

ADMINISTRATIVE REPORT

DATE: May 23, 2024
TOPIC: 6.11 – Extended Field Trips
PRESENTER: Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer
REFERENCE TO POLICY/STATUTE: 610

A. PURPOSE OF REPORT

- May 31- June 2, 2024 – Woodbury High School Frisbee Club
 - 15 students and 4 adult supervisors will travel to Coon Rapids, MN.
 - Travel – District vans
 - Students will stay at the Country Inn & Suites, Coon Rapids, MN.
 - Tournament
 - Supervisor, Cari Jo Drewitz
- March 27-30, 2025 – East Ridge and Woodbury High School Choir
 - 45 students and 5 adult supervisors will travel to Nashville, TN,
 - Travel – Minnesota Coaches Bus
 - Students will stay at Holiday Inn and Suites, Antioch, TN,
 - Attend professional performances, college visit and clinic
 - Supervisor, Elizabeth Gullick
- June 15-21, 2025 – Woodbury High School Speech and Debate Team
 - 10 students and 3 adult supervisors will travel to Des Moines, IA.
 - Travel – District vans
 - Students will stay at the LaQuinta Inn, St. Clive, IA.
 - Competition
 - Supervisor, Lily Pieper



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): Cari Jo Drewitz, Cell: 763-458-9892

School and Program: Woodbury High School, Ultimate Frisbee Club

Date of Requested Trip: May 31-June 2, 2024

1. What group is taking this trip? Woodbury High School Ultimate Frisbee
Estimated # of Students 15 Adult Supervisors 2 coaches, 2 chaperone

2. Destination: Coon Rapids, MN
Date/Time of Departure: May 31, 5:30PM
Date/Time of Return: June 2, 2024, approx 4 PM

3. State purpose and educational value of trip (attach information to form if needed).
The team would compete in an out of state tournament. The trip allows team building as well as playing against some strong teams from high schools outside of Minnesota.

4. Name the manner of travel and the carrier.
School District vans. WHS vans have been reserved.

5. State housing arrangements (must include name, address and phone number of hotel).
The team will be staying within 3 miles of the tournament site.
Country Inn & Suites
155 Coon Rapids Blvd. NW
Coon Rapids, MN, 55433, US

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

Multiple parents will be going through the process to become Mn Ultimate certified chaperones to assist in the execution of this trip.

Molly Nystel and Leigh Rekow are helping to organize the parent involvement for Woodbury.

Parent involvement could include:

- Coordinating and setting up breakfast, lunch, dinner, and snacks
- Hotel checks
- Coordinating student outings during the evenings
- Parent coordination

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

Aidan Coon
Anthony Manor
Ayden Lowery
Brady Traynor
Blake Parkinson
Davin Olafson
Ethan Kiffmeyer
Eli Nystel
Jacob McGregor
Jeyi Park
Josh Thomas
Luke Vasterling
Matthre Rosemeyer
Mason Rekow
Owen Southworth
Tommy Anderson

8. Describe the manner of selecting participants.

This event is a varsity sports event. The athletes selected to play on the Woodbury Varsity Ultimate team will be able to attend. We will be bringing approx. 12-15 athletes.

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

Cari Jo Drewitz and Dustin Nystel

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

There will be a chaperone phone tree in place for any issues that arise that do not directly need emergency medical supervision. Student athletes will not be allowed to leave the hotel/team site without the supervision of an adult chaperone and sign out. Once in the hotel a curfew will be set for 10PM. At this time there will be a bedroom check conducted by the chaperones to again verify that all athletes are accounted for in their designated rooms. Individual rooms will have captains or leaders in each to assure proper behavior.

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

Expenses:

Hotel – \$2100

- 7 rooms for 2 nights at \$133 per night
- Numbers based on 15 athletes, 2 coaches and 2 chaperones

Tournament Fee – \$500 (part of regular season fees)

Motor Pool Van – Gas costs – Approx. \$50

Food – \$500

Estimated cost per student: \$175

12. State evaluation procedures.

N/A

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

N/A

Signature of Staff Member Responsible: Caro Perry

Date field trip request was submitted to Principal: 5/7/24

Principal/Administrator Signature and Date: Jodi Fickler Sub 5/7/24

Approved: Not Approved:

Assistant Superintendent Signature and Date: Krista Schu

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/WHS Choir

Date of Requested Trip: March 27-30, 2025

1. What group is taking this trip? ERHS/WHS Choir Classes
Estimated # of Students 45 Adult Supervisors 5

2. Destination: Nashville, TN

Date/Time of Departure: ~ 8 am 3/27/25

Date/Time of Return: evening 3/30/25

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

Attend professional performances, college visit and clinic, perform outside of our usual community, visit and attend other cultural venues and events in and around Nashville (example: museums, historical sites, architectural sites, significant music venues), relationship and program building

4. Name the manner of travel and the carrier.
Coach bus, Minnesota Coaches (Hastings)

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

4 students per room ~~per room~~ at
Holiday Inn and Suites Southeast Antioch, TN

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 Feb. 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 and WHS Choir class rosters

8. Describe the manner of selecting participants.

Information set home to all enrolled students in Choir classes. This is an optional enrichment activity, so up to parent/student discretion if they sign up. First 45 to register are in, additional names will be added to a wait list if necessary and if enough are on a wait list we will consider adding another bus.

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

Elizabeth Gullick, Choir teacher

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 \$1300. A 5 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. 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: *[Signature]*

Date field trip request was submitted to Principal: 4/25/24

Principal/Administrator Signature and Date: *[Signature]* 5/3/24

Approved: X Not Approved: _____
Jim Smokrovic Sarah Schenck-Wagner

Assistant Superintendent Signature and Date: *[Signature]*

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____



South Washington County Schools
Cottage Grove, MN

510.4 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Lily Pieper, 651-368-5049

School and Program: Woodbury High School, Speech & Debate Team

Date of Requested Trip: 6/15/24-6/21/24

1. What group is taking this trip? WHS Speech & Debate Team

Estimated # of Students 10 Adult Supervisors 3

2. Destination: Des Moines, IA

Date/Time of Departure: 6/15/24, 12:00 p.m.

Date/Time of Return: 6/21/24, 11:00 p.m.

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

This is one of the largest competitions for high school students in the world. Students are given the opportunity to compete at a high level, listen to and learn from other students across the country, and have the opportunity to learn about different collegiate programs and scholarships.

4. Name the manner of travel and the carrier.

We will be driving with coaches who have completed training through the district. We will use school vans if available or use rental cars if necessary.

5. State proposed housing arrangements – must include address and phone number

LaQuinta Inn. Address: 1390 NW 118th St, Clive, IA, 50325. Phone Number: 888-312-2399

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

Two of our Booster parents, Yvonne Sullivan and Yvonne Zhang assist with planning. They help figure out costs and help make reservations for lodging.

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

Adil Ansari, Imaya Ambati, Mio Irako Olson, Lucas Dong, Eunsol Lee, James Xia, Lola Sudderth, Yifan Zhai, Kate Westlake, Doluk Gavvagi

8. Describe the manner of selecting participants.

Students must qualify through a National Qualifying Tournament and accept their entry to participate.

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

Head Coach, Lily Pieper, will be the main supervisor. Assistant coaches Ben Lu and Natalie Friesinger will also be there as supervisors.

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

We will take note of any and all student allergies prior to the trip to allow for a contamination free experience in lodging and travel. Students will also follow any safety or health guidelines provided by the host of the tournament.

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

Students will be responsible for the cost of the trip. Estimated cost per student is \$500-550, primarily for lodging. They will be responsible for the cost of a majority of their own dinners; breakfast and lunch are typically provided free of charge by the tournament.

12. State evaluation procedures.

The goal of this trip is to provide students with a premiere competition experience with students from the across the country. The trip will be a success if students learn, have fun, connect with other competitors, and perform to their best ability.

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

The coaching staff will take note of any potential needs/concerns (allergens, accommodations, etc.) prior to the start of the trip.

Signature of Staff Member Responsible: Lily Pieper

Date field trip request was submitted to Principal: 4/16/24

Principal/Administrator Signature and Date: Jodi Sobler Lutz 4/16/24

Approved: Not Approved:

Assistant Superintendent Signature and Date: Kristen Sur 4/24/24

Approved: Not Approved:

School Board Review Date: _____

Approved: _____ Not Approved: _____