



District Service Center
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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: August 11, 2016
TOPIC/PURPOSE OF REPORT: Extended Field Trips
REFERENCE TO POLICY/STRATEGIC PLAN: Policy 610, Field Trips
RECOMMENDED BOARD ACTION: Approval
DATE FOR BOARD ACTION: August 18, 2016

REPORT

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

- August 29-30, 2016: Woodbury High School Varsity/JV/B Squad Volleyball Teams to non-conference games & team bonding at Duluth East High School, Duluth, MN (Laura Taggart)
February 9-15, 2017: Woodbury High School Competition Cheerleading Team to participate in the Universal Cheerleaders Association National High School Cheerleading Championship in Orlando, FL (Andria Mattlin)



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Laura Taggart (920) 450-5177

School and Program: WHS Varsity/JV/B-Squad Volleyball

Date of Requested Trip: August Monday 29th, 2016 ✓

1. What group is taking this trip? Volleyball

Estimated # of Students 30 Adult Supervisors 4-6

2. Destination: Duluth East HS

Date/Time of Departure: 8/29/16 NOON

Date/Time of Return: 8/30/16 NOON

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

Volleyball games - Team bonding
Non-conference ✓

4. Name the manner of travel and the carrier.

Bus - rented a coach bus

5. State proposed housing arrangements.

Hotel in Duluth Area ✓

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

Booster club planned/purchased bus/hotel
- Stacy Tri
- Gretchen Nelson

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

Girls who make B-Squad, JV, Varsity
volleyball

8. Describe the manner of selecting participants.

All girls who earn a spot on team 8/15/16

- 9. Indicate who will be in charge of supervising the trip.
Laura Taggart, Gretchen Nelson, Stacy Tri and parents ✓
- 10. State the safety precautions and procedures for emergencies while on the trip.
All players will have permission forms & emergency contact info. We will provide parents w/ agenda. ✓
- 11. Give budget costs, how trip will be funded and estimated cost per student.
Approx \$60 per student but only asking for \$20 added to sports fee booster club will cover the rest.
- 12. State evaluation procedures.
Discussions w/ booster club, athletes, coaches
- 13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

NONE

 Signature of Staff Member Responsible: [Signature]

Date field trip request was submitted to Principal: _____

Principal/Administrator Signature and Date: Jason Gauer 8/14/16

Approved: _____ Not Approved: _____

 Assistant Superintendent Signature and Date: [Signature] 8-12-16

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): Andria Mattlin (WHS Competition Cheer Head Coach), 651-353-3730. Our sideline coach, Tami Stauffacher, will also be attending.

School and Program: Woodbury High School Competition Cheerleading

Date of Requested Trip: Exact dates will depend on flight information in October. We will depart on either 2/9/17 or 2/10/17 and return on either 2/14/17 or 2/15/17. The trip will not exceed 6 days and 5 nights.

1. What group is taking this trip? Woodbury High School Competition Cheerleading

Estimated # of Students 18 Adult Supervisors 3-4

2. Destination: Walt Disney World Resort in Orlando, FL.

Date/Time of Departure: Either the morning of 2/9/17 or 2/10/17

Date/Time of Return: Either the early evening of 2/14/17 or 2/15/17

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

- The cheerleaders are attending a Regional competition in Minnesota in October 2016 in order to qualify for the Universal Cheerleaders Association National High School Cheerleading Championship in Orlando, FL. The team hopes to represent Woodbury High School and uphold the athletic department's purpose statement of "Work Hard. Have Fun. Team First." This would be the culmination of our team's season and give the students the chance to represent their city and school on a national level.

4. Name the manner of travel and the carrier.

- Each cheerleader and the 3-4 adult supervisors will fly from Minneapolis to Orlando via Delta or Sun Country. The team will travel together with the supervisors. Travel will be arranged by the coach and our booster club. Once we arrive at Orlando's airport we will be transported to the Disney property via Disney's "Magical Express" bus that is part of our cheerleading package for the event. All events take place on Disney property.

5. State proposed housing arrangements.
 - Our team will be participating in the Universal Cheerleaders Association's National High School Cheerleading Championship travel package. All members of the team and the adult supervisors will be staying in a block of rooms directly next to each other at one of the Disney hotels specified in their travel package. The hotels that the package works with include Disney's All Star Resort and Pop Century Resort, as well as Disney's Caribbean Beach Resort, Coronado Springs Resort and Port Orleans Resort. The hotel we would be staying in is not confirmed until they receive our registration. ✓
6. Describe parental involvement in planning -- including who, what, where, when and how.
 - Our program holds monthly booster club meetings. All parents are invited to these meetings. We will start setting aside meeting time to discuss Nationals in September or October, and these monthly discussions will continue through February. We will hold special "Nationals Meetings" in the weeks before our departure to answer questions and cover all information needed to make the trip successful and safe for the team. All parents have already been involved in fundraising efforts for the trip. ✓
7. List participants (reminder to have participants complete parent/guardian permission form).
 - Brenna Beck, Zoe Bushard, Hillary Clark, Presley Domke, Rose Graykowski, Gwentyth Hanson, Etah Harris, Katie Johnston, Jackie Merten, Gretta Nathe, Rachel Rasmussen, Hayley Scott, Natalie Torbert, Kim Tran, Abby Uphus, Emma Wenzel, Alesia Williams, Audrey Xiong
8. Describe the manner of selecting participants.
 - All 18 participants went through the cheer program's tryout event in April 2016. All 18 were named to the program's competition team based on ability and tryout scores. ✓
9. Indicate who will be in charge of supervising the trip.
 - Andria Mattlin (Head Competition Cheer Coach), Tami Stauffacher (Head Sideline Cheer Coach) (2) ✓
10. State the safety precautions and procedures for emergencies while on the trip.
 - All cheerleaders are supervised by coaches, adult supervisors, and Universal Cheerleaders Association staff members. Cheerleaders will be at the same venue as adult supervisors at all times. Cheerleaders will have to check-in with coaches and supervisors during the day, and all will be escorted to their hotel rooms by coaches at night for a bed check. Cheerleaders will be held to the same safety and conduct rules that they are at WHS. Cheerleaders and parents will attend a safety and conduct meeting at WHS before we depart for Florida. Coaches will have all parent/guardian contact information with them at all times in case of emergency, as well as emergency health plans for each cheerleader. Coaches will have their cell phones on them at all times. ✓
Excellent

11. Give budget costs, how trip will be funded and estimated cost per student. Including the Nationals package from the Universal Cheerleaders Association and flight, the cost will be approximately \$900-\$1,000 per cheerleader (before fundraising is added in to offset each individual's cost). Our coaches and our booster club have already raised approximately \$6,100 (as of 8/1/16) to offset each cheerleader's cost for the trip. We have several more fundraisers planned to raise more money for the program. These fundraisers include a fundraiser at Applebee's (planning to make approximately \$400), grocery bagging at Cub Foods (planning to make approximately \$1,000), and hosting our competition at WHS in November (planning to make approximately \$2,500). Each cheerleader will most likely end up paying approximately \$600-\$700 after fundraising efforts. ✓

12. State evaluation procedures. We will have a post-event meeting with cheerleaders, parents/booster club, and the coaching staff. Together as a team we will reflect upon our successes both competitively and with personal/team growth. ✓

13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable. All cheerleaders will communicate this trip with their teachers ahead of time. Cheerleaders will be required to ask for the work they will miss and any other information that will help them be successful upon return. All parents have been made aware of the costs associated with this trip to Nationals and are on board with sending their cheerleaders.

 Signature of Staff Member Responsible: Andrea Martin

Date field trip request was submitted to Principal: 8-2-2016

Principal/Administrator Signature and Date: Jason Gault 8/2/16

Approved: X Not Approved: _____

 Assistant Superintendent Signature and Date: [Signature] 8.4.16

Approved: ✓ Not Approved: _____

 School Board Review Date: _____

Approved: _____ Not Approved: _____