

## ADMINISTRATIVE REPORT

**DATE:** January 14, 2022  
**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. March 18–19, 2022 – Park, East Ridge & Woodbury High Schools Jazz Bands– 90 students and 12 adult supervisors will travel to Duluth, MN. to participate in a Jazz Festival. They will travel via motor coach busses and will be staying at the Country Inn West in Duluth. (Tark Katzenmeyer & Tom Storm)
- b. March 31 – April 3, 2022 – East Ridge High School Girls Golf Team – 13 students and 3 adult supervisors will travel to Kansas City, MO. for a golf tournament. They will travel via school vans and will stay at a VRBO. (Kathy Madden)
- c. July 14–23, 2022 – East Ridge High School Spanish Program – 13 students and 2 adult supervisors will travel to Costa Rica. Hosted by Educational Tour Company. Air travel and hotels to be announced. (Michele Salinas)

### RECOMMENDATION

Approval



## 610 Extended Field Trip Form

December 17th, 2021

Brent Comeau, Tark Katzenmeyer, Tom Storm

Director of Bands

East Ridge High School, Woodbury, Park

### ERHS, PHS, WHS High School Jazz Bands – University of MN, Duluth: Jazz Festival

**1. What group is taking this trip?**

ERHS, PHS, WHS Jazz Bands, 90 students, 4 directors, 8 chaperones

**2. Destination, Date/Time of Departure, Date/Time of Return**

Destination: Duluth, MN

Itinerary: See attached pages.

Depart: March 18<sup>th</sup> 2:00pm

Return: March ~~29<sup>th</sup>~~ 7:00pm

19<sup>th</sup>

**3. State purpose and educational value of trip.**

Purpose

The Jazz Band plan to visit the campus of UMD, a realistic post-secondary option for many of our students. They will participate in a clinic with music professors from UMD, listen to and interact with students from other local high school jazz bands. In addition, we attend a concert given by a professional jazz quarter.

Performance Tour Goals

- Demonstrate and appreciate musicianship at the highest level through performance in jazz music.
- Represent our school, district, community in performance.
- Recognize the importance of working together to achieve goals and to problem solve.
- Reflect on experiences and the impact they had on their own knowledge and appreciation of music.
- Understand the significance of music in the development of culture.
- Enrich relationships with other students across the district.

**4. Name the manner of travel and the carrier.**

We plan to travel via 2 Motorcoaches operated by Jefferson Lines.

**5. State proposed housing arrangements.**

We plan to stay at the Comfort Inn West in Duluth. A handful of other hotels were reviewed; however, the Comfort Inn was the most economical and centrally located for our performances and activities.

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

Each Band Boosters were involved in the planning process and are supportive in raising funds to reduce costs of the trip. Progress and updates in the process of planning the trip were discussed at monthly meetings open to all band members and families.

**7. List Participants.**

A final roster will be available when all students have registered and completed Type II Field Trip Forms.

**8. Describe the manner of selecting participants.**

All jazz band members are eligible for the trip, however not required to participate in the trip to be in the bands. Students are given various opportunities to fundraise a portion of the cost of this trip.

**9. Indicate who will be in charge of the supervision the trip.**

Each Band Director (Brent Comeau, ERHS / Tark Katzenmeyer, WHS / Tom Storm, PHS) will be in charge of selecting chaperones and direct supervision of the trip.

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

Parent chaperones will be chosen based on experience supervising student groups, as well as medical doctor or EMT experience. In addition to parent chaperones; the each band director and assistant jazz band director will be responsible to supervise the band members for the duration of the trip.

District 833 and UMD COVID Protocols will be followed. We will bring all hospital information on the tour to help facilitate getting medical attention to any student or chaperone who is in need. All chaperones will carry mobile phones and have the director's phone numbers. Chaperones will be briefed before the tour regarding policies, procedures, and steps to take in emergency situations.

Procedures for Student Illness or Medical Emergency:

- Student's parents will be called and consulted about treatment procedure or acceptable medications.
- If a student is not able to participate in the day's activities, a chaperone will stay with the student at the hotel.

- In case of severe medical emergency, students will be taken to the nearest hospital immediately. The information on their health form will be used until their parent or guardian will be consulted.

Procedures for Student Separation from Group:

- Chaperone will attempt to contact student via cell phone.
- Chaperones will retrace the steps of that student. Director will contact student & parents.
- A picture of the student or students will be provided (via infinite campus) as a reference for chaperones and other venue officials who may aide in locating the student(s).
- A chaperone will always wait at the assigned meeting or pick up point in case the student returns to that spot while others are searching.

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

Per Student Cost: \$150

Each Band Booster Organization is committed to organizing group fundraisers to cover the additional group travel costs.

**12. State evaluation procedures.**

Each student and chaperone will be given an evaluation form by the director. Comments made by these participants will be taken into account when planning future educational performance tours. Each student and chaperone will also be asked to evaluate Gateway Music Festivals and Tours by the director.

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

Precautions - Logistics

The logistics for a performance-based tour are thoroughly planned for the duration of the trip. Thousands of dollars in instruments and uniforms must be carefully packed and transported via coach buses, used in performance and returned home to each school in good condition. Timing on the day of our performances of arrivals and departures must be timed accurately with transport, setup, warmup, performance, tear down, etc. to be successful. For these reasons we spend lots of time and great care in planning a safe and rewarding performance/travel experience for our band members.

Jazz A and Jazz B  
Performances at The University of MN, Duluth  
Head of the Lakes Jazz Band Festival  
March 18 -19, 2022

Purposes:

1. To prepare and perform several pieces to perform for peers
2. To perform for a clinician who will provide valuable feedback and instruction
3. To experience the performances of other HS Jazz Bands
4. To attend the concert of The Ari Hoenig Quartet
5. To build comradery among the Jazz Bands

Packing List:

- Pack light
- Wear 'nicer" school clothes on Friday. Jeans are ok, etc - but nothing grubby.
- Toiletries (Deodorant, Toothbrush, Toothpaste, contacts, Feminine products, etc)
- Concert Dress for the festival
  - Guys - White shirt, tie, black dress pants, black socks, black dress shoes
  - Gals - White "dressy" top, black pants / skirt of reasonable length.
- Change of clothes for the ride home
- Bus ride activities (movies must be school appropriate, own device included)

Basic Itinerary:

Friday, March 18

Bring your suitcase to school. You will attend class up until about 11:45.

11:45 Jazz B Rehearse, Jazz A eat lunch

12:15 Jazz B eat Lunch, Jazz A help load equipment

12:45 Load and leave for WHS

1:00 PM Depart WHS for Duluth via Tour Bus\*

4:00 PM Check into hotel\* (Comfort Inn - West in Duluth, MN)

5:00 PM Dinner at Clyde Iron Works\*

6:00 PM Depart for the Concert

7:00 PM Attend the Jazz Concert\*

9:30 PM Back to the Hotel

Saturday, March ~~23~~ 19

Hot Breakfast at the hotel \*

6:00 AM Breakfast at Hotel

7:00 AM Depart for the Jazz Festival

7:30 AM Jazz A Warm Up / Jazz B Watch

8:00 AM Jazz A Performance

8:40 AM Jazz B Warm Up

9:20 AM Jazz B Performance

12:00 PM Lunch TBD \*

After Lunch continue with the Jazz Festival

4:00 PM Load buses to head back to PHS or WHS

6:30 PM Arrive back PHS or WHS

Cost is \$150 per student and \$175 per chaperone

(\*) Designates item as included in the cost of the trip

#### Payments

- Cash or Check to "PHS Band Boosters" or "WHS Band Boosters"
- \$50 deposit by January 16
- \$50 payment by February 13
- \$50 final payment by March 20

If this cost is truly a hardship or you have other concerns, please contact your director. We would like for everyone to be able to participate.



Todd Segal

12/21/21

Krista 4/5/22



South Washington County Schools  
Cottage Grove, MN

**610 EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): Kathy Madden 630-404-0912

School and Program: East Ridge High School

Date of Requested Trip: 3/31 - 4/3

1. What group is taking this trip? East Ridge Girls Golf Varsity/JV

Estimated # of Students 13 Adult Supervisors 3

2. Destination: Kansas City, MO

Date/Time of Departure: 3/31 - early a.m.

Date/Time of Return: 4/3 - later afternoon, early evening

3. State purpose and educational value of trip (attach information to form if needed).  
This opportunity would give the East Ridge Girls golf team a jump start on their spring season. All of the girls involved are good students and they would be responsible for notifying their teachers of their absences and get their work prior to the trip for competition.

4. Name the manner of travel and the carrier.  
School vans

5. State housing arrangements (must include name, address and phone number of hotel).  
The entire team will be staying in a VBRO, in a quiet and safe neighborhood. Having the group under one roof will promote team comraderie, and provide team bonding and team building.

<https://www.vrbo.com/4057088ha?adultsCount=3&arrival=2022-03-30&childrenCount=13&departure=2022-04-03&unitId=4451739>

6. Describe parental involvement in planning – including who, what, where, when and how. Captain parents Kari Lyle, Tonya Holt and Alison Glatzmaier are helping to plan the trip including housing arrangements and chaperones.
  
7. List participants (reminder to have participants complete parent/guardian permission form). Julia Glatzmaier, Marit Lyle, Georgia Holt, Annie Kinsella, Ella Whinnery, Katrien Van Heyst, Ingrid Lyle, Abby Davis, Aliyah Kleven, Sydney Lovick, Kelly Yang, Ha Minh Duong and Presley Braatz

8. Describe the manner of selecting participants.  
Participants were chosen upon their ranking following the 2021 golf season.
  
9. Indicate who will be in charge of supervising the trip.  
Head Coach Kathy Madden
  
10. State the safety precautions and procedures for emergencies while on the trip.  
All of the girls/chaperones will be staying under one roof in a VBRO home in a quiet neighborhood of Kansas City. The home is in close proximity to the 3 golf courses that the girls will be playing. Having all of the participants and chaperones under one roof will also increase the safety precautions taken when taking a trip of this kind.
  
11. Give budget costs, how trip will be funded and estimated cost per student.  
Approximate cost per student will be \$212 for 3 nights housing, \$100 for golf, food will be prepared at the house the team will be staying in.
  
12. State evaluation procedures.  
Evaluation of the participants was determined by the performance during the 2021 season and where they finished in the conference and the section.
  
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

\*\*\*\*\*  
 Signature of Staff Member Responsible: Kathy Madden

Date field trip request was submitted to Principal: 1-5-2022

Principal/Administrator Signature and Date: Sara Pleck 1-5-2022

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

\*\*\*\*\*

Assistant Superintendent Signature and Date: Krista Spivey 1-10-22

Approved: ✓ Not Approved: \_\_\_\_\_

\*\*\*\*\*

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

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



**610 EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): Michele Salinas 651-425-2445

School and Program: East Ridge High School / Spanish program

Date of Requested Trip: July 2022 (exact dates TBD)

1. What group is taking this trip? East Ridge students grades 9-12

Estimated # of Students 13 Adult Supervisors 2

2. Destination: Costa Rica

Date/Time of Departure: July 14 (estimate) 8AM ? 2022

Date/Time of Return: July June 23 (estimate) 12PM

3. State purpose and educational value of trip (attach information to form if needed).  
To immerse in the Spanish language and culture through guided tours, exploration, food, and interactive activities. To learn about the history and natural environment of Costa Rica.

4. Name the manner of travel and the carrier.  
Will be traveling to and from Costa Rica by plane (airline TBD) and traveling within Costa Rica by a coach bus.

5. State proposed housing arrangements.  
Staying at a variety of hotels.

6. Describe parental involvement in planning – including who, what, where, when and how.  
Parents are required to attend all trip meetings at East Ridge monthly from January 2022 to May 2022 to help prepare the students for travel. Parents are also welcomed to come with the student group to Costa Rica, and currently four parents are joining us on the tour.

7. List participants (reminder to have participants complete parent/guardian permission form).  
**13 Students and 4 Parents:** Parker Aikins, Scott Aikins, Emma Bloomquist, Logan Calumpit, Tatiana Gary, Jestin Lee, Isabella McGowan, Joshua Menard, Sydney Meyers, Maia Nguyen, Kate Sandberg, Olivia Slater, Christina Snyder, Dominic Snyder, Hannah Sterling, Jason Sterling, Ari Stoll. **Two chaperones:** Michele Salinas and Natalie Bird.

8. Describe the manner of selecting participants.  
Selection is by open invitation for any ERHS student to join the travel group.
  
9. Indicate who will be in charge of supervising the trip.  
Teachers Michele Salinas and Natalie Bird. Tour Director from EF Tours (TBD)
  
10. State the safety precautions and procedures for emergencies while on the trip.  
The tour leader (Michele Salinas ) will educate the students about safety procedures while preparing for the trip beforehand, and both the tour leader and the tour director from EF Tour Company will take care of emergencies on the trip. Parents will be notified via phone and any necessary monetary arrangements (doctor, hospital, travel, etc.) will be paid for on behalf of the insurance plan that was purchased by the parents through EF Tours. EF Tours provides a Tour Director to be with us 24/7 to take care of emergency procedures. In addition, emergency numbers are provided to students and chaperones. Chaperones monitor safety for all students. Students also sign a behavior contract outlining what is not permitted on tour to ensure their safety.
  
11. Give budget costs, how the trip will be funded and estimated cost per student.  
The trip is funded through the student only and the estimated cost per student is between \$3,000 to \$3,500.
  
12. State evaluation procedures. N/A
  
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.  
Anyone with food allergies will be monitored on the tour.

\*\*\*\*\*  
 Signature of Staff Member Responsible: Michele Salinas

Date field trip request was submitted to Principal: 12/1/21

Principal/Administrator Signature and Date: [Signature] 10/8/21

Approved: [Signature] Not Approved: \_\_\_\_\_

\*\*\*\*\*  
 Assistant Superintendent Signature and Date: [Signature] 12/13/21

Approved: ✓ Not Approved: \_\_\_\_\_

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

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



# Educational Tours

Watch videos, read  
reviews and enroll on your  
teacher's Tour Website

[eftours.com/](http://eftours.com/)  
**2187804RS**

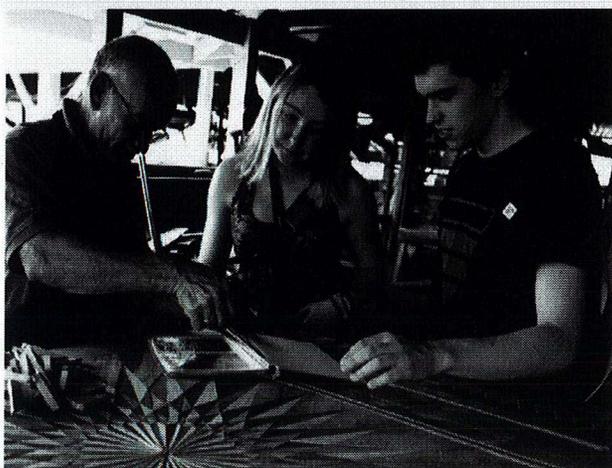
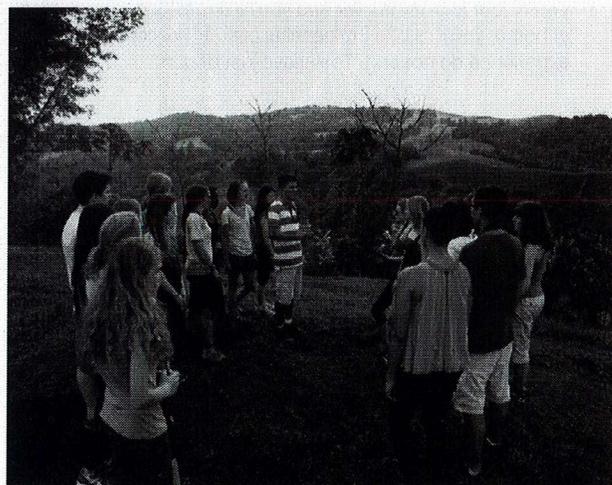
This is also your tour number

## ADVENTURE IN COSTA RICA

Costa Rica's incredibly diverse ecology makes it truly unique on our planet. In Tortuguero—nesting ground of sea turtles—discover 11 different habitats. In Arenal, discover a beautiful lake, a powerful waterfall, hot springs, and a looming volcano. And in Guanacaste, find an amazing collection of plants and animals against a backdrop of beaches and forested bluffs.

### YOUR EXPERIENCE INCLUDES:

-  **Full-time Tour Director**
-  **Sightseeing:** Comprehensive sightseeing of natural attractions
-  **Entrances:** Tortuguero canals boat tour; hot springs; Lake Arenal kayaking; La Fortuna Waterfall; Rincon de la Vieja National Park; snorkeling; Palo Verde boat tour
-  **weShare:** Our personalized learning experience engages students before, during, and after tour, with the option to create a final, reflective project for academic credit.
-   **All of the details are covered:** Round-trip flights on major carriers; comfortable motorcoach; 8 overnight stays in hotels with private bathrooms; 3 meals daily (Days 2-8); dinner on arrival day; breakfast on departure day
-  



## What you'll experience on your tour

### Day 1: Fly to Costa Rica

- Meet your Tour Director at the airport.

### Day 2: San José | Tortuguero

- Travel to Braulio Carrillo National Park.
- Travel by boat to Tortuguero.
- Free time in Tortuguero Village.

### Day 3: Tortuguero

- Enjoy a boat tour through the Tortuguero canals.
- Visit Tortuguero National Park—the most important Caribbean breeding ground for the green sea turtles, who have lived here for more than 100 million years. Begin your visit in Tortuguero Village, gateway to the Tortuguero National Park. Founded in the 1930s by Colombians exporting sea turtles and coconuts, Tortuguero Village today is accessible only by boat and home to just 700 residents. Next, explore the twists and turns of the Tortuguero Canals on a boat excursion. High rainfall and convergence of freshwater and the Caribbean sea make the beaches, canals, lagoons, and wetlands of Tortuguero areas of exceptional biodiversity. See if you can spot a howler monkey, a toucan, or maybe even a caiman.

### Day 4: Sarapiquí

- Travel to the Sarapiquí region.
- Time to see Sarapiquí or
  - ⊕ enjoy a canopy tour.

### Day 5: Arenal region

- Time to see more of Sarapiquí or
  - ⊕ enjoy whitewater rafting.
- Travel to the Arenal region and get ready for an adventure to remember. Behold the perfect conical shape that emerges from the green hills of Alajuela: this is the fascinating Arenal Volcano. Overlooking the San Carlos plain and the Pacific lowlands, this mile-high volcano has been active for the past 7,000 years. You'll see the volcano from a different angle on your kayaking excursion. Not only does the volcano serve as a watershed for the lake, but it also provides thermal energy for the nearby hot springs.

### Day 6: Arenal region

- Take a kayaking trip along Lake Arenal.
- Hike to La Fortuna Waterfall.
- Enjoy the hot springs.

### Day 7: Guanacaste

- Continue on to Guanacaste, where you'll feel the sand between your toes as you become immersed in this natural wonderland. The emerald Pacific glimmers alongside miles of beaches, a tropical paradise resembling a postcard. Take in the craggy bluffs cloaked in forests stretching tall above you and encounter local cattle ranchers driving oxen carts farther inland. Learn about Guanacaste's remarkable array of plant and animal life when you explore Rincón de la Vieja National Park. Located high in the mountains, this rain/cloud forest boasts numerous geothermal hot springs.
- Visit Rincón de la Vieja National Park.

### Day 8: Guanacaste

- Spend the morning snorkeling.
- Enjoy a boat tour at Palo Verde National Park.

### Day 9: Depart for home

*I recently returned from Costa Rica and it was awesome! EF is a great support for teachers who want to take students abroad. The Costa Rica tour included an excellent mix of excursions that were adventurous, fun, and educational! A great trip!*

– JENNA, GROUP LEADER



*Costa Rica was absolutely amazing! It truly was a great adventure. Our tour director was fantastic beyond words. She was so personable, and her knowledge of Costa Rica's history, culture, and flora and fauna was incredibly remarkable.*

– KRISTEN, TRAVELER



### TOP THREE THINGS I WILL SEE, DO, TRY OR EXPLORE

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_