

## **ADMINISTRATIVE REPORT**

**DATE:** April 23, 2026  
**TOPIC:** 6.9 – Extended Field Trips  
**PRESENTER:** Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer  
**REFERENCE TO POLICY/STATUTE:** 610

### **A. PURPOSE OF REPORT**

- May 2-3, 2026 – Woodbury High School Ultimate Frisbee Club
  - 22 students and 4 adult supervisors will travel to St. Louis Park, MN.
  - Travel – Students will transport
  - Students will stay at Holiday Inn Express – West End, Golden Valley
  - Tournament
  - Supervisor, Cari Jo Drewitz
- May 7-10, 2026 – East Ridge High School Speech Team
  - 11 students and 3 adult supervisors will travel to Shakopee, MN.
  - Travel – District vans
  - Students will stay at the Holiday Inn Express & Suites
  - Tournament
  - Supervisor, Megan Roeser, Austin Boreen & Talon Krummel Walter
- June 15-25, 2026 – Park High School World Language Department
  - 35 students and 5 adult supervisors will travel to Zurich, Switzerland, Cinque Terre, Italy, Nice, France, Avignon, France, Barcelona, Spain
  - Travel – EF Tours
  - Housing to be determined with EF Tours
  - Educational Tour



- Supervisor, Stacy Paleen
- August 27-28, 2026 – Woodbury High School Girls Soccer
  - 40 students and 3 adult supervisors will travel to Duluth, MN.
  - Travel – Richfield Bus Company
  - Students will stay at the Comfort Inn West Duluth
  - Tournament
  - Supervisor, Pat Malicki

**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): Cari Jo Drewitz, Cell: 763-458-9892

School and Program: Woodbury High School, Ultimate Frisbee Club

Date of Requested Trip: May 2- 3, 2026

1. What group is taking this trip? Woodbury High School Ultimate Frisbee Estimated # of

Students 22 Adult Supervisors 2 coaches, 2 chaperone

2. Destination: St. Louis Park Date/Time of Departure: May 2, 4:00PM

Date/Time of Return: May 3, 2026, approx 4 PM

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

The team will compete in the Westopolis tournament.. The trip allows team building as well as playing against some strong teams from high schools in Minnesota.

4. Name the manner of travel and the carrier.

Students will drive themselves or parents will drive (School vans are not available)

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

team will be staying within 10 miles of the tournament site.

Holiday Inn Express - West End  
6051 Golden Hills Drive  
Golden Valley, MN

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

Multiple parents have completed the process to become MN Ultimate certified chaperones to assist in the execution of this trip.

Molly Nystel and Leigh Rekow are helping to organize the parent involvement for Woodbury.

Parent involvement could include:

- Coordinating and setting up breakfast, lunch, dinner, and snacks
- Hotel checks
- Coordinating student outings during the evenings
- Parent coordination

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

<b>First Name</b>	<b>Last Name</b>
Logan	Bergler
Liam	Brennan
Jason	Brunette
Anthony	Conant
Elliott	Edwards
Finn	Exley
Olin	Holgers
Magnuson	Johnson
Wyatt	Kane
Anthony	Manor
Zander	Moriarty
Elijah	Nystel
Cole	Ostrom
Jeyi	Park
Mason	Rekow
Morgan	Sinks
Owen	Southworth
Joshua	Thomas
Brady	Traynor
Brayden	Turns
Luke	Vasterling
Eddie	Widen

8. Describe the manner of selecting participants.

This event is a varsity sports event. The athletes selected to play on the Woodbury Varsity Ultimate team will be able to attend. We will be bringing approx. 18-22 athletes.

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

Cari Jo Drewitz and Dustin Nystel

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

There will be a chaperone phone tree in place for any issues that arise that do not directly need emergency medical supervision. Student athletes will not be allowed to leave the hotel/team site without the supervision of an adult chaperone and sign out. Once in the hotel a curfew will be set for 10PM. At this time there will be a bedroom check conducted by the chaperones to again verify that all athletes are accounted for and in their designated rooms. Individual rooms will have captains or leaders in each to assure proper behavior.

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

Expenses:

Hotel – \$1900

- 10 rooms for 1 nights at \$145 per night + tax and \$10 per car parking fee
- Numbers based on 22 athletes, 2 coaches and 2 chaperones

Tournament Fee – \$350 (part of regular season fees)

Saturday Dinner – \$300

Estimated cost per student: \$100

12. State evaluation procedures.

N/A

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

N/A

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Signature of Staff Member Responsible: *[Handwritten Signature]*

Date field trip request was submitted to Principal: *[Handwritten Signature]* 4-7-26

Principal/Administrator Signature and Date:

Approved:  Not Approved:

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Assistant Superintendent Signature and Date: *[Handwritten Signature]* 4-10/26

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):** Meghan Roeser 651-788-2760, Austin Boreen 651-403-3860, and Talon Krummel Walter 651-728-1295

**School and Program:** East Ridge High School, Speech Team

**Date of Requested Trip:** Thursday, May 7<sup>th</sup> to Sunday, May 10<sup>th</sup>

1. **What group is taking this trip?** East Ridge Speech Team

**Estimated # of Students** 11 **Adult Supervisors** 3

2. **Destination:** Shakopee High School – Shakopee, MN

**Date/Time of Departure:** Thursday, May 7<sup>th</sup> 5pm

**Date/Time of Return:** Sunday, May 10<sup>th</sup> 12pm

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

NIETOC - National Individual Event Tournament of Champions

“The NIETOC is committed to bringing the nation's best and brightest students and teachers together to participate in a high-caliber and high-quality national speech tournament. The NIETOC is designed to give competitors an amazing competitive experience, with a student-centered schedule, competitive costs, and minimal judge requirements.”

From the National Speech and Debate Association (NSDA): “Speech and debate is a competitive activity that teaches students communication and critical thinking skills they will use in every stage of their lives. Through speaking, debating, and acting, they build confidence and expand their understanding of the world around them. With a variety of team and individual competition options, students can choose their own adventure and explore the events that appeal to them.”

4. **Name the manner of travel and the carrier.**

Traveling via car/van, students will ride in one of the SoWashCo vans pending approval/availability.

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

Majority of students and all 3 coaches will be staying at Holiday Inn Express & Suites Minneapolis SW - Shakopee by IHG.  
Address: 4550 12th Avenue East, Shakopee, MN 55379, USA  
Phone: +1 952-445-2244

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

Parents/guardians of the students who qualified are included in all email communication regarding the tournament. The parent booster board helps coordinate with ensuring expenses are covered and budgeting costs for entry fees, lodging, food, etc.

Given that this tournament is local, there are families that have chosen to drive their student to/from Shakopee High School each day of competition.

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

Yukta Choudhary, Wayne (Kasen) Kemper, Trisha Manjure, Aashritha Mikkilineni, Akhil Nallani, Shahad Odowa, Rishi Raichur, Jane Stansel, Jacob Tamrat, Abdii Turi, and Grace Zhang.

**8. Describe the manner of selecting participants.**

To compete in this tournament, students had to qualify on a bid system. This meant that based on their success throughout the competitive season, they placed high enough to earn a bid to compete at this national tournament. Two bids are required to attend.

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

Head Coach Meghan Roeser: 651-788-2760, [coach@erhsspeech.com](mailto:coach@erhsspeech.com)

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

Traveling policies taken directly from our team handbook:

- Keep your phone nearby when not in competition rounds and pay attention to group text messages.
- Ensure your phone is at least 50% charged AND have a phone charger on you at all times.
- Be punctual for all scheduled activities and car loading times.
- Evening curfew is to be strictly followed at all times. Time will be sent out in the group text messages.
- Males and females must remain in separate rooms unless supervised by an adult chaperone. Socialize in the common areas of the hotel.
- Get permission before leaving the group and inform the lead chaperone where you are going and when you will return.
- Do not go off on your own – always travel in groups of two or more.

- Carry the name and phone number of the hotel where the group is staying at all times.
- Carry the name and phone number of coaches and chaperones at all times.
- Leave hotels and vehicles clean and do not take property from hotels (related charges will be applied to the guilty party).
- No excessive noise or obnoxious behavior in the hotels after quiet hours.
- Obey all local laws, tournament rules, and hotel policies.

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

Our Student Activity Fund will be covering the entry fees for the tournament, which is currently \$1,150.00. (in the event we do not have funds located here, the Booster Club will cover costs)

Students are responsible for covering lodging/hotel rooms, which is \$200 total per student (including taxes).

Our Boosters will cover coach lodging, which is \$500 total.

Coaches are choosing to cover team dinners following competition days.

Coaches and Students are responsible for their own lunches during competition, and any food/snacks they choose to purchase on our travel days (Thursday and Sunday).

If a student states that any of this is a financial burden, we will work closely with the Boosters to ensure costs are covered.

**12. State evaluation procedures.**

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

No current special needs or concerns for the students listed.

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Signature of Staff Member Responsible: Meglaan Koeser

Date field trip request was submitted to Principal: March 31, 2026

Principal/Administrator Signature and Date: Sara Pichler 3/31/26

Approved: X Not Approved: \_\_\_\_\_

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Assistant Superintendent Signature and Date: Kristin Sch... 4/7/26

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): Stacy Paleen 651-283-5932

School and Program: Park High School – World Language Department – EF Tours

Date of Requested Trip: June 15-June 25, 2026


1. What group is taking this trip? Students and Parents from Park High School  
Estimated # of Students 35 Adult Supervisors 5
2. Destination: Zurich, Switzerland, Cinque Terre, Itay, Nice, France, Avignon, France, Barcelona, Spain  
Date/Time of Departure: June 15, 2026  
Date/Time of Return: June 25, 2026
3. State purpose and educational value of trip (attach information to form if needed).  
To give students an opportunity to:  
-Expand their knowledge of the world around them  
-Discover more about themselves  
-Grow more confident and independent  
-Come to understand more about new people, places, and cultures
4. Name the manner of travel and the carrier.  
We will fly using a major airline carrier. We will travel by coach bus while in Europe.
5. State proposed housing arrangements.  
EF Tours is organizing hotels in each region that we visit (Lucerne, Switzerland, Cinque Terre, Italy, Nice, France, Provence, France, Barcelona, Spain).
6. Describe parental involvement in planning – including who, what, where, when and how.  
Parents attend all informational and pre departure meetings (one in September 2024, one in February 2026 and one in May2026)
7. List participants (reminder to have participants complete parent/guardian permission form).  
List to be provided upon enrollment to the trip..
8. Describe the manner of selecting participants.  
Open to all high school students in ISD 833.

9. Indicate who will be in charge of supervising the trip.  
Stacy Paleen – French Teacher at Park High School
  
10. State the safety precautions and procedures for emergencies while on the trip.  
EF Tours has extensive safety precautions in place. We follow them. We also have a full-time tour director with us at all times.
  
11. Give budget costs, how trip will be funded and estimated cost per student.  
Students paid ALL of their costs. There are no costs that will be covered by the district.
  
12. State evaluation procedures.  
We will make sure all students return safely to the US.
  
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.  
We are following ALL protocols set forth by EF Tours.

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Signature of Staff Member Responsible: Stacy Paleen

Date field trip request was submitted to Principal: April 1, 2026

Principal/Administrator Signature and Date:  4/1/26

Approved:  Not Approved:

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Assistant Superintendent Signature and Date:  4/7/26

Approved:  Not Approved:

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School Board Review Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_



**610 EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): Pat Malicki 651- 425 - 5486

School and Program: WHS Girl's Soccer

Date of Requested Trip: Thursday August 27<sup>th</sup>, 2026 and Friday August 28<sup>th</sup>, 2026

1. What group is taking this trip? WHS Girl's Soccer

Estimated # of Students 40 Adult Supervisors 3

2. Destination: Duluth, MN

Date/Time of Departure: 8/27/26 at 9:00 AM

Date/Time of Return: 8/28/26 at 7:00 PM

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

- Team building
- Play two non-conference teams for both the Varsity and JV teams

4. Name the manner of travel and the carrier.

- Rent a coach bus (Richfield Bus Company)

5. State proposed housing arrangements.

- Stay at a hotel in the Duluth area:  
Comfort Inn West  
3900 W Superior St  
Duluth MN 55807  
218-628-1464

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

- WHS Girls' Soccer Booster Club will be planning the bus rental, fundraising, and hotel arrangements
- Andy Grall Booster Club President and the rest of the Booster Club
- Parent Chaperones

7. List participants (reminder to have participants complete parent/guardian permission form).
  - All players will be required to complete a parent/guardian permission form as well as Code of Conduct form.
8. Describe the manner of selecting participants.
  - All players who earn a position on either the Varsity or JV soccer teams during tryout starting on 8/17/26
9. Indicate who will be in charge of supervising the trip.
  - Pat Malicki, Kylie Moore, WHS Girls Booster Club, and parent chaperones
10. 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
11. Give budget costs, how trip will be funded and estimated cost per student.
  - Approximately \$180.00/ student.
  - Booster Club will help pay for the cost of the trip through fundraising.
  - Scholarships are available. (Through Booster club fundraisers)
12. State evaluation procedures.
  - Discussions with Girls Soccer booster club, student athletes, coaches, and Athletic Director
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
  - None

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Signature of Staff Member Responsible: Pat Malicki

Date field trip request was submitted to Principal: 3/17/26

Principal/Administrator Signature and Date: Jodi Soebler Sub

Approved: 3-19-26 Not Approved: \_\_\_\_\_

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Assistant Superintendent Signature and Date: Ann Saly 3/25/26

Approved: ✓ Not Approved: \_\_\_\_\_

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School Board Review Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_