SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

Agenda Item# 8.1c

Meeting Date: May 2, 2013

Subject: Sutter Middle School Field Trip to Boston, Massachusetts May 12 – 17, 2013

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

Division: Area Assistant Superintendents

Recommendation: Approve Sutter Middle School Field Trip to Boston, Massachusetts May 12 – 17, 2013

Background/Rationale: May 12 – 17, 2013 students from Sutter Middle School will travel via charter bus and commercial airline through USA Student Travel to Boston, Massachusetts to see the historical places where our country first began. This experience will allow students to stand on the ground where Paul Revere rode on that fateful night or climb to the top of Bunker Hill monument and look out on the vast land that we won in the American Revolution. 77 students and 8 chaperones will take part in this trip. Students and chaperones will stay at Mariott Quincy Hotel in Quincy Massachusetts.

Financial Considerations: No cost to the district. Expenses paid through parent contribution and fundraising.

Documents Attached: Out of State Field Trip Documents

Estimated Time of Presentation: N/A
Submitted by: Mary Hardin Young, Area Assistant Superintendent
Approved by: Jonathan P. Raymond, Superintendent

Print Form

Sacramento City Unified School District

FIELD TRIP REQUEST FORM

(USE A SEPARATE FORM FOR EACH TRIP)

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

School Name Sutter Middle School Date April 2, 2013

Teacher's Name Jody Cooperman and Katie Miller Room # 111/301 Telephone # 264-4150

Fax # _____

Field Trip Destination Boston, Massachusetts

☐ Local (50 mile radius) ☐ Out-of-Town (Beyond 50 mile radius) ☐ Overnight

☑ Out-of-State/Country ☐ Involving Swimming or Wading ☐ Unusual Activities

Route We will take a chartered bus to S.F. and fly direct to Boston, Massachusetts via United Airlines

Educational nature of field trip/excursion This is a U.S. history trip. It will culminate our study of the making of America. We will visit museums and historical sites.

Depart Date 5/12 Time 6:00 am/pm Return Date 5/17 Time 11:00 am/pm

TRANSPORTATION will be provided by: ☐ Walking ☐ School Bus – Contact Transportation Field Trip Office

☑ Chartered Bus Company Certified: ☐ yes ☐ no – Check Risk Management Web Site

☐ Private Vehicle – Complete Volunteer Personal Automobile Use Form for each vehicle and driver.

☐ Parent Driver – Must have fingerprint clearance, check with Volunteer Office.

☐ Faculty Driver – Complete Volunteer Personal Automobile Use Form for each vehicle and driver.

☐ Public Transportation ☐ Train ☑ Commercial Airline ☐ Other: _____

Funding Source Parent funded Financial Assistance Available? ☐ yes ◉ no

Number of students participating: 77

Adult Supervisors/ Drivers:	DRIVER			DRIVER	
1) Shane Spence	☐ yes	☐ no	2) Nicole Pate	☐ yes	☐ no
3) Candace Allen	☐ yes	☐ no	4) Kathleen Fitzpatrick	☐ yes	☐ no

Teachers and Staff Attending:

1) Jody Cooperman	☐ yes	☐ no	2) Katie Miller	☐ yes	☐ no
3) Paul Arellanes	☐ yes	☐ no	4) Rob Feickert	☐ yes	☐ no

Principal Approval David Rod Date 04-02-13

Risk Management Approval (Unusual Activities) Date 4-4-13

Segment Administrator Approval Date 4/3/13

Distribution: Refer to Field Trip Information Form RSK 106F for the forms and distribution required for each trip:

1. Local Trip: (50 mile radius) - Submit to Principal for approval. Maintain all documents at site.
2. Out-Of-Town: (beyond 50 mile radius) - Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
3. Overnight Trip: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
4. Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
5. 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 Administrator and Risk Management 6 weeks prior to trip. **Must purchase Special Event Liability Insurance.**
6. Out-of-State/Country: Submit to Principal for approval then forward to Segment Administrator and Risk Management **SIX (6) WEEKS** prior to trip. Must have Superintendent and Board approval prior to trip. Segment Administrator will submit for Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board.

Maintain a copy of all forms at site for 2 years. Approved forms will be returned by Segment Administrator

Print Form | Submit by Email

Sacramento City Unified School District

OUT-OF-STATE OR OUT-OF-COUNTRY TRAVEL REQUEST

School Name Sutter Middle School Date February 11, 2013

Teacher's Name J. Cooperman/K. Miller Room # 111/301 Telephone # 264-4150

Field Trip Destination Boston, Massachusetts

Reason for travel This is a U.S. history trip where students will have the opportunity to experience the sites and sounds of the making of America. We will see the spot of the Boston Massacre, visit the USS Constitution, visit the site of the Salem Witch trials, etc.

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 for review before signing. Risk management approval required.

Swimming at the hotel

Attach a detailed itinerary for each day: See attached

Signed _____
Teacher

Approvals:

_____ 04-02-13
Principal Date

_____ 4/4/13
Risk Management Dept. Date

_____ 4/3/13
Segment Administrator Date

_____ 4/5/13
Superintendent Date

_____
Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend:	**Purpose for Attending:**	**Instructions:** 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.
☐ Conference/Workshop	☐ Professional Development	
☐ Business Meeting	☐ Continued Education Credits Earned	REQ #

School/Department: Sutter Middle School Date: April 2, 2013

Date(s) of Event: May 12-May17, 2013 Location: Boston, Massachusetts

Event Title (attach brochure): U.S. history trip with students

Purpose*: Students will have the opportunity to make history come alive by visiting the exact sites where our country was first developed.

*(what value does this activity give students, attendees, staff, department/site or community?)

How does this travel align with the District's strategic plan?

How will this activity/event be used and shared?

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Jody Cooperman	U.S. history teaceher	No		
Katie Miller	U.S. history teacher	No		
		No		
		No		
		No		

**IF A SUBSTITUTE IS NEEDED, SEND A COPY OF THIS FORM TO PERSONNEL, BOX 770

☐ Additional Attendees Attached

Approvals:

Principal/Department Head Signature & Print Name	Date 04-02-13
Cabinet Level or Designee Signature	Date 4/3/13
Chief Business Officer Signature	Date 4-4-13
Superintendent or Designee Signature	Date 4/15/13

District cost for all attendees (estimate)

Registration Fee ***	0
Meals included?	
B ☐ L ☐ D ☐	
Lodging	0
Transportation	0
Meals	0
Other	0
TOTAL	None

☐ Categorical Budget Code(s): _____ $ _____

☐ General Fund/Unrestricted _____ $ _____

***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

	Requisition #	Dollar Amount
Registration Fee		
Hotel		
Airfare ****		
Car Rental ****		

**** If airfare or car rental is requested, send a copy of this form to Purchasing, Box 830

Sacramento City Unified School District

OVERNIGHT TRIPS HOTEL ACCOMMODATIONS INFORMATION (RSK-F106H)

Hotel Name Marriott Boston - Quincy **Date Reserved** Check in May 13 Check out May 17

Address 1000 Marriott Dr City, Quincy, MA zip 02169

Reservations Contact Person: Mary Kate Stapleton

Telephone # 617.774.2011 Fax #_____

Total Rooms Reserved 32

Room #s Not Available

Signed _____ Teacher

Approvals:

_____ Principal — Date 04-02-13

_____ Segment Administrator — Date 4/3/13