

ADMINISTRATIVE REPORT

DATE:	April 20, 2023
TOPIC:	7.13 – Extended Field Trips
PRESENTER:	Jennifer Thomas, Office Coordinator for Assistant Superintendents, Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer
REFERENCE TO POLICY/STATUTE:	Policy 610

A. PURPOSE OF REPORT

- a. April 28–30, 2023 – Woodbury High School Ultimate Frisbee Team – 20 students and 4 adult supervisors will travel to Madison, WI. to participate in a tournament. Travel via school district vans and will stay at the AmericInn by Wyndham Madison South. (Cari Jo Drewitz)
- b. May 4–6, 2023 – East Ridge High School Boys Varsity Golf Team – 13 students and 2 adult supervisors will travel to Wisconsin Dells, WI. to participate in a golf tournament. Travel is via school district vans and they will stay at the Best Western Wisconsin Dells. (Bret Brookins)
- c. May 12–13, 2023 – Woodbury High School Boys Golf Team, 6 students and 1 adult supervisors will travel to Albert Lea, MN. to participate in a tournament. Travel via school vans and will stay at the Holiday Inn Express Albert Lea. (Shawn Mahady)
- d. May 12–14, 2023 – Woodbury High School AFJROTC – 48 students and 2 adult supervisors will travel to St. Louis, MO. to view an air show with the Blue Angels. Travel via Voight Bus Company and will stay at the Drury Inn & Suites Fairview Heights. (Tom Petzold & Kathy Cotto)
- e. June 10–17, 2023 – East Ridge High School Speech & Debate Team – 14 students and 2 adult supervisors will travel to Phoenix, Arizona to participate in a tournament.



Travel via air (undetermined at this time) will stay at the Residence Inn Phoenix Downtown. (Katie Scholz & Tammy Trout-McIntyre)

- f. January 6-7, 2024 – East Ridge High School Wrestling Team – 20 students and 4 adult supervisors will travel to Superior, WI. to participate in a tournament. Travel via school district buss and will stay at the Hampton Inn Superior Duluth. (Jon Balagot, Jake Anderson, David Elson, Sam Christensen)

RECOMMENDATION

Approval





South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Cari Jo Drewitz, Cell: 763-458-9892

School and Program: Woodbury High School, Ultimate Frisbee Club

Date of Requested Trip: April 28 – 30, 2023

1. What group is taking this trip? Woodbury High School Ultimate Frisbee

Estimated # of Students 20 Adult Supervisors 2 coaches, 2 chaperone

2. Destination: Madison, Wisconsin

Date/Time of Departure: April 28, 2023, approx. 3PM

Date/Time of Return: April 30, 2023, approx 8 PM

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

The team would compete in an out of state tournament. The trip allows team building as well as playing against some strong teams from high schools outside of Minnesota.

4. Name the manner of travel and the carrier.

School District vans. WHS vans have been reserved.

5. State housing arrangements (must include name, address and phone number of hotel).

The team will be staying within 1 mile of the tournament site.

AmericInn by Wyndham Madison South
516 Grand Canyon Dr
Madison, WI 53719

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

Multiple parents will be going through the process to become Mn Ultimate certified chaperones to assist in the execution of this trip.

Gail Lowery and Janelle Rodemeyer are helping to organize the parent involvement for Woodbury. Parent involvement could include:

- Coordinating and setting up breakfast, lunch, dinner, and snacks
- Hotel checks
- Coordinating student outings during the evenings
- Parent coordination

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

TBD

8. Describe the manner of selecting participants.

This event is a varsity sports event. The athletes selected to play on the Woodbury Varsity Ultimate team will be able to attend. We will be bringing approx. 18 - 22 athletes.

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

Cari Jo Drewitz and Dustin Nystel

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

There will be a chaperone phone tree in place for any issues that arise that do not directly need emergency medical supervision. Student athletes will not be allowed to leave the hotel/team site without the supervision of an adult chaperone and sign out. Once in the hotel a curfew will be set for 10PM. At this time there will be a bedroom check conducted by the chaperones to again verify that all athletes are accounted for in their designated rooms. Individual rooms will have captains or leaders in each to assure proper behavior.

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

Expenses:

Hotel – \$2500

- 10 rooms for 2 nights at \$125 per night
- Numbers based on 22 athletes, 2 coaches and 2 chaperones

Tournament Fee – \$400

Motor Pool Van – Gas costs – Approx. \$200

Food – TBD

Estimated cost per student: 150 - excluding food

12. State evaluation procedures.

N/A

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

NO NUTS – One of the athletes on the Woodbury team has a severe allergic reaction to ALL peanuts, and tree nuts.

Signature of Staff Member Responsible: Craig T. Dineen

Date field trip request was submitted to Principal: 3-21-23

Principal/Administrator Signature and Date: Jodi Lockman 3/22/23

Approved: Not Approved:

Assistant Superintendent Signature and Date: Kristen 3/23/23

Approved: Not Approved:

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): Bret Brookins _____

School and Program: East Ridge HS

Date of Requested Trip: May 4-6

1. What group is taking this trip? Boys Varsity Golf

Estimated # of Students 10-13 Adult Supervisors Bret Brookins and one more assistant (Justin Lorang)

2. Destination: Wisconsin Dells

Date/Time of Departure: 2:00 PM Date/Time of Return: 7:00 PM

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

Boys Golf team is traveling to Wi. Dells to play a ryder cup format event

4. Name the manner of travel and the carrier.

2 School issued vans

5. State housing arrangements (must include name, address and phone number of hotel).

Best Western Wi. Dells, 610 S Frontage Rd, Wisconsin Dells, WI 53965. (608) 254-4477

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

I will be creating and putting together the whole trip

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

Grant Kohnen, Alex Venne, David Rahn, Sam Hart, Keaton Carter, Nikko Zuber, Jack Tharldson, Isaac Miralidi, Cole Clements, John Kelly, Gavin Benolkin,

8. Describe the manner of selecting participants.
All Seniors will be invited to come and play in the event

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

10. State the safety precautions and procedures for emergencies while on the trip.
All players will have a form filled out and a contract that discusses precautions and procedures

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

Players/booster club – cost per player will be \$20/nt and the booster club will pay the difference. Players are in charge of their own meals.

12. State evaluation procedures.
After the trip we will discuss how the trip went, what we can do to change and how our character shows other teams that we are all great human beings.

13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
None.

Signature of Staff Member Responsible: Bret Brookins

Date field trip request was submitted to Principal: 3/22/23

Principal/Administrator Signature and Date: Sara P. [Signature] 3/22/23

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 3/23/23

Approved: ✓ Not Approved: _____

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): Shawn Mahady - 651.895.5114

School and Program: Woodbury High School Boys Golf

Date of Requested Trip: Depart: May 12 Return: May 13

1. What group is taking this trip? Woodbury High School Boys Golf Team

Estimated # of Students - Six _____ Adult Supervisors - One _____

2. Destination: Albert Lea Country Club

Date/Time of Departure: May 12 - 6:30 am

Date/Time of Return: May 13 - 6:00 pm

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

Participation in the Albert Lea Invitational hosted by Albert Lea High School. Team building, learning to respect the game and your opponents.

4. Name the manner of travel and the carrier.

District 833 Van - driven by the Head Coach - Shawn Mahady

5. State housing arrangements (must include name, address and phone number of hotel).

Holiday Inn Express - 77820 E Main Street - Albert Lea, MN 56007
507-473-2300

Two boys will share a room. Head Coach will have his own room.

6. Describe parental involvement in planning – including who, what, where, when and how.
Planned trip with input from our Booster Club and assistant coaches.

7. List participants (reminder to have participants complete parent/guardian permission form).
Boys Varsity Golf Team - participants determined after qualifying scores in April and May.

8. Describe the manner of selecting participants.

Players selected by scoring average, positive attitudes and completed school work.

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

Shawn Mahady - Head Coach - Woodbury High School Boys Golf

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

EAP in place per MSHSL guidelines and vehicle inspection per the training received and completed from the district on March 16, 2023.

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

Trip will be funded by WHS and the WHS Boys Golf Team Booster Club. Cost per student is approximately \$200 with virtually no out of pocket expenses.

12. State evaluation procedures.

Trip will be evaluated for success upon our return.

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

NA at this time.

Signature of Staff Member Responsible: Shawn Mahady

Date field trip request was submitted to Principal: 4-5-23

Principal/Administrator Signature and Date: Jodi Joekler Leck

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: Kristen Su 4/6/23

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____

Not Approved: _____



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Thomas Petzold

Staff Member(s) Responsible (Name and phone): Kathy Cotto 651-425-4487

School and Program: WOODBURY HS. AFJROTC

Date of Requested Trip: MAY 12-14

1. What group is taking this trip? AFJROTC

Estimated # of Students 48 Adult Supervisors 2

2. Destination: ST LOUIS, MO (Air Show)

Date/Time of Departure: MAY 12TH, 8:00 AM

Date/Time of Return: MAY 14TH, 8:00 PM

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

Familiarize and highlight those things we have studied in our program and curriculum, such as aircraft flight. We will see the Blue Angels perform as well a tour static aircraft.

4. Name the manner of travel and the carrier.

commercial bus

Voigt Bus Lines

5. State proposed housing arrangements.

Drury Inn & Suites, Fairview Heights

4 cadets per room.

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

parent permission form as well as an informational letter has been sent to all parents (email & student).

* (see attached informational letter and parent permission slip).
7. List participants (reminder to have participants complete parent/guardian permission form).

TBD - approximately 48 cadets from WHS, ERHS, PHS

8. Describe the manner of selecting participants.

Those cadets who wish to attend and have no behavior issues or are not failing any classes.

9. Indicate who will be in charge of supervising the trip.
 Major Thom Petzold, Sr Aerospace Science Instructor
 MSgt Kathy Cotto, Aerospace Science Instructor
10. State the safety precautions and procedures for emergencies while on the trip.
 We have emergency contact number from all parents & guardians. They have our contact info as well.
11. Give budget costs, how trip will be funded and estimated cost per student.
 Trip is funded through AFJROTC activity account and supplemented by the Air Force. The student
12. State evaluation procedures. will also pay \$50 each.
 NA COST:
 BUS - \$6800
 HOTEL - \$5000
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
 Any special needs or conditions will be identified on the parent permission form and addressed by us at that time.

Signature of Staff Member Responsible: John P. [Signature]

Date field trip request was submitted to Principal: 4/4/23

Principal/Administrator Signature and Date: [Signature]

Approved: X

Not Approved: _____

 Assistant Superintendent Signature and Date: [Signature] 4/6/23

Approved: ✓

Not Approved: _____

 School Board Review Date: _____

Approved: _____

Not Approved: _____

* RETURN NLT APRIL 13TH

SOUTH WASHINGTON COUNTY SCHOOLS

**Independent School District 833
Cottage Grove, Minnesota 55016**

Field Trip Parental Authorization Form

FIELD TRIP EVENT: Air Show Visit to Scott AFB, IL

Planned by: AFJROTC Staff

Depart: May 12th approximately 8 AM from WHS Return: May 14th approximately 8:00 PM at WHS

**PARENT: Please complete and return this form to school no later than: April 13th
Please call MSgt Cotto or Maj Petzold at 651-425-4487 if you have any questions.**

FIELD TRIP PARENTAL AUTHORIZATION

You release the Department of Defense and all its agents, the United States Air Force and all its agents, District 833 and all its agents, and the AFJROTC Staff of any liability for accident or injury which may occur during this field trip. You also grant permission for treatment of your son/daughter at the nearest medical treatment facility (military or civilian) in the event of emergency and you are aware this treatment, if needed, could become your financial responsibility. This form must be completed and returned before your son/daughter may participate in this field trip.

PARENT/GUARDIAN: PLEASE COMPLETE AND RETURN TO SCHOOL:

I understand that district procedures have been followed in planning for this field trip.

Weather conditions will be considered prior to the trip and necessary adjustments may be made. This could include canceling the field trip.

I also understand that I will be responsible for paying all expenses related to sending my child home from the trip due to disciplinary reasons or illness if the school staff deems it necessary.

I have read and understand the attached Parent/Info sheet and I authorize our son/daughter to participate in the field trip on the dates specified.

Student's Name

WOODBURY HIGH SCHOOL
School

Parent/Guardian's Name

Parent/Guardian's Signature

Date

Work Phone

Home Phone

Does your son/daughter have any special health problems or handicapping conditions which will require special attention of supervision on this field trip? If so, explain: _____

THE ABOVE INFORMATION WILL BE TAKEN ON THE FIELD TRIP WITH THE SUPERVISOR

The total cost of the trip is \$50 per cadet. Please fill out, sign, and return this form with \$50 by Apr 13th. Please make all checks payable to **Woodbury HS AFJROTC**. You will receive a full refund if your child cancels before May 8th, but you will lose \$25 if cancelled after that date. An Informational Letter is attached that includes all the details of the trip (itinerary, hotel info, rules, packing list, contact numbers, etc.).

SCOTT AFB AIR SHOW 2023 (Parent/Guardian Info Letter)

Dates:

- Depart Woodbury H.S. at 8:00 am, Friday, May 12th
- Return Woodbury H.S. at 8pm, May 14th (the return time is subject to change based on traffic, etc). We will ask the cadets to call periodically with updates on our return time, but feel free to call MSgt Cotto or Maj Petzold at the phone numbers below to get updates as well.

Purpose of Field Trip:

Watch an Air Show featuring the Blue Angels, Tour aircraft static displays, Visit St Louis Arch, and tour a science museum if time permits. This will provide an amazing environment to learn our aviation curriculum in action.

Hotel (2 nights):

Drury Inn and Suites
12 Ludwig Dr, Fairview Heights, IL 62208
Phone: (618) 398-8530
The hotel will have a pool.

Student Requirements: Signed parent/guardian field trip permission form due by April 13th. Must not be failing any classes (signed teacher form), and have no behavior/discipline issues reported by staff or administration.

Student Cost: The total cost of the trip is \$50 per cadet. Please fill out, sign, and return the parent permission form with \$50 by Apr 13th. Please make all checks payable to **Woodbury HS AFJROTC**. You will receive a full refund if your child cancels before May 8th, but you will lose \$25 if cancelled after that date.

Additional Costs: Students should bring money for their lunch and dinners as well as spending money to cover snacks, incidentals, additional food and souvenirs. Breakfast will be included with the room, along with hot snacks and drinks in the evening.

Roommate Arrangements: Students will be 4 to a room as much as possible, (exceptions will be made in the case of an odd number of boys or girls).

Free Time/Curfews: Students will be allowed (in pairs or groups) to do their own thing for dinner, Friday and Saturday (at restaurants in or near the hotel). They'll be required to sign out through a Charge of Quarters and be back in the hotel by 10:30 p.m., in their rooms by 11:00 p.m., and lights out by 12:00 midnight. If you (parents or guardians) prefer your child to be in earlier, or have other restrictions, please indicate via email.

Transportation: Voigt Bus Lines, commercial coach bus

Chaperone/Instructor:

Major Thomas Petzold Cell # (651) 431-1271
MSgt Kathy Cotto Cell # (719) 433-4020

Important notes: As this is a school sponsored field trip, all school and district rules and regulations will be enforced. Any behavioral problems will be dealt with by school administration upon our return. **Drugs, alcohol, and tobacco (to include ECigs)** are prohibited. Please impress on your child to not bring anything along that is not allowed in school. Not only will it result in administrative action, it will jeopardize our access to the air force base.

If you have any questions or specific instructions regarding your student, please call or email Major Petzold or MSgt Cotto at (651) 425-4487. Email: tpetzold@sowashco.org or kcotto1@sowashco.org.



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Katie Scholz (651) 494-7552) & Tammy Trout-McIntyre (651) 587-8318

School and Program: East Ridge High School Speech & Debate Team

Date of Requested Trip: June 10-17, 2023

1. What group is taking this trip? Speech Team & Debate Team

Estimated # of Students 14 Adult Supervisors 2 coaches & 7 parents

2. Destination: Phoenix, Arizona

Date/Time of Departure: June 10, 2023 / time will be determined by flight time

Date/Time of Return: June 17, 2023 / time will be determined by flight time

3. State purpose and educational value of trip (attach information to form if needed).
These students have qualified for the National Speech and Debate Association's National Tournament.

4. Name the manner of travel and the carrier.
Students will be traveling with coaches and chaperones on an undetermined air carrier. Arrangements are currently being made.

5. State housing arrangements (must include name, address and phone number of hotel).
We will be staying at the Residence Inn Phoenix Downtown. 132 S Central Avenue Phoenix AZ 85004 (602) 603-2000.

6. Describe parental involvement in planning – including who, what, where, when and how.
The parents have been involved in the planning process, with input on flights and hotels.

7. List participants (reminder to have participants complete parent/guardian permission form).
Students: Kenneth Chen, Anjali Nambudiri, Ivy Lin, Ander Swenson, Mathan Liu, Satyam Bhushan, Anuraa Venkat, Sahasra Maddukuri, Rishi Raichur, Jia Lauber, Bella Lasker, Caroline Zhang, Joshua Soo, and Daniel Song

8. Describe the manner of selecting participants.
To qualify for this tournament, students competed at a District National Qualifying Tournament.
9. Indicate who will be in charge of supervising the trip.
Coaches and parents of the students attending will be supervising this trip.
10. State the safety precautions and procedures for emergencies while on the trip.
 - Parent/Student Text Message Group
 - Students must travel to all tournament locations with a cell phone charger
 - Student to parent ratio will be high enough to allow one parent to stay behind at hotel for student illness
11. Give budget costs, how trip will be funded and estimated cost per student.
Cost per student, approximately \$1,000. This will be paid for by the student.
Cost per coach, approximately \$1,000. This will be paid for by the Speech & Debate Booster Clubs.
12. State evaluation procedures.
Guidelines for travel were expressed to the students and parents.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
Nothing further than what has already been included above.

Signature of Staff Member Responsible: Tammy Trout-McAntyre

Date field trip request was submitted to Principal: March 19, 2023

Principal/Administrator Signature and Date: Sara Pollock 3/20/2023

Approved: Not Approved:

Assistant Superintendent Signature and Date: Kristi Smith 3/21/23

Approved: Not Approved:

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):

Jon Balagot- Head Wrestling Coach: 651.724.5243, j.balagot_160@yahoo.com
Jake Anderson- Assistant Wrestling Coach 651.497.6620, andersonjake18@yahoo.com
David Elson-Assistant Wrestling Coach: 612.715.4797 davidelson22@gmail.com
Sam Christensen-Assistant Wrestling Coach 651.769.7314, sjchristensen97@gmail.com

School and Program: East Ridge High School, Wrestling

Date of Requested Trip: 1/6/2024-1/7/2024

1. What group is taking this trip? Wrestling

Estimated # of Students 20 Adult Supervisors 4

2. Destination:

Hotel: 66 E 2nd St, Superior, WI 54880

Tournament venue: 2600 Catlin Ave, Superior, WI 54880

Date/Time of Departure: 1/6/23-530am

Date/Time of Return: 1/7/23-5pm

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

Wrestling tournament: education, competition, and learning through the sport of wrestling.

4. Name the manner of travel and the carrier.

South Washington county bussing.

5. State housing arrangements (must include name, address and phone number of hotel).

Hampton Inn Superior Duluth
66 E 2nd St, Superior, WI 54880
t: (715) 718-2723
C: (313) 318-0655

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

8. Describe the manner of selecting participants.
Wrestling team/roster

9. Indicate who will be in charge of supervising the trip.
Jon Balagot, Jake Anderson, Sam Christensen, David Elson

10. State the safety precautions and procedures for emergencies while on the trip.
Students emergency contacts will be used in case of emergency while on the trip to be notified immediately. If a student is injured on the trip, the students emergency contact will be notified immediately and student should either be taken home with the parent, or brought to medical care depending on the severity of the injury.

11. Give budget costs, how trip will be funded and estimated cost per student.
Total cost staff, students, and driver: \$1655.34, cost per student \$97. Expenses will be funded with the wrestling activities budget.

12. State evaluation procedures.
Throughout the trip, students should be respectful, and engaging in learning, completing, team bonding, and comradery. Students should be expected to learn on and off the mat while also being engaged on their matches and the matches of their teammates. Field trips and tournaments are an extension of the classroom and should be treated as such.


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

 Signature of Staff Member Responsible: 

Date field trip request was submitted to Principal: 4/12/2023

Principal/Administrator Signature and Date: Sara Pollock 4/12/23

Approved: X Not Approved: _____

 Assistant Superintendent Signature and Date:  4/15/23

Approved: ✓ Not Approved: _____