

ADMINISTRATIVE REPORT

DATE: November 17, 2022
TOPIC: 6.12 – 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. December 16-17, 2022 – Park High Wrestling Team – 14 students and 4 adult supervisors will travel to Rochester, MN. to participate in a tournament. They will travel via district vans and will stay at the Centerstone Plaza Hotel Rochester. (J. LaBrosse)
- b. December 21-23, 2022 – Park High, Woodbury High and East Ridge High School Nordic Ski Team – 45 students and 10 adult supervisors will travel to Hayward, WI. to have access to early snow and challenging terrain. They are traveling via Northfield Coach Bus Lines and will stay at the Flat Creek Lodge in Hayward. (Drew Voegelé)
- c. December 29-30, 2022 – Park High School JV and Varsity Wrestling Team – 30 students and 8 adult supervisors will travel to Eau Claire, WI. for a tournament. They will use district vans and one bus and will stay at the Best Western in Eau Claire. (J. LaBrosse)
- d. February 17-20, 2023 – Woodbury High School Choir Program – 35 students and 4 adult supervisors will travel to Chicago, IL. The students will perform at various scheduled events. They are traveling via Good News Travel Coach Bus and will be staying at the Quality Inn Schaumburg, IL. (Tony Streng)



- e. March 16-19, 2023 – East Ridge High School Choir – 35 students and 4 adult supervisors will travel to Chicago, IL. for a college visit, perform in a clinic and visit cultural venues. They are traveling via Rochester City Coach Bus and will stay at the Quality Inn, Schaumburg, IL. (Elizabeth Gullick)

RECOMMENDATION

Approval





South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): J. LaBrosse 612-310-2689

School and Program: Park Wrestling

Date of Requested Trip: 10/28/22

1. What group is taking this trip? Varsity Wrestling

Estimated # of Students 14 Adult Supervisors 4

2. Destination: Minnesota Christmas Tournament - Rochester

Date/Time of Departure: Friday 12/16/22

Date/Time of Return: Saturday 12/17/22

3. State purpose and educational value of trip (attach information to form if needed).
Participate in one of the toughest ^{Individual} tournaments in the Nation.

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

5. State housing arrangements (must include name, address and phone number of hotel).
Centerstone Plaza Hotel Soldiers Field
401 6th St. SW 507/200-2677
Rochester

6. Describe parental involvement in planning – including who, what, where, when and how.
Boosters Booked & pay for Hotels
Friday night Dinner

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

8. Describe the manner of selecting participants.

Varsity Wrestlers

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

4 - High School Coaches J. LaBrosse LeRoy Olson
 Mike Silvas
 Jeremy Chilton

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

Emergency Cards & Phone #s

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

Booster Club - Hotels & Meals

12. State evaluation procedures.

NA

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

NA

Signature of Staff Member Responsible: [Signature]

Date field trip request was submitted to Principal: [Signature] 11/9

Principal/Administrator Signature and Date: [Signature]

Approved: ✓ Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 11/10/2

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):
Drew Voegelé (952)393-5024

School and Program: PWER Nordic Ski (Park, Woodbury, East Ridge)

Date of Requested Trip: 12/21-1223

1. What group is taking this trip? PWER Nordic

Estimated # of Students 45 Adult Supervisors 10

2. Destination: Flat Creek Lodge 10290 WI-27, Hayward, WI
54843 (715) 634-4100

Date/Time of Departure: 21/21 @ 6:00am

Date/Time of Return: 12/23 @ 3:00pm

3. State purpose and educational value of trip (attach information to form if needed).
Purpose is to provide skiers with access to challenging terrain and time on early snow, as well as create a bonding team experience. This trip allows us to do in depth training as well as video analysis of skier performance.

4. Name the manner of travel and the carrier.
Coach bus, Northfield Lines

5. State housing arrangements (must include name, address and phone number of hotel).
Flat Creek Lodge 10290 WI-27, Hayward, WI 54843 (715) 634-4100
Skiers will room in same gender rooms with 1-3 other skiers.

6. Describe parental involvement in planning – including who, what, where, when and how.
Booster members plan the logistics such as bussing, lodging, and food. Cheryl and Bill Harrison are our leading booster members in charge of planning – cablebound@comcast.net

7. List participants (reminder to have participants complete parent/guardian permission form).
Nordic roster is as of yet incomplete, but we'll have names finalized by the first week in December.

8. Describe the manner of selecting participants.
All skiers involved are invited to come.

9. Indicate who will be in charge of supervising the trip.
Drew Voegele (Head Coach) and assistant coaches Jordan Ermer, Paul Henning, Erika Badger, Jim Reckinger, and Beau Buckeye. Several booster parents will be in attendance as well, including the Harrisons mentioned above.

10. State the safety precautions and procedures for emergencies while on the trip.
All coaches equipped with first aid supplies for on the trails. General safety will be ensured by close supervision at the hotel and on the bus.

11. Give budget costs, how trip will be funded and estimated cost per student.
Estimated cost per student is \$115 dollars. Students who ask for assistance paying for the trip will receive that from the booster club budget. The whole trip is funded by the booster club.

12. State evaluation procedures.
We evaluate the effectiveness of our trip afterward by discussing the trip as a committee and making improvements for future years. Coaches, parents, and skiers are involved in the discussion.

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

Signature of Staff Member Responsible: Drew Voegele – 11/07/2022

Date field trip request was submitted to Principal: 11-7-22

Principal/Administrator Signature and Date: Jodi Lockhart 11-8-22

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: L. A. Shur 11/9/22

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): J. LaBrosse 612-310-2689

School and Program: Park Wrestling

Date of Requested Trip: 10/28/22

1. What group is taking this trip? Varsity & JV Wrestling Team

Estimated # of Students 30 Adult Supervisors 8

2. Destination: Eau Claire Memorial Christmas Duals

Date/Time of Departure: 12/29/22

Date/Time of Return: 12/29/22
30

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

Team bonding trip

4. Name the manner of travel and the carrier.

School Vans & 1 Bus

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

Best Western Plus Conference Center - Eau Claire
715-838-9989 3340 Mendota Rd.

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

Book Hotel - Organize Pizza Party

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

All wrestlers Varsity, JV & Coaches

8. Describe the manner of selecting participants.

Everybody goes

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

J. LaBrosse L. Olson
M. Silvius J. Chilton

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

Emergency Cards - Phone #s

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

Boasters pay for Hotels + Meals

12. State evaluation procedures.

NA

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

NA

Signature of Staff Member Responsible: J. LaBrosse

Date field trip request was submitted to Principal: 11/19

Principal/Administrator Signature and Date: J. Sch

Approved: ✓ Not Approved: _____

Assistant Superintendent Signature and Date: 11/10/22

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____

610 Extended Field Trip Form

Tony Streng
Choir Teacher
Woodbury High School
November 5, 2022

Woodbury High School Choir Performance Tour Field Trip February 2023

1. What group is taking this trip?

Students in the Woodbury High School Choir Program
Approximately 35 students and 4 adult chaperones

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

Destination: Chicago, Illinois
Itinerary: See attached pages
Depart: February 17, 2023
Return: February 20, 2023

3. State purpose and educational value of trip.

The purpose of this trip is to provide students with an opportunity to hone their performance skills through a varied schedule of performances. Students will do an exchange concert at Hudson High School in Hudson, Wisconsin; and an exchange concert at the University of Wisconsin, River Falls, in River Falls, Wisconsin. Additionally, students will do a variety of performances in Chicago, Illinois. Students will also partake in music specific sightseeing, such as attending a Broadway Touring production of Les Miserables, experiencing a jazz performance at a jazz club, and attending a bluegrass brunch.

4. Name the manner of travel and the carrier.

We will travel by bus. The bus company has been arranged by our travel agency, Good News Tour and Travel, 1818 Wooddale Drive, Woodbury, MN 55125, 651-487-0661, travel@goodnewstt.com, <http://www.goodnewstt.com/>

5. State proposed housing arrangements.

All students and adult chaperones will stay at Quality Inn, 600 North Martingale Road, Schaumburg, Illinois, (847) 517-7737.

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

Parent feedback was requested and gathered using Google Surveys and email on several occasions. Parents provided feedback on trip location, length, dates of travel, cost, mode of transportation, and the itinerary.

7. List Participants.

The cost includes admission fees/tickets to all events, hotel room, transportation, 3 breakfasts and 3 dinners.

12. State evaluation procedures.

Each student/family and chaperone will be asked to complete an online survey/evaluation form. Comments made by these participants will be taken into account when planning future trips.

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

Precautions

The logistics for this trip will be thoroughly planned and reviewed in preparation for the trip. Individual parent meetings to discuss student concerns will be scheduled before departure as needed.

Special Needs

Currently, no known accommodations are needed

9. Indicate who will be in charge of supervising the trip.
10. State the safety precautions and procedures for emergencies while on the trip.
11. Give budget costs, how trip will be funded and estimated cost per student.
12. State evaluation procedures.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

Signature of Staff Member Responsible: Long Strong 11/7/2022

Date field trip request was submitted to Principal: _____

Principal/Administrator Signature and Date: Graham Guendron Chynner

Approved: ✓ 11/7/22 Not Approved: _____

Assistant Superintendent Signature and Date: Kristen 11/9/20

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): Elizabeth Gullick, 651-425-2333

School and Program: ERHS, Choir

Date of Requested Trip: March 16-19, 2023

1. What group is taking this trip? ERHS Advanced Choir Classes

Estimated # of Students 35 Adult Supervisors 4

2. Destination: Chicago, IL

Date/Time of Departure: 8 am 3/16/22 ~~22~~ 23

Date/Time of Return: 5 pm 3/19/22 ~~22~~ 23

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

Attend professional performances (Chicago Symphony and other), college visit and clinic, perform outside of our usual community, visit and attend other cultural venues and events in Chicago (example: museums, historical sites, architectural sites)

4. Name the manner of travel and the carrier.
Coach bus, Rochester City Lines

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

4 students per room per room at
Quality Inn 600 N Martingale Rd. Schaumburg, Illinois.
(847) 517-7737

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

Parent and student online survey was sent out via email and schoology link in Sept. to help determine whether there was interest in a trip, along with preferences for timing, cost, location of trip.

Parent Booster group will be heavily involved with fundraising for the trip to hopefully offset the cost to participating families

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

Students currently in the process of registering, participants will come from the rosters of ERHS Advanced Choir classes.

8. Describe the manner of selecting participants.

Information set home to all enrolled students of our 2 advanced Choir classes, Advanced Treble Choir and Advanced Mixed Choir. Optional enrichment activity, so up to parent/student discretion if they sign up

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

Elizabeth Gullick, Choir teacher at East Ridge High School

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

A mandatory parent and student meeting will be held about 2 weeks prior to the trip to go over expectations, procedures, and consequences (if needed). All parents and students will sign a behavior agreement form at the conclusion of this meeting/prior to the trip.

Students will always be in groups and have a chaperone assigned to their group. Room checks will be conducted at the hotel each night at lights out. Remind will be utilized to contact students while on the trip, reminders of timelines and where to be, etc.

In the event of an emergency, an adult chaperone or staff will remain with the student and parents and administration will be contacted. Medical emergencies will result in calling 911 immediately, then notifying parents/administration. If a student is temporarily not able to be found, a chaperone will remain at the original check in location in case the student returns there while other adults attempt to contact the student via text using Remind and also check around the area.

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

Families will pay to participate in this optional, enrichment activity. Estimated cost per student is around \$1000. A 4 payment payment plan is in place for families. Boosters will be running some fundraisers to hopefully reduce the final payment.

12. State evaluation procedures.

Teacher observations of how it goes along the way, parent and student feedback collected after we return home.

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

See above about holding a parent/student meeting prior to departure as a precaution. Medications that contain controlled substances will be held by staff for the student during the trip. Students are expected to stay in groups and all District 833 behavior policies are in place for the duration of the trip. If student concerns come up prior to departure, building administration will be consulted as to a plan, up to and including removal from the trip. If behavior concerns happen ON the trip, building administration will be consulted to make a plan that may include removal from certain activities on the trip, or (if severe enough) being sent home immediately from the trip in progress. Any additional costs incurred due to student behavior will be the responsibility of that student's family.

Signature of Staff Member Responsible: EGH JHU

Date field trip request was submitted to Principal: 11/4/22

Principal/Administrator Signature and Date: JSU

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: Lisa Su 11/10/22

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____