



WAUNAKEE

COMMUNITY HIGH SCHOOL

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

April 20, 2025

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

FROM: Brian Borowski

RE: Final Itinerary for 2025 Trip to Spain
Ms. Catie Anderson, Spanish Teacher/Head Chaperone

The Board of Education has approved Ms. Catie Anderson's request to proceed and identify potential trip itineraries, trip dates, costs, performance opportunities, and trip vendors. After completing the necessary steps by meeting with parents, guardians, and students, it was agreed upon to select Coach USA-Van Galder for transportation to and from Chicago O'Hare Airport and Interact Travel.

I hope you will join me in granting permission for Ms. Anderson, our high school students, and the chaperones with the opportunity to take part in this trip. Similar trips have been held for many years and have proven to be the highlight of many World Language students' high school experience. In addition, the students have represented themselves, Waunakee Community High School, and the Waunakee Community School District in a positive manner.

If this request is approved, I will request that Ms. Anderson be in contact with our School Resource Officer Tanner Weber prior to the trip departing, for a meeting with the trip participants to review safety precautions associated with traveling.

Please feel free to contact me or Ms. Anderson with any questions related to this request.

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