



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: October 10, 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 17, 2018

REPORT

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

- **March 26-31, 2019** – Woodbury High School Choir, 80 students and 9 adult supervisors will travel to San Francisco, CA. Good News Tour and Travel Company will provide air and travel arrangements. They will be staying at La Quinta Inn and Suites, South San Francisco. The students will perform 3 scheduled concerts. They will also take part in a clinic session with music professionals, attend a cultural event and/or concert and tour the San Francisco area. (**Daryl Timmer**)

8. Describe the manner of selecting participants.
All students in the Concert Choir and Choralaires and selected other seniors currently enrolled in a performing ensemble are offered the opportunity to go on this Choir Tour to San Francisco, CA. ✓
9. Indicate who will be in charge of supervising the trip.
Parent chaperones of students from the choirs and the director of the ensembles - Daryl Timmer - will be chaperones for the trip. Parent chaperones have yet to be determined. ✓
10. State the safety precautions and procedures for emergencies while on the trip.
All students will be reminded of the expectations of behavior on the trip. Guidelines for student activities will be shared at the parent/student meeting held before the tour. ✓
11. Give budget costs, how trip will be funded and estimated cost per student.
The cost for each student is \$1539. The money is raised through fundraisers or through personal effort. Students will fund the entire trip. There is no cost to the district.
12. State evaluation procedures.
A clinic with a choral music specialist will help us to evaluate our musical skills. The tour will also include opportunities for both students and parents to evaluate the trip.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

Signature of Staff Member Responsible: Daryl Timmer

Date field trip request was submitted to Principal: 9/12/18

Principal/Administrator Signature and Date: Greggson Claguer 9/13/18

Approved: Not Approved:

Assistant Superintendent Signature and Date: [Signature] 9/24/18

Approved: Not Approved:

School Board Review Date: _____

Approved: _____ Not Approved: _____