

- Consent
- Information/Discussion
- Action/Discussion

SUBJECT: WALK ON Out of County or Overnight Activities

DATE: April 4, 2019

PERSON(S) RESPONSIBLE: Song Chin-Bendib, Assistant Superintendent for Business Services

RECOMMENDATION:

The Administration recommends that the Board approve or receive the request as presented.

BACKGROUND:

Board Policy 6153 requires prior approval of all school sponsored trips. Out of County/State or overnight trips require Board approval. Other trips may be approved by the Superintendent or designee.

INFORMATION:

The attached list identifies an overnight/Out of County/State trip(s) being proposed by a school site at this time.

FISCAL IMPACT:

The request has an identified cost and associated source of funds. The activities expose the District to increased liability with a resulting potential for financial impact.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

LATE ENTRY WALK ON OUT-OF-COUNTY OR OVERNIGHT ACTIVITIES

<u>DATE</u> <u>DESTINATION</u>	<u>STUDENTS/CLASS</u> <u>ACTIVITY</u>	<u>TRANSPORTATION</u>	<u>COST</u>	<u>FUNDING SOURCE</u>
April 25 2019 St. Mary's College and San Francisco State College San Francisco, CA	PGMS AVID Class Campus visits	School Bus	\$1,550	AVID grant

PACIFIC GROVE UNIFIED SCHOOL DISTRICT REQUEST FOR OFF CAMPUS ACTIVITY

Board Approval is required for all out-of-county, out-of-state, or overnight activities. The request must be approved by the Board prior to the event, therefore the request must be submitted AT LEAST TWO (2) WEEKS PRIOR TO THE BOARD MEETING PRIOR TO THE EVENT. For ALL other activities, submit request two weeks in advance of activity. ¹ understand.

Date of Activity 04/25/2019 Day of Activity Thursday

Location of Activity SF State & St. Mary's College City San Francisco County San Francisco

School PG Middle School Class or Club AVID Grade Level/s 8

School Departure Time 7:45 AM

Pickup Time from Place of Activity 2:00; 4:00 PM

Name of Employee Accompanying Students Moira Mahr

Number of Adults 3 Number of Students 35

Description of Activity/Educational Objective
Visit colleges as part of the AVID curriculum.

List All Stops Possible fast food stop for dinner

Means of Transportation: Charter

* Board Regulation 3541.1 Requirements will be complied with when using private Autos ^{MM}
(Teacher initials)

**If using District vans, driver names must be listed: _____

Cost of Activity \$ 0 + Cost of Transportation \$ 1544 = Total \$ 1,544.00

Fund/s to be charged for all activity expenses () Students () Club () PG Pride (x) Other AVID MS funds

Account Code: 01-0038-0-1110-1000-5200-00-005-7310-0720

Requested by: Moira Mahr / Moira Mahr Date 04/02/2019
Employee Signature (accompanying student activity) *Printed Name*

Administration Approval/Principal Sean Roach Date 04/02/2019

Transportation Department/District Office Use

(x) School Bus () Charter () Available () Not available Date Received 04/02/2019

Cost Estimate \$ 1544.00

Approved by Transportation Supervisor: LSTACKS Date 04/02/2019

Approved by Assistant Superintendent: _____ Date _____

Date of Board Approval _____

Does form need board approval No