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

ADMINISTRATIVE REPORT

DATE: September 18, 2025
TOPIC: 5.11 – Extended Field Trips
PRESENTER: Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer
REFERENCE TO POLICY/STATUTE: 610

A. PURPOSE OF REPORT

- October 31 – November 1, 2025 – Woodbury High School Girls Hockey
  - 38 students and 4 adult supervisors will travel to Hermantown & Duluth, MN.
  - Travel –Trobec Bus Service
  - Students will stay at the Park Point Marina Inn, Duluth
  - Extended tryout for the team
  - Supervisors, Scott Waldo

- March 25-31, 2026 – Woodbury High School Varsity/JV Baseball
  - 32 students and 5 adult supervisors will travel to Orlando, FL.
  - Travel –Sun Country Airlines
  - Students will stay at Disney's All-Star Resort/Hotel
  - Development of players to be prepared for the season
  - Supervisors, Kevin McDermott

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): Kevin McDermott Cell 651-226-0998

School and Program: Woodbury HS Varsity/JV Baseball

Date of Requested Trip: 3/25/26 – 3/31/26

1. What group is taking this trip? WHS Varsity/JV Baseball Players & Coaches

   Estimated # of Students 32 Adult Supervisors 5

2. Destination: Orlando, FL Disney's Wide World of Sports Complex

   Date/Time of Departure: 3/25/26 6:18am

   Date/Time of Return: 3/31/26 1:00PM

3. State purpose and educational value of trip (attach information to form if needed).
The purpose of this trip is to provide a unique quality baseball experience for all involved and to develop individual and team skills in baseball, with an overarching development of team culture and camaraderie that builds on the foundation of our program core values of Family, Positive Energy, and Grit. This trip has always been a great help in preparing our program and players to develop and be best prepared for our season. This trip is highly supported by our parents, players, and coaches. High School and HS athletics is about creating unforgettable memories and opportunities and this trip does both! It is great for our players and program as a whole!

4. Name the manner of travel and the carrier.
Airfare through Sun Country Airlines

5. State proposed housing arrangements.
Disney's All Star Sports Resort/Hotel

6. Describe parental involvement in planning – including who, what, where, when and how.
Many coach emails and dialogue back and forth with parents and parent meetings.
-Trip is mainly planned and coordinated by me (head coach) with parent support and help.

7. List participants (reminder to have participants complete parent/guardian permission form).
-All returning Juniors and seniors/varsity/jv players within our program. All are welcome. We will use the district permission forms.

8. Describe the manner of selecting participants.
-We invite all returning juniors and seniors & Varsity/JV players within our program to keep it inclusive

9. Indicate who will be in charge of supervising the trip.
All 5 of our HS Varsity/JV baseball coaches are the supervisors of this trip, but many parents will be in attendance to help if needed at all.

10. State the safety precautions and procedures for emergencies while on the trip.
Parent contact lists, parents permission slips and waivers with emergency information. Disney Wide World of Sports trainers on site at all events/fields throughout all field events.

11. Give budget costs, how trip will be funded and estimated cost per student.
Cost is all inclusive at about $2150 per player. That includes round trip air, hotel, all meals, spending money, ground transportation, 3 scrimmage dates by MSHSL rules for both JV and Varsity, Practices and scrimmages on well maintained outdoor fields(which we often can't do in the early spring in MN). This is all paid directly to Disney Wide World of Sports. Fundraisers are open to all who want to participate; Calendar event, etc.

12. State evaluation procedures.
Evaluation will be done on a daily basis through outdoor practices and scrimmages that we would not be able to do if we were back in Minnesota. Essentially this process is much more fair to our kids and provides them with great opportunities to compete and get in baseball shape prior to our official MN schedule beginning in early April.
*Tons of team bonding opportunities that greatly help our team as well throughout the week.

13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
Off field supervision will be helped with team check ins, team dinners, tons of time together on the baseball field each day, full team bonding activities off field, & parental help as they will be around.

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Signature of Staff Member Responsible: [signature]

Date field trip request was submitted to Principal: 9/3/25

Principal/Administrator Signature and Date: _____

Approved: _____ Not Approved: _____

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Assistant Superintendent Signature and Date: [signature] 9/9/25

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):

School and Program: Woodbury HS Girls Hockey

Date of Requested Trip 10/31/25-11/1/25

1. What group is taking this trip? JV/Varsity and Manager's

   Estimated # of Students - 38 Adult Supervisors - 4

2. Destination: Hermantown and Duluth

   Date/Time of Departure: 11am 10/31/25

   Date/Time of Return: 7pm 11/1/2025

3. State purpose and educational value of trip (attach information to form if needed).
   Purpose is an extended tryout for coaches as well as team bonding and team building for the team

4. Name the manner of travel and the carrier.
   Coach bus with Trobec Bus Service, 618 1st Ave NE, St Joseph, MN 56374

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

   Park Point Marina Inn
   1033 Minnesota Ave, Duluth, MN 55802 · (218) 491-7111

6. Describe parental involvement in planning – including who, what, where, when and how
   Booster club coordinated bus, meals and hotel reservation. Staying at same location we have past 3 years

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

The participants will be all WHS girls hockey players and parents sign consent form at registration.

8. Indicate who will be in charge of supervising the trip.
The coaching staff will be in charge of the well being of the team.

9. State the safety precautions and procedures for emergencies while on the trip.
Bus driver will go over the list prior to departure for transportation. Each room has a team leader and there will be one leader per room of 4. The coaches will have a meeting prior to departure with girls as well as having a list of parent contacts for coaching staff if an emergency should arise.

11. Give budget costs, how the trip will be funded and estimated cost per student.
The trip is funded by our booster club and estimated cost per student is approximately $250 per player.

12. State evaluation procedures. No evaluation process for participants, all WHS girls hockey players are attending. We will use this to continue to evaluate girls team placement.

13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable. None other than a few food restrictions of a few players we have to be aware of.

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Signature of Staff Member Responsible: Scott Waldo

Date field trip request was submitted to Principal: June 2025

Principal/Administrator Signature and Date: Jodi Fobbe 9/9/25

Approved: X Not Approved: _____

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Assistant Superintendent Signature and Date: 9/9/25

Approved: ✓ Not Approved: _____

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School Board Review Date: _____

Approved: _____ Not Approved: _____