



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 8.1e

**Meeting Date:** May 16, 2013

**Subject:** Sam Brannan Middle School Field Trip to Ashland, Oregon Shakespeare Festival May 29 – 31, 2013

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

**Division:** Area Assistant Superintendents

**Recommendation:** Approve Sam Brannan Middle School Field Trip to Ashland, Oregon Shakespeare Festival May 29 – 31, 2013

**Background/Rationale:** May 29-31, 2013 49 Honors students will be traveling by bus to Ashland, Oregon to see two plays at the Shakespeare Festival. This trip is in conjunction with a reading and analysis of the plays Taming of the Shrew and My Fair Lady that students will be studying in April and May.

All West Coachlines will provide bus transportation. Emergency information will accompany the students on the buss. The drivers will remain with the group in Ashland to provide transportation to and from the dormitories at Southern Oregon University, where all students, teachers, and chaperones will stay. Students, parent chaperones, and teachers will leave Sam Brannan Middle School on Thursday, May 29<sup>th</sup> at 10:00 a.m. and will return to Sam Brannan Middle School on Friday, May 31<sup>st</sup> at approximately 4:00 p.m.

**Financial Considerations:** No cost to the district. Expenses paid through parent contribution and fund raising.

**Documents Attached:** Out of State Field Trip Documents

**Estimated Time of Presentation:** Consent Agenda  
**Submitted by:** Lisa Allen, Area Assistant Superintendent  
**Approved by:** Jonathan P. Raymond, Superintendent

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 Sam Brannan Middle School Date November 27, 2012

Teacher's Name Andrea Zarate and Nicole Hamlin Room # 13/9 Telephone # 264-4350  
Fax # 264-4481

Field Trip Destination Ashland, Oregon - Oregon Shakespeare Festival

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

Route I-5 North - Transportation provided by All West Coachlines

Educational nature of field trip/excursion Students will attend four educational theatre workshops @ SOU, view two plays, and attend two prologues.

Depart Date 5/29/13 Time 10:00 am Return Date 5/31/13 Time 3:00 pm

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 Students Financial Assistance Available?  yes  no

Number of students participating: 50

Adult Supervisors/ Drivers: DRIVER DRIVER  
1) Ted Celeste  yes  no 2) \_\_\_\_\_  yes  no  
3) Nancy Celeste  yes  no 4) \_\_\_\_\_  yes  no

Teachers and Staff Attending:  
1) Andrea Zarate  yes  no 2) Nicole Hamlin  yes  no  
3) Kristen Guidi  yes  no 4) Ignacio Zarate  yes  no

Principal Approval [Signature] Date 4/18/2013

Risk Management Approval (Unusual Activities) [Signature] Date 4-18-2013

Segment Administrator Approval [Signature] Date 4.15.13

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

1. Local Trip: (50 mile radius) - Submit to Principal for approval. Maintain all documents at site.
2. Out-Of-Town: (beyond 50 mile radius) - Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
3. Overnight Trip: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
4. Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
5. 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.
6. 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 SAM BRANNAN MIDDLE SCHOOL Date 4/8/2013

Teacher's Name A. ZARATE/N. HAMLIN Room # 9/13 Telephone # 264-4350

Field Trip Destination ASHLAND, OREGON

Reason for travel OUR 7TH GRADE LA/WH CLASSES WILL BE STUDYING SHAKESPEARE  
AND THE RENAISSANCE PERIOD. STUDENTS WILL BE ATTENDING THE SHAKESPEARE  
FESTIVAL TO VIEW THE TAMING OF THE SHREW AND MY FAIR LADY. STUDENT WILL ALSO  
ATTEND THEATRE CLASSES.

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: \_\_\_\_\_

Signed ANDREA ZARATE *Andrea Zarate*  
Teacher

**Approvals:**

GREG PURCELL *Greg Purcell* 4/8/2013  
Principal Date

*[Signature]* 4/18/13  
Risk Management Dept. Date

*[Signature]* 4/15/13  
Segment Administrator Date

*[Signature]* 4/18/13  
Superintendent Date

Board Approval Date

# TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

|   |   |   |
|---|---|---|
| <b>Request to Attend:</b><br><input checked="" type="checkbox"/> Conference/Workshop<br><input type="checkbox"/> Business Meeting | <b>Purpose for Attending:</b><br><input type="checkbox"/> Professional Development<br><input type="checkbox"/> Continued Education Credits Earned | <b>Instructions:</b> This form must be completed and received in Accounts Payable at least <b>30 days</b> prior to the proposed trip - <b>60 days</b> if out-of-state.<br><br>REQ # _____ |
|---|---|---|

School/Department SAM BRANNAN Date 4/8/2013

Date(s) of Event MAY 29-31, 2013 Location ASHLAND, OR

Event Title (attach brochure) ASHLAND SHAKESPEARE FESTIVAL

Purpose\* STUDENTS WILL ATTEND 4 EDUCATIONAL THEATRE WORKSHOPS AND TWO PLAYS  
 \*(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)<br>(attach sheet for additional attendees) | Position | Substitute (Y/N)** | No. of Days Required | Budget Code (for substitute)             |
|--|----------|--------------------|----------------------|--|
| ANDREA ZARATE  | TEACHER  | Yes                | 23                   | 01-3010-0-1102-10-1110-1000-141-0480-000 |
| NICOLE HAMLIN  | TEACHER  | Yes                | 23                   | 01-3010-0-1102-10-1110-1000-141-0480-000 |
| KRISTEN GUIDI  | TEACHER  | Yes                | 23                   | 01-3010-0-1102-10-1110-1000-141-0480-000 |
|  |          | No                 |                      |  |
|  |          | No                 |                      |  |

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

**Approvals:**

*Greg Purcell* Greg Purcell 4-8-13  
 Principal/Department Head Signature & Print Name Date

*Lisa Allen* Lisa Allen 4.13.13  
 Cabinet Level or Designee Signature Date

*[Signature]* [Signature] 4/17/13  
 Chief Business Officer Signature Date

*[Signature]* [Signature] 4/18/13  
 Superintendent or Designee Signature Date

District cost for all attendees (estimate)

Registration Fee \*\*\* 0.00

Meals included?  B  L  D

Lodging   —  

Transportation   —  

Meals   —  

Other   —  

**TOTAL** \$ 0.00

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 ****  | _____         |

Sacramento City Unified School District  
OVERNIGHT TRIPS HOTEL ACCOMMODATIONS INFORMATION (RSK-F106H)

Hotel Name Southern Oregon University Date Reserved 5/29-5/31/2013

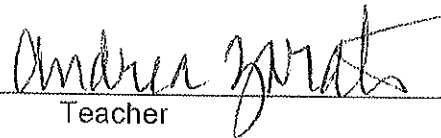
Address 1250 Siskiyou Blvd. City, Ashland zip 97520

Reservations Contact Person: Sue Hart

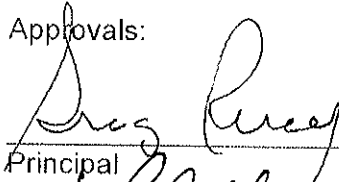
Telephone # (541) 552-6375 Fax # (541) 552-6380

Total Rooms Reserved 34

Room #s Cox Hall

Signed   
Teacher

Approvals:

 4-8-13  
Principal Date

 4/13/13  
Segment Administrator Date