



Board Workshop: April 22, 2025

Title: International Travel Administrator Requirement Protocol

Type: Discussion

Presenter(s): Jody De St Hubert, Director of Teaching and Learning

Description: The requirement of an administrator attending an extended international travel experience as an additional chaperone has been a long standing practice in Edina Public Schools. Lawyer, Trevor Helmers, has confirmed that this practice is not outlined in policy. Throughout regular collaboration cycles with staff on extended international travel it has become clear that this requirement, coupled with the large number of extended international travel experiences offered in Edina, is creating challenges for Edina Administrators and trip coordinators. Some of these challenges include administrator capacity and cost increases to students and families.

After consultation and collaboration with Lawyer Trevor Helmers, Edina Administrators and Staff, and the Teaching and Learning Board Committee we are recommending that an adjustment be made to the practice of requiring an administrator on all extended international travel.

All stakeholders agreed that ensuring a quality experience for all participating students and staff should remain a priority and that in many travel situations it is important to have an administrator present. The use of the following guide as part of the application process to support all extended international travel moving forward would ease the capacity and financial challenges, as well as ensure a quality experience for all students and staff.

The final decision would be determined by the Director of Teaching and Learning in consultation with the building administration and the travel coordinator while processing the [extended international travel application](#).

CRITERIA for ADMINISTRATION ATTENDANCE on INTERNATIONAL TRAVEL:

**Administration Support will be provided for all international travel*

	Administration Chaperone Required <u>to attend</u> the international travel experience	Administration Support Plan Required with 24 hour support from Edina <u>but not attendance</u> on the travel experience
YEARS OF EXPERIENCE	The organizer has less than 3 years of experience on international travel.	The organizer has 4 or more years of experience on international travel.
ADMINISTRATIVE LEADERSHIP	The organizer has little to no administrative leadership experience.	The organizer has an administration license and/or administrative leadership experience.
ADULT TO STUDENT RATIO	The adult chaperone support is provided solely by Edina staff.	There is additional adult supervision on the travel experience due to the travel company's adult student ratio OR due to the travel experience being structured as an immersion experience with a home-stay.
TRAVEL COMPANY EXPERIENCE	There is a new travel company and/or immersion partnership being used.	There is a long standing travel company and/or immersion partnership being used.
NUMBER OF STUDENTS	The group of students is more than 50.	The group of students is less than 50.

Recommendation: No recommendation is being made at this time. This presentation is an update for board discussion.

Desired Outcome(s) from the Board: Please review the information and come prepared with your initial reactions (comments and questions) on the recommended change in practice, as well as the next steps in process to respond to the recommended change.