



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: **July 11, 2023**

TITLE: **Approval of Out of State Travel**

BACKGROUND:

STAFF

Laura Watson and Irma Sonneck of Amphitheater High School request permission to attend the 2023 NCCEP/GEAR UP Annual Conference in San Francisco, CA on July 17-19, 2023. Approximate cost of travel is \$4,635.38 and will be paid using GEAR UP funds. No school days will be missed, and no substitutes are required.

Todd Jaeger, Deanna Day, and Susan Zibrat request permission to attend National Association for Gifted Children National Conference in Orlando, FL on November 8-13, 2023. Approximate cost of travel is \$9,018.39 and will be paid using Maintenance and Operating funds. Three school days will be missed, and no substitutes are required.

STUDENTS

Mateo Arredondo, Nate Ayers, Mason Perkins, and Angela Wichers request permission to take 41 Amphi Middle School 8th grade students to Washington D.C. and Baltimore, Maryland on April 4-8, 2024. Approximate cost of travel is \$88,643.00 and will be paid using Student Activities, Auxiliary, Tax Credit, Schottenstein Trust, and Gifts and Donations funds. Three school days will be missed and substitutes are required.

BUDGET CODE KEY		
305.21.100.2210.6360.281.0000	GEAR UP	Improvement of Instruction, Employee Training, AHS
305.21.100.2210.6582.281.0000	GEAR UP	Improvement of Instruction, Employee Travel, AHS
001.00.100.2579.6360.501.0000	M & O	Training Non-Instructional, Employee Training, Superintendent
001.00.100.2579.6360.502.0000	M & O	Training Non-Instructional, Employee Training, Governing Board
001.00.100.2579.6582.501.0000	M & O	Training Non-Instructional, Employee Travel, Superintendent
001.00.100.2579.6582.502.0000	M & O	Training Non-Instructional, Employee Travel, Governing Board
850.00.610.1001.6892.166.0000	Student Activities	Classroom Instruction, Student Travel, AMS
525.00.610.1001.6892.166.0000	Auxiliary	Classroom Instruction, Student Travel, AMS
526.00.610.1001.6892.166.0000	Tax Credit	Classroom Instruction, Student Travel, AMS
533.00.610.1001.6892.166.0000	Schottenstein Trust	Classroom Instruction, Student Travel, AMS
530.00.610.1001.6892.166.0000	Gifts & Donations	Classroom Instruction, Student Travel, AMS
850.00.410.2790.6892.166.0000	Student Activities	Student Transportation, Student Travel, AMS
525.00.410.2790.6892.166.0000	Auxiliary	Student Transportation, Student Travel, AMS
526.00.410.2790.6892.166.0000	Tax Credit	Student Transportation, Student Travel, AMS
533.00.410.2790.6892.166.0000	Schottenstein Trust	Student Transportation, Student Travel, AMS
530.00.410.2790.6892.166.0000	Gifts & Donations	Student Transportation, Student Travel, AMS
850.00.100.1001.6113.166.0000	Student Activities	Classroom Instruction, Substitute, AMS
525.00.100.1001.6113.166.0000	Student Activities	Classroom Instruction, Substitute, AMS
526.00.100.1001.6113.166.0000	Student Activities	Classroom Instruction, Substitute, AMS

RECOMMENDATION:

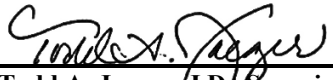
It is the recommendation of the administration that the above travel be approved.

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: July 10, 2023



Todd A. Jaeger, J.D., Superintendent

**AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST**

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

EMPLOYEE(S): Laura Watson Irma Sonnek

SCHOOL: AHS

Department (opt.): GEAR UP

DATE(S): July 17-19-2023

ACTIVITY/EVENT: 2023 NCCEP/GEAR UP Annual Conference

LOCATION: Hilton San Francisco Union Square 333 O'Farrell Street San Francisco, CA 94102

ABSENCE: # Days 3 Sub Required: Yes No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
(Note: Tax credit contributions are District funds and require a budget code.)		
Registration	<u>\$2,550</u>	305.21.100.2210.6360.281.0000
Transportation	<u>\$887.92</u> Mode: <u>Southwest Airlines</u>	305.21.100.2210.6582.281.0000
Rental Car	<u>\$120.50</u> Mode: <u>Uber</u>	305.21.100.2210.6582.281.0000
Meals	<u>\$132.00</u>	305.21.100.2210.6582.281.0000
Lodging	<u>\$944.96</u>	305.21.100.2210.6582.281.0000
Substitutes	_____	_____
TOTAL	<u>\$4,635.38</u>	

The District will (or) will not receive reimbursement from outside sources.

* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

Purpose of travel: GEAR UP National Convention-Work Plan 4.6B GEAR UP Conference/Annual Convening

Outcomes and academic benefits to students and staff: We will learn to develop a mindset of continual improvement and equipping GEAR UP professionals and youth with the skills necessary to maximize their programmatic impact. We will e able to ensure that GEAR UP programs and professionals have the necessary skills, capabilities, and infrastructure to make informed decisions based on sound data, research and evaluations.

Identify which characteristics of the Portrait of Graduate are specifically related to this request.

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Academic Content | <input checked="" type="checkbox"/> Caring | <input checked="" type="checkbox"/> Citizenship |
| <input checked="" type="checkbox"/> Collaboration | <input checked="" type="checkbox"/> Communication | <input checked="" type="checkbox"/> Creative Thinking |
| <input checked="" type="checkbox"/> Critical Thinking | <input checked="" type="checkbox"/> Problem-Solving | |

The travel is necessary for the implementation of the project funding the travel.

Submitted by: _____

Signature

Date

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date

**AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST**

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

EMPLOYEE(S): Todd A. Jaeger Deanna Day SCHOOL: District Offices
Susan Zibrat _____ Department (opt.): Sup's Office/Gov. Board
 _____ DATE(S): 11/8/23-11/13/23

ACTIVITY/EVENT: National Association for Gifted Children National Conference

LOCATION: Orlando, FL

ABSENCE: # Days 6 Sub Required: Yes No # of School Days Missed 3

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
			<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>
Registration	<u>\$2157.00</u>		<u>001.00.100.2579.6360.501/502.0000</u>
Transportation	<u>\$2300.00</u>	Mode <u>air</u>	<u>001.00.100.2579.6582.501/502.0000</u>
Rental Car	<u>\$400.00</u>		<u>001.00.100.2579.6582.501/502.0000</u>
Meals	<u>\$972.00</u>		<u>001.00.100.2579.6582.501/502.0000</u>
Lodging	<u>\$3189.39</u>		<u>001.00.100.2579.6582.501/502.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$9018.39</u>		

The District will (or) will not receive reimbursement from outside sources.

* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

Purpose of travel: Attend the NAGC Conference

Outcomes and academic benefits to students and staff: The conference offers an opportunity to learn about best practices, classroom strategies, and explore other issues that affect gifted students and teachers.

Identify which characteristics of the Portrait of Graduate are specifically related to this request.

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Academic Content | <input type="checkbox"/> Caring | <input type="checkbox"/> Citizenship |
| <input checked="" type="checkbox"/> Collaboration | <input type="checkbox"/> Communication | <input type="checkbox"/> Creative Thinking |
| <input checked="" type="checkbox"/> Critical Thinking | <input checked="" type="checkbox"/> Problem-Solving | |

The travel is necessary for the implementation of the project funding the travel.

Submitted by:

Signature Date

Principal/Supervisor Date

 _____
Associate Superintendent/Supervisor Date

Associate Superintendent/Supervisor Date

AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST

Attach supporting documentation as needed

ORIGINAL SUBMISSION

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL

SCHOOL: AMS

ESTIMATED NUMBER OF STUDENTS: 41

NAME OF SCHOOL GROUP/CLUB/ENTITY: 8th Grade Social Studies Club

STAFF ADVISOR(S)/CHAPERONES: Mateo Arredondo, Nate Ayers, Mason Perkins, Angela Wichers

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: To visit national and historic landmarks in conjunction with 8th grade social studies curriculum. Additionally, all students will visit various museums, including the United States Holocaust Memorial Museum, which ties into the 8th grade social studies and English language arts curriculum.

DESTINATION OF TRAVEL: Washington D.C. and Baltimore, Maryland

DATES OF TRAVEL: April 4, 2024 – April 8, 2024

ACADEMIC BENEFITS TO STUDENTS: The 8th grade social studies curriculum focuses on Civics and Government, that include Civil Rights, Structures on Government, Civil Responsibilities, Economics, Human Rights, and conflict. Students will tour the US Capitol, Supreme Court, Arlington National Cemetery, National Archives, Holocaust Museum, National Museum of African American History and Culture, various Smithsonian museums, various monuments and memorials, Fort McHenry, and Edgar Allen Poe's gravesite.

Identify which characteristics of the Portrait of Graduate are specifically related to this event.

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Academic Content | <input checked="" type="checkbox"/> Caring | <input checked="" type="checkbox"/> Citizenship |
| <input type="checkbox"/> Collaboration | <input type="checkbox"/> Communication | <input type="checkbox"/> Creative Thinking |
| <input type="checkbox"/> Critical Thinking | <input type="checkbox"/> Problem-Solving | |

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles: School bus from AMS to airport and from airport to AMS.

Transportation approval: _____

Other Domestic airline flights and charter buses. Transportation is arranged as part of the trip package by Explorica.

Are expenses paid from any of the following accounts? Auxiliary Tax Credits Club Funds
Parent Organization _____

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$82,082.00</u>	<u>850/525/526/533/530/00.610.1001.6892.0000</u>
(Shear Expectation, Ghost Tour, baseball game)	<u>\$4,141.00</u>	<u>850/525/533/530/00.610.1001.6892.0000</u>
Transportation	<u>\$360.00</u>	<u>850/525/526/533/530/00.410.2790.6892.0000</u>

