

## ADMINISTRATIVE REPORT

**DATE:** May 19, 2022  
**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. June 15–24, 2022 – East Ridge and Woodbury High School French Program – 20 students and 3 adult supervisors will travel to France and Spain. The students will immerse themselves in the French and Spanish languages, cultures through guided tours, exploration, food/interactive activities. (Natalie Bird)
- b. August 26–27, 2022 – Woodbury High School Girls Soccer – 40 students and 3 adult supervisors will travel to Duluth, MN. to participate in two non-conference games. (Pat Malicki)

### RECOMMENDATION

Approval









South Washington County Schools  
Cottage Grove, MN

**610 EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): Pat Malicki 651-425-5486

School and Program: WHS Girl's Soccer

Date of Requested Trip: Friday August 26<sup>th</sup> 2022 and Sat August 27<sup>th</sup>,2022

1. What group is taking this trip? WHS Girl's Soccer  
Estimated # of Students 40 Adult Supervisors 3
  
2. Destination: Duluth, MN  
Date/Time of Departure: 8/26/22 at 9:00 AM  
Date/Time of Return: 8/27/22 at 5:00
  
3. State purpose and educational value of trip (attach information to form if needed).
  - Team building
  - Play two nonconference teams for both the Varsity and JV teams
  
4. Name the manner of travel and the carrier.
  - Rent a coach bus (Minnesota Coaches Inc Bus Company)
  
5. State proposed housing arrangements.
  - Stay at a hotel in the Duluth area:  
Country Inn and Suites  
4257 Haines Road  
Duluth MN 55811  
218-466-3312
  
6. Describe parental involvement in planning – including who, what, where, when and how.
  - WHS Girls' Soccer Booster Club will be planning the bus rental, fundraising, and hotel arrangement.
    - Stephanie Williams Booster Club President
    - Desiree Leinhard Booster Club Vice President
    - Aleisha Lee Booster Club Treasurer

7. List participants (reminder to have participants complete parent/guardian permission form).
  - Any WHS student that makes the girl's Varsity or JV soccer team
8. Describe the manner of selecting participants.
  - All players who earn a position on either the Varsity or JV soccer teams during tryout starting on 8/15/22
9. Indicate who will be in charge of supervising the trip.
  - Pat Malicki, Erin Diamond, WHS Girls Booster Club, and parent chaperones
10. State the safety precautions and procedures for emergencies while on the trip.
  - All players will fill out the permission form including emergency contact information.
  - All players as well as parents will be given a trip agenda before the trip
11. Give budget costs, how trip will be funded and estimated cost per student.
  - Approximately \$180.00/ student.
  - Booster Club will help pay for cost of the trip through fundraising.
  - Scholarships are available. (Through Booster club fundraisers)
12. State evaluation procedures.
  - Discussions with Girls Soccer booster club, student athletes, coaches, and Athletic Director
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
  - None

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Signature of Staff Member Responsible: Pat Malicki

Date field trip request was submitted to Principal: 5/2/22

Principal/Administrator Signature and Date: Joceli Fieber Leub

Approved: 5/3/22 Not Approved: \_\_\_\_\_

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Assistant Superintendent Signature and Date: Kimberly Schaefer 5/9/22

Approved: ✓ Not Approved: \_\_\_\_\_

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

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