



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 and Julie
Nielsen
DATE: September 7, 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: September 7, 2017

REPORT

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

- October 7, 2017 – Park High School – Park Cross Country Team (Varsity/JV, Boys/Girls) Destination: Duluth MN - Team will participate on Cross Country Race/Team building. Charter Bus transport, lodging; Bakers Island Inn Resort and Conference Center, Superior Wisconsin 54880 (Mike Moran)



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Mike Moran 459-2840

School and Program: Park Cross Country

Date of Requested Trip: October 7 and October 8 2017

1. What group is taking this trip? Park Cross Country Team

Estimated # of Students 40 Adult Supervisors 10

2. Destination: Duluth Minnesota

Date/Time of Departure: October 7 7:00 AM

Date/Time of Return: October 8 2:00 PM

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

Cross Country Race in Duluth /Team Bonding ✓

4. Name the manner of travel and the carrier.

Charter Bus: Sugarloaf Charter Service ✓

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

Bakers Island Inn Resort and Conference Center-Superior Wisconsin 54880 715-392-7152 ✓

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

Elaine Diaz and Megan Granlund did all of the planning ✓

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

Park Cross Country Team (Varsity/JV, Boys/Girls)

8. Describe the manner of selecting participants.

All members of the team, there is a varsity and JV race at the meet

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

Mike Moran and a group of parents

→ PLEASE USE PARENTS (M. Diaz, E. Granlund, MS)

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

As for all student activities. I have emergency contact information for all athletes

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

Bus/Rooms: Appr. \$70 per runner
Money from fundraising and parent contribution

12. State evaluation procedures.

To Be Determined

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

Unknown as of yet

Signature of Staff Member Responsible: Mike Moran

Date field trip request was submitted to Principal: 8/18/17

Principal/Administrator Signature and Date: Ginger Garsh

Approved: Not Approved:

Assistant Superintendent Signature and Date: [Signature] 8/22/17

Approved: Not Approved:

School Board Review Date: _____

Approved: _____ Not Approved: _____