

**Franklin Public Schools
Franklin, Massachusetts 02038**

Action Required

Subject:

Out of State Travel

Date:

October 23, 2018

Dept:

MS Music

Reason:

Past practice of the Committee requires a vote to allow students/staff to travel outside of the State/Country

Enclosure

Yes

Background

Recommendation:

NYC Field Trip Request

I recommend approval of the recurring request of Diane Plouffe to take approximately 50 Middle School Chorus students to New York City to see "Once On This Island" on May 11, 2018 as detailed.

Action Requested of the School Committee:

Majority vote of the Committee is required.

<u>Vote Tabulator</u>	
A. Bergen: Y / N	D. Schultz: Y / N
C. Douglas: Y / N	MJ Scofield: Y / N
D. Feeley: Y / N	G. Zub: Y / N
M. Linden: Y / N	Action: _____

Diane Plouffe
Director of Music
Franklin Public Schools
218 Oak Street
Franklin, MA 02038
September 27, 2018

Dr. Ann Bergen, Chair
Franklin School Committee
355 East Central Street
Franklin, MA 02038

Dear Dr. Bergen,

On behalf of Renee Hersee, I would like to request permission to take the Middle School Chorus students on a field trip to New York City . The trip will occur on Saturday, May 11, 2019. The trip will include sightseeing, shopping, dinner and a Broadway Show. (See the attached "Extended Field Trip Form" for complete details.)

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Diane Plouffe".

Diane Plouffe

Cc: Dr. Sara Ahern
Mr. Lucas Giguere

September 20, 2018

I am requesting permission to take a field trip to NYC on May 11th, 2018 with the 8th grade chorus students from Annie Sullivan, Horace Mann and Remington Middle Schools. The maximum number of students I will take is 80 students with 10 adults. The smallest number I can bring would be 50 students with 5 chaperones.

A. Destination: New York City

B. Depart at 6am on May 11th return 9pm May 11th

C. The students will arrive in NYC and do some shopping with their chaperones. This will be followed by lunch at Planet Hollywood and end the day at the theater to see Once On This Island

D. The purpose of this trip is to provide my performing students with an experience at a live Broadway show.

E. The trip will cost approximately \$190 per student. (this includes money built in for scholarships) This will be the ticket to Once On This Island, lunch at Planet Hollywood and their seat on the town appointed coach bus.

F. I will build in scholarship money to help those who may be in need of partial or full payment for the trip.

G. All the theaters have elevators and places for wheelchairs if needed as well as the restaurant we will be eating at. All stores are accessible as well with elevators in each building.

H. I will need at least 45 students to run the trip. This leaves room for 5 adults as chaperones. I will take as many as 80 with 10 chaperones.

J. I will be using town approved bus company

K. In the past I have used an EFT waiver and this covered us as far as insurance liability.

M. All my chaperones will fill out a CORI form 1 month prior to the trip. All chaperones will have no more than ten students to their group for safety purposes. No student is allowed to go anywhere without their group and chaperone at all times.

Thank you. I look forward to your response.

Renee Hersee