

ADMINISTRATIVE REPORT

DATE: April 24, 2025
TOPIC: 6.10 – Extended Field Trips
PRESENTER: Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer
REFERENCE TO POLICY/STATUTE: 610

A. PURPOSE OF REPORT

- May 15-18, 2025 – East Ridge High School Speech Team
 - 6 students and 3 adult supervisors will travel to Liberty, MO.
 - Travel – District school vans
 - Students will stay at the Hilton Kansas City Airport
 - Tournament
 - Supervisor, Meghan Roeser
- March 6-10, 2026 – Park High School Choir Department
 - 40 students and 5 adult supervisors will travel to Orlando, FL.
 - Travel – Good News Tour & Travel Company
 - Students will stay at the Comfort Inn & Suites Main gate East Kissimmee, FL.
 - Perform in concerts and Music in the Art of Foley program.
- Supervisor, Ben O'Connor

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): Meghan Roeser (651-788-2760), Austin Boreen (651-403-3860), and Talon Krummel Walter (651-728-1295)

School and Program: East Ridge High School Speech Team

Date of Requested Trip: Thursday, May 15th (AM) to Sunday, May 18th (PM) 2025

1. **What group is taking this trip?** East Ridge Speech Team

Estimated # of Students 6 **Adult Supervisors** 3

2. **Destination:** Liberty North High School in Liberty, MO

Date/Time of Departure: Thursday, May 15th 8am 2025

Date/Time of Return: Sunday, May 18th 8pm

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

NIETOC - National Individual Event Tournament of Champions

"The NIETOC is committed to bringing the nation's best and brightest students and teachers together to participate in a high-caliber and high-quality national speech tournament. The NIETOC is designed to give competitors an amazing competitive experience, with a student-centered schedule, competitive costs, and minimal judge requirements."

From the National Speech and Debate Association (NSDA): "Speech and debate is a competitive activity that teaches students communication and critical thinking skills they will use in every stage of their lives. Through speaking, debating, and acting, they build confidence and expand their understanding of the world around them. With a variety of team and individual competition options, students can choose their own adventure and explore the events that appeal to them."

4. **Name the manner of travel and the carrier.**

Driving, using one of the District vans pending approval/availability.

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

We will be staying at the tournament provided hotel. Hilton Kansas City Airport ✓
Address: 8801 NW 112th St, Kansas City, MO 64153
Phone: (816) 891-8900

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

Parents/guardians of the students who qualified are included in all email communication regarding the tournament. The parent booster board helps coordinate with ensuring expenses are covered and budgeting costs for entry fees, lodging, food, etc. One of the students has both their parents who would like to attend/join, so they will be joining as well.

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

Rishi Raichur, Jane Stansel, Amelia Swarts, Leslie Switala, Jacob Tamrat, and Abdii Turi.

8. Describe the manner of selecting participants.

To compete in this tournament, students had to qualify on a bid system. This meant that based on their success throughout the competitive season, they placed high enough to earn a bid to compete at this national tournament. Two bids are required to attend.

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

Head Coach Meghan Roeser

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

Traveling policies taken directly from our team handbook:

- Keep your phone nearby when not in competition rounds and pay attention to group text messages.
- Ensure your phone is at least 50% charged AND have a phone charger on you at all times.
- Be punctual for all scheduled activities and car loading times.
- Evening curfew is to be strictly followed at all times. Time will be sent out in the group text messages.
- Males and females must remain in separate rooms unless supervised by an adult chaperone. Socialize in the common areas of the hotel.
- Get permission before leaving the group and inform the lead chaperone where you are going and when you will return.
- Do not go off on your own – always travel in groups of two or more.
- Carry the name and phone number of the hotel where the group is staying at all times.
- Carry the name and phone number of coaches and chaperones at all times.
- Leave hotels and vehicles clean and do not take property from hotels (related charges will be applied to the guilty party).

- No excessive noise or obnoxious behavior in the hotels after quiet hours.
- Obey all local laws, tournament rules, and hotel policies.

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

Our Student Activity Fund will be covering the entry fees for the tournament, which is currently \$850.

Students are responsible for covering lodging/hotel rooms, which is \$200 total per student (including taxes).

Our Boosters will cover coach lodging, which is \$600 total.

Coaches are choosing to cover team dinners following competition days.

Coaches and Students are responsible for their own lunches during competition, and any food/snacks they choose to purchase on our travel days (Thursday and Sunday).

If a student states that any of this is a financial burden, we will work closely with the Boosters to ensure costs are covered.

12. State evaluation procedures.

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

No current special needs or concerns for the students listed.

Signature of Staff Member Responsible: Meghan Roeser

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

Principal/Administrator Signature and Date: Sara Plunk 4/7/25

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: Kristin Schu 4-9-25

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): Ben O'Connor

School and Program: Park High School Choir Department

Date of Requested Trip: Friday, March 6-Tuesday, March 10, 2026

1. What group is taking this trip? Advanced Choirs

Estimated # of Students 40 Adult Supervisors 5

2. Destination: Orlando, FL

Date/Time of Departure: Friday, March 6, 2026 10:00 AM

Date/Time of Return: Tuesday, March 10, 2026 5:00 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 an outdoor performance at Universal Studios (plus impromptu opportunities to sing/play in facilities with excellent acoustics). In addition, the ensemble will be part of either a clinic session with music professionals or a high school exchange concert. Furthermore, the choir will participate in the "Music and the Art of Foley" program at Universal Studios, where they will create an educational program that allows choirs to produce an audio score, sound effects, and voice overs for a motion picture complete with their names in the film credits.

4. Name the manner of travel and the carrier.

The group would travel by air to Orlando (Delta), and then use motorcoach bus while in Florida. The reputable company Good News Tour and Travel will be used for travel arrangements and accommodations.

5. State proposed housing arrangements.

The students will stay at the Comfort Suites Maingate East hotel (2775 Florida Plaza Blvd, Kissimmee, FL 34746) in the Orlando area. 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 end of this school year, and will fill out the appropriate signed parent/guardian permission form.

8. Describe the manner of selecting participants.

Any student in next year's Concert Choir or Advanced Treble Choir may register for the trip (grades 10-12), 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 \$1900 per person. Students and families will fund the trip, but fundraisers will occur to help offset the cost for students.

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 at the end of May. Improper student conduct on the trip will result in the student being sent home at his/her own expense.

Signature of Staff Member Responsible: Bryan O'Connell

Date field trip request was submitted to Principal: 3/19/25

Principal/Administrator Signature and Date: Tasha Smith

Approved: X 3/20/25 Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 3/21/25

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____