



Putting
Children
First

Sacramento City Unified School District

BOARD OF EDUCATION

SPECIAL MEETING

Board of Education Members

Jessie Ryan, President (Trustee Area 7)
Darrel Woo, Vice President (Trustee Area 6)
Michael Minnick, 2nd Vice President (Trustee Area 4)
Jay Hansen (Trustee Area 1)
Ellen Cochrane (Trustee Area 2)
Christina Pritchett, (Trustee Area 3)
Mai Vang (Trustee Area 5)
Sarah Nguyen, Student Member

Friday, April 13, 2018
2:00 p.m.

Serna Center
Washington Conference Room
5735 47th Avenue
Sacramento, CA 95824

AGENDA

2017/18-19

2:00 p.m. **1.0 OPEN SESSION / CALL TO ORDER / ROLL CALL**

Teleconference Locations: Board Member Ellen Cochrane will participate from 926 43rd Street, Sacramento, CA and Board Member Christina Pritchett will participate from 921 11th Street Suite 300, Sacramento, CA

2.0 SPECIAL MEETING AGENDA ITEM FOR ACTION

2.1 Approve John F. Kennedy High School Field Trip to Houston, Texas April 17-22, 2018 (Iris Taylor and Tu Moua-Carroz) (Roll Call Vote)

2:15 p.m. **3.0 ADJOURNMENT**

NOTE: The Sacramento City Unified School District encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Board of Education Office at (916) 643-9314 at least 24 hours before the scheduled Board of Education meeting so that we may make every reasonable effort to accommodate you. [Government Code § 54953.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132)] Any public records distributed to the Board of Education less than 24 hours in advance of the meeting and relating to an open session item are available for public inspection at 5735 47th Avenue at the Front Desk Counter and on the District's website at www.scusd.edu



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 2.1

Meeting Date: April 13, 2018

Subject: Approve John F. Kennedy High School Field Trip to Houston, Texas
April 17-22, 2018

- 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 John F. Kennedy High School Field Trip to Houston, TX from April 17 - 22, 2018.

Background/Rationale: On April 17, 2018 a group of 25 students, two teacher chaperones, and three parent chaperones from John F. Kennedy High School will travel via commercial airline to Houston, TX to participate in the FIRST Robotics World Championship Competition.

Financial Considerations:

The total cost for this trip will be approximately \$33,200. Funding will be coming from the College and Career Readiness Department donation funds (\$1,500), a CCPT Grant (\$1,700), and from JFK funding (\$30,000).

LCAP Goal(s): College and Career Ready Students

Documents Attached:

1. Out of State Field Trip Documents

Estimated Time of Presentation: N/A

Submitted by: Iris Taylor, Chief Academic Officer
Tu Moua Carroz, Instructional 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 John F. Kennedy High School Date 4 / 17 / 18
 Teacher's Name Robert Greene Room # E1 Telephone # 916-743-5044
 Fax # _____

Field Trip Destination Houston, Texas

- 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 Sacramento to Houston by air. Rental vans for local transportation. Return to Sacramento by air.

Educational nature of field trip/excursion Participation In FIRST Robotics World Championship Competition

Depart Date 4 / 17 / 18 Time 4:49 pm am/pm Return Date 4 / 22 / 18 Time 6:43 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 SCUSD funding, donations Financial Assistance Available? Yes No

Number of students participating: 25

- | Adult Chaperones/Drivers: | DRIVER | | DRIVER |
|---------------------------|---|---------------------------------|---|
| 1) <u>Cindy Kazee</u> | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | 2) _____ | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 3) <u>Katie Reed</u> | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | 4) <u>Dennis Kazee - driver</u> | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no |

- Teachers and Staff Attending:
- | | | | |
|---------------------------------|---|----------|--|
| 1) <u>Robert Greene</u> | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | 2) _____ | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 3) <u>James (Don) Ballenger</u> | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | 4) _____ | <input type="checkbox"/> yes <input type="checkbox"/> no |

Principal Approval [Signature] Date 4/10/18

Risk Management Approval (Unusual Activities) [Signature] Date 4/10/18

Segment Administrator Approval [Signature] Date 4/10/18

- 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.
 - Local Trip: (50-mile radius; driver led, walking trip) - Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. 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.

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

School Name John F. Kennedy High School Date 4 / 17-22 18

Teacher's Name Robert Greene Room # E1 Telephone # 916-743-5044

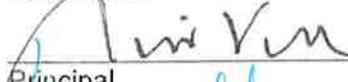
Field Trip Destination Houston, Texas

Reason for travel Compete in FIRST Robotics World Championship 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 to Risk Management for review before signing. Attach a detailed itinerary for each day

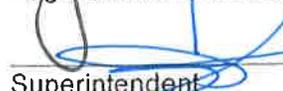
Signed 
Teacher

Approvals:

 4/10/18
Principal Date

 4/10/18
Risk Management Dept. Date

 4/10/18
Segment Administrator Date

 4/12/18
Superintendent Date

 / /
Board Approval Date

