



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 11.1h

**Meeting Date:** February 16, 2023

**Subject:** Approve C.K.McClatchy New York City Field Trip April 2-7, 2023

- 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 New York City Field Trip April 2-7, 2023

**Background/Rationale:** On April 2, 28 students and three teachers will travel via commercial airline to NYC to experience fine art, Broadway shows, and interactive workshops.

**Financial Considerations:** There is no cost to the district. Expenses will be paid by VAPA Boosters.

**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:** Lisa Allen, Deputy Superintendent  
Vanessa Buitrago, 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 CK McClatchy High School Date 1 / 3 / 2023

Teacher's Name Mollie Morrison Room # L6 Telephone # 916-952-6952  
 Fax # \_\_\_\_\_

Field Trip Destination New York City

- 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 Commercial Airline/Charter Bus

Educational nature of field trip/excursion Students will experience fine art a major museums, Broadway Shows with interactive workshops and site historic sites relevant to our studies in VAPA classrooms

Depart Date 4 / 2 / 2023 Time 11:24 pm am/pm    Return Date 4 / 7 / 2023 Time 10:35 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: \_\_\_\_\_

Funding Source VAPA Boosters    Financial Assistance Available?     Yes     No

Number of students participating: \_\_\_\_\_ 29

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

		DRIVER				DRIVER	
1) _____	<input type="checkbox"/> yes	<input 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>Mollie Morrison</u>	<input type="checkbox"/> yes	<input type="checkbox"/> no	2) <u>Aimee Thibedeau</u>	<input type="checkbox"/> yes	<input type="checkbox"/> no
3) <u>Tylen Einweck</u>	<input type="checkbox"/> yes	<input type="checkbox"/> no	4) _____	<input type="checkbox"/> yes	<input type="checkbox"/> no

Principal Approval [Signature] Date 1/12/23

Risk Management Approval (Unusual Activities) [Signature] Date 1/25/23

Instructional Assistant Superintendent Approval [Signature] Date 1/25/23

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 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: (wading, 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 SCUUSD 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 CK McClatchy Date 1 / 11 / 2023


Teacher's Name Morrison Room # L6 Telephone # 916-952-6952

Field Trip Destination New York City

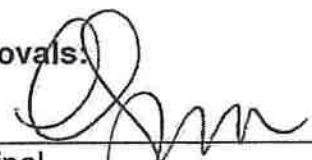
Reason for travel Our trip was designed around building student opportunity to experience first hand studied art at the Met and The MOMA, see Broadway shows with interactive workshops


and to visit historic NYC sites like the 911 Museum & Rockefeller Center


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:

 \_\_\_\_\_ 1/12/23  
Principal Date

 \_\_\_\_\_ 1/25/2023  
Risk Management Dept. Date

 \_\_\_\_\_ 1/25/23  
Segment Administrator Date

 \_\_\_\_\_ 1/31/23  
Superintendent Date

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



# 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 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.  REQ # _____
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School/Department C.K. McClatchy High School Date 01/13/2023

Date(s) of Event April 2-7, 2023 Location New York City

Event Title (attach brochure) New York City Field Trip

Purpose\* To experience the art and theater that the VAPA students have learned through visiting museums, national monuments, Broadway shows, Theater workshops and other historic sites.

How does this travel align with the District's strategic plan? Providing SCUSD students with first hand experiences the amerce themselves in Fine Art and Interactive Theater workshops aligns with CA art standards and the district strategic plan.

How will this activity/event be used and shared? Students will engage in creative art experiences that they will share with classmates, teachers, and the CKM community via daily social media entry

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)*	No. of Days Required	Budget Code (for substitute)
Mollie Morrison	Teacher	No	0	
Aimee Thibedeau	Teacher	No	0	
Tylen Einweck	Teacher	No	0	
		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 1/13/23

Cabinet Level or Designee Signature [Signature] Date 1/26/23

Chief Business Officer Signature [Signature] Date 1/27/23

Superintendent or Designee Signature \_\_\_\_\_ Date 1/31/23

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 ****	_____