



District Service Center
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ADMINISTRATIVE REPORT

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

FROM: Dayna Pottratz, Executive Assistant to the Superintendent

DATE: February 14, 2019

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 21, 2019

REPORT

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

- February 22-23, 2019 – East Ridge High School Speech Team. 12 students and 1 adult supervisor will travel to Moorhead, MN. They will stay at the Microtel Inn & Suites. Students will attend a speech tournament.
- February 22-23, 2019 – Park High School Speech Team. 35 students and 4 adult supervisors will travel to Princeton, MN. They will stay at the Country Inn, Elk River, MN. Students will attend a Speech Tournament.
- March 6-9, 2019 – Park High School Robotics Team. 31 students and 12 adult supervisors will travel to Duluth MN. They will stay at the Holiday Inn. Students will participate in the FRC regional competition.
- March 29-31, 2019 – Woodbury High School Baseball. 32 students and 4-5 adult supervisors will travel to Wisconsin Dells Woodside Sports Complex. They will stay at the Wilderness Resort, Wisconsin Dells, WI. Students will participate in baseball scrimmages. (Kevin McDermott)



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): ERIN BOWES 651-399-6475 KIMBERLY ZAMORA PEARSON 651-399-5990

School and Program: PARK HIGH SCHOOL- SPEECH TEAM

Date of Requested Trip: 02/22-2019-02/23/2019

1. What group is taking this trip? PARK HIGH SCHOOL SPEECH TEAM

Estimated # of Students 35 Adult Supervisors 4

2. Destination: ELK RIVER COUNTRY INN/PRINCETON HIGH SCHOOL

Date/Time of Departure: 02/22/2019 @ 5:30 P.M.

Date/Time of Return: 02/23/2019 @ 6:00 P.M.

3. State purpose and educational value of trip (attach information to form if needed).
Students will attend the Princeton "Tigerhead" Speech Tournament as part of their participation in the speech team tournament schedule. The activity builds interpersonal communication skills, allows students the opportunity to gain confidence in their acting and speaking abilities with the support of coaches, captains, and teammates

4. Name the manner of travel and the carrier.

School bus via Minnesota Coaches (Hastings, MN)

5. State housing arrangements (must include name, address and phone number of hotel).

Elk River Country Inn & Suites
18894 Dodge St. NW; Elk River, MN 55330
(763) 241-6990

6. Describe parental involvement in planning – including who, what, where, when and how.

Parents were offered opportunities to chaperone at their discretion

7. List participants (reminder to have participants complete parent/guardian permission form).

See attached Student Roster

8. Describe the manner of selecting participants.

All speech students in good standing with parent permission will be given opportunity to attend.

9. Indicate who will be in charge of supervising the trip.

Head Coaches:

Erin Bowes

Kimberly Zamora Pearson

Assistant Coaches:

Lewis Youngren

Quinn Masterson

10. State the safety precautions and procedures for emergencies while on the trip.

All parents/students will provide list of known medical conditions/allergies with permission slip.

Coaches are prepared & trained in pediatric first aid; list of parent contact information and emergency numbers will be on hand with both head coaches.

11. Give budget costs, how trip will be funded and estimated cost per student.

Transportation: \$1,186.50

Rooms: Approximately 11 Rooms @ \$108/ea

12. State evaluation procedures.

N/A

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

None known at this time; TBD pending parent permission slips and medical/allergen information.

Signature of Staff Member Responsible:

Erin Bowes

Date field trip request was submitted to Principal:

1/25/19

Principal/Administrator Signature and Date:

Ginger Garske 1/25/19

Approved:

Not Approved:

Assistant Superintendent Signature and Date:

[Signature] 1-29-19

Approved:

Not Approved:

School Board Review Date:

Approved:

Not Approved:



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Kevin McDermott 651-226-0998

School and Program: WHS - Baseball Program

Date of Requested Trip: March 29-31, 2019

1. What group is taking this trip? Varsity / JV Baseball Team

Estimated # of Students 32 Adult Supervisors 4-5

2. Destination: WI Dells Woodside Sports Complex

Date/Time of Departure: 3/29 9AM

Date/Time of Return: 3/31 Noon

3. State purpose and educational value of trip (attach information to form if needed).

The purpose of this trip is to provide a unique quality baseball experience for all involved and to develop individual and team skills in baseball, as well as develop team culture and camaraderie. We will participate on full turf surfaces to ensure we get in a pair of scrimmages (jamboree) to help prepare for the season.

4. Name the manner of travel and the carrier.

- Carpooling with parental help and permission. ✓

5. State proposed housing arrangements.

Wilderness Resort WI Dells, WI - Address list, Kevin! Mptu

6. Describe parental involvement in planning - including who, what, where, when and how.

- Parent informational meeting, parents attending will help chaperone and help in transportation.

7. List participants (reminder to have participants complete parent/guardian permission form).

*Worked well in 2017 when we did this.
JV / Varsity team members and coaches.*

8. Describe the manner of selecting participants.

All team members invited.

9. Indicate who will be in charge of supervising the trip.
4 and potentially a 5th coaches will be in charge of supervision. Numerous parents will also attend. ✓
10. State the safety precautions and procedures for emergencies while on the trip.
Parent contact list, permission slips and waivers with emergency information.
- Trainer on site ✓
11. Give budget costs, how trip will be funded and estimated cost per student.
Estimated cost is \$250 and will include facility usage, scrimmages, hotel accommodations, and team meals. ✓
12. State evaluation procedures.
Evaluation done through scrimmages (2). ✓
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
- Off field supervisions will be done through check ins, parent help, team dinner, team building activities, etc.

Signature of Staff Member Responsible: TC - Kevin McDermott Kevin McDermott

Date field trip request was submitted to Principal: 1/11/19

Principal/Administrator Signature and Date: [Signature] 1/15/19

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 1.17.19

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____



610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Alex Carlson (651) 387-2914

School and Program: East Ridge High School Speech Team

Date of Requested Trip: Friday, February 22nd – Saturday, February 23rd

1. What group is taking this trip? East Ridge High School Speech Team

Estimated # of Students 12 Adult Supervisors 1

2. Destination: Moorhead Spuds Speech Tournament, Moorhead, MN

Date/Time of Departure: Friday, 2/22/19 at 3:00pm

Date/Time of Return: Saturday, 2/23/19 at 9:00pm

3. State purpose and educational value of trip (attach information to form if needed).

The Moorhead Speech Team hosts a tournament on Saturday, February 23rd and several East Ridge students have expressed interest in attending. Competition only takes place on Saturday, so students would not be required to miss school on Friday the 22nd. We would leave after school is out, stay in a hotel on Friday night, compete on Saturday morning, and return Saturday night. This tournament is a bid tournament for the National Individual Events Tournament of Champions. It also is the only tournament in the country to offer “Extemporaneous Musical Theatre” as a category, which many of are students are very excited about.

4. Name the manner of travel and the carrier.

We are planning to use one of the East Ridge district vans or renting a car if none are available. The number of vehicles will depend on the number of students who express interest in attending the tournament.

5. State proposed housing arrangements.

We will be staying at the Microtel Inn & Suites, 2915 12th St S, Moorhead, MN 56560. Students will be four to a room and chaperones will be two to a room. ✓

6. Describe parental involvement in planning – including who, what, where, when and how.

Parents/guardians of all students are signing a permission slip and a team travel policy form. Parents will be sent frequent updates via e-mail.

