

ADMINISTRATIVE REPORT

DATE: June 15, 2023
TOPIC: 6.8 – 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 21–23, 2023 – Woodbury High School Health Occupation Students of America – 3 students and 2 adult supervisors will travel to Dallas, TX. to participate in a competition. Travel via air and will stay at the Omni Hotel in Dallas. (Sivanuja Balaji)
- b. July 13–16, 2023 – Woodbury High School Cheerleading – 15 students and 2 adult supervisors will travel to the University of St. Thomas in St. Paul to learn new skills and routines. The parents will provide transportation and they will stay in the Tommie North Dorms on campus. (Samantha Wegerbauer)
- c. August 25–26, 2023 – Woodbury High School Girls Soccer team – 40 students and 3 adult supervisors will travel to Duluth, MN. to play in two nonconference games. Travel via Minnesota Coaches Bus Company and will stay at the Country Inn and Suites in Duluth. (Pat Malicki)
- d. March 1–5, 2024 – Park High School Choir – 50 students and 5 adult supervisors will travel to Denver, CO. and Colorado Springs, CO. to perform in two concerts. Travel via motor coach with Good News Tour and Travel and will stay at the Fairfield Inn and Suites Colorado Springs South. (Ben O'Connor)



- e. March 8-16, 2025 – Park High School Theater – 10 students and 2 adult supervisors will travel to Athens and Delphi, Greece. Travel & hotel is arranged by Explorica tour company. (Emily Ball and Tracy Caponigri)

RECOMMENDATION

Approval





South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Sivanuja Balaji 201-355-7476

School and Program: Woodbury High School – Health Occupation Students of America

Date of Requested Trip: June 21 – June 23, 2023

1. What group is taking this trip? Woodbury High School Health Occupation Students of America Yifan Zhai, Oluwatomi Omiwade, Sarah Rundquist – all 3 competing in Biomedical Debate

Estimated # of Students 3 Adult Supervisors 2

2. Destination: Dallas

Date/Time of Departure: 6/21 flight departs

Date/Time of Return: 6/23 flight returns

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

The 3 WHS Students are representing the HOSA Chapter and advanced to internation competiton held in Dallas 6/21-6/23.

4. Name the manner of travel and the carrier.

The 3 students and 2 parent chaperones will be flying Delta to Dallas for the trip.

5. State housing arrangements (must include name, address and phone number of hotel).
They will be staying in the Omni Hotel – 555 South Lamar Street Dallas, Texas

6. Describe parental involvement in planning – including who, what, where, when and how.
There will be 2 parent chaperones. Sarah Rundquist Father – Matt Rundquist 651-336-9679 and Tomi's Omiwade Mother Olu Omiwade – 832 549 1235

7. List participants (reminder to have participants complete parent/guardian permission form).
Yifan Zhai, Oluwatomi Omiwade, Sarah Rundquist – 3 WHS Seniors in 23/24 school year

8. Describe the manner of selecting participants.
The students participated in the HOSA nation/state competition in April and advanced.

9. Indicate who will be in charge of supervising the trip.
The two parent chaperones - Matt Rundquist 651-336-9679 and Olu Omiwade - 832 549 1235

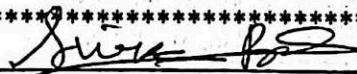
10. State the safety precautions and procedures for emergencies while on the trip.
2 chaperones will supervise the 3 WHS students.
The student will be with 2 of the 3 parents for the competition.
Matt Rundquist 651-336-9679 and Olu Omiwade - 832 549 1235

11. Give budget costs, how trip will be funded and estimated cost per student.
\$1000-\$1200 per student funded by each student.

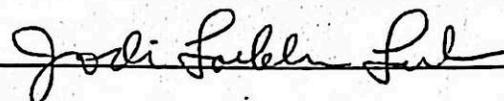
12. State evaluation procedures.

Competition results

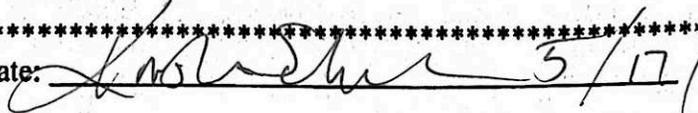
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
N/A

Signature of Staff Member Responsible:  5-12-23

Date field trip request was submitted to Principal: 5-12-23

Principal/Administrator Signature and Date:  5/12/23

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date:  5/17/23

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): Samantha Wegerbauer (414) 588-9956
School and Program: Woodbury High School Cheerleading
Date of Requested Trip: ~~7/13~~ 7/13 - 7/16

1. What group is taking this trip? Cheerleading
Estimated # of Students 15 Adult Supervisors 2

2. Destination: University of St. Thomas
Date/Time of Departure: 7/13/23 12pm
Date/Time of Return: 7/16/23 1pm

3. State purpose and educational value of trip (attach information to form if needed).
To learn new skills and to bond as a team. Coaches will receive professional development
4. Name the manner of travel and the carrier.
Parent transportation

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

139 Cleveland Ave N St. Paul, MN 55104
6. Describe parental involvement in planning - including who, what, where, when and how.
Parents are responsible for transportation to/from event. They also are responsible for cost of camp
7. List participants (reminder to have participants complete parent/guardian permission form).

- | | | |
|----------------------|---------------------|------------------|
| - Adalyn Mcgrane | - Gaby Host-Smith | - Monae Walker |
| - Aileen Lee | - Kyarah Vue | - Parker Kelemen |
| - Elina Thao | - Lola Sudderth | - Stella Xiong |
| - Faridah Amuda | - Sammira | - Andrew Trinh |
| - Finley Kleinhuizen | - Ariyadej | - Sophia Mwele |
| | - Elizabeth Mendoza | |

8. Describe the manner of selecting participants.

Full team

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

- Samantha Wegerbauer
- Hannah Paavola } Coaches

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

- 2 coaches are present so one can stay with athlete and other call for help

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

- There will be trainers on site to help with injuries

\$450 total per person

\$100/person → cheerleading student account account

\$350/person → athlete responsibility

12. State evaluation procedures.

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

Signature of Staff Member Responsible: Samantha Wegerbauer

Date field trip request was submitted to Principal: 5-12-23

Principal/Administrator Signature and Date: Jodi Seelbach 5-12-23

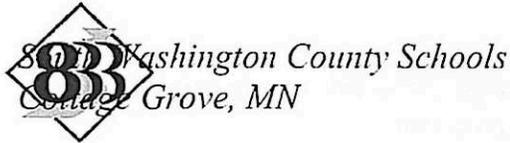
Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: Kurt Sch 6/8/23

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____



610 EXTENDED FIELD TRIP FORM

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

School and Program: WHS Girls' Soccer

Date of Requested Trip: Friday August 25th, 2023 and Sat August 26th, 2023

1. What group is taking this trip? WHS Girls' Soccer

Estimated # of Students: 40 Adult Supervisors: 3

2. Destination: Duluth, MN

Date/Time of Departure: 8/25/23 at 9:00 AM

Date/Time of Return: 8/26/22 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 Lienhard 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 girls' 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 8/14/23.
9. Indicate who will be in charge of supervising the trip.
 - Pat Malicki, Kylie Moore, 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

Signature of Staff Member Responsible: Pat Malicki

Date field trip request was submitted to Principal: 4/27/23

Principal/Administrator Signature and Date: _____

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: Justin Shapiro 5/10/23

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): Ben O'Connor

School and Program: Park High School Choir Department

Date of Requested Trip: Friday, March 1-Tuesday, March 5, 2024

1. What group is taking this trip? Advanced Choirs

Estimated # of Students 50 Adult Supervisors 5

2. Destination: Denver & Colorado Springs, CO

Date/Time of Departure: Friday, March 1, 3:00 PM

Date/Time of Return: Monday, March 5, 9:00 PM

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

The students will perform at least 1-2 scheduled concerts (including impromptu opportunities to sing/play in facilities with excellent acoustics). In addition, the ensembles will be part of either a clinic session with music professionals or a high school exchange concert, attend a traveling Broadway musical or symphony concert, and visit areas of interest in and around Denver, including the Red Rock Amphitheatre, Pikes Peak, Royal Gorge Bridge and Park, and the US Olympic and Paralympic Museum.

4. Name the manner of travel and the carrier.

The group would travel by motorcoach bus and use Good News Tour and Travel for travel arrangements and accommodations.

5. State proposed housing arrangements.

The students will stay the **Fairfield Inn and Suites Colorado Springs South** hotel in the Denver area (2725 Geyser Drive, Colorado Springs CO, 80906, (719)576-1717). They will be housed in groups of 2-4 students, and chaperones will nightly enforce proper behavior. A daily buffet breakfast at the hotel is included in the cost.

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

Planning will continue to be done in consultation with music parents and administration when necessary. Parents will also help coordinate several fundraising opportunities to help provide students with opportunities to raise money for the tour.

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

Participants will register for the trip by the beginning of June, and will fill out the appropriate signed parent/guardian permission form and behavior contract.

8. Describe the manner of selecting participants.

Any student in either the Concert Choir or Advanced Treble Choir may register for the trip, provided they are in good academic standing.

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

Director Ben O'Connor will be the supervising teacher on the trip. Parent chaperones will be assisting with supervision and managing behaviors and schedules throughout the tour.

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

The tour company, Good News Tour and Travel, includes an overnight security guard as part of the tour package. First aid supplies will be on the bus and at the hotel at all times when students are present. If a student needs medical attention, they will be accompanied by a director or chaperone at all times.

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

The total cost estimate for the trip is \$1050 per person. Students and families will fund the trip, but fundraisers will occur to help offset the cost for students. We are applying for a grant to cover the cost of the coach bus, which would significantly lower the cost of the trip per person.

12. State evaluation procedures.

A clinic with a college choral professor (or with another high school music program) will help us evaluate our musical skills and growth. The tour will also include opportunities for both students and parents to evaluate the trip after it is complete.

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

The number and type of students requiring special assistance will be determined when the tour roster is finalized in the fall. Improper student conduct on the trip will result in the student being sent home at his/her own expense.

Signature of Staff Member Responsible: Benjamin O'Connor

Date field trip request was submitted to Principal: 5/15/23

Principal/Administrator Signature and Date: Todd Sch 5/16/23

Approved: ~~X~~ Not Approved: _____

Assistant Superintendent Signature and Date: Kobler 6/6/23

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): Emily Ball and Tracy Caponigri

School and Program: Park High School Theater

Date of Requested Trip: Spring Break 2025 (dates solidified pending School Board Approval of 24-25 School-wide Calendar)

1. What group is taking this trip? Students and Parents from Park High School

Estimated # of Students 10 Adult Supervisors: 2 (1 per 5 students)

2. Destination: Athens and Delphi, Greece

Date/Time of Departure: March 8, 2025

Date/Time of Return: March 16, 2025

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

To give students an opportunity to:

- ~Expand their knowledge of the world around them
- ~Discover more about themselves
- ~Grow more confidence and independence
- ~Come to understand more about new people, places, and cultures
- ~Learn about the origins of theater and the modern world

4. Name the manner of travel and the carrier.

We will fly using a major airline carrier (arranged by Explorica, the tour company). When in Greece, we will travel by tour bus and tour boat.

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

Explorica is organizing hotels in each major city that we visit (Athens, Delphi, Tolo--Greece)

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

Parents attend all pre-departure meetings (two-three scheduled with tour company prior to departure)

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

To be determined upon registration (participant list will be available within the month but we were told to get approval before signing students up for the trip).

8. Describe the manner of selecting participants.

Open to all students at Park High School in attendance as of September 2023.

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

Emily Ball and Tracy Caponigri

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

Explorica has extensive safety precautions in place. We will follow them. We will have a full-time tour director with us at all times to help us navigate situations in another country.

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

Students will pay ALL of their costs. There are not costs that will be covered by the district.

12. State evaluation procedures.

We will make sure all students return safely to the US.

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

We are following ALL protocols set forth by Explorica

Signature of Staff Member Responsible: Emily Ball and Tracy Caponigri

Date field trip request was submitted to Principal: Adrienne O 5/10

Principal/Administrator Signature and Date: Toddell [Signature]

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date:

[Handwritten Signature] 5/15/23

Approved: ✓

Not Approved: _____

School Board Review Date:

Approved: _____

Not Approved: _____