

ADMINISTRATIVE REPORT

DATE: November 11, 2021
TOPIC: 6.11 – 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. November 26–27, 2021 – Park High School Girls Basketball – 20 students and 3 adult supervisors will travel to Rochester, MN. to participate in a scrimmage at Rochester Mayo High School. They will travel via Sugar Loaf Bus Charters and will be staying at the Best Western in Rochester. (Stephanie Tolkinen)
- b. February 9–15, 2022 – East Ridge High School Cheer Team – 37 students and 7 adult supervisors will travel to Orlando, FL. for a Cheer competition. They will travel via Delta Airlines and will stay at the All-Star Resort in Orlando. (Jessica Peters and Megan Musil)
- c. May 18–20, 2023 – Lake Middle School Music Department – 120 students and 10 adult supervisors will travel to Chicago, IL. Students will visit colleges and preform for music directors. They will also attend a music clinic. Travel will be via Coach bus and they will stay at the Quality Inn in Schaumburg, IL. (Gillian Teoh-Berbee, Kathryn Buccola and Doug Bradley)

RECOMMENDATION

Approval



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

Gillian Teoh-Berbee (choir), Douglas Bradley (band), and Kathryn Buccola (orchestra) would be the primary supervisors. All other choir/band/orchestra staff would also come along on the trip as chaperones/supervisors (Abby Adkins, choir, Pam Burke, band, Amanda Czepa, orchestra).

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

We would discuss medical needs with parents and the school nursing staff prior to the trip. Additionally, we would have medical supply bags with us. We will also have a staff member from Good News Travel on the trip to help with the trip, and will have overnight security hired for the hotel stay.

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

Estimated cost per student is \$649-739 depending on room occupancy. Families will each pay for their own student and additional parent chaperones will pay for their own trip. We will be running a fundraiser in the fall of 2022 and proceeds from that will help lower the cost of the field trip for each student.

12. State evaluation procedures.

Not applicable.

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

Signature of Staff Member Responsible: Gillian Teoh-Berbee

Date field trip request was submitted to Principal: 11-2-2021

Principal/Administrator Signature and Date: [Signature]

Approved: Not Approved:

Assistant Superintendent Signature and Date: [Signature] 11-5-21

Approved: Not Approved:

School Board Review Date: _____

Approved: _____ Not Approved: _____