



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 11.1f

**Meeting Date:**

**Subject:** Sutter Middle School Field Trip to Shakespeare Festival Ashland, Oregon March 9-11, 2011

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

**Learning Support Unit/Department:** Accountability Office, Central – Area 2 Schools

**Recommendation:** Approve Sutter Middle School field trip to Ashland, Oregon March 9-11, 2011.

**Background/Rationale:** From March 9-11, 2011 a group of students from Sutter Middle School will travel via chartered bus to Ashland, Oregon to see two plays at the Shakespeare Festival. This experience will allow students to experience acclaimed literature performed professionally, allowing students to study and enjoy **Measure For Measure** and **The Imaginary Invalid**. Additionally, students will attend three classes presented by members of the theater group and attend two prologue discussions.

A chartered bus will provide the transportation for 60 students, 1 teacher chaperone and 9 parent chaperones. The students will be accompanied by chaperones to all plays, and all parties will depart from Sutter Middle School on Wednesday, March 9, 2011 at 8:30 a.m. and return to Sutter Middle School on Friday, March 11, 2011 at approximately 3:00 p.m. Emergency information will accompany the students on the bus. The students and chaperones will stay at Southern Oregon University dorms.

**Financial Considerations:** The cost to the students is \$285 which includes boarding for two nights, tickets to two plays, transportation, class fees, the prolog fees, and skating. Student Body funds were made available for students in need.

**Documents Attached:**

Field Trip Request Form  
Out-of-State Travel Request  
Travel Request

**Estimated Time of Presentation:** NA

**Submitted by:** Mary Hardin Young, Area Assistant Superintendent

**Approved by:** Mary C. Shelton, Chief Accountability Officer

Print Form

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 Sutter Middle School Date March 9-11, 2011

Teacher's Name Marissa Johnson-Keller Room # 304 Telephone # 916 246-2450  
 Fax # 916 246-2451

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 \_\_\_\_\_

Educational nature of field trip/excursion Oregon Shakespeare Festival

Depart Date 3/9/11 Time 8:15 am am/pm      Return Date 3/11/11 Time 3 pm 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 Private      Financial Assistance Available?     yes     no

Number of students participating:    66

Adult Supervisors/ Drivers:	DRIVER		DRIVER
1) <u>Tim Webb</u>	<input type="checkbox"/> yes <input type="checkbox"/> no	2) <u>Christine Grace</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
3) <u>Julie Grebel-Olstad</u>	<input type="checkbox"/> yes <input type="checkbox"/> no	4) <u>Mary Riley</u>	<input type="checkbox"/> yes <input type="checkbox"/> no

Teachers and Staff Attending:

- 1) Marissa Johnson-Keller     yes     no    2) \_\_\_\_\_     yes     no  
 3) \_\_\_\_\_     yes     no    4) \_\_\_\_\_     yes     no

Principal Approval Erik Swanson      Date 2/16/11  
 Risk Management Approval (Unusual Activities) mcl      Date 2/22/11  
 Segment Administrator Approval Manning      Date 2/16/11

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

- Local Trip:** (50 mile radius) - Submit to Principal for approval. Maintain all documents at site.
- Out-Of-Town:** (beyond 50 mile radius) - Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- Overnight Trip:** Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- Trip Involving Swimming or Wading:** Submit to Principal for approval then forward to Segment Administrator 10 days 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 Administrator and Risk Management 6 weeks prior to trip. **Must purchase Special Event Liability Insurance.**
- 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 Sutter Middle School Date March 9-11, 2011  
 Teacher's Name Marissa Keller Room # 304 Telephone # 246-4150

Field Trip Destination Ashland, Oregon

Reason for travel To experience the Oregon Shakespeare Festival and enjoy literary  
 enrichment activities such as Shakespeare workshops.

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: See attached

Signed Marissa Johnson-Keller  
 Teacher

**Approvals:**

Gick Swanson 2/10/11  
 Principal Date

Mile 2/22/11  
 Risk Management Dept. Date

M. Young 2/16/11  
 Segment Administrator Date

\_\_\_\_\_  
 Superintendent Date

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

Print Form

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

<b>Request to Attend:</b> <input checked="" type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	<b>Purpose for Attending:</b> <input type="checkbox"/> Professional Development <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.  REQ # _____
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School/Department  Date

Date(s) of Event  Location

Event Title (attach brochure)

Purpose\*

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

What Board goal/priority does this travel support?

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)
see attached Attendee List		No	<input type="checkbox"/>	
Marissa Johnson-Keller		No	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
		No	<input type="checkbox"/>	

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

<b>Approvals:</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p><i>Guth Swanson</i> Principal/Department Head</p> <p><i>Manning</i> Associate Superintendent/Assistant Superintendent</p> <p><i>Hemey</i> Deputy Superintendent/CFO (Finance)</p> <p>_____ Superintendent or Designee</p> </div> <div style="width: 40%;"> <p><u>2/10/11</u> Date</p> <p><u>2/16/11</u> Date</p> <p><u>2/17/11</u> Date</p> <p>_____ Date</p> </div> </div>	District cost for all attendees (estimate) Registration Fee *** <input type="text" value="0.00"/> Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D Lodging <input type="text" value="0.00"/> Transportation <input type="text" value="0.00"/> Meals <input type="text" value="0.00"/> Other <input type="text" value="0.00"/> <b>TOTAL \$ 0.00</b>
<input type="checkbox"/> Categorical Budget Code(s): _____ <input type="checkbox"/> 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 \_\_\_\_\_