

**Franklin Public Schools
Franklin, Massachusetts 02038**

Action Required

Subject:

Out of State Travel

Date:

January 22, 2019

Dept:

Parm/JFK

Reason:

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

Enclosure

Yes

Background

Recommendation:

Veteran's Auditorium Concert Recurring Trip

I recommend approval of the request of Mary MacMurray to take students to the Veteran's Auditorium in Providence, RI for a concert on May 21, 2019 (Parmenter) and May 24, 2019 (JFK) as detailed.

Action Requested of the School Committee:

Majority vote of the Committee is required.

Vote Tabulator

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: _____

JAN 8 2019

Trip Approval Process for Extended Field Trip

The trip advisor(s) shall submit a proposal to the School Committee providing the following information:

- a. Destination – **1 Avenue of the Arts, Providence, RI 02903**
- b. Departure/expected return dates –
 - A. **JFK Friday, May 24, 2019**
Parmenter Tuesday, May 21, 2019
 - B. Itinerary – **8:30-11:30, 9:45 am show**
- c. Summary of trip purpose/educational alignment –
This trip connects to our third grade music unit: Instruments of the Orchestra. Students will be able to see and hear all the instruments we have learned about performed live by professional musicians. This is also a great preview into recorders and future band or orchestra ensembles.
- d. Trip expense, inclusive of all costs
 - A. **JFK \$1,020 Parmenter \$970**
- e. Description on how the trip will be accessible to students from limited income families-fundraising plan – **Trip is paid for by the JFK and Parmenter PCC.**
- f. Accessibility for students with disabilities – **Theater is accessible to all students.**
- g. Number of students needed to support trip – **66 (JFK) 56 (Parmenter)**
- h. Number of chaperones in attendance – **16 chaperones per school**
- i. Method of transportation and/or travel agency/organization information – **Holmes bus transportation**
- j. Documentation that all students, advisors and chaperones will have full trip insurance – **N/A**
- k. Emergency plan including medical care plan including plan for to administration of medication – **A nurse will be accompanying students with all necessary medication and plans.**
- l. CORI for Chaperones – **Only parents with a completed CORI will chaperone this field trip.**

Trip Advisor: Mary MacMurray
Music Department
John F. Kennedy Elementary School
Gerald Parmenter Elementary School

Proposal should be submitted to principal for initial approval then forwarded to Superintendent of Schools

The Superintendent will review and present to the School Committee as an Action Item without requirement of presentation by the trip advisor.