



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: September 27, 2018
TOPIC/PURPOSE OF REPORT: Extended Field Trips
REFERENCE TO POLICY/STRATEGIC PLAN: Policy 610, Field Trips
RECOMMENDED BOARD ACTION: Approval
DATE FOR BOARD ACTION: October 4, 2018

REPORT

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

- October 28- 29, 2018 & March 7-9, 2019 – East Ridge High School, Business Professionals of America (BPA) Fall Leadership Conference and State Leadership Conference – 10 students and 1 adult supervisors will travel to Minneapolis, MN. Transportation will be provided by the parents and they will be staying at Hyatt Regency Hotel by Nicollet Mall. The Workplace Skills Assessment Program (WSAP) prepares students to succeed and assesses real-world business skills and problem-solving abilities in finance, management, IT and computer applications. It’s BPA’s showcase program and facilitates students demonstrating their career skills at regional, state and national conferences in 72 competitive events. (Lynn O’Driscoll)
April 18-19, 2019 – Park High School Girls Lacrosse – 40 students and 3 adult supervisors will travel to Eau Claire, WI. Transportation via Jefferson Bus Lines and will be staying at Metropolis Hotel in Eau Claire. This is a team building activity. (Scott Leonard)

Describe the manner of selecting participants.

Members of the jv and varsity team. ✓

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

Supervision by the high school coaching staff.

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

Every member of the coaching staff will have emergency information for each player.

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

Hotel \$1500, Bus \$1200, Food \$200. The total cost of the trip is approximately \$2900 and will be paid for by the booster club.

12. State evaluation procedures.

Coaches will debrief at the end of Friday night's events and also upon arrival back at Park.

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

Coaches will review emergency file to look for things like food allergies.

Signature of Staff Member Responsible: Signed electronically 9/19

Date field trip request was submitted to Principal: 9/19

Principal/Administrator Signature and Date: Ginger Garsh 9/20/18

Approved: Not Approved:

Assistant Superintendent Signature and Date: Muplston 9-24-18

Approved: Not Approved:

School Board Review Date: _____

Approved: _____ Not Approved: _____