

ADMINISTRATIVE REPORT

DATE: February 19, 2026
TOPIC: 5.10 – Extended Field Trips
PRESENTER: Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer
REFERENCE TO POLICY/STATUTE: 610

A. PURPOSE OF REPORT

- March 1-3, 2026 – Woodbury High School DECA
 - 26 students and 1 adult supervisor will travel to Minneapolis, MN.
 - Travel – Students are responsible for travel
 - Students will stay at the Hyatt Regency Minneapolis
 - Competition
 - Supervisor, Greg Waugh
- March 4-7, 2026 – Woodbury High School Robotics Team
 - 30 students and 10 adult supervisors will travel to Winona, MN.
 - Travel – 2 school vans
 - Students will stay at The Express Suites Riverport Winona
 - Regional competition
 - Supervisor, Amanda Davis
- April 9-11, 2026 – Eastridge High School Girls Golf
 - 12 students and 4 adult supervisors will travel to Des Moines, IA.
 - Travel – School van and parent vehicles
 - Students will stay at Tru by Hilton Norwalk Des Moines
 - Pre-season golf trip
 - Supervisor, Kathy Madden



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):

School and Program: WHS - DECA

Date of Requested Trip March 1-3 2026

1. What group is taking this trip? DECA

Estimated # of Students - 26

2. Destination:

Date/Time of Departure: March 1st - morning

Date/Time of Return: March 3 - afternoon

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

DECA State competition. Students compete in business events against other schools from the state, in an attempt to qualify for the national competition.

4. Name the manner of travel, transportation company and distance of the trip.

Students are responsible for getting themselves to the hotel and back. Hyatt Regency in Minneapolis

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

Hyatt Regency - Minneapolis

1300 Nicolett Mall

Minneapolis MN. 55403

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

Parents will allow their kids to attend, fill out a permission slip, pay the registration and hotel fee, and are responsible for getting their students to and from the hotel, or to and from the competition if the student does not stay at the hotel.

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

Describe the manner of selecting participants.

Participants qualified for State by finishing in the top 12 in their events at districts

Adil	Ansari
Amaar	Asghar
Adrian (AJ)	Azcona

Andrew	Dong
Jacob	Dong
Kaitlyn	Dunning
Isaac	Dupont
Krish Karthik	Elangovan

Michelle	Guan
Britain	Hoang
Henry	Huebscher
Summer	Ibrahim
Chloe	Keller

Julie (eunseo)	Kim
Aileen	Lee
Joanna	Li
Joyce	Li
Katie	Low
Amara	Lowrey

Anvi	Patel
Rushi	Patel

John	Straka
Aadithya	Vasudevan
Brett	Wedan
Isis	Weeks

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



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Amanda Davis (Cell) 913:991-6604

School and Program: Woodbury High School Robotics Team

Date of Requested Trip March 4-7, 2026

1. What group is taking this trip? WHS robotics team

Estimated # of Students - 30 Adult Supervisors - 10

2. Destination: St. Mary's University
700 Terrace Heights
Winona, MN USA

Date/Time of Departure: 3/4/26 1:00pm

Date/Time of Return: 3/7/26 9:00pm

3. State purpose and educational value of trip (attach information to form if needed). Regional robotics competition. Demonstrate and test the robot the team built.

4. Name the manner of travel and the carrier. 2 School Vans and parent transport

5. State housing arrangements (must include name, address and phone number of hotel).
Express Suites Riverport
900 Bruski Drive, Winona, MN 55987
507-452-0606

6. Describe parental involvement in planning – including who, what, where, when and how.
Ken LaCasse - parent and Justin Peskar - parent - will be helping organize meals and ensuring all students have supervision

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

AHMED	ASGHAR
AMAAR	ASGHAR
WESLEY	BEDNAREK
NOLAN	BELLOVICH
JACK	CALKINS
GARRETT	CARLSON
LANDON	CARLSON
LUCAS	CAVALLO
OWEN	CONLIN
LOGAN	CURTIS
JACOB	ERICKSON
JOCELYN	GARZA
JOSEPH	HANNA
KAI	IVERSON
ODIN	JENSEN
KAILER	KJAERGAARD
SPENCER	LA CASSE
CORRINA	MATTISON
NATHANAEL	MATTISON
KOUSHIK	NAMASIVAYAM SUGANTHI
DOUGLAS	PEREZ
COLLIN	PESKAR
AUGUST	ROMAIN
ARUN RAJAVEL	SENTHILVEL
MORGAN	SINKS
JOHN	WHITNEY
GRETA	WIEDERHOLT

Describe the manner of selecting participants. - registered team members

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

9. State the safety precautions and procedures for emergencies while on the trip. All students will stay with the team at all times. We will have emergency contacts for all students. There will be emergency meeting locations arranged if there is some type of emergency in the hotel or the arena.

11. Give budget costs, how the trip will be funded and estimated cost per student. Families will pay for students. Cost will be approximately \$350 and include transportation, food and housing. The team will pay for the tournament registration fee. (\$6500). Students who need assistance will receive full or partial scholarships.

12. State evaluation procedures.

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: 1/15/26

Principal/Administrator Signature and Date: *[Signature]* 1-20-26

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: *[Signature]*

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): Kathy Madden

School and Program: East Ridge High School Girls Golf

Date of Requested Trip: Thursday April 9 – 11 , 2026

1. What group is taking this trip? Girls Varsity/JV Golf

Estimated # of Students 12 Adult Supervisors 4

2. Destination: Des Moines, IA

Date/Time of Departure: 4/9 7 a.m.

Date/Time of Return: 4/11 8 p.m

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

4. Name the manner of travel and the carrier.
School Van and parent vehicles (will be taking their daughters)
Tracinda Kleven, Kari Lyle, Julie Van Heyst and chaperoning

5. State housing arrangements (must include name, address and phone number of hotel).
Tru by Hilton Norwalk Des Moines
1401 Chatham Ave
Norwalk Iowa
1 515 954 2500

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

Parents and Head Coach are making the arrangements.
Head Coach Kathy Madden is organizing and making all the arrangements. She will be taking a group of girls in the school van with additional parents acting as chaperones and drivers.

7. List participants (reminder to have participants complete parent/guardian permission form).
Aliyah Kleven, Ella Anderson, Audrey Bakst, Braelyn Schader, Elayna Brown, Emi Ecker, Ingrid Lyle, Jessica Boualouang, Quinn Van Heyst, Soobin Yun, Sophie Iverson, Addy Greenwald, Elise Eberhard....
8. Describe the manner of selecting participants.
Top returning 12 players from the 2025 season
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.
Top 12 returning players from 2025 season
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: 1/25/2026.

Principal/Administrator Signature and Date: Sara Palodichuk

Approved: 1/26/26 Not Approved:

Assistant Superintendent Signature and Date: [Signature] 1/28/26

Approved: Not Approved:

School Board Review Date: _____

Approved: Not Approved: