

**BOARD AGENDA
INDEPENDENT SCHOOL DISTRICT 191**

Administrative Services Center
Special Meeting
June 07, 2010
3:30 PM

- I. Call to Order
 - A. Welcome
 - B. Pledge of Allegiance
- II. New Business
 - A. Approve an extended field trip to England for Eagle Ridge Junior High language arts students June 14-25, 2010 2
- III. Adjourn

INDEPENDENT SCHOOL DISTRICT 191
Burnsville-Eagan-Savage
Business Office

TO: Members of the School Board
FROM: Lisa K. Rider, Executive Director of Business Services
DATE: June 7, 2010
RE: Extended Field Trip to England

RECOMMENDATION: That the School Board authorize an extended field trip to England for Eagle Ridge Junior High School language students during the summer of 2010.

The Eagle Ridge Junior High Language Arts Department has proposed an extended field trip to England June 14-25, 2010. Evaluation of the proposal pursuant to School Board Policy IICA reveals that the trip conforms with the intent of the policy.

EF Educational Tours has been selected to provide this experience. EF Educational Tours has been used on other occasions and we have been well-satisfied with their services. A reiteration of these criteria and the company's conformance/non-conformance follows:

<u>District Policy</u>	<u>E.F. Tours</u>
1. Two students per home stay with arrangements through personal contracts.	Not applicable, No homestays.
2. Competitive proposals solicited through Business Office.	Price appears competitive. We have not solicited proposals.
3. Travel agency registered with Air Recording Corporation.	Not a licensed travel agency.
4. Five licensed travel agents.	Airfare is arranged through licensed agents.
5. Demonstrated success.	Conforms.
6. Located in Minnesota.	No
7. Incorporated in U.S.	Yes

8. Financial Stability.	Has been in business 44 years but as a privately owned business they will not share financials. 100,000 student travelers per year. See Bonds.
9. Liability Insurance	Conforms, \$10,000,000.
10. Errors and Omissions Insurance	Does not carry because they are not licensed agents.
11. Bonding Ability	Consumer Protection Bond \$10,000,000.
12. Quality Assessment	Conforms-excellent.
13. Major Airline	Will use major domestic airline.
14. One trip every other year for some	Same class in 2009, but different students.

As you can see, E.F. Educational Tours does not meet many of our established criteria. However, because of their experience and size, I am satisfied that they are capable of providing this experience. Therefore, we believe it appropriate for the Board to authorize this trip with the understanding that parents will be informed of the criteria and our analysis.

I recommend approval.

LKR/mp

cc: Don Leake
Amy Stead