



District Service Center  
7362 E. Point Douglas Rd. S.  
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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 24, 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: November 1, 2018

**REPORT**

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

- **November 2-3, 2018** – Park Girls Varsity Hockey, 32 students and 5 adult supervisors will travel to Duluth, MN. via Minnesota Coaches bus company. They will be staying at the Comfort Inn, Duluth. The students will participate in pre-season scrimmages and team bonding. (**Steve Morse**)



8. Describe the manner of selecting participants.  
All registered players
9. Indicate who will be in charge of supervising the trip.  
Head coach Steve Morse ✓
10. State the safety precautions and procedures for emergencies while on the trip.  
General safety measures, athletic trainer on site
11. Give budget costs, how trip will be funded and estimated cost per student.  
\$6,000.00 scrimmage fees, hotel, food, transportation-Booster club funded
12. State evaluation procedures.  
Coach evaluation of players
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

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 Signature of Staff Member Responsible: Steve Morse sent (electronically)  
 Date field trip request was submitted to Principal: [Signature] 10/10  
 Principal/Administrator Signature and Date: [Signature] 10/10/18  
 Approved:  Not Approved:

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 Assistant Superintendent Signature and Date: [Signature] ✓ (Received 10.12.18)  
 Approved: 10/12/18 Not Approved:

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 School Board Review Date: \_\_\_\_\_  
 Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_