



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1h

**Meeting Date:** November 21, 2019

**Subject:** Approve C.K. McClatchy High School Debate Field Trip to Minneapolis, MN from December 19 through December 22, 2019

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

**Division:** Academic Office

**Recommendation:** Approve C.K. McClatchy High School Field Trip to Minneapolis, Minnesota, December 19-22, 2019.

**Background/Rationale:** On December 19, 2019, a group of six students and two chaperones from C.K. McClatchy High School will travel via commercial airline to Minneapolis, MN, to participate in a debate tournament at Marriot City Center in Minneapolis, MN.

**Financial Considerations:** No cost to the District.

**LCAP Goal(s):** Every Item must have a LCAP Goal: College and Career Ready Students

**Documents Attached:**

1. Out of State Field Trip Documents

<p><b>Estimated Time of Presentation:</b> N/A</p> <p><b>Submitted by:</b> Christine Baeta, Chief Academic Officer Chad Sweitzer, Instructional Assistant Superintendent</p> <p><b>Approved by:</b> Jorge A. Aguilar, Superintendent</p>
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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 11 / 7 / 2019  
 Teacher's Name Stephen Goldberg Room # \_\_\_\_\_ Telephone # 916-712-0782  
 Fax # \_\_\_\_\_

Field Trip Destination Marriot City Center, Minneapolis, MN

- 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 airport to Minneapolis

**Educational nature of field trip/excursion:** Competing at debate tournaments provides education through teaching public speaking and critical thinking skills. Debate tournaments also provide education through discussion of the debate topic, which this is year United States arms sales. Debate tournaments also provide education through competition which increases strategic thinking and confidence.

Depart Date 12 / 19 / 2019 Time 6 am am/pm Return Date 12 / 22 / 2019 Time 11 pm 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: Hotel shuttle

Funding Source DEBATE BOOSTER Financial Assistance Available?  Yes  No

Number of students participating: 6

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

- |                    |   |          |  |
|--------------------|---|----------|--|
|                    | DRIVER  |          | DRIVER   |
| 1) <u>Thuy Dao</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 |

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 11/8/19

Risk Management Approval (Unusual Activities) [Signature] Date 11-12-19

Segment Administrator Approval [Signature] Date 11-12-19

Distribution: Refer to the Field Trip Information Form RSK 106F for the forms 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 Segment Administrator for approval.
- Local Trip: (50-mile radius: driver led) - Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Local Trip: (walking, RT, Amtrak): Submit walking trips to Principal for approval then forward to Segment Administrator for approval 2 weeks prior to trip.
- Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Overnight Trip: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator 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 Administrator 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 Administrator for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Segment Administrator 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 Segment Administrator. Maintain a copy of all forms at site for 2 years.

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

# TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

<b>Request to Attend:</b> <input type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	<b>Purpose for Attending:</b> <input type="checkbox"/> Professional Development <input checked="" type="checkbox"/> Continued Education Credits Earned	<b>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.</b>  REQ # _____
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School/Department C.K. McClatchy High School Date 11/7/2019

Date(s) of Event 12/19/2019-12/22/2019 Location Marriot City Center, Minneapolis, MN

Event Title (attach brochure) Debate Tournament

**Purpose\*** Competing at debate tournaments provides education through teaching public speaking and critical thinking skills. Debate tournaments also provides education through discussion of the debate topic, which this is year United States arms sales. Debate tournaments also provides education through competition which increases strategic thinking and confidence.  
 \*(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)
<u>Stephen Goldberg</u>	<u>Teacher</u>	<u>No</u>	<u>4</u>	
<u>Thuy Dao</u>	<u>Parent</u>	<u>No</u>	<u>4</u>	
		<u>No</u>		
		<u>No</u>		
		<u>No</u>		

Additional Attendees Attached

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

**Approvals:**

Jessica R. Martin 11/8/19  
 Principal/Department Head Signature & Print Name Date

[Signature] 11-12-19  
 Cabinet Level or Designee Signature Date

[Signature] 11-12-19  
 Chief Business Officer Signature Date

\_\_\_\_\_  
 Superintendent or Designee Signature Date

**District cost for all attendees (estimate)**

Registration Fee \*\*\* 0.00

Meals included?  No

B  L  D

Lodging 0.00

Transportation 0.00

Meals 0.00

Other 0.00

**TOTAL** \$ 0.00

Categorical Budget Code(s): Debate Booster Club Funds Travel Costs 0.00

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 ****	_____



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

School Name C.K. McClatchy High School Date 11 / 7 / 2019  
 Teacher's Name Stephen Goldberg Room # \_\_\_\_\_ Telephone # 916-712-0782  
 Field Trip Destination Marriot City Center, Minneapolis, MN  
 Reason for travel 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   
 Teacher

**Approvals:**

 11 / 8 / 19  
 Principal Date

 11 / 12 / 19  
 Risk Management Dept. Date

 11 / 12 / 19  
 Segment Administrator Date

 11 / 12 / 19  
 Superintendent Date

/ /  
 Board Approval Date