

Sacramento City Unified School District BOARD OF EDUCATION SPECIAL MEETING

Board of Education Members

Jessie Ryan, President (Trustee Area 7)
Darrel Woo, Vice President (Trustee Area 6)
Michael Minnick, 2nd Vice President (Trustee Area 4)
Jay Hansen (Trustee Area 1)
Ellen Cochrane (Trustee Area 2)
Christina Pritchett, (Trustee Area 3)
Mai Vang (Trustee Area 5)
Sarah Nguyen, Student Member

Friday, April 13, 2018 2:00 p.m.

Serna Center

Washington Conference Room 5735 47th Avenue Sacramento, CA 95824

AGENDA 2017/18-19

2:00 p.m. 1.0 OPEN SESSION / CALL TO ORDER / ROLL CALL

Teleconference Locations: Board Member Ellen Cochrane will participate from 926 43rd Street, Sacramento, CA and Board Member Christina Pritchett will participate from 921 11th Street Suite 300, Sacramento, CA

2.0 SPECIAL MEETING AGENDA ITEM FOR ACTION

2.1 Approve John F. Kennedy High School Field Trip to Houston, Texas April 17-22, 2018 (Iris Taylor and Tu Moua-Carroz) (Roll Call Vote)

2:15 p.m. **3.0 ADJOURNMENT**

NOTE: The Sacramento City Unified School District encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Board of Education Office at (916) 643-9314 at least 24 hours before the scheduled Board of Education meeting so that we may make every reasonable effort to accommodate you. [Government Code § 54953.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132)] Any public records distributed to the Board of Education less than 24 hours in advance of the meeting and relating to an open session item are available for public inspection at 5735 47th Avenue at the Front Desk Counter and on the District's website at www.scusd.edu



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 2.1

Meeting Date: April 13, 2018
Subject: Approve John F. Kennedy High School Field Trip to Houston, Texas April 17-22, 2018
 □ Information Item Only □ Approval on Consent Agenda □ Conference (for discussion only) □ Conference/First Reading (Action Anticipated:) □ Conference/Action □ Action □ Public Hearing
<u>Division</u> : Academic Office
Recommendation : Approve John F. Kennedy High School Field Trip to Houston, TX from April 17 - 22, 2018.
Background/Rationale : On April 17, 2018 a group of 25 students, two teacher chaperones, and three parent chaperones from John F. Kennedy High School will trave via commercial airline to Houston, TX to participate in the FIRST Robotics World Championship Competition.
<u>Financial Considerations</u> : The total cost for this trip will be approximately \$33,200. Funding will be coming from the College and Career Readiness Department donation funds (\$1,500), a CCPT Grant (\$1,700), and from JFK funding (\$30,000).

LCAP Goal(s): College and Career Ready Students

Documents Attached:

1. Out of State Field Trip Documents

Estimated Time of Presentation: N/A

Submitted by: Iris Taylor, Chief Academic Officer

Tu Moua Carroz, Instructional Assistant Superintendent

Approved by: Jorge A. Aguilar, 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 field trip. See below reference distribution section for details concerning each type of trip. School Name John F. Kennedy High School Date 4 Telephone #_916-743-5044 Room #E1 Teacher's Name Robert Greene Field Trip Destination Houston, Texas ☐ 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) Involving Swimming or Wading Unusual Activities Out-of-State/Country Overnight Roule Sacramento to Houston by air. Rental vans for local transportation. Return to Sacramento by air. Educational nature of field trip/excursion Participation In FIRST Robotics World Championship Competition Return Dale 4 /22 /18 Time 6:43 pm am/pm /17 /18 Time 4:49 pgm/om Depart Date 4 TRANSPORTATION will be provided by: Walking School Bus - contact Transportation Field Trip Office No - Check with Field Trip Office Charter Bus Company (certified): Yes Privale 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) Commercial Airline Other: Public Transportation Train Funding Source SCUSD funding, donations Yes Financial Assistance Available? ∏No Number of students participating: 25 DRIVER Adult Chaperones/Drivers: DRIVER 1) Cindy Kazee yes 1 no yes 4) Dennis Kozee - driver 3) Kalie Roed yes Tno Teachers and Staff Attending: 1) Robert Greene yes 3) James (Ben) Ballenger Principal Approval Risk Management Approval (Unusum Activitia Segment Administrator Approval Distribution: Refer to the Field Trip Information Form FSK 106F for the forms and distribution required for each trip: Local Trip (school or charter bus): (50-mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to Segment Administrator, Local Trip: (50-mile radius, driver led, walking trip) - Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Submit walking trips to Principal for approval then forward to Segment Administrator for approval 2 weeks prior to trip. Out-of-Town: (beyond 50-mile radius) – Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.

Overnight Trip. Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.

Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.

Trip Involving Unusual Activities (Water sports or trigh risk activities such as rafting, snorketing, rock climbing, skiling, etc.) - Submit to Principal for approval then forward to Segment Administrator 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 Administrator for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Segment Administrator wit 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.

Approved forms will be returned by Segment Administrator. Maintain a copy of all forms at site for 2 years.

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

School Name John F. Kennedy High School Date 4 / 17-24/18
Teacher's Name Robert Greene Room # E1 Telephone # 916-743-5044
Field Trip Destination Houston, Texas
Reason for travel Compete in FIRST Robotics World Championship Competition
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:
Principal 0/10/18 Date
Principal Date
Risk Management Dept. Date
4/10/18
Segment Administrator Date
4110 118
Superintendent
Board Approval Date

TRAVEL REQUEST FORM (ACC-F014) Sacramento City Unified School District

Request to Attend:	Purpose for Attending: Professional Development			completed and recolved in Accounts Payable at least 30 days prior to the proposed trip- 60 days if out-of-state.			
Business Meeting	ting Continued Education Credits Earned				REQ#		
School/Department John F. Ke	nnedy High S	chool			Date	4/9/18	
Dalo(s) of Event 4/17/18-4/22	2/18	Location Houst	on, TX				
Event Tille (altech brochure)	World Champ	pionship Competition (FR	C FIRST Rob	otics)			
		s team robot in a competi rn valuable skills in leade					
"(what value does this activity give sto flow does this travel align with the D		STEM skills develop	y¹) ment, commu	nity outrea	ch, leaders	hip development	
low will this activity/event bo used t	and shared? Sha	ared on social medial, dis	trict and scho	ol newslet	ters		
Name of Atlandes(s)		Position	Substitute 1		Bud	iget Code	
Robert Greene	and indicate of	Teacher	0xx yes	5	(loi	substituto)	
James (Ben) Ballenger		Teacher	NXX yes	5			
Dennis and Cindy Kaze	e	Parent volunteers	No	H			
Katle Reed		Parent volunteer	No				
, toda i toda			No				
		The second to personality	DDV 776		Additional At	londees Attached	
"IF A SUBSTITUTE IS NEEDED,	SEND A COPY O	IF THIS FORM TO PERSONNE	Dis	trict cost for	all attendees	(estimate)	
Approvels:		1			Registration F	No.	
/ my Vu	N	4/10	18		cluded?	V	
Principal/Dopartment Head Sig	nature & Print N	lame 4/10	112	вГ			
- DE		1/1	10	Lodging	1,500	. 00	
Cabinet Level or Designed Sig	aaluro	Path	1 01				
	1	4110			on 30,000	0.00	
Chief Business Officer Signatu	re l	LL Date	V	Meals			
	7,10/1	8	Other	1,700	0.00		
Superintendent or Designee St	gnature	Date		TOTAL	C		
Categorical	Budget Code(s	s): 01-6382-0-5832-	-1110-100	0-142-	\$ 1	,700.00	
General Fund/Unrestricted	ı	01 -0812- 0-5230-	0739-000 -6000-100	0-106-	ė ,	,500.00	
***If any meals are included in th	no cost of registra	ition, how many of each: Br	eakinst	Lunch	ں	inner	
Prepayment Requested: All che	ecks will be sent i	to the site/department unless p	rlor arrangomon	ts havo boor	nado (with A	P) to pick up check	
Rogistration Fee 01-	3010-0-52 3010-00-5	Requisition # 30-00-1110-1000- 235-00-1110-1000	000-0525-	Dollar Amot -000 (15-000 (15-000)	Students	\$ \$30,000.00	
Hotol			_				
Airfare **** Car Rental ****							
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**** If airlare or car rental is red Rev.F 3-22-11	ใกละเลก" อลแก ถ	ACC-F014	ng, aux ouo			Page 1	
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