

ADMINISTRATIVE REPORT

DATE: October 22, 2026

TOPIC: 5.9 – Extended Field Trips

PRESENTER: Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer

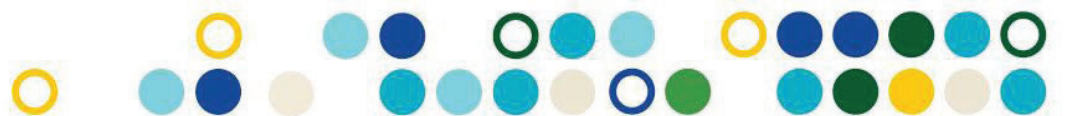
REFERENCE TO POLICY/STATUTE: 610

A. PURPOSE OF REPORT

- November 6-7, 2026– Woodbury High School Girls Hockey Team
 - 36 students and 5 adult supervisors will travel to Duluth, MN.
 - Travel –Trobec Coach Bus
 - Housing – Park Point Marina Inn Duluth
 - Pre-season scrimmage
 - Supervisor, Scott Waldo
- November 20-21, 2026– Woodbury High School Boys Hockey Team
 - 36 students and 5 adult supervisors will travel to Duluth, MN.
 - Travel –Northfield Coach Bus
 - Housing – TBD
 - Pre-season scrimmage
 - Supervisor, A.J. Bucchino
- February 6-7, 2026– Woodbury High School Boys Basketball Team
 - 20 students and 2 adult supervisors will travel to Rochester, MN.
 - Travel –Parents will provide transportation
 - Housing – Kahler Grand Hotel, Rochester
 - Team building
 - Supervisor, Kent Getzlaff



- March 29–April 3, 2027– East Ridge High School Boys Golf Team
 - 9 students and 2 adult supervisors will travel to Phoenix, Arizona
 - Travel –Delta Airlines
 - Housing – VRBO in Scottsdale, AZ.
 - Practice rounds and team bonding
 - Supervisor, Bret Brookins
- April 1–5, 2027– Woodbury High School Baseball team
 - 22 students and 4 adult supervisors will travel to Tampa/St. Petersburg, FL.
 - Travel – Sun Country Airlines
 - Housing – Hotels through Baseball City Spring Training
 - Team bonding
 - Supervisor, Kevin McDermott
- April 14–16, 2027– East Ridge High School Boys Golf Team
 - 5–6 students and 1 adult supervisor will travel to Sheboygan, WI.
 - Travel –District Vans
 - Housing – VRBO – shared with White Bear Lake Golf Team
 - Tournament
 - Supervisor, Bret Brookins
- May 7–8, 2027– East Ridge High School Boys Golf Team
 - 6 students and 1 adult supervisor will travel to Detroit Lakes, MN.
 - Travel –District Vans
 - Housing – VRBO in Detroit Lakes
 - Tournament
 - Supervisor, Bret Brookins
- June 15–19, 2027– East Ridge High School LoftPAC (Drama Club)
 - 15–20 students and 2 adult supervisors will travel to New York City, NY.



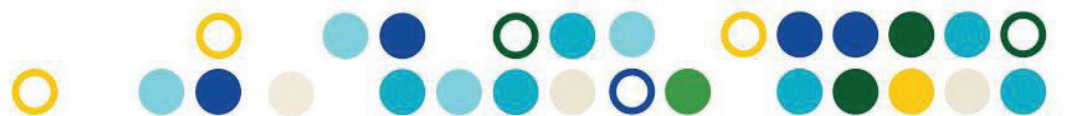
- Travel – Flights to be determined
- Housing – Pod Hotel in Brooklyn
- Attend theatrical performances & workshops
- Supervisor, Katie Carlson

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): Scott Waldo 612-414-0688

School and Program: WHS Girls Hockey

Date of Requested Trip: 11/6-11-7

1. What group is taking this trip? Girls Varsity and JV hockey
Estimated # of Students 36 Adult Supervisors 5
2. Destination: D u l u t h A r e a
Date/Time of Departure: 11/6 11am
Date/Time of Return: 1 1 / 7 6 3 0 p m
3. State purpose and educational value of trip (attach information to form if needed).
Team bonding and pre-season scrimmage fest
4. Name the manner of travel and the carrier.
Coach bus with Trobec Carier
5. State housing arrangements (must include name, address and phone number of hotel).

Park Point Marina Inn
1033 Minnesota Ave
Duluth Mn 55082
218-491-7111
6. Describe parental involvement in planning – including who, what, where, when and how.
The booster club Alisha Huebsch and Laura Winge book hotels and bus and have coordinate a night where parents bring snack for players to have for the trip. The coordinate dinner and lunches with reservations and are on standby should we need any additional assistance
7. List participants (reminder to have participants complete parent/guardian permission form).

All players participating in girls hockey this season plus 3 mgrs



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone):

A.J. Buccino

603-
540-
5719

School and Program:

WHS Boys Hockey

Date of Requested Trip:

11/20 - 11/21

1. What group is taking this trip?

WHS Boys Hockey

Estimated # of Students

36

Adult Supervisors

5

2. Destination:

Palatka, MN

Date/Time of Departure:

5PM, 11/20

Date/Time of Return:

10PM, 11/21

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

Two Scrimmages to prepare for season.

4. Name the manner of travel and the carrier.

Northfield Buses/Hockey games.

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

Hotel/undecided TBD

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

No Parents involved. Only Booster Club.

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

36 Hockey Players on Boys team.

8. Describe the manner of selecting participants.

Varsity & JV Players.

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

A. T. Buccino, HC of team.

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

EMT at games. Rules on bus & in hotel.

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

\$150 - per student funded through booster club.

12. State evaluation procedures.

Scrimmages for prep for season.

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

None.

Signature of Staff Member Responsible: Chad Se

Date field trip request was submitted to Principal: 11/20/26 - 11/21/26

Principal/Administrator Signature and Date: Cal Se 10/08/26

Approved: [Signature] Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 10/12/26

Approved: [Signature] Not Approved: _____

School Board Review Date: _____

Not Approved: _____



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

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

School and Program: Woodbury High School Boys Basketball

Date of Requested Trip: February 6th and 7thK

1. What group is taking this trip? Boys Basketball

Estimated # of Students - 20

2. Destination: Rochester John Marshall High School &

3. Date/Time of Departure: Saturday, February 6th 8:30 am

4. Date/Time of Return: Sunday, February 7th, 11:00 am

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).
Kahler Grand Hotel
20 2nd Ave Southwest
Rochester, MN 55902

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 Wednesday, November 25th and 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: [Signature]

Date field trip request was submitted to Principal: 10/8/2026

Principal/Administrator Signature and Date: [Signature] 10/9/2026

Approved: [Signature] Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 10/10/26

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): __Bret Brookins__

School and Program: East Ridge HS – Boys Golf Team

Date of Requested Trip: March 29-April 3

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

Estimated # of Students __9__ Adult Supervisors 2

2. Destination: Phoenix Arizona

Date/Time of Departure: 6:55 AM - Delta Airlines

Date/Time of Return: 11:51 pm – Delta Airlines

3. State purpose and educational value of trip (attach information to form if needed).
This trip is to take the top golf players from the 2026 season to Arizona to get 4+ practice rounds in and to work on bonding as a team. We will do some different activities while there to work on trust and how to work as a team. We will visit Arizona State University and their practice facilities to show the importance of education.

4. Name the manner of travel and the carrier.
Rental Van in AZ – Sky Harbor Airport – Hertz Rental

5. State housing arrangements (must include name, address and phone number of hotel).
We will be staying in a VRBO in Scottsdale AZ

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

Booster club is helping: VP is in charge of helping with finding locations to stay and plane and van. Treasurer is in charge of collecting money. And there is a parent involved in helping to collect and record all moneys players have earned for their trip through fundraising.

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

Top 9 golfers based on scoring average from 2026 season

Dom Wagner

Hudson Methven

Lucas Lollensack

Cameron Walter

Mathew Spuhluer

Abraham Bunkers

Charlie Allen

Riley Piatich

Wendel Fougner

Bret Brookins

Justin Lorang Describe the manner of selecting participants.

These are the top 9 players on the team prior to the season and based on regular season last year.

8. Indicate who will be in charge of supervising the trip.
Bret Brookins and Justin Lorang

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

I will have all golfers medical card copies along with parents phone numbers

11. Give budget costs, how trip will be funded and estimated cost per student.
The cost for each member of the team is around \$1200 for the entire trip, includes airfare, travel van, VRBO, food and 4 rounds of golf.

12. State evaluation procedures.

Each player will be picked based on their scoring averages and we will use all scores towards 2027 team while in AZ

13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable
None after meeting and discussing with the group.

Signature of Staff Member Responsible: _____

Date field trip request was submitted to Principal: _____

Principal/Administrator Signature and Date: Laura Paladino 9/22/26

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: Anthony S. 9/23/24

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): Kevin McDermott Cell 651-226-0998

School and Program: Woodbury HS Varsity/JV Baseball

Date of Requested Trip: 4/1/27-4/5/27

1. What group is taking this trip? WHS Varsity/JV Baseball Players & Coaches

Estimated # of Students 22 Adult Supervisors 4

2. Destination: Baseball City Tampa/St. Pete, FL

Date/Time of Departure: 4/1/27 6:10am

Date/Time of Return: 4/5/27 10:00PM

3. State purpose and educational value of trip (attach information to form if needed).
The purpose of this trip is to provide a unique quality baseball experience for all involved and to develop individual and team skills in baseball, with an overarching development of team culture and camaraderie that builds on the foundation of our program core values of Family, Positive Energy, and Grit. This trip has always been a great help in preparing our program and players to develop and be best prepared for our season. This trip is highly supported by our parents, players, and coaches. High School and HS athletics is about creating unforgettable memories and opportunities and this trip does both! It is great for our players and program as a whole!

4. Name the manner of travel and the carrier.
Airfare through Sun Country Airlines

5. State proposed housing arrangements.
Hotels through Baseball City Spring Training Company

6. Describe parental involvement in planning – including who, what, where, when and how.
Many coach emails and dialogue back and forth with parents and parent meetings.
-Trip is mainly planned and coordinated by me (head coach) with parent support and help.

7. List participants (reminder to have participants complete parent/guardian permission form).
-All returning Juniors and seniors/varsity/jv players within our program. All are welcome. We will use the district permission forms.

8. Describe the manner of selecting participants.

-We invite all returning juniors and seniors & Varsity/JV players within our program to keep it inclusive

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

All 4 of our HS Varsity/JV baseball coaches are the supervisors of this trip, but many parents will be in attendance to help if needed at all.

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

Parent contact lists, parents permission slips and waivers with emergency information. Disney Wide World of Sports trainers on site at all events/fields throughout all field events.

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

Cost is all inclusive at about \$1800 per player. That includes round trip air, hotel, all meals, spending money, ground transportation, 3 scrimmage dates by MSHSL rules for both JV and Varsity, Practices and scrimmages on well maintained outdoor fields(which we often can't do in the early spring in MN). This is all paid directly to Baseball City. Fundraisers are open to all who want to participate; Calendar event, Coupon card, etc.

12. State evaluation procedures.

Evaluation will be done on a daily basis through outdoor practices and scrimmages that we would not be able to do if we were back in Minnesota. Essentially this process is much more fair to our kids and provides them with great opportunities to compete and get in baseball shape prior to our official MN schedule beginning in early April.

*Tons of team bonding opportunities that greatly help our team as well throughout the week.

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

Off field supervision will be helped with team check ins, team dinners, tons of time together on the baseball field each day, full team bonding activities off field, & parental help as they will be around.

Signature of Staff Member Responsible: Kucera

Date field trip request was submitted to Principal: 9/18/27

Principal/Administrator Signature and Date: Chase 9/18/27

Approved: _____ Not Approved: _____

Assistant Superintendent Signature and Date: Kristen Selzer 9/30/26

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): Bret Brookins

School and Program: East Ridge HS – Boys Golf Team

Date of Requested Trip: April 14-16

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

Estimated # of Students 5-6 Adult Supervisors 1

2. Destination: Sheboygan Wi.

Date/Time of Departure: 5pm

Date/Time of Return: 8pm

3. State purpose and educational value of trip (attach information to form if needed).
This trip is to take the top 5-6 golf players from the 2027 season to Whistling Straits invite in Sheboygan WI. To play against top teams from Wisconsin and 1 from Minnesota.

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

5. State housing arrangements (must include name, address and phone number of hotel).
We will be staying in a VRBO in Sheboygan with White Bear Lake Golf Team

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

Booster club is helping to organize food for trip.

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

Top 9 golfers based on scoring average from 2026 season

Dom Wagner

Lucas Lollensack

Cameron Walter or

Mathew Spuhler

Charlie Allen
Riley Piatich
Wendel Fougner
Bret Brookins

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

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

I will have all golfers medical card copies along with parents phone numbers

11. Give budget costs, how trip will be funded and estimated cost per student.
Each member of the team will pay \$25/nt for the VRBO payment. They will buy their own food other then what we make at the VRBO.

12. State evaluation procedures.

Each player will be picked based on their scoring averages and we will use all scores towards this evaluation including AZ scores.

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

None after meeting and discussing with the group.

Signature of Staff Member Responsible: _____

Date field trip request was submitted to Principal: 9/24/2026

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): Bret Brookins

School and Program: East Ridge HS – Boys Golf Team

Date of Requested Trip: May 7-8 2027

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

Estimated # of Students 6 Adult Supervisors 1

2. Destination: Detroit Lakes

Date/Time of Departure: 7am

Date/Time of Return: 8pm

3. State purpose and educational value of trip (attach information to form if needed).
This trip is to take the top 5-6 golf players from the 2027 season to Detroit Lakes invite in to play against top teams from Wisconsin and Minnesota

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

5. State housing arrangements (must include name, address and phone number of hotel).
We will be staying in a VRBO in Detroit Lakes

6. Describe parental involvement in planning – including who, what, where, when and how.
Booster club is helping to organize food for trip.

7. List participants (reminder to have participants complete parent/guardian permission form).
Top 6 golfers based on scoring average
Dom Wagner
Lucas Lollensack
Cameron Walter or
Mathew Spuhluer

Charlie Allen
Riley Piatich
Wendel Fougner
Bret Brookins

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

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

I will have all golfers medical card copies along with parents phone numbers

11. Give budget costs, how trip will be funded and estimated cost per student.
Each member of the team will pay \$25/nt for the VRBO payment. They will buy their own food other then what we make at the VRBO.

12. State evaluation procedures.

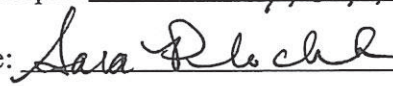
Each player will be picked based on their scoring averages

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

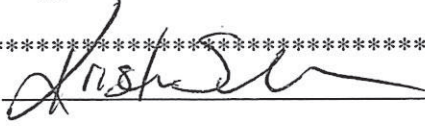
None after meeting and discussing with the group.

Signature of Staff Member Responsible: 

Date field trip request was submitted to Principal: 9/24/26

Principal/Administrator Signature and Date:  9/24/26

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date:  9/25/26

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): Katie Carlson (763) 807-6149

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

Date of Requested Trip: June 15-19, 2027

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

Estimated # of Students 15-20 Adult Supervisors Katie Carlson & Jimmy Stocco

2. Destination: New York City, NY

Date/Time of Departure: TBD (flights have not been purchased)

Date/Time of Return: TBD (flights have not been purchased)

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

Students will attend various theatrical performances, attend theatrical workshops, and build community with one another.

4. Name the manner of travel and the carrier.

Airline - TBD (flights have not been purchased)

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

Students and chaperones will stay in a Pod Hotel located in Brooklyn - individual rooms (like a hotel) but shared gathering spaces (ie - dining, lounge, etc.)

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).

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

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 chaperones have CPR training, 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.

~\$1000 per student - includes lodging, shows, and groceries for meals
Students will be responsible for purchasing their own airline ticket and will need spending money for some means.

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: 9/18/26

Principal/Administrator Signature and Date: [Signature] 9/18/26

Approved: [X] Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 9/21/26

Approved: [X] Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____