



District Service Center
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ADMINISTRATIVE REPORT

TO: Members of the School Board
Keith Jacobus, Ph.D., Superintendent

FROM: Jennifer Thomas, Office Coordinator for Assistant Superintendents for Academic Excellence and Accountability Mike Johnson, Julie Nielsen & Kristine Schaefer

DATE: January 30, 2020

TOPIC/PURPOSE OF REPORT: Extended Field Trips

REFERENCE TO POLICY/STRATEGIC PLAN: Policy 610, Field Trips

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: February 6, 2020

REPORT

The following extended field trips have been submitted for approval per Policy #610:

- **February 14-17, 2020:** East Ridge High School Speech Team – 16 students and 3 adult supervisors will travel to Cambridge, MA. via Jet Blue Airlines and they will be staying at The Courtyard Marriott South Boston. The team will compete in the Harvard Invitational Speech and Debate Tournament. **(Katie Carlson)**
- **February 21-22, 2020:** East Ridge High School Speech Team – 15 students and 2 adult supervisors will travel to Moorhead, MN. via East Ridge Vans and will be staying at the Microtel Inn & Suites in Moorhead. The team will compete in the Moorhead Spuds Speech Tournament. **(Alex Carlson)**
- **February 26-29, 2020:** East Ridge High School Robotics Team – 35 students and 35 adult supervisors will travel to Grand Forks, N.D. The parents will provide transportation. Parents and Students will stay at the Expressway Suites in Grand Forks. Team will participate in a Robotics Competition. **(Collin Kilbane)**

8. Describe the manner of selecting participants.
Anyone on the team can attend with their family

9. Indicate who will be in charge of supervising the trip.
Each family will supervise their own child. If a child's parent can't attend, they must find a family to take their child and both families sign a consent agreement.

10. State the safety precautions and procedures for emergencies while on the trip.
Each family will care for their own student and handle any emergencies.

11. Give budget costs, how trip will be funded and estimated cost per student.
Each family covers all of their own expenses

12. State evaluation procedures. NA

13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
NA

Signature of Staff Member Responsible: Coleman

Date field trip request was submitted to Principal: 1-17-2020

Principal/Administrator Signature and Date: Sara P. [Signature]

Approved: [checkmark] Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 1.21.20

Approved: [checkmark] Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____