



District Service Center
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ADMINISTRATIVE REPORT

TO: Members of the School Board
Keith Jacobus, Ph.D., Superintendent

FROM: Jennifer Thomas, Office Coordinator for Assistant Superintendents for
Academic Excellence and Accountability Mike Johnson and Julie
Nielsen

DATE: May 3, 2018

TOPIC/PURPOSE OF REPORT: Extended Field Trips

REFERENCE TO POLICY/STRATEGIC PLAN: Policy 610, Field Trips

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: May 10, 2018

REPORT

The following extended field trips have been submitted for approval per Policy #610:

- **August 24, 2018** – Woodbury High School Girls Soccer– 40 students and 5 adult supervisors will travel to Duluth, MN. Transportation provided by Richfield Bus Line and they will be staying at the Comfort Inn West in Duluth. Both the J.V. and Varsity will participate in the Duluth East Soccer Invitational. **(Pat Malicki and Kylie Kallman)**
- **August 31- September 1, 2018** – Woodbury High School Cross Country – 30 students and 2 adult supervisors will travel to Sioux Falls, South Dakota. Transportation provided by Northfield Bus Lines and they will be staying at the Best Western Plus Ramkota Hotel in Sioux Falls. The team is participating in the Augustana University Twilight Cross Country Meet. **(Geoff Stevens)**

8. Describe the manner of selecting participants.

Members of the cross country team

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

Geoff Stevens and Jeff Burkart (cross country coaches)

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

Will have all parent contact information and trainers will be on site during meet

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

Student athlete will be paying part and booster club will be paying part

12. State evaluation procedures.

Discussing with parents, players, coaches and chaperones

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

None at this time

Signature of Staff Member Responsible: Geoff Stevens 4/30/18

Date field trip request was submitted to Principal: 4/30/18

Principal/Administrator Signature and Date: [Signature] 4/30/18

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 5/2/18

Approved: _____ ✓ _____

Not Approved: _____

School Board Review Date: _____

Approved: _____

Not Approved: _____