

## 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 perform 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





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** 11/26-27/2021

What group is taking this trip? Varsity and JV GBB

Estimated # of Students 20 Adult Supervisors 3

Destination: Rochester, MN

Date/Time of Departure: 11/26/21 2:30 pm

Date/Time of Return: 11/27/21 2:00 pm

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

**The PHS Girls BB team will participate in a scrimmage at Rochester Mayo HS. We will stay overnight in a hotel. In preparation for our upcoming season, we plan to use the time for our teams to compete against outstate teams as well as participate in team building and goal setting activities.**

Name the manner of travel and the carrier-**Private Charter Bus- SugarLoaf Charters**

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

Players and coaches will be housed at the Best Western Rochester  
1517 16th St. SW  
Rochester, MN  
55902-1075

**Park Girls Booster Club will pay for the expenses of the rooms and bus.**

6. Describe parental involvement in planning – including who, what, where, when and how.  
**Jenny Olson– parent, booster club member, made travel arrangements. 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.**
7. List participants (reminder to have participants complete parent/guardian permission form).  
Players and managers from the varsity/jv teams.  
**Avery Corrigan, Justine Jameson, Elsa Olson, Millena Samson, Emma Ambroz, Bryleigh Dana, Finley Leick, Morgan Leick, Tori Henderson, Emma Taschner, Edie Walton, Juliana Lane, Peyton Taylor, and possibly other players to be added after tryouts are completed.**

8. 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.**
9. Indicate who will be in charge of supervising the trip.  
**Coaches- Stephanie Tolkinen, Tony Young and Jesse Nelson**
10. 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**
11. Give budget costs, how the 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.**
12. 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 scrimmage competitions**
13. 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 # in case of an emergency.**

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Signature of Staff Member Responsible: Stephanie Tolkinen

Date field trip request was submitted to Principal: 11/08/2021

Principal/Administrator Signature and Date:

Approved: [Signature] 11/9/21 Not Approved:

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Assistant Superintendent Signature and Date: 11/11/21

Approved: [Signature] Not Approved:

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School Board Review Date:

Approved: Not Approved:



8. Describe the manner of selecting participants.

**Each athlete was selected for their teams back in May of 2021. They were chosen for these exact teams based on tumbling skill level, and the scores they received from a panel of judges on their jumps, dance, and cheer.**

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

**Jessica Peters, Megan Musil, Danny Strohman, Riley Shook, Kaylee Brown, Madeline Upson, and Lauren Nicol. All coaches for ERHS.**

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

**I will go into the most important safety precautions below:**

- **Athletes must travel in packs of 4 while they are not with coaches. This most pertains to when they are at the hotel, or in between performances.**
- **Athletes will be assigned a number. Coaches will do a number roll call before leaving any venues, hotel, airport, etc.**
- **Coaches will make sure athletes travel with insurance cards, and allergy lists. In case of emergency, coaches will have a list of all parents' contact info, along with local emergency numbers.**
- **Coaches & Athletes have a very descriptive itinerary which includes where they need to be, meet spot, what they are wearing, time, and additional notes.**

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

**Cost per athlete: \$800 (covers hotel, registration for competition, park entry, 4 catered meals, and transportation) + \$250 for their flight.**

- ***We do multiple fundraising events throughout the season to help cover these costs. In 2019, athletes only paid for their flights and then \$200 for the rest because of fundraising.***
- ***Our Competition we host in Nov is a big fundraiser, but we also do concessions, little raptor clinics, and a popcorn fundraiser.***

12. State evaluation procedures. *(unsure what this one means)*

**There are three rounds to our competition, and only so many teams advance to the next round. If we make it to finals, we will compete for a National Title.**







South Washington County Schools  
Cottage Grove, MN

#### 510.4 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Gillian Teoh-Berbee, Kathryn Buccola, Doug Bradley

School and Program: Lake Middle School Music Department

Date of Requested Trip: May 18-20, 2023

1. What group is taking this trip? Lake Middle School 8th Grade Choir, Band, and Orchestra

Estimated # of Students 120 Adult Supervisors 10

2. Destination: Chicago

Date/Time of Departure: May 18, 2023/8:00 am

Date/Time of Return: May 20, 2023/8:00 pm

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

During the trip, students will visit a college and will perform for college music directors and receive a music clinic to learn more about their instruments/singing and overall musical skills. This will enhance students understanding of music and deepen their performance skills. Students will also see professional musicians perform while on the trip and have cultural experiences in Chicago (such as the Museum of Science and Industry and Shedd Aquarium). Additionally, a trip like this allows students to broaden their horizons by having unique experiences in a semi-independent setting.

4. Name the manner of travel and the carrier.

Coach bus arranged by Good News Tour & Travel (Woodbury); potentially Northfield Lines or similar.

5. State proposed housing arrangements – must include address and phone number

Quality Inn, 600 N Martingale Rd., Schaumburg, IL 60173. 847-517-7737

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

Since we are working with a tour company to plan the trip, we do not plan to have parental involvement in planning the trip. We plan to hold informational parent meetings prior to the trip, as well as meetings for all chaperones who will be going on the trip.

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

Any 8th grader enrolled in band, choir, or orchestra in 2022-2023

8. Describe the manner of selecting participants.

All 8th graders enrolled in the music classes at Lake Middle School would be eligible to attend the field trip.

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.

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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:

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

Approved:  Not Approved:

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

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