SOUTH WASHINGTON COUNTY SCHOOLS
SCHOOL BOARD
7362 East Point Douglas Rd S.
Cottage Grove, MN 55016

ADMINISTRATIVE REPORT

DATE:	September 21, 2023
TOPIC:	5.11 – Extended Field Trips
PRESENTER:	Dr. Tyrone Brookins, Kelly Jansen & Kristine schaefer
REFERENCE TO POLICY/STATUTE:	610

A. **PURPOSE OF REPORT**

- October 6-7, 2023 – Woodbury High School Girls Volleyball Team
  - 14 students and 4 adult supervisors will travel to St. Michael & Albertville, MN.
  - Travel - District Vans
  - Students will stay at the Holiday Inn & Suites, Rogers, MN.
  - Volleyball tournament with college scouts
  - Supervisor, Brad English
- November 3-4, 2023 – Park High School Girls Hockey Team
  - 35 students and 5 adult supervisors will travel to Duluth, MN.
  - Travel – Hastings Bus Company
  - Students will stay at La Quinta Hotel Duluth, MN.
  - Yearly trip for Park Girls Hockey/Evaluate players/Team bonding
  - Supervisor, Bay Shock

- January 13-14, 2024 - Woodbury High School Boys Basketball Team
  - 20 students and 4 adult supervisors will travel to Duluth, MN.
  - Travel – Minnesota Coaches Bus Company
  - Students will stay at the La Quinta Inn Duluth, MN.
  - Compete in a tournament, team bonding, college tour
  - Kent Getzlaff

B. **RECOMMENDATION**

- Approval

C. **CONNECTION TO STRATEGIC PRIORITY**

- Student Experience

South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Brad English 320-277-8031

School and Program: Woodbury High School - Girls Volleyball

Date of Requested Trip: 10/6 - 10/7/23

1. What group is taking this trip? Varsity Volleyball

   Estimated # of Students 14 Adult Supervisors 4

2. Destination: St Michael - Albertville

   Date/Time of Departure: 10/6/23 - 2 pm

   Date/Time of Return: 10/7/23 - 5 pm

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

   Volleyball tournament with college scouts

4. Name the manner of travel and the carrier.

   District Vans, driven by certified coaches

5. State proposed housing arrangements.

   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 + Haley Anderson → Hotels & Transportation Booster Club / Parents ⇒ Food

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

   Girls Varsity Volleyball Team

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, other staff coaches, and Booster Club volunteers

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

First Aid kits. Trainer will be on staff during play

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

Hotel + Food → Booster Club District Vans/Gas → District

12. State evaluation procedures.

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

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Signature of Staff Member Responsible: Bradley English

Date field trip request was submitted to Principal: 8-1-23

Principal/Administrator Signature and Date: Jodi Forbes 8-14-23

Approved: X Not Approved: _____

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Assistant Superintendent Signature and Date: Kirk Sim 8/16/23

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) Bay Shock 651-210-3848 Cell. 651-425-4911 Work

School and Program: Park Girls Hockey

Date of Requested Trip: Nov 3-4 2023

What group is taking this trip? Park Girls Hockey In season scrimmage fest

Estimated # of Students 35. _____ Adult Supervisors 5

1. Destination: Duluth Mn

   Date/Time of Departure: Nov 3rd 9:00 AM

   Date/Time of Return: Nov 4th 7:00 PM

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

   This is a yearly trip for the PGH team. It is used to help evaluate players and also as a team bonding trip.

3. Name the manner of travel and the carrier.
   Coach Bus (paid by booster club). Hasting Bus Lines

4. State housing arrangements (must include name, address and phone number of hotel).
   La Quinta Hotel Duluth MN **Address:** 1805 Maple Grove Rd, Duluth, MN 55811
5. **Phone:** (218) 722-0700

6. Describe parental involvement in planning – including who, what, where, when and how.
   The Park Girls Booster club will be paying for the bus and hotel. They will also be providing meals

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

We will have this when the season starts.

8. Describe the manner of selecting participants.
We will bring the players who made the JV/V team. Tryouts will be held the first 3 days of practice.

9. Indicate who will be in charge of supervising the trip.
Bay Shock and the PGH coaching staff

10. State the safety precautions and procedures for emergencies while on the trip.
We will have copies of parent contacts, AD contacts and use previous field trip standards

11. Give budget costs, how trip will be funded and estimated cost per student.
Booster club will cover the cost of transportation, hotel, food. Players will only need extra treat money.

12. State evaluation procedures.
NA

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

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Signature of Staff Member Responsible: Bay Shock

Date field trip request was submitted to Principal: P. Kuemmel 9/13

Principal/Administrator Signature and  Date: 9/12/2023

Approved: X Not Approved: _____

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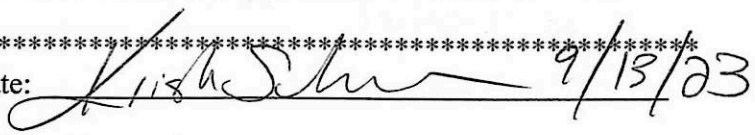
Assistant Superintendent Signature and Date:  9/13/23

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): Kent Getzlaff 651-210-9720

School and Program: Woodbury High School Boys Basketball

Date of Requested Trip: January 13th 2024

1. What group is taking this trip? _____

   Estimated # of Students : 20 Adult Supervisors : 4

2. Destination: D u l u t h , M N _____

   Date/Time of Departure: 8:00 am 1/13/24

   Date/Time of Return: 1 1 : 0 0 a m 1 / 1 4 / 2 4 _

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

The purpose of the trip is to provide the student athletes with a team building experience, the opportunity to experience travel to a historic city in Minnesota, and tour a post secondary option, while competing against a non-traditional opponent.

4. Name the manner of travel and the carrier.

Coach bus contracted through MN Coaches in Hastings.

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

La Quinta Inn
1805 Maple Grove Rd
Duluth, MN
218-722-0700

All expenses for the trip (transportation, housing and meals) are being paid for by the booster clubs.

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

There are no parents involved in any of the planning. All of it has been taken care Of by the coaching staffs.

7. List participants (reminder to have participants complete parent/guardian permission form). We won't have a list until November 27th when our teams our selected.

8. Describe the manner of selecting participants.
The participants will be the players who made the team, are currently meeting all program expectations and are in good academic standing.

9. Indicate who will be in charge of supervising the trip.
Head Coach: Kent Getzlaff
All lower level coaches will also be in attendance

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.
All costs (bus, hotel, food) will be provided by the booster club. There will be no expenses for the school or district.

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.

As of now we don't have any special needs or concerns, if that changes I will update the document and provide to our administration.

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Signature of Staff Member Responsible: _____

Date field trip request was submitted to Principal: 9/12/23

Principal/Administrator Signature and Date: _____

Approved: X Not Approved: 9/12/23

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Assistant Superintendent Signature and Date: [signature] 9/12/23

Approved: ✓ Not Approved: _____

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School Board Review Date: _____

Approved: _____ Not Approved: _____