



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 12.1d

Meeting Date: October 13, 2022

Subject: Approve C.K. McClatchy High School Meadows Debate
Tournament Field Trip in Las Vegas, Nevada October 27-30, 2022

- 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 C.K. McClatchy High School Meadows Debate
Tournament in Las Vegas, Nevada from October 27-October 30, 2022

Background/Rationale: On October 27, 2022, two students, the debate coach, and two chaperones will travel by commercial airline to Las Vegas, Nevada for 3 nights to participate in The Meadows 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, Career and Life Ready Graduates

Documents Attached:

1. Out-of-state field trip documents

Estimated Time of Presentation: N/A

Submitted by: Lisa Allen, Deputy Superintendent
Tuan Duong, Assistant Superintendent

Approved by: Jorge A. Aguilar, 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 field trip. See below reference distribution section for details concerning each type of trip.

School Name c.k. McClatchy High School Date 09/16/22 / 1
 Teacher's Name Stephen Goldberg Room # D10 Telephone # 916-712-0782
 Fax # _____

Field Trip Destination Las Vegas, NV

Local-50 mile radius (bus/walking) Local-50 mile radius (driver led trips) Out-of-Town (Beyond 50 mile radius)
 (forward directly to Field Trip Office)

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

Route Fly from Sacramento to LV, leave on 10/27 at 8:30pm, arrive in Las Vegas at 9:58pm. Take shuttle from airport to Santa Fe Station to the meadows school and back to the Santa Fe Station. Take shuttle from Santa Fe Station back to airport. Return flight leave Las Vegas on 10/30 at 5:59pm, arrive in Sacramento at 7:32pm.

Educational nature of field trip/excursion Debate Tournament

Depart Date 10/27/22 Time 8:30 am/pm Return Date 10/30/22 Time 7:32 am/pm

TRANSPORTATION will be provided by: Walking School Bus - contact Transportation Field Trip Office
 Charter Bus Company (certified): Yes No - Check with Field Trip Office
 Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle and driver, must have fingerprint clearance (check with Human Resources for fingerprint clearances)
 Public Transportation Train Commercial Airline Other: _____

Funding Source Sacramento Urban Debate League Financial Assistance Available? Yes No

Number of students participating: 2

Adult Chaperones/Drivers: Use additional forms if more than 4 names

	DRIVER		DRIVER
1) <u>Carrie Buckman</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	2) <u>Tait White-Rasmusson</u>	<input checked="" type="checkbox"/> yes <input checked="" type="checkbox"/> no
3) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	4) _____	<input type="checkbox"/> yes <input type="checkbox"/> no

Teachers and Staff Attending: Use additional forms if more than 4 names

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

Principal Approval [Signature] Date 9/20/22

Risk Management Approval (Unusual Activities) [Signature] Date 9/23/22

Instructional Assistant Superintendent Approval [Signature] Date 9/27/22

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

- Local Trip (school or charter bus): (50-mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to Instructional Assistant Superintendent for approval.
- Local Trip: (50-mile radius: driver led) - Submit driver led trips to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
- Local Trip: (walking, RT, Amtrak): Submit walking trips to Principal for approval then forward to Instructional Assistant Superintendent for approval 2 weeks prior to trip.
- Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
- Overnight Trip: Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
- Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Instructional Assistant Superintendent 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 Instructional Assistant Superintendent 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 Instructional Assistant Superintendent for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Instructional Assistant Superintendent will place field trip item on Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board of Education.
- Approved forms will be returned by Instructional Assistant Superintendent. 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: C.K. McClatchy High School _____ Date: 10/27/22-10/30-22

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

Field Trip Destination: Las Vegas, NV

Reason For Travel: Debate tournament at the Meadows School in Las Vegas

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 Stephen Goldberg
Teacher

Approvals:

[Signature] 9/20/22
Principal Date

[Signature] 9/22/22
Risk Management Dept. Date

[Signature] 9/22/22
Segment Administrator Date

[Signature] 9/23/22
Superintendent Date

/ /
Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

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.

REQ # _____

Request to Attend:
 Conference/Workshop
 Business Meeting

Purpose for Attending:
 Professional Development
 Continued Education Credits Earned

School/Department: c.k. mcclatchy high school Date: 09/20/2022

Date(s) of Event: 10/27-30/2022 Location: The Meadows School Las Vegas, NV

Event Title (attach brochure): Meadows Debate Tournament

Purpose*: Tournament

*(what value does this activity give students, attendees, staff, department/site or community?)
 How does this travel align with the District's strategic plan?: College preparedness, increasing communication skills, engaging students

How will this activity/event be used and shared?

Name of Attendee(s) <small>(attach sheet for additional attendees)</small>	Position	Substitute (Y/N)*	No. of Days Required	Budget Code <small>(for substitute)</small>
<u>Stephen Goldberg</u>	<u>debate coach</u>	<input checked="" type="radio"/> No		
<u>Carolyn Buckman</u>	<u>chaperone</u>	<input checked="" type="radio"/> No		
<u>Tait White-Rasmusson</u>	<u>chaperone</u>	<input checked="" type="radio"/> No		
		No		
		No		

Additional Attendees Attached

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

Approvals:

Principal/Department Head Signature & Print Name: [Signature] Date: 9/20/22

Cabinet Level or Designee Signature: [Signature] Date: 9/22/22

Chief Business Officer Signature: [Signature] Date: 9/22/22

Superintendent or Designee Signature: [Signature] Date: 9/22/22

District cost for all attendees (estimate)

Registration Fee *** \$0

Meals included? B L D

Lodging: \$0

Transportation: \$0

Meals: \$0

Other: \$0

TOTAL \$0

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 ****	_____