



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 9.1f

Meeting Date: May 16, 2013

Subject: California Middle School Field Trip to Ashland, Oregon Shakespeare Festival June 5 – 7, 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 California Middle School Field Trip to Ashland, Oregon Shakespeare Festival June 5 – 7, 2013

Background/Rationale: June 5 – 7, 2013 students from California Middle School will travel via chartered bus to Ashland, Oregon to see three plays at the Shakespeare Festival. This experience will allow students to experience acclaimed literature performed professionally, allowing students to study and enjoy Romeo and Juliet, Medea, MacBeth/Cinderella and Tracy Young from Euripides, Shakespeare, and Rodgers & Hammerstein. Additionally, students will attend three classes presented by members of the theater group and attend two prologue discussions.

A chartered bus will provide transportation for the 72 students, 2 teacher chaperones, and 10 parent chaperones. Students will be accompanied by chaperones to all plays. All parties will depart from California Middle School on Wednesday, June 5th at 8:30 a.m. and return to California Middle School on Friday, June 7, 2013, at approximately 4:30 p.m. Emergency information will accompany students on the bus. Students and chaperones will stay at Southern Oregon University dorms.

Financial Considerations: No cost to the district. Expenses paid through parent contribution and fundraising.

Documents Attached: Out of State Field Trip Documents

Estimated Time of Presentation: N/A

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 California Middle School Date 4/9/13

Teacher's Name Senta Shelton Room # 2 Telephone # 395-5302
Fax # 264-4477

Field Trip Destination Ashland, Oregon

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 to Ashland, Oregon

Educational nature of field trip/excursion Oregon Shakespeare Festival/Workshop and watch 3 plays

Depart Date 6/5/13 Time 8:00am am/pm Return Date 6/7/13 Time 4:00pm am/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/PTSA Financial Assistance Available? yes no

Number of students participating: 72

Adult Supervisors/ Drivers: DRIVER DRIVER
1) Heath Dalrymple yes no 2) Shirlee Tully yes no
3) Mindy Fox yes no 4) Laurie Hensley yes no
Aaron Nakamura yes no Stacie Pradie
Acky Summerall yes no Sherri Patton
Teachers and Staff Attending: Kim Williams

1) Senta Shelton yes no 2) Jennifer Ellerman yes no
3) _____ yes no 4) _____ yes no

Principal Approval Elyse DeSantis Date 4/19/13

Risk Management Approval (Unusual Activities) Shirley Richardson Date 4/24/13

Segment Administrator Approval Koller Date 4/22/13

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

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 # _____
--	---	---

School/Department: CALIFORNIA MIDDLE SCHOOL Date: Apr 9, 2013

Date(s) of Event: JUNE 5TH - JUNE 7TH, 2013 Location: ASHLAND, OREGON

Event Title (attach brochure): OREGON SHAKESPEARE FESTIVAL/WORKSHOP & WATCH 3 PLAYS

Purpose*: ATTEND 3 PLAYS AT SHAKESPEARE FESTIVAL AND EDUCATIONAL PROGRAMS AT SOUTHERN OREGON UNIVERSITY

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

What Board goal/priority does this travel support?: ACCLAIMED LITERATURE STUDIES

How will this activity/event be used and shared?:

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
SENTA SHELTON	TEACHER	Yes	3	01-0000-0-1102-10-1110-1000-141-0415-000
JENNIFER ELLERMAN	TEACHER	Yes	3	01-0000-0-1102-10-1110-1000-141-0415-000
		No		
		No		

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

Approvals:

Principal/Department Head: *Elizabeth Davis* Date: 4/18/13

Associate Superintendent/Assistant Superintendent: *R. Able* Date: 4/22/13

Deputy Superintendent/CFO (Finance): *R. A. Faust* Date: 4/24/13

Superintendent or Designee: *[Signature]* Date: 4/30/13

District cost for all attendees (estimate)

Registration Fee ***: 0.00

Meals included? B L D

Lodging: 0.00

Transportation: 0.00

Meals: 0.00

Other: 0.00

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 12/4/2012

Address 1250 SISKIYOU BLVD City, ASHLAND, OR zip 97520

Reservations Contact Person: SUE HART

Telephone # 800-257-0577 Fax # 541-552-6380
541-552-6375

Total Rooms Reserved 2 = Quads
11 = Doubles } 31 TOTAL
18 = Triples

Room #s TBA / COX HALL

Signed *Santa Shelbe*
Teacher

Approvals:

Elizabeth Vigil 4/19/13
Principal Date
Steve Allen 4/22/13
Segment Administrator Date