



District Service Center  
7362 E. Point Douglas Rd. S.  
Cottage Grove, MN 55016  
Phone: 651-425-6300 Fax: 651-425-6318

**ADMINISTRATIVE REPORT**

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

FROM: Bonnie Schmuck, Office Coordinator for Assistant Superintendents for  
Academic Excellence and Accountability Mike Johnson and Julie  
Nielsen

DATE: May 18, 2017

TOPIC/PURPOSE OF REPORT: Extended Field Trips

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

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: May 25, 2017

**REPORT**

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

- **July 19-25, 2017:** Park High School Theater to University of Nebraska, Lincoln for The International Thespian Society to perform a one-act play and compete for an audience of their peers (Emily Ball, Tracy Caponigri)



South Washington County Schools  
Cottage Grove, MN

**610 EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): Emily Ball: 651-425-5728; Tracy Caponigri: 651-425-5720

School and Program: Park High School Theater

Date of Requested Trip: July 19 -25, 2017

1. What group is taking this trip? Thespian Troupe #6136

Estimated # of Students 17 Adult Supervisors: 2

2. Destination: University of Nebraska, Lincoln

Date/Time of Departure: Monday, July 19 @ 8:00 am

Date/Time of Return: Sunday, July 25, @ 8:00 am

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

The International Thespian Society is an honorary society in school theater programs. The purpose of this trip is to allow for students to perform the One-Act Come Back by Neil Haven which qualified as the Minnesota Chapter Select as well as students who qualified for to compete will compete. The trip will allow students to perform and compete for an audience of their peers at a national level. Additionally, the week is filled with workshops for the students to learn from professionals in the theater field from around the country.

**4. Name the manner of travel and the carrier.**

We will be traveling by coach bus with Voigt Bus Company.

**5. State proposed housing arrangements.**

The International Thespian Festival provides lodging in the student dorms at the University of Nebraska, Lincoln. The students will be housed two students per room by gender; students will have supervision in the evenings.

*SPECIFIC ADDRESSES TO FOLLOW...*

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

After students qualified in February, a parent meeting was held to give parents information about the trip and give them the chance to choose at that point whether their child would be going on the trip. The parents did not plan this trip; a parent meeting will be held the last

week of May for all parents of students going on the trip and the students. It will be held at Park High School in room 202.

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

Lauren Miller	Amanda Danielson	Zac Gualke
Laylia Yang	Donald Birttnen	Amanda Branum
Sam Schulte	Faith Milon	Andrew Abdouch
Melody Armstrong	Anna Haselmann	Luaren Pust
Alec Berchem	Cassie Klinga	William Hallock
Anna Dale	Austin Boreen	

**8. Describe the manner of selecting participants.**

Students who qualified for International Thespian Festival and other Thespian members at our school are invited to go. Our One-Act qualified as the state Chapter select production, which means the entire one act cast was invited to perform at the International Thespian Festival. Students also qualified for individual events, and these students were invited to compete at the International Thespian Festival as well.

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

Tracy Caponigri and Emily Ball as well as supervision in the evenings provided by the campus and other school chaperones. All chaperones and supervisors have a mandatory background check through the International Thespian Society and the University of Nebraska, Lincoln.

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

Student emergency contact information has been collected. We will fall the University of Nebraska, Lincoln and International Thespian emergency procedure protocols.

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

The cost breakdown for this trip is as follows:

\$740/student for registration, housing, and meals.

\$125/student for transportation.

\$25/student for spending money on the way there and back.

The cost of registration has been covered by individual donations. The students will pay for a portion of the transportation costs as well as their spending money down and back.

**12. State evaluation procedures.**

Students who are competing will be evaluated by a team of adjudicators using the International Thespian Society Rubric. The Chapter Select performers will be given feedback by professional theater artists as well.

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

Three students have graduation parties the week we come back. They are looking to leave early from the event. Two of them plan to have their own parent come pick them up on Friday, June 24. Another student is flying home as approved by Phil Kuemmel.

\*\*\*\*\*

Signature of Staff Member Responsible: T. Caponigri (signed electronically)

Date field trip request was submitted to Principal: *Phil Kuemmel* 5/11

Principal/Administrator Signature and Date: *Ginger Garski* 5/12/17

Approved: X Not Approved: \_\_\_\_\_

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Assistant Superintendent Signature and Date: *M. J. Lee* 5.17.17

Approved: ✓ Not Approved: \_\_\_\_\_

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School Board Review Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA-LINCOLN  
2016-2017 CAMPUS MAPS**

Office of Admissions:  
402.472.2023

Campus Operator:  
402.472.7211

Parking & Transit Services:  
402.472.1800

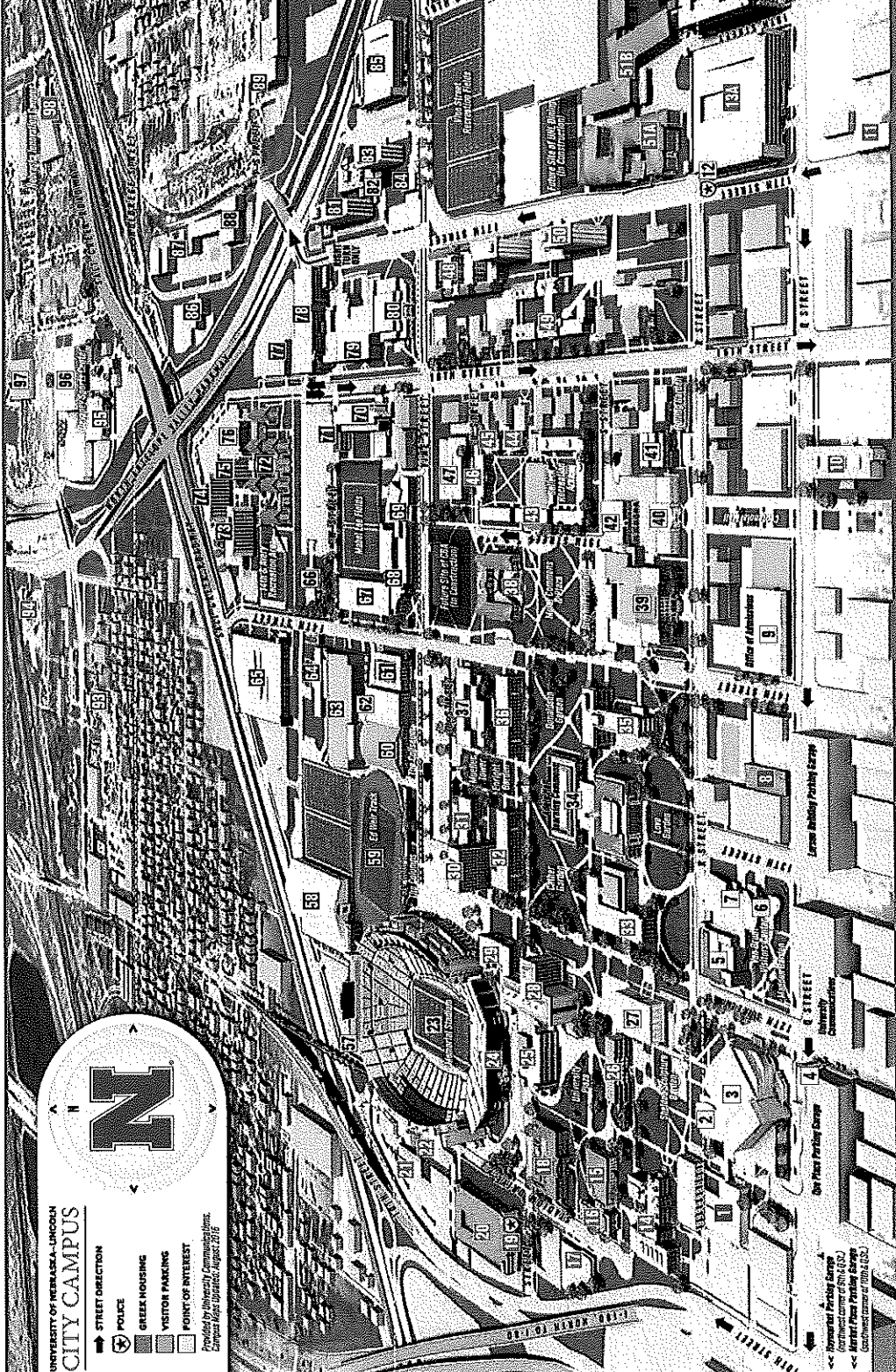
Campus Police:  
402.472.2222

maps.unl.edu

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maps.unl.edu

Directions to East Campus:  
Travel east on  
Vine Street to  
33rd Street.  
Turn left (north)  
to Halbridge



**UNIVERSITY OF NEBRASKA-LINCOLN  
CITY CAMPUS**

- STREET DIRECTION
- POLE
- GREEN HOUSING
- VISITOR PARKING
- POINT OF INTEREST

Property of University of Nebraska-Lincoln  
Prepared as a University of Nebraska-Lincoln publication

- A-J**
- 11 Abel Hall (ARH)
  - 12 Abel-Sandoz Welcome Center (ARH)
  - 14 Able Hall Learning Commons (LW) (LLS)
  - 15 Admissions Office Alexander Bldg. (ALEX)
  - 14 American Mathematics Comp. Bldg. (1730)
  - 10 Andersen Hall (ANDH)
  - 16 Andrews Hall (ANDR)
  - 14 Architecture Hall (ARCH) (ARCH)
  - 19 Avery Hall (AVH)
  - 33 Beadle Center (BEAD)
  - 16 Behlen Laboratory (BEL)
  - 15 Benion Hall (BEHN)
  - 11 Bessey Hall (BESY)
  - 15 Bioscience Greenhouses (BG16)
  - 12 Brass Laboratory (BL)
  - 18 Burnett Hall (BURH)
  - 12 Business Services Complex (BSC)
  - 12 Campus Recreation Center (CRCR)
  - 17 Campus Rec. Boat House (BOAT)
  - 15 Penfield Administration Bldg. (ANUM) (ANUM)
- K-Q**
- 8 Center for Entrepreneurship
  - 33 College of Business Administration (CBA)
  - 60 Coliseum (COL)
  - 63 Cook Pavilion (COOK)
  - 46 The Courtyards (COURT)
  - 96 Devaney Sports Center (DEV)
  - 51C Eastside Suites (ESST)
  - 59 Ed Weir Track
  - 34 Education Atrium/Incoming Exchange (LLS)
  - 89 Facilities Management & Planning (FRM)
  - 90 Facilities Management Shops (FMS)
  - 44 Fairfield Hall (FAIR)
  - 42 Sanghan Multicultural Center (GAUN)
  - 4 Great Plains Art Museum (HEWP)
  - 28 Hamilton Hall (HARH)
  - 74 Harper Hall (HAR)
  - 58 Hawks Championship Center (HCC)
  - 95 Hendricks Training Complex
  - 69 Herzlik Hall (HEKZ)
  - 49 Heppner Hall (HEPP)
  - 97 Harman Student Life Pavilion
- R-Z**
- 4 Hewitt Place (HEWP)
  - 5 Howell Theatre (TEMP)
  - 55 Husker Hall (HUSK)
  - 97 Ice Box (CBX)
  - 88 Inventory - Surplus Property
  - 5 Johnny Carson School of Theatre & Film (TEMP)
  - 3 Johnny Carson Theater (LED - west side)
  - 70 Jorgensen Hall (JH)
  - 38 Kauffman Academic Residential Center (KAUF)
  - 90 Key Services (FMS)
  - 2 Kimball Recital Hall (KRH)
  - 51A Knoll Residential Center (KNOL)
  - 93 ITS Annex (JEB)
  - 87 Landscape & Facilities Implement Bldg. (LIB) (FIB)
  - 86 Landscape Services Offices (WAT)
  - 3 Lied Center for Performing Arts (LED)
  - 49 Lore Hall (LOYH)
  - 34 Love Library (LW) (LLS)
  - 67 Mabel Lee Hall (MABL)
  - 95 Mendenhall Hall (MEND)
- Mary Rippen Ross Media Arts Center (RVB)**
- 23 Memorial Stadium
  - 92 Midwest Roadside Safety Offices (WHIT)
  - 61 Military & Naval Science Bldg., Pershing (M&N)
  - 37 Morrill Hall (MORR)
  - 21 Nebraska Champions Club (NECH)
  - 76 Nebraska Hall (NH)
  - 99 Nebraska Innovation Campus (NIC)
  - 40 Nebraska State Historical Society
  - 89 Nebraska Union (NU)
  - 30 Niehardt Residence Center
  - 30 Olin Hall (OLDH)
  - 57 Osborne Athletic Complex (ASTD)
  - 80 Othmer Hall (OTHM)
  - 66 Outdoor Adventures Center (OAC)
  - 19 Parking & Transit Services (SOP6)
  - 49 Piper Hall (PIPH)
  - 50 Pound Hall (PRH)
  - 49 Raymond Hall (RAYH)
  - 18 Roberts Hall (RH)
- Mary Rippen Ross Media Arts Center (RVB)**
- 83 Sandoz Hall (SZRH)
  - 24 Schorr Center (SCHOR)
  - 75 Schramm Hall (SCRH)
  - 79 Scott Engineering Center (SEC)
  - 46 Seaton Hall (SEH)
  - 43 Seltek Quadrangle (SELK)
  - 27 Sheldon Museum of Art (SHEL)
  - 73 Smith Hall (SMRH)
  - 37 State Museum of Natural History (MORR)
  - 68 Teachers College Hall (TEAC)
  - 5 Temple Building (TEMP)
  - 94 Transportation Services (TRAN)
  - 54 U Street Apartments (UST)
  - 47 University Health Center (UHC)
  - 76 University Housing Office (UHOF)
  - 11 University of Health, Federal Credit Union (UNLCU)
  - 51B University Suites (UNST)
  - 91 UNL Children's Center (CHC)
  - 88 UNL Print, Copy & Passport Services (BSC)
  - 12 UNL Police Dept. - 300 N 17th St. (17P6)
  - 54 UNL Police Dept. (PHD)
- Van Bronk Visitors Center (RVB)**
- 72 The Village (VILL)
  - 56 Vine Street Apartments (2222, 2244)
  - 71 Voite-Keegan Nanoscience Research Center (JH)
  - 86 Watson Bldg. (WAT)
  - 1 Westbrook Music Bldg. (WMB)
  - 92 Whittier Bldg. (WHIT)
  - 41 Wick Alumni Center (WICK)
  - 26 Woods Art Bldg. (WAB)
  - 17 501 Bldg. (501)
- PARKING GARAGES:**
- 13A/B 1718th & R Parking Garages (17P6, 18P6)
  - 65 14th & Avery Parking Garage (14P6)
  - 85 19th & Vine Parking Garage (19P6)
  - 20 Stadium Drive Parking Garage (SDP6)
- Haymarket Park Stadium Complex (HAYB)**
- West on D Street to Summally Blvd. - turn right (north) to Line Drive Circle - turn right (east).
- Pinnacle Bank Area - West on Q Street to N 8th Street - turn right (north) to R Street - turn left (west).**





UNIVERSITY OF NEBRASKA-LINCOLN  
EAST CAMPUS

GREEK HOUSING
   
VISITOR PARKING
   
POINT OF INTEREST

Provided by University Communications  
 Campus Maps Updates, August 2016

**Directions to City Campus:**  
 Travel south on 35th Street to Vins Street, turn right (west) and travel to 16th

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|---|---|---|---|--|--|
| <p><b>A-K</b></p> <ul style="list-style-type: none"> <li>8 Agricultural Communications Bldg. (ACB)</li> <li>7 Agricultural Hall (ASH)</li> <li>19 Agronomy &amp; Horticulture/Forestry Shops (AHFS)</li> <li>12 Agronomy &amp; Horticulture Greenhouse 1 (AHG1)</li> <li>17 Agronomy &amp; Horticulture Greenhouse 2 (AHG2)</li> <li>18 Agronomy &amp; Horticulture Greenhouse 3 (AHG3)</li> <li>13 Agronomy &amp; Horticulture Greenhouse 4 (AHG4)</li> <li>15 Animal Science Complex (ANSC)</li> <li>14 <b>Barkley Memorial Center</b> (BMC)</li> <li>4 Bio-Fiber Development Laboratory (BDL)</li> <li>16 Burr Hall (BRH)</li> <li>11 Chase Hall (CHA)</li> <li>18 Child Development Laboratory, Staples (CDL)</li> <li>9 <b>College of Dentistry</b> (CDENT)</li> <li>15 College of Law (LAW)</li> <li>16 Conservation &amp; Survey Annex Bldg. (CSA)</li> <li>11 <b>C.Y. Thompson Library</b> (CYT)</li> </ul> | <ul style="list-style-type: none"> <li>10 Dairy Store</li> <li>40 East Campus Visitor Center</li> <li>22 Entomology Hall (ENTD)</li> <li>63 Entomology Greenhouse 2 (EGR2)</li> <li>64 Entomology Greenhouse 3 (EGR3)</li> <li>54 Environmental Health &amp; Safety</li> <li>5 Family Resource Center (FRC)</li> <li>6 Fedde Hall (FEH)</li> <li>9 Filley Hall (FHH)</li> <li>49 Flemming Fields Annex Bldg. (FFAB)</li> <li>10 Food Industry Complex (FOOD)</li> <li>33 Forage Research Laboratory (FORL)</li> <li>24 Forestry Hall (FORS)</li> <li>2 Hardin Hall (HARRH)</li> <li>19 Home Economics Bldg. (HECO)</li> <li>32 Insectary Bldg. (INSB)</li> <li>29 Kaim Hall (KEIM)</li> <li>25 Kieselbach Crops Research Laboratory (KCR)</li> <li>53 Landscape Services (LSO)</li> </ul> | <ul style="list-style-type: none"> <li>38 Larsen Tractor Museum (LTM)</li> <li>20 Leverton Hall (LEV)</li> <li>52 Library Depository Retrieval Facility (LDR)</li> <li>44 Loeffel Meat Laboratory (LMC)</li> <li>3 Love Hall (LRH)</li> <li>45 McCallum Hall (LAW)</li> <li>38 Morrison Center (MOR)</li> <li>27 Miller Hall (MLH)</li> <li>42 Musselshell Hall (MUSH)</li> <li>41 Nat'l Agroforestry Center (NAC)</li> <li>65 Nat'l Agroforestry Center Storage Bldg. (MAST)</li> <li>23 <b>Nebraska East Union</b> (NEU)</li> <li>15 Nebraska Educational Telecomm. - NET/PPBS</li> <li>51 Nebraska Game &amp; Parks</li> <li>66 Neb. Statewide Arboretum Greenhouse (NSAG)</li> <li>50 Pershing Maintenance (PM)</li> <li>70 Plant Pathology Greenhouse (PPG)</li> <li>28 Plant Sciences Hall (PLSH)</li> <li>31 Plant Science Teaching Greenhouse (PSTG)</li> <li>58 Poultry Bldg. F (POF)</li> </ul> | <ul style="list-style-type: none"> <li>57 Poultry Bldg. H &amp; I (POHI)</li> <li>1 <b>Quill House</b> (QH)</li> <li><b>R-Z</b></li> <li>17 <b>Recreation &amp; Wellness Center</b> (RWC)</li> <li>18 <b>Robert Rillestad Gallery</b></li> <li>34 Schmidt Law Library</li> <li>39 Service Bldg. (SVC)</li> <li>37 Splitter Lab &amp; Tractor Test Laboratory</li> <li>18 Staples Child Development Laboratory (CDL)</li> <li>61 Stewart Seed Laboratory (SSL)</li> <li>30 Teaching Greenhouse East (TGE)</li> <li>30 Teaching Greenhouse West (TGW)</li> <li>15 Terry M. Carpenter Telecomm. Center (TELC)</li> <li>55 USDA Physiology Bldg. (USDP)</li> <li>40 Utility Plant (ECCUP)</li> <li>12 Yarnor Hall (YARRH)</li> <li>47 Vet. Diagnostic Center (VDC)</li> <li>46 Vet. Medicine &amp; Biomedical Sciences Bldg. (VBS)</li> <li>54 Warehouse 1 (W1)</li> <li>60 Warehouse 2 (W2)</li> </ul> | <ul style="list-style-type: none"> <li>26 Water Sciences Laboratory (WL)</li> <li>35 Welpton Courtroom Bldg. (WELC)</li> </ul> <p> <b>Colonial Terrace Apartments (CTA)</b><br/> <i>33rd &amp; Starr Streets - one block south and east of 33rd &amp; Holbridge St.</i> </p> <p> <b>Campus Maps:</b> <a href="http://maps.unl.edu">maps.unl.edu</a> </p> <p> <b>HOW TO READ THE CAMPUS MAPS:</b><br/> <i>If you know the name of the building, look for it in the alphabetical list. If you're looking for the building by number, they are read from left to right (bottom to top and divided by color rows for easy finding).</i> </p> | <p> <b>Visitor/Student Parking</b><br/>         There are a number of areas where visitors may park indicated in pink on the map. For complete information, please visit: <a href="http://parking.unl.edu/visitors">parking.unl.edu/visitors</a>.       </p> <p>         All UNL parking facilities, except metered areas and time-controlled zones, require a valid University of Nebraska parking permit, 24 hours a day, 7 days a week.       </p> <p>         Most parking on the UNL campus is designated for faculty and staff, or residential and commuter students. These individuals pay monthly rates for the privilege of parking on campus and they are issued permits that allow them to park in designated lots.       </p> <p>         UNL does not discriminate based upon any protected status. Please see <a href="http://go.unl.edu/nondiscrimination">go.unl.edu/nondiscrimination</a>. ©2016, The Board of Regents of the University of Nebraska. All rights reserved.       </p> |
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UNIVERSITY OF  
**Nebraska**  
 Lincoln