1 Hola San Juan

- › Meet your tour director and check into hotel
- › San Juan city walk
- › Museo de Casa Blanca, La Muralla, La Fortaleza
- › Dinner

Day 2 San Juan landmarks

- › Breakfast
- › San Juan guided sightseeing tour: Antiguo Casino, Convento de Santo Tomás, Iglésia San Jose, Catedral de San Juan, El Castillo San Cristobal visit, San Juan Museum visit, El Capitolio
- › *Optional Zipline Canopy Tour \$85*
- › Dinner

Day 3 San Juan

- › Breakfast
- › Island excursion & snorkel trip
- › Luquillo beach free time
- › Dinner

Day 4 Fajardo

- › Breakfast
- › El Yunque Caribbean National Forest visit
- › Dinner
- › *Optional Bioluminescent Bay excursion \$70*

Day 5 Start extension in Ponce

- › Breakfast
- › Visit a local cave
- › Travel to Ponce
- › Ponce tour director-led sightseeing: Parque de Bombas, Lions Fountain, Ponce Cathedral, Casa Alcaldia
- › Dinner

Day 6 End tour

- › Taino Ceremonial Park visit
- › Travel to San Juan
- › Travel home

Puerto Rico.

TOUR INVESTMENT:

Travelers under 23 years \$2,876.00*

Travelers 23 and above \$3,146.00*

*Sign up by Mar 26, 2026 to receive this discounted price!



TOUR INCLUDES:

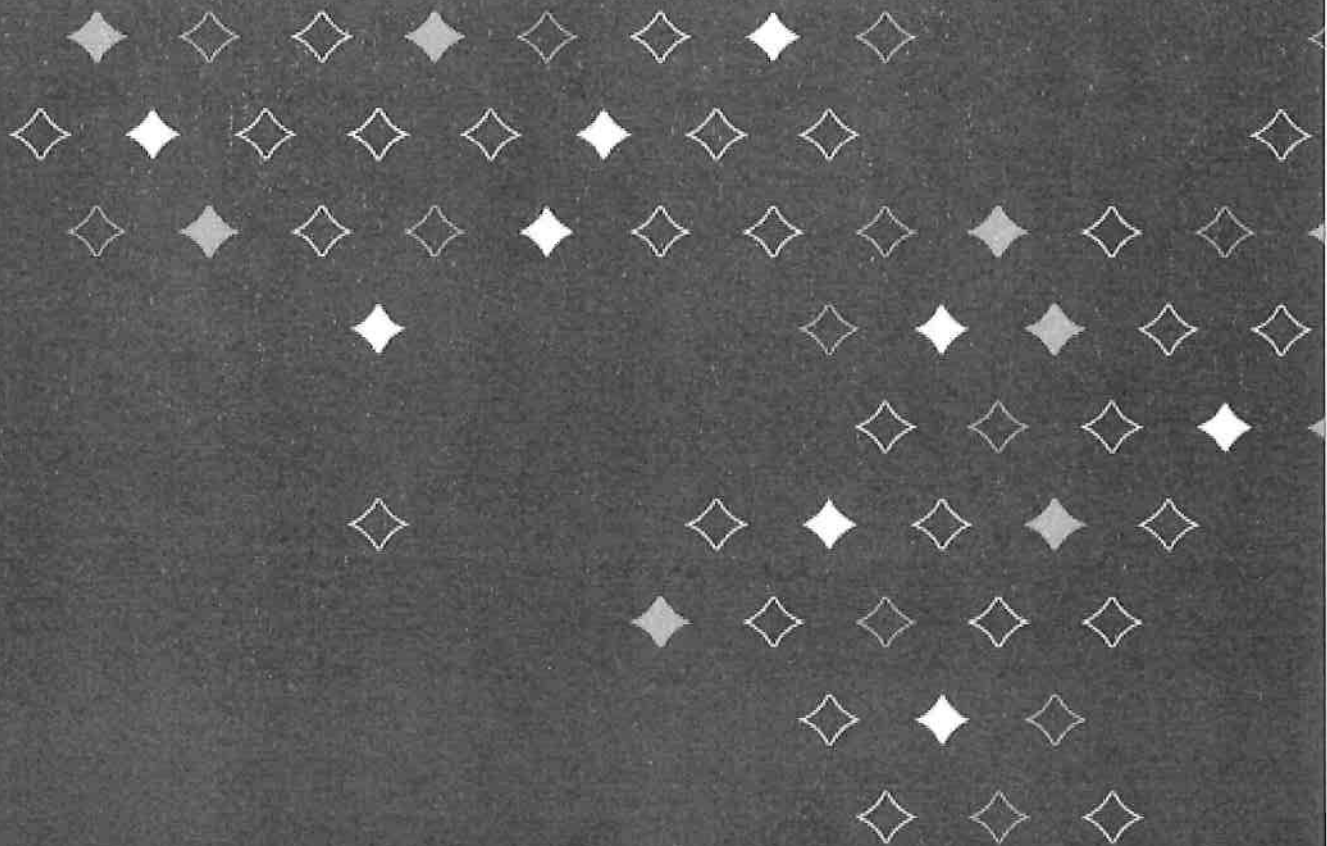
- › Round-trip transportation
- › 4 overnight stays in hotels (5 with extension)
- › Breakfast daily (except arrival day)
- › Dinner daily (except departure day)
- › Full-time services of a professional Tour Director
- › Guided sightseeing tours and city walks as per itinerary
- › Visit to select attractions as per itinerary
- › Tour Diary™
- › Overnight security chaperone
- › Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Optional excursions, optional pre-paid Tour Director and multi-day bus driver tipping, among other individual and group customizations will be listed as separate line items in the total trip cost, if included.



Supporting documents

This school board packet should be submitted with the following supporting documents:

- Official price quote**
- Student application**
- Student/parent agreement & release form**
- Explorica's terms & conditions**



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by WorldStrides®

WorldStrides has over 55 years of experience as the global leader in educational travel, both in the U.S. and abroad. Accredited by regional and national educational certifying bodies since 1996, our portfolio of transformative programs offers life-changing moments for everyone—students, parents, and educators alike.

Web: explorica.com
Phone: 1.888.310.7120

701 E. Water Street, Suite 200
Charlottesville, VA 22902