

ADMINISTRATIVE REPORT

DATE: September 22, 2022
TOPIC: 5.9 – 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. October 7-8, 2022 – Woodbury High School Varsity Volleyball Team – 14 students and 4 adult supervisors will travel to Albertville, MN. They are traveling via coach bus and will stay at the Holiday Inn & Suites, Rogers, MN. (Brad English)
- b. November 16-19, 2022 – East Ridge High School Orchestra Program – 40 students and 4 adult supervisors will travel to Chicago, IL. They plan to attend a performance by The Berlin Philharmonic and the students will have an opportunity to meet the members of the Chicago Symphony. They are traveling via Good News Tour & Travel Coach Bus and are planning to stay at the Quality Inn Schaumburg, IL. (Kelly DeMorett)
- c. December 28-30, 2022 – Woodbury High School Wrestling Team – 30 students and 5 adult supervisors will travel to Fargo, ND. for a wrestling tournament. They are traveling via SOWASHCO school vans and plan to stay at the Holiday Inn Express West Acres in Fargo, ND. (Justin Smith, Gary Diamond, Jason Jankowski, Uthman Rabiou and Rashad Kennedy)

RECOMMENDATION

Approval





South Washington County Schools
Cottage Grove, MN

510.4 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Brad English

School and Program: Woodbury High School Activities Dept - Volleyball

Date of Requested Trip: 10/7/22 - 10/8/22

1. What group is taking this trip? Woodbury High School Varsity Volleyball Team
Estimated # of Students 14 Adult Supervisors 4

2. Destination: St. Michael-Albertville
Date/Time of Departure: 10/7/22 - 3:30 pm
Date/Time of Return: 10/8/22 - 5 pm

3. State purpose and educational value of trip (attach information to form if needed).
Overnight volleyball tournament with college scouts

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

5. State proposed housing arrangements – must include address and phone number
Hotel: Holiday Inn & Suites: 20930 135th Ave N, Rogers, MN 55374
763-428-3000

6. Describe parental involvement in planning – including who, what, where, when and how.
Brad English → Hotels & Transportation

Booster Club Volunteers → Food
7. List participants (reminder to have participants complete parent/guardian permission form).

Girls Varsity Volleyball Team (Tryouts have not occurred yet)

8. Describe the manner of selecting participants.
What team they are on.

- 9. Indicate who will be in charge of supervising the trip.
Brad English + Booster Club volunteers
- 10. State the safety precautions and procedures for emergencies while on the trip.
First Aid kit will be taken by coaching staff
- 11. Give budget costs, how trip will be funded and estimated cost per student.
• Bus funded by school • hotel + food for students provided by booster club
• Bus driver housing + food → Volleyball booster club
- 12. State evaluation procedures.
- 13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

Signature of Staff Member Responsible: Bradley English

Date field trip request was submitted to Principal: 8/15/22

Principal/Administrator Signature and Date: Jodi Luber Lueb 8/18/22

Approved: Not Approved:

Assistant Superintendent Signature and Date: Vivian Sche 8/20/22

Approved: Not Approved:

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): Kelly DeMorett #2336

School and Program: East Ridge High School Orchestra Program

Date of Requested Trip: November 16-19

1. What group is taking this trip? East Ridge Orchestra

Estimated # of Students 40 Adult Supervisors 4

2. Destination: Chicago

Date/Time of Departure: 11/16/22 depart @ 8:30 am

Date/Time of Return: 11/19/22 anticipated arrival 5:00 pm

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

The musicians of the East Ridge Orchestra program have a once in a lifetime opportunity to travel to Chicago to see THE TOP orchestra in the world; the Berlin Philharmonic. The Berlin Philharmonic rarely tours to the Midwest and they will be performing ONE concert in Chicago on November 16th. We were able to secure 50 tickets to this concert. Students will also have an opportunity to see another of the top orchestras in the world; the Chicago Symphony Orchestra in concert at their home in Chicago on November 17th. This concert will feature one of the pieces that the East Ridge Symphony Orchestra will be playing this year, and students will learn the history of this piece along with historical background of this world class orchestra. Students will also have an opportunity to meet with a member of the Chicago Symphony Orchestra in a Question/Answer session before or after the concert.

A Friday evening performance of *Wicked* will also provide the opportunity to experience Broadway quality musical theater.

In addition to musical activities, students will strengthen relationships through travel, group dining and sight seeing (city tour, observation deck, Museum of Science and Industry, etc.).

4. Name the manner of travel and the carrier.

Coach bus transportation, arranged through Good News Tour and Travel

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

Quality Inn, 600 N Martingale Road, Schaumburg, Ill. (847)517-7737

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

I have not planned this tour with parents, as our entire booster board had graduating seniors last year.

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

TBD—sign up forms will be available at open house on 8/31
List of students will be provided to principal by Sept. 15, 2022.

8. Describe the manner of selecting participants.

All ERHS Orchestra students will have an opportunity to travel, with priority given to upperclassmen in the unlikely event that more students want to travel than we were able to secure tickets for.

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

Kelly DeMorett will supervise trip. Gary Miller of Good News Tour and Travel will be in charge of the logistics of the tour and will assist with students. Gary has taken several tours with us in the past and is a fantastic leader.

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

Good News Tour and Travel will handle any emergencies that arise during the tour, including security at the hotel. Students will travel in groups of NO LESS THAN 3 when the full group is not together. All student cell #'s will be on a list for teacher, chaperones and tour manager. Chaperone and teacher #given to students for communication.

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

Cost: \$919/student (quad occupancy) includes 3 breakfasts, 2 dinners, all sight-seeing costs, all transportation and lodging, tickets to two symphony orchestra performances and one Broadway show performance.

Fund Raising Events are taking place to offset costs, including:

- Raising Cane's Community Night-Sept. 12
- Sale of Metro Dining Club Cards
- Team Building Activity/Fund Raising Event @ Cheers Pablo!
- Panera Community Night-October 24
- Shoe Drive Fundraiser
- Concession Sales

12. State evaluation procedures.

Debriefing will occur following the trip to evaluate the educational value of the trip. Students will be surveyed to solicit input for future touring.

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

Student special needs will be handled on a case-by-case basis, and is dependent upon which students choose to travel. Teacher will be apprised of any medical issues and trained on use of any medical supplies (epi pen, etc.).

Signature of Staff Member Responsible: Kelly J. Demaris

Date field trip request was submitted to Principal: 8/30/2022

Principal/Administrator Signature and Date: [Signature]

Approved: Not Approved:

Assistant Superintendent Signature and Date: [Signature] 9/6/22

Approved: Not Approved:

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): Justin Smith (507) 261-8840, Gary Diamond (651) 307-6289, Jason Jankowski (651) 354-6216, Uthman Rabiou (612) 483-3330, and Rashad Kennedy (651) 529-5593

School and Program: Woodbury High School/Wrestling

Date of Requested Trip: December 28th-30th, 2022

1. What group is taking this trip? Woodbury High School Wrestling
Estimated # of Students 30 Adult Supervisors 5

2. Destination: Fargo, ND (Fargodome)
Date/Time of Departure: December 28th/10:00am
Date/Time of Return: December 30th/8:00pm

3. State purpose and educational value of trip (attach information to form if needed)...
Woodbury Wrestling seeks out the best competition for their student athletes and this tournament is one of the best in the Midwest, with representation from no less than 6 states and 50 teams. In addition to the wrestling, students will be exposed to many different experiences increasing their cultural understanding and tolerance in seeing a part of the world outside of the metro area. Additionally, the students will further comprehend how the bond they form with peers, in many experiences, can increase their unity as they attempt to reach team and individual goals.

4. Name the manner of travel and the carrier.
School vans...all drivers will be SOWASHCO certified/trained

5. State proposed housing arrangements.
Lodging will be paid for by Woodbury Wrestling Booster Club
Holiday Inn Express West Acres
1040 40th St S
Fargo, ND, 58103

6. Describe parental involvement in planning – including who, what, where, when and how. There will be parents making the trip up to Fargo, but they are not involved in the planning beyond making sure their student has all suggested listed items packed for the trip.
7. List participants (reminder to have participants complete parent/guardian permission form). The 2022-2023 Woodbury Wrestling Roster...permission forms will be returned to coaching staff before departure.
8. Describe the manner of selecting participants. Those who are in good standing with their eligibility will be allowed to attend. If room becomes scarce, then there will be wrestle-offs (just as we decide line-ups for section tournament teams).
9. Indicate who will be in charge of supervising the trip. Justin Smith, with assistance from the coaching staff.
10. State the safety precautions and procedures for emergencies while on the trip. All van drivers will be SOWASHCO trained for trip emergencies.
11. Give budget costs, how trip will be funded and estimated cost per student. Students will not be charged money for lodging or tournament fee but will be responsible for their own meals/food. Students have been instructed to pack coolers and bring a small amount of money for onsite food if desired.
12. State evaluation procedures. Students will have set goals and expectations for themselves and teammates before they embark on this trip. There will be constant self-reflection, with help from the coaching staff, of those goals and expectations when representing their school, family, coaches, community, and themselves.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
N/A

