

BOARD OF EDUCATION



Date of Board Meeting AGENDA

Submitted by: Ms. Gabrielle Williams

AGENDA ITEM # _____

SUBJECT: TRAVEL;

CHS Students and FFA Advisors to attend the 91st Annual State Leadership Conference at Anaheim Convention Center on April 25-28, 2019

☒

Consent

☐

Action

☐

Information

RECOMMENDATION

That Board of Trustees approve CHS - FFA Students (4) to attend the 91st Annual State Leadership Conference at the Anaheim Convention Center in Anaheim, CA (Overnight Travel). Ms. Maureen Croak (FFA Advisor) and Mr. Gerardo Roman (FFA Advisor) will chaperone students.

NOTE: Attendance and participation at this event is required as part of the Ag Incentive Grant.

SUMMARY OF KEY ISSUES

This conference is focused on leadership development via student based competitions, in-service's/workshops, interviews, public speaking, and team building activities. Student delegates will also be voting on Constitutional Revisions.

Instructional Objectives: Identify the characteristics of successful teams, including cooperation/collaboration, leadership and effective decision-making skills as applied in groups/teams, explore educational and career opportunities.

April 25-28, 2019

FISCAL IMPACT

Funding Source: Resource 3550 – Carl D. Perkins Grant, Resource 7338 – LCAP College Readiness and ASB FFA Club Monies

Registration: \$1,060 + Lodging: \$1,569 + Transportation (Ag Truck) Gas: \$200 + Per Diem \$568 + Student Meals \$480 = Total \$3,877 (Approximately)

ATTACHMENTS: Appendix FFI-FF2-FF3, State Conference Schedule, Invoice and Registration Forms

Appendix "FF1"
Calexico Unified School District
Field Trip Request Form

Teacher G. Roman / M. Croak Grade 9-12 Rm. # 80 Date 2-8-19

1. Name and location of trip: State FFA Conference
2. Projected date of trip: April 25-28th 2019
3. Number of students attending: 4. Number of adults attending: 2
4. What mode of transportation will be utilized? District / Rental
5. Have you attached the Instructional Planning Sheet? X Yes No
6. Is the field trip aligned with the academic focus for your grade level? X Yes No
7. Do you have the minimum number of chaperones as designated for your grade level?
X Yes No. List the names, addresses and phone #'s of the chaperones:

Name:	Address:	Phone #
Gerardo Roman	5795 HWY 115, Brawley CA	760-234-7795
Maureen Croak	1384 Vista Verde Drive, Holtville CA	760-540-1600

8. Have all students been included? X Yes No. If not, who will not be attending and why? Submit list of students who will be staying behind. What arrangements have you made for students who will not be attending?

Students attending will be Chapter representatives and Delegates representing Calexico FFA.

✓ Approved Not Approved Date:


Principal's Signature

CUSD 15/01/04

Appendix FF2
Calexico Unified School District
Field Trip Instructional Planning Form

Teacher Mr. G. Roman / M. Croak Grade 9-12 Rm. # 80 Date: 2/8/19

Where will the class be going? State FFA Leadership Conference

Academic Focus:

Team building and leadership development, career exploration and goal-setting.

Instructional objectives or standards:

9.2 Identify the characteristics of successful teams, including leadership, cooperation, collaboration, and effective decision-making skills, as applied in groups, teams, and career technical student organization activities.

Pre-Instructional Activities: (Into)

In class unit on FFA leadership, FFA history, leadership opportunities in the FFA

Instructional focus while on the trip: (Through)

Focus will be on leadership development via student based competitions, in-service's / workshops, interviews, public speaking and team building activities via student events.

Extended Learning Opportunities: (Beyond)

Upcoming field trips such as "State Leadership Conference" and numerous leadership roles and upcoming competitions in the FFA organization.

CUSD-IS/01/04

Appendix "FF3"
Calexico Unified School District
Field Trip Checklist

- ☒ 1. Have you submitted the field trip request form to the principal?
- ☒ 2. Have you submitted the Instructional Planning Sheet?
- ☒ 3. Has your field trip been approved?
- ☒ 4. (a) Have you submitted your request for transportation to the transportation supervisor in a timely fashion (two weeks prior to trip)?
- ☒ 4.(b) If using a non-district carrier is it an approved carrier and have you notified the transportation supervisor the time and date that he should check out the busses to assure they meet all safety standards.
- ☒ 5. Have you made arrangements for the appropriate # of chaperones?
- ☒ 6. Have you submitted the list of chaperones with address and phone #'s?
- ☒ 7. Do you have written permission slips for all students who will be attending?
- ☒ 8. Do you have copies of all emergency cards ready to take on the trip?
- ☒ 9. Do you have CUSD liability waiver forms signed by all chaperones?
- ☒ 10. Have you met with chaperones to explain their duties, responsibilities, and the safety plan you will be observing.
- ☐ na 11. Have you made arrangements for checking out a first-aid kit?
- ☒ 12. Have you communicated clearly to parents/guardians the essential details of the trip (i.e. drop off/pick up times, lunch arrangements, rules, etc.).
- ☒ 13. Have you notified the food lunch personnel in a timely fashion (3 weeks prior to trip) the # of students who will not be eating lunch at school or to prepare sack lunches for your students?
- ☒ 14. If your trip includes any swimming or water related activities have you followed AR 6153?(Check with your Principal)

Teacher: G. Roman / M. Croak Gr. 9-12 Rm. # 80 Date Submitted 2-8-19
Principal Signature:  Date: 2-28-19

CUSD-IS/01/04

44.0 FIELD TRIPS

Field trips can be a valuable part of the study of certain subjects. Worthwhile trips are encouraged. However, good planning is important to all concerned and the execution of the plans involve the procedures outlined below:

1. The trip is planned and coordinated by district staff, and must be approved by the Principal or Superintendent in writing.
2. Any overnight field trips must be submitted for approval of the Board of Trustees.
3. The trip is consistent with the District educational goals.
4. The teacher is responsible for submitting all necessary forms to assure that the trip is approved and consistent with the District policies and procedures (see appendices FF1; FF2 & FF3).
5. A certificated staff member must supervise students on field trips. Exception to this rule are athletic teams or clubs whose official coach/sponsor is a classified staff member.
6. The trip will appeal to the age group of the pupils involved and the trip is safe for the age group of the pupils.
7. The trip will provide the pupils with unique experiences that are not available in a classroom setting.
8. The learning opportunities for pupils justify the time and expense in planning and conducting the trip.
9. The trip does not unduly distract from the pupils' regular classroom responsibilities.
10. The trip is approved in writing by the parent or legal guardian prior to the trip (see appendix C).
11. The teacher is responsible for taking the students' emergency cards or copies thereof on the field trip.
12. The trip will not expose the District to an unreasonably high degree of liability and proper and adequate supervision of pupils should be undertaken.
13. The teacher or employee shall have a first aid kit in his possession or immediately available, while conducting a field trip.
14. All persons making the field trip shall be deemed to have waived all claims against the District or State for injury, accident, illness or death occurring during or by reason of the field trip. All adults or parents of pupils taking field trips shall sign a statement waiving such

claims (see CUSD ISP Manual Appendix FF4).

15. Teachers must show "reasonable care and prudence" when taking students on field trips. The teacher must remain with the group at all times.

16. School rules regarding student conduct are in effect at all times during a field trip.

17. (C.A.C. 14263) "Authority of driver: (a) Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus..."

18. The teacher is responsible for reporting any suspected dangerous driving errors by the bus driver to their principal by the following day.

19. The teacher is responsible for providing meaningful learning tasks to non-participating students during the field trip. The principal is responsible for placement of students in an appropriate environment.

20. To the extent possible, field trips should not take place during instructional time.

21. Only supervisors and students from the designated classroom/s are allowed on the trip (guests i.e. students from other schools or who are not part of the group, employee's and/or children of chaperones are disallowed on field trips).

22. Requests for transportation must be submitted directly to the Maintenance & Operations Office on the appropriate form at least (15) workdays prior to the field trip.

23. The food services department shall be notified at least (15) workdays prior to the field trip the number of students who will not be eating on campus the date of the trip. If sack lunches are being requested for the trip the appropriate form shall be submitted to the food services director at least three weeks prior to the trip.

24. Students participating in the fieldtrip must be transported to and from the fieldtrip in the district-approved transportation and must remain with the district-supervised group throughout the duration of the trip (i.e. cannot join other family members, friends, etc. who are not with the school sponsored group).

Transportation Guidelines

a. When utilizing district transportation avoid all Fridays due to the athletic schedule and avoid Tuesdays during basketball and baseball season.

b. When utilizing commercial transportation the district transportation supervisor should be notified in writing at least 10 workdays prior to the trip so that he can inspect the busses for appropriate certification prior to the boarding time on the day of the trip.

CALEXICO UNIFIED SCHOOL DISTRICT
REQUEST FOR STUDENT TO PARTICIPATE IN A ONE-DAY ACTIVITY (4 Days)

_____ wishes to participate in
(Student's Name)
_____ on _____ April 25-28th 2019 from _____ 5:30 am to _____ 2:30 pm
(Activity) (Date) (time) (time)

* It is necessary that the parents specifically request that their child be included in this activity. Supervision for this event will be furnished by the school, but parents should understand that supervision will end at the time stated above. The school will take every precaution to assure the welfare and safety of your son/daughter participating in this activity. However, it is important that you understand that the school cannot assume financial or legal liability in case of injury or accident. Parents are offered the opportunity to buy low-cost insurance for participation in this activity. Transportation will be by District vehicles driven by school employees, or in private vehicles as indicated below.

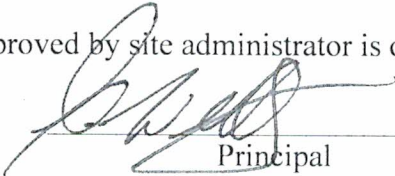
* If you wish your son/daughter to participate in the above-described activity, please complete the request for participation form below and return it to the school immediately.

(XXX) transportation by district vehicle.

() transportation by private vehicle with the following provisions

1. Proof of insurance coverage of \$100,000 minimum
2. public liability, responsibility of owner of vehicle
3. statement affirming foregoing stipulation signed and approved by site administrator is on file.

Activity Sponsor
(Tear on dotted line and return lower portion)


Principal

PARENT REQUEST FOR PARTICIPATION

I, the undersigned, request that my son/daughter _____
be permitted to participate in _____ State FFA Conference _____

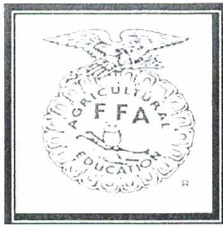
scheduled for _____ April 25-28th 2019 _____ from _____ 5:30 _____ am to _____ 2:30 _____ pm
(DATE) (TIME) (TIME)

And HEREBY WAIVE ALL CLAIMS WHICH I/WE MIGHT HAVE AGAINST THE SCHOOL DISTRICT OR THE STATE OF CALIFORNIA, their officers, agents, and employees for injury, accident, illness or death occurring during or by reason of the activity, and I we further agree to indemnify and save free and harmless the Calexico Unified School District and the State of California, their officers, agents and employees, against any claims, liabilities, penalties, or loss resulting from or as a consequence of said activity.

(Date Signed)

Signature(s) of Parent(s) or Guardian(s)

Signature(s) of Parents(s) or Guardian(s)



CALIFORNIA ASSOCIATION FUTURE FARMERS OF AMERICA
AGRICULTURAL EDUCATION
1430 "N" STREET, SUITE 4202
SACRAMENTO, CA 95814
www.calaged.org

January 10, 2019

To: FFA Chapter Advisors

From: Josiah Mayfield, Assistant State FFA Advisor – (916) 319-0486

Subject: 91st Annual State Leadership Conference - April 25-28, 2019

Coming in April 2019, the 91st Annual California State FFA Leadership Conference. This year California FFA members from all corners of the state will meet in Anaheim, CA for an event designed to celebrate student accomplishments and inspire students for the future. Your students should be excited for the motivational speakers, fulfilling workshops, engaging career show, agricultural tours, and an exclusive California FFA event at Disney's California Adventure!

STATE CONVENTION SCHEDULE – DOWNLOAD HERE

Conference Registration

Early Registration: \$240

Full Registration: \$265

Conference Registration Timeline

February 22, 2019 – Complete online registration (WWW.CALAGED.ORG)

March 1, 2019 – All hardcopy materials must be postmarked or uploaded. Materials include:

1. Submit completed and signed Emergency Medical/Rules for your *chapter's Official Voting Delegates*. Please see below, these forms can be submitted online.
Please note: Students applying for State Talent, State Sub-Committee Chair, State Press Corp, State Ambassador Program, State Office, or the State Nominating Committee are required to complete and upload the Emergency Medical/Release waiver with their application.
2. Submit a school or cashier check payable to California Association FFA or a copy of a school purchase order to cover all registration fees.
Please note: School Purchase orders and Emergency Medical/Rules can be uploaded to your chapter dashboard on www.calaged.org. In order to submit a purchase order on CalAgEd.org, log on to your profile, click on "my dashboard," and visit the specific event registration page. Above the event document links, is an option to "upload documents." Purchase Orders and Emergency Medical/Rules must be uploaded by 5:00pm on March 1, 2019 to be eligible for the early registration rate.
3. If mailing your forms please mail to the address below. *Must be postmarked by March 1, 2019 to be eligible for early registration rate.*

California FFA Center
State FFA Conference Registration
P.O. Box 460
Galt, CA 95632

DISNEY'S CALIFORNIA ADVENTURE PRIVATE EVENT

We are excited to announce that the California Association FFA has entered an agreement with Disney to provide an exclusive event at Disney's California Adventure Theme Park. The evenings schedule includes:

- 4:00PM** Guests may begin entering Disney California Adventure Park
- 9:45PM** Nighttime spectacular takes place
- 10:00PM** Disney California Adventure ends normal operation and closes. Only CA FFA event guests with wristbands will be permitted to stay for exclusive event.
- 12:00MID** Private party concludes.

Everyone who registers for the full conference experience will receive the California Adventure Ticket as part of the registration cost. However, we are also extending an invitation for chapters to purchase tickets for additional students, parents, and supporters who would like to take advantage of the exclusive California Adventure Theme Park experience. **Additional tickets may be purchased for \$90 via chapter registration or the special guest registration.**

CALIFORNIA ASSOCIATION FFA **TERMS & CONDITIONS**

Please remember when you register your chapter for the 91st State FFA Leadership Conference you are agreeing to the following terms and conditions:

1. **Liability Waiver** - The California Association FFA is not directly responsible for students, advisors, or chaperones attending events sanctioned by the state association. Local school districts and designated advisors/chaperones are responsible for the oversight and management of themselves and their students. Local management also includes securing proper insurance and medical waivers as designated by a chapter's local school board.
2. **Multimedia Recording and Usage Policy** – The California Association FFA staff and its designees may capture photos, video, and other recordings of participants before, during, and after events at events sanctioned by the state association. Please be aware that all recorded media may be used by the California Association FFA in future print materials, online materials (including FFA websites and official social media accounts), signage, slideshows, podcasts, videos, and other uses in physical and digital forms. Attendance at events sanctioned by the state association implies your consent to be photographed, videotaped, and otherwise recorded for these purposes.
3. **Food Allergies Disclaimer** – Events sanctioned by the California Association FFA are activities that bring thousands of participants together in a number of activities and conferences throughout the state of California, under the supervision of their local school districts via their advisors and chaperones. All individuals with food allergies are responsible for taking necessary precautions to protect their health. Due to the nature and location of various activities, the California Association FFA cannot provide accommodations for food allergies or be held accountable for issues arising from food allergies.

FINAL REMINDER

Substitutions will be allowed provided all necessary forms have been submitted. Based on your registration, we commit to legal contracts for meals, materials, and facilities. Therefore, once you register online it is considered final and your chapter is financially liable. Information will be emailed to you in March regarding where and when to pick up registration materials at the conference site. If you have any questions, do not hesitate to call.

STATE FFA LEADERSHIP CONFERENCE SCHEDULE-Tentative

SCHEDULE – 2019 - Revised 2/7/19

THURSDAY 4/25/19

Parliamentary Procedure Schedule		
7:30am	State FFA Parli-Pro Registration, Orientation & Holding Room	ACC North 256-258, Anaheim CC
8:00am	State FFA Novice Parli-Pro Finals Preliminary Round	ACC North 251-253, Anaheim CC
8:00am	State FFA Advanced Parli-Pro Finals Preliminary Round	ACC North 251-253, Anaheim CC
11:00am	State FFA Parli-Pro Preliminary Results & Announcements	ACC North 256-258, Anaheim CC
12:00n	State FFA Novice Parli-Pro Semi-Final Rounds	ACC North 251-253, Anaheim CC
12:00n	State FFA Advanced Parli-Pro Semi-Final Rounds	ACC North 251-253, Anaheim CC
4:00pm	State FFA Parli-Pro Semi-Final Results & Announcements	ACC North 256-258, Anaheim CC

Convention Schedule & Registration		
8am-3pm	Conference Registration Open	Arena Lobby, Anaheim CC
4pm-5pm	Registration - In Front of CA Adventure	Disney's California Adventure
4pm-12mid	Disney's California Adventure - Private Party	Disney's California Adventure

STATE FFA LEADERSHIP CONFERENCE SCHEDULE-Tentative

SCHEDULE – 2019 - Revised 2/7/19

FRIDAY 4/26/19

4pm-5pm	Regional Caucuses	
	Central Region	
	North Coast Region	
	San Joaquin Region	
	South Coast Region	
	Southern Region	
	Superior Region	
5pm-7pm	State Officer Parent Luncheon (By invitation only)	
5pm-7pm	South Coast Region Officer Luncheon (By invitation only)	
8pm-10:30pm	Second General Session	
		ACC North 254, Anaheim CC
		ACC North 260A, Anaheim CC
		ACC North 259, Anaheim CC
		ACC North 260B, Anaheim CC
		ACC North 257, Anaheim CC
		ACC North 260C, Anaheim CC
		ACC North Level 2, Anaheim CC
		ACC North Level 2, Anaheim CC
		Anaheim Arena



California FFA Association

INVOICE

2/27/2019

Bill To	Pay To
Calexico CA0027 1030 ENCINAS AVE Calexico, CA 92231	California FFA Association P.O. Box 460 Galt, CA 95632

Description	Price
California FFA State Convention (Apr. 25-28, 2019) Event Confirmation #10389	\$1,590.00
TOTAL	\$1,590.00

Event Details	Price	Quantity	Sub-Total
Delegates (2 per chapter)	\$265.00	2	\$530.00
Other FFA Members	\$265.00	2	\$530.00
FFA Advisors (Credentialed Advisors Only) Maureen Croak; Gerardo Roman	\$265.00	2	\$530.00
Student and Advisor Shirts (MUST BE COMPLETE TO SUBMIT)	\$0.00	6	\$0.00
Submitted on: 2/27/2019 1:34:00 PM			

There must be a timestamp for registration to be complete. Please use the event invoice for payment processing, located under your account balance as a PDF. To take advantage of the early registration rate, online registration must be submitted by **Friday, February 22, 2019** AND your **check/purchase order** and **State Delegate medical/rules forms** must be postmarked by **Friday, March 1, 2019**. We do not accept faxed or emailed forms.

School Purchase orders and medical/rules forms can be uploaded to your chapter dashboard on www.calaged.org. In order to submit a document on CalAgEd.org, log on to your profile, click on "my dashboard," and visit the specific event registration page. Above the event document links, is an option to "upload documents." Purchase orders and medical/rules forms must be uploaded by 5:00pm on March 1, 2019 to be eligible for the early registration rate.

Keep in mind, medical/rules forms are only required for chapter delegates. **Registrations submitted after the deadline will pay the full registration cost of \$265 per participant.**

Please refer to [this page](#) for participant medical/rules forms. Please mail the check or purchase order and rule and medical forms to California FFA, P.O. Box 460, Galt, CA 95632 or upload on CalAgEd account.