



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 11.1h

Meeting Date: May 5, 2011

Subject: Sutter Middle School Field Trip to Boston, Massachusetts from May 15, 2011 – May 20, 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

Recommendation: Board approval of this request

Background/Rationale: From May 15, 2011 – May 20, 2011, a group of 74 students in Mrs. Cooperman's and Ms. Miller's Language Arts and U.S. History Core classes plus 1 parent and 8 teachers will travel via United Airlines to visit Boston, Massachusetts. Included in the trip will be visits to historical sites like the Freedom Trail, Paul Revere's house, the Old North Church, Lexington and Concord, and the Boston Common. This trip aligns with what the students are learning in 8th grade. This educational experience will help them gain a more realistic view of where some of the "making of America" took place.

A local Boston bus company, Wilson, 203 Patriots Road, East Templeton, MA is contracted with the travel agency, USA Student Travel, and will be providing the transportation on two busses. The students will be paired for all activities with chaperons in a 10:1 ratio. All parties will depart from the San Francisco International Airport on May 15, 2011. We will be on the same United Airlines Flight on the way to Boston but will return on 2 separate flights for the way back to Sacramento. Our flight back will bring us directly to Sacramento. We will take a chartered bus to the San Francisco International Airport from Sutter Middle School on May 15th. Parents are responsible for transporting his/her child to Sutter and from the Sacramento International Airport. Emergency information will accompany the students on the trip.

Financial Considerations: The cost to the students is \$1,984 which includes four nights in the hotel, all meals, all entry fees to historical sites, a ticket to the Boston Red Sox game, Blue Man Group and Something Wicked This Way Comes.

Documents Attached:

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

Estimated Time of Presentation: NA

Submitted by: Erik Swanson, Principal

Approved by: Mary Shelton, Chief Accountability Officer

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 19, 2011

Teacher's Name Jody Cooperman/Katie Miller Room # 301/111 Telephone # 264-4150
 Fax # 264-3436

Field Trip Destination Boston, Massachusetts

☐ Local (50 mile radius) ☐ Out-of-Town (Beyond 50 mile radius) ☒ Overnight

☒ Out-of-State/Country ☒ Involving Swimming or Wading ☐ Unusual Activities
 Route United airlines to Boston Massachusetts via San Francisco International Airport

Educational nature of field trip/excursion This is a U.S. history trip where we visit famous historical sites in Mass.

Depart Date 5/15/11 Time 6:00 am/pm Return Date 5/20/11 Time 12:00 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 Parent funded Financial Assistance Available? ☐ yes ☒ no

Number of students participating: 72

Adult Supervisors/ Drivers:	DRIVER		DRIVER
1) <u>Jane Hastings</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	2) <u>Brian Schlack</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
3) <u>Kara Broderick</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	4) <u>Doug Hamilton</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no

Teachers and Staff Attending:

1) <u>Jody Cooperman</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	2) <u>Katie Miller</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
3) <u>Marina Pearl</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	4) <u>Betsy Ronsheimer</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no

Principal Approval *[Signature]* Date 4/14/11

Risk Management Approval (Unusual Activities) *[Signature]* Date 4/14/11

Segment Administrator Approval *[Signature]* Date 4/16/11

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 19, 2011
 Teacher's Name Cooperman/Miller Room # 301/111 Telephone # 916-264-4154

Field Trip Destination Boston, Massachusetts

Reason for travel This is a U.S. history trip where students will experience the
history of our great nation where it all began. Some of the sites that we will
visit include the U.S.S. Constitution, Bunker Hill, Boston Common, Harvard
University, Boston Massacre site, Paul Revere's House, and the Old North Church

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.

Swimming at the hotel is possible.

Attach a detailed itinerary for each day: Itinerary attached.

Signed

Teacher

Approvals:



Principal

4/4/11

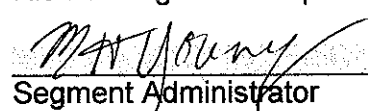
Date



Risk Management Dept.

4/14/11

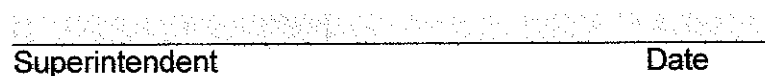
Date



Segment Administrator

4/7/11

Date



Superintendent

Date



Board Approval Date

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 <u>Sutter Middle School</u>		Date <u>March 23, 2011</u>
Date(s) of Event <u>May 15, -May 20, 2011</u>		Location <u>Boston, Massachusetts</u>
Event Title (attach brochure) _____		
Purpose* <u>U.S. history trip for 8th graders to experience history where it all began.</u>		
*(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)**
Jody B. Cooperman	Teacher	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Katie Miller	Teacher	No <input type="checkbox"/>
_____	_____	No <input type="checkbox"/>
_____	_____	No <input type="checkbox"/>
		No. of Days Required
		2
		Budget Code (for substitute)
		Principal

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

Approvals: <div style="display: flex; justify-content: space-between;"> <div> Principal/Department Head </div> <div> <u>4/4/11</u> Date </div> </div> <div style="display: flex; justify-content: space-between;"> <div> Associate Superintendent/Assistant Superintendent </div> <div> <u>4/7/11</u> Date </div> </div> <div style="display: flex; justify-content: space-between;"> <div> Deputy Superintendent/CFO (Finance) </div> <div> <u>4/12/11</u> Date </div> </div> <div style="display: flex; justify-content: space-between;"> <div> Superintendent or Designee <input type="checkbox"/> Categorical Budget Code(s): <input type="checkbox"/> General Fund/Unrestricted </div> <div> _____ _____ _____ </div> </div>	District cost for all attendees (estimate) Registration Fee *** <u>0.00</u> Meals included? <input 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>
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***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 ****	_____

**** If airfare or car rental is requested, send a copy of this form to Purchasing, Box 830