

ADMINISTRATIVE REPORT

DATE: November 20, 2025
TOPIC: 5.11 – Extended Field Trips
PRESENTER: Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer
REFERENCE TO POLICY/STATUTE: 610

A. PURPOSE OF REPORT

- November 14-15, 2025 – East Ridge High School Boys Hockey Team
 - 40 students and 6 adult supervisors will travel to Moorehead, MN.
 - Travel –Minnesota Coaches
 - Students will stay at the Microtel Inn & Suites Moorehead
 - Scrimmage
 - Supervisor, Dustin Vogelgesang
- December 29-30, 2025 – Woodbury High School Boys Basketball Team
 - 20 students and 2 adult supervisors will travel to Owatonna, MN.
 - Travel –Players and families are responsible for their own transportation.
 - Students will stay at The Country Inn & Suites
 - Scrimmage
 - Supervisor, Kent Gertzlaff
- January 1-2, 2026 – East Ridge High School Boys Hockey
 - 40 students and 6 adult supervisors will travel to Duluth, MN.
 - Travel –Minnesota Coaches
 - Housing – TBD
 - Scrimmage
 - Supervisor, Dustin Vogelgesang



- January 8-11, 2026 – Park High School Youth in Government
 - 5 students and 1 adult supervisor will travel Minneapolis, MN.
 - Travel –District vans
 - Students will stay at the Hilton Downtown Minneapolis
 - Experience running a state model government.
 - Supervisor, Mason Fong
- March 6-9, 2026 – Woodbury High School Music Department
 - 16 students and 3 adult supervisors will travel to Chicago, IL.
 - Travel –Minnesota Coaches
 - Students will stay at the Quality Inn Schaumburg, IL.
 - Perform at the Chicago Field Museum
 - Supervisor, Scott Fairweather
- April 17-19, 2026 – Park High School Wolf Riders Step Team
 - 15 students and 2 adult supervisors will travel to LaGrange, IL.
 - Travel –Charter bus.
 - Housing – TBD
 - The step team will perform in IL.
 - Supervisor, Mason Fong

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): Dustin Vogelgesang 651-815-3451

School and Program: East Ridge Boys Hockey

Date of Requested Trip: 11/14 - 11/15

1. What group is taking this trip? ER Boys Hockey

Estimated # of Students 40 Adult Supervisors 6

2. Destination: Moorhead

Date/Time of Departure: 7:00 am 11/14

Date/Time of Return: 10:00 pm 11/15

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

Scrimmages vs East Grand Forks & Moorhead

4. Name the manner of travel and the carrier.

Bus, Minnesota Coaches

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

Microtel Inn & Suites Moorhead
2915 12th St S Moorhead 56580

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

Booster Club handled all of the details, Jay Havorson

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

TBD

8. Describe the manner of selecting participants.

Tryouts - Both JV & Varsity Teams participating

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

Head Coach - Dustin Vogelgesang

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

Per Transportation & Hotel E.A.P.

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

\$150 per player for food & lodging & bus

12. State evaluation procedures.

Tryouts

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

N/A

Signature of Staff Member Responsible: [Signature]

Date field trip request was submitted to Principal: 10/22/25

Principal/Administrator Signature and Date: [Signature] 10/22/25

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 10/24/25

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

**DO NOT TYPE ON THIS PAGE!!!> MAKE A COPY AND THEN DELETE THIS LINE.
TO MAKE A COPY GO TO FILE< CLICK MAKE A COPY< RETITLE IT FOR
YOURSELF.**

Staff Member(s) Responsible (Name and phone): Kent Getzlaff 651-210-9720

School and Program: Woodbury High School Boys Basketball

Date of Requested Trip: December 29th and 30th, 2025

1. What group is taking this trip? Boys Basketball

Estimated # of Students - 20

2. Destination: Owatonna High School

3. Date/Time of Departure: December 29th, 10:00 am

4. Date/Time of Return: December 30th, 7:00 pm

5. State purpose and educational value of trip (attach information to form if needed).
The purpose of this trip is to provide a great team building experience and compete against a non traditional opponents

6. Name the manner of travel and the carrier.
The players and families will be responsible for their own transportation, as in previous years. No player will be allowed to provide their own transportation.

7. State housing arrangements (must include name, address and phone number of hotel).
Country Inn and Suites
130 Allan Ave, Owatonna, MN 55060
507-455-9295

8. Describe parental involvement in planning – including who, what, where, when and how
Booster club coordinated bus, meals and hotel reservation.
The booster club has provided the hotels and meals for the trip. There is no cost for any player or family for any parts of the team trip.

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

Our roster will be determined on Thursday, November 20th. I can establish a roster then.

10. Indicate who will be in charge of supervising the trip.
Kent Getzlaff-Head Coach

11. 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.

12. Give budget costs, how the trip will be funded and estimated cost per student.
No cost for any player, all expenses will be covered by booster club

13. State evaluation procedures.
Discussions with Boys Basketball booster club, student athletes, coaches, and Athletic Director

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

Signature of Staff Member Responsible: _____

Date field trip request was submitted to Principal: 9/24/25

Principal/Administrator Signature and Date: _____

Approved: ☒ _____

Not Approved: _____

Assistant Superintendent Signature and Date: _____

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): Dusti Vogelgesang 651-815-3451

School and Program: East Ridge Boys Hockey

Date of Requested Trip: 1/2 - 1/3

1. What group is taking this trip? ERHS Boys Hockey

Estimated # of Students 40 Adult Supervisors 6

2. Destination: Duluth

Date/Time of Departure: 1/2 10:00 am

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

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

Game vs Duluth Denfeld

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).

TBD

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

Booster Club planning details - Jay Halvorsen

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

Varsity & JV rosters

8. Describe the manner of selecting participants.

Tryouts

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

Dustin Vogelgesang - Head Coach

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

EAP for both bus & hotel

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

\$150 per player

12. State evaluation procedures.

tryouts

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

N/A

Signature of Staff Member Responsible: [Signature]

Date field trip request was submitted to Principal: Lara Plechh 10/22/25

Principal/Administrator Signature and Date: Lara Plechh 10/22/25

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 10/24/25

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

School and Program: Park High School Youth in Government

Date of Requested Trip: Thursday, January 8, 2026 – Sunday, January 11, 2026

1. What group is taking this trip? Park High School Youth in Government

Estimated # of Students 5 Adult Supervisors 1

2. Destination:

Housing & Evening Programming - 1001 Marquette Avenue South, Minneapolis, Minnesota, 55403
Minnesota State Capitol, 75 Rev Dr Martin Luther King Jr Boulevard., St Paul, MN 55155

Date/Time of Departure: 9am Thursday, January 8, 2026

Date/Time of Return: 5pm Sunday, January 11, 2026

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

Minnesota Youth in Government (YIG) program and gained hands-on experience running a state model government. Students in YIG aren't spectators; they elect their own leaders, debate their own ideas, and support policies and laws that highlight their values.

4. Name the manner of travel and the carrier.

We will be traveling in Park High School's district van driven by Mason Fong Youth in Government advisor.

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

Housing & Evening Programming - 1001 Marquette Avenue South, Minneapolis, Minnesota, 55403

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

N/A

7. List participants (reminder to have participants complete parent/guardian permission form).
8. Describe the manner of selecting participants.
Students have self-selected to be part of this program. The program has been promoted in throughout the school and several history classes.
9. Indicate who will be in charge of supervising the trip.
Mason Fong Park High School Multicultural Specialist
10. State the safety precautions and procedures for emergencies while on the trip.
We will follow any Park High School and South Washington County School field trip precautions and procedures for emergencies as well as YMCA of the North protocols.
11. Give budget costs, how trip will be funded and estimated cost per student.
Students and families are fully accountable for the cost of the program.
Program and housing - \$559 Food and additional cost \$350
Total - \$909
12. State evaluation procedures.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

Signature of Staff Member Responsible: Mason Fong

Date field trip request was submitted to Principal: 10/20/25

Principal/Administrator Signature and Date: [Signature] 10/20/25

Approved: [Signature] Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 10/21/25

Approved: [Signature] 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 Fairweather (651-271-5967)

School and Program: Woodbury High School Music Department

Date of Requested Trip: March 6-9, 2026

1. What group is taking this trip? WHS Band

Estimated # of Students 16 Adult Supervisors 3

2. Destination: Chicago, Illinois

Date/Time of Departure: March 6, 2026

Date/Time of Return: March 9, 2026

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

The purpose of this field trip is to provide a unique opportunity to our music students as both performers and audience members. Students will perform at the Chicago Field Museum and see an inspiring performance of the Chicago Symphony. These performance experiences will provide valuable feedback to enhance their musical education. The trip will build community within our classes, provide valuable music education experiences, and create memories that will last a lifetime. See tentative itinerary attached.

4. Name the manner of travel and the carrier.

We will take a coach bus from Woodbury High School to our Schaumburg Illinois hotel. From there we will travel into and out the city. We will use Minnesota Coaches for our bus company.

State proposed housing arrangements

Quality Inn, 600 N Martingale Road, Schaumburg, Illinois 60173

630-283-2648

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

Parent feedback was solicited to select dates of the trip- start of Spring Break versus going a week later. All parent communication has been done via email. An in person parent meeting will occur within 3 weeks of departure to go over final details and answer any parent questions.

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

See attached.

7. Describe the manner of selecting participants.

All current members of the Woodbury High School band classes are eligible to attend this trip.

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

Scott Fairweather, Woodbury High School Band Teacher

Ross and Amanda Anderson, Chaperones

Molly Calkins- Chaperone

Emily Walker- Naumann- Chaperone

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

All chaperones are either District 833 staff members or parents.

Chaperones will bring all medical information on the trip to help facilitate getting medical attention to any student or chaperone who is in need. All chaperones will carry mobile phones and will be accessible to students throughout the duration of the trip. Chaperones will meet before the trip and as needed before excursions to determine steps to take in emergency situations.

Procedures for Student Illness or Medical Emergency:

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

Procedures for Student Separation from Group:

- The chaperone will attempt to contact the student via cell phone.
- Chaperones will retrace the steps of that student. The chaperone will attempt to contact student & parents.
- A picture of the student or students will be provided (via Infinite Campus) as a reference for chaperones and other venue officials who may aid in locating the student(s).
- 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 total trip cost per individual student is \$1,211 This is to be paid between November and March in 5 installments. Fundraising opportunities have been arranged to help offset the cost of the trip.

12. State evaluation procedures.

Each student and chaperone will be asked to complete an online survey/evaluation form at the conclusion of the trip. Comments made by these participants will be taken into account when planning future trips. Our goal is to plan performance tours every other year so students have an opportunity at least once in their high school career to attend.

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

The logistics for this trip will be thoroughly planned and reviewed in preparation for the trip with special focus on safety and security of instruments, as this is a performance tour.

Signature of Staff Member Responsible: *Scott Saminath*

Date field trip request was submitted to Principal: 10/21/25

Principal/Administrator Signature and Date: *G. Gordon Clague* 10/22/25

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: *Joshua* 10/23/25

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

School and Program: Park High School Wolf Riders Step Team

Date of Requested Trip: Friday, April 17, 2026 – Sunday, April 19, 2026

1. What group is taking this trip? Park High School Wolf Riders Step Team

Estimated # of Students 15 Adult Supervisors 2

2. Destination:
Lyons Township High School North Campus Reber Center
100 South Brainard Ave. LaGrange, IL 60525

Date/Time of Departure: 7am Friday, April 17, 2026

Date/Time of Return: 6pm Sunday, April 19, 2026

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

The Park High School Step Team is a program funded through Minnesota integration funding. It provides students with the opportunity to learn the art form of Step, which is rooted in Black culture. In addition to developing performance skills, students benefit from academic support, including staff monitoring of grades, attendance, and behavior. The program fosters a strong sense of community and promotes academic success and personal growth.

While the team regularly performs throughout the Twin Cities metro area, opportunities to compete are limited due to the lack of local competitions. This upcoming trip offers students a valuable opportunity to showcase their hard work, represent their school, and gain the enriching experience of travel.

4. Name the manner of travel and the carrier.
We will be traveling via a charter bus. Currently, we have quotes from Northfield Lines and Jefferson Lines.

5. State housing arrangements (must include name, address and phone number of hotel).
Once, we get approval for this trip then we will book housing arrangements.
6. Describe parental involvement in planning – including who, what, where, when and how.
N/A
7. List participants (reminder to have participants complete parent/guardian permission form).
8. Describe the manner of selecting participants.
Students have self-selected to be part of this program. The program has been promoted in throughout the school.
9. Indicate who will be in charge of supervising the trip.
Mason Fong Park High School Multicultural Specialist
10. State the safety precautions and procedures for emergencies while on the trip.
We will follow any Park High School and South Washington County School field trip precautions and procedures.
11. Give budget costs, how trip will be funded and estimated cost per student.
Charter Bus - \$5,000 funding from Sowashco DEI
Room, board, and food – \$2,100 (housing), \$2,000 (food), & \$1,000 (Chicago experience)
Competition cost - \$100 (registration) & \$400 (costumes and props)
Total - \$5,600
Step team will fundraise and personally pay for parts of the trip.
This high estimate makes the individual cost before fundraising around \$373.33
12. State evaluation procedures.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

Signature of Staff Member Responsible: Mason Fong

Date field trip request was submitted to Principal: 10/20/25

Principal/Administrator Signature and Date: [Signature] 10/20/25

Approved: [Signature] Not Approved: _____

Assistant Superintendent Signature and Date: 10/21/25

Approved: [Signature] Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____