

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

SUBJECT: REVISED Out of County or Overnight Activities

DATE: November 18, 2021

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

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>
November 20 Santa Cruz High School Santa Cruz, CA	PGHS Mock Trial Team Mock Trial scrimmage	Auto	none	
November 27-December 4 Washington D.C.	PGHS Close Up Week long government experience	Air, Charter bus	\$45,770	ASB/Leadership/Students
NEW: December 4, 2021 Half Moon Bay High School Half Moon Bay, CA	PGHS Wrestling Team Wrestling Tournament	Auto/District Van	\$400	Athletics
December 4 Templeton High School Templeton, CA	PGHS Mock Trial Team Mock Trial scrimmage	Auto	\$313	GATE
December 11 Clovis North High School Clovis, CA	PGHS Mock Trial Team Mock Trial tournament	Auto	\$313	GATE
May 21-22, 2022 Disneyland Theme Park Anaheim, CA	PGHS Senior Class Grad-Night Celebration	Charter	\$31,498	ASB/Students

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. I understand.

Date of Activity 11/20/2021 Day of Activity Saturday November 20, 2021

Location of Activity Santa Cruz High School City Santa Cruz County Santa Cruz

School PG High School Class or Club Mock Trial Team Grade Level/s 9-12

School Departure Time 7:45 AM

Pickup Time from Place of Activity 11:30 AM

Name of Employee Accompanying Students Tara Tullius

Number of Adults 3 Number of Students 20

Description of Activity/Educational Objective
Mock Trial scrimmage against Santa Cruz High School.

List All Stops none

Means of Transportation: Auto*

* Board Regulation 3541.1 Requirements will be complied with when using private Autos TT
(Teacher initials)

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

Cost of Activity \$ 0 + Cost of Transportation \$ 0 = Total \$ 0.00

Fund/s to be charged for all activity expenses () Students () Club () PG Pride (x) Other no fees

Account Code: 0

Requested by: Tara Tullius / Tara Tullius Date 11/01/2021
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Lito M. Garcia Date 11/01/2021

Transportation Department/District Office Use

() School Bus () Charter () Available () Not available Date Received 11/08/2021

Cost Estimate \$

Approved by Transportation Supervisor: Lori Aiello Date 11/08/2021

Approved by Assistant Superintendent: song chinbendib Date 11/08/2021

Date of Board Approval 11/18/2021

Does form need board approval Yes

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
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For ALL other activities, submit request two weeks in advance of activity, I understand.

Date of Activity 11/27/2021 - 12/4/2021 Day of Activity Saturday-Saturday

Location of Activity Washington D.C. City Washington D.C. County Washington D.C.

School PG High School Class or Club Close Up Grade Level/s 9-12

School Departure Time 5:00 PM

Pickup Time from Place of Activity 6:00 PM

Name of Employee Accompanying Students Lauralea Gaona

Number of Adults 2 Number of Students 21

Description of Activity/Educational Objective

Travel to Washington D.C. for Close Up educational program. Students will be put into workshops with program leaders to learn
about our nation's capital, as well as go to cultural events and site-seeing around Washington D.C.

List All Stops San Jose, CA; Crystal City, VA; Williamsburg, VA; San Jose, CA

Means of Transportation: Charter

* Board Regulation 3541.1 Requirements will be complied with when using private Autos LG
(Teacher initials)

**If using District vans, driver names must be listed: Flying to Washington DC, charter buses around the area

Cost of Activity \$ 32131.00 + Cost of Transportation \$ 13639 = Total \$ 45,770.00

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

Account Code: Wells Fargo Bank ASB Leadership/Close Up - #8994873977/551

Requested by: Lauralea Gaona / Lauralea Gaona Date 10/28/2021
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Lito M. Garcia Date 10/28/2021

Transportation Department/District Office Use

() School Bus () Charter () Available () Not available Date Received
Cost Estimate \$

Approved by Transportation Supervisor: Date

Approved by Assistant Superintendent: song chinbendib Date 10/28/2021

Date of Board Approval 11/18/2021

Does form need board approval Yes

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
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LEAST TWO (2) WEEKS PRIOR TO THE BOARD MEETING PRIOR TO THE EVENT.
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Date of Activity 12/04/2021 Day of Activity Saturday December 4, 2021

Location of Activity Templeton High School City Templeton, CA County San Luis Obispo County

School PG High School Class or Club Mock Trial Team Grade Level/s 9-12

School Departure Time 6:00 AM

Pickup Time from Place of Activity 3:00 PM

Name of Employee Accompanying Students Tara Tullius

Number of Adults 4 Number of Students 20

Description of Activity/Educational Objective

Annual scrimmage against Templeton High school.

List All Stops None

Means of Transportation: Auto*

* Board Regulation 3541.1 Requirements will be complied with when using private Autos TT
(Teacher initials)

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

Cost of Activity \$ 240.00 + Cost of Transportation \$ 73.00 = Total \$ 313.00

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

Account Code: District Gate Funds

Requested by: Tara Tullius / Tara Tullius Date 11/01/2021
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Lito M. Garcia Date 11/02/2021

Transportation Department/District Office Use

() School Bus () Charter () Available () Not available Date Received 11/08/2021

Cost Estimate \$

Approved by Transportation Supervisor: Lori Aiello Date 11/08/2021

Approved by Assistant Superintendent: song chinbendib Date 11/08/2021

Date of Board Approval 11/18/2021

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PACIFIC GROVE UNIFIED SCHOOL DISTRICT
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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. I understand.

Date of Activity 12/04/2021 Day of Activity Saturday

Location of Activity Half Moon Bay High School City Half Moon Bay County San Mateo

School PG High School Class or Club Boys Varsity Wrestling Team Grade Level/s 9-12

School Departure Time 5:00 AM

Pickup Time from Place of Activity 8:00 PM

Name of Employee Accompanying Students Travis Selfridge

Number of Adults 1 Number of Students 6

Description of Activity/Educational Objective
Wrestling Tournament - competition for varsity players

List All Stops Half Moon Bay High School

Means of Transportation: Auto*

* Board Regulation 3541.1 Requirements will be complied with when using private Autos TS
(Teacher initials)

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

Cost of Activity \$ 228.00 + Cost of Transportation \$ 75.00 = Total \$ 303.00

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

Account Code: Wells Fargo Bank Athletic Department Fund/Wrestling #1965169244/409

Requested by: Travis Selfridge / Travis Selfridge Date 11/18/2021
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Lito M. Garcia Date 11/18/2021

Transportation Department/District Office Use

() School Bus () Charter () Available () Not available Date Received

Cost Estimate \$

Approved by Transportation Supervisor: Date

Approved by Assistant Superintendent: Date

Date of Board Approval

Does form need board approval

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
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For ALL other activities, submit request two weeks in advance of activity. I understand.

Date of Activity 12/11/2021 Day of Activity Saturday, December 11, 2021

Location of Activity Clovis North High School City Clovis County Fresno

School PG High School Class or Club Mock Trial Team Grade Level/s 9-12

School Departure Time 5:00 AM

Pickup Time from Place of Activity 6:00 PM

Name of Employee Accompanying Students Tara Tullius

Number of Adults 4 Number of Students 20

Description of Activity/Educational Objective

Mock Trial scrimmage: PGHS v. Clovis North and other schools in annual tournament.

List All Stops Possibly a bathroom break at Denny's in Los Banos.

Means of Transportation: Auto*

* Board Regulation 3541.1 Requirements will be complied with when using private Autos TT
(Teacher initials)

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

Cost of Activity \$ 240.00 + Cost of Transportation \$ 73.03 = Total \$ 313.03

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

Account Code: District Gate Funds

Requested by: Tara Tullius / Tara Tullius Date 11/01/2021
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Lito M. Garcia Date 11/02/2021

Transportation Department/District Office Use

() School Bus () Charter () Available () Not available Date Received 11/08/2021

Cost Estimate \$

Approved by Transportation Supervisor: Date 11/08/2021

Approved by Assistant Superintendent: song chinbendib Date 11/08/2021

Date of Board Approval 11/18/2021

Does form need board approval Yes

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Date of Activity 05/21/2022 Day of Activity Saturday and Sunday

Location of Activity Disneyland City Anaheim County Orange

School PG High School Class or Club Senior Class Grade Level/s 12

School Departure Time 4:30 AM

Pickup Time from Place of Activity 2:00 AM

Name of Employee Accompanying Students Shane Steinbeck, Joseph D'Amico, Isaac Rubin, Imogen Erickson,

Number of Adults 5 Number of Students 100

Description of Activity/Educational Objective
Senior Class trip *(Charter buses are provided by World Strides)

List All Stops Lost Hills and Disneyland

Means of Transportation: Charter

* Board Regulation 3541.1 Requirements will be complied with when using private Autos JMD (Teacher initials)

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

Cost of Activity \$ 17900 + Cost of Transportation \$ 13598 = Total \$ 31,498.00

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

Account Code: Wells Fargo Bank Associated Student Body #8994873977/Disneyland account #554

Requested by: Joseph D'Amico / Joseph D'Amico Date 11/10/2021
Employee Signature (accompanying student activity) Printed Name

Administration Approval/Principal Lito M. Garcia Date 11/10/2021

Transportation Department/District Office Use

() School Bus () Charter () Available () Not available Date Received

Cost Estimate \$

Approved by Transportation Supervisor: Date

Approved by Assistant Superintendent: song dinbendib Date 11/10/2021

Date of Board Approval 11/18/2021

Does form need board approval Yes