



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: August 19, 2019
TOPIC/PURPOSE OF REPORT: Extended Field Trips
REFERENCE TO POLICY/STRATEGIC PLAN: Policy 610, Field Trips
RECOMMENDED BOARD ACTION: Approval
DATE FOR BOARD ACTION: August 29, 2019

REPORT

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

- September 13-15, 2019 - Park High School Boys Soccer Team - 30 students and 3 adult supervisors will travel to Wisconsin Dells, WI. Transportation provided by Minnesota Coaches Bus Company and they will be staying at The Wilderness Resort. The team will compete at the Woodside Sports Complex giving them exposure to college coaches from Eastern Wisconsin and Northern Illinois. (Jason Arnebeck)
November 15-16, 2019 - East Ridge High Boys Hockey Team - 40 students and 5 adult supervisors will travel to Roseau and Warroad MN. via Minnesota Coaches Bus Company. The team will stay at the Super 8 Motel in Warroad, MN. (Dustin Vogelgesang)
June 11-17, 2020 - Woodbury Middle School 8th Grade Students - 170 students and 20 adult supervisors will travel to Washington, D.C. via Northfield Bus Lines. The students will stay at the Hyatt in Fairfax, VA. The students will have the experience of visiting the nation's capital with many other historical sites. (Laurie Beebe & Lanka Liyanapathirana)

All 8th grade WMS students were invited to participate during a brief presentation in their social studies classes and a parent meeting. Students and their parents choose to participate by signing an intent form. The first payment is due June 15, 2019. Any student that is on the waiting list will get the opportunity to participate once another student has dropped from the trip.

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

Laurie Beebe & Lanka Liyanapathirana are trip coordinators. Twenty other chaperones will also assist in supervising the trip. Student Educational Tours is also involved in supervising. Private nighttime hotel security is also provided during the trip.

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

Students provide emergency information and a medical form. Students and parents also fill out a baggage check form. Student Educational Tours provides private nighttime security at the hotel. An app called Remind is used to keep parents up-to-date with arrivals/departures and issues that come up throughout the trip. All bus drivers and most staff are First Aid trained.

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

Trip is funded by parents. Trip cost is approximately \$1070 per student. All payments will be made to Student Educational Tours. Fee includes all meals, transportation, lodging and all entry fees. A cookie dough fundraiser will also be an option for families to reduce their costs (for every box of cookie dough sold, students can deduct \$7.20 from their trip.)

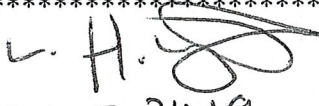
12. State evaluation procedures.

There is an ongoing evaluation process. We always welcome feedback from parents, students, chaperones, bus drivers, and travel company.

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

✓ We work with the travel company and restaurants ahead of time to make sure students with food allergies/sensitivities/preferences have appropriate meals. We work closely with the health office and parents to make sure students with health concerns are safe on the trip.

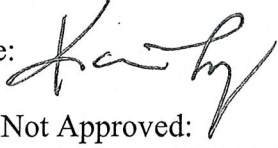
Signature of Staff Member Responsible:



Date field trip request was submitted to Principal:

7-30-19

Principal/Administrator Signature and Date:



Approved:


7-30-19

Not Approved:

Assistant Superintendent Signature and Date:

8.13.19

Approved:



Not Approved:

School Board Review Date:

Approved:

Not Approved: