

ADMINISTRATIVE REPORT

DATE: January 16, 2025
TOPIC: 6.13 – Extended Field Trips
PRESENTER: Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer
REFERENCE TO POLICY/STATUTE: 610

A. PURPOSE OF REPORT

- March 6-8, 2025 –East Ridge High School Business Professionals of America
 - 10 students and 1 adult supervisors will travel to Minneapolis, MN.
 - Travel –Parent transport
 - Students will stay at the Hyatt Regency Hotel, Minneapolis
 - Conference
 - Supervisor, Lynn O’Driscoll
- May 7-11, 2025 – East Ridge High School Business Professionals of America
 - 8-10 students and 1 adult supervisors will travel to Orlando, FL
 - Travel – To be determined – Fly or Charter Bus
 - Students will stay at the Omni ChampionsGate, Championsgate, FL
 - Conference
 - Supervisor, Lynn O’Driscoll
- March 27-30-2025 – East Ridge High School Band
 - 30 students and 8 adult supervisors will travel to New York City, NY
 - Travel – Gateway Travel Company – United Airlines and motor coach bus in NY



- Students will stay in Meadowlands NJ – hotel to be determined
- Performance Tour
- Supervisor, Brent Comeau

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): Lynn O'Driscoll x2247

School and Program: East Ridge High School – Business Education

Date of Requested Trip: State Leadership Conference (March 6-8, 2025) Minneapolis

1. What group is taking this trip? Business Professionals of America (BPA)

Estimated # of Students 10 Adult Supervisors 1

2. Destination: SLC – Minneapolis

Date/Time of Departure: approx. 10 am on 3/6

3. Date/Time of Return: approx – Noon on 3/8

4.

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

Business Professionals of America is the leading CTSO (Career and Technical Student Organization) for students pursuing careers in business management, office administration, information technology and other related career fields.

BPA has 43,000 members in over 2,300 chapters in 23 states. BPA is a co-curricular organization that supports business and information technology educators by offering co-curricular exercises based on national standards.

The Workplace Skills Assessment Program (WSAP) prepares students to succeed and assesses real-world business skills and problem solving abilities in finance, management, IT and computer applications. It is BPA's showcase program and facilitates students demonstrating their career skills at regional, state and national conferences in 72 competitive events.

Some of BPA's other major programs include the National Leadership Academy, Officer Elections and scholarships. The Torch Awards Program and BPA Cares Program recognize students and chapters, respectively, for their leadership and service to their chapter and community.

The mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.

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

N/A

Signature of Staff Member Responsible: Lynn O'Driscoll

Date field trip request was submitted to Principal: 1/2/25

Principal/Administrator Signature and Date:  1.2.25

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date:  1/3/25

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): Lynn O'Driscoll x2247

School and Program: East Ridge High School – Business Education

Date of Requested Trip: National Leadership Conference (May 7-11, 2025) Orlando, FL

1. What group is taking this trip? Business Professionals of America (BPA)

Estimated # of Students 8-10 Adult Supervisors 1

2. Destination: NLC – Orlando, FL

Date/Time of Departure: approx. 9 am on 5/7/24 -depending on flight times

3. Date/Time of Return: approx. 6:00 pm on 5/11/24 – depending on flight times

4.

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

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\$1,555	PER ATTENDEE (Estimate)
\$250	Meals (5 days)
\$150	Tours/Entertainment
\$140	Miscellaneous

12. State evaluation procedures.
Students will share their experiences with the rest of the club, business classes and teachers.

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

N/A

Signature of Staff Member Responsible: Lynn O'Driscoll

Date field trip request was submitted to Principal: 1/2/25

Principal/Administrator Signature and Date:  1/2/25

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date:  1/3/25

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): Brent Comeau, 651-425-2335

School and Program: East Ridge High School Band

Date of Requested Trip: March 27-30, 2025

1. What group is taking this trip? East Ridge Symphonic Band

Estimated # of Students 30 Adult Supervisors 8

2. Destination: New York City

Date/Time of Departure: Thursday, March 27th, 7:00am

Date/Time of Return: Sunday, March 30th, 7:00pm

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

See attached materials

4. Name the manner of travel and the carrier.

5. State proposed housing arrangements.

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

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

8. Describe the manner of selecting participants.

9. Indicate who will be in charge of supervising the trip.
10. State the safety precautions and procedures for emergencies while on the trip.
11. Give budget costs, how trip will be funded and estimated cost per student.
12. State evaluation procedures.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

 Signature of Staff Member Responsible: Bob Leman

Date field trip request was submitted to Principal: 1/7/25

Principal/Administrator Signature and Date: Sara Redick 1/7/25

Approved: X Not Approved: _____

 Assistant Superintendent Signature and Date: Kristen 1/9/25

Approved: ✓ Not Approved: _____

 School Board Review Date: _____

Approved: _____ Not Approved: _____

610 Extended Field Trip Form

January 6, 2026

Brent Comeau,
Director of Bands
East Ridge High School

bcomeau@sowashco.org

651-425-2335 (office)

763-670-1551 (cell)

East Ridge Symphonic Band – Performance Tour to New York City

1. What group is taking this trip?

The East Ridge High School Symphonic Band plans to travel with roughly 30 students, 1 director, and 6 chaperones.

2. Destination, Date/Time of Departure, Date/Time of Return

Destination: New York City, New York

Itinerary: See attached pages.

Depart: Thursday, March 27th, 2025 at 7:00am

Return: Sunday, March 30th, 2025 at 7:00pm

3. State purpose and educational value of trip.

The purpose of this trip is to provide students with a unique educational experience that enhances their understanding of music, performance, and cultural history. By performing in New York City, students will gain firsthand experience with high-level music performance, stage presence, and audience engagement. This trip will also expose them to the rich musical heritage and diversity of the city through visits to landmark venues such as Carnegie Hall, Lincoln Center, and Broadway shows.

The educational value lies in students broadening their knowledge of music history, composition, and performance techniques. They will have the opportunity to interact with professional musicians and participate in masterclasses, workshops, and guided tours that offer insight into the music industry. This trip fosters teamwork, discipline, and an appreciation for the arts, aligning with our curriculum's goal of creating well-rounded musicians and individuals.

Performance Tour Goals

- Demonstrate and appreciate musicianship at the highest level through performance in concert band.
- Represent our school, district, and community in musical performance.
- Recognize the importance of working together to achieve goals and problem solve.
- Reflect on experiences and the impact they had on their own knowledge and appreciation of music.
- Understand the significance of music in the development of culture.
- Enrich relationships with other students.

4. Name the manner of travel and the carrier.

We have enlisted Gateway Music Festivals and Tours to help coordinate and execute this trip. We plan to travel via United Airlines to get to New York and professional motorcoach once we land.

5. State proposed housing arrangements.

We plan to stay in a hotel in the greater New York City area, specifically Meadowlands NJ to keep costs reasonable. We will follow all district guidelines in hotel stay arrangements. Our tour company, Gateway Travel, has specialized in high school music group travel.

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

Our band booster organization is involved in the planning process and are supportive in raising funds to reduce costs of the trip. Progress and updates in the process of planning the trip were discussed at monthly meetings open to all band members and families.

7. List Participants.

A final roster will be available when all students have registered and completed Type II Field Trip Forms.

8. Describe the manner of selecting participants.

All East Ridge Symphonic Band members are eligible for the trip, however not required to participate in the trip to be in band.

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

Brent Comeau, East Ridge High School Band Director, will be in charge of selecting chaperones and direct supervision of the trip.

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

Parent chaperones will be chosen based on experience supervising student groups, as well as medical doctor, or EMT experience. Parent chaperones will be responsible to supervise the band members for the duration of the trip.

Procedures for Student Illness or Medical Emergency:

- Student's parents will be called and consulted about the treatment procedure or acceptable medications.
- If a student is not able to participate in the day's activities, a chaperone will stay with the student at the hotel.
- In case of a severe medical emergency, students will be taken to the nearest hospital immediately. The information on their health form will be used until their parent or guardian will be consulted.

Procedures for Student Separation from Group:

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

Estimated Per Student Cost: \$2,250

Our Band Booster Organization is committed to organizing group fundraisers to cover the additional group travel costs.

12. State evaluation procedures.

Each student and chaperone will be given an evaluation form by the director. Comments made by these participants will be taken into account when planning future educational performance tours.

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

Precautions - Logistics

The logistics for a performance-based tour are thoroughly planned for the duration of the trip. Thousands of dollars in instruments must be carefully packed and transported via coach buses, used in performance and returned home to each school in good condition. Timing on the day of our performances of arrivals and departures must be timed accurately with transport, setup, warmup, performance, tear down, etc. to be successful. For these reasons we spend lots of time and great care in planning a safe and rewarding performance/travel experience for our band members.



East Ridge High School Band
Performance Tour of New York City
March 27 – 30, 2025

Proposed Itinerary

Day One – Thursday, March 27, 2025

- Depart** Meet at East Ridge High School to travel to the Minneapolis Airport. (Transportation to and from airport is not included.) It is recommended that groups arrive at least three hours prior to departure.
- Arrival** Welcome to New York City! Upon arrival, head to the baggage claim where your Gateway Tour Manager and motorcoaches will meet you.
- Brooklyn Bridge** Walk across the Brooklyn Bridge. The bridge is one of the oldest suspension bridges in the United States. Completed in 1883, it connects the boroughs of Manhattan and Brooklyn by spanning the East River.
- One World Observatory** Board one of five dedicated elevators and ascend to the 102nd floor of the observatory in under 60 seconds, with 360-degree views in all directions, taking in the iconic sights, surrounding waters and panoramic views of the city and beyond. The Main Observatory also features the Sky Portal, where you will step onto a 14-foot-wide circular disc with an unforgettable view, using real-time, high-definition footage of the streets below.
- Dinner** Included
- Hotel** Your Gateway Tour Manager will assist with hotel check-in.



Day Two – Friday, March 28, 2025

Breakfast

Included

🎵 Clinic

Participate in a clinic in New York City or the surrounding area.

Clinics are often held in churches, school auditoriums or rehearsal spaces. Ensembles perform selections of their repertoire and receive instruction from a respected local music director. Typical lengths range from 45-60 minutes per ensemble. There are no audiences.

OR

🎵 School Exchange Concert

Participate in a school exchange concert in New York City or the surrounding area.

School exchange concerts are held in rehearsal rooms or auditoriums at local schools. Audiences are comprised of students at the local school, ranging from members of one ensemble to larger segments of the student body.

Liberty Cruise

Board a Circle Line boat for a cruise along the Hudson River. See some of the most magnificent landmarks of New York's skyline as well as the Statue of Liberty, Ellis Island, One World Trade Center, Empire State Building, Pier 54 (Titanic Pier) Battery Park and more.

🎵 Broadway Classroom

Your ensemble will work on a piece of prepared music with a musical director, learning techniques of vocal dynamics and acting through song, and finally, sing it with a working Broadway performer, followed by a question-and-answer session. *(Staff and students only – chaperones may enjoy free time during the 90-minute session.)*

Dinner

Included

Broadway Show

Attend a Broadway show. From musicals and comedies to dramas and mysteries, Broadway has a show for everyone and no tour to New York City would be complete without it (based on a \$130.00 ticket value).



Day Three – Saturday, March 29, 2025

Breakfast	Included
City Tour	A Licensed New York City guides will join you on your motorcoaches and narrate your tour as you explore the different neighborhoods and sights of this amazing city. Some sights you are sure to see include St. Patrick's Cathedral, Little Italy, Chinatown, and Battery Park.
Brookfield Place	NYC's best destination for shopping, dining, cultural events and art exhibits in downtown Manhattan. It is located in the Battery Park City neighborhood and overlooks the Hudson River.
9/11 Memorial	Visit the site of the September 11, 2001 terrorist attacks on the United States. The names of the nearly 3,000 victims of the September 11, 2001 and February 26, 1993 terrorist attacks are inscribed on bronze panels lining the two pools. Waterfalls cascade down all four sides of each pool, creating a special place for remembrance and reflection. The surrounding plaza is filled with oak trees and a Callery pear known as the Survivor Tree, which was nursed back to health after surviving the 9/11 attacks.
9/11 Museum	The Memorial Museum, located at the World Trade Center site, bears solemn witness to the terrorist attacks of September 11, 2001 and February 26, 1993. The museum honors the victims of these attacks and all who risked their lives to save others.
Dinner	Included

Day Four – Sunday, March 30, 2025

Breakfast	Included
Check Out	Your Gateway Tour Manager will assist with check out logistics.
The High Line	The High Line is a public park built on a historic freight rail line elevated above the streets on Manhattan's West Side. Walk along The High Line, ending at the Hudson Yards.
Chelsea Market	Shop and eat like the locals do! Chelsea Market is a neighborhood market with a global perspective. This lively marketplace is an enclosed urban food court and shopping mall, a block long and a block wide and just a short walk from the Hudson River.
Little Island	Float above the Hudson River at New York's newest urban oasis, Little Island. Built atop 132 tulip-shaped platforms, the man-made island offers rolling green hills, tree-lined paths, and one-of-a-kind views of the Manhattan skyline.
Depart	Travel to the airport for return flight.

This is a sample itinerary and is subject to change. Performance venues may be subject to availability and/or acceptance.