

Memorandum

To: Board of Education
From: Todd Milligan and Eileen Smiertelny
Date: August 6, 2026
Re: 7th and 8th Grade class trip request

Proposed trip dates May 13-May 17, 2027

We would like to offer a trip to Boston for our 7th and 8th grade students.

We are requesting approval from the board in an effort to give students and parents opportunity to plan for the financial implications of the trip.

We have secured bids from Educational Tours and GL Travel, and attempted to get a bid from Brightspark Tavel. Based on itineraries, travel times, and what the companies have to offer we have chosen to use GL Travel for next year's trip. The table below shows price comparisons.

Travel Agency	Cost of Trip (if full)	Meals	Nightly Security	Travel Protection
Educational Tours	\$1583.00 per student	12 Meals Included	Yes	Additional
GL Travel	\$1390.00 per student	11 Meals Included	Yes	Included

We would like the Board to approve this trip. Please see the attached sample itinerary and trip summary information sheets from GL Travel.

We are available to answer questions or concerns at the numbers provided below:

Mr. Milligan – 269-779-2490
Mrs. Smiertelny – 219-861-3825