



## SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 8.1q

**Meeting Date:** April 10, 2025

**Subject:** Approve School of Engineering and Sciences field trip to Kingwood, TX from April 14-20, 2025 to receive FIRST Robotics Competition Award

- ☐ 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 School of Engineering and Sciences field trip to Kingwood, TX to receive FIRST Robotics Competition award.

**Background/Rationale:** On April 14, 45 students, and 12 chaperones will travel by air to Kingwood for 5 nights to receive robotics award.

**Financial Considerations:** There is no cost to the district. Expenses will be paid by the CTE.

**LCAP Goal(s):** College preparedness, increasing communication and critical thinking skills.

**Documents Attached:**

1. Out-of-state field trip documents will be available Tuesday, April 8, 2025

<p><b>Submitted by:</b> Mary Hardin Young, Deputy Superintendent Jerad Hyden Instructional Assistant Superintendent</p> <p><b>Approved by:</b> Lisa Allen, Superintendent</p>
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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: School of Engineering and Sciences

Date: April 14 to 21, 2025

Teacher's Name: Ken Davis and Nicole Coronado Room #: G-01 Telephone #: (916)395-5040 Fax #: (916)433-2959

Field Trip Destination: Hawthorn Extended Stay by Wyndham: 24450 Eastex Fwy, Kingwood, TX, 77339, US

☐ 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: \_\_\_\_\_

Educational nature of field trip/excursion: FRC World's FIRST Robotics Champion

Depart Date: April 14, 2025 Time: 05:00am

Return Date: April 20, 2025 Time: 07:00pm

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: CTE

Financial Assistance Available? ☒ Yes ☐ No

Number of students participating: 45

Adult Chaperones/Drivers: Use additional forms if more than 4 names

DRIVER		DRIVER	
1) <u>Josh Mills</u> ✓	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	3) <u>Gerardo Inzuna</u> ✓	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
3) <u>Chris Merica</u>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	4) <u>Bertaa Serrato</u> ✓	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
5) <u>Emanuel Mendiola</u> ✓	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	6) <u>Ingrid Castillo</u>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
7) <u>Uyen Thao</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	8) <u>Melanie Manzano</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no

Teachers and Staff Attending: Use additional forms if more than 4 names

1) <u>Ken Davis</u> ✓	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	2) <u>Nicole Coronado</u> ✓	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
3) <u>Miguel Lopez</u> ✓	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	4) <u>Namita Mills</u> ✓	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
5) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	6) _____	<input type="checkbox"/> yes <input type="checkbox"/> no

Principal Approval [Signature] Date 4/1/25

Risk Management Approval (Unusual Activities) [Signature] Date 4/2/25

Instructional Assistant Superintendent Approval [Signature] Date 4/1/25

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

1. Local Trip (school or charter bus): (50-mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to Instructional Assistant Superintendent for approval.
2. Local Trip: (50-mile radius; driver led) - Submit driver led trips to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
3. Local Trip: (wading, RT, Amtrak): Submit walking trips to Principal for approval then forward to Instructional Assistant Superintendent for approval 2 weeks prior to trip.
4. Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
5. Overnight Trip: Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
6. Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
7. 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 Instructional Assistant Superintendent for approval 6 weeks prior to trip. This may require Special Event Liability Insurance.
8. Out-of-State/Country: Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Instructional Assistant Superintendent 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.
9. Approved forms will be returned by Instructional Assistant Superintendent. Maintain a copy of all forms at site for 2 years
10. Venue/Destination: Must comply with SCUSD COVID19 Mitigation Guidelines for all trips outside of district facilities.

Reviewed by Site Office Manager: NM (initials)

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

School Name: School of Engineering and Sciences

Date: April 14 to 21, 2025

Teacher's Name: Ken Davis, Nicole Coronado, and Miguel Lopez

Room: G-01/PE/Office

Telephone: (916)395-5040

Fax: (916)433-2959

Field trip Destination: Hawthorn Extended Stay by Wyndham Kingwood/Houston

24450 Eastex Fwy , Kingwood, TX. 77339, US

Reason for travel: FRC World's Championship


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 a copy of the contract or waiver to Risk Management for review before signing. Attach a detailed itinerary for each day.


Teacher:  4/1/25  
Signature Date

**APPROVALS:**

Principal:  4/1/25  
Signature Date

Risk Management:  4/2/25  
Department Signature Date

Segment:  4/1/25  
Administrator Signature Date

Superintendent:  4.7.25  
Signature Date

Board Approval Date: \_\_\_\_\_

# TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

<b>Request to Attend</b>	<b>Purpose for Attending</b>	<b>Instructions:</b> 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.	
<input type="checkbox"/> Conference/Workshop	<input type="checkbox"/> Professional Development		
<input type="checkbox"/> Business Meeting	<input type="checkbox"/> Continued Education Credits Earned	REQ #:	
School/Department	School of Engineering and Sciences	Date	4/4/25

School/Department:	FRC Team School of Engineering and Sciences	Date:	4/4/25
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Date(s) of Event	April 14-21, 2025	Location	George R. Brown Convention Center -1001 Avenida De Las Americas, Houston, TX 77010
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Event Title (attach brochure)	FRC World's Championship
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Purpose*(What value does this activity give students, attendees, staff, departments/sites or community?)	Please see attached.
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How does this travel align with the District's strategic plan?	Please see attached.
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How will this activity/event be used and shared?	Please see attached.
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Name of Attendee(s) <small>(attach travel for individual attendees)</small>	Position	Substitute (Y/N)**	No. of days Required	Budget Code (for substitutes)
Ken Davis	Teacher/Advisor	Y	1	01-3550-0-1102-15-3807-1000-108-0732-000
Nicole Coronado	Teacher/Advisor	Y	1	01-0007-0-1102-15-1110-1000-700-0557-000
Miguel Lopez	Counselor/Mentor	N	1	N/A
Namika Mills	Office Manager	N	-	N/A

\*\*IF A SUBSTITUTE IS NEEDED, SEND A COPY OF THIS FORM TO PERSONNEL, BOX 770 Approvals:

## Approvals:

Principal/Department Head Signature & Print Name Rinaldo Shackelford Date 4/4/25

Cabinet Secretary/Designee Signature Janeen Hanbury Date 4/7/25

Chief Business Officer Signature [Signature] Date 4/7/25

Superintendent or Designee Signature [Signature] Date 4/7/25

☐ additional attendees attached

District cost for all attendees (estimate)	
Registration Fee ***	<u>6,000</u>
Meals Included (Y/N)	<u>YES</u>
Breakfast \$	
Lunch \$	<u>17,745</u>
Dinner \$	<u>46,403</u>
Meals	<u>UNK</u>
Other	<u>UNK</u>
TOTAL	<u>70,148</u>

☐ Categorical

Budget Code(s):

☐ General Fund/Unrestricted

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

<b>Prepayment Requested:</b> All checks will be sent to the site/department unless prior arrangements have been made (with AP) to pick up check	
Registration Fee	Dollar Amount \$ <u>6,000</u>
Hotel	<u>\$17,745</u>
Airfare ****	<u>\$41,867</u>
Car Rental ****	<u>\$4,536</u>