

ADMINISTRATIVE REPORT

DATE: February 20, 2025
TOPIC: 6.9 – Extended Field Trips
PRESENTER: Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer
REFERENCE TO POLICY/STATUTE: 610

A. PURPOSE OF REPORT

- March 2-4, 2025 – Woodbury High School DECA (Distributive Education Clubs of America)
 - 5 students and 1 adult supervisors will travel to Minneapolis, MN.
 - Travel – Parent transport
 - Students will stay at the Hyatt Regency Hotel, Minneapolis
 - State Competition
 - Supervisor, Greg Waugh
- March 19-23, 2025 – East Ridge High School Robotics Club
 - 20 students and 15 adult supervisors will travel to Tulsa, OK.
 - Travel – Van rental and parent transport
 - Students will stay at the Courtyard Tulsa Central, Tulsa
 - Competition
 - Supervisor, Brian Howard & Pete Fox
- April 3-5, 2025 – East Ridge High School Girls Golf
 - 16 students and 5 adult supervisors will travel to Kansas City, KS.
 - Travel – School vans and parent transport
 - Students will stay at the Towne Place Suites, Liberty, MO.
 - Pre-season golf
 - Supervisor, Kathy Madden



- April 24-27, 2025 – Park High School Wolf Riders Step Team
 - 16 students and 4 adult supervisors will travel to Chesterfield, MO.
 - Travel – District vans
 - Hotel to be determined
 - Competition
 - Supervisor, Mason Fong
- May 9-10, 2025 – Woodbury High School Boys Golf Team
 - 6 students and 1 adult supervisor will travel to Detroit Lakes, MN.
 - Travel – District vans
 - Students will stay at the Holiday Inn Express, Detroit Lakes
 - Tournament
 - Supervisor, Shawn Mahady

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): Greg Waugh 651-233-7535

School and Program: DECA – Distributive Education Clubs of America – Woodbury HS

Date of Requested Trip: March 2-4

1. What group is taking this trip? DECA

Estimated # of Students 5 Adult Supervisors 1

2. Destination: Hyatt Regency - Minneapolis

Date/Time of Departure: March 2, 2025 – 12 PM - Sunday

Date/Time of Return: March 4, 2025 – 3 PM - Monday

3. State purpose and educational value of trip (attach information to form if needed).
DECA State Competiton – At the state meet they will be competing in their events against other students from other schools around the state. Students that advance through the state can advance to Nationals. Seminars and events offered for the students at the state competition. Events start at 8 AM and go till 3 PM. With evening events scheduled for the student by DECA.

4. Name the manner of travel and the carrier.
Each student will be responsible for getting to and leaving the state event in Minneapolis. Greg will ensure that the 4 students are picked up by their parents.

5. State housing arrangements (must include name, address and phone number of hotel).
DECA will reserve rooms in 2 hotels. It is uncertain which hotel we will be in yet.
Option 1 Hyatt Regency Minneapolis 1300 Nicollet Mall, Minneapolis 55401 612-370-1234
Option 2 Minneapolis Marriott City Center 30 S. 7th Street, Minneapolis, MN 55402
There are 5 students participating. 3 males attending and 2 females. The females are staying in the same room. 2 of the 3 males are staying in a hotel and each will have their own room.

6. Describe parental involvement in planning – including who, what, where, when and how.
There is limited parental involvement in this event with the exception of approval and payment.

Parents have been informed of the state competition and provided the daily schedule. They are informed of when to drop off and pick up.

7. List participants (reminder to have participants complete parent/guardian permission form).
Adrian Azcona 11th
Doluk Gavvagi 12th
Chole Keller 12th
Joanna Li 10th
Aadithya Vasudevan 9th
8. Describe the manner of selecting participants.
The Students advanced to the state meet from the regional competition held on January 10th in St. Paul
9. Indicate who will be in charge of supervising the trip.
DECA Advisor – Greg Waugh
10. State the safety precautions and procedures for emergencies while on the trip.
Greg Waugh will be communicating with Parents regarding rules for the trip. Including expectations for any downtime, bed time and wake up. Students who do not comply with expectations will have parents called to come pick up. The students are busy most of the day with their stated activities.
11. Give budget costs, how trip will be funded and estimated cost per student.
The four students saying are paying for their hotel, state registration (\$85) and hotel costs (\$450-270) and meals (\$100). The range of payment is \$625 to \$455 depending upon rooming situation. The Advisors Hotel and sub costs will be covered by Gift Money from the Activities Office.
12. State evaluation procedures.
Students will be the state meet and there are judges that will evaluate the event.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
Greg Waugh is stating expectations for students and parents to participate and staying in downtown Minneapolis.

Signature of Staff Member Responsible: _____

Date field trip request was submitted to Principal: _____

Principal/Administrator Signature and Date: Jodi Lubin Lub 2-3-25

Approved: X

Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 2/5/25

Approved: ✓

Not Approved: _____

School Board Review Date: _____

Approved: _____

Not Approved: _____



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Brian Howard (head mentor) 651-341-501

Staff Member(s) Responsible (Name and phone): Pete Fox (Booster club Pres.) 314-307-7706

School and Program: East Ridge High School / East Ridge Robotics Club

Date of Requested Trip: 3/19/25 - 3/23/25

1. What group is taking this trip? East Ridge Robotics Club

Estimated # of Students 20+ Adult Supervisors 15+ (includes parents going with their students)

2. Destination: Tulsa, Oklahoma

Date/Time of Departure: 3/19/25 early morning - unsure yet

Date/Time of Return: 3/23/25 evening - unsure yet

3. State purpose and educational value of trip (attach information to form if needed).
Robotics competition in Tulsa, Oklahoma

4. Name the manner of travel and the carrier.
Parents are driving their car. For students who need a ride, we are renting one or more 12 pass. vans

5. State housing arrangements (must include name, address and phone number of hotel).
Courtyard Tulsa Central
South 79th East Ave. 918-660-0646
Tulsa, OK 74145

6. Describe parental involvement in planning - including who, what, where, when and how.
Lindsey Thompson, Pete Fox are planning and booking the hotel and van transportation plans

7. List participants (reminder to have participants complete parent/guardian permission form).
We do not have a complete list of students going yet.

8. -It will be the majority of the East Ridge Robotics Club

Describe the manner of selecting participants.

- All student club members are invited to attend

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

Brian Howard, Lindrey Thompson and Pete Fox
are in charge of supervising the trip

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

We will have adult chaperones for the students who
do not have a present parent. Chaperones will keep a curfew
and bed check of students.

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

The trip is covered by personal finances of each
student

12. State evaluation procedures.

N.A.

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

- We do not have any special needs students or
special needs concerns.

Signature of Staff Member Responsible: Pete Fox

Date field trip request was submitted to Principal: 1/24/25

Principal/Administrator Signature and Date: Sara Placinta 1/24/25

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 1/27/25

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): Kathy Madden

School and Program: East Ridge High School Girls Golf

Date of Requested Trip: Thursday April 3 - 5

1. What group is taking this trip? Girls Varsity/JV Golf

Estimated # of Students 16 Adult Supervisors 5

2. Destination: Kansas City, Kansas

Date/Time of Departure: 4/3 7 a.m.

Date/Time of Return: 4/5 8 p.m.

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

4. Name the manner of travel and the carrier.
School Van and parent vehicles (will be taking their daughters)

5. State housing arrangements (must include name, address and phone number of hotel).
Towne Place Suites
130 South Stewart Road
Liberty, Mo USA 1-816-415-9200

6. Describe parental involvement in planning – including who, what, where, when and how.
Parents and Head Coach are making the arrangements.

7. List participants (reminder to have participants complete parent/guardian permission form).
Aliyah Kleven, Anne Benjamin, Audrey Bakst, Avery Thole, Clara Hughes, Ella Anderson, Ella Whinnery, Ingrid Lyle, Jessica Boualouang, Katrien Van Heyst, Kayla Latta, Kyla Ibrahim, Quinn Van Heyst, Soobin Yun, Sydney Lovick, Ella Bodin
8. Describe the manner of selecting participants.
Varsity and JV players from the 2024 and seniors
9. Indicate who will be in charge of supervising the trip.
Kathy Madden Head Coach
10. State the safety precautions and procedures for emergencies while on the trip.
Complete coach supervision
11. Give budget costs, how trip will be funded and estimated cost per student.
Girls Booster Club and individual players and chaperones will be funding the trip.
12. State evaluation procedures.
The Varsity and JV players from the 2024 season and this years seniors
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

Signature of Staff Member Responsible: Kathy Madden

Date field trip request was submitted to Principal: 1/9/2025

Principal/Administrator Signature and Date:

[Signature] 1/9/2025

Approved: X

Not Approved: _____

Assistant Superintendent Signature and Date: *[Signature]* 1/13/25

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): Mason Fong 651.425.3731 or 414.732.6864

School and Program: Park High School and Community Inclusion Center

Date of Requested Trip: Thursday, April 24, 2025 – Sunday, April 27, 2025

1. What group is taking this trip? Park Wolfriders Step Team

Estimated # of Students 16 Adult Supervisors 4

2. Destination: 369 N Mill Rd. Chesterfield, MO 63017

Date/Time of Departure: Thursday, April 24, 2025

Date/Time of Return: Sunday, April 27, 2025

3. State purpose and educational value of trip (attach information to form if needed).
The Park Wolfriders Step Team is a program that has been part of Park High School for over 10 years. The group has performed all over the Twin Cities Metro. There have only been a few opportunities to compete in Step competitions because of the lack of such programs in Minnesota. This year's team has been practicing since September, three times a week to only perform for events such as Park sporting events, invited to non-Sowashco Black History Month Events, Cottage Grove City Hall, and Sowashco Black History Month Event. This year's Seniors class have never been able to compete in their four years in this program. This opportunity will give the whole team an experience to compete, travel to a different state, and meet others that have a passion for Step.

4. Name the manner of travel and the carrier.
District School Vans by certified drivers.

5. State proposed housing arrangements.
We will be staying at a hotel near the school.

6. Describe parental involvement in planning – including who, what, where, when and how.
Currently, we are just requesting parental/guardian permission to attend this competition.

7. List participants (reminder to have participants complete parent/guardian permission form).
Currently, the Step Team has about 20 members and this opportunity only allows 16 members to go. There are two factors that will contribute to the final list; parental/guardian approval and a final competition cut down to 16 students. We will have the official list within the next week.
8. Describe the manner of selecting participants.
There are two factors that will contribute to the final list; parental/guardian approval and a final competition cut down to 17 students. We will have the official list by April.
9. Indicate who will be in charge of supervising the trip.
Mason Fong – Park High School Multicultural Specialist
Sean Burns – Wolfriders Step Coach (Contracted with school district)
Two other chaperones whom at least one will be a female.
10. State the safety precautions and procedures for emergencies while on the trip.
While traveling the safety precautions will follow the guidelines that are stated in transporting students and school and district policy on attending extended school sponsored field trips.
11. Give budget costs, how trip will be funded and estimated cost per student.
Total \$4500
\$3000 for hotel rooms
\$1000 for gas
\$500 entrant fees, parking, etc.
Students will be on their own for food estimated \$50 per student
12. State evaluation procedures.
Students will be asked to reflect on their time in the program and about the experience of competing. This could be a great way to evaluate if future trips should be considered.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
N/A
14. SPECIAL NOTE
Please consider allowing our students to attend this competition as they have worked very hard and this is an opportunity to show off their hard work and talent.

Signature of Staff Member Responsible: Mason Fong

Date field trip request was submitted to Principal: 1/27/25

Principal/Administrator Signature and Date: Todd Schuler 1/27/25

Approved: X *TSK*

Not Approved: _____

Assistant Superintendent Signature and Date: *NSL* 1-29-25

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

School and Program: Woodbury High School Boys Golf

Date of Requested Trip: Depart: May 9 Return: May 10

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

Estimated # of Students - Six Adult Supervisors - One

2. Destination:

Date/Time of Departure: May 9 - 6:00 am

Date/Time of Return: May 10 - 6:00 pm

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

Participation in the Northwest Classic Invitational hosted by Detroit Lakes High School.
Team building, learning to respect the game of golf and your opponents.

4. Name the manner of travel and the carrier.

District 833 Van - driven by Head Coach Shawn Mahady

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

Holiday Inn Express - 1155 Hwy 10 East - Detroit Lakes, MN 56501

218-847-2121

Two boys will share a room. The 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). Describe the manner of selecting participants.

Boys Varsity Golf Team - participants determined after qualifying score in April and May.

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

Head Coach - Shawn Mahady

9. 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 in March of 2024 and will also be updated in March 2025.

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 \$250 with virtual 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: 1-15-25

Principal/Administrator Signature and Date: Jodi Lobley 1-29-25

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: Kristen 2/5/25

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____