



AGENDA

BOARD OF DIRECTORS REGULAR BOARD MEETING

September 11, 2019 5:45pm

Chico Country Day School – Room 4 (Middle School Campus)
102 West 11th Street/1054 Broadway, Chico, CA 95928

Mission Statement

Chico Country Day School provides a safe, joyful environment where all learners are inspired to achieve their personal best.

2019-20 CCDS Board Members:

Jessika Lawrence, Chair
Chris Constantin, Vice Chair
Michele Mittman, Treasurer
Fawn Ruby, Secretary
Jamie Clyde, Member
Thang Ho, Member
Nicole Plottel, Member

1. CALL TO ORDER & ROLL CALL (5:45pm)

2. CLOSED SESSION (Closed Session will take place in Room 4)

2.1 Conference with Legal Counsel – Anticipated Litigation:

Significant exposure to litigation pursuant to Government Code §54956.9(b) (one case)

If Closed Session is not complete by 6:00pm, it will resume immediately following the regular meeting

3. REGULAR SESSION (6pm – Room 4)

3.1 Approval of Regular Agenda

3.2 Report from Closed Session

4. PUBLIC COMMENTS CONCERNING ITEMS NOT ON THE AGENDA

5. CONSENT AGENDA

5.1 Minutes from Regular Meeting of 8/7/19

5.2 19-20 Contract for Special Education Legal Services: Atkinson, Andelson, Loya, Ruud & Romo

5.3 Unaudited Actuals 2018-19

5.4 School Services Contract 2019-20

5.5 SchoolAbility Amendment to Customer Agreement 2019

5.6 Field Trip Request: 6th Grade Butte Meadows Camp Lassen, 5/19/20 -5/22/19

6. DISCUSSION/ACTION ITEMS

6.1 School Safety Standing Report

6.2 LCAP, Local Indicators: 19-20

6.3 Consideration of Outreach Coordinator position - 0.25-0.50 FTE

6.4 Vacation accrual reduction, 2018-19 liabilities



7. ADJOURNMENT: Adjourn; Next Regular Meeting is December 11, 2019

Information, Procedures and Conduct of CCDS Board Meetings:

Student Participation:

At the discretion of the Board Chair, students may be given priority to address items to the Board

Public input on specific agenda items and those items not on the agenda:

The CCDS Board of Directors welcomes and encourages public comments. Any person of the public desiring to speak shall be allowed to speak during public comment time and has the option of speaking once on any agenda item when it is being discussed. Speaking time shall generally be limited to three minutes, unless a longer period is permitted by the Board Chair. In the case of numerous requests to address the same item, the Board may select representatives to speak on each side of the item. Each person who addresses the Board must be first recognized by the presiding officer and give his or her name. Comments must be directed to the Board as a whole and not to individual board members or employees. The Board shall not take action or enter into discussion or dialog on any matter that is not on the meeting agenda, except as allowed by law. Items brought forth at this part of the meeting may be referred to the Administration or the Board may take the item under advisement. The matter may be placed on the agenda of a subsequent meeting for discussion or action by the Board.

Special Needs: If you have special needs because of a disability or you require assistance or auxiliary aids to participate in the meeting, please contact the CCDS office at 530.895.2650. CCDS will attempt to accommodate your disability.

Copies of Agendas and Related Materials: Materials are available at the meeting, on the website at www.chicocountryday.org, or in the Main office prior to the meeting @ 102 W. 11th Street, Chico, CA 95928.



Minutes

CCDS Board of Directors Regular Meeting

Date: Wednesday, August 7, 2019

Time: 5:30 p.m.

Location: CCDS Middle School

1054 Broadway Campus, Room 7

1. CALL TO ORDER & ROLL CALL: Lawrence called meeting to order at 5:30 p.m. Attendees: Jessica Lawrence, Michele Mittman, Chris Constantin, Jamie Clyde, Fawn Ruby. Absent: Nicole Plottel, Thang Ho

2. CLOSED SESSION

2.1 Public Employee Evaluation

Per Government Code §54957

Title: Director of Education, Dean of Students, Special Education Director, Chief Business Officer

3. REGULAR SESSION

3.1 Approval of Regular Agenda – Constantin/Mittman to approve. All in favor: Lawrence, Mittman, Constantin, Clyde, Ruby (5-0).

3.2 Report from closed session – No reportable action

4. PUBLIC COMMENTS CONCERNING ITEMS NOT ON THE AGENDA – None

5. CONSENT AGENDA – Constantin/Mittman to approve. All in favor: Lawrence, Mittman, Constantin, Clyde, Ruby (5-0)

5.1 Minutes from Regular Meeting of 6/12/19

5.2 Leadership Team Board Report

5.3 MOU with Nord Country School & Sherwood Montessori Regarding Special Education Services

5.4 Overnight Field Trip Approvals-8th Grade to Ashland 9/20-9/21/19

6. DISCUSSION/ACTION ITEMS

6.1 Election of Officers of the Board 2019-20: Chair/Vice Chair, Secretary, Treasurer- Constantin nominated Lawrence for Chair, 2nd by Mittman (5-0); Lawrence nominated Constantin for Vice Chair, 2nd by Mittman (5-0); Constantin nominated Ruby for Secretary, 2nd by Lawrence (5-0); Lawrence nominated Mittman for Secretary, 2nd by Constantin (5-0).

6.2 2018-19 CUSD Visit – Discussed, but no action

6.3 **Schedule of Board Workshop, Fall 2019** – Dates to be sent to board members

7. ADJOURNMENT: Lawrence adjourned at 7:02 pm; Next regular meeting is September 11, 2019.

Respectively Submitted,
Chris Constantin

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

A PROFESSIONAL LAW CORPORATION

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OUR FILE NUMBER:

006273.00004
24379628.1

July 12, 2019

VIA FIRST CLASS MAIL

Amy Parent, Director of Special Education
Chico Country Day School
102 W. 11th Street
Chico, CA 95928

Re: Agreement for Special Services

Dear Amy:

I hope this finds you well. Enclosed for your consideration are two (2) copies of the proposed Agreement for Special Services between the District and our firm for the period 2019-2020. You will notice a slight increase in our hourly rates, which we believe are reasonable given prevailing rates in the legal market for comparable services. We have also added a new paragraph III.H. for new language on "Identification of Insurance Coverage" due to a change in the law.

We hope the District continues to value the high level of service and counsel our firm strives to provide.

If the agreement is in order, please send us an executed copy of the contract when it has been signed, and approved by your governing board. Should you have any questions or concerns, please do not hesitate to contact us.

Very truly yours,

ATKINSON, ANDELSON, LOYA,
RUUD & ROMO



Elizabeth A. Estes

EAE:jcf
Enclosures

AGREEMENT FOR SPECIAL SERVICES

I. PARTIES

This Agreement for Special Services ("Agreement") is entered into by and between the law firm of ATKINSON, ANDELSON, LOYA, RUUD & ROMO, a professional corporation, hereinafter referred to as the "Law Firm" and, CHICO COUNTRY DAY SCHOOL, hereinafter referred to as "School."

II. PURPOSE

The School desires to retain and engage Law Firm to perform legal and, upon request, non-legal consultant services on the School's behalf. Law Firm accepts this engagement on the terms and conditions contained in this Agreement.

III. TERMS AND CONDITIONS

A. Fees for Services

1. Standard Hourly Rate Services

School agrees to pay the Law Firm at the following standard hourly rates:

Senior Partners	\$300
Partners/Senior Counsel	\$280
Senior Associates	\$270
Associates	\$260
Electronic Technology Litigation Specialist	\$210
Non-Legal Consultants	\$200
Senior Paralegals/Law Clerks	\$190
Paralegals/Legal Assistants	\$170

2. Fixed Fee Services

School agrees to pay the Law Firm a fixed fee for the following services:

A full day of training (up to 8 hours)	\$5,000
A half day of training (up to 4 hours)	\$4,000

A two-hour training	\$3,000
A one-hour training	\$2,000

3. Fee Arrangements for Specialized Legal Services

For specialized litigation and transactional services in the areas of construction, procurement, technology, prevailing wage, real property, CEQA, mitigation negotiations, school and college finance, tax, bankruptcy, copyright, non-profit organizations, immigration and appellate law, the School agrees to pay Law Firm at rates higher than the standard hourly rates for special projects or particular scopes of work. The Law Firm shall inform the School of the rates for specialized services and the Superintendent or designee shall agree to such rates in writing prior to any billings for specialized legal services by the Law Firm.

4. Costs and Expenses

In addition to the fees described above, the School agrees to pay a five percent (5%) "administrative fee" calculated and based on the total monthly billed fees to cover certain operating expenses of the Law Firm incurred in providing services to the School. This administrative fee is in lieu of charging the School for Westlaw, photocopies, automobile mileage, parking, facsimiles, telephone, document preparation, and postage.

Costs relating to fees charged by third parties retained to perform services ancillary to the Law Firm's representation of School are not included in the administrative fee and are charged separately. These include, but are not limited to, deposition and court reporter fees, transcript costs, witness fees (including expert witnesses), process server fees, and other similar third party fees. The Law Firm shall not be obligated to advance costs on behalf of the School; however, for purposes of convenience and in order to expedite matters, the Law Firm reserves the right to advance costs on behalf of the School with the prior approval of the Superintendent or designee in the event a particular cost item exceeds \$2,000.00 in amount, and without the prior approval of the Superintendent or designee in the event a particular cost item totals \$2,000.00 or less.

If the Law Firm retains, with authorization from the School, experts or outside consultants for the benefit of the School, rather than the School contracting directly with any expert or outside consultant, the School agrees to pay a five percent (5%) "consultant processing fee" in addition to the actual costs paid by the Law Firm to the expert or outside consultant in order to offset related costs to the Law Firm resulting from administering and initially paying such expert and outside consultant fees on behalf of the School. This fee shall not apply to the services of Law Firm-provided non-legal consultants as set forth in paragraph F., below.

B. Billing Practices

1. A detailed description of the work performed and the costs and expenses advanced by the Law Firm will be prepared on a monthly basis as of the last day of the month and will be mailed to the School on or about the 15th of the following month, unless other arrangements are made. Payment of the full amount due, as reflected on the monthly statement, will be due to the Law Firm from the School by the 10th of the month following delivery of the

statement, unless other arrangements are made. In the event that there are funds of the School in the Law Firm's Trust Account at the time a monthly billing statement is prepared, funds will be transferred from the Law Firm's Trust Account to the Law Firm's General Account to the extent of the balance due on the monthly statement and a credit will be reflected on the monthly statement. Any balance of fees or costs advanced remaining unpaid for a period of 30 days will be subject to a 1% per month service charge.

2. The Law Firm shall bill in one-quarter hour increments.

3. Certain tasks shall be billed at established minimum time increments. These include: (a) telephone conference (.25 hour), (b) electronic correspondence (.25 hour), (c) standard written correspondence (.50 hour), (d) provide a document (.50 hour).

4. The Law Firm may charge the full hourly rate to more than one client for services provided concurrently during the same time period. For example, in the course of traveling to the School or while providing legal services at the School, it may be necessary for the Law Firm to provide billable services to other clients.

5. School agrees to review the Law Firm's monthly statements promptly upon receipt and to notify the Law Firm, in writing, with respect to any disagreement with the monthly statement. Failure to communicate written disagreement with the Law Firm's monthly statement within thirty (30) days of the School's receipt thereof shall be deemed to signify the School's agreement that the monthly billing statement accurately reflects the services performed; and the proper charge for those services.

C. Termination of Representation on a Particular Matter

The Law Firm reserves the right to discontinue the performance of legal services on behalf of the School on a particular matter upon the occurrence of any one or more of the following events:

1. Upon order of a court of law requiring the Law Firm to discontinue the performance of legal services;

2. Upon a determination by the Law Firm in the exercise of its reasonable and sole discretion, that state or federal legal ethical principles require it to discontinue the performance of legal services;

3. Upon a failure of the School to perform any of the School's obligations with respect to the payment of the Law Firm's fees, costs or expenses as reflected on the monthly bill;

4. Upon a failure of the School to perform any of the School's obligations with respect to the duty of cooperation with the Law Firm in connection with the Law Firm's representation of the School.

In the event that the Law Firm ceases to perform services for the School on a matter, the School agrees that it will promptly pay to the Law Firm any and all unpaid fees and costs advanced, and retrieve all of its files, signing a receipt therefor. Further, the School agrees that,

with respect to any litigation where the Law Firm has made an appearance in a court of law on its behalf, the School will promptly execute an appropriate Substitution of Attorney form. Any termination of Law Firm's representation on such a matter may be subject to approval by the applicable court of law.

D. Consent to Joint Representation

The School acknowledges that from time to time Law Firm may be asked to perform legal services on a matter affecting two or more public education local agencies. In such situations before proceeding with representation, Law Firm shall seek separate written consent to joint representation from all involved parties if permissible according to ethical principles applicable to attorneys. The School acknowledges that it is often in the best interest of the School for such representation to commence without undue delay which may result from waiting until a regularly-scheduled Board meeting. Therefore, pursuant to Education Code section 7, the Governing Board of the School hereby delegates to the Superintendent or designee authority to consent to joint representation in the circumstances described in this paragraph.

E. Client Cooperation

The School agrees to fully cooperate with the Law Firm in connection with the Law Firm's representation of the School, including but not limited to, attending mandatory court hearings and other appearances, making its employees and officials available, and providing accurate information documentation necessary to enable the Law Firm to adequately represent the School.

F. Services performed by Law Firm-provided Non-legal Consultants

The Law Firm has an affiliation with non-legal consultants who are available to provide services in areas including, but not limited to, personnel/business office audits, human resources/collective bargaining consultation, special education consultation, public/employee relations surveys and communications, media and public relations, budget analysis/support services, instructional coaching/counseling at school improvement sites, leadership coaching, board/superintendent relations and best practices, and interim management placement.

Because the Law Firm has a financial interest in the School's use of these affiliated non-legal consultants, the rules of the State Bar of California require that the School provide its informed written consent to this arrangement to prior to utilizing these services. Execution of this Agreement shall be deemed "informed consent" for the purpose of this paragraph. The School is hereby advised that it may seek the advice of an independent attorney of your choice prior to providing such written consent.

Please also be advised that because the services of these non-legal consultants are provided to the School outside of the attorney-client relationship, communications with these non-legal consultants will not be protected from disclosure by the attorney-client privilege.

G. Consent to Law Firm Communication

As part of our commitment to client service, the Law Firm will send the School periodic alerts on case developments and legislative changes, and notices of breakfast briefings, conferences, and other training opportunities designed to help the School with daily legal concerns. The Law Firm will send those and other additional service notices to the School via regular mail and/or electronic mail at the email address which you designate or the email used in your daily communications with us. By execution of this Agreement, the School and designated contact(s) consent to receive such communications by electronic mail subject to the right to unsubscribe at any time.

H. Identification of Insurance Coverage

With respect to insurance coverage for any matters covered by the scope of services under this Agreement, you agree that it is your own responsibility, rather than the Law Firm's responsibility, to identify potential insurance coverage and to tender legal matters to any appropriate insurance companies that may insure you. If you desire that the Law Firm become involved in identifying potential insurers and/or the tender of legal disputes, then a separate written agreement between you and the Law Firm to that effect will be required.

I. Miscellaneous

1. The Law Firm maintains errors and omissions insurance coverage applicable to the services to be rendered.

2. The parties agree that the Law Firm, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the School.

3. After a file on a matter is closed, the School has a right to request the Law Firm to return the file to the School. Absent such a request, the Law Firm shall retain the file on the School's behalf.

IV. BINDING ARBITRATION

If any dispute arises out of, or related to, a claimed breach of this agreement, the professional services rendered by attorneys, or any other disagreement of any nature, type, or description, regardless of the facts or the legal theories which may be involved, including attorney malpractice, such dispute shall be resolved by binding arbitration by a single arbitrator. Each side will bear its own costs and attorney fees. The parties agree to waive their right to a jury and to an appeal.

V. DURATION

This Agreement shall commence July 1, 2019 and terminate on June 30, 2020 and shall thereafter continue from month to month at the then current rate schedules until modified in writing by agreement between the Law Firm and the School up to a maximum of five (5) years duration per Education Code section 17596.

Either the School or the Law Firm may terminate this Agreement on thirty (30) days' written notice.

"Law Firm"

ATKINSON, ANDELSON, LOYA, RUUD &
ROMO

Dated: _____

By: _____
Elizabeth A. Estes

"School"

CHICO COUNTRY DAY SCHOOL

Dated: _____

By: _____
Amy Parent, Director of Special Education



1121 L Street

Suite 1060

Sacramento

California 95814

TEL: 916 . 446 . 7517

FAX: 916 . 446 . 2011

www.sscal.com

MEMORANDUM

August 1, 2019

TO: Margaret Reece, CBO
Chico Country Day School

FROM: John D. Gray
President

It has been a pleasure to provide Chico Country Day School our Fiscal Budget Services during the past year. We value our relationship and appreciate the continued confidence that you and your staff have expressed in School Services of California, Inc. (SSC).

Our current contract expires on September 30, 2019. Anticipating your desire to continue our services, we have enclosed a proposed renewal Agreement. We are also offering the option to include our CADIE (Comparative Analysis of District Income and Expenditures) and SABRE (Salary and Benefit Reports) products as part of this contract. If you wish to include any of these services, please complete and sign the attached Addendum A, indicate the services desired, and return with your contract renewal. Any questions regarding the CADIE or SABRE should be directed to Kathe Sadler, Data Specialist.

To activate our Agreement, please sign the contract (and the Addendum, at your discretion), and return the original (or scan and e-mail to Rebecca Arent at RebeccaA@sscal.com) to our office for final processing. So that we may continue to give you the best possible service, it would be helpful if we could have the Agreement returned by September 30, 2019. If you are unable to return it by this date, please contact our Accounting department. Please note that this contract reflects a modest price increase above the current year.

If you have any questions or need additional information, please give me a call at (916) 446-7517.

AGREEMENT FOR SPECIAL SERVICES
Fiscal Budget Services

This is an Agreement between the **CHICO COUNTRY DAY SCHOOL**, hereinafter referred to as "Client," and **SCHOOL SERVICES OF CALIFORNIA, INC.**, hereinafter referred to as "Consultant," entered into as of October 1, 2019.

RECITALS

WHEREAS, the Client needs assistance regarding issues of school finance, legislation, school budgeting, and general fiscal issues; and

WHEREAS, the Consultant, is professionally and specially trained and competent to provide these services; and

WHEREAS, the authority for entering into this Agreement is contained in Section 53060 of the Government Code and such other provisions of California law as may be applicable;

NOW, THEREFORE, the parties to this Agreement do hereby mutually agree as follows:

1. Consultant agrees to perform such duties relating to issues of school finance, including:
 - a. Delivery of "one copy" of each edition of the *Fiscal Report* containing information on issues of school finance, budgets, or practices that impact local educational agency fiscal policies, and one copy of the *Analysis of the Governor's Proposals for the State Budget and K-12 Education*
 - b. Option of receiving information on Consultant's website regarding major school finance and policy issues
 - c. An analysis of all major school finance/fiscal legislation and reports on its legislative/executive branch progress
 - d. Eight (8) hours of service annually as the Client directs on fiscal issues, including: analysis of specific revenue or expenditure issues, analysis of specific legislative or regulatory issues, and a "quick query" service to provide telephone response to specific fiscal questions of the Client.

Services for which the base service hours may not be used, include: mandate questions, Client-specific economy, efficiency, or management consulting services, including, but not limited to, efficiency or management studies, demographic or school facility studies; Special Education studies; fiscal health analysis, and/or an in-depth budget review, direct collective bargaining or factfinding assistance; legislative representation or advocacy; fiscal analysis for purposes of collective bargaining, appearance as an expert witness, provision of depositions or declarations for local educational agency legal issues; major customized research projects or studies; or, on-site speeches or presentations.

- e. Preliminary local educational agency revenue calculation using the online tools available on the Consultant's website for use in determining the projected revenue funding level soon after the budget is adopted based on the major annual school finance legislation

- f. Participation at the Consultant's school finance conferences and workshops at the Consultant's client rate
2. The Client agrees to pay to Consultant for services rendered under this Agreement:
 - a. \$3,660 annually, plus expenses, or payable at \$305 per month, plus expenses, for the services listed in Item 1 above, upon billings from Consultant
 - b. For all requested services in excess of eight (8) direct service hours as indicated in Item 1d above in a 12-month period, the applicable hourly rate for the person(s) performing the services shall apply
 - c. "Hours" are defined as hours of direct service to the Client, as well as reasonable travel time to and from the Client's site
 - d. "Expenses" are defined as actual, out-of-pocket expenses, such as travel, meals, shipping, and duplication of materials
3. The term of this contract shall be for the period of one year, beginning October 1, 2019, and terminating September 30, 2020. Agreement may be terminated prior to September 30, 2020, by either party on thirty (30) days' written notice. In the event that the Client elects to terminate services at the end of the Agreement, the Client shall give a 30-day written notice of nonrenewal. Consultant will provide continuing services for 90 days after the expiration date of the Agreement or until the Client provides written notice. The Client is responsible for these accrued charges and Consultant may bill these additional days. In case of cancellation, the Client shall be liable for any costs accrued to the date of cancellation under Item 2 above.
4. It is expressly understood and agreed to by both parties that Consultant, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the Client.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as indicated below:

BY: Margaret Reece

DATE: 8/9/19

Print Name

Chief Business Officer

Job Title

Chico Country Day School

BY: John D. Gray

DATE: August 1, 2019

JOHN D. GRAY

President

School Services of California, Inc.

AMENDMENT NO. 1 TO THE CUSTOMER AGREEMENT

THIS AMENDMENT NO. 1 TO THE CUSTOMER AGREEMENT (the "Amendment #1") is dated and made effective on July 1, 2019 (the "Amendment #1 Effective Date") by and between **CHICO COUNTRY DAY CHARTER SCHOOL**, a California charter school with a place of business at 102 West 11th Street, Chico, CA 95928 ("Customer") and **AERARIUM, LLC DBA SCHOOLABILITY** ("Consultant"), a New Mexico limited liability company with a mailing address at PO Box 35114, Tucson, AZ 85740.

RECITALS

WHEREAS, the parties have entered into the **CUSTOMER AGREEMENT** dated August 22, 2018 (the "Agreement"); and

WHEREAS, the parties desire to amend the Agreement as provided herein.

NOW, THEREFORE, in consideration of the foregoing and the premises and mutual covenants hereinafter contained, the parties hereto agree as follows:

1. TERM AND TERMINATION. is hereby deleted in its entirety and replaced with the following:

The term of this Customer Agreement shall commence upon the Effective Date and shall continue until June 30, 2019. Thereafter, the term of this Customer Agreement shall continue on a year-to-year basis until such time, if ever, as either party has given the other party at least sixty (60) days' written notice of non-renewal, in which case the term of this Customer Agreement shall expire on the immediately following June 30 date. Either party may terminate this Customer Agreement upon notice for the material breach of the other party which material breach has remained uncured for thirty (30) days after the date of notice thereof to the breaching party.

IN WITNESS WHEREOF, the parties have executed this Amendment #1 as of the date first written above through their duly authorized representatives.

AERARIUM, L.L.C. DBA APTABILITY



7/1/2019

BY: _____

Alfredo Diaz
Manager
Aerarium, L.L.C. DBA schoolAbility

Date

CHICO COUNTRY DAY CHARTER SCHOOL

BY: 
MARGARET REECE

TITLE: CHIEF BUSINESS OFFICER

DATE: 8/13/19

Eagle Environmental
Camp

Chico Country Day School
Field Trip Request Approval Form

*Please complete 60 days prior to overnight study trip, 30 days
prior to day trip, 14 days prior to walking trip

Teacher Name Susie Bower Date of Trip: 5/19-5/22

Class(es): 6th Grade Mode of Transportation ☐ Walking ☒ Car

Destination: Butte Meadows Camplassen Address: Scout Drive

of Students: 62 Time of Departure: 5/19 8:45 AM Time of Return: 5/22 11:30 AM

Purpose of Trip: Environmental Science

Additional Information Regarding Field Trip: _____

Susie Bower 8/22/19
Request Submitted By _____ Date _____ Principal Authorization _____ Date _____

Please fill out form above dotted line and return to Principal for approval. Form will be returned to teacher for driver information.

Field Trip Drivers/Chaperones (and cell phone #):

Please return to completed form to Lisa and provide student/car assignment **30 days**
(overnight trips), **14 days** (day trips) and **7 days** (walking trips) from time of departure.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please list any students who will not attend field trip, location and assignment.

