



District Service Center

7362 E. Point Douglas Rd. S.

Cottage Grove, MN 55016

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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: June 15, 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: June 22, 2017

REPORT

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

- **September 8-10, 2017: Park High School** Boys' Varsity Soccer for team competition, promotion, bonding and exposure to college representatives outside of the metro area at the Wilderness Resort and Woodside Sports Complex in the Wisconsin Dells (Jason Arnebeck)
- **November 16-19, 2017: East Ridge High School** Orchestra Program (grades 10-12) – Varsity or Symphony to see and hear the Chicago Symphony Orchestra and post-concert chat with a member of the ensemble in Chicago, IL (Kelly DeMorett)



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Jason Arnebeck (6512314040)

School and Program: Park Boys Varsity Soccer

Date of Requested Trip: September 8-10 2017

1. What group is taking this trip? Park Boys Varsity Soccer

Estimated # of Students 30 Adult Supervisors 4

2. Destination: Wilderness Resort and Woodside Sports Complex

Date/Time of Departure: 9/8 Noon

Date/Time of Return: 9/10 1PM

3. State purpose and educational value of trip (attach information to form if needed).
Team competition, promotion, and bonding. Exposure for ISD 833 student-athletes to college representatives outside of the metro area ✓

4. Name the manner of travel and the carrier.
Minnesota Coaches (Large Coach Bus)

5. State housing arrangements (must include name, address and phone number of hotel).
Wilderness Resort, Waterpark and Conference Center
511 E Adams St, Wisconsin Dells, WI 53965 ✓
800-867-9453 or 608-253-9729

6. Describe parental involvement in planning – including who, what, where, when and how.
Booster club helps create arrangements, set the menu, coordinate parent arrangements if needed-covers the cost of transportation.

7. List participants (reminder to have participants complete parent/guardian permission form).
All varsity boys soccer players and senior soccer players on the JV roster

8. Describe the manner of selecting participants.
All varsity boys soccer players and senior soccer players on the JV roster
9. Indicate who will be in charge of supervising the trip.
Jason Arnebeck (Head Coach)
10. State the safety precautions and procedures for emergencies while on the trip.
Emergency cards on each coaches phone, medical kits available, access to bus driver 24/7 and separate coach vehicle on site.
11. Give budget costs, how trip will be funded and estimated cost per student.
\$4,000 hotel and food covered by families and coaches (approximately \$200 per player)
\$2,000 for transportation covered by booster club
12. State evaluation procedures.
Results of the contests
Team-based bonding activities on bus and in hotel
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
Food allergies will be paid close attention to. Player diet under strict supervision until athletic contests are complete

Signature of Staff Member Responsible: JA (Signed electronically)

Date field trip request was submitted to Principal: PK [Signature] 6/5

Principal/Administrator Signature and Date: Ginger Garabai 6/17

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 6.7.17

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): Kelly DeMorett---651-425-2336
School and Program: East Ridge High School Orchestra Program

Date of Requested Trip: November 16-19 2017

1. What group is taking this trip? Open to Grades 10-12 in Orchestra (Varsity or Symphony)
Estimated # of Students Approx. 45 Students Adult Supervisors 5
Adults(Dependent upon number of students who sign up for trip and ratio of adult/student. _____)

2. Destination: Chicago

Date/Time of Departure: 5 am, Thursday November 16th ✓

Date/Time of Return: Late afternoon/early evening, Sunday November 19th

3. State purpose and educational value of trip (attach information to form if needed).
Students will have the opportunity to seeing/hear the Chicago Symphony Orchestra, which is one of the top 5 orchestras in the United States and world. We will study the pieces they will be hearing as well as learn about the history of this ensemble and background of their conductor and key players. I will set up a post-concert chat with a member of the ensemble and am hoping to put together a tour of Orchestra Hall in Chicago. In addition, students will have an opportunity to see one of our guest artists (Chicago Symphony Cellist) who visited East Ridge this year. ✓

We will also be seeing a Broadway musical, touring the city and seeing various attractions around the city of Chicago. I always make sure my students know a brief history of the city we will be visiting whenever going on tour. ✓

4. Name the manner of travel and the carrier.

I am working with Good News Tour and Travel, whom I've used as our tour coordinator for a number of tours since coming to the South Washington County Schools. They are located in St. Paul and specialize in tours for school music groups. Travel will be by coach bus, arranged through GNTT. ✓

5. State proposed housing arrangements.

We will be staying at the Quality Inn in Schaumburg, Ill. Students will be divided by gender and four to a room.

600 N. Martingale Rd
Schaumburg, IL 60173
(847) 517-7737

6. Describe parental involvement in planning – including who, what, where, when and how. Chaperones TBD. I will have meetings with chaperones prior to leaving for tour to go over expectations, responsibilities, student list and any pertinent information (medical and otherwise) and each will have a cell phone list for all students/other chaperones/teacher(s).
7. List participants (reminder to have participants complete parent/guardian permission form).
TBD
8. Describe the manner of selecting participants.
This trip is open to any continuing members of the orchestra program at East Ridge.
9. Indicate who will be in charge of supervising the trip.

Kelly DeMorett
10. State the safety precautions and procedures for emergencies while on the trip.
Will follow all school procedures and safety procedures for travel set forth by GNTT. A student/parent meeting will occur several weeks before departure and expectations will be addressed at that time. Any students breaking rules specified will be sent home at their expense.
11. Give budget costs, how trip will be funded and estimated cost per student.
Approx. Cost to each student \$650. Fund raising activities will include a fall Happenings Book fund raiser (or similar), multiple restaurant fund raisers and bagging groceries.
12. State evaluation procedures.
We will discuss elements of the CSO Concert and how we can incorporate some of their performance practice into our own performance.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
One potential traveler has a peanut allergy. I will let tour company know so meals can be arranged that accommodate. I will also find out any special dietary restrictions, medical issues that I am not presently aware of (GNTT travel requires a medical form be filled out and signed by parent).

Signature of Staff Member Responsible: Joseph P. Demorett

Date field trip request was submitted to Principal: 6/2/17

Principal/Administrator Signature and Date: JSL 6/5/17

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 6-7-17

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____