



## District Service Center

7362 E. Point Douglas Rd. S.

Cottage Grove, MN 55016

Phone: 651-425-6300 Fax: 651-425-6318

**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: December 28, 2017

TOPIC/PURPOSE OF REPORT: Extended Field Trips

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

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: January 4, 2018

**REPORT**

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

- **January 26 and 27, 2018** – East Ridge High School Speech Team - 55 students and 10 adult supervisors will travel to Marshall MN. The ERHS Speech Team has attended this tournament for the past 6 seasons and every year it is a challenging and fun tournament featuring some of the top teams from Minnesota and several other states throughout the Midwest. They will travel via Gray Line Coach Bus and will stay at the Quality Inn in Marshall MN. **(Alex Carlson)**
- **February 17, 18, 19 and 20 2018** – East Ridge High School Speech Team – 10 students and 2 adult supervisors will travel to Cambridge MA. for the Harvard Invitational Speech and Debate Tournament. The Harvard Tournament offers students a great opportunity to see where students stand on a national level. They will travel via airplane and will stay at the Courtyard Marriott South Boston. **(Alex Carlson)**
- **February 23 and 24, 2018** – East Ridge High School Speech Team – 20 students and 4 adult supervisors will travel to Moorhead MN. for the Moorhead Spuds Speech Tournament. The Moorhead Speech Team hosts this tournament and this is a bid tournament for the National Individual Events Tournament of Champions. They will travel via 833 District vans if available and will stay at the Travelodge Inn & Suites in Moorhead. **(Alex Carlson)**



**610 EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): Alex Carlson (651) 387-2914

School and Program: East Ridge High School Speech Team

Date of Requested Trip: Friday, January 26<sup>th</sup> – Saturday, January 27<sup>th</sup>

1. What group is taking this trip? East Ridge High School Speech Team  
Estimated # of Students 55 Adult Supervisors 10

2. Destination: Marshall Speech Spectacular, Marshall High School and Quality Inn  
Date/Time of Departure: Friday, 1/26/18 at 8:00am  
Date/Time of Return: Saturday, 1/27/18 at 8:00pm

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

The East Ridge Speech Team has attended the Marshall Speech Spectacular for the past six seasons and every year it is a challenging and fun tournament featuring some of the top teams from Minnesota and several other states throughout the Midwest. Speech students devote two full days to performing their pieces, more than any other invitational tournament, which allows them to grow as individuals and see a wide variety of other students. This tournament is also a bid tournament for two end of season national tournaments.

4. Name the manner of travel and the carrier.

We have reserved a Gray Line Coach Bus to transport students from East Ridge to Marshall High School and from Marshall High School to the hotel. Gray Line provides an insured bus driver who will also be put up in the tournament hotel.

5. State proposed housing arrangements.

We will be staying at the Quality Inn, Marshall at 1511 E College Dr, Marshall, MN 56258. Students will be four to a room and chaperones will be two to a room. We will be staying for one night. ✓

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

Parents/guardians of all students are signing a permission slip and a team travel policy form. Parents have been sent frequent updates through e-mail and take-home sheets that explain the itinerary, costs, and expectations.

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

All students on the East Ridge Speech Team are eligible to attend this tournament and we estimate around 50-55 students will turn in the permission slip and payment.

8. Describe the manner of selecting participants.

All students were eligible to attend this tournament assuming they have no behavior restrictions.

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

Speech coaches Alex Carlson and Katie Carlson will be attending and acting as lead chaperones. Six other coaches and two parents will also be joining us.

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

Students will exchange cell phone numbers with the chaperones. All students will be in the same location as all adults throughout the tournament.

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

Cost per Student = \$40 for hotel, \$40 for coach bus \$10 for Friday dinner = \$90 per student

12. State evaluation procedures.

None.

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

None.

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Signature of Staff Member Responsible: Alex Carl

Date field trip request was submitted to Principal: 12/15/17

Principal/Administrator Signature and Date: J SL 12/15/17

Approved: X Not Approved: \_\_\_\_\_

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Assistant Superintendent Signature and Date: [Signature] 12-19-17

Approved: ✓ Not Approved: \_\_\_\_\_

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School Board Review Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_



**610 EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): Alex Carlson (651) 387-2914

School and Program: East Ridge High School Speech Team

Date of Requested Trip: Friday, February 17<sup>th</sup> – Monday, January 20<sup>th</sup>

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

Estimated # of Students 10 Adult Supervisors 2

2. Destination: Harvard Invitational Speech and Debate Tournament, Cambridge, MA

Date/Time of Departure: Friday, 2/17/18 at 8:00am

Date/Time of Return: Monday, 2/20/18 at 8:00pm

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

The Harvard Speech and Debate Tournament is the largest invitational tournament in the country with over 4,000 students competing in the many different categories. Last year the East Ridge Speech Team attended for the first time and we had several students who were very successful in their events – two of those students have since begun their undergraduate degrees at Harvard. This year we are selecting a small group to attend the tournament as a precursor for the National Speech Tournament, which takes place later in the Spring. The Harvard Tournament offers students a great opportunity to see where students stand on the national level. This takes place during Presidents Day Weekend, so students will only need to be excused from school on Friday.

4. Name the manner of travel and the carrier.

We will be flying to Boston and taking the subway to the hotel and to/from the tournament site. The easy access to the subway from the tournament site and our hotel makes a rental car unnecessary and will save students on the cost of a rental car.

5. State proposed housing arrangements.

We will be staying at the Courtyard Marriott South Boston. This hotel offers a free shuttle to and from the airport and is two blocks from a subway station. *Address: 63 R. Boston St. Boston MA.*

6. Describe parental involvement in planning – including who, what, where, when and how. *02125*

Parents/guardians of all students are signing a permission slip and a team travel policy form. Parents will be sent frequent updates via e-mail.

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

A select number of students have been invited to attend the Harvard Speech and Debate tournament based on their likelihood of being selected for the East Ridge Speech national qualifying team.

8. Describe the manner of selecting participants.

Students were chosen based on their preparedness, seniority, and coach's discretion.

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

Speech coach Alex Carlson will be attending and acting as lead chaperone. One other parent will also be joining for this trip.

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

Students will exchange cell phone numbers with the chaperones. All students will be in the same location as all adults throughout the tournament.

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

Cost per Student = \$80 for hotel, \$300 for flight, \$35 for entry fee = \$415 per student

12. State evaluation procedures.

None.

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

None.

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Signature of Staff Member Responsible: Alex Carlson

Date field trip request was submitted to Principal: 12/15/17

Principal/Administrator Signature and Date: J. S. L. 12/15/17

Approved: X Not Approved: \_\_\_\_\_

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Assistant Superintendent Signature and Date: [Signature] 12.19.17

Approved: ✓ Not Approved: \_\_\_\_\_

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School Board Review Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_



**610 EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): Alex Carlson (651) 387-2914

School and Program: East Ridge High School Speech Team

Date of Requested Trip: Friday, February 23<sup>rd</sup> – Saturday, February 24<sup>th</sup>

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

Estimated # of Students 20 Adult Supervisors 4

2. Destination: Moorhead Spuds Speech Tournament, Moorhead, MN

Date/Time of Departure: Friday, 2/23/18 at 3:00pm

Date/Time of Return: Saturday, 2/24/18 at 9:00pm

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

The Moorhead Speech Team hosts a tournament on Saturday, February 24<sup>th</sup> and several East Ridge students have expressed interest in attending. Competition only takes place on Saturday, so students would not be required to miss school on Friday the 23<sup>rd</sup>. We would leave after school is out, stay in a hotel on Friday night, compete on Saturday morning, and return Saturday night. This tournament is a bid tournament for the National Individual Events Tournament of Champions. It also is the only tournament in the country to offer "Extemporaneous Musical Theatre" as a category, which many of are students are very excited about.

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

We are planning to use one of the East Ridge district vans or renting a car if none are available. The number of vehicles will depend on the number of students who express interest in attending the tournament.

5. State proposed housing arrangements.

We will be staying at the Travelodge Inn & Suites, 3027 S Frontage Rd, Moorhead, MN 56560. Students will be four to a room and chaperones will be two to a room. ✓

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

Parents/guardians of all students are signing a permission slip and a team travel policy form. Parents will be sent frequent updates via e-mail.

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

All students were offered the opportunity to compete in this tournament and select students chose to go and filled out the permission slips.

8. Describe the manner of selecting participants.

Students were eligible to attend based on turning in a permission slip.

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

Speech coach Alex Carlson will be attending and acting as lead chaperone. One other parent will also be joining for this trip.

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

Students will exchange cell phone numbers with the chaperones. All students will be in the same location as all adults throughout the tournament.

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

Cost per Student = \$50 for hotel, \$20 for gas = \$70 per student

12. State evaluation procedures.

None.

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

None.

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Signature of Staff Member Responsible: Alex Carl

Date field trip request was submitted to Principal: 12/15/17

Principal/Administrator Signature and Date: [Signature] 12/15/17

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

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Assistant Superintendent Signature and Date: [Signature] 12-19-17

Approved: [Signature] Not Approved: \_\_\_\_\_

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School Board Review Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_