

ADMINISTRATIVE REPORT

DATE: July 16, 2026
TOPIC: 5.8 – Extended Field Trips
PRESENTER: Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer
REFERENCE TO POLICY/STATUTE: 610

A. PURPOSE OF REPORT

- March 31–April 4, 2027– Woodbury High & East Ridge High School Choirs
 - 40 students and 5 adult supervisors will travel to New York City
 - Travel –Delta Airlines and Coach bus
 - Hotel TBD
 - Attend professional performances, college visits and clinics
 - Supervisor, Elizabeth Gullick

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): Elizabeth Gullick. 651-425-2333

School and Program: ERHS/WHS Choirs

Date of Requested Trip: March 31-April 4, 2027

1. What group is taking this trip? ERHS/WHS Choir Classes
Estimated # of Students 40 Adult Supervisors 5

2. Destination: New York City area (Hotel in NJ)

Date/Time of Departure: mid day 3/31/27

Date/Time of Return: evening 4/4/27

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 New York (example: museums, historical sites, architectural sites, significant music venues), relationship and program building

4. Name the manner of travel and the carrier.

Air travel MSP to Newark, NJ, Delta Airlines
Coach bus around the area (local company)

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

4 students per room per room at New Jersey area hotel, exact hotel TBD

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

Parent Booster group will be heavily involved with fundraising for the trip to hopefully offset the cost to participating families

Parent chaperones needed to supplement staff for safety and supervision purposes

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 2026-2027 class rosters

8. Describe the manner of selecting participants.

Information sent to all enrolled students in Choir classes. This is an optional enrichment activity, so up to parent/student discretion if they sign up. First 40 students to register are in, additional names will be added to a wait list if necessary. If open spots remain after initial spring registration, a fall registration window will reopen to allow for additional participants up to the original 40 student cap.

Parent chaperones will be selected from volunteers of parents of current participating students, if too many parent applicants, chaperones will be chosen first based on desired helpful skills (examples include nurse, doctor, other medical fields, teachers/education experience, etc), and all chaperones must pass a background check and be registered with the district as an approved volunteer.

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 \$2400. A 5 payment payment plan is in place for families.

Boosters will be running some fundraisers to hopefully offset final payment(s).

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: EGH JAK

Date field trip request was submitted to Principal: 5/29/26

Principal/Administrator Signature and Date: Jim Sell 6/2/26

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: K. Sullivan 6/29/26

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____