



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 8.1i

Meeting Date: April 3, 2025

Subject: Approve C.K. McClatchy New York City Field Trip April 13-18, 2025

- 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 C.K. McClatchy New York City Field Trip April 13-18, 2025

Background/Rationale: On April 13, 33 students and four teachers will travel via commercial airline to NYC to experience fine art, Broadway shows, and interactive workshops.

Financial Considerations: There is no cost to the district. Expenses will be paid by VAPA Boosters.

LCAP Goal(s): College preparedness, increasing communication and critical thinking skills.

Documents Attached:

1. Out-of-state field trip documents

Estimated Time of Presentation: N/A

Submitted by: Mary Hardin Young, Deputy Superintendent
Jerad Hyden, Assistant Superintendent

Approved by: Lisa Allen, 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 CK McClatchy HS Date 12 / 18 / 24

Teacher's Name Mollie Morrison Room # L6 Telephone # 916 952 6952

Field Trip Destination New York City

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)

Overnight Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route _____ Commercial Airline/Charter Bus _____

Educational nature of field trip/excursion Student experience major works of art, Broadway Shows, Theatrical Workshops, Historic Sites relevant to our studies in VAPA Classrooms

Depart Date 4 / 13 / 2025 Time 10:53pm Return Date 4 / 18 / 2025 Time 10 pm

TRANSPORTATION will be provided by: Walking School Bus - contact Transportation Field Trip Office
 Charter Bus Company (certified): Yes No - Check with Field Trip Office

Private 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) Public Transportation Train Commercial Airline Other: _____

Funding Source Boosters Financial Assistance Available? Yes No Number of students participating: 33

Adult Chaperones/Drivers: Use additional forms if more than 4 names

	DRIVER	DRIVER
1) _____ <input type="checkbox"/> yes <input type="checkbox"/> no 2) _____ <input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
3) _____ <input type="checkbox"/> yes <input type="checkbox"/> no 4) _____ <input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

Teachers and Staff Attending: Use additional forms if more than 4 names

1) Leanne Ruiz yes no 2) Aimee Thibedeau yes no
 3) Tylen Einweck yes no 4) Mollie Morrison yes no

Principal Approval [Signature] Date 12/20/24

Risk Management Approval (Unusual Activities) [Signature] Date 12/20/24

Instructional Assistant Superintendent Approval _____ Date 1/9/25

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

1. Local Trip (school or charter bus): (50-mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to Instructional Assistant Superintendent for approval.
2. Local Trip: (50-mile radius: driver led) - Submit driver led trips to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
3. Local Trip: (walking, RT, Amtrak): Submit walking trips to Principal for approval then forward to Instructional Assistant Superintendent for approval 2 weeks prior to trip.
4. Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
5. Overnight Trip: Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
6. Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
7. 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 Instructional Assistant Superintendent for approval 6 weeks prior to trip. This may require Special Event Liability Insurance.
8. Out-of-State/Country: Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Instructional Assistant Superintendent will 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.

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.

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	REG # _____
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School/Department: CK McClatchy High School Date: 12/5/2024

Date(s) of Event: April 13-April 18, 2025 Location: New York City

Event Title (attach brochure): New York City Field Trip

Purpose* To experience the art and theater that the VAPA students have learned through visiting museums, national monuments, Broadway shows, Theater Workshops and other historic sites

How does this travel align with the District's strategic plan? Providing SCUSD students with first hand experiences to immerse themselves in Fine Art and Interactive Theater workshops aligns with CA art standards and the district's strategic plan

How will this activity/event be used and shared? Students will engage in creative art experiences that they will share with classmates, teachers and the CKM community via daily social media posts.

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)*	No. of Days Required	Budget Code (for substitute)
McNee Morrison	Teacher	No		
Aimee Thibedeau	Teacher	No		
Tylen Elmwood	Teacher	No		
Leanne Ruiz	Teacher	No		

Additional Attendees Attached

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

Approvals:

Principal/Department Head Signature & Print Name: [Signature] Date: 12/20/24

Cabinet Level or Designee Signature: [Signature] Date: 2/3/25

Chief Business Officer Signature: [Signature] Date: 2/5/25

Superintendent or Designee Signature: [Signature] Date: 2/6/25

District cost for all attendees (estimate)

Registration Fee *** 0

Meals included?

B L D

Lodging 0

Transportation 0

Meals 0

Other 0

TOTAL 0

Categorical Budget Code(s): no cost to district

General Fund/Unrestricted Boston's funded trip

***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
**OUT-OF-STATE OR OUT-OF-COUNTRY
 TRAVEL REQUEST**

School Name CK McClatchy Date 12 / 18 / 2024
 Teacher's Name Morrison Room # L6 Telephone # 916-952-6952
 Field Trip Destination New York City

Reason for travel Our trip was designed around building student opportunity to experience first hand studied art at the Met and The MOMA, see Broadway shows with interactive workshops
and to visit historic NYC sites like the 911 Museum & Rockefeller Center

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 Mollie Morrison
 Teacher

Approvals:

[Signature] 12, 20, 24
 Principal Date

[Signature] 12, 20, 24
 Risk Management Dept. Date

[Signature] 1, 9, 25
 Segment Administrator Date

[Signature] 2, 7, 25
 Superintendent Date

 / /
 Board Approval Date