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

ADMINISTRATIVE REPORT

DATE: December 11, 2025
TOPIC: 6.8 – Extended Field Trips
PRESENTER: Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer
REFERENCE TO POLICY/STATUTE: 610

A. PURPOSE OF REPORT

- December 19-20, 2025 – Park High School Wrestling Team
  - 13 students and 5 adult supervisors will travel to Rochester, MN.
  - Travel –District Vans
  - Students will stay at the La Quinta Inn & Suites Rochester
  - Competition
  - Supervisor, Jim LaBrosse

- December 27-28, 2025 – Park High School Wrestling Team
  - 36 students and 6 adult supervisors will travel to Eau Claire, WI.
  - Travel – District Bus and Van
  - Students will stay at The Best Western Plus, Eau Claire
  - Tournament
  - Supervisor, Jim LaBrosse

- February 6-7, 2026 – East Ridge High School Wrestling Team
  - 5 students and 2 adult supervisors will travel to Redwood Falls, MN.
  - Travel –District Vans
  - Housing – Redwood Lodge, Redwood Falls
  - Tournament
  - Supervisor, Jon Balagot & William Wilder

- March 5-7, 2026 – East Ridge High School Business Professionals of America
  - 10-15 students and 1 adult supervisor will travel Minneapolis, MN.
  - Travel –District Vans
  - Students will stay at the Hyatt Regency, Minneapolis
  - Students pursuing careers in business management.
  - Supervisor, Lynn O'Driscoll

- May 6-10, 2026 – Eastridge High School Business Education
  - 8-10 students and 1 adult supervisor will travel to Nashville, TN.
  - Travel –Airline flights TBD
  - Students will stay at the Gaylord Opryland Resort & Convention Center
  - State Competition
  - Supervisor, Lynn O'Driscoll

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): Jim LaBrosse 612-310-2689

School and Program: Park High Wrestling

Date of Requested Trip: Dec. 19th, 2025

1. What group is taking this trip? Wrestling Team

   Estimated # of Students 13 Adult Supervisors 5

2. Destination: Rochester Convention Center

   Date/Time of Departure: 12/19/25 8:00 AM

   Date/Time of Return: 12/20/25 6:30pm

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

   To wrestle an elevated level of competition

4. Name the manner of travel and the carrier.

   School Vans

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

   La Quinta Inn & Suites
   4353 Canal SE Rochester MN, 55904
   507-289-4200

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

   NA

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

   (13) Varsity Wrestlers

8. Describe the manner of selecting participants.

Varsity

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

Coaches

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

We have all Emergency contacts through Athletic Department

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

Booster Club covers any fees

12. State evaluation procedures.

Individual Participation. How many make it to 2nd Day. Final Standings

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

NA

****

Signature of Staff Member Responsible: _____

Date field trip request was submitted to Principal: Nov. 13th

Principal/Administrator Signature and Date: _____ 11/14

Approved: X Not Approved: _____

****

Assistant Superintendent Signature and Date: _____ 11/18/25

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): Jim LaBrosse 612-310-2689

School and Program: Park High Wrestling

Date of Requested Trip: Dec. 27th, 2025

1. What group is taking this trip? Park Wrestling

   Estimated # of Students 36 Adult Supervisors 6

2. Destination: UW Eau Claire

   Date/Time of Departure: 12/27/25 6:30 AM

   Date/Time of Return: 12/28/25 10:00 AM

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

   Dual Team tournament - Varsity, JV, Girls
   Team Bonding - Pizza Party after the Duals

4. Name the manner of travel and the carrier.

   Bus & Van

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

   Best Western Plus - Eau Claire, WI 715-838-9989
   3340 Mondovi Rd. 54701

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

   NA

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

   All participating wrestlers go on this trip V-JV-Girls

8. Describe the manner of selecting participants.

NA

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

Coaches

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

We have all Emergency Contacts

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

Booster Club

12. State evaluation procedures.

Individual & Team Wins & losses

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

NA

****

Signature of Staff Member Responsible: J. Lovelace

Date field trip request was submitted to Principal: Nov. 13th

Principal/Administrator Signature and Date: 11/14

Approved: X Not Approved: _____

****

Assistant Superintendent Signature and Date: 11/18/2015

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):

Jon Balagot- Head Wrestling Coach: 651.724.5243, j.balagot_160@yahoo.com
William Wilder assistant wrestling coach- girls 763.213.6188

School and Program: East Ridge High School, Wrestling

Date of Requested Trip: 2/6/26-2/7/26

1. What group is taking this trip? Wrestling

   Estimated # of Students 5 Adult Supervisors 2

2. Destination:
   1382 E Bridge St, Redwood Falls, MN 56283
   Tournament venue: 100 George Ramseth Dr, Redwood Falls, MN 56283

   Date/Time of Departure: 2/6/26 12:00pm
   Date/Time of Return: 2/7/26 7:00pm

3. State purpose and educational value of trip (attach information to form if needed).
   Wrestling tournament: education, competition, and learning through the sport of wrestling.

4. Name the manner of travel and the carrier.
   South Washington county district vans

5. State housing arrangements (must include name, address and phone number of hotel).
   1382 E Bridge St, Redwood Falls, MN 56283, (507) 644-5700
   Redwood Lodge

6. Describe parental involvement in planning – including who, what, where, when and how.
   Booster club including parent board members, high school team parents, and high school coaches, through booster club meetings and previous travel.

****

Signature of Staff Member Responsible: _____

Date field trip request was submitted to Principal: 11/19/25

Principal/Administrator Signature and Date: _____ 11/19/25

Approved: X Not Approved: _____

****

Assistant Superintendent Signature and Date: _____ 11/21/25

Approved: ✓ Not Approved: _____

****

School Board Review Date: _____

Approved: _____ Not Approved: _____

BPA SLC 2026

South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Lynn O'Driscoll x2247

School and Program: East Ridge High School – Business Education

Date of Requested Trip: State Leadership Conference (March 5-7, 2026) Minneapolis Hyatt Regency Hotel and Conference Center

1. What group is taking this trip? Business Professionals of America (BPA)

   Estimated # of Students approx 10-15 Adult Supervisors 1

2. Destination: SLC – Minneapolis
   Date/Time of Departure: approx. 10 am on 3/5
3. Date/Time of Return: approx – Noon on 3/7
4.
5. State purpose and educational value of trip (attach information to form if needed).

   Business Professionals of America is the leading CTSO (Career and Technical Student Organization) for students pursuing careers in business management, office administration, information technology and other related career fields.

   BPA has 43,000 members in over 2,300 chapters in 23 states. BPA is a co-curricular organization that supports business and information technology educators by offering co-curricular exercises based on national standards.

   The Workplace Skills Assessment Program (WSAP) prepares students to succeed and assesses real-world business skills and problem solving abilities in finance, management, IT and computer applications. It is BPA's showcase program and facilitates students demonstrating their career skills at regional, state and national conferences in 72 competitive events.

   Some of BPA's other major programs include the National Leadership Academy, Officer Elections and scholarships. The Torch Awards Program and BPA Cares Program recognize students and chapters, respectively, for their leadership and service to their chapter and community.

   The mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.

6. Name the manner of travel and the carrier: Parents will provide students with transportation and are responsible for mileage and parking, if applicable. The national conference (if students qualify) will have travel arranged through air and charter.

7. State proposed housing arrangements:
Hyatt Regency Hotel, Mpls
1300 Nicollet Mall
Mpls, MN 55403
(612) 370-1234

8. Describe parental involvement in planning – including who, what, where, when, and how.
Parents will be involved as transportation for the participants as well as additional chaperones as needed. Parents will also provide money for student meals.

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

Student participants are unknown at this time as the qualifying region competition isn't until January, 2026

10. Describe the manner of selecting participants.

Students must qualify via region competition to attend the State Leadership Conference

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

Lynn O'Driscoll, BPA Advisor

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

The school nurse will provide the advisor with any necessary medical information
BPA/Hotel provides added security on each floor during the conference
Local police will assist as necessary

11. Give budget costs, how trip will be funded, and estimated cost per student.
Students fund their own participation (registration, lodging, transportation, and food). The estimated cost for each students is $225

CTE Perkins Funding pays for advisor expenses.

12. State evaluation procedures.
Students will share their experiences with the rest of the club, business classes, future club members, and teachers.

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

N/A

****

Signature of Staff Member Responsible: Lynn O'Driscoll

Date field trip request was submitted to Principal: 11/12/25

Principal/Administrator Signature and Date: [signature]

Approved: 11/14/2025 Not Approved: _____

****

Assistant Superintendent Signature and Date: [signature] 11/13/25

Approved: ✓ Not Approved: _____

****

School Board Review Date: _____

Approved: _____ Not Approved: _____

BPA NLC 2026

South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Lynn O'Driscoll x2247

School and Program: East Ridge High School – Business Education

Date of Requested Trip: National Leadership Conference (May 6-10) Nashville, TN

1. What group is taking this trip? Business Professionals of America (BPA)

   Estimated # of Students 8-10 Adult Supervisors 1

2. Destination: NLC – Nashville. TN
   Date/Time of Departure: approx. 9 am on 5/6/26 -depending on flight times
3. Date/Time of Return: approx. 6:00 pm on 5/10/26 – depending on flight times
4.
5. State purpose and educational value of trip (attach information to form if needed).

Business Professionals of America is the leading CTSO (Career and Technical Student Organization) for students pursuing careers in business management, office administration, information technology and other related career fields.

BPA has 43,000 members in over 2,300 chapters in 23 states. BPA is a co-curricular organization that supports business and information technology educators by offering co-curricular exercises based on national standards.

The Workplace Skills Assessment Program (WSAP) prepares students to succeed and assesses real-world business skills and problem solving abilities in finance, management, IT and computer applications. It is BPA's showcase program and facilitates students demonstrating their career skills at regional, state and national conferences in 72 competitive events.

Some of BPA's other major programs include the National Leadership Academy, Officer Elections and scholarships. The Torch Awards Program and BPA Cares Program recognize students and chapters, respectively, for their leadership and service to their chapter and community.

The mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.

6. Name the manner of travel and the carrier: Transportation has yet to be determined. Students will either fly accompanied by the advisor. They will take a shuttle to and from the convention center. Airline to be determined later based on flights and cost.

7. National proposed housing arrangements:
Gaylord Opryland Resort & Convention Center
Address: 2800 Opryland Dr, Nashville, TN 37214

8. Describe parental involvement in planning – including who, what, where, when and how.
Parents will be involved as transportation to/from the airport and as chaperones if needed. Parents will also provide funds for all expenses.

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

Student participants are unknown at this time as the qualifying state competition isn't until March, 2026

10. Describe the manner of selecting participants.

Students must qualify via state competition to the National Leadership Conference

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

Lynn O'Driscoll, BPA Advisor

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

School nurse will provide advisor with any necessary medical information
BPA/Hotel provides added security on each floor during the conference
Local police will assist as necessary

11. Give budget costs, how trip will be funded and estimated cost per student.
Students fund their own participation

Advisor Expenses will be paid vial a perkins grant

12. State evaluation procedures.
Students will share their experiences with the rest of the club, future members, business classes, and teachers.

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

N/A

****

Signature of Staff Member Responsible: Lynn O'Driscoll

Date field trip request was submitted to Principal: 11/12/26

Principal/Administrator Signature and Date: [signature]

Approved: ✓ 11/14/25 Not Approved: _____

****

Assistant Superintendent Signature and Date: [signature] 11/13/25

Approved: ✓ Not Approved: _____

****

School Board Review Date: _____

Approved: _____ Not Approved: _____