

- 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: WALK ON Out of County or Overnight Activities

DATE: August 17, 2023

PERSON(S) RESPONSIBLE: Joshua Jorn, Interim Superintendent

RECOMMENDATION:

The Administration recommends that the Board approve or receive the requests 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 overnight/Out of County/State trip(s) being proposed by school sites at this time.

FISCAL IMPACT:

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

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
2023-24 OUT OF COUNTY OR OVERNIGHT ACTIVITIES

<u>Date(s)</u>	<u>Destination</u>	<u>Student/ Class/ Activity</u>	<u>Transportation</u>	<u>Cost</u>	<u>Funding Source</u>
8/29/2023	Gilroy High School Gilroy, CA	PGHS Boys & Girls Water Polo Teams Waterpolo Games	School Bus	\$ 739.50	PGHS Athletics

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
PGHS 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 FOUR (4) WEEKS PRIOR TO THE EVENT. For ALL other activities, submit a request two weeks in advance of activity.

Date of Activity: 8/29/2023 Day of Activity: 8/29/2023

Activity Name/ Location: Water Polo Games Address: Gilroy High School

City: Gilroy CA County: Santa Clara

School: Pacific Grove High School Teacher/ Class or Club: Lyon, Enterline, Jones Grade: 9-12

School Departure Time: 1:00 p.m. Pickup Time from Place of Activity: 7:15 p.m.

Name(s) of Employee(s) Accompanying Students: Casey Lyon, Greg Enterline, Brent Jones

Number of Adults: 3 Number of Students: 45

Description of Activity/ Educational Objective: Boys JV and V plus Girls Varsity

List All Stops: PGHS - Gilroy HS - PGHS

I understand that per Board Policy 6153, I am responsible for sending and having returned prior to departure written permission from parents for this trip. CL (Teacher/Coach/Advisors Initials)

Means of Transportation: School Bus (Board Regulation 3541.1 requirements will be complied with when using private autos: CL (Teacher/ Coach/Advisors Initials)

Name(s) of Auto Drivers (subject to change): () Form-OCA-1 Release of Driver Record Information is on file with the District () Form-OCA-2 Personal Automobile Information is on file with the District () Fingerprint clearance is on file with the District

Requested By: Johanna Biondi Casey Lyon Date: 08/09/2023 Employee Signature (accompanying students) (Printed Name)

Administrative Approval/Principal: Lito M. Garcia Date: 08/11/2023

Substitute Required: No # of Days Account Code (for sub):

Cost of Activity: \$ + Cost of Transportation: \$ 739.50 + Cost of Substitute: \$ = Total Cost (Est): \$ 739.50

Funds to be charged for all activity expenses: () Students () Club () PG Pride () Other

Account Code: Wells Fargo Athletic Department Fund - #1965169244/420 and 421 Girls and Boys Water Polo

TRANSPORTATION DEPARTMENT/ DISTRICT OFFICE USE

Date Received: 08/11/2023 Transportation Available: Yes

Transportation Type: (x) School Bus () Charter

Approved by Transportation Supervisor: Jon Anderson Date: 08/11/2023

Approved by Assistant Superintendent: Date:

Board Approval: Date of Board Approval: