



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: May 30, 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: June 6, 2019

REPORT

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

- **August 23-24, 2019** – Woodbury High School Girls Soccer– 40 students and 5 adult supervisors will travel to Duluth, MN. via Coach bus and they will be staying at Comfort in and Suites, West Duluth. They will play in two non-conference JV and two non-conference Varsity games (**Pat Malicki**)

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

WHS Girls Soccer Parents as well as coaches
(Pat Mallicki, Kylie Moore, and Erin Diamond)

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

Will have permission slips with contact info
for their parents

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

Each student will pay for the hotel and busing.
Booster club will subsidize some of the cost.

12. State evaluation procedures. (Scholarships will be available)

Discussions with players and parents

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

Signature of Staff Member Responsible: Pat Mallicki

Date field trip request was submitted to Principal: 5/16/19

Principal/Administrator Signature and Date: [Signature] 5/16/19

Approved: ✓ Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 5.22.19

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____