



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

DATE OF MEETING: **April 23, 2024**

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

BACKGROUND:

STAFF

Sara Altemara-Arnold requests permission to attend Project Lead the Way on July 15-26, 2024 in El Segundo, California. Approximate cost of travel is \$6,500.00, and will be paid using Joint Technical Education funds. No school days will be missed, and no substitutes are required.

Beth Lake and Tiffany Bucciarelli Fay request permission to attend National Community Schools and Family Engagement Conference on May 28-June 1, 2024 in Atlanta, Georgia. Approximate cost of travel is \$5,030.00 and will be paid using Maintenance and Operations funds. No school days will be missed, and no substitutes are required.

STUDENTS

Lisa DaDeppo, Robyn Yewell, Leann Calvin, Scott Lassiter, Sadie Lassiter, and Atty Smith request permission to take 20 Canyon del Oro High School Odyssey of the Mind students to Odyssey of the Mind World Finals on May 20-25, 2024 in Ames, Iowa. Approximate cost of travel is \$32,865.90, and will be paid using Tax Credit and Student Activities funds. No school days will be missed, and no substitutes are required.

Patricia Patchin, Collin Cordell, Emily Streeter, Melissa Crown, Andrea Pershing Jessica Sheatley, Jenifer Huchinson Fernandez, and Desirae Rodriguez Smith request permission to take 20 Innovation Academy Odyssey of the Mind students to Odyssey of the Mind World Finals on May 20-25, 2024 in Ames, Iowa. Approximate cost of travel is \$42,210.06, and will be paid using Tax Credit and Student Activities funds. No school days will be missed, and no substitutes are required.

Cris Gosz, Paul Gosz, Cori Freizen, Carey Higgins, Amanda Camion, Sandra Castaneda, Ben Castaneda, Alexia Castaneda, Christopher Frederick, Eric Jacobs, Nick Barrett, Marie Willard, Heather Povas, Jackie McGuire, Cody McGuire, Kelly Payne, and Karissa Weiler request permission to take 21 Cross Middle School Odyssey of the Mind students to Odyssey of the Mind World Finals on May 20-25, 2024 in Ames, Iowa. Approximate cost of travel is \$37,419.98 and will be paid using Tax Credit and Auxiliary funds. No school days will be missed, and no substitutes are required.

BUDGET CODE KEY		
596.00.330.2210.6360.282.0000	JTED	Improvement of Instruction, Employee Training, CDO
596.00.330.2210.6582.282.0000	JTED	Improvement of Instruction, Employee Travel, CDO
001.00.100.2579.6360.510/503.0000	M & O	Non-Instructional Training, Employee Training, Office of Learning & Instruction, Director of Communications
001.00.100.2579.6582.510/503.0000	M & O	Non-Instructional Training, Employee Travel, Office of Learning & Instruction, Director of Communications
526.00.610.1001.6892.282.0000	Tax Credit	Classroom Instruction, Student Expenses, CDO
850.00.610.1001.6892.118.0000	Student Activities	Classroom Instruction, Student Expenses, CDO
526.00.610.2190.6892.282.0000	Tax Credit	Student Support Services, Student Expenses, CDO
850.00.610.2190.6892.282.0000	Student Activities	Student Support Services, Student Expenses, CDO
526.00.410.2710.6519.282.0000	Tax Credit	Student Transportation, Student Travel, CDO

850.00.410.2710.6519.282.0000	Student Activities	Student Transportation, Student Travel, CDO
001.00.610.2190.6892.119.0000	M & O	Student Support Services, Student Expenses, Innovation
850.00.610.1001.6892.119.0000	Student Activities	Classroom Instruction, Student Expenses, Innovation
526.00.410.2710.6519.119.0000	Tax Credit	Student Transportation, Student Travel, Innovation
525.00.610.2190.6892.167.0000	Auxiliary	Student Support Services, Student Expenses, Cross
526.00.610.2190.6892.167.0000	Tax Credit	Student Support Services, Student Expenses, Cross

RECOMMENDATION:

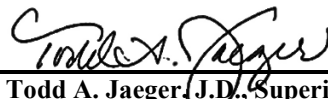
It is the recommendation of the administration that the above travel be approved.

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: April 22, 2024



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): Sara Altemara- Arnold _____

SCHOOL: CDO
 Department (opt.): CTE
 DATE(S): 7/15/24-7/26/24

ACTIVITY/EVENT: Project Lead the Way training

LOCATION: 1440 E. Imperial Ave, El Segundo, CA 90245

ABSENCE: # Days 14 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>\$2,400.00</u>		<u>596.00.330.2210.6360.282.0000</u>
Transportation	<u>\$700.00</u>	Mode <u>personal car</u>	<u>596.00.330.2210.6582.282.0000</u>
Rental Car	<u>N/A</u>		_____
Meals	<u>\$500.00</u>		<u>596.00.330.2210.6582.282.0000</u>
Lodging	<u>\$2,900.00</u>		<u>596.00.330.2210.6582.282.0000</u>
Substitutes	<u>N/A</u>		_____
TOTAL	<u>\$6,500.00</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: _____

Outcomes and academic benefits to students and staff: Understanding of implementation of new course curriculum.

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 checked="" 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: Sara Altemara- Arnold 4/11/24
 Signature Date
Jessie Urye 4/11/24
 Principal/Supervisor Date
[Signature] 4/12/2024
 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): Beth Lake, Tiffany Bucciarelli Fay

SCHOOL: District Offices

Department (opt.): Communications/Early Childhood Education

DATE(S): May 28-June 1, 2024

ACTIVITY/EVENT: National Community Schools and Family Engagement Conference

LOCATION: Atlanta, GA

ABSENCE: # Days 5 Sub Required: Yes No

of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST

BUDGET CODE/DESCRIPTION

(Note: Tax credit contributions are District funds and require a budget code.)

Registration	<u>\$1,250</u>		<u>001.00.100.2579.6360.510/503.0000</u>
Transportation	<u>\$2,000</u>	Mode <u>Air</u>	<u>001.00.100.2579.6582.510/503.0000</u>
Rental Car	_____		_____
Meals	<u>\$640</u>		<u>001.00.100.2579.6582.510/503.0000</u>
Lodging	<u>\$2,280</u>		<u>001.00.100.2579.6582.510/503.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$5,030.00</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 National Community Schools and Family Engagement Conference

Outcomes and academic benefits to students and staff: Interact with other Community and Family Engagement experts to learn about the most current and innovative engagement strategies to implement into District practices.

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

<input 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: Mutilla Vojtech 4/19/24
Signature Date

[Signature] 4/19/24
Principal/Supervisor Date
[Signature] 4/19/24
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: Canyon del Oro High School

ESTIMATED NUMBER OF STUDENTS: 20

NAME OF SCHOOL GROUP/CLUB/ENTITY: Odyssey of the Mind

STAFF ADVISOR(S)/CHAPERONES: Lisa DaDeppo, Robyn Yewell, Leann Calvin, Scott Lassiter, Sadie Lassiter, Atty Smith

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: World Finals Competition for Odyssey of the Mind

DESTINATION OF TRAVEL: Iowa State University, Ames, IA

DATES OF TRAVEL: 5/20/24-5/25/24

ACADEMIC BENEFITS TO STUDENTS: Students engage in creative problem solving that incorporates physics, fine arts, literature, mechanics, construction, communication, collaboration, and presentation skills. Many of the skills learned and used are transferable to other domains and all are aligned with the portrait of a graduate.

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

X	Academic Content	X	Caring	X	Citizenship
X	Collaboration	X	Communication	X	Creative Thinking
X	Critical Thinking	X	Problem-Solving		

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

X Other Domestic airline travel (American Airlines) and rental vans (Enterprise)

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
		<u>DISTRICT CODE</u>
Registration	<u>\$20,410.00</u>	<u>526.00.610.1001.6892.282.0000</u>
		<u>850.00.610.1001.6892.282.0000</u>
	<u>\$9785.10 Airfare</u>	<u>526.00.610.2190.6892.282.0000</u>
Transportation		<u>850.00.610.2190.6892.282.0000</u>
	<u>\$1670.80 Rental Vans</u>	<u>526.00.410.2710.6519.282.0000</u>
		<u>850.00.410.2710.6519.282.0000</u>
	<u>Included in Registration</u>	_____
Meals	\$1000.00 Travel Day meals	<u>850.00.610.2190.6892.282.0000</u>
	<u>Included in Registration</u>	_____
Lodging	_____	_____
Substitutes	<u>N/A</u>	_____
TOTAL	<u>\$32,865.90</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS: _____

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

HOW ARE CHAPERONE EXPENSES PAID? Through self-pay and club money

COST TO EACH STUDENT \$ \$1264.07

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax credit, club fundraising.

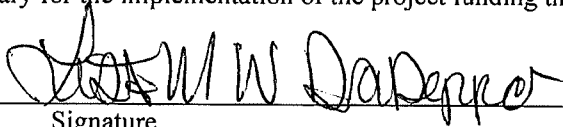
FUNDING SOURCE(S): Amphitheater District contribution, tax credit, club, request to Amphi foundation, request to site council

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Spontaneous Workshop held for all Southern AZ OM teams

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

SUBMITTED BY:



Signature

4/11/24
Date

APPROVED BY:


Principal/Supervisor

4/11/24
Date


Associate Superintendent/Supervisor

4.15.2024
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: Innovation Academy

ESTIMATED NUMBER OF STUDENTS: 20

NAME OF SCHOOL GROUP/CLUB/ENTITY: Odyssey of the Mind

STAFF ADVISOR(S)/CHAPERONES: Patricia Patchin, Colin Cordell, Emily Streeter, Melissa Crown, Andrea Pershing, Jessica Wheatley, Jenifer Hutchinson Fernandez, Desirae Rodriguez

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Odyssey of the Minds Worlds

DESTINATION OF TRAVEL: Des Moines, Iowa

DATES OF TRAVEL: May 20, 2024 – May 25, 2024

ACADEMIC BENEFITS TO STUDENTS: High level of Academic Competition

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

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Academic Content | <input type="checkbox"/> Caring | <input 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 | |

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Fly SouthWest Airlines and rental vehicles for ground transportation

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
	<u>\$14,915 (students)</u>	<u>001.00.610.2190.6892.119.0000</u>
Registration	<u>\$7,065 (coaches)</u>	<u>850.00.610.1001.6892.119.0000</u>
	<u>\$17,118.00 (students)</u>	<u>526.00.410.2710.6519.119.0000</u>
Air Transportation	<u>\$1,297.20 (Chaperones)</u>	<u>850.00.610.2190.6892.119.0000</u>
	<u>\$1,814.86 (students)</u>	<u>526.00.410.2710.6519.119.0000</u>
Ground Transportation	<u>_____</u>	<u>_____</u>
Lodging	<u>_____</u>	<u>_____</u>
Substitutes	<u>_____</u>	<u>_____</u>
TOTAL	<u>\$42,210.06</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **yes**

IF SO, SOURCE & AMOUNTS: **all items for parents will be paid for by parents = \$12,009 (housing)**

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

HOW ARE CHAPERONE EXPENSES PAID? **Club Funds**

COST TO EACH STUDENT \$ **400**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **TC Scholarships available**

FUNDING SOURCE(S): **District contributions, Amphi Foundation contribution, TC Contributions & club funds**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

None

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

Updated 4/17/24

SUBMITTED BY: _____

Signature

4.17.24

Date

APPROVED BY: _____

Principal/Supervisor

4.17.24

Date

Associate Superintendent/Superintendent

4/18/24
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: Select School/Site

ESTIMATED NUMBER OF STUDENTS: 21

NAME OF SCHOOL GROUP/CLUB/ENTITY: Cross Middle School – Odyssey of the Mind

STAFF ADVISOR(S)/CHAPERONES: **Cris Gosz, Paul Gosz, Cori Friezen, Carey Higgins, Amanda Campion, Sandra Castaneda, Ben Castaneda, Alexia Castaneda, Christopher Frederick, Eric Jacobs, Nick Barrett, Marie Willard, Heather Poyas, Jackie McGuire, Cody McGuire, Kelly Payne, Karissa Weiler**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Travel to Iowa State University to participate in the Odyssey of the Mind World Finals

DESTINATION OF TRAVEL: Iowa State University

DATES OF TRAVEL: 5/20/24-5/25/24

ACADEMIC BENEFITS TO STUDENTS: _____

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

- | | | |
|---|---|---|
| <input type="checkbox"/> Caring | <input 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 | <input type="checkbox"/> Scholarship | |

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other American Airlines, Enterprise Car Rental

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>27,050.00</u>	<u>525.00.610.1001.6892.167.0000</u>
Transportation	<u>10,369.98</u>	526.00.610.2190.6892.167.0000
Meals	_____	_____
Lodging	_____	_____
Substitutes	_____	_____
TOTAL	<u>37,419.98</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS: _____

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

HOW ARE CHAPERONE EXPENSES PAID? Self-Pay and Fundraisers

COST TO EACH STUDENT: \$ 1264.07

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax Credit, Fundraising

FUNDING SOURCE(S): Amphitheater District contribution, Tax Credit, request to Amphi Foundation, request to site council

FUNDRAISING ACTIVITIES PLANNED (If applicable): Fall Festival Dunk Tank and snacks sold at school events

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

SUBMITTED BY: _____

Signature

04/22/24
Date

APPROVED BY: _____

Principal/Supervisor

4-22-24
Date

Associate Superintendent/Superintendent

4/22/24
Date