



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 8.1f

Meeting Date: March 6, 2025

Subject: Approve Miwok Middle field trip to Washington, D.C and NYC
April 10-15, 2025

- 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 Miwok Middle field trip to Washington, D.C. and NYC
April 10-15, 2025

Background/Rationale: On April 10, 120 students, 5 staff, and 8 chaperones will travel via commercial airline to Washington, D.C. and to NYC to gain knowledge about US Government and history.

Financial Considerations: There is no cost to the district. Expenses will be paid by parents and guardians.

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: Mary Hardin Young, Deputy Superintendent
 Jerad Hyden, Assistant Superintendent
Approved by: Lisa Allen, 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. See below reference distribution section for details concerning each type of trip.

School Name Miwok Middle School Date 01 / 29 / 2025

Teacher's Name Chris Gomez Room # 115 Telephone # 916-395-5370 Fax # _____

Field Trip Destination Washington DC/ New York City

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

Route (must provide written directions our map) Airline

Educational nature of field trip/excursion US History/Government

Depart Date 04 / 10 / 2025 Time 11:55 am/pm am Return Date 04 / 15 / 2025 Time 11:16 am/pm am

- TRANSPORTATION will be provided by: Walking School Bus - contact Transportation Field Trip Office Train
 Charter Bus Company (District Approved): Yes No (Check with Field Trip Office) Public Transportation
 Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle and driver.
 Commercial Airline Other: _____

Number of students participating: 120 Funding Source Self-Pay Financial Assistance Available? Yes No

Adult Chaperones: (All clearances must be met prior to Field Trip Approval)

(Use a separate sheet if necessary)

	DRIVER						
1) Harold Newbill	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no	<input type="checkbox"/> Driver	<input checked="" type="checkbox"/> Fingerprint	<input checked="" type="checkbox"/> Mandated Reporter Training	<input checked="" type="checkbox"/> TB	
2) Deskaheh Bomberly	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no	<input type="checkbox"/> Driver	<input checked="" type="checkbox"/> Fingerprint	<input checked="" type="checkbox"/> Mandated Reporter Training	<input checked="" type="checkbox"/> TB	
3) Virginia Tsai	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no	<input type="checkbox"/> Driver	<input checked="" type="checkbox"/> Fingerprint	<input checked="" type="checkbox"/> Mandated Reporter Training	<input checked="" type="checkbox"/> TB	
4) Robert Tang	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no	<input type="checkbox"/> Driver	<input checked="" type="checkbox"/> Fingerprint	<input checked="" type="checkbox"/> Mandated Reporter Training	<input checked="" type="checkbox"/> TB	
5) Ashlynn Blackshire	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no	<input type="checkbox"/> Driver	<input checked="" type="checkbox"/> Fingerprint	<input checked="" type="checkbox"/> Mandated Reporter Training	<input checked="" type="checkbox"/> TB	
6) Felicia Adair	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no	<input type="checkbox"/> Driver	<input checked="" type="checkbox"/> Fingerprint	<input checked="" type="checkbox"/> Mandated Reporter Training	<input checked="" type="checkbox"/> TB	
7) Maria Hayes	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no	<input type="checkbox"/> Driver	<input type="checkbox"/> Fingerprint	<input type="checkbox"/> Mandated Reporter Training	<input type="checkbox"/> TB	
8) Anjelica Boyd	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no	<input type="checkbox"/> Driver	<input type="checkbox"/> Fingerprint	<input type="checkbox"/> Mandated Reporter Training	<input type="checkbox"/> TB	

Teachers and Staff Attending (Use a separate sheet if necessary)

	DRIVER			DRIVER	
1) Chris Gomez	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no	2) Aaron Fajardo	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no
3) Jessica Abercrombie	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no	4) Tracy Feickert	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no
5) Robert Feickert	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no	6)	<input type="checkbox"/> yes	<input type="checkbox"/> no

Principal Approval [Signature] Date 1/31/25

Segment IAS/Department Head Approval [Signature] Date 2/1/25

Risk Management Approval (if applicable) [Signature] Date 2/11/25

Distribution: Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip. All field trips require a completed packet. Maintain all documents at site:

- Local Trip: (walking): Submit walking trips to Principal for approval two weeks prior to trip.
- Local Trip: (school bus/charter bus/RT/Amtrak): (50-mile radius) - Submit to Principal for approval two weeks prior to trip.
- Local Trip: (50-mile radius: driver) - Submit driver led trips to Principal for approval 6 weeks prior to trip.
- Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment IAS/Department Head for approval 6 weeks prior to trip.
- Overnight Trip: Submit to Principal for approval then forward to Segment IAS/Department Head for approval 6 weeks prior to trip.
- Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment IAS/Department Head 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 IAS/Department Head/Risk Management 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 IAS/Department Head for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Segment IAS office will place field trip item on Board Agenda for final approval.
- Approved forms will be returned by Segment IAS/Department Head's Office. Maintain a copy of all forms at site for 2 years.
- Venue/Destination: Must comply with SCUSD COVID19 mitigation guidelines for all trips outside of district facilities.

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

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: <u>Miwok Middle</u>	Date: <u>2/6/25</u>
Date(s) of Event: <u>4/10/25 - 4/15-25</u>	Location: <u>Washington DC./New York City</u>
Event Title (attach brochure): <u>DC/NY Trip</u>	

Purpose* US History field trip touring major historical and memorial sites.

*What value does this activity give students, attendees, staff, department/site or community? How does this travel align with the District's strategic plan? Provides opportunity for students to be responsible, and productive citizens in a competitive world while fostering students to be lifelong learners.

Name of Attendee(s) <small>(attach sheet for additional attendees)</small>	Position	Substitute (Y/N)*	No. of Days Required	Budget Code (for substitute)
<u>Chris Gomez</u>	<u>Teacher</u>	<u>No</u>		
<u>AJ Fajardo</u>	<u>Teacher</u>	<u>No</u>		
<u>Tracy Feickert</u>	<u>Teacher</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**

Approvals:

[Signature] CESTIN TALARA 2/7/25
 Principal/Department Head Signature & Print Name Date

[Signature] 2/12/25
 Cabinet Level or Designee Signature Date

[Signature] 02/12/25
 Chief Business Officer Signature Date

[Signature] 2/14/25
 Superintendent or Designee Signature Date

District cost for all attendees (estimate)		
Registration Fee ***		<u>0.00</u>
Meals included? <input checked="" type="checkbox"/>		
B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/>		
Lodging	<u>0.00</u>	
Transportation	<u>0.00</u>	
Meals	<u>0.00</u>	
Other	<u>0.00</u>	
TOTAL		<u>0.00</u>

Categorical Budget Code(s): NO expense to district - \$ 0

General Fund/Unrestricted trip funded by parents. \$ 0

***If any meals are included in the cost of registration, how many of each: Breakfast 0 Lunch 0 Dinner 0

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	<u>0</u>
Hotel	<u>0</u>
Airfare ****	<u>0</u>
Car Rental ****	<u>0</u>

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

School Name Miwok Middle School Date 01 / 17 / 2025

Teacher's Name Chris Gomez Room # 115 Telephone # 916-743-9977

Field Trip Destination Washington DC / New York City

Reason for travel US History field trip touring major historical and memorial sites
including: Statue of Liberty, Mount Vernon, 9/11 Memorial
U.S. Captial, Smithsonian, Museum of African American History,
Lincoln Memorial, White House, and Ford's Theater.

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 Chris Gomez
 Teacher

Approvals:

[Signature] 11/31/25
 Principal Date

[Signature] 2/11/25
 Risk Management Dept. Date

[Signature] 2/7/25
 Segment Administrator Date

[Signature] 2/14/25
 Superintendent Date

/ /
 Board Approval Date

Sacramento City Unified School District
OVERNIGHT TRIPS
ACCOMMODATION INFORMATION

NO PRIVATE HOMES, AIR BNB, HOSTELS

Facility Name Doubletree Crystal City Date Reserved 04 / 11-12 / 2025

Address 300 Army Navy Drive City Arlington zip 22202


Reservations Contact Person: Lee Ann Ashburn

Telephone # 703-979-9799 Fax # _____

Total Rooms Reserved: 36

Room #s: 100 - 136

Reservation Dates: 04 / 11 / 2025 - 04 / 12 / 2025

Signed 
Teacher

Approvals:

 1 / 31 / 25
Principal Date

 2 / 7 / 25
Segment Administrator Date

 2 / 11 / 25
Risk Management Approval Date

Sacramento City Unified School District
OVERNIGHT TRIPS
ACCOMMODATION INFORMATION

NO PRIVATE HOMES, AIR BNB, HOSTELS

Facility Name Sheraton New York Hotel Date Reserved 4 / 13-14 / 25

Address 811 7th Avenue @ 53rd City New York City zip 10019


Reservations Contact Person: Lee Ann Ashburn

Telephone # 703-979-9799 Fax # _____

Total Rooms Reserved: 36

Room #s: 100 - 136


Reservation Dates: 4 / 13 / 25 - 4 / 14 / 25

Signed 
Teacher

Approvals:

 1 / 31 / 25
Principal Date

 2 / 7 / 20
Segment Administrator Date

 2 / 11 / 25
Risk Management Approval Date