

ADMINISTRATIVE REPORT

DATE: March 26, 2026
TOPIC: 6.9 – Extended Field Trips
PRESENTER: Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer
REFERENCE TO POLICY/STATUTE: 610

A. PURPOSE OF REPORT

- March 27-29, 2026 – East Ridge High School Loft PAC (drama club)
 - 20 students and 2 adult supervisors will travel to Duluth, MN.
 - Travel – District vans
 - Students will stay at an Air B N B
 - Will attend various theatrical performances
 - Supervisor, Katie Carlson
- April 24-25, 2026 – East Ridge High School Boys Lacrosse Team
 - 45 students and 6 adult supervisors will travel to Moorehead, MN.
 - Travel – Jefferson Bus Lines
 - Students will stay at Homewood Suites By Hilton – Medical Center
 - MSHSL Lacrosse game
 - Supervisor, Aaron Peterson
- May 1-2, 2026 – Eastridge High School Girls Golf
 - 6 students and 1 adult supervisor will travel to Coon Rapids, MN.
 - Travel – School vans
 - Students will stay at AmericInn by Wyndham, Coon Rapids
 - Supervisor, Kathy Madden



- May 1-2, 2026 – Woodbury High School Girls Golf
 - 6 students and 1 adult supervisor will travel to Coon Rapids, MN.
 - Travel – School vans
 - Students will stay at AmericInn by Wyndham, Coon Rapids
 - Supervisor, Karen Weiss
- May 8-9, 2026 – Eastridge High School Girls Golf
 - 6 students and 1 adult supervisor will travel to Brainerd, MN.
 - Travel – School vans
 - Students will stay at the Cragun's Resort
 - Supervisor, Kathy Madden
- May 8-9, 2026 – Woodbury High School Boys Golf
 - 6 students and 1 adult supervisor will travel to Detroit Lakes, MN.
 - Travel – School vans
 - Students will stay at the Holiday Inn Express, Detroit Lakes
 - Supervisor, Shawn Mahady
- July 20-31, 2026 – Eastridge High School World Language
 - 21 students and 3 adult supervisors will travel to Portugal and Spain
 - Travel – EF Tours
 - Hotels to be determined by EF Tours
 - Supervisor, Michele Salinas

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): Katie Carlson (763) 807-6149

School and Program: East Ridge High School - LoftPAC (drama club)

Date of Requested Trip: March 27-29th, 2026

1. What group is taking this trip? LoftPAC (drama club)

Estimated # of Students 20 Adult Supervisors Katie Carlson & Jimmy Stocco

2. Destination: Duluth, MN

Date/Time of Departure: Friday, March 27th - midday

Date/Time of Return: Sunday, March 29th - midday

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

Students will attend various theatrical performances, meet with college theatre program, and build community with one another.

4. Name the manner of travel and the carrier.

Carlson and Stocco will drive district vans for transportation.

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

Students and chaperones will stay in an Air BnB -
airbnb.com/rooms/601985232367658369?vitalityEntryPoint=1&s=76

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

Theater boosters will help facilitate registration/payment of trip

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

Describe the manner of selecting participants.

This field trip is open to all drama club students, grade 9-12

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

Katie Carlson and Jimmy Stocco will be the primary chaperones.

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

Both drivers will have updated district van training, CPR, and will check in with health office regarding the individual health needs of student registrants

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

~\$300 per student - includes lodging, shows, and groceries for meals

12. State evaluation procedures.

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

Signature of Staff Member Responsible: [Signature]

Date field trip request was submitted to Principal: 1/15/26

Principal/Administrator Signature and Date: [Signature]

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 2/18/26

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____

TBD - have not had students sign up (awaiting approval)



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Aaron Peterson 612-618-7994

School and Program: East Ridge Boys Lacrosse Program

Date of Requested Trip: 4/24 - 4/25

1. What group is taking this trip? East Ridge Boys Lacrosse Varsity and JV

Estimated # of Students 45 Adult Supervisors 6

2. Destination: Moorhead Minnesota

Date/Time of Departure: 4/24 11:00AM

Date/Time of Return: 4/25 7:00PM

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

The East Ridge Boys lacrosse team will travel to Moorhead to play in a MSHSL sanctioned lacrosse game during the regular spring season.

4. Name the manner of travel and the carrier.

Coach Bus - Jefferson Lines

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

Homewood Suites by Hilton West Fargo Medical Center - 805 Beaton St

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

Booster club has been intimately involved in the planning process.

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

The entirety of the Boys Lacrosse Program

8. Describe the manner of selecting participants.

We are scheduled to play a JV game and a Varsity game so it makes sense to bring the entire team

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

Coaches with support from booster club

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

Transportation Safety

- The team will travel via a licensed and insured coach bus company.
- All students will remain seated while the bus is in motion and follow all bus safety rules.
- Coaches will conduct a headcount before departure, during any stops, and upon arrival at each destination.
- Emergency contact information and medical forms for all athletes will be carried by supervising coaches at all times.

Supervision

- Student-athletes will be supervised at all times by the coaching staff.
- Clear expectations for behavior will be communicated prior to departure.
- A rooming list will be established in advance, and coaches will conduct room checks at designated times.
- Athletes will not be permitted to leave the hotel or venue without coach supervision and approval.
- A curfew will be strictly enforced.

Our priority is to provide a safe, well-supervised environment while representing our school with professionalism and responsibility.

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

This trip will be funded through the booster club. Meals, transport, and hotel rooms will be provided to the athletes and coaches.

12. State evaluation procedures.

Post-Trip Review

- Coaching staff will meet after the trip to discuss overall effectiveness.
- Feedback may be gathered from student-athletes.
- Recommendations will be documented to improve future trips.

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

Signature of Staff Member Responsible:

Aaron Peterson

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Date field trip request was submitted to Principal:

Principal/Administrator Signature and Date:

Sara Paschke 2/24/26

Approved: X

Not Approved: _____

Assistant Superintendent Signature and Date:

Krista Smith 2/25/26

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: May 1 – 2, 2026

1. What group is taking this trip? Girls Varsity

Estimated # of Students 6 Adult Supervisors 1

2. Destination: TPC/Victory Links

Date/Time of Departure: 5/1 7 a.m.

Date/Time of Return: 5/2 8 p.m.

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

4. Name the manner of travel and the carrier.
School Van

5. State housing arrangements (must include name, address and phone number of hotel).
3430 Northdale Boulevard, Coon Rapids, MN 55448, United States
1-763-297-9412

AmericInn by Windham

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

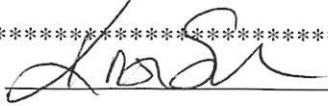
7. List participants (reminder to have participants complete parent/guardian permission form).
Aliyah Kleven, Ella Anderson, Elayna Brown, TBA, TBA, TBA
8. Describe the manner of selecting participants.
Varsity players
9. Indicate who will be in charge of supervising the trip.
Kathy Madden Head Coach
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.
Lowest scores throughout the 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: 2/24/2026

Principal/Administrator Signature and Date:  2/24/26

Approved:  Not Approved: _____

Assistant Superintendent Signature and Date:  2/25/26

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): Karen Weiss 612-207-9771

School and Program: Woodbury High School Girls Golf

Date of Requested Trip-May 1-2, 2026

1. What group is taking this trip? WHS Girls Golf
Estimated # of Students - 6
2. Destination: Coon Rapids, MN
3. Date/Time of Departure: 12:00pm, Friday May 1
4. Date/Time of Return: 4:00 pm Sat May 2
5. State purpose and educational value of trip (attach information to form if needed). Friendly Match between WHS and ER
6. Name the manner of travel and the carrier. District Van
7. State housing arrangements (must include name, address and phone number of hotel). AmericInn by Wyndham. 3430 Northdale Boulevard, Coon Rapids, MN 55448, United States. 763-323-0010

Describe parental involvement in planning – including who, what, where, when and how Booster club coordinated bus, meals and hotel reservation. NA

8. List participants (reminder to have participants complete parent/guardian permission form). Describe the manner of selecting participants. Varsity team- TBD
9. Indicate who will be in charge of supervising the trip. Karen Weiss and Kathy Madden
10. State the safety precautions and procedures for emergencies while on the trip. Emergency Contact Info collected

11 Give budget costs, how the trip will be funded and estimated cost per student. Cost will be approximately \$125 per student

12 State evaluation procedures. Varsity Tryouts

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

Signature of Staff Member Responsible: K. C. [Signature]

Date field trip request was submitted to Principal: 2-23-26

Principal/Administrator Signature and Date: Jodi Lockhart [Signature] 3/4/26

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 3/6/26

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: May 8-9, 2026

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

Estimated # of Students 6 Adult Supervisors 1

2. Destination: Craguns Resort, Brainerd, MN

Date/Time of Departure: 5/8 7 a.m.

Date/Time of Return: 5/9 8 p.m.

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

4. Name the manner of travel and the carrier.
School Van

5. State housing arrangements (must include name, address and phone number of hotel).
Cragun's Resort, Golf and Conference
11000 Craguns Dr
Brainerd, Mn 56401

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.

7. List participants (reminder to have participants complete parent/guardian permission form).
Aliyah Kleven, Ella Anderson, Elayna Brown, TBA, TBA, TBA
8. Describe the manner of selecting participants.
Varsity players
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.
Lowest scores throughout the 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: 2/24/2026

Principal/Administrator Signature and Date: Sara Pollock 2/24/26

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: Josh Smith 2/25/26

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): Shawn Mahady

School and Program: Woodbury High School Boys Golf

Date of Requested Trip: Depart: May 8 Return: May 9

1. What group is taking this trip? Woodbury High School Boys Golf Team

Estimated # of Students - Six Adult Supervisors - One

2. Destination:

Date/Time of Departure: May 8 - 6:00 am

Date/Time of Return: May 9 - 6:00 pm

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

Participation in the Northwest Classic Invitational hosted by Detroit Lakes High School.
Team building, learning to respect the game of golf and your opponents.

4. Name the manner of travel and the carrier.

District 833 Van - driven by Head Coach Shawn Mahady

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

Holiday Inn Express - 1155 Hwy 10 East - Detroit Lakes, MN 56501

218-847-2121

Two boys will share a room. The Head Coach will have his own room.

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

Planned trip with input from our Booster Club and Assistant Coaches.

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

Boys Varsity Golf Team - participants determined after qualifying score in April and May.

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

Head Coach - Shawn Mahady

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

EAP in place per MSHSL guidelines and vehicle inspection per the training received and completed from the district in March of 2024 and will also be updated in March 2025.

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

Trip will be funded by WHS and the WHS Boys Golf Team Booster Club. Cost per student is approximately \$250 with virtual no out of pocket expenses.

12. State evaluation procedures.

Trip will be evaluated for success upon our return.

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

NA at this time.

Signature of Staff Member Responsible: Shawn Mahady

Date field trip request was submitted to Principal: 2-23-24

Principal/Administrator Signature and Date: Jodi Lieber

Approved: X

Not Approved: _____

Assistant Superintendent Signature and Date: *[Signature]* 3/6/26

Approved: *[checkmark]* 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): Michele Salinas 651-491-4536

School and Program: ERHS World Language

Date of Requested Trip: July 20-31, 2026

1. What group is taking this trip? Students from ERHS

Estimated # of Students 21 (and 3 parents) Adult Supervisors 3

2. Destination: Portugal and Spain

Date/Time of Departure: July 20, 2026, time TBA

Date/Time of Return: June 31, 2026, time TBA

3. State purpose and educational value of trip (attach information to form if needed).
The purpose of traveling to Portugal (various cities) and Spain (various cities) is to provide students with a well-rounded foreign travel experience in which they are able to take part in the language, food, traditions and life in both countries.

4. Name the manner of travel and the carrier.
EF Tours - provides foreign and domestic travel opportunities to school groups. They have 50+ years of experience. Major airlines are used. We will use a coach bus, metro and walk in Portugal and Spain.

5. State proposed housing arrangements.
EF tours will provide housing in the form of hotel stays in the various cities we visit.

6. Describe parental involvement in planning – including who, what, where, when and how.
Parents helped their students register, will provide financial assistance and get their child to and from MSP airport. Parents of travelers have attended my meetings to be sure students are ready to travel and understand expectations.

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

First Name	Middle Name	Last Name
Michele	Ann	Salinas
Amogh		Boda
Patricia	Mangwi-Neh	Chinanga
Luke	Aaron	Christy
Keira	Jane	Daniels
Dominic	Clarence	DeLawyer
Addison	Elizabeth	Eckberg
Gabriella	Madison	Gautsch
Kendall	Colby	Gill
Braeden	Jameson	Kraft
Connor	Grant	Kramlinger
Simon	Lawrence	Lindahl
Madeline	Grace	Masters
Sara	Lynn	McDermott
Sophia	Lynn	McDermott
Barbara	Joyce	Paterick
Sadie	Marie	Seel
Kayla	Marie	Smith
Christina	Petricka	Snyder
Theodore	James	Snyder
Ellen	Leighton	Stepaniak
Anh	Nguyen Thuc	Vo
Savannah	Alexis Miriah	Werner
Lyla	Jia	Xiong
Sonia	Isabel	Zapata

8. Describe the manner of selecting participants.

Any high school student in District 833 student was eligible to register.

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

Michele Salinas will be the lead supervisor of this trip. EF Tours will provide a 24-hour tour director in addition to local guides that will join us at various destinations. For every six students that register another trip chaperone is chosen – Natalie Bird and Amanda Gavin will be chaperoning the trip as well per EF Tour guidelines.

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

- Each student and parent will sign a behavioral contract before leaving on the trip.
- 24-hour access to English speaking coordinator is provided by EF Tours to keep the parents abreast
- of any emergency that may occur.
- 24-hour access to in-country medical care is provided through the EF tour guide, the hosting country EF office and in-country medical facilities.
- EF Tour Director who is with us 24/7 will assist in procedures for any possible emergencies.

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

Estimated tour cost: \$5,000.00 (depending on time of enrollment)

Tips: \$150.00 total (divided between Tour Director, bus drivers, local tour guides)

Spending money: \$30.00-\$40.00 per day for extra snacks, beverages, lunch and souvenirs (personal budget)

12. State evaluation procedures.
EF Tours will solicit evaluations from each of the participants.

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

All special needs and concerns will be dealt with on an individual basis.

Signature of Staff Member Responsible: Michelle Salinas

Date field trip request was submitted to Principal: 2-26-26

Principal/Administrator Signature and Date: [Signature] 2-26-26

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 3/3/26

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____