



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 8.1o

Meeting Date: February 20, 2025

Subject: Approval for four high school students to attend SXSW conference in Austin, Texas on March 3 through March 7

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

Division: Deputy Chief of Academics/Youth Development Support Services (YDSS)

Recommendation: Please approve the attached field trip to Austin, Texas

Background/Rationale: Youth Development Support Services is seeking approval for four high school students to attend SXSW conference in Austin, Texas on March 3 through March 7. The students are from the following high schools: John F. Kennedy (1 student), C.K. McClatchy (1 student) and School of Engineering and Science (2 students).

Financial Considerations: YDSS will be paying for the field trip from their grants.

LCAP Goal(s): Goal 5: Engagement/Empowerment

Parents, families, educational partners, and students will be engaged and empowered as partners in teaching and learning through effective communication, capacity building, and collaborative decision-making.

Documents Attached: Field Trip Package and Travel Documents

Estimated Time of Presentation: N/A

Submitted by: Manpreet Kaur, Director III, Youth Development

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 SES/CKM/JFK Date 3/3/2025 - 3/7/2025
 Teacher's Name David Truong Room # _____ Telephone # _____ Fax # _____
 Field Trip Destination SXSW EDU conference

- 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) Southwest FLIGHT SAC → AUSTIN, TX
 Educational nature of field trip/excursion changemakers Student Impact challenge.
 Depart Date 3/3/2025 Time 10 am/pm Return Date 3/7/2025 Time 6 am/pm

- 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: 4 Funding Source YOSS Financial Assistance Available? Yes No

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

1) _____	DRIVER		<input type="checkbox"/> Driver	<input type="checkbox"/> Fingerprint	<input type="checkbox"/> Mandated Reporter Training	<input type="checkbox"/> TB
	<input type="checkbox"/> yes	<input type="checkbox"/> no				
2) _____	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Driver	<input type="checkbox"/> Fingerprint	<input type="checkbox"/> Mandated Reporter Training	<input type="checkbox"/> TB
3) _____	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Driver	<input type="checkbox"/> Fingerprint	<input type="checkbox"/> Mandated Reporter Training	<input type="checkbox"/> TB
4) _____	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Driver	<input type="checkbox"/> Fingerprint	<input type="checkbox"/> Mandated Reporter Training	<input type="checkbox"/> TB
5) _____	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Driver	<input type="checkbox"/> Fingerprint	<input type="checkbox"/> Mandated Reporter Training	<input type="checkbox"/> TB
6) _____	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Driver	<input type="checkbox"/> Fingerprint	<input type="checkbox"/> Mandated Reporter Training	<input type="checkbox"/> TB
7) _____	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Driver	<input type="checkbox"/> Fingerprint	<input type="checkbox"/> Mandated Reporter Training	<input type="checkbox"/> TB
8) _____	<input type="checkbox"/> yes	<input 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)

1) <u>David Truong</u>	DRIVER		2) <u>VANESSA ROYES</u>	DRIVER	
	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no		<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no
3) <u>DONNY LEWIS</u>	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no	4) <u>Michael Velis</u>	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no
5) <u>REGINALD BROWN</u>	<input type="checkbox"/> yes	<input type="checkbox"/> no	6) <u>Michael [unclear]</u>	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no

Principal Approval [Signature] Date 1/10/25
 Segment IAS/Department Head Approval [Signature] Date 2/13/25
 Risk Management Approval (if applicable) [Signature] Date 2/13/25

Distribution: Refer to the Field Trip Information Form RSK 106A 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: _____
 (Initials)

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

3/3/2025 + 3/7/2025

School Name SES / CKM / JFK Date 1 / 1
 Teacher's Name David Truong Room # SEMA Telephone # 916 476 0505
 Field Trip Destination SXSWEDU Conference, Austin, Texas.
 Reason for travel changemaker competition, ^{SCUSD} Ambassadors
changemakers project, and professional development

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:

<u></u>	<u>1 / 10 / 25</u>
Principal	Date
<u></u>	<u>2 / 13 / 25</u>
Risk Management Dept.	Date
<u></u>	<u>2 / 13 / 25</u>
Segment Administrator	Date
<u></u>	<u>2 / 13 / 25</u>
Superintendent	Date

 / /
 Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input checked="" type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	Purpose for Attending: <input checked="" 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 CKM / JFK / SES (Youth Development) Date _____

Date(s) of Event 3/3/25 - 3/7/25 Location SXSWEDU conference @ Austin Texas

Event Title (attach brochure) SXSWEDU Conference.

Purpose* Change Makers Contest, Student Voice/Advocacy, Ambassador ChangeMakers Launch, Toss Professional Development

*(what value does this activity give students, attendees, staff, department/site or community?)

How does this travel align with the District's strategic plan? Youth Development, Student Engagement, Post High School Student outcomes, CQI, staff PD.

How will this activity/event be used and shared? SCUSD Change Makers will present their project to the School Board.

Name of Attendee(s) <small>(attach sheet for additional attendees)</small>	Position	Substitute (Y/N)**	No. of Days Required	Budget Code <small>(for substitute)</small>
David Truong	Youth Specialist II	No		
VANESSA REYES	Program Specialist	No		
DORNY LEWIS	Program Associate	No		
Michael Veis	Program Associate	No		
Reginald Brown	Principal	No		
Michael Nguyen	Program Associate	No		

Additional Attendees Attached

Approvals:

Principal/Department Head Signature & Print Name Maureen Kauf Date 01/16/25

Cabinet Level or Designee Signature Sharon M. Ellis Date 1-22-25

Chief Business Officer Signature [Signature] Date 01/20/25

Superintendent or Designee Signature [Signature] Date 1/20/25

District cost for all attendees (estimate)

Registration Fee *** 5,290.69

Meals included?

Lodging \$23,381.25

Transportation _____

Meals \$3,000.00 (Advance travel pay form)

Other(AIR) \$4,700.03

TOTAL _____

Categorical Budget Code(s): BREAKDOWN OF BUDGET CODES IS LISTED ON THE NEXT PAGE. \$ _____

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 <u>R25-03679 / V25-00725</u>	<u>\$5290.69</u>
Hotel <u>R25-03470 / V25-00722</u>	<u>\$23,381.25</u>
Airfare **** <u>R25-03477 / V25-00720</u>	<u>\$4,700.03</u>
Car Rental **** _____	_____