




WAUNAKEE

COMMUNITY HIGH SCHOOL

301 Community Drive
Waunakee, Wisconsin 53597
(608) 849-2100

November 19, 2025

TO: Dr. Monica Kelsey-Brown
Board of Education Members

FROM: Brian Borowski 

RE: 2027 Educational Trip to Spain
Elaine Simmons, Spanish Teacher

Ms. Elaine Simmons, our High School Spanish Teacher, recently shared with me the following proposal requesting permission to organize a student trip to Spain in 2027. As this type of request requires Board of Education approval, I am respectfully requesting that the Board allow Ms. Simmons to begin preliminary planning for this potential trip. This initial planning would include meeting with interested parents, guardians, and students to gauge interest and gather essential information.

Should the Board approve Ms. Simmons's request to proceed, she will continue planning and prepare a comprehensive trip packet for the Board's final approval no later than the 2026 Board of Education meeting. This packet will include a detailed itinerary, projected student costs, finalized behavioral expectations, a sample student application, and any additional required materials.

In previous international trips, our students have consistently represented themselves, the Waunakee High School, and the Waunakee School District with maturity and respect. I fully support Ms. Simmons' request to begin planning this educational opportunity abroad. I recommend that she serve as the lead chaperone for the trip, with Ms. Catie Anderson, High School Spanish Teacher, serving as co-chaperone. We will strive to maintain a chaperone-to-student ratio of approximately 1:6.

Please feel free to contact me or Ms. Simmons with any questions regarding this request.



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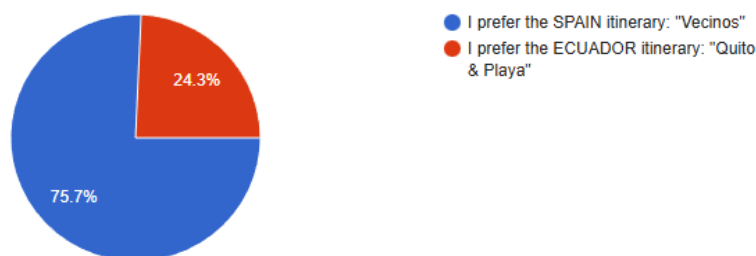
Dear Brian,

I am writing to request permission to lead a trip to Spain with travel targeted for a 10 day period between June 15-30 2027. In the summer of 2025 we led a culturally-rich and educational trip to Spain that included 30 student participants and four chaperones. I anticipate the same number of participants for this trip. The head chaperone will be Elaine Simmons with Catie Anderson acting as assistant chaperone. Additional chaperones will be added according to the number of participants who enroll. (Interact pricing includes 1 chaperone per 6 participants.)

In advance of this proposal, a survey was sent to students (specifically current freshmen and sophomores) who are enrolled in Spanish 2, Spanish 3, Spanish 4, Spanish 5, and Spanish Language Arts. The survey asked students if they would prefer an itinerary with a homestay and service activities in Ecuador OR an itinerary with a homestay and travel throughout Spain.

The results of the survey are included here:

70 responses



The company providing the itinerary is Interact Travel Inc., based in Green Bay, Wisconsin. Our department has had over 20 years of experience working with Interact Travel and we have had incredible service provided by them. I would like to continue the relationship we have established with this company for our summer of 2027 trip. They are one of the few companies that provides a homestay experience for students and the homestays always include at least 2 - 3 students per family, which is a comfort to students as they navigate a new language and cultural experience.

Here you will find a [LINK TO ITINERARY](#) provided by Interact Travel. The itinerary includes the mode of transportation, lodging, and meals. The only part not included in the total cost of the trip is money for souvenirs. Students may also choose to purchase optional student travel protection through Travel Insured International for \$187. In the past, students have been made aware of the



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student financial aid fund for those in need of financial assistance to access this trip. The total cost of the trip is \$4220. The total length of the trip is 10 days.

At this time we are seeking approval to begin enrolling students to participate in the trip.
Thank you for your time and consideration!

Elaine Simmons, Spanish Teacher
Waunakee Community High School