

## ADMINISTRATIVE REPORT

**DATE:** August 17, 2023  
**TOPIC:** #5.8 – Extended Field Trips  
**PRESENTER:** Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer  
**REFERENCE TO POLICY/STATUTE:** 610

### A. PURPOSE OF REPORT

- a. August 22-23, 2023 – Park High School Community Inclusion Center
  - 15 students and 4 adult supervisors will travel to Maple Plane, MN.
  - Travel – district vans
  - Students will explore and camp in tents
  - Supervisor, Mason Fong
- b. August 28-29, 2023 – Woodbury High School Girls Tennis Team
  - 12-14 students and 2 adult supervisors to travel to Brainard, MN.
  - Travel – Hastings Bus Company
  - Students will stay at Camp Hubert in Nisswa, MN.
  - Play competitive tennis
  - Supervisor, Gary Bystedt

### B. RECOMMENDATION

- a. Approval

### C. CONNECTION TO STRATEGIC PRIORITY

- a. Student Experience





South Washington County Schools  
Cottage Grove, MN

**610 EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): Gary Bystedt 651-955-8081

School and Program: Woodbury High School Girls Tennis

Date of Requested Trip: August 28-29, 2023

1. What group is taking this trip? WHS Varsity Girls Tennis Team

Estimated # of Students 12-14 Adult Supervisors 2

2. Destination: Brainerd Minnesota

Date/Time of Departure: 8/28/23 2pm

Date/Time of Return: 8/29/23 7:30pm

3. State purpose and educational value of trip (attach information to form if needed). This is a trip that will used for team bonding and competitive tennis.

4. Name the manner of travel and the carrier. School Bus (Hastings Bus Company)

5. State proposed housing arrangements. Camp Lake Hubert, 6244 Nashway Road, Nisswa, MN 56468 (\$350 total for everyone staying at the camp)

6. Describe parental involvement in planning – including who, what, where, when and how. The Booster Club will be involved with the planning along with me.

7. List participants (reminder to have participants complete parent/guardian permission form). Girls Varsity Tennis Team.

8. Describe the manner of selecting participants. Varsity Girls Tennis Team.
9. Indicate who will be in charge of supervising the trip. Coach Bystedt.
10. State the safety precautions and procedures for emergencies while on the trip. We will follow standard safety procedures.
11. Give budget costs, how trip will be funded and estimated cost per student. The cost for each student will be \$40-\$50.
12. State evaluation procedures. I will have an evaluation survey to be filled out by each student.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

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Signature of Staff Member Responsible: Gary Z Bystedt

Date field trip request was submitted to Principal: 6-22-23

Principal/Administrator Signature and Date: Jodi Jekel for 6-23-23

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

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Assistant Superintendent Signature and Date: Kristi Sch 6/28/23

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): MASON FONG 414-732-6864

School and Program: Park High School Community Inclusion Center

Date of Requested Trip: 8/22/23 - 8/23/23

1. What group is taking this trip? Black Student Union, Park Asian American Club, Latinx Voice Leaders  
Estimated # of Students 15 Adult Supervisors 4

2. Destination: Baker Park Reserve: Half Moon Group Camp site

Date/Time of Departure: 8/22/23 12pm

Date/Time of Return: 8/23/23 5pm

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

See Attached

4. Name the manner of travel and the carrier.

Park High School Vans

5. State proposed housing arrangements.

Camping in tents - 2309 Baker Park Rd. Maple Plain, MN. 55356

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

None

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

See Attached

8. Describe the manner of selecting participants.

These students have selected to be leaders of their respective affinity groups.

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

Mason FONG

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

We will follow safety precautions & procedures of Three Rivers Park District & South Washington County Schools.

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

Total cost is estimated \$700. at about \$46.66 per student. Lodging & programming will be funded by Three Rivers Park District.

12. State evaluation procedures.

Students will be give a survey to fillout on the way home.

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

N/A

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Signature of Staff Member Responsible: Mason Fong

Date field trip request was submitted to Principal: \_\_\_\_\_

Principal/Administrator Signature and Date: J. Aech 6/8/23

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

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Assistant Superintendent Signature and Date: Lishe Shan 6/5/23

Approved: ✓ Not Approved: \_\_\_\_\_

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

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

## Park High School Affinity Leader 23/24 Retreat

### Participating Groups:

Black Student Union

Latinx Voice

Park Asian American Club

### 3. State purpose and educational value of trip.

The purpose of this trip is to work with affinity group student leaders to go over expectations of their roles and responsibilities, develop affinity leadership group building a sense of community across affinity groups, & plan for the upcoming year. This skills students will develop to enhance their education are time management, interpersonal skills, building relationships, long range planning, teamwork, & critical thinking.

### 7. List of participants that will be invited

#### **Black Student Union**

Abijedo Omot (President 12<sup>th</sup>)

Abdishakur Abdiaziz (Vice President 12<sup>th</sup>)

Ridwan Salat (Treasurer 12<sup>th</sup>)

Aryam Habtes (Secretary 11<sup>th</sup>)

Liya Andom (Publicist 11<sup>th</sup>)

#### **Latinx Voice**

Emily Corral Quezada (President 11<sup>th</sup>)

Jackeline Mejia (Vice President 11<sup>th</sup>)

Jacqueline Moreno (10<sup>th</sup>)

Raquel Perez (11<sup>th</sup>)

Alyah Ramirez Becerra (11<sup>th</sup>)

#### **Park Asian American Club**

Jolie Xiong (President 10<sup>th</sup>)

Serena Elijah Yang (Vice President 10<sup>th</sup>)

Elizabeth Lee (Publicist 11<sup>th</sup>)

Peter Tran (Secretary 10<sup>th</sup>)

Dylan Vang (Treasurer 10<sup>th</sup>)