

ADMINISTRATIVE REPORT

DATE: March 27, 2025
TOPIC: 6.10 – Extended Field Trips
PRESENTER: Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer
REFERENCE TO POLICY/STATUTE: 610

A. PURPOSE OF REPORT

- April 3-5, 2025 – East Ridge High School Girls Golf Team
 - 16 students and 5 adult supervisors will travel to Kansas City, Kansas.
 - Travel – Parent transport and district school vans
 - Students will stay at the Towne Place Suites, Liberty, MO.
 - Pre-season golf tournament
 - Supervisor, Kathy Madden
- April 4-5, 2025 – Woodbury High School Boys Varsity and JV Lacrosse Team
 - 50 students and 6 adult supervisors will travel to Milwaukee, WI.
 - Travel – Northfield Bus Lines
 - Students will stay at the Holiday Inn Express, Delafield, WI.
 - Pre-season games
 - Supervisor, Jason Worwa
- April 8-9, 2025 – East Ridge High School Boys Golf Team
 - 6 students and 1 adult supervisors will travel to Detroit Lakes, MN.
 - Travel – District school vans
 - Students will stay at a VRBO in Detroit Lakes
 - Tournament
 - Supervisor, Bret Brookins



- April 11-12, 2025 – Woodbury High School Girls Golf Team
 - 8-12 students and 1 adult supervisors will travel to Hudson, WI.
 - Travel – Parent or student transport
 - Students will stay at the Holiday Inn Express, Hudson, WI.
 - Competition
 - Supervisor, Karen Weiss
- May 9-10, 2025 – Park High School Girls Lacrosse Team
 - 40 students and 3 adult supervisors will travel to Eau Claire, WI.
 - Travel – Minnesota Coaches Hastings
 - Students will stay at the Metropolis Resort and Convention Center
 - Prepare for section playoffs
 - Supervisor, Scott Leonard

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): Kathy Madden

School and Program: East Ridge High School Girls Golf

Date of Requested Trip: Thursday April 3 – 5, 2025

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 2/17/25

Principal/Administrator Signature and Date: 

Approved:  Not Approved: _____

Assistant Superintendent Signature and Date:

 2-18-25

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): **Jason Worwa (612-469-6980)**

School and Program: **WHS Boys Lacrosse**

Date of Requested Trip: **4/4/2025 through 4/5/2025**

1. What group is taking this trip? **WHS Boys Varsity & JV Lacrosse**

Estimated # of Students **50** Adult Supervisors **6**

2. Destination: **Milwaukee Area (Waukesha HS & Marquette University)**

Date/Time of Departure: **4/4/2025 5:00pm**

Date/Time of Return: **4/5/2025 9:00pm**

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

Value of the trip is to increase team bonding in both programs (JV & Varsity), as well as build a culture surrounding both teams and have more integrated program activities and events within the lacrosse community for Woodbury High School.

4. Name the manner of travel and the carrier.

A coach bus rented through Northfield Bus Lines or equivalent

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

Hotel accommodations. Two players per room. Coaches will be sharing rooms together as well.

**Holiday Inn Express
3030 Golf Road
Delafield, WI 53018
Phone: 242-646-7077**

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

Boys Lacrosse Booster Club – Jennifer Henry decided location with input from Jason and other booster club board members, hotel, food, transportation, at booster meetings throughout December and January.

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

Boys Lacrosse Program (both JV and varsity teams) (rosters on MN Lax Hub and WHS Lacrosse pages. Roster specifics are not known at this time.

8. Describe the manner of selecting participants.

All program participants will have the opportunity to go.

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

Jason Worwa – Boys Head Varsity Lacrosse Coach

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

Player attendance will be taken before we leave a site (i.e. food stop, bathroom rest stop break, leaving hotel, scrimmage sites, etc.) to ensure all players are accounted for prior to leaving the area. Players will also need to provide a message to their head coach at lights out to notify coaches of 1) players not in their assigned room, 2) unaccounted for players so adults can take necessary steps to locate any missing/out of place players.

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

Trip will be funded through the booster club. Estimated cost per student will be \$100.

12. State evaluation procedures.

Players will be evaluated at tryouts and those who make either JV or Varsity will be able to come on the trip with the program.

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

None available at this time but we will be asking parents/guardians of any special concerns or needs for their student athletes and have those documented prior to departing.

Signature of Staff Member Responsible: 

Date field trip request was submitted to Principal: 1/10/25

Principal/Administrator Signature and Date: Jodi Forbush Lu 2-17-25

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: Kristen Lu 2-18-25

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): Bret Brookins

School and Program: East Ridge HS – Boys Golf Team

Date of Requested Trip: April 8th or 9th -10

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

Estimated # of Students 6 Adult Supervisors 1

2. Destination: Detroit Lakes MN

Date/Time of Departure: 5:30 pm on the 8th or 730am on the 9th

Date/Time of Return: 6:55 pm

3. State purpose and educational value of trip (attach information to form if needed).
This trip is to take the top golf players from the season to a tournament in Detroit Lakes MN. We will play vs other teams from different parts of the region.

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

5. State housing arrangements (must include name, address and phone number of hotel).
We will be staying in a VRBO in Detroit Lakes

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

Booster club is helping: VP is in charge of helping with finding locations to stay. Treasurer is in charge of collecting money.

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

Luke Ehmke
Nathan Relien
Boden Methven
Adam Johnson
Aidan Galvin
Brady Reed

Bret Brookins

8. Describe the manner of selecting participants.
These are the top 6 players on the team
9. Indicate who will be in charge of supervising the trip.
Bret Brookins or other assistant coach
10. State the safety precautions and procedures for emergencies while on the trip.

I will have all golfers medical card copies along with parents phone numbers
11. Give budget costs, how trip will be funded and estimated cost per student.
The cost for each member of the team is around \$25 per night for the Vrbo and any extra items they want.
12. State evaluation procedures.

Each player will be picked based on their scoring averages
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable

Signature of Staff Member Responsible: Bret Brookins

Date field trip request was submitted to Principal: 2/21/25

Principal/Administrator Signature and Date: Lara Pledch 2/26/25

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: Kirk S. 2/28/25

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): Karen Weiss - 612-207-9771

School and Program: Woodbury High School Girls Golf

Date of Requested Trip April 11 and 12

1. What group is taking this trip? WHS Girls Golf _____

Estimated # of Students - 8-12 depending on tryouts Adult Supervisors - Head Coach Karen Weiss

2. Destination: Hudson, WI
Date/Time of Departure: Friday, April 11 2 PM _____

Date/Time of Return: Saturday, April 12 2 PM

3. State purpose and educational value of trip (attach information to form if needed).
In the past the team, would have an out of town trip, but this year are not able to due to scheduling. They still want the opportunity for team building, camaraderie and competition, but are staying closer to home to achieve this.

4. Name the manner of travel and the carrier.
Team members will meet at the Hudson Golf Course either drive there themselves or have a parent bring them.

5. State housing arrangements (must include name, address and phone number of hotel).
Holiday Inn Express - 181 Carmichael Road, Hudson, WI 54016 715-245-4040

6. Describe parental involvement in planning – including who, what, where, when and how.
The Head Coach is planning the trip with the captains. Booster Club leaders will have involvement for activities and dinner when not golf.

7. List participants (reminder to have participants complete parent/guardian permission form).
Describe the manner of selecting participants.
The names will be determined after tryouts.

Likely: Natalie Kohnen, Maddie Fee, Lucy Edhlund, Lily Winge, other spots will be determined after tryouts

8. Indicate who will be in charge of supervising the trip.
Head Coach Karen Weiss

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

Karen will have the field trip forms with emergency contact information. The team members will be shared expectations prior to leaving for the trip. They in close proximity to all homes if someone needs to come back.

11. Give budget costs, how the trip will be funded and estimated cost per student.
Students will self fund the trip of \$200.

12. State evaluation procedures.
The golfing event and team building will be evaluated during the weekend and effectiveness afterward.

13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
No concerns

Signature of Staff Member Responsible: Karen Weiss

Date field trip request was submitted to Principal: 2/25/25

Principal/Administrator Signature and Date: Jodi Locken Sub 2-27-25

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: Lily Winge 3/3/05

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 Leonard 651-270-7769

School and Program: Park Girls Lacrosse

Date of Requested Trip: May 9th-10th

1. What group is taking this trip? Girls lacrosse jv and varsity

Estimated # of Students 40 Adult Supervisors 3

2. Destination: Metropolis Hotel

Date/Time of Departure: May 9th at 2:30 pm

Date/Time of Return: May 10th at 12:30 pm

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

We will be traveling to Metropolis for our annual team bonding trip. We will have activities that will help bring our team closer together as we prepare for section playoffs.

4. Name the manner of travel and the carrier. We will take a charter bus from Minnesota Coaches based out of Hastings.

5. State housing arrangements (must include name, address and phone number of hotel).
Metropolis Resort and Convention Center
5150 Fairview Drive
Eau Claire, WI 54701

6. Describe parental involvement in planning – including who, what, where, when and how.
Park Girls Lacrosse Booster Club, will be setting up the bus, hotel, dinner on Friday, and breakfast Saturday morning. They will also be paying for all of the above items.

7. List participants (reminder to have participants complete parent/guardian permission form).
Varsity and jv members of the girls lacrosse team.

8. Describe the manner of selecting participants.
Players tryout for the girls lacrosse team April 1st-3rd, players are then placed onto 1 of 3 teams(b-squad, jv or varsity).
9. Indicate who will be in charge of supervising the trip.
Scott Leonard, Paul McMorro and Bailey Aasen will be supervising the trip, they are the jv and varsity coaching staff.
10. State the safety precautions and procedures for emergencies while on the trip.
Each player will fill out emergency information at the start of the season. It includes insurance, doctor, allergy, hospital and contact information. This information is shared with all coaches. There will be an athletic trainer present at the games.
11. Give budget costs, how trip will be funded and estimated cost per student.
Bus \$2,200, hotel \$1,700, and food \$200. The booster club will be paying these costs using funds raised working a basketball tournament. The cost is around \$100 per player.
12. State evaluation procedures.
The trips success will be based on how well our team works together as a unit for the remainder of our season.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
The boosters find out from our players if there are any special meals that need to be purchased based on dietary restrictions.

Signature of Staff Member Responsible: [Signature]

Date field trip request was submitted to Principal: 2/25

Principal/Administrator Signature and Date: [Signature] 2/25

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 2/27/25

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____