



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: November 29, 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: December 7, 2017

REPORT

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

- **December 27, 28 and 29, 2017: Park High School Boys Hockey:** 40 students (Varsity and J.V) and 7 adult supervisors will travel to Duluth MN. for a hockey tournament. They will travel via Lorenz bus line and will stay at LaQuinta hotel in Duluth.(Jay Moser)
- **December 27, 28 and 29, 2017: Park High School Girls Basketball:** 24 students and 3 adult supervisors will travel to Bemidji, MN. to play basketball in a holiday tournament against out of state teams. They will travel via Sugarloaf Charter bus line and will stay at the AmericInn Hotel in Bemidji. (Stephanie Tolkinen)

Rec. from Phil 11/10/17



South Washington County Schools  
Cottage Grove, MN

**610 EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): Jay Moser 612-987-1990

School and Program: Park Boys Hockey

Date of Requested Trip: 12/27-12/29 2017

1. What group is taking this trip? Boys hockey team  
Estimated # of Students 40 Adult Supervisors 7

2. Destination: Duluth MN  
Date/Time of Departure: 11am 12/27  
Date/Time of Return: 10pm 12/29

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

Hockey tournament ✓

4. Name the manner of travel and the carrier.  
Lorenz Bus ✓

5. State housing arrangements (must include name, address and phone number of hotel).  
LaQuinta, 1805 Maple Grove Rd, Duluth, MN 55811  
218-722-0700 ✓

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

Boosters arranged transportation, hotel and food. ✓

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

8. Describe the manner of selecting participants.

Whole team plus managers

*Varsity & JV*

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

Head coach – Jay Moser

*assistant coaches*

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

Trainers will be present at all games.

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

Trip is fully funded by boosters

12. State evaluation procedures.

*End of season evaluation with booster club;*

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

None

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Signature of Staff Member Responsible: Jay Moser (sent electronically)

Date field trip request was submitted to Principal: 11/10

Principal/Administrator Signature and Date: Ginger Garsh

Approved: X Not Approved: \_\_\_\_\_

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Assistant Superintendent Signature and Date: Upton 11-16-17

Approved: ✓ Not Approved: \_\_\_\_\_

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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): Stephanie Tolkinen

School and Program: Park HS Girls Basketball

Date of Requested Trip 12/27-29/2017

1. What group is taking this trip? Varsity and JV GBB

Estimated # of Students 24 Adult Supervisors 3

2. Destination: Bemidji, MN

Date/Time of Departure: 12/27/17 7:00 am

Date/Time of Return: 12/29/17 2:00 pm

3. State purpose and educational value of trip (attach information to form if needed).  
The PHS Girls BB team will participate in a two day Holiday doubleheader. We will stay overnight in a hotel. We plan to use the time for our teams to compete against outstate teams, team building experiences and goal setting activities

4. Name the manner of travel and the carrier.

5. Private Charter Bus- SugarLoaf Charters

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

Players and coaches will be housed at the AmericInn in Bemidji. 218-751-3000

1200 Paul Bunyan Dr. NW

Bemidji, MN 56601

The Booster Club will pay the expenses. ✓

7. Describe parental involvement in planning – including who, what, where, when and how.  
Brenda Thuerer booked the bus. Parents will send food items for meals and snacks. The booster club will pay for the hotel accommodations, transportation and help pay for one of the meals.

8. List participants (reminder to have participants complete parent/guardian permission form).  
Players and managers from the varsity/jv teams.

9. Describe the manner of selecting participants.  
Based on evaluation and team selection. Players who make the v or jv teams will be a part of this trip.
10. Indicate who will be in charge of supervising the trip.  
Coaches- Stephanie Tolkinen, Tony Young and Scott Wadie
11. State the safety precautions and procedures for emergencies while on the trip.  
The coaches will carry player emergency cards along during the trip. A medical bag will be brought along for any minor injuries. A trainer is on site at the tournament to take care of any injuries to players. Parents will be given hotel and travel information and coaches' phone numbers informing them of the plans
12. Give budget costs, how trip will be funded and estimated cost per student.  
Park GBB Booster Club will pay for all expenses including transportation and hotel costs. The cost per student will be for one meal per day as there will be continental breakfast at the hotel and other food will be brought-provided by the booster club parents.
13. State evaluation procedures.  
Evaluation of this field trip will be based on the player involvement in the team building activities as well as demonstration of basketball skills and team play during the game competitions
14. List any proposed precautions, special needs, special concerns, student concerns, - if applicable. A medical kit will be brought along for any minor injuries. Parents will be at the event. Students with asthma or diabetes will have medications with them. Coaches have parent's phone # for emergency.

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Signature of Staff Member Responsible: Stephanie Tolkinen

Date field trip request was submitted to Principal: 11/22/17

Principal/Administrator Signature and Date: Ginger Gardu

Approved: 11/22/17 Not Approved: \_\_\_\_\_

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Assistant Superintendent Signature and Date: [Signature] 11-29-17

Approved: ✓ Not Approved: \_\_\_\_\_

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School Board Review Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_