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

ADMINISTRATIVE REPORT

DATE:	July 17, 2025
TOPIC:	5.14 – Extended Field Trips
PRESENTER:	Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer
REFERENCE TO POLICY/STATUTE:	610

A. PURPOSE OF REPORT

- August 21-22, 2025 – Woodbury High School Girls Soccer
  - 40 students and 3 adult supervisors will travel to Duluth, MN.
  - Travel –Richfield bus Lines
  - Students will stay at the Comfort Inn West Duluth
  - Non-conference tournament
  - Supervisor, Pat Malicki

- November 25-December 2, 2026 – South Washington County Marching Band
  - 90-100 students and 20-25 adult supervisors will travel to Oahu, Hawaii
  - Travel –Gateway Music Festivals & Tours
  - Students will stay at the Hilton Hawaiian Village
  - Students will be performing in the 2026 Waikiki Holiday Parade
  - Supervisor, Brent Comeau, Scott Fairweather & Tom Strom

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): Pat Malicki 651- 425 - 5486

School and Program: WHS Girl's Soccer

Date of Requested Trip: Thursday August 21st, 2025, and Friday August 22nd, 2025

1. What group is taking this trip? WHS Girl's Soccer

Estimated # of Students 40 Adult Supervisors 3

2. Destination: Duluth, MN

Date/Time of Departure: 8/21/25 at 9:00 AM

Date/Time of Return: 8/22/25 at 7:00 pm

3. State purpose and educational value of trip (attach information to form if needed).
   - Team building
   - Play two non-conference teams for both the Varsity and JV teams

4. Name the manner of travel and the carrier.
   - Rent a coach bus (Richfield Bus Company)

5. State proposed housing arrangements:
   - Stay at a hotel in the Duluth area:
     Comfort Inn West
     3900 W Superior St
     Duluth MN 55807
     218-628-1464

6. Describe parental involvement in planning – including who, what, where, when and how.
   - WHS Girls' Soccer Booster Club will be planning the bus rental, fundraising, and hotel arrangements.
   - Aleisha Lee Booster Club President
   - Parent chaperones

7. List participants (reminder to have participants complete parent/guardian permission form).
   - Any WHS student that makes the girls' Varsity or JV soccer teams

8. Describe the manner of selecting participants.
   - All players who earn a position on either the Varsity or JV soccer teams during tryout starting on 8/11/25

9. Indicate who will be in charge of supervising the trip.
   - Pat Malicki, Kylie Moore, WHS Girls Booster Club, and parent chaperones

10. State the safety precautions and procedures for emergencies while on the trip.
   - All players will fill out the permission form including emergency contact information.
   - All players as well as parents will be given a trip agenda before the trip

11. Give budget costs, how trip will be funded and estimated cost per student.
   - Approximately $180.00/ student.
   - Booster Club will help pay for the cost of the trip through fundraising.
   - Scholarships are available. (Through Booster club fundraisers)

12. State evaluation procedures.
   - Discussions with Girls Soccer booster club, student athletes, coaches, and Athletic Director

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

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Signature of Staff Member Responsible: Pat Malicki

Date field trip request was submitted to Principal: 6/25/25

Principal/Administrator Signature and Date: [signature] 6/25/25

Approved: X Not Approved: _____

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Assistant Superintendent Signature and Date: [signature] 6-26-25

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): Brent Comeau, Scott Fairweather, Tom Storm

School and Program: South Washington County Marching Band

Date of Requested Trip: November 25 - December 2, 2026

1. What group is taking this trip? SoWashCo Marching Band

   Estimated # of Students 90-100 Adult Supervisors 20-25

2. Destination: Oahu, Hawaii

   Date/Time of Departure: 11/25/26 about 6am

   Date/Time of Return: 12/2/26 about 10pm

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

4.

The South Washington County Marching Band (made up of band members from all three high schools) is invited to perform in the 2026 Waikiki Holiday Parade. The parade is held annually, the day after Thanksgiving to kick off the holiday season. The South Washington County Band hopes to perform in this prestigious parade alongside a select few of the nation's best marching band programs.

Performance Goals

- Demonstrate musicianship at the highest level through performance in marching band.
- Honor our country in a performance at Pearl Harbor. A patriotic program in front of the USS Missouri and a dedication ceremony at the USS Arizona.
- Recognize the importance of working together to achieve goals and to problem solve.
- Reflect upon their experiences and the impact they had on their own knowledge and appreciation of music.
- Share their knowledge with others within the music community of South Washington County Schools.
- Understand the significance of music in the development of culture.
- Enrich relationships with other students.

5. Name the manner of travel and the carrier.

To prepare an itinerary of educational events (attached) we have enlisted the help of Gateway Music Festivals & Tours. Gateway handle travel plans and accommodations for the band members, directors, chaperones, and families that choose to travel with the band.

6. State proposed housing arrangements.

The proposed hotel is the Hilton Hawaiian Village. A handful of other hotels were reviewed, however the Hilton is the only to allow some freedom for the students, while keeping them contained in a secure common area.

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

The Woodbury HS, Park HS & East Ridge Band Booster Organizations are in direct contact with their respective band directors in addressing the needs of the band members and programs. All three booster groups regularly meet monthly at their respective high schools.

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

A complete list including names, addresses, phone numbers, and ages will be provided when signups for the trip are complete (December 2025). We anticipate between 80-120 students to participate. Students will complete the appropriate forms once the registration process is complete.

9. Describe the manner of selecting participants.

All marching band members from all three district high schools will be eligible for the trip, however not required to participate in the trip in order to be a part of their school's marching band. All students will be given opportunities to fundraise a portion of the cost of this trip.

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

The band directors from Woodbury, East Ridge and Park High Schools will be in charge of selecting chaperones and will be the direct supervisor of the trip.

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

Parent chaperones will be chosen based on experience supervising student groups, as well as medical doctor or EMT experience. In addition to parent chaperones; band directors, drumline & colorguard instructors will be responsible to supervise the band members for the duration of the trip. The tour manager from Gateway Music Festivals & Tours will bring all hospital information on the tour to help facilitate getting medical attention to any student or chaperone who is in need. All chaperones will carry student health, insurance and emergency contact information for each student and each chaperone. Digital copies of all students' health insurance cards will help facilitate care in an emergency. All chaperones will carry mobile phones and have the director's and tour manager's phone numbers. Chaperones will meet before the tour and everyday on tour to learn which steps to take in emergency situations.

Procedures for Student Illness or Medical Emergency:

- Student's parents will be called and consulted about treatment procedure or acceptable medications.
- If a student is not able to participate in the day's activities a chaperone will stay with the student at the hotel.
- In case of severe medical emergency student will be taken to the nearest hospital immediately. The information on their health form will be used until their parent can be consulted.

Procedures for Student Separation from Group:

- If a student becomes separated from the group chaperones and students will retrace the steps of that student.
- Students and chaperones will be members of the Band App for this specific trip to facilitate cell phone contact.
- Band Directors will have access to student and family cell phone numbers via Infinite Campus for direct contact in case of emergency.
- A chaperone will always wait at the assigned meeting or pick up point in case the student returns to that spot while others are searching

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

The anticipated cost per traveling band member is $3,800. The East Ridge, Park, & Woodbury Band Booster Organizations are committed to organizing group fundraisers to cover the additional group travel costs.

12. State evaluation procedures.

Each student and chaperone will be given an evaluation form by the director. Comments made by these participants will be taken into account when planning future educational tours. Each student and chaperone will also be asked to evaluate Gateway Music Festivals and Tours by the director.

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

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Signature of Staff Member Responsible: _____

Date field trip request was submitted to Principal: 7/3/25

Principal/Administrator Signature and Date: _____ 7/3/25

Approved: X TH Not Approved: _____

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Assistant Superintendent Signature and Date: [signature] 7/8/25

Approved: ✓ Not Approved: _____

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School Board Review Date: _____

Approved: _____ Not Approved: _____

South Washington County Marching Band

Commemorating the 85th Anniversary of the Attack on Pearl Harbor

Brent Comeau, Director
Tom Storm, Director
Scott Fairweather, Director

November 25 – December 2, 2026

Inclusions

November 22, 2024

Transportation

- Round-trip airfare between Minneapolis and Honolulu
- Deluxe motorcoach transportation for all activities and performances on Oahu
- Motorcoach drivers' gratuities

Accommodations & Meals

- Six-night accommodations at the Hilton Hawaiian Village Resort or similar
- Baggage handling at hotel
- Breakfast daily – 6 total
- Lunches – 2 total
  - Pearl Harbor
  - Secret Island
- Dinners – 4 total
  - Catered dinner at local park
  - Hard Rock Cafe or similar
  - Polynesian Cultural Center buffet dinner
  - Thanksgiving dinner

Waikiki Holiday Parade Participation

- Performance in the starlight parade
- Commemorative trophy
- Aloha shirt for each passenger

Waikiki Holiday Parade
P.O. Box 1165, Monticello, MN 55362
Phone: 1-800-331-8579 · Fax: (763) 295-6029 · www.waikikiholidayparade.com

Sightseeing & Activities

- Polynesian Cultural Center admission
  - IMAX theater
  - Buffet dinner
  - *Hā–Breath of Life* evening show
- Pearl Harbor touring
  - USS Arizona Memorial tour
  - Wreath for group to present at USS Arizona Memorial
  - Commemorative American Flags
  - USS Missouri Battleship admission
  - Tribute performance at the USS Missouri Battleship
  - USS Missouri Battleship group photo for each participant
  - USS Missouri Battleship self-guided tour
- Secret Island
- Pali Lookout
- Dole Plantation – includes pineapple maze admission
- Catamaran cruise along Waikiki Beach

Additional Inclusions

- Services of a Gateway Tour Manager throughout tour upon arrival in Honolulu
- One free trip for every 20 paying passengers including airfare, based on double occupancy rate (including three free trips based on single occupancy for directors)
- All taxes and gratuities on inclusive services with the exception of your Gateway Tour Manager
- Flower lei greeting
- Instrument truck for performances
- Storage facilities at your hotel
- Professional Liability Insurance carried by Gateway Music Festivals & Tours, Inc.
- Luggage tag for each checked bag
- "My Gateway" online passenger registration program
- "My Gateway" individual payment processing (optional)
- Round-trip luggage fees for 1st checked bag for every person ($70.00 value per bag)
- Round-trip luggage fees for 2nd checked bag for half of the passengers ($90.00 value per bag)

Non-Inclusions

- Individual Travel Insurance **
- Transportation to and from your local airport
- Porterage of luggage at airline skycaps
- Additional airline baggage fees (checked luggage, instruments or overages)
- Instrument or equipment rental
- Increase on air taxes and/or fuel surcharge
- Gratuities to the Gateway Tour Manager

Price

Price based on 150 passengers traveling
(143 paying, 4 free based on double occupancy and 3 free based on single occupancy)
Price per person

Hilton Hawaiian Village Resort			www.hiltonhawaiianvillage.com	
	Four per room	Three per room	Two per room	One per room
Land Price	$2,185.00	$2,392.00	$2,806.00	$4,049.00
Airfare	$1,250.00	$1,250.00	$1,250.00	$1,250.00
Total Tour Price	$3,435.00	$3,642.00	$4,056.00	$5,299.00

The price is subject to the guidelines in the "Terms and Conditions." The land prices are based on vendor rates available on 11/22/24 and are subject to increases imposed by vendors. The prices and events in this proposal can only be confirmed upon receipt of a tour application and booking of activities. The price is subject to change according to the number of passengers.

Air rates will not be available until 11 months prior to your departure. This estimated airfare is based on a rate available on 11/22/24 and includes estimated air taxes and fuel surcharges. Air taxes and fuel surcharges are subject to change until tickets are issued, approximately 60 days prior to departure.

Please Note: Your initial invoices will show an estimated distribution of passengers at the quad, triple, double and single room rates, resulting in an estimated total balance. When we receive your final rooming list, we will adjust your invoice to reflect your actual distribution and actual final balance. Your final balance must be paid in full 45 days prior to departure.

*** Passengers who wish to insure their individual tour package may purchase through Gateway or a vendor of their choice. Gateway must receive the passenger's premium payment at or before the insurance payment due date, and prior to making their final payment. Gateway strongly recommends a plan with the Cancel for Any Reason benefit. For questions regarding coverage call Trip Mate at 1-800-888-7292 and refer to Plan F455F or F465F (Plan with Cancel for Any Reason). You may also visit their website at www.tripmate.com/wpF455F or www.tripmate.com/wpF465F.*

Proposed Itinerary

Day One – Wednesday, November 25, 2026

Departure — Assemble at the airport. It is recommended that groups arrive at least three hours prior to departure.

Beginning May 7, 2025, every air traveler 18 years of age or older will need a REAL ID, enhanced driver's license or ID, passport, or another acceptable form of ID to fly within the United States or enter federal facilities. Visit https://www.dhs.gov/real-id to learn more.

Arrival — Aloha! Arrive at the Honolulu Airport in style with a fresh flower lei greeting. Walk to baggage claim as a group where you will meet your Gateway Tour Manager. Identify your luggage and transfer from the airport to your hotel. Your Gateway Tour Manager will assist with hotel check-in and arrange a brief hotel security meeting with one of the hotel managers.

Dinner — On your own

Day Two – Thursday, November 26, 2026

Breakfast — Included

Pali Lookout — The Nuuanu Pali Lookout is a favorite stop. It gives you a panoramic view of the windward side of the island from Nuuanu Pali State Park. Lookout over the 985-foot cliffs of the Koolau Mountain Range. The trade winds blow through the valley between the high mountains on either side, forming a mighty wind tunnel. On extra windy days, you can even lean into the wind and let the gusts hold you up.

Pali Lookout was the setting for one of the most significant battles in Hawaiian history. In 1795 it is said to be here where King Kamehameha conquered the island of Oahu unifying the Hawaiian Islands.

Secret Island — Arrive at Kualoa Ranch's Moli'i boat dock to be driven across the ancient Hawaiian fishpond to Secret Island. Upon arrival at the island, walk the winding pathway through the island's hau tree tunnels and arrive on the private white sand beach of Secret Island. There you will have access to the island equipment such as volleyball, outrigger canoe, kayaks, table tennis, beach mats, stand-up paddle boarding and horseshoes. If you prefer relaxing, the island is also equipped with hammocks perfectly situated between two swaying palm trees.

Lunch — A buffet lunch will be served at Secret Island.

Dinner — Thanksgiving dinner

Day Three – Friday, November 27, 2026

Breakfast Included

Leisure Day Waikiki Beach has something for everyone! You can sign up for a surprisingly inexpensive outrigger canoe ride or attempt surfing lessons. You may rent boogie boards and canoes on the beach, relax on a catamaran cruise or soak up the sun on the beach.

Dinner On your own

♫ Waikiki Holiday Parade

2026 marks the 85th Anniversary of the attack on Pearl Harbor. The Waikiki Holiday Parade commemorates this event each year. The parade is host to local bands, marching bands from the mainland, service bands, military units, local officials and dignitaries who march, paying tribute to this major historical event.

The parade, founded in 1998 by Jake Peppers and managed by Gateway Music Festivals & Tours, is host to thousands of spectators, residents, and visitors alike. The parade begins at 7:00 pm at Fort DeRussy, travels down Kalakaua Avenue, and is approximately one and one-half miles in length, ending at Queen Kapiolani Park. Required attire: Marching band uniform (*preferred*)

Day Four – Saturday, November 28, 2026

Breakfast Included

National Security at Pearl Harbor – Pearl Harbor is an active military base. Rules are strongly enforced. No purses, handbags, fanny packs, backpacks, camera bags, diaper bags, luggage or other items that offer concealment are allowed in the visitor center or on the memorial. Strollers with pockets and compartments must be emptied before being allowed in the visitor's center. Personal cameras (out of their cases) are allowed, but camera cases are not. Baggage storage is not available and there are no alternatives in the local area for bag storage. You may not leave any items on your motorcoach.

USS Arizona Memorial
The USS Arizona is the final resting place for many of the ship's 1,177 crewmen who lost their lives on December 7, 1941. The Memorial structure stands over the mid-portion of the sunken battleship. A representative from your group will present a wreath at the base of the marble memorial wall where the names of those who died on the Arizona are engraved.

Your visit will include a 45-minute program that includes a ferry ride to the Memorial. While at the visitor center, you will have an opportunity to explore the museum, bookstore and waterfront exhibits. ***Please note:** The USS Arizona Memorial program above is separate from the 23-minute documentary. Visitors can enter theater two to view this film depicting events leading up to the attack on Pearl Harbor on the Dec. 7, 1941 attack.

Lunch A boxed lunch will be provided.

USS Missouri Battleship
The USS Missouri is the fourth ship and the second battleship to bear the name of the "Show Me" state. The ship was the last battleship commissioned by the USA, and in 1992 was the world's last operational battleship. The ship provided gunfire support for many famous and important battles of WWII. On September 2, 1945, the ship was chosen to be the stage for the signing of Japan's Formal Instrument of Surrender, bringing an end to the war.

You will be given some time to explore this magnificent battleship on your own. Be sure to locate the spot where the surrender treaty was signed. A group photo will be taken and each passenger receives one as a keepsake.

♫ Public Performance A tribute performance at the USS Missouri Battleship will be arranged for your group. ***Performance specs:*** *Your repertoire at the USS Missouri Battleship can only include patriotic, military and/or period pieces. You are required to open with The Star Spangled Banner and then musical selections of your choice to include Eternal Father, Strong to Save. Your performance time is up to 30 minutes in length. Gateway obtains advance authorization and secures a performance time. Audiences are ambient, comprised of people visiting the site. Required attire: Marching band uniform and/or Aloha shirt with uniform pant and shoe (preferred).*

Dinner Hard Rock Cafe or similar

Day Five – Sunday, November 29, 2026

Breakfast Included

Catamaran Adventure Set sail on the blue waters of Hawaii and create lasting memories as you cruise the coast.

Shopping If you like to shop, you will be in heaven! Some great shopping areas include:

- Ala Moana Shopping Center – for a shuttle bus pick-up, call (808) 955-9517.
  Fare is $2.00 and tickets can be purchased on the bus.
  Hours of operation: 9:30 AM – 9:45 PM
- Royal Hawaiian Center – located on Kalakaua Avenue near Waikiki Beach.
  Hours of operation: 10:00 AM – 10:00 PM

Dinner Gather in the park for a traditional Hawaiian catered picnic.

Day Six – Monday, November 30, 2026

Breakfast Included

En route to the **Polynesian Cultural Center**, today's drive will include a stop at **Dole Plantation,** where you can experience everything and anything pineapple. Admission into the world's largest pineapple maze is included. The drive North continues with views of some of the world famous beaches on the **North Shore** of Hawaii, the Banzai Pipeline and beautiful Sunset Beach, site of Baywatch Hawaii.

Polynesian Cultural Center Explore the Polynesian Cultural Center this afternoon. The center invites you to discover seven different Polynesian villages and cultures, including the islands of Tonga, Tahiti, Marquesas, Samoa, New Zealand, Fiji, and Hawaii, portrayed through performances, demonstrations, and native artifacts.

Included:

- Admission to Polynesian Villages
- Entrance to one IMAX Show
- Buffet dinner
- *Hā–Breath of Life* evening show
  Web site: www.polynesia.com

Dinner Included

Show After dinner, move to the Pacific Theatre for ***Hā–Breath of Life***. This is the largest revue of Polynesian song and dance in the world featuring over 100 native performers from all corners of the Pacific.

Day Seven – Tuesday, December 1, 2026

Breakfast Included

Depending on your flight schedule, you may have time for last minute shopping or beach time.

Departure Check out of your hotel and depart for Honolulu International Airport for your return flight to the mainland.

Day Eight – Wednesday, December 2, 2026

Welcome Home!

This is a sample itinerary and is subject to change. Performance venues may be subject to availability and/or acceptance.

Optional Activities – Honolulu

Dole Plantation
The Pavilion's main attraction is the store selling "pineapple" everything! In the pineapple garden you can see the various kinds of pineapple being grown and learn some fun facts. The Pavilion dares you to attempt the World's Largest Pineapple Garden Maze (admission required).

Honolulu City Tour
This includes a fully narrated tour through Historic Honolulu. Sites include, Punchbowl National Cemetery of the Pacific, Iolani Palace, State Capitol, Washington Place, King Kamehameha Statue and the Kawaiahao Church and Mission Homes.

Catamaran Sailing Adventure
Set sail on the blue waters of Hawaii and create lasting memories as you cruise the coast alongside dolphins, whales, and sea turtles.

Paradise Cove Luau
Casually stroll through the Hawaiian Village and learn the Arts & Crafts of the islands or test your skills at our Games, also participate in the Hukilau on the Beach and learn the net fishing techniques of old Hawaii. Witness the pageantry of the Royal Court Procession and the time-honored techniques of underground oven cooking at the Imu Ceremony. Bring your appetite to fully enjoy Paradise Cove's extensive menu which tastefully blends the best of traditional Hawaiian dishes, local favorites and continental cuisine. With the most spectacular Hawaiian sunset as a backdrop, our award-winning performers will entertain and amaze you with an unforgettable display of songs and dances of Hawaii and Polynesia.

Secret Island
Take a 40-minute drive around to the unpopulated side of the island to a botanical garden with an 800-year-old fishpond. Once there, continue onto the secret island by pontoon boat. You will have a BBQ lunch on the beach and all sorts of activities to choose from. The island offers you volleyball, snorkeling, canoeing, kayaking, swimming, tug-o-war and more! It's a great day in the sun!

Public Performance Options – Honolulu

Ala Moana Shopping Center
The performance stage in the center of Ala Moana is a wonderful site for public performances. Ala Moana always offers a nice size audience. This shopping center is the world's largest open-air center with a fabulous food court. This is a perfect place for a group stop for food.

Bishop Square
Bishop Square is the largest and most prestigious office complex in the state of Hawaii that is located in the heart of downtown Honolulu. This outdoor, open-air public performance opportunity is a perfect setting for attracting an appreciative audience.

School Exchange Concerts
We have been working with schools and universities on the island of Oahu for many years and have nurtured relationships with several of the islands music programs. If your group would be interested in a school exchange concert, a clinic with a local music professional or a school visit, we would be happy to arrange this for you.