SOUTH WASHINGTON COUNTY SCHOOLS
SCHOOL BOARD
7362 East Point Douglas Rd S.
Cottage Grove, MN 55016

ADMINISTRATIVE REPORT

DATE:	December 12, 2024
TOPIC:	6.7 – Extended Field Trips
PRESENTER:	Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer
REFERENCE TO POLICY/STATUTE:	610

A. **PURPOSE OF REPORT**

- December 28, 2024 –Park High School Wrestling Team
  - 40 students and 6 adult supervisors will travel to Eau Claire, WI.
  - Travel – 833 school bus
  - Students will stay at the Best Western Conference Center Eau Claire
  - Tournament
  - Supervisor, Jim LaBrosse

- February 26- March 1, 2025 – Woodbury High School Robotics Team
  - 30 students and 11 adult supervisors will travel to Duluth, MN.
  - Travel – 833 vans and parent transport
  - Students will stay at the Park Point Marina Inn, Duluth
  - Tournament
  - Supervisor, Amanda Davis

- February 28 – March 2, 2025 – Park High School Data Bits Robotics Team
  - 30 students and 12 adult supervisors will travel to Duluth, MN.
  - Travel – MN. Coaches bus lines
  - Students will stay at the Radisson Hotel Duluth Harborview
  - Tournament
  - Supervisor, Dean Hoyt

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): Jim LaBrosse 612-310-2684

School and Program: Park High Wrestling

Date of Requested Trip: 12/28/24

1. What group is taking this trip? Park Wrestling Team

   Estimated # of Students 40 Adult Supervisors 6

2. Destination: Eau Claire, WI

   Date/Time of Departure: 6:30 AM 12/28/24

   Date/Time of Return: 9:00 AM 12/29/24

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

   Team Bonding. Team Tournament

4. Name the manner of travel and the carrier.

   Bus - District

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

   Best Western Conference Center
   Eau Claire, WI

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

   NA

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

   Varsity Boys JV Boys Varsity/JV Girls
   Managers

8. Describe the manner of selecting participants.

All go

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

Jim LaBrosse, Ryan Duffy

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

Emergency Cards on File

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

Booster

12. State evaluation procedures.

NA. All go Team Tournament
JV - Individual

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

NA

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Signature of Staff Member Responsible: J. LaBrosse

Date field trip request was submitted to Principal: 11/26

Principal/Administrator Signature and Date: 11/27

Approved: _____ Not Approved: _____

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Assistant Superintendent Signature and Date: 12/3/04

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): Amanda Davis (Cell) 913:991-6604

School and Program: Woodbury High School Robotics Team

Date of Requested Trip February 26 - March 1, 2025

1. What group is taking this trip? WHS robotics team

   Estimated # of Students - 30 Adult Supervisors - 11

2. Destination: Duluth Amsoil Arena
   Date/Time of Departure: 2/26/25 1:00pm

   Date/Time of Return: 3/1/25 9:00pm

3. State purpose and educational value of trip (attach information to form if needed). Regional robotics competition. Demontrait and test the robot the team built.

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

5. State housing arrangements (must include name, address and phone number of hotel).
   Park Point Marina Inn
   1033 Minnesota Ave
   Duluth, MN 55802
   Phone: (218) 491-7111

6. Describe parental involvement in planning – including who, what, where, when and how. Heather Capistrant - parent and James Henning - parent - will be helping organize meals and ensuring all students have transportation.

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

CARMEN ANDRUET
AMAAR ASGHAR
WESLEY BEDNAREK
JOSEPH CAPISTRANT
GARRETT CARLSON
LUCAS CAVALLO
JAKE CESARZ
OWENCONLIN
LOGAN CURTIS
KEVIN JONATTHEN DAVID
JACOB ERICKSON
CLIFTON FLOYD
JOCELYN GARZA
SAMUEL HENNING
MEGAN HOWLAND
AUTUMN HUSTINGS
KAI IVERSON
KAILER KJAERSGAARD
SPENCER LA CASSE
CORRINA MATTISON
KOUSHIK NAMASIVAYAM SUGANTHI
JEYI PARK
DOUGLAS PEREZ
LIAM PETERS
JAMES POPE
AUGUST ROMAIN
ARJUN RAJAVEL SENTHILVEL
MORGAN SINKS
ISAIAH SPIES
JACK SWETZ
AKALIA VUONG
SOPHIA WHITNEY
HUNTER WILKENS
GRACE WINTER
ADRIAN YANG
MAX DUTHIE

Describe the manner of selecting participants. - registered team members

8. Indicate who will be in charge of supervising the trip. Amanda Davis

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

All students will stay with the team at all times. We will have emergency contacts for all students. There will be emergency meeting locations arranged if there is some type of emergency in the hotel or the arena.

11. Give budget costs, how the trip will be funded and estimated cost per student. Families will pay for students. Cost will be approximately $300 and include transportation, food and housing. The team will pay for the tournament registration fee. ($6000).
Students who need assistance will receive full or partial scholarships.

12. State evaluation procedures.

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

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Signature of Staff Member Responsible: _____

Date field trip request was submitted to Principal: _____ 11/3/24

Principal/Administrator Signature and Date: _____ 11/15/24

Approved: X Not Approved: _____

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Assistant Superintendent Signature and Date: _____ 11/19/24

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): Dean Hoyt 651-675-8819

School and Program: Park High School – Data Bits Robotics Team

Date of Requested Trip: 2/28/2025-3/2/2025

1. What group is taking this trip? Robotics Team

   Estimated # of Students 30 Adult Supervisors 12

2. Destination: Duluth MN

   Date/Time of Departure: 2/26/2025 4:00pm

   Date/Time of Return: 3/1/2025 10:00pm

3. State purpose and educational value of trip (attach information to form if needed).
Robotics tournament for the team. 1st of 2 for season.

4. Name the manner of travel and the carrier.
Coach bus - Minnesota Coaches

5. State housing arrangements (must include name, address and phone number of hotel).
Radisson Hotel Duluth - Harborview
505 West Superior St, Duluth, MN, Zip 55802, U.S.A.
Hotel:D: +1 (218) 727-1490 | P: +1 (218) 481-1185

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

None

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

8. Describe the manner of selecting participants.

Any team member that desires to go and is passing all classes.

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

Robotic team lead mentors Dean Hoyt and Chris Braun

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

Using commercial transport for people. Phone and emails of all parents are on file.

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

Hotel $150 per student for 3 nights with 4 students per room. Bus $150 per student with that reduced to $0 using grants and donations. Tournament entry fee was covered by team fundraising. Food is the students responsibility. Mentors pay their own way.

12. State evaluation procedures.

None

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

None

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Signature of Staff Member Responsible: D. Hoyt

Date field trip request was submitted to Principal: 12/2/2024

Principal/Administrator Signature and Date: [signature] 12/3

Approved: _____ Not Approved: _____

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Assistant Superintendent Signature and Date: [signature] 12/3/24

Approved: ✓ Not Approved: _____

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School Board Review Date: _____

Approved: _____ Not Approved: _____