

**ADMINISTRATIVE REPORT-UPDATED**  
**(Changes marked in BOLD)**

**DATE:** February 16, 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 2-5, 2022 – Park High School Robotics Team – 23 students and 11 adult supervisors will travel to Duluth, MN. for a tournament. They will travel via Lorenz Coach bus and will be staying at the Holiday Inn & Suites in Duluth. (Dean Hoyt)
- b. March 5-13, 2022 – Park High School Spanish students – 13 students, 3-4 adult chaperones will travel to Costa Rica/Panama with EF Tours. (Drew Veogle and Kiersten Jaeger)**
- c. April 22-23, 2022 – Park Girls Lacrosse Team – 40 students and 3 adult supervisors will travel to Rochester MN. to play in two non-conference games. They will travel via Minnesota Coaches bus company and will stay at the Country Inn and Suites in Rochester. (Scott Leonard)
- d. October 19-23, 2022 – Park, East Ridge & Woodbury High School Marching Bands – 120 students and 12 adult supervisors will travel to Orlando, FL. to perform in a parade at Disney World. They will travel via Delta Airlines and will be staying at a hotel in Orlando. (Tark Katzenmeyer & Tom Storm)



- e. May 12-14, 2022 – East Ridge High School Boys Varsity Golf Team – 8 students and 1 adult supervisor will travel to Detroit Lakes MN. to participate in a golf tournament. They will travel via 833 school vans and will be staying at a VRBO to be determined at a later date. (Bret Brookins)
- f. March 5-8, 2023 – Oltman Middle School 7<sup>th</sup> and 8<sup>th</sup> grade students – 25-40 students and 2-4 adult supervisors will travel to Orlando, Florida to participate in Science in motion through World Stride Tours. World Stride will make flight, bus and hotel arrangements. (Nicki Prax and Jamie Crews)

**RECOMMENDATION**

Approval





South Washington County Schools  
Cottage Grove, MN

**610 EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): Dean Hoyt 651-675-8819

School and Program: Park High School Robotics Team

Date of Requested Trip: March 2-5

1. What group is taking this trip? Robotics Team

Estimated # of Students 23 Adult Supervisors 11

2. Destination: Duluth

Date/Time of Departure: 3/2/2022 4:30pm

Date/Time of Return: 3/5/2022 9:00pm approx

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

First FRC tournament in Duluth at the DECC arena  
<https://frc-events.firstinspires.org/2022/MNDU2>

4. Name the manner of travel and the carrier.

One coach bus - Lorenz

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

Holiday Inn & Suites 200 W 1st Street, Duluth MN 55802 P# 218-722-1202

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

Lead mentor Dean Hoyt. This is one of 2 tournaments for the team this season and the only overnight.

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

Adam Blaskowski

8. Describe the manner of selecting participants.

Team members that expressed interest in going and will have passing grades.

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

Dean Hoyt / Chris Braun (Co-Lead mentors)

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

Students will move in groups 2 or larger or with their parent(s). All parents and students will have cell phone numbers of lead mentors. Team mentors have access to parents contact information. There are enough Adults and mentors to enable one Adult to assist if a student has an emergency. Our diabetic student is staying with both parents while on the trip.

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

Hotel cost is \$150 per student paid by the student/Family. The transportation cost for the bus is \$3600 and is covered by fund raising the team has done. The team will only need one bus. Entry fee was covered by grants from 3M and NASA.

12. State evaluation procedures.

The team has 1 robot entry. All students attending will have roles to support the robot. Examples are: pilot and co-pilot of robot. Fabrication / repair of robot, Programming of robot, Strategy and analysis of other robots and robot matches.

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

The event has on-site paramedics. The team has first aid in their pit area. Room checks at bedtime are done. A skyway connects hotel and venue, so no transportation is needed while there. Students and Adults will go to the venue as a group. The student with diabetics is staying in a room with their parents and the parents will be at the venue. There are no other concerns.

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Signature of Staff Member Responsible: Dean Hoyt

Date field trip request was submitted to Principal: \_\_\_\_\_

Principal/Administrator Signature and Date: \_\_\_\_\_

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

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Assistant Superintendent Signature and Date: \_\_\_\_\_

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

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

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



South Washington County Schools  
Cottage Grove, MN

## 610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Drew Voegele/952-393-5024  
avoegele@sowashco.org and Kiersten Jaeger/651-216-9580 kjaeger@sowashco.org

School and Program: Park High School Spanish Department

Date of Requested Trip: March 5 – March 13, 2022.

1. What group is taking this trip? PHS Spanish students/EF Tours.

Estimated # of Students 13 and one parent - Adult Supervisors Four (1 parent, 2 teachers, 1  
Tour Director

2. Destination: Costa Rica/Panama

Date/Time of Departure: March 5 at 5:15am

Date/Time of Return: March 13 at 4:33pm

3. State purpose and educational value of trip (attach information to form if needed).  
Travel abroad, improve Spanish language, learn culture.

4. Name the manner of travel and the carrier.

Air American and Copa Air

Tour Bus

5. State proposed housing arrangements.

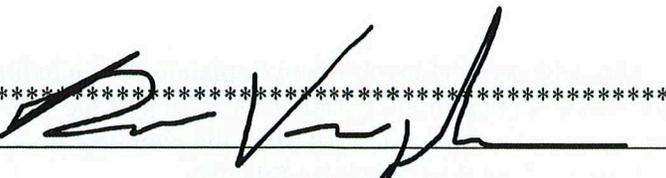
Hotels

6. Describe parental involvement in planning – including who, what, where, when and how.  
Parents have been part of the planning every step of the way.

Parents have been informed of all the planning along the way, however the tour company  
(EF) sets up the logistical elements of the trip.

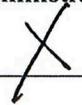
7. List participants (reminder to have participants complete parent/guardian permission form).  
See attached roster

8. Describe the manner of selecting participants.  
All Park High students were allowed to enroll. The trip was advertised in World Language classes, but all students were welcome. Posters and announcements around the school informed the school population.
  
9. Indicate who will be in charge of supervising the trip.  
Andrew Voegele  
Kiersten Jaeger
  
10. State the safety precautions and procedures for emergencies while on the trip.  
For a full overview of safety and emergency procedures, see <https://www.eftours.com/health-and-safety>
  
11. Give budget costs, how trip will be funded and estimated cost per student.  
Trip is paid for by students. Butter braid sales helped some to fundraise. Cost per student was \$3,465
  
12. State evaluation procedures.  
Myself and Kiersten Jaeger will evaluate the tour company, and students are invited to give feedback to EF after the trip. Students will not be evaluated on their learning.
  
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.  
COVID Precautions are listed at <https://www.eftours.com/health-and-safety>  
Student dietary requirements are taken into account for all food

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Signature of Staff Member Responsible: 

Date field trip request was submitted to Principal: 2/15/22

Principal/Administrator Signature and Date:  2/15/2022

Approved: 

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

*Stamped by L. Seiman*

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Assistant Superintendent Signature and Date: K. B. Sykes 7/16/22

Approved: ✓ Not Approved: \_\_\_\_\_

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

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



**610 EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): Scott Leonard 651-270-7769

School and Program: Park Girls Lacrosse

Date of Requested Trip: April 22<sup>nd</sup>-23<sup>rd</sup>

1. What group is taking this trip? Girls lacrosse jv and varsity

Estimated # of Students 40 Adult Supervisors 3

2. Destination: Rochester Mayo and Century HS

Date/Time of Departure: April 22<sup>nd</sup> at 3:30 pm

Date/Time of Return: April 23 at 2 pm

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

We will travel to Rochester to play 2 non-conference games, we will then spend the evening taking part in team bonding activities at the hotel. This is a chance for 40 girls to get to know each other as we prepare for our conference schedule and playoffs.

4. Name the manner of travel and the carrier. We will take a charter bus from Minnesota Coaches based out of Hastings.

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

Country Inn and Suites  
77 Woodlake Dr SE  
Rochester, MN. 507-473-4804

6. Describe parental involvement in planning – including who, what, where, when and how. Park Girls Lacrosse Booster Club, will be setting up the bus, hotel, dinner on the way to Rochester, post game meal, and breakfast Saturday morning. They will also be paying for all of the above items.

7. List participants (reminder to have participants complete parent/guardian permission form). Varsity and jv members of the girls lacrosse team.



## **610 Extended Field Trip Form**

January 13, 2022

Brent Comeau, Tark Katzenmeyer, Tom Storm

Director of Bands

East Ridge High School, Woodbury High School, Park High School

### **SoWashCo Marching Band – Performance Tour to Orlando**

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

SoWashCo Marching Band (the combined marching bands from each of the 3 high school that presents a united front for the district band program at local parades and other events) will travel with roughly 120 students, 4 directors, 8 chaperones

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

Destination: Orlando, FL

Itinerary: See attached pages.

Depart: October 19th, 2022 at approx. 8:00am

Return: October 23rd, 2022 at approx 7:00pm

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

The SoWashCo Marching Band prides itself in not only quality musical performances, but also building bridges between the 3 high schools. This trip provides opportunities for both.

We plan to perform a parade at Disneyworld. Also at Disney, we will rehearse and perform a movie soundtrack on their professional stage with their professional clinicians, giving students a peek into the careers of not only studio musicians, but all of the technicians and “behind the scenes” people who make it happen; which are all potential career paths for our music students.

We plan to do an exchange performance with either a local high school or HBCU, depending on scheduling and availability. This will allow us to learn about other students life experiences and share music.

Students will travel, house, perform, and essentially do everything together. Much of what happens is based on instrument family and not school attending, which gets the kids to collaborate and build lasting friendships.

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

We plan to travel via Delta Airlines to get to Orlando and professional Motorcoach once in Orlando..

**5. State proposed housing arrangements.**

We plan to stay at 3+ star hotel in Orlando. Our tour company, Gateway Travel, has specialized in high school music group travel for years. They carefully vet all aspects of their trips.

**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 SoWashCo Marching 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; each band director and assistant band director will be responsible to supervise the band members for the duration of the trip.

District 833 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 a 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 the student via cell phone.
- Chaperones will retrace the steps of that student. Director will contact the 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 aid 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.**

Estimated Per Student Cost: \$1800

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.

SoWashCo Marching Band  
Performances in Orlando, FL  
October 19-23, 2022

Purposes:

1. To prepare and perform several pieces to perform for peers
2. To perform on a major, national stage (Disney Parade)
3. To gain experience as a studio musician as well as expose students to a variety of music related career options
4. To experience the performances of other HS Bands
5. To build comradery among the Jazz Bands

Packing List:

- Pack light
- Plan for 'nicer" school clothes. Jeans are ok, etc - but nothing grubby.
- Toiletries (Deodorant, Toothbrush, Toothpaste, contacts, Feminine products, etc)
- Parade Dress for Disney Parade
  - Band - Blue Polo, Khaki shorts, athletic style sneakers
  - Guard - Blue Polo, Black legging / shorts, athletic style sneakers
- Other - designated as trip itinerary solidifies
- Bus ride activities (movies must be school appropriate, own device included)

Basic Itinerary (Times are estimated, activities are currently in the works):

Wednesday, October 19

6:00 AM meet at school

6:30 AM Load bus to airport

7:30 AM as a group, check in and go through security

9:30 AM flight to Orlando

1:00 PM Arrive in Orlando, check in to hotel

5:00 PM Group Dinner

6:00 PM Evening Activity TBD

Thursday, October 20

7:00 AM Breakfast at Hotel

8:00 AM Depart for Disneyworld

Parade @ Disney

Spend the remainder of the day @ Disney

10:00 PM Return to Hotel

Friday, October 21

7:00 AM Breakfast

8:00 AM Depart for Disney

Sound stage, recording experience at Disney

Spend the remainder of the afternoon at Disney  
5:00 Group Dinner  
6:00 Exchange performance with local high school or HBCU  
10:00 Return to Hotel

Saturday  
7:00 AM Breakfast  
8:00 AM Depart for Universal Studios  
Potential musical experience / performance at Universal  
Spend the remainder of the day at Universal

Sunday  
7:00 AM Breakfast  
8:00 AM Depart for Airport  
9:00 AM Check in and go through security as a group  
11:00 AM Flight to MSP  
3:00 PM Arrive at MSP, bus back to schools  
4:00 PM Parent pick up at schools

Created + Submitted by:   
Director of Bands, Park HS

 Approved 1/19/22  
KNA-Sch 1/19/22



South Washington County Schools  
Cottage Grove, MN

## 610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Bret Brookins \_\_\_\_\_

School and Program: East Ridge HS

Date of Requested Trip: May 12-14

1. What group is taking this trip? Boys Varsity Golf

Estimated # of Students 6-8 Adult Supervisors Bret Brookins

2. Destination: Detroit Lakes MN

Date/Time of Departure: 5:00 PM Date/Time of Return: 3:00 PM

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

Boys Golf team is traveling to Brainerd to play in a golf tournament with teams across the state.

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

5. State housing arrangements (must include name, address and phone number of hotel).  
Hotel rooms/VRBO

6. Describe parental involvement in planning – including who, what, where, when and how.  
President of the booster club will help to create an agenda to stay, eat and travel.

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

Gus Briguet, Justin Luan, Jack Tollison, Grant Kohonen, Alex Venne, David Rahn, Sam Hart, Keaton Carter

8. Describe the manner of selecting participants.  
The players will be the top players on the team based on their scoring averages.
  
9. Indicate who will be in charge of supervising the trip.  
Bret Brookins
  
10. State the safety precautions and procedures for emergencies while on the trip.  
All players will have a form filled out and a contract that discusses precautions and procedures
  
11. Give budget costs, how trip will be funded and estimated cost per student.  
  
Players/booster club – cost per player will be \$20/nt and the booster club will pay the difference. Players are in charge of their own meals.
  
12. State evaluation procedures.  
After the trip we will discuss how the trip went, what we can do to change and how our character shows other teams that we are all great human beings.
  
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.  
None.

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Signature of Staff Member Responsible: \_\_\_\_\_

Date field trip request was submitted to Principal: Sara Palodichuk

Principal/Administrator Signature and Date: Sara Palodichuk 1-10-2022

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

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Assistant Superintendent Signature and Date: Ken St. 1/28/22

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

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

Approved: \_\_\_\_\_

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



South Washington County Schools  
Cottage Grove, MN

**610 EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): Nicki Prax (651-425-6952) & Jamie Crews (651-425-6943)

School and Program: Oltman Middle School: Science in Motion Through World Strides

Date of Requested Trip: Over Spring Break 2023: Requested dates- Sunday, March 5th 2023- Wednesday, March 8th 2023

1. What group is taking this trip? 7<sup>th</sup> & 8<sup>th</sup> Grade OMS Students who are interested  
Estimated # of Students 25-40 Adult Supervisors 2-4
  
2. Destination: Orlando, Florida  
Date/Time of Departure: Sunday, March 5th am  
Date/Time of Return: Wednesday, March 8<sup>th</sup> pm
  
3. **State purpose and educational value of trip (attach information to form if needed).**  
Explore Orlando and Central Florida on an action packed, hands-on adventure. We will investigate physical forces, conservation methods, cutting edge technology, ecosystems and wildlife.
  
4. **Name the manner of travel and the carrier.**  
Worldstrides Travel Company will arrange transportation to get to Orlando and to travel to locations within Florida. Transportation includes airplane - usually Delta or American Airlines and coach bus
  
5. **State proposed housing arrangements.** Hotel with nighttime guards outside of hotel rooms of students. WorldStrides chooses a hotel in the area. Our last hotel was Courtyard Lake Buena Vista at Vista Centre 8501 Palm Parkway, Lake Buena Vista, FL 32830
  
6. **Describe parental involvement in planning – including who, what, where, when and how.**  
Parents will not be involved in planning, however teacher adult supervisors will host a parent meeting to introduce the trip, for fundraising, and pre trip planning. Parents who are willing to participate or/help with fundraising will meet when needed. Fundraising will be offered to all students interested in attending the trip. Two weeks prior to departure there will be a mandatory final meeting for all students traveling to Florida and their parents.
  
7. **List participants (reminder to have participants complete parent/guardian permission form).**  
Students will sign up via website and parents will sign forms through World Strides.

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

Students will self select and sign up through World Strides. Students with behavior concerns will not be able to participate if not in good standing with the school

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

Nicki Prax - Science Teacher  
Jamie Crews - Math Teacher

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

1 chaperone per 10 students, name tags with contact information, students will have cell phone numbers of chaperones, and emergency numbers. World Strides will have support and doctors on call 24/7.

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

Each student will fund and or fundraise for their own trip. Estimated Trip Cost: \$2,400.00

12. **State evaluation procedures.**

Students will complete trip surveys and give feedback that will be reviewed by the chaperones. Students will also complete field journals that will be reviewed by Nicki Prax, science teacher on the trip.

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

World Strides is a well-known student travel company and will cover anything needed to be precautionous or if something happens will fix it. They are always accommodating to students who might need assistance. OMS has been using World Strides in some capacity for over 20 years with success. We have been going on this trip every other year since 2011. It has been an amazing experience; students who have gone on past trips still talk about it and recommend it to their siblings and friends.

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Signature of Staff Member Responsible: *Nicki Prax*

Date field trip request was submitted to Principal: 1/28/22

Principal/Administrator Signature and Date: *[Signature]* 1/28/22

Approved:  Not Approved:

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Assistant Superintendent Signature and Date: *[Signature]*

Approved:  Not Approved:

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

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