



District Service Center
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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: September 8, 2016

TOPIC/PURPOSE OF REPORT: Extended Field Trips

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

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: September 15, 2016

REPORT

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

- **March 15-19, 2017:** Woodbury High School Choir to perform concerts, participate in a clinic session with music professionals and attend cultural events in New York City, NY (Daryl Timmer)



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Daryl Timmer

School and Program: Woodbury High School - Choir

Date of Requested Trip: March 15, 2017 March 19, 2017

1. What group is taking this trip? WHS Choirs

Estimated # of Students 90 Adult Supervisors 9

2. Destination: New York, New York

Date/Time of Departure: Wednesday, March 15, 2017 @ 7:00 a.m.

Date/Time of Return: Sunday, March 19, 2017 @ 7:30 p.m.

3. State purpose and educational value of trip (attach information to form if needed).
The students will perform at least 3 scheduled concerts (not including impromptu opportunities to sing). In addition, the choir will be part of a clinic session with music professionals, attend a cultural events and/or concert, possible exchange concert with another high school, and visit areas of interest in and around NYC. ✓

4. Name the manner of travel and the carrier.
Good New Tour and Travel has been chosen as our tour company. We will be flying to New York. ✓

5. State proposed housing arrangements.
The students will stay at a local NYC hotel. They will be housed in triple and/or quad rooms. ✓

6. Describe parental involvement in planning – including who, what, where, when and how.
Planning has been done in conjunction with the Woodbury High School Choir Boosters and the Woodbury Music Department. Parents are also involved with fundraising and chaperoning of the trip. ✓

7. List participants (reminder to have participants complete parent/guardian permission form).
This list will be submitted when the tour roster is finalized.

8. Describe the manner of selecting participants.
All students in the Concert Choir and Choralaires and selected other seniors currently enrolled in a performing ensemble who have not been suspended are offered the opportunity to go on this Choir Tour to NYC.
9. Indicate who will be in charge of supervising the trip. ✓
Parent chaperones of students from the choirs and the director of the ensembles - Daryl Timmer - will be chaperones for the trip. Parent chaperones have yet to be determined. ok
10. State the safety precautions and procedures for emergencies while on the trip. ✓
All students will be reminded of the expectations of behavior on the trip. Guidelines for student activities will be shared at the parent/student meeting held before the tour.
11. Give budget costs, how trip will be funded and estimated cost per student.
The final cost is yet to be determined. At this time, the trip is estimated to cost each student \$1,439. The money is raised through fundraisers or through personal effort. Students will fund the entire trip. There is no cost to the district.
12. State evaluation procedures.
A clinic with a choral music specialist will help us to evaluate our musical skills. The tour will also include opportunities for both students and parents to evaluate the trip.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

Signature of Staff Member Responsible: Daryl Timmer

Date field trip request was submitted to Principal: 8/29/16

Principal/Administrator Signature and Date: Garrison Wagner 8/29/16

Approved: Not Approved:

Assistant Superintendent Signature and Date: [Signature] 9.7.16

Approved: Not Approved:

School Board Review Date: _____

Approved: _____ Not Approved: _____