

**ADMINISTRATIVE REPORT**

**DATE:** February 16, 2023  
**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. February 17–21, 2023 – Woodbury High School Speech and Debate Team – 10 students and 2 adult supervisors will travel to Boston, MA. to participate in a speech tournament. They will travel via Delta Airlines and will stay at the Courtyard Marriott South Boston. (Sam Padmanabhan)
- b. March 4–11, 2023 – Woodbury High School Spanish Immersion Program, 24 students and 4 adult supervisors will travel to Santo Domingo, Jarabacoa and Santiago Dominican Republic. They are traveling via Education Tours and the itinerary for travel and hotel information is attached. (Leah Deiman)

**RECOMMENDATION**

Approval





*South Washington County Schools*  
*Cottage Grove, MN*

**610 EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): Sam Padmanabhan (612-267-7020)

School and Program: Woodbury High School Speech and Debate Team

Date of Requested Trip: February 17-21, 2023

1. What group is taking this trip? Woodbury High School Speech and Debate Team

Estimated # of Students: 10

Adult Supervisors: 2

2. Destination: Boston, MA

Date/Time of Departure: Friday, February 17 at 3:15PM

Date/Time of Return: Tuesday, February 21 at 8:00AM

3. The Harvard Speech and Debate Invitational is the largest invitational tournament in the world. It is highly competitive and one of the single best competitive opportunities for highly motivated Speech and Debate students. Given the success of the students selected, the opportunity to compete at the Harvard Invitational would be an invaluable one. Students will have the chance to compete with students from nearly all 50 states and be judged by a variety of judges in order to better prepare them for ensuing national tournaments at the end of the season.
4. The team will be flying on Delta Airlines from MSP to Boston Logan Airport. Departure flight # DL 1186, Return flight # 1117
5. The team will be staying at Courtyard Marriott South Boston (63 R Boston ST Boston, MA 02125)
6. Planning for this tournament was largely done by Sam Padmanabhan (Assistant Speech Coach, Head Debate Coach), Lily Pieper (Head Speech Coach), and the Speech Team Boosters
7. Prospective participants: Anna Adamson, Arif Ansari, Isobelle Parker, Srinath Hariharan, Gavin Sun, Brady Fisher, Maggie Gessner, Kaylin Roban, Zuleika Dewan, Saleha Ali

8. Participants were selected based on national experience last season and nationally competitive aspirations this season. All of the participants were highly competitive during the regular MSHSL season last year. Additionally, all participants are in their senior year.
9. The trip is a jointly planned endeavor between Woodbury HS Speech and Debate and East Ridge HS Speech and Debate. The Woodbury chaperone will be Sam Padmanabhan and the primary East Ridge chaperone will be Tammy Trout McIntyre.
10. Students will be supervised by a district employee the entire time they are on this field trip. The chaperones will be on the flights with the students, at the competition sites, and staying in the same hotel as students to ensure maximum safety. Additionally, students will not be allowed to travel around the area without chaperones present. Should an emergency occur, students should contact chaperones and the chaperones will deal with the emergency accordingly. Students will be expected to provide any special accommodations necessary (i.e. allergies, special requests, etc.).
11. The estimated costs for flights: \$208 per ticket. The estimated cost per hotel room: \$479 (\$143.70 per student). Tournament entry fees per category: \$75 per Speech Event, \$100 per Debate Event. Miscellaneous costs: MTA Transit Pass - \$22.50. Approximate cost per student: \$461.70. Students will be expected to pay the entire cost for the trip. Fundraising opportunities will be looked into to potentially offset the cost.
12. Since this is a competitive experience, I will be evaluating the trip based on a few different criterion. First and foremost is competitive excellence. This trip will be successful if a majority of students advance to elimination rounds in their given events; if this doesn't happen, the trip can still be a success if I can observe that the students gave their 100% effort in the competition, regardless of the results. Second, I will be evaluating the trip based on logistical ease; the hope is that in future years, we will be able to send kids to the Harvard Tournament so I will also be recognizing the potential for making this tournament a regular opportunity for WHS students. Finally, I will evaluate if students are having fun and learning more about the activity. While Speech and Debate are inherently competitive activities, I do want to make sure that at the end of the day, students are still having fun as they compete.
13. At present, there are not any special accommodations or precautions however upon student submission of the parent/guardian permission form, we will make any alterations as needed.

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Signature of Staff Member Responsible: Samuel Sanjay Padmanabhan

Date field trip request was submitted to Principal: January 17<sup>th</sup>, 2023

Principal/Administrator Signature and Date:

Jodi Sobel 1-18-23



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

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Assistant Superintendent Signature and Date: Kristle Shaw 1/19/23

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): Leah Deiman 651-425-5457

School and Program: Woodbury High School Spanish Immersion Program/Spanish Department

Date of Requested Trip: March 4-11, 2023

1. What group is taking this trip? WHS Students who are studying Spanish

Estimated # of Students 24 Adult Supervisors 4

2. Destination: Santo Domingo, Jarabacoa, and Santiago Dominican Republic

3. Date/Time of Departure: March 4, 2023

Date/Time of Return: March 11, 2023

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

The South Washington County K-12 Spanish Immersion Program was extended into the high school in 2013-2014. A portion of the High School Pathway planning included the opportunity for students to participate in an extensive study/travel abroad program. The purpose of the trip is to provide Spanish Immersion students as well as regular Spanish education students the opportunity to expand and extend their Spanish language skill by participating in a course designed to include formal educational experiences along with a varied program of supervised leisure activities and excursions to introduce the students to culture, sports and lifestyles.

5. Name the manner of travel and the carrier.

We will fly from MSP to Santo Domingo via American Airlines and from Santiago to MSP via Jet Blue. EF Tours provides all transportation upon arrival in Santo Domingo. Travel itinerary attached.

6. State proposed housing arrangements.

All students will be placed in double, triple, or quadruple hotel rooms, sharing with students of approximately the same age and gender. Students have the opportunity to request roommates in advance. Hotel websites, addresses, and telephone numbers will be provided to Leah Deiman approximately 21 days prior to departure and will be shared with parents and travelers. Each hotel that we will be staying at has had a long term relationship with EF Tours and has been thoroughly vetted for safety and cleanliness.

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



A parent meeting was held on January 10 with another planned for February 9. At this January meeting several topics were covered including travel documents, COVID19 safety, other vaccinations and safety precautions, flight information, packing information, spending money, phone plans, hotels, traveling itinerary, important phone numbers, and health and medical forms. Please see attached meeting followup email.

Initial meetings were held to determine student interest. Meetings have also been held as “ice breakers” for students to get to know one another before we leave.

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



9. Describe the manner of selecting participants.

All current 9th-12th grade students were eligible for the trip.

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

Leah Deiman, WHS Spanish Immersion/Spanish Teacher

Nelly Anderson, WHS Spanish Immersion Teacher

Angela Chapman, WHS Spanish Teacher

Julie Onken, WHS AVID Teacher

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

All chaperones are District 833 staff members who have extensive experience supervising students.

Chaperones will bring all medical information on the trip to help facilitate getting medical attention to any student or chaperone who is in need. All chaperones will carry mobile phones and will be accessible to students throughout the duration of the trip. Chaperones will meet before the trip and as needed before excursions to determine steps to take in emergency situations. Staff from EF Tours also provide supervision throughout all excursions.

**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, the student will stay at the hotel with a chaperone.
- In case of severe medical emergency student will be taken to the nearest hospital immediately. The information on their health form will be used until their parent or guardian is consulted.

**Procedures for Student Separation from Group:**

- Chaperone will attempt to contact student via cell phone.
- Chaperones will retrace the steps of that student. Chaperone will attempt to 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 trip will be funded and estimated cost per student.

Per Student: \$3150 - cost is covered by families.

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 have been thoroughly planned and reviewed in preparation for the trip. Student documents (passport information) will be held by each student as well as Leah Deiman. Individual parent meetings to discuss student concerns have happened and will continue to be scheduled before departure as needed.

#### Special Concerns

Extensive planning and meetings have taken place regarding COVID preparedness. COVID testing is not currently required to enter the Dominican Republic or to re-enter the US upon return. We continue to work with EF Tours to monitor the safety of traveling to the Dominican Republic. Parents are aware that if their child is quarantined in the Dominican Republic, they will be supervised by a chaperone and transportation will be adjusted for alternate travel back to the US.

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Signature of Staff Member Responsible: John B. De...

Date field trip request was submitted to Principal: 1/20/2022

Principal/Administrator Signature and Date: Gregory Clayton

Approved: 1/20/23 Not Approved: \_\_\_\_\_

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Assistant Superintendent Signature and Date: 1/24/23

Approved: ✓ Not Approved: \_\_\_\_\_

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

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