



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 12.1c

**Meeting Date:** April 4, 2024

**Subject:** Approve West Campus Debate Tournament in Evanston, IL from April 11-14, 2024

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Division:** Deputy Superintendent

**Recommendation:** Approve West Campus High School Debate Tournament in Evanston, IL from April 11-14, 2024

**Background/Rationale:** On April 11, two students, the debate coach, and one chaperone will travel by commercial airline to Illinois for 3 nights to participate in the Northwestern University Debate Tournament.

**Financial Considerations:** There is no cost to the district. Expenses will be paid by the Sacramento Urban Debate League.

**LCAP Goal(s):** College preparedness, increasing communication and critical thinking skills.

**Documents Attached:**

1. Out-of-state field trip documents

**Estimated Time of Presentation:** N/A

**Submitted by:** Mary Hardin Young, Interim Deputy Superintendent  
Jerad Hyden Instructional Assistant Superintendent

**Approved by:** Lisa Allen, Interim Superintendent

Sacramento City Unified School District  
**FIELD TRIP REQUEST FORM**  
 (USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form is required for each student. See below reference distribution section for details concerning each type of trip.

School Name West Campus Date 3/1/24  
 Teacher's Name Stephen Goldberg Room # \_\_\_\_\_ Telephone # 916-712-0782 Fax # \_\_\_\_\_  
 Field Trip Destination Northwestern University, Evanston, IL

- Walking  Local-50 mile radius  Out-of-Town (Beyond 50 mile radius)  Overnight  Out-of-State/Country  
 Involving Swimming or Wading  Unusual Activities

Route (must provide written directions our map) Fly from Sacramento airport to Chicago O'Hare Airport, shuttle from O'Hare to Holiday Inn North Evanston, shuttle to Northwestern  
 Educational nature of field trip/excursion Debate Tournament  
 Depart Date 4/11/24 Time 10:45 am Return Date 4/14/24 Time 10:33 am

TRANSPORTATION will be provided by:  Walking  School Bus - contact Transportation Field Trip Office  Train  
 Charter Bus Company (District Approved):  Yes  No (Check with Field Trip Office)  Public Transportation  
 Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle and driver.  
 Commercial Airline  Other: National Association of Urban Debate Leagues

Number of students participating: 2 Funding Source \_\_\_\_\_ Financial Assistance Available?  Yes  No

Adult Chaperones: (All clearances must be met prior to Field Trip Approval)

| (Use a separate sheet if necessary) |                     | DRIVER                       |  |                                 |   |  |  |  |  |
|-------------------------------------|---------------------|------------------------------|--|---------------------------------|---|--|--|--|--|
| 1)                                  | <u>Serena Jones</u> | <input type="checkbox"/> yes | <input checked="" type="checkbox"/> no | <input type="checkbox"/> Driver | <input checked="" type="checkbox"/> Fingerprint | <input checked="" type="checkbox"/> Mandated Reporter Training | <input checked="" type="checkbox"/> TB |  |  |
| 2)                                  | _____               | <input type="checkbox"/> yes | <input type="checkbox"/> no            | <input type="checkbox"/> Driver | <input type="checkbox"/> Fingerprint            | <input type="checkbox"/> Mandated Reporter Training            | <input type="checkbox"/> TB            |  |  |
| 3)                                  | _____               | <input type="checkbox"/> yes | <input type="checkbox"/> no            | <input type="checkbox"/> Driver | <input type="checkbox"/> Fingerprint            | <input type="checkbox"/> Mandated Reporter Training            | <input type="checkbox"/> TB            |  |  |
| 4)                                  | _____               | <input type="checkbox"/> yes | <input type="checkbox"/> no            | <input type="checkbox"/> Driver | <input type="checkbox"/> Fingerprint            | <input type="checkbox"/> Mandated Reporter Training            | <input type="checkbox"/> TB            |  |  |
| 5)                                  | _____               | <input type="checkbox"/> yes | <input type="checkbox"/> no            | <input type="checkbox"/> Driver | <input type="checkbox"/> Fingerprint            | <input type="checkbox"/> Mandated Reporter Training            | <input type="checkbox"/> TB            |  |  |
| 6)                                  | _____               | <input type="checkbox"/> yes | <input type="checkbox"/> no            | <input type="checkbox"/> Driver | <input type="checkbox"/> Fingerprint            | <input type="checkbox"/> Mandated Reporter Training            | <input type="checkbox"/> TB            |  |  |
| 7)                                  | _____               | <input type="checkbox"/> yes | <input type="checkbox"/> no            | <input type="checkbox"/> Driver | <input type="checkbox"/> Fingerprint            | <input type="checkbox"/> Mandated Reporter Training            | <input type="checkbox"/> TB            |  |  |
| 8)                                  | _____               | <input type="checkbox"/> yes | <input type="checkbox"/> no            | <input type="checkbox"/> Driver | <input type="checkbox"/> Fingerprint            | <input type="checkbox"/> Mandated Reporter Training            | <input type="checkbox"/> TB            |  |  |

Teachers and Staff Attending (Use a separate sheet if necessary)

| DRIVER |                         | DRIVER                       |  |
|--------|-------------------------|------------------------------|--|
| 1)     | <u>Stephen Goldberg</u> | <input type="checkbox"/> yes | <input checked="" type="checkbox"/> no |
| 2)     | _____                   | <input type="checkbox"/> yes | <input type="checkbox"/> no            |
| 3)     | _____                   | <input type="checkbox"/> yes | <input type="checkbox"/> no            |
| 4)     | _____                   | <input type="checkbox"/> yes | <input type="checkbox"/> no            |
| 5)     | _____                   | <input type="checkbox"/> yes | <input type="checkbox"/> no            |
| 6)     | _____                   | <input type="checkbox"/> yes | <input type="checkbox"/> no            |

Principal Approval \_\_\_\_\_ Date 3/1/24  
 Segment IAS/Department Head Approval \_\_\_\_\_ Date 2/6/24  
 Risk Management Approval (if applicable) [Signature] Date 3/8/24

Distribution: Refer to the Field Trip Information Form RSK 106E for the forms and distribution required for each trip. All field trips require a completed packet. Maintain all documents at site.

- Local Trip: (walking): Submit walking trips to Principal for approval two weeks prior to trip.
- Local Trip (school bus/charter bus/RT/Amtrak): (50-mile radius) - Submit to Principal for approval two weeks prior to trip.
- Local Trip: (50-mile radius: driver) - Submit driver led trips to Principal for approval 6 weeks prior to trip.
- Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment IAS/Department Head for approval 6 weeks prior to trip.
- Overnight Trip: Submit to Principal for approval then forward to Segment IAS/Department Head for approval 6 weeks prior to trip.
- Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment IAS/Department Head for approval 6 weeks prior to trip.
- Trip Involving Unusual Activities (Water sports or high-risk activities such as rafting, snorkeling, rock climbing, skiing, etc.) Submit to Principal for approval then forward to Segment IAS/Department Head/Risk Management for approval 6 weeks prior to trip. This may require Special Event Liability Insurance.
- Out-of-State/Country: Submit to Principal for approval then forward to Segment IAS/Department Head for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Segment IAS office will place field trip item on Board Agenda for final approval.
- Approved forms will be returned by Segment IAS/Department Head's Office. Maintain a copy of all forms at site for 2 years.
- Venue/Destination: Must comply with SCUSD COVID19 mitigation guidelines for all trips outside of district facilities.

Reviewed by Site Office Manager: [Signature]  
 (Initials)

Sacramento City Unified School District  
**OUT-OF-STATE OR OUT-OF-COUNTRY  
TRAVEL REQUEST**

School Name: West Campus \_\_\_\_\_ Date: 4/11/24 – 4/14/24

Teacher's Name: Stephen Goldberg \_\_\_\_\_ Room # \_\_\_\_\_ Telephone #: 916-712-0782

Field Trip Destination: Northwestern University,  
Evenston, IL

Reason For Travel: National Association of Urban Debate Leagues National  
Championship debate tournament

List unusual activities, water activities or high risk activities (examples: rafting, snorkeling,  
rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of  
contract or waiver to Risk Management for review before signing. Attach a detailed  
itinerary for each day

Signed



Approvals:

Principal

Date

3 / 1 / 24

Risk Management Dept.

Date

3 / 8 / 24

Segment Administrator

Date

3 / 5 / 24

Superintendent

Date

3 / ~~1~~<sup>13</sup> / 24

Board Approval Date \_\_\_\_\_

# TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

|  |   |   |
|--|---|---|
| <b>Request to Attend:</b><br><input type="checkbox"/> Conference/Workshop<br><br><input type="checkbox"/> Business Meeting | <b>Purpose for Attending:</b><br><input type="checkbox"/> Professional Development<br><br><input type="checkbox"/> Continued Education Credits Earned | <b>Instructions:</b> This form must be completed and received in Accounts Payable at least 30 days prior to the proposed trip- 60 days if out-of-state. |
|--|---|---|

School/Department: West Campus Date: 3/11/24

Date(s) of Event: 4/11/24 - 4/14/24 Location: Northwestern University, Evanston, IL

Event Title (attach brochure): National Association of Urban Debate League Nationals

Purpose: For students to participate in debate tournament. It gives students an opportunity to build their public speaking skills and network with other student groups.

\*(What value does this activity give students, attendees, staff, department/line or community?)

How does this travel align with the District's strategic plan? It prepares students for college and career readiness.

How will this activity/event be used and shared? Students participating will share their experience with other students in the group

| Name of Attendee(s)<br>(attach sheet for additional attendees) | Position | Substitute No. of Days (Y/N)" | Required | Budget Code (or substitute) |
|--|----------|-------------------------------|----------|-----------------------------|
|  |          |                               |          |                             |
|  |          |                               |          |                             |
|  |          |                               |          |                             |
|  |          |                               |          |                             |
|  |          |                               |          |                             |

**\*\*FEA TYPE IS NEEDED SEND A COPY OF THIS FORM TO PERSONNEL SOX 770**  Additional Attendees Attached

**Approvals:**

John McMeelch 3/1/24  
 Principal/Department Head Signature & Print Name Date

Shirley Winkler 3/11/24  
 Cabinet Level or Designee Signature Date

[Signature] 3/12/24  
 Chief Business Officer Signature Date

[Signature] 3-24-24  
 Superintendent or Designee Signature Date

District cost for all attendees (estimate)

Registration Fee: 0

Meals included?

Br L OT

Lodging: \_\_\_\_\_

Transportation: \_\_\_\_\_

Meals: \_\_\_\_\_

Other: \_\_\_\_\_

TOTAL: 0

Category:  Categorical Budget No expense to district \$ \_\_\_\_\_

General Fund/Unrestricted \$ 0

"If any meals are included in the cost of registration, how many of each. Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

Prepayment Requested: All checks will be sent to the site/department unless prior arrangements have been made (with AP) to pick up check

| Requestion #     | Dollar Amount |
|------------------|---------------|
| Registration Fee | _____         |
| Hotel            | _____         |
| Airfare ****     | _____         |
| Car Rental ****  | _____         |