



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 11.1j

Meeting Date: June 2, 2016

Subject: Approve Hiram Johnson High School Field Trip to Louisville, Kentucky, June 20 – June 24, 2016

- 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 Hiram Johnson High School Field Trip to Louisville, Kentucky, June 20-24, 2016

Background/Rationale:

Hiram Johnson High School student Jacob Lee is a Cadet in the Johnson Law Academy, which is one of our Linked Learning pathways. As the winner of the gold medal in the California SkillsUSA Criminal Justice Competition, Jacob has earned the right to compete at the national level. This is a once-in-a-lifetime opportunity for Jacob to be able to represent not only his academy, but also his school, our district, and the state of California. This opportunity also serves as an example of how our high school Linked Learning pathways are preparing our students to be college, career, and life-ready graduates.

Upon the Board’s approval, Jacob, teacher/chaperone Lo Saetern and Sacramento Police Department Officer Samuel Davis (Jacob’s SkillsUSA coach), will travel from Sacramento to Louisville, Kentucky, in order to attend the National Leadership and Skills Conference to be held June 20-24, 2016

The attendance of Officer Davis is required because he is the student’s coach and designated SkillsUSA representative. Lo Saetern is Jacob’s academy history instructor and will act as Jacob’s chaperone during the trip.

Financial Considerations:

All cost for the student’s travel, meals, lodging, registration fees, and other incidentals, will be from non-public funds provided by the student’s fun raising efforts and the Police Officers Foundation, a 501(c) (3) tax-exempt nonprofit organization. Expenses for Lo

Saetern will be paid with district funds from the College and Career Readiness Department's donation account. Officer Davis' expenses will be paid by the police department with the exception of airfare which will be covered by the College and Career Readiness department.

LCAP Goal(s): College and Career Ready Student

Documents Attached:

1. Out of State Field Trip Documents

Estimated Time of Presentation: N/A

Submitted by: Lisa Allen, Interim Deputy Superintendent
Doug Huscher, Interim Assistant Superintendent of
Equity

Approved by: José Banda, Superintendent

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	Purpose for Attending: <input type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	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 # _____
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School/Department College and Career Readiness/Hiram Johnson High School Date May 11, 2016

Date(s) of Event June 20 - June 24, 2016 Location Louisville, Kentucky

Event Title (attach brochure) National Leadership and Skills Conference

Purpose* Students work against the clock and each other, proving their expertise in occupations such as electronics, computer-aided drafting, precision machining, medical assisting and culinary arts. Leadership contestants will demonstrate skills including extemporaneous speaking and conduction meeting by parliamentary procedure
 *(what value does this activity give students, attendees, staff, department/site or community?) _____

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

How will this activity/event be used and shared? Share with teacher, administrator and students experiences at National Leadership Conference

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
<u>Saetern, Lo</u>	<u>Teacher- Hiram Johnson</u>	<u>Yes</u>	<u>5</u>	<u>01-0000-0-1102-15-1110-1000-142-0739-000</u>
<u>Davis, Samuel</u>	<u>Police Officer/Skills USA Coach</u>	<u>No</u>		
<u>Lee, Jacob</u>	<u>Student - Law Academy - HJHS</u>	<u>No</u>		
		<u>No</u>		
		<u>No</u>		

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

Approvals: <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 80%;"> Principal/Department Head Signature & Print Name </div> <div style="width: 15%; text-align: center;"> <u>5/12/2016</u> Date </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 80%;"> Cabinet Level or Designee Signature </div> <div style="width: 15%; text-align: center;"> <u>5/16/16</u> Date </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 80%;"> Chief Business Officer Signature </div> <div style="width: 15%; text-align: center;"> <u>5/18/16</u> Date </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> Superintendent or Designee Signature </div> <div style="width: 15%; text-align: center;"> <u>5/19/16</u> Date </div> </div>	District cost for all attendees (estimate) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Registration Fee ***</td> <td style="width: 20%; text-align: right;">241.50</td> </tr> <tr> <td>Meals included? <input type="checkbox"/> No</td> <td></td> </tr> <tr> <td>B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Lodging</td> <td style="text-align: right;">859.14</td> </tr> <tr> <td>Transportation</td> <td style="text-align: right;">698.70</td> </tr> <tr> <td>Meals</td> <td style="text-align: right;">275.95</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">358.42</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right; border: 1px solid black;">\$2,433.71</td> </tr> </table>	Registration Fee ***	241.50	Meals included? <input type="checkbox"/> No		B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/>		Lodging	859.14	Transportation	698.70	Meals	275.95	Other	358.42	TOTAL	\$2,433.71
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Transportation	698.70																
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Other	358.42																
TOTAL	\$2,433.71																

Categorical Budget Code(s): 01-0812-0-5230-00-1110-1000-142-0739-000 \$ 2,192.21
 General Fund/Unrestricted 01-0812-0-5230-00-0000-5235-142-0739-000 \$ 241.50

***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
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 Hiram Johnson High School Date 5/10/2016

Teacher's Name Washington Room # S-11 Telephone # 505931
 Fax # _____

Field Trip Destination Loiosville, Kentucky Skills USA National Competition and Conference

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

Route Plane

Educational nature of field trip/excursion Work Based Learning/ Career Development

Depart Date 6/20/16 Time 11:41 am

Return Date 6/25/201 Time 7:55 am

- 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 SCUSD/ SPD Foundation Financial Assistance Available? yes no

Number of students participating: 1

Adult Supervisors/ Drivers:	DRIVER		DRIVER
1) <u>Sam Davis</u>	<input checked="" 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:

1) <u>Lo Saetern</u>	<input checked="" 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

Principal Approval [Signature] Date 5/12/16

Risk Management Approval (Unusual Activities) [Signature] Date 5/20/16

Segment Administrator Approval _____ Date 5-18-16

- Distribution:** Refer to Field Trip Information Form RSK 106E for the forms and distribution required for each trip:
- Local Trip:** (50 mile radius) - Submit to Principal for approval. Maintain all documents at site.
 - Out-Of-Town:** (beyond 50 mile radius) - Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
 - Overnight Trip:** Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
 - Trip Involving Swimming or Wading:** Submit to Principal for approval then forward to Segment Administrator 10 days 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 and Risk Management 6 weeks prior to trip. **Must purchase Special Event Liability Insurance.**
 - 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

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

School Name Hiram Johnson High School Date 5/10/16


Teacher's Name Washington Room # S-11 Telephone # 505931

Field Trip Destination Louisville, Kentucky

Reason for travel Skills USA National Competition

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.

Attach a detailed itinerary for each day: 6/20/16 - 6/25/16

Signed 
Teacher

Approvals:

 5/12/16
Principal Date

 5/20/16
Risk Management Dept. Date

 5-19-16
Segment Administrator Date

 5/19/16
Superintendent Date

Board Approval Date _____