

Board Office Use: Legislative File Info.	
File ID Number	14-0639
Introduction Date	4-23-14
Enactment Number	14-0629
Enactment Date	4/23/14



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To Board of Education

From Dr. Gary Yee, Acting Superintendent and Secretary, Board of Education
By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action
Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting _____
Date

Subject Approval of Request for Student Travel

Action Requested	<input checked="" type="checkbox"/> Approval of request for student travel of <u>Montera Middle School</u> to <u>Washington D.C. and New York City</u> for the period of <u>May 17, 2014</u> through <u>May 21, 2014</u> . Grade(s): <u>8th</u> # of Students: <u>68</u> # of Adults: <u>7</u> <input type="checkbox"/> Ratification of Educational Organization Contract with _____
Educational Purpose of Trip	Students will analyze the political principals underlying the US Constitution and compare enumerated and implied powers of the federal government. To provide an understanding of the American political system and ways in which citizens participate in it.
Itinerary and activities	<ul style="list-style-type: none"> In Washington D.C., students will visit the World War II, MLK, FDR, and Mount Vernon Memorials as well as the Library of Congress and the Capitol In New York City, students will visit the Empire State Building, the Statue of Liberty, Times Square, WTC Memorial, Central Park, China Town, the Apollo Theatre, and attend a Broadway show
Teachers and Staff Attending Trip	Mr. Nicholas Miller, 8 th Grade History Teacher at Montera Middle School
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>Montera Middle School</u> to <u>Washington D.C. and New York City</u> for the period of <u>May 17, 2014</u> through <u>May 21, 2014</u> . Grade(s): <u>8th</u> # of Students: <u>68</u> # of Adults: <u>7</u>
Fiscal Impact	Amount of District funds to be used for trip costs will be \$0 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. 1314-1091

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

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

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

WHEREAS, pursuant to Board Policy 6143, the Superintendent requests the Board of Education to approve the Montera Middle School Students Request to travel to Washington, D.C. and vicinity, to further analyze the political principles underlying the U.S. Constitution, the federal government and American Political System by visiting sites and institutions specified, and to New York, New York, to visit the sites, places and institutions specified, respectively, as delineated in the Out of State Field Trip/Excursion Request, attached hereto and incorporated herein, as though fully set forth,

NOW, THEREFORE, BE IT RESOLVED, the Board of Education of the Oakland Unified School District hereby approves said Out of State Field Trip/Excursion Request as stated herein for 8th Grade students at Montera Middle School for the period of May 17, 2014 through May 21, 2014.

Passed by the following vote:

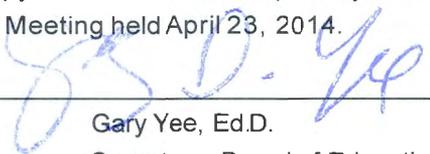
AYES: Jody London, Jumoke Hinton Hodge, Anne Washington, Roseann Torres, Christopher Dobbins, Vice President James Harris, President David Kakishiba

NAYS: None

ABSTAINED: None

ABSENT: None

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 April 23, 2014.



Gary Yee, Ed.D.
Secretary, Board of Education

RECEIVED
3/19/14



OAKLAND UNIFIED
SCHOOL DISTRICT

OUT OF STATE
FIELD TRIP/EXCURSION REQUEST

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 checked="" type="checkbox"/> Copy of program/vendor information describing vendor and scheduled activities <input checked="" type="checkbox"/> All facility, program or vendor agreements/contracts, including OUSD Educational Organization Contract <input checked="" 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 checked="" 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: Montera Middle School Site Number: 211

Destination: Washington D.C., & New York City
 Address: various historical locations Phone: _____

Date of Departure: 05/17/14 Time of Departure: 11:00 p.m. Place of Departure: SFO

Date of Return: 05/21/2014 Time of Return: 10:30 p.m. Place of Return: SFO

Class(es) or Group Attending: Montera Middle School 8th Grade Students

Grade(s): 8 # of Students: 68 # of Adults: 7

Teacher Supervising Trip: Nicholas Miller Emergency Contact # during trip: 510 685-6094

Supervising teacher's email address: nicholas.miller@ousd.k12.ca.us

Describe itinerary and activities: (<input type="checkbox"/> Trip will include swim or water activities)	05-17-14 Arrive in Washington D.C., visit various museums and memorials 05-18-14 World War II Memorial, MLK, FDR, Mount Vernon 05-19-14 Library of Congress, Capitol, travel to NYC-Empire State Building, Broadway show 5-20-14 Statue of Liberty, Times Square, WTC Memorial 05-21-14 Central Park, China Town, Apollo Theater
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OUT OF STATE FIELD TRIP/EXCURSION REQUEST

Site: Montera Middle School
 Teacher Supervising Trip: Nicholas Miller
 Destination: Washington D.C. & New York City
 Trip Departure Date: May 17, 2014

APPROVAL OF REQUEST	Signature	Check One		Date
		Approved	Denied	
Site Administrator <input checked="" type="checkbox"/> Trip aligns with grade level standards <input checked="" type="checkbox"/> Trip purpose, supervision plan, transportation, safety parameters and funding are appropriate <input checked="" type="checkbox"/> Reviewed agreements/contracts with any facility, program or vendor (attach copies) <input checked="" type="checkbox"/> Organization(s) involved in the trip have expertise in operating student trips		<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/24/14
Network Executive Officer <input checked="" type="checkbox"/> Trip purpose, transportation, and funding are appropriate <input checked="" type="checkbox"/> Organization(s) involved in the trip have expertise in operating student trips		<input checked="" type="checkbox"/>	<input type="checkbox"/>	3/10/14
State/Federal Compliance (if restricted funds) <input checked="" 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)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	3/18/2014

APPROVAL OF TRIP	Signature	Check One		Date
		Approved	Denied	
Site Administrator <input checked="" 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	 for T. Tranzor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3/10/14
Risk Management <input checked="" type="checkbox"/> Confirm receipt of completed Checklist, list of students/adults, and Declarations of Driver <input type="checkbox"/> Notify Site of Trip Approval once approved by Superintendent		<input checked="" type="checkbox"/>	<input type="checkbox"/>	3/18/2014
Superintendent <input type="checkbox"/> Approve/disapprove trip <input type="checkbox"/> Returns Request Form to Risk Management		<input checked="" type="checkbox"/>	<input type="checkbox"/>	3/21/14



OAKLAND UNIFIED
SCHOOL DISTRICT

*Community Schools,
Thriving Students*

Name: Ayata Colbert
TB Clearance Date: 12/06/2013
DOJ Clearance Date: 12/05/2013
FBI Clearance Date: 12/05/2013

Dear OUSD Volunteer:

You have completed the necessary clearance steps required by OUSD to serve as a volunteer.

Please note: All Volunteers shall act in accordance with district policies, regulations, school rules and directives of the supervising employee or administrator. Any volunteer who has not been fingerprinted must remain under the supervision of an OUSD employee while working with students. Consultants are not allowed to supervise volunteers.

Thank you for supporting OUSD students. If you need assistance in finding a volunteer opportunity at a school site, please contact us at the Department of Family, Schools, and Community Partnerships by email Lauren.Burwell@ousd.k12.ca.us or call (510) 273-1500.

Sincerely,

Raquel Jimenez
Family & Community Engagement
Family, Schools, & Community Partnerships
Oakland Unified School District
746 Grand Avenue
Oakland, CA 94610
(P) 510-273-1500
(F) 510-273-1501
Raquel.Jimenez@ousd.k12.ca.us
Community Schools, Thriving Students



**OAKLAND UNIFIED
SCHOOL DISTRICT**

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

Names of Teachers and staff attending trip:	Teachers: Nicholas Miller Staff:
Describe mode of transportation for each leg of the trip:	Airplane & Chartered Bus
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:	Students will analyze the political principles underlying the U.S. Constitution and compare enumerated and implied powers of the federal government. To provide an understanding of American political system and ways in which citizens participate in it.

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: _____ 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: \$ _____ 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

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

TO BE COMPLETED BY TEACHER

School or Center: Montera Middle School

Field Trip Location and Address: Washington D.C., & New York City

Date of Departure: 05/17/14 Time of Departure: 11:00 p.m. Place of Departure: SFO

Date of Return: 05/21/14 Time of Return: 10:30 p.m. Place of Return: SFO

Class or Group Attending: Montera Middle School

Name(s) of classroom teacher(s): Nicholas Miller

Teacher Supervising Trip: Nicholas Miller Emergency Contact # during trip: 510 685-6094

<p>The field trip will involve the following: (Describe activities and itinerary):</p> <p>(<input type="checkbox"/> Swim permission required below.)</p>	<p>05-17-14 Arrive in Washington D.C., visit various museums and memorials 05-18-14 World War II Memorial, MLK, FDR, Mount Vernon 05-19-14 Library of Congress, Capitol, to NYC Empire State Building, Broadway show 05-20-14 Statue of Liberty, Times Square, World Trade Center Memorial 05-21-14 Central Park, China Town, Apollo Theater</p>
<p>Mode(s) of transportation:</p>	<p>Airplanes & Charter Buses</p>
<p>Student needs to bring:</p>	<p>Change of clothes, notebooks, pens, pencils and other materials to take notes and prepare reports about historical events and the relevance to them.</p>



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/15/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA, INC. 99 HIGH STREET BOSTON, MA 02110 Attn: Boston.CertRequest@marsh.com 212-948-4377	CONTACT NAME: _____	
	PHONE (A/C No., Ext): _____	FAX (A/C No.): _____
E-MAIL ADDRESS: _____		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: AXA Insurance Company	33022	
INSURER B: Hartford Fire Insurance Co	19682	
INSURER C: Twin City Insurance Co.	_____	
INSURER D:	_____	
INSURER E:	_____	
INSURER F:	_____	

COVERAGES **CERTIFICATE NUMBER:** NYC-006746800-02 **REVISION NUMBER:** 0

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			PCS001344(12)	10/01/2013	10/01/2014	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			10UENVN5320 (AOS)	10/15/2013	10/01/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	10WBAJ1164	10/15/2013	10/01/2014	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	AUTO LIABILITY - MA ONLY			10UENVN5321 (MA)	10/15/2013	10/01/2014	COMBINED SINGLE LIMIT 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER Montera Middle School Attn: Jackqueline Felix 5555 Ascot Drive Oakland, CA 94611	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Susan Molloy <i>Susan Molloy</i>
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OAKLAND UNIFIED
SCHOOL DISTRICT

*Community Schools,
Thriving Students*

Name: Kimberly Delaneyl
TB Clearance Date: 11/18/2013
DOJ Clearance Date: 11/19/2013
FBI Clearance Date: 11/19/2013

Dear OUSD Volunteer:

You have completed the necessary clearance steps required by OUSD to serve as a volunteer.

Please note: All Volunteers shall act in accordance with district policies, regulations, school rules and directives of the supervising employee or administrator. Any volunteer who has not been fingerprinted must remain under the supervision of an OUSD employee while working with students. Consultants are not allowed to supervise volunteers.

Thank you for supporting OUSD students. If you need assistance in finding a volunteer opportunity at a school site, please contact us at the Department of Family, Schools, and Community Partnerships by email at Lauren.Burwell@ousd.k12.ca.us or call (510) 273-1500.

Sincerely,

Raquel Jimenez
Family & Community Engagement
Family, Schools, & Community Partnerships
Oakland Unified School District
746 Grand Avenue
Oakland, CA 94610
(P) 510-273-1500
(F) 510-273-1501
Raquel.Jimenez@ousd.k12.ca.us
Community Schools, Thriving Students



OAKLAND UNIFIED
SCHOOL DISTRICT

expect Success

Name: Jackie Felix-Atkins
TB Clearance Date: 03/15/2008
DOJ Clearance Date: 03/25/2010
FBI Clearance Date: 03/25/2010

Dear OUSD Volunteer:

You have completed the necessary clearance steps required by OUSD to serve as a volunteer.

Please note: All Volunteer shall act in accordance with district policies, regulations, school rules and directives of the supervising employee or administrator. Any volunteer that has not been fingerprinted must remain under the supervision of an OUSD employee while working with students. Consultants are not allowed to supervise volunteers.

Thank you for supporting OUSD students. If you need assistance in finding a volunteer opportunity at a school site, please contact the Family and Community Office by email at volunteers@ousd.k12.ca.us or call 510-434-7765.

Sincerely,

Meilan Liu
Volunteer Services
Be A Mentor Inc. in partnership with Oakland Unified School District
510-795-6488 x177
mliu@beamentor.org



Kaiser Permanente Northern California Region

INJECTION SERVICE CARD

To Whom It May Concern:

51014237 00
MORONALINE FELIX

Our records show that _____

Medical Record # _____

Had: PPD Intermediate Chest X-ray
Date administered: 3/12/2010
Date read: 3/15/2010 Negative Positive

Note: Negative is an indicator which shows no evidence of pulmonary disease.

Injection Staff,

Deithun

The Permanente Medical Group
3553 Whipple Road
Union City, CA 94587
510-675-2170 x6894