

ADMINISTRATIVE REPORT

DATE: July 7, 2021
TOPIC: 6.10 – Extended Field Trips
PRESENTER: Jennifer Thomas, Office Coordinator for Assistant Superintendents,
Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer
REFERENCE TO POLICY/STATUTE: Policy 610

A. PURPOSE OF REPORT

- a. July 15-18, 2021 – Woodbury High School, Competition Cheer– 12 students and 2 adult supervisors will travel to the University of St. Thomas. Students will be staying in the dorms on campus at 2115 Summit Ave. St. Paul MN. 55105. (Nyssa Johnson)
- b. August 27-28, 2021- Woodbury High School, Girls Soccer Team – 40 students and 6 adult supervisors will travel to Duluth, MN to participate in non-conference soccer games. The team will travel via coach bus and will be staying at the Fairfield Inn and Suites Duluth Waterfront at 1000 Minnesota Ave. Duluth MN. (Pat Malicki)
- c. August 27-28, 2021 – Woodbury High School, Girls Tennis Team – 14 students and 4 adult supervisors will travel to Brainerd, MN. Parents will transport team members. They will be staying at the Days Inn & Suites at 14666 Dellwood Drive Baxter, MN. 56425. (Gary Bystedt)

B. RECOMMENDATION

- a. Approval





South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Gary Bystedt 651-955-8081

School and Program: Woodbury High School Girls Tennis

Date of Requested Trip: August 27-28, 2021

1. What group is taking this trip? WHS Varsity Girls Tennis Team
Estimated # of Students 12-14 Adult Supervisors 3-4

2. Destination: Brainerd Minnesota

Date/Time of Departure: 8/27/21 3pm

Date/Time of Return: 8/28/21 7pm

3. State purpose and educational value of trip (attach information to form if needed). This is a trip that will be used for team bonding and competitive tennis.

4. Name the manner of travel and the carrier. Parents will be driving.

5. State proposed housing arrangements. Motel. *DAYS Inn : Suites
14666 Dellwood Drive
BAXTER, MN. 56425-9743*

6. Describe parental involvement in planning – including who, what, where, when and how. The Booster Club will be involved with the planning along with me.

7. List participants (reminder to have participants complete parent/guardian permission form). Girls Varsity Tennis Team.

8. Describe the manner of selecting participants. Varsity Girls Tennis Team.

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

10. State the safety precautions and procedures for emergencies while on the trip. We will follow standard safety procedures as well as COVID procedures at that time.

11. Give budget costs, how trip will be funded and estimated cost per student. The cost for each student will be \$30-\$40.

12. State evaluation procedures. I will have an evaluation survey to be filled out by each student.

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

Signature of Staff Member Responsible: Gary Bystedt

Date field trip request was submitted to Principal: 6-2-21

Principal/Administrator Signature and Date: Jodi Laublin 6-11-21

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: Krist Schaefer 6/16/21

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____