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File ID Number	13-0561
Introduction Date	4/10/13
Enactment Number	13-6626
Enactment Date	4/19/13 <i>al</i>



every student. every classroom. every day.

Memo

To Board of Education
From Anthony Smith, Superintendent
Board Meeting Date 4/10/13
Subject Approval of Request for Student Travel

Action Requested	<input checked="" type="checkbox"/> Approval of request for student travel of <u>Oakland Technical High School</u> to <u>Ohio, Washington D.C., Kentucky and Virginia</u> for the period of <u>March 29, 2013</u> through <u>April 5, 2013</u> . Grade(s): <u>9-11</u> # of Students: <u>8</u> # of Adults: <u>2</u> <input type="checkbox"/> Ratification of Educational Organization Contract with _____.
Educational Purpose of Trip	Our students can and will see young people of color earning college degree(s). They will have a chance to ask questions to students and staff regarding college and dorm life, where to seek help on campus when you need it and how to become a support to each other when needed.
Itinerary and activities	Tour leaves Cincinnati March 31, 2013 @ 9AM Visitation / Orientation at all of the following: Howard University, Hampton University, Johnson C. Smith, NC Central State, NC A&T University, Bennett College, Kentucky State, Winston-Salem State, Morgan State, Virginia State.
Teachers and Staff Attending Trip	Megan Holmes and Dora Nepson
Site Administrator Affirms	<input checked="" type="checkbox"/> Parental permission forms will be on file for all students participating and school has emergency communication protocol <input checked="" type="checkbox"/> At least one OUSD employee accompanying the students is certificated <input checked="" type="checkbox"/> Non-OUSD chaperones, if any, will meet criminal background check requirements <input checked="" type="checkbox"/> There will be sufficient and appropriate chaperones for this field trip <input checked="" type="checkbox"/> School will address financial or accessibility issues that might prevent students from participating
Recommendation	<input checked="" type="checkbox"/> Approval of request for student travel of <u>Oakland Technical High School</u> to <u>Ohio, Washington D.C., Kentucky and Virginia</u> for the period of <u>March 29, 2013</u> through <u>April 5, 2013</u> . <input type="checkbox"/> Ratification of Educational Organization Contract with _____.
Fiscal Impact	Amount of District funds to be used for trip costs will be \$_____ Funding source for the trip will be: <input type="checkbox"/> General funds <input type="checkbox"/> Restricted funds <input checked="" type="checkbox"/> No District funds will be used

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1213-1117**

**AUTHORIZATION FOR APPROVAL OF STUDENT TRAVEL AND/OR EDUCATIONAL
ORGANIZATION CONTRACT**

WHEREAS, the Board of Education believes that field trips and other travel opportunities for students are a valuable tool in supporting classroom instruction and promoting students' awareness of places and events.

WHEREAS, Board Policy 6143 requires the Board of Education of the Oakland Unified School District to approve all trips involving out-of-state and out of country travel; and

WHEREAS, pursuant to Board Policy 6143, Superintendent requests the Board of Education to approve the Request for student travel to Ohio, Washington, D.C., Kentucky and Virginia, for the period of March 31, 2013 through April 5, 2013 by Oakland Technical High School students

NOW, THEREFORE, BE IT RESOLVED, the Board of Education of the Oakland Unified School District does hereby approve:

Request for student travel for 8 students and 2 adults from Oakland Technical High School to travel to Ohio, Washington, D.C., Kentucky and Virginia to visit colleges, for the period of March 31, 2013 through April 5, 2013 at no cost to the District.

Passed by the following vote:

AYES: James Harris, Roseann Torres, Christopher Dobbins, Jody London
Vice President Jumoke Hinton Hodge, President David Kakishiba

Nays: None

ABSTAINED: None

ABSENT: Gary Yee

I hereby certify that the foregoing is a full, true and correct copy of a Resolution adopted by the Board of Education of the Oakland Unified School District at a Regular Meeting held 4/10/13.

By: 
Edgar Rakestraw, Jr.
Secretary, Board of Education



RECEIVED
3/12/13

Basic Directions

1. Requests must be submitted to Network Executive Officer no later than 120 days prior to departure
2. Board approval is required for all out of state trips.
3. Use of Restricted Funds requires additional approval by State & Federal Compliance
4. OUSD Fingerprint and TB clearance requirements per OUSD AR 1240 has been obtained for all non-District employee chaperones. (Arrange through <https://www.beamentor.org/Linkpages/mentorasp/SpecialProjects/OUSD/> or email volunteers@ousd.k12.ca.us. Continuing volunteer chaperones must be fingerprint cleared at least once every 3 years and obtain TB clearance once every 4 years.)
5. Generally 1:10 Adult to Student ratio is required as provided in OUSD Board Policy 6153
6. Check the Pre-Approved Vendor List for contract and insurance requirements

Required Documents for Request Approval	<input type="checkbox"/> Copy of program/vendor information describing vendor and scheduled activities <input type="checkbox"/> All facility, program or vendor agreements/contracts, including OUSD Educational Organization Contract <input type="checkbox"/> Certificate of insurance from all private vendors: Facility (attach copy unless publicly owned and operated or commercial lodging e.g. Holiday Inn) Program (attach copy unless publicly owned and operated) <input checked="" type="checkbox"/> Board Approval Memo
Required Documents for Trip Approval	<input checked="" type="checkbox"/> "Checklist Prior to Trip Departure" <input type="checkbox"/> List of students and adults attending trip <input type="checkbox"/> "Declaration of Driver" and required attachments, completed by each driver of private or rental vehicle

TRIP INFORMATION TO BE COMPLETED BY TEACHER:

School or Center: Oakland Technical High School Site Number: 305

Destination: <u>Ohio, Washington D.C., Kentucky and Virginia</u>
Address: <u>3609 Section Road, Cincinnati, Ohio 45237</u> Phone: <u>(510) 771-7691</u>

Date of Departure: March 29, 2013 Time of Departure: 11:00 p.m. Place of Departure: SFO Airport
 Date of Return: April 5, 2013 Time of Return: 10:30 p.m. Place of Return: SFO Airport
 Class(es) or Group Attending: Black Student Union Club (BSU)
 Grade(s): 9-11 # of Students: 8 # of Adults: 2
 Teacher Supervising Trip: Ms. Megan Holmes Emergency Contact # during trip: 322-316-8857
 Supervising teacher's email address: _____

Describe itinerary and activities: <input type="checkbox"/> Trip will include swim or water activities	Tour leaves Cincinnati March 31, 2013 @ 9AM Visitation / Orientation at all of the following: Howard University, Hampton University, Johnson C. Smith, NC Central State, NC A&T University, Bennett College, Kentucky State, Winston-Salem State, Morgan State, Virginia State.
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OAKLAND UNIFIED SCHOOL DISTRICT

OUT OF STATE FIELD TRIP/EXCURSION REQUEST

Site: Oak Tech #1325
 Teacher Supervising Trip: Meggan Holmes
 Destination: Cincinnati Ohio
 Trip Departure Date: 3/27/13

APPROVAL OF REQUEST	Signature	Check One		Date
		Approved	Denied	
Site Administrator <input type="checkbox"/> Trip aligns with grade level standards <input type="checkbox"/> Trip purpose, supervision plan, transportation, safety parameters and funding are appropriate <input type="checkbox"/> Reviewed agreements/contracts with any facility, program or vendor (attach copies) <input type="checkbox"/> Organization(s) involved in the trip have expertise in operating student trips	<i>[Signature]</i>	✓		3/1/13
Network Executive Officer <input type="checkbox"/> Trip purpose, transportation, and funding are appropriate <input type="checkbox"/> Organization(s) involved in the trip have expertise in operating student trips	<i>[Signature]</i>	✓		3/12/13
State/Federal Compliance (if restricted funds) <input type="checkbox"/> Compliant use of resources and in alignment with school site plan (SPSA)				
Risk Management <input checked="" type="checkbox"/> Business contracts, insurance, safety and policy compliance are sufficient <input checked="" type="checkbox"/> Notify Site of conditional approval of Request pending receipt of the completed Checklist Prior to Trip Departure (and attachments)	<i>[Signature]</i>	✓		3/12/2013

APPROVAL OF TRIP	Signature	Check One		Date
		Approved	Denied	
Site Administrator <input type="checkbox"/> Forward the completed: (1) Checklist Prior to Trip Departure; (2) list of students and adults attending trip; (3) "Declaration of Driver" and required attachments, completed by each driver of private or rental vehicle	<i>[Signature]</i>	✓		3/1/13
Risk Management <input checked="" type="checkbox"/> Confirm receipt of completed Checklist, list of students/adults, and Declarations of Driver <input checked="" type="checkbox"/> Notify Site of Trip Approval once approved by Superintendent	<i>[Signature]</i>	✓		3/12/2013
Superintendent <input type="checkbox"/> Approve/disapprove trip <input type="checkbox"/> Returns Request Form to Risk Management	<i>[Signature]</i>	✓		3/19/13



Names of Teachers and staff attending trip:	Teachers: Megan Holmes Staff: Dora Hepson
Describe mode of transportation for each leg of the trip:	Delta Airline and Bus. Airplane from San Francisco to Cincinnati, Ohio. We will board a charter bus for the HBCU tour. We will fly back to and from San Francisco to Cincinnati, Ohio.
Describe how this trip aligns with grade level standards, supports the teaching and learning and/or parent ed/training component of site plan, including related activities prior to trip and student follow-up activities that will occur after the field trip/excursion:	Our students can and will see young people of color earning college degree(s). They will have a chance to ask questions to students and staff regarding college and dorm life, where to seek help on campus when you need it and how to become a support to each other when needed.

TRIP COSTS

Funding source for the trip will be: General Funds Restricted funds No District funds will be used

TRANSPORTATION

Note: Site must order AC Transit and BART tickets.
If buses will be used, the approved bus company list is located on the Intranet with the Field Trip information.

of buses ordered: NA Size of bus ordered: _____ Wheelchair accessible needed? _____
 Bus Company: _____ Cost of transportation: \$ _____ Restricted funds? _____
 Charter Bus Account: Org. Key _____ Object: **5826** Charter Bus PO #: _____

ADMISSION COSTS

Cost per student: \$ NA Cost per adult: \$ _____ Total cost: \$ _____ Restricted funds? _____
 Admission Account: Org. Key _____ Object: **5829** Admissions PO #: _____

SUBSTITUTES Are Subs Needed? Yes: No: (Note: School site is responsible for ordering substitutes)

CERTIFICATES OF INSURANCE

Facility/Program Insurance: Attach copies of Proof of Insurance from all private vendors (except publicly owned and operated).

District Insurance: Has vendor requested that OUSD provide a certificate of the District's insurance? Yes: No:
 If yes, attach the written requirements provided by the Facility. (Once the Certificate of Insurance is prepared, it will be faxed to the contact person at the facility and the school site contact. The original certificate will then be sent to the school site contact and will be given to the facility if required.)

STATE & FEDERAL COMPLIANCE

If restricted funds are used for this field trip/excursion, State & Federal Compliance approval is required.

1. Attach a copy of the site plan, if modified.
2. Documentation of the follow up activities is to be maintained at the site for State and Federal compliance review.



**OAKLAND UNIFIED
SCHOOL DISTRICT**

**OUT OF STATE
FIELD TRIP/EXCURSION REQUEST**

Site:
 Teacher Supervising Trip:
 Destination:
 Trip Departure Date:

CHECKLIST TO BE COMPLETED BY SITE ADMINISTRATOR PRIOR TO TRIP DEPARTURE
 (initial each item certifying completion)

- "OUSD Student Field Trip/Excursion Permission Slip" has been signed by parent(s)/guardian(s) of all student participants.
- "Adult Participant Field Trip/Excursion Chaperone Agreement" signed by all non-District employee chaperones.
- OUSD Fingerprint and TB clearance requirements per OUSD AR 1240 have been obtained for all non-District employee chaperones.
- No student has been prevented from making a trip due to lack of sufficient funds.
- No District funds will be used to pay for "pupil expenses" on out of state trips unless waiver of Education Code 35330(b)(3) is granted by OUSD Board of Education and the State Board of Education. Pupil expenses include meals, sundries, lodging, etc. (District funds may be used to pay transportation costs or direct educational program costs.)
- Meeting held for staff noncertificated adults, parent(s)/guardian(s) and students in advance of trip to discuss trip and safety related procedures itinerary and questions as required by OUSD AR 6153.
 Meeting date: _____
- Health Conditions/Medication: Trip participant health information has been gathered and reviewed and any needed revisions to supervision plan made, including making sure that chaperones understand relevant information (e.g., food allergies). A plan has been developed to collect, secure, and dispense prescription medications from their original containers and consistent with physician's instructions. (See OUSD AR 5141.21)
- Supervision is by certificated personnel and assisted by other school employees, parent(s)/guardian(s), or other authorized chaperones who are at least 21 years old Site Administrator and Teacher/lead trip staff are satisfied all chaperones are willing and able to perform required duties, including understanding and implementing instructions, understanding health information for students in their group and responding effectively in the event of an emergency.
- Adult to Student Ratio is at least 1:10 as required by OUSD BP 6153 (or higher if high risk activities).
- Sleeping arrangements and night supervision are safe and appropriate.
- Safety requirements have been met (e.g., first aid kits, emergency contact and health info, instructions for chaperones, cell phones). At least one adult has current First Aid/CPR training.
- Confirm that: (1) if destination is out of Oakland, arrangements have been made for use of an additional vehicle in event of illness or emergency and (2) students received instruction in safe conduct on bus or other transport.
- OUSD Declaration of Driver form completed and signed by driver and registered owners of any private vehicles used on trip and copy of proof of insurance and California driver's license are on file and secured at school site. The same forms may be used for multiple trips or for entire school year as long as insurance proof on file is updated. This requirement does not apply to licensed bus companies on the District's approved bus list or for public transportation entities, airlines or AMTRAK.
- Water Activities: OUSD "Procedures for Fields Trips including Swim or Water Activities" have been met.
- Confirm all student participants on higher risk activities (e.g. swimming, snow trips, horseback riding, sailing, rafting, etc) are covered by medical or accident insurance as required by AR 6153. Do not exclude students without insurance; however, contact Risk Management for instructions.
- Site and trip leader has a list of students and adults attending trip.

TRIP APPROVAL IS CONDITIONED ON COMPLETION OF THIS CHECKLIST

Site to keep all field trip records (permission forms, declaration of drivers, etc) for 2 school years following trip completion.



FIELD TRIP/EXCURSION INFORMATION
DESTINATION OUTSIDE OF CALIFORNIA
(to be kept by Parent/Guardian)

TO BE COMPLETED BY TEACHER

School or Center: Oakland Technical High School

Field Trip Location and Address: Cincinnati, Ohio 3609 Section Road, Cincinnati, Ohio
45237

Date of Departure: March 29, 2013 Time of Departure: 11:00 p.m. Place of Departure: SFO Airport

Date of Return: April 5, 2013 Time of Return: 10:30 p.m. Place of Return: SFO Airport

Class or Group Attending: Black Student Union Club (BSU)

Name(s) of classroom teacher(s): Megan Holmes and Dora Nepson

Teacher Supervising Trip: Ms. Megan Holmes Emergency Contact # during trip: 322-316-8857

<p>The field trip will involve the following: (Describe activities and itinerary):</p> <p>(<input type="checkbox"/> Swim permission required below.)</p>	<p>Tour leaves Cincinnati March 31, 2013 @ 9AM Visitation / Orientation at all of the following: Howard University, Hampton University, Johnson C. Smith, NC Central State, NC A&T University, Bennett College, Kentucky State, Winston-Salem State, Morgan State, Virginia State.</p>
<p>Mode(s) of transportation:</p>	<p>Delta Airline and Bus. Airplane from San Francisco to Cincinnati, Ohio. We will board a charter bus for the HBCU tour. We will fly back to and from San Francisco to Cincinnati, Ohio.</p>
<p>Student needs to bring:</p>	<p>Clothes, meds, blanket, pillow, homework, jackets and walking shoes. School or CA I.D.</p>

2013 Registration Form for Black College Tour

Circle (M or F)

Name: _____

Address: _____ Zip: _____

Phone: _____ High School: _____ Grade: _____

Roommate: _____

03/31/13 - 04/05/13 - Nonrefundable \$50.00

Form of Payment: Cash Money Order Check

Make check payable to: The Black College Tour. No refunds after March 1, 2013 for Tour.

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PAYMENT SCHEDULE

STUDENT COST: \$495.00

\$95.00 Deposit Due
November 30, 2012

Second \$150.00 Payment Due
January 1, 2013

Third \$150.00 Payment Due
February 1, 2013

Final Payment \$100.00
March 1, 2013

Chaperone Cost: \$300.00
\$100.00 Deposit Due
November 30, 2012

Second \$100.00 Payment Due
February 1, 2013

Final Payment \$100.00
March 1, 2013

Questions?

Call: Ms. Madison 513-793-1744
Ms. Tuggle 513-641-0574

Mail to:

Black College Tour
P.O. Box 17031
Cincinnati, Ohio 45217

save this portion

26th Annual Tour To Black Colleges

**CINCINNATI
BLACK COLLEGE TOUR**

MARCH 31 - April 5, 2013



Virginia - Cleveland Hall on Hampton College's waterfront campus

TOUR

Leaves

Cincinnati March 31, 2013 @ 9AM

Visitation / Orientation at all of the following

Howard University

Hampton University

Johnson C. Smith

NC Central State

NC A&T University

Bennett College

Kentucky State

Winston-Salem State

Morgan State

Virginia State

(NO REFUNDS AFTER March 1, 2013)

PRICE INCLUDES

ROUND TRIP BY BUS AND MOTEL ACCOMMODATIONS

A Lunch + pizza party or restaurant meal

(Students stay in quads, Chaperones stay in doubles)

PAYMENT SCHEDULE

STUDENT COST: \$495.00

\$95.00 Deposit Due

November 30, 2012

\$50 Nonrefundable

Second \$150.00 Payment Due

January 1, 2013

Third \$150.00 Payment Due

February 1, 2013

Final Payment \$100.00

March 1, 2013

Chaperone Cost: \$300.00

\$100.00 Deposit Due

November 30, 2012

Second \$100.00 Payment Due

February 1, 2013

Final Payment \$100.00

March 1, 2013

Questions?

Call: Ms. Madison 513-793-1744

Ms. Tuggle 513-641-0574

Mail to:

Black College Tour

P.O. Box 17031

Cincinnati, Ohio 45217



August 15, 2012

My name is Staci Ross Morrison. I have had the privilege of working with Ms. Pellum while serving as Assistant Principal while she attended Oakland Technical High School. Khelsey is a bright leader with discernment and a heart. She is a fabulous young lady who has made the difficult work I do meaningful and rewarding.

Khelsey Pellum is currently a student at Dillard University where she is majoring in Public relations with a minor in Marketing. Although Khelsey is a freshman, she hosts her own radio show called "The Leak" as well as being a member of the NAACP. As a student at Oakland Tech she was involved in many leadership activities. She was the President of the Black Student Union and a senior mentor where she advised and mentored freshman students. Khelsey also tutored students in the tutoring center. During her junior year Khelsey was a staff writer for the Scribe, Oakland Tech's newspaper as well as student disc jockey at Youth Radio Bay Area.

I have always admired Khelsey for her future goals of being a journalist. She has plans to become a news anchor for a major news network. I believe that Khelsey she is a mature and responsible young woman who possesses a multitude of positive characteristics. I know that Khelsey will utilize everything she learns to bring the knowledge back to the community and help lead the way for a change for future generations.

If you have any further questions, please feel free to contact me.

Sincerely,

Staci Ross Morrison

Oakland Technical High School

Assistant Principal

Staci.Ross-morrison@ousd.k12.ca.us

(510) 228-9730