



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.1c

**Meeting Date:** February 4, 2016

**Subject:** Approve Sutter Middle School Field Trip to Ashland, Oregon from March 1 through March 3, 2016

- 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 Sutter Middle School Field Trip to Ashland, Oregon, March 1-3, 2016

**Background/Rationale:** March 1-3, 2016, a group of 89 students, 17 parent chaperones, and two teacher chaperones from Sutter Middle School will travel via chartered bus to Ashland, Oregon, to see plays at the Oregon Shakespeare Festival. Students will experience acclaimed literature and professionally performed art, allowing them to study and enjoy Shakespeare's *Twelfth Night* and Charles Dickens' *Great Expectations*. Additionally, students will attend four hours of workshops presented by members of the theater group, and attend prologue discussions. The students and chaperones will be housed in the dorms at the University of Oregon.

**Financial Considerations:** No cost to the district. Expenses paid through parent contribution. Associated Student Body funds were made available for students in need.

**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:** Lisa Allen, Interim Deputy Superintendent  
Olga Simms, Area Assistant Superintendent

**Approved by:** José Banda, 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 Sutter Middle School Date 1/4/16

Teacher's Name Elaine Tom Room # 216 Telephone # 264-4150
Fax # 264-3436

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

Educational nature of field trip/excursion Students will participate in the Oregon Shakespeare Festival
in Ashland, Oregon.

Depart Date 3/1/16 Time 8:25 AM am/pm Return Date 3/3/16 Time 2:45 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 parents Financial Assistance Available? yes no

Number of students participating: 89

Adult Supervisors/ Drivers: DRIVER DRIVER
1) see attached yes no 2) yes no
3) yes no 4) yes no

Teachers and Staff Attending:
1) Elaine Tom yes no 2) yes no
3) Robert Cortes yes no 4) yes no

Principal Approval Date 1/19/16
Risk Management Approval (Unusual Activities) Date 1/20/16
Segment Administrator Approval Date 1/20/16

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

Ashland, Oregon 2016 Chaperone List

Sutter Middle School

Mrs. Tom's Class

March 1-3, 2016

- |                             |              |
|-----------------------------|--------------|
| 1. Laura Chang              | 916-455-2557 |
| 2. Cormarida Chanthapaseuth | 916-796-7662 |
| 3. Maureen Dana             | 916-205-7709 |
| 4. Laura Eaton              | 916-505-2572 |
| 5. Gayle Firth              | 916-595-1916 |
| 6. Gregg Fukuhara           | 916-747-2842 |
| 7. Joel Lima Hernandez      | 916-208-8781 |
| 8. Vanessa Langley          | 916-719-1762 |
| 9. Michele Lukkarila        | 916-844-6568 |
| 10. Tiffany Mascoe          | 916-205-9030 |
| 11. Lori Morris             | 916-801-9382 |
| 12. Ilee Muller             | 916-224-9075 |
| 13. Reanna Rusnak           | 916-752-7283 |
| 14. Chris Salmon            | 916-715-1258 |
| 15. Josefina Torres         | 916-833-8870 |
| 16. Cherene Waltert         | 916-601-9301 |
| 17. Gwynn Woodhouse         | 916-849-5063 |



# TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

**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.

REG # \_\_\_\_\_

**Request to Attend:**

- Conference/Workshop
- Business Meeting

**Purpose for Attending:**

- Professional Development
- Continued Education Credits Earned

School/Department Sutter Middle School

Date Jan 4, 2016

Date(s) of Event March 1-3, 2016

Location Ashland, Oregon

Event Title (attach brochure) Oregon Shakespeare Festival

Purpose\* Students will participate in college life and watch 2 plays performed by the Oregon Shakespeare Festival.

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

How does this travel align with the District's strategic plan? This travel will align with the strategic plan by providing students with History and Language Arts Common Core Standards.

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)

Name of Attendee(s)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Elaine Tom	Teacher	Yes		
Robert Cortes	Teacher	No		
		No		
		No		
		No		

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

Additional Attendees Attached

**Approvals:**

*CRISTIN TAHARA-MARTIN* 1/19/16  
Principal/Department Head Signature & Print Name Date

*[Signature]* 1/20/16  
Cabinet Level or Designee Signature Date

*[Signature]* 1/20/16  
Chief Business Officer Signature Date

*[Signature]* 1/21/16  
Superintendent or Designee Signature Date

District cost for all attendees (estimate)

Registration Fee \*\*\*           

Meals included?  B  L  D

Lodging           

Transportation           

Meals           

Other           

TOTAL           

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 \*\*\*\* \_\_\_\_\_

\*\*\*\* If airfare or car rental is requested, send a copy of this form to Purchasing, Box 920