

## ADMINISTRATIVE REPORT

**DATE:** October 24, 2024  
**TOPIC:** 5.9 – Extended Field Trips  
**PRESENTER:** Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer  
**REFERENCE TO POLICY/STATUTE:** 610

### A. PURPOSE OF REPORT

- November 1-2, 2024 – Park High School Girls Hockey Team
  - 35-38 students and 5 adult supervisors will travel to Duluth, MN.
  - Travel – Reading Bus Lines
  - Students will stay at the Suites Hotel, Duluth
  - 3 Scrimmages
  - Supervisor, Bay Shock
- November 1-2, 2024 – Woodbury High School Girls Hockey Team
  - 37 students and 4 adult supervisors will travel to Hermantown and Proctor, MN.
  - Travel – Coach bus
  - Students will stay at the Park Point Marina Inn, Duluth
  - 2 Scrimmages
  - Supervisor, Scott Waldo
- December 20-22, 2024 – Woodbury, Park & East Ridge High School PWER Nordic Ski Team
  - 45 students and 10 adult supervisors will travel to Hayward, WI.
  - Travel – Northfield Bus Lines
  - Students will stay at the Flat Creek Lodge Hayward



- Skiers access to challenging terrain
- Supervisor, Drew Voegele
  
- December 27-28, 2024 – Woodbury High School Boys Basketball Team
  - 20 students and 4 adult supervisors will travel to Owatonna, MN.
  - Travel – MN. Coaches Bus Lines
  - Students will stay at the Country Inn and Suites, Owatonna
  - Tournament
  - Supervisor, Kent Getzlaff
- March 27-31, 2025 – Woodbury High School Boys Baseball Team
  - 30 students and 5 adult supervisors will travel to St. Petersburg, FL
  - Travel – Sun Country Airlines
  - Students will stay at the Comfort Inn North Hotel, St. Petersburg
  - Spring Training
  - Supervisor, Kevin McDermott
  
- January 1-3, 2025 – Woodbury High School Wrestling Team
  - 30 students and 6 adult supervisors will travel to Fargo, N.D.
  - Travel – School vans
  - Students will stay at the Expressway Suites of Fargo
  - Tournament
  - Supervisor, Justin Smith
  
- January 9-12, 2025 – Park High School Youth in Government
  - 9 students and 1 adult supervisor will travel to St. Paul, MN.
  - Travel – School van
  - Students will stay at the Hilton, St. Paul
  - Conference
  - Supervisor, Mason Fong



- Spring Break 2026 – Park High School Students
  - 15-20 students and 3 adult supervisors will travel to Costa Rica
  - Travel – EF Educational Tours
  - Students will stay at hotels booked by tour company
  - Educational/International travel
  - Supervisor, Andrew Voegele
  
- June 17-28, 2026 – Park High School World Language Department
  - 35 students and 5 adult supervisors will travel to Switzerland, Italy & France
  - Travel – EF Educational Tours
  - Students will stay at hotels booked by tour company
  - Educational/International travel
  - Supervisor, Stacy Paleen

**B. RECOMMENDATION**

- Approval

**C. CONNECTION TO STRATEGIC PRIORITY**

- Student Experience





South Washington County Schools  
Cottage Grove, MN

**610 EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): Bay Shock 651-210-3848 and coaching staff

School and Program: Park Girls Hockey

Date of Requested Trip: Nov 1<sup>st</sup> to Nov 2<sup>nd</sup>

1. What group is taking this trip? Park Girls Hockey

Estimated # of Students 35-38 \_\_\_\_\_ Adult Supervisors 5

2. Destination: Duluth MN

Date/Time of Departure: Nov 1<sup>st</sup> 1:30 PM

Date/Time of Return: Nov 2<sup>nd</sup> 9 PM

3. State purpose and educational value of trip (attach information to form if needed).  
Hockey team plays in 3 scrimmages also a team bonding event

4. Name the manner of travel and the carrier.

Reading Bus Company

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

Team and coaches at Suites Hotel Duluth. **Address:** 325 S Lake Ave, Duluth, MN 55802  
**Phone:** (218) 727-4663

6. Describe parental involvement in planning – including who, what, where, when and how.  
Parents will deliver team dinner Friday night. Otherwise coaches will be incharge.

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

I will update team Thursday after tryouts are made Oct 31.

8. Describe the manner of selecting participants.

Anyone who makes the team

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

Coaches will be supervising. 4-5 coaches

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

Follow the guidelines as we have followed the last 6 years.

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

Booster will cover the cost of each player. Players will only need money if they want extra treats or food.

12. State evaluation procedures.

3 days of tryouts then pick JV/V

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

NA

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Signature of Staff Member Responsible: Bay Shock

Date field trip request was submitted to Principal: 10-1-24

Principal/Administrator Signature and Date:

Approved:

Not Approved:

Assistant Superintendent Signature and Date:

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): Scott Waldo

School and Program: Woodbury High School Girls Hockey

Date of Requested Trip Friday, Nov. 1 - Saturday, Nov. 2, 2024

1. What group is taking this trip? JV and Varsity Girls Hockey Team

Estimated # of Students - 37 Adult Supervisors - 4 Coaches

2. Destination: Hermantown and Proctor, MN  
Date/Time of Departure: 11:30 AM on 11/1/24

Date/Time of Return: 7:30 PM on 11/2/24

3. State purpose and educational value of trip (attach information to form if needed).  
The purpose of the trip is to compete in 2 scrimmage dates for the girls hockey team.  
Team bonding and culture building activities will occur while on the trip.

4. Name the manner of travel and the carrier.  
Coach Bus Contracted through

5. State housing arrangements (must include name, address and phone number of hotel).  
Park Point Marina Inn  
1033 Minnesota Avenue  
Duluth, MN 55802

6. Describe parental involvement in planning – including who, what, where, when and how.  
The Booster club and Coach have coordinated the bus, hotel, meals and team building activities.  
Coaches - Scott Waldo, Dan Schabaker, Sarah Schneider and Duane Lindahl  
Booster Club President Alisha Huebsch and VP Andrea Bricko, Treasurer Sean Klett

7. List participants (reminder to have participants complete parent/guardian permission form).  
Describe the manner of selecting participants.

The participants will be the JV and Varsity team members plus 3 managers. The team names will be determined after tryouts.

Managers: Olivia Brink, Chloe Anderson and Kyla Rickert

- 8. Indicate who will be in charge of supervising the trip.  
Coaches - Scott Waldo, Dan Schabaker, Sarah Schneider and Duane Lindahl
- 9. State the safety precautions and procedures for emergencies while on the trip.  
All players will complete the permission form including emergency contact information.  
All players and parents will be given a trip agenda before the trip.
- 11. Give budget costs, how the trip will be funded and estimated cost per student.  
There will be no expenses for the school or district. It is estimated that it will be about \$200 per player and that is included in their booster club fee.
- 12. State evaluation procedures.  
Discus with Coaches, Booster Club, student athletes and AAD
- 13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

At this point special considerations are unknown until the team registers and we have that information. Once we have that information, we will make sure that we are in compliance with any special needs.

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Signature of Staff Member Responsible: [Signature]

Date field trip request was submitted to Principal: Joshi 9-19-24

Principal/Administrator Signature and Date: Gode Soebler Suh 9-19-24

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

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Assistant Superintendent Signature and Date: [Signature] 10/2/24

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):  
Drew Voegelé (952)393-5024

School and Program: PWER Nordic Ski (Park, Woodbury, East Ridge)

Date of Requested Trip: 12/20/24 - 12/22/24

1. What group is taking this trip? PWER Nordic

Estimated # of Students 45 Adult Supervisors 10

2. Destination: Flat Creek Lodge 10290 WI-27, Hayward, WI  
54843 (715) 634-4100

Date/Time of Departure: Thursday, 12/20 @ 6:00am

Date/Time of Return: Saturday, 12/22 @ 3:00pm

3. State purpose and educational value of trip (attach information to form if needed).  
Purpose is to provide skiers with access to challenging terrain and time on early snow, as well as create a bonding team experience. This trip allows us to do in depth training as well as video analysis of skier performance.

4. Name the manner of travel and the carrier.  
Coach bus, Northfield Lines

5. State housing arrangements (must include name, address and phone number of hotel).  
Flat Creek Lodge 10290 WI-27, Hayward, WI 54843 (715) 634-4100  
Skiers will room in same gender rooms with 1-3 other skiers.

6. Describe parental involvement in planning – including who, what, where, when and how.  
Booster members plan the logistics such as bussing, lodging, and food. Steve and Sarah Aldrich are our leading booster members in charge of planning – slaldrich@hotmail.com

7. List participants (reminder to have participants complete parent/guardian permission form).  
Nordic roster is as of yet incomplete, but we'll have names finalized by the first week in December.

8. Describe the manner of selecting participants.  
All skiers involved are invited to come.

9. Indicate who will be in charge of supervising the trip.  
Drew Voegele (Head Coach) and assistant coaches Jordan Ermer, Paul Henning, Erika Badger, Jim Reckinger, and Beau Buckeye. Several booster parents will be in attendance as well, including the Aldrich's mentioned above.

10. State the safety precautions and procedures for emergencies while on the trip.  
All coaches equipped with first aid supplies for on the trails. General safety will be ensured by close supervision at the hotel and on the bus.

11. Give budget costs, how trip will be funded and estimated cost per student.  
Estimated cost per student is \$115 dollars. Students who ask for assistance paying for the trip will receive that from the booster club budget. The whole trip is funded by the booster club.

12. State evaluation procedures.  
We evaluate the effectiveness of our trip afterward by discussing the trip as a committee and making improvements for future years. Coaches, parents, and skiers are involved in the discussion.

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

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Signature of Staff Member Responsible: Drew Voegele - 9/126/2024

Date field trip request was submitted to Principal: 9/26/24

Principal/Administrator Signature and Date: Jodi Seibel 10-1-24

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

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Assistant Superintendent Signature and Date: [Signature] 10/2/24

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): Justin Smith (507) 261-8840, Gary Diamond (651) 307-6289, Jason Jankowski (651) 354-6216, Uthman Rabiou (612) 483-3330, Austin Braun (651) 236-0874, and Rashad Kennedy (651) 529-5593

School and Program: Woodbury High School/Wrestling

Date of Requested Trip: January 1<sup>st</sup> -January 3<sup>rd</sup>, 2025

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

Estimated # of Students 30 Adult Supervisors 6

2. Destination: Fargo, ND (Fargodome)

Date/Time of Departure: January 1<sup>st</sup>/10:00am

Date/Time of Return: January 3<sup>rd</sup> /8:00pm

3. State purpose and educational value of trip (attach information to form if needed)  
Woodbury Wrestling seeks out the best competition for their student athletes and this tournament is one of the best in the Midwest, with representation from no less than 6 states and 50 teams. In addition to the wrestling, students will be exposed to many different experiences increasing their cultural understanding and tolerance in seeing a part of the world outside of the metro area. Additionally, the students will further comprehend how the bond they form with peers, in many experiences, can increase their unity as they attempt to reach team and individual goals.

4. Name the manner of travel and the carrier.  
School vans...all drivers will be SOWASHCO certified/trained

5. State proposed housing arrangements.  
Lodging will be paid for by Woodbury Wrestling Booster Club  
Expressway Suites of Fargo, ND  
4303 17<sup>th</sup> Ave S  
Fargo, ND, 58103  
877-239-4303



6. Describe parental involvement in planning – including who, what, where, when and how. There will be parents making the trip up to Fargo, but they are not involved in the planning beyond making sure their student has all suggested listed items packed for the trip.
7. List participants (reminder to have participants complete parent/guardian permission form). The 2024-2025 Woodbury Wrestling Roster...permission forms will be returned to coaching staff before departure.
8. Describe the manner of selecting participants. Those who are in good standing with their eligibility will be allowed to attend. If room/space becomes scarce, then there will be wrestle-offs (just as we decide line-ups for section tournament teams).
9. Indicate who will be in charge of supervising the trip.  
Justin Smith & Gary Diamond, with assistance from the coaching staff.
10. State the safety precautions and procedures for emergencies while on the trip.  
All van drivers will be SOWASHCO trained for trip emergencies.
11. Give budget costs, how trip will be funded and estimated cost per student. Students will not be charged money for lodging or tournament fee but will be responsible for their own meals/food. Students have been instructed to pack coolers and bring a small amount of money for onsite food if desired.
12. State evaluation procedures. Students will have set goals and expectations for themselves, and teammates, before they embark on this trip. There will be constant self-reflection, with help from the coaching staff, of those goals and expectations when representing their school, family, coaches, community, and themselves.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.  
N/A

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

*[Handwritten Signature]*

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

*9/16/24*

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

*[Handwritten Signature]*

Approved: 9/19/24

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

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

*[Handwritten Signature]*

*9/26/24*

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): Mason Fong

School and Program: Park High School & Youth In Government

Date of Requested Trip: January 9 – January 12, 2025

1. What group is taking this trip? Youth In Government

Estimated # of Students 9 Adult Supervisors 1

2. Destination: Hilton Minneapolis, MN & Minnesota State Capitol, St.Paul, MN

Date/Time of Departure: Thursday, 1/9/25 10AM

Date/Time of Return: Sunday, 1/12/25 4PM

3. State purpose and educational value of trip (attach information to form if needed).  
This is a conference that students will engage in hands on civic education. Students will write, read, and debate bills. Juniors and Seniors will be at the State Capitol in the chambers which actual law makers sit and vote. This experience, teaches independence, personal growth, public speaking, critical thinking, civics mindset, networking with students from around the state, and more.

4. Name the manner of travel and the carrier.  
School Van

5. State proposed housing arrangements.  
The YMCA of the North coordinates housing at the Hilton.

6. Describe parental involvement in planning – including who, what, where, when and how.  
Parents will be informed of the conference and details of the trip. They will have an opportunity to ask questions to Mason Fong Delegation Director.

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



- 8. Describe the manner of selecting participants.  
The students going are part of Park's Youth In Government club.
- 9. Indicate who will be in charge of supervising the trip.  
Mason Fong – Park High School Cultural Liaison
- 10. State the safety precautions and procedures for emergencies while on the trip.  
We will follow the guidelines of the YMCA as well as district policy if needed.
- 11. Give budget costs, how trip will be funded and estimated cost per student.  
Registration is \$559  
Students will need money for all meals \$150  
Estimated cost \$750 per student  
The YMCA does have need-based scholarships. Last year's group fundraised funds to attend
- 12. State evaluation procedures.  
The YMCA sends out a survey to evaluate students growth, satisfaction, and enjoyment. My experience in taking students, I personally see more self confidence in students upon completion as well as more willing to look beyond their personal communities.
- 13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.  
As of right now there are no concerns.

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Signature of Staff Member Responsible: Mason Fong

Date field trip request was submitted to Principal: 9/19/24

Principal/Administrator Signature and Date: [Signature] 9/23/24

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

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Assistant Superintendent Signature and Date: [Signature] 9-27-24

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): Andrew Voegele - (952) 393-5024

School and Program: Park High School / EF Educational Tours

Date of Requested Trip: Spring Break 2026 \_\_\_\_\_

1. What group is taking this trip? EF Educational Tours \_\_\_\_\_

Estimated # of Students 15-20 Adult Supervisors 3

2. Destination: Costa Rica

Date/Time of Departure: Beginning of Spring Break 2026 \_\_\_\_\_

Date/Time of Return: End of Spring Break 2026

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

The purpose of the trip is to introduce students to international travel and immerse them in a new culture. While Spanish language is a major component of the trip for those students who take a Spanish class or want to learn Spanish, the trip also focuses on Costa Rican / Latin American culture and ecological stewardship. The value of the trip is hard to quantify because it is so ample. Students will learn valuable cultural and social lessons, language, biology and environmentalism, how to travel, and much more.

4. Name the manner of travel and the carrier.

Manner of travel is by air to Costa Rica, carrier yet to be determined. Once in country, EF provides a tour bus which accompanies the tour group everywhere it goes.

5. State proposed housing arrangements.

Lodging is in hotels, with like-gendered students sharing rooms of 2-4 students. Hotel specifics are to be determined.

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

Parents are invited to attend informational and pre-departure meetings, and they are invited to come on the trip as paying participants. The itinerary planning and logistics is handled of by EF

7. List participants (reminder to have participants complete parent/guardian permission form).  
No participants yet as we have not opened registration yet.

8. Describe the manner of selecting participants.  
Any Park student is welcome to enroll. Non-Park students will be welcome on the trip as well, though we will not be advertising the trip directly to other schools.

9. Indicate who will be in charge of supervising the trip.  
Andrew Voegele [avoegele@sowashco.org](mailto:avoegele@sowashco.org) / ex. 5779 / (952) 393-5024

10. State the safety precautions and procedures for emergencies while on the trip.  
We will be adhering strictly to EF's safety procedures ([see here](#))(For a comprehensive accounting of EF safety procedures see: <https://www.eftours.com/help-center/safety>)

11. Give budget costs, how trip will be funded and estimated cost per student.  
Cost of the trip for students is \$3,900 and \$4,900 for adults, paid for by the families. The Park World Language department sells Butter Braids annually as a fundraiser to help students pay for travel. Other fundraising options are possible depending on the desires of the group.

12. State evaluation procedures.  
Our trips are assessed with EF during and after our tour through the EF Tour evaluation tool. This is a comprehensive review of what went well on the tour and what could be improved for future tours.

13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.  
See safety procedures – all appropriate accommodations and precautions will be made for any student who requires.  
<https://www.eftours.com/help-center/safety>

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Signature of Staff Member Responsible: *Andrew Voegele* 10/19/24

Date field trip request was submitted to Principal: 10/19/24\_\_\_\_\_

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

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

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Assistant Superintendent Signature and Date: *[Signature]* 9/23/24

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): Stacy Paleen 651-283-5932

School and Program: Park High School – World Language Department – EF Tours

Date of Requested Trip: approximately June 17-June 28, 2026

1. What group is taking this trip? Students and Parents from Park High School

Estimated # of Students 35 Adult Supervisors 5

2. Destination: Zurich, Switzerland, Cinque Terre, Italy, Nice, France, Avignon, France, Barcelona, Spain

Date/Time of Departure: June TBD, 2026

Date/Time of Return: June TBD, 2026

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

To give students an opportunity to:

- Expand their knowledge of the world around them
- Discover more about themselves
- Grow more confident and independent
- Come to understand more about new people, places, and cultures

4. Name the manner of travel and the carrier.

We will fly using a major airline carrier. We will travel by coach bus while in Europe.

5. State proposed housing arrangements.

EF Tours is organizing hotels in each region that we visit (Lucerne, Switzerland, Cinque Terre, Italy, Nice, France, Provence, France, Barcelona, Spain).

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

Parents attend all informational and pre departure meetings (one in September 2024, one in February 2026 and one in May 2026)

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

List to be provided upon enrollment to the trip..

8. Describe the manner of selecting participants.

Open to all high school students in ISD 833.



9. Indicate who will be in charge of supervising the trip.  
Stacy Paleen – French Teacher at Park High School
  
10. State the safety precautions and procedures for emergencies while on the trip.  
EF Tours has extensive safety precautions in place. We follow them. We also have a full-time tour director with us at all times.
  
11. Give budget costs, how trip will be funded and estimated cost per student.  
Students paid ALL of their costs. There are no costs that will be covered by the district.
  
12. State evaluation procedures.  
We will make sure all students return safely to the US.
  
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.  
We are following ALL protocols set forth by EF Tours.

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Signature of Staff Member Responsible: Stacy Paleen

Date field trip request was submitted to Principal: September 23, 2024

Principal/Administrator Signature and Date: *Todd Herber*

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

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Assistant Superintendent Signature and Date: *Linda S. [Signature]* 9-24-24

Approved: ✓ Not Approved: \_\_\_\_\_

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

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