



District Service Center  
7362 E. Point Douglas Rd. S.  
Cottage Grove, MN 55016  
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**ADMINISTRATIVE REPORT**

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

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

DATE: February 9, 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: February 16, 2017

**REPORT**

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

- **March 1-4, 2017:** Park High School Robotics Team to Duluth, MN to participate in their First Robotics regional event (Michael Simurdiak and James Huber)
- **March 24-26, 2017:** Woodbury High School baseball varsity and junior varsity teams to Woodside Sports Complex in Wisconsin Dells area for scrimmage jamboree (Kevin McDermott)
- **February 6-9, 2018:** Oltman Middle School for 7<sup>th</sup> and 8<sup>th</sup> grade students interested in Science in Motion through World Strides to Orlando, FL to investigate physical forces, conservation methods, cutting edge technology, ecosystems and wildlife (Sarah Neitz & Ben Lower)



South Washington County Schools  
Cottage Grove, MN

**610 EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): Michael Simurdiak/651-425-5763 and James Huber 651-503-5350

School and Program: Park High School Robotics Team

Date of Requested Trip: March 1<sup>st</sup> – March 4<sup>th</sup>, 2017

1. What group is taking this trip? Park High School Robotics Team

Estimated # of Students 21 Adult Supervisors 6

2. Destination: DECC & Holiday Inn Duluth, MN

Date/Time of Departure: 3/1/17 at 5 pm

Date/Time of Return: 3/4/17 at 9 pm

3. State purpose and educational value of trip (attach information to form if needed).  
**The Park HS Robotics team will be participating in their first FRC regional competition at the DECC in Duluth, MN.**

4. Name the manner of travel and the carrier.  
**Parents are responsible for transporting students to and from Duluth.**

5. State proposed housing arrangements.  
**Students will be staying at the Holiday Inn & Suites in downtown Duluth. Chaperones and parents will be staying in rooms near the students.**

6. Describe parental involvement in planning – including who, what, where, when and how.  
**Parents have been briefed at a parents' meeting as well as through email communication. Most parents are expected to attend with the group.**

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

Bernarde, Justin	Brown, Parker
Cabrera, Jacob	Chantamarin, Alex
Cuzzourt, Oliver	Filmore, Darren
Froelich, Hunter	Gordon, Ryan
Klug, John	Koutz, Ben
Lo, Hunter	Lo, Troy
Mejia, Isaias	Murray, Kevin
Perez, Hernan	Perez, Ramiro
Perren, Zane	Ryckman, Lance
Vue, Chimeng	Wamstad, Abby
Zarbo, Grace	

**We will not know the exact list until we can confirm student payments as well as academic standings.**

8. Describe the manner of selecting participants.

**Any student on the team who is in good standing on his/her classes is eligible to participate.**

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

**Jim Huber – Coach**

**Mike Irving - Mentor**

**Rodney Braun – Mentor**

**Dean Hoyt – Mentor**

**Mike Simurdiak – Advisor**

**Chris Braun – Mentor**

**Some parents will likely go with us on the trip.**

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

**We will have transportation available if a students needs to be taken to the hospital. Parent contact information will be given to each adult attending.**

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

**Entry Fee - \$4000; paid for by grants**

**Lodging for 3 nights and transportation – Approximately \$200; paid for by students  
Meal costs will also be paid for by students. Parents will likely donate some food for students to eat at the competition.**

12. State evaluation procedures.

**Not applicable.**

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

✓ **ONE student is transgender, so we will provide a separate room for that student.**

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Signature of Staff Member Responsible: MM

Date field trip request was submitted to Principal: 2-3-17

Principal/Administrator Signature and Date: Ginger Gurosh 2/6/17

Approved:  Not Approved:

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Assistant Superintendent Signature and Date: Myler 2.8.17

Approved:  Not Approved:

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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): Kevin McDermott - 651-226-0998 cell

School and Program: Woodbury High School - Baseball

Date of Requested Trip: Fri. March 24 - Sun. March 26 (return) 2017

1. What group is taking this trip? WHS Varsity/JV Baseball Team  
Estimated # of Students 30 Adult Supervisors 4 coaches at least 8-10 parents

2. Destination: Woodside Sports Complex WI Dells Area

Date/Time of Departure: Fri. March 24 10AM

Date/Time of Return: Sun. March 26 1PM arrive home

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

Goal is to improve the field as well as on the field.  
Playing in a scrimmage jamboree against a couple of the top teams in the state of Wisconsin at an all turf complex, and bond as a team/family off the field as well as on the field.

4. Name the manner of travel and the carrier.

Carpooling

5. State proposed housing arrangements

Wilderness Hotel & Resort Cabins (for maximized team bonding)  
WI Dells, WI

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

I (as head coach) got the idea from Kathy Meyer (parent of Max) as parents see the value of team bonding on our every other year Florida Spring trip. from there I emailed all ~~the~~ JV/Varsity team parents for interest and got a lot. From there I have ~~done~~ done ~~planning for this trip~~ planning for this trip.

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

JV and Varsity level players, Juniors & seniors with a few underclassmen who were on varsity last year.

8. Describe the manner of selecting participants.

- All invited from last years Sophomore, JV, and Varsity teams.

Variety of parents can help at our request.

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

Me (Kevin McDermott - WHS Head Coach) } main supervisors of all activities on and off field  
Assts: Ben Johnson, Justin Feldkamp, Ryan Knutson

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

All participants will fill out and have parent signatures for the ISD#833 "Parent Field Trip Transportation Approval Form" as well as the overnight "Parent Auth. Form".  
- These forms will list emergency contacts & special health concerns along with directions.

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

- Each player will pay for the trip. Cost = \$225 and includes team dinner(s), 2 night stay at The Wilderness Resort with waterpark pass, facility rental (turf field) for 1 practice and 2 scrimmages, & umpire costs. (each team 50 Varsity)

12. State evaluation procedures.

Will give us as coaches a great opportunity to evaluate individual players and our team in game settings. We will evaluate through drill work and game situations.

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

\* Also a great bonding opportunity for our team \*

- We will have lots of structured on and off field activities in a team and family friendly atmosphere. (Ex. Team dinners, bean bag toss, practices, scrimmages, waterpark time, etc.)

Precautions

- Bed checks
- Wake up calls
- Check ins
- Team meetings

(\* Build family amongst our team \*)

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Signature of Staff Member Responsible: Kevin McDermott

Date field trip request was submitted to Principal: 1/26/17

Principal/Administrator Signature and Date: [Signature] 1/26/17

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

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Assistant Superintendent Signature and Date: [Signature] 1.30.17

Approved: ✓ Not Approved: \_\_\_\_\_

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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): Sarah Neitz (651-425-6938) & Ben Lower (651-425-6931)

School and Program: Oltman Middle School: Science in Motion Through World Strides

Date of Requested Trip: Tuesday, February 6- Friday, February 9, 2018

1. What group is taking this trip? 7<sup>th</sup> & 8<sup>th</sup> Grade OMS Students who are interested

Estimated # of Students 25-40 Adult Supervisors 2-4

2. Destination: Orlando, Florida

Date/Time of Departure: Tuesday, February 6<sup>th</sup> am

Date/Time of Return: Friday, February 9<sup>th</sup> pm

3. **State purpose and educational value of trip (attach information to form if needed).**  
Explore Orlando and Central Florida on an action packed, hands on adventure. WE will investigate physical forces, conservation methods, cutting edge technology, ecosystems and wildlife.

4. **Name the manner of travel and the carrier.** Worlds Strides Travel Company, airplane, and coach bus

5. **State proposed housing arrangements.** Hotel with nighttime guards outside of hotel rooms of students. HOTEL NAME UPON ITINERARY — MS

6. **Describe parental involvement in planning – including who, what, where, when and how.**  
Teacher adult supervisors will host a parent meeting to introduce trip, for fundraising, and pre trip planning. ✓

7. **List participants (reminder to have participants complete parent/guardian permission form).**  
Students will sign up via website and parents will sign forms through World Strides.

**8. Describe the manner of selecting participants.**

Students will self select and sign up on their own. Students with behavior concerns will not be able to participate if not in good standing with the school

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

Sarah Neitz AVID Teacher and Coordinator  
Ben Lower Science Teacher

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

1 chaperone per 10 students, nametags with contact information, students will have cell phone numbers of chaperones, and emergency numbers. World Strides will have support and doctors on call 24/7.

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

Each student will fund and or fundraise for their own trip. \$2,300.00

**12. State evaluation procedures.**

Surveys, review student journals, and student feedback.

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

World Strides is a well known student travel company. OMS has been using World Strides in some capacity for over 18 years with success. We have been going on this trip every other year since 2010.

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Signature of Staff Member Responsible: \_\_\_\_\_

*[Handwritten Signature]*

Date field trip request was submitted to Principal: \_\_\_\_\_

*Feb 2, 2017*

Principal/Administrator Signature and Date: \_\_\_\_\_

*Rebecca Schroeder 2/3/17*

Approved: \_\_\_\_\_

*X*

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

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Assistant Superintendent Signature and Date: \_\_\_\_\_

*Myah Z. B. 1/7*

Approved: \_\_\_\_\_

*✓*

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



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

Approved: \_\_\_\_\_

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