



GOVERNING BOARD AGENDA ITEM AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: **May 10, 2022**

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

BACKGROUND:

STAFF

David Martinez of Amphitheater High School requests permission to attend Athletic Equipment Managers Association (AEMA) Convention in Las Vegas, Nevada on June 6-9, 2022. Approximate cost of travel is \$760.50 and will be paid using Maintenance and Operations funds. No substitutes are required.

Hillary Kitay of Prince Elementary School requests permission to attend AVID Summer Institute in San Diego, California on June 27-29, 2022. Approximate cost of travel is \$2,471.00 and will be paid using Maintenance and Operations funds. No school days are missed and no substitutes are required.

STUDENTS

Brande Golden requests permission to take 4 Early Childhood students to FCCLA National Leadership Conference and Competition in San Diego, California on June 29-July 3, 2022. Approximate cost of travel is \$6,294.35 and will be paid using CTE and tax credit funds. No school days will be missed and no substitutes are required.

Stephanie Quimby-Greene, Dan Sennett, Kelsey Jernigan, Chris Stockstill, and Ana Villanueva request permission to take 7 Odyssey of the Mind students to Odyssey of the Mind World Finals in Aimes, Iowa on May 24-29, 2022. Approximate cost of travel is \$21,296.94 and will be paid using Maintenance and Operations, tax credit, and gifts and donations funds. No school days will be missed and no substitutes are required.

Richard Diaz requests permission to take 2 Future Business Leaders of America students to FBLA National Leadership Conference in Chicago, Illinois on June 27-July 2, 2022. Approximate cost of travel is \$7,388.00 and will be paid using CTE, tax credit, and student activities funds. No school days will be missed and no substitutes are required.

BUDGET CODE KEY		
001.00.620.2579.6360.508.0000	M & O	Training-Non-Instructional Staff, Registration, Director of Interscholastics
001.00.620.2579.6582.508.0000	M & O	Training-Non-Instructional Staff, Staff Travel, Director of Interscholastics
001.00.100.2210.6360.111.0000	M & O	Improvement of Instruction, Registration, Prince
001.00.100.2210.6582.111.0000	M & O	Improvement of Instruction, Staff Travel, Prince
260.22.325.2190.6360.282.0000	CTE	Other Student Support Services, Registration, CDO
526.00.100.1001.6892.282.0000	Tax Credit	Classroom Instruction, Student Travel, CDO
260.22.325.2190.6582.282.0000	CTE	Other Student Support Services, Staff Travel, CDO
526.00.410.2790.6519.282.0000	Tax Credit	Student Transportation, Student Travel, CDO
001.00.610.2190.6892.117.0000	M & O	Other Student Support Services, Student Travel, Rio Vista
526.00.410.2790.6519.117.0000	Tax Credit	Student Transportation, Student Travel, Rio Vista
520.00.410.2790.6519.117.0000	Gifts & Donations	Student Transportation, Student Travel, Rio Vista
526.00.610.2190.6892.117.0000	Tax Credit	Other Student Support Services, Student Travel, Rio Vista
520.00.610.2190.6892.117.0000	Gifts & Donations	Other Student Support Services, Student Travel, Rio Vista
260.22.361.2190.6582.282.0000	CTE	Other Student Support Services, Staff Travel, CDO
526.00.610.2190.6892.282.0000	Tax Credit	Other Student Support Services, Student Travel, CDO
850.00.610.2190.6892.282.0000	Student Activities	Other Student Support Services, Student Travel, CDO

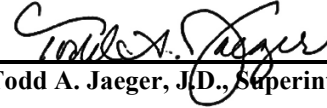
RECOMMENDATION:

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

INITIATED BY:

Matthew Munger
Associate Superintendent for Secondary Education

Date: May 5, 2022



Todd A. Jaeger, J.D., Superintendent

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

DATE(S): JUNE 6-9, 2022ACTIVITY/EVENT: **AEMA CONVENTION**

LOCATION: LAS VEGAS

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No # of School Days Missed 4

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>180.00</u>	<u>001.00.620.2579.6360.508.0000</u>
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Transportation 0 Mode Rental Car 0 _____

Meals	<u>178.50</u>	<u>001.00.620.2579.6582.508.0000</u>
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Lodging	<u>497.13</u>	<u>001.00.620.2579.6582.508.0000</u>
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Substitutes 0 _____

TOTAL	<u>760.50</u>
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The District will ☐ (or) will not ☒ receive reimbursement from outside sources.

Purpose of travel: **ATTENDING 2022 AEMA CONVENTION IN LAS VEGAS**

Outcomes and academic benefits to students and staff: **ONCE A YEAR CONVENTION TO OBTAIN CERTIFIED EDUCATION UNITS TO GAIN RECERTIFICATION TO LEGALLY BE ABLE TO FIT HELMETS AND EQUIPMENT FOR ATHLETIC SAFETY.**

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): Hillary Kitay _____

SCHOOL: Prince

Department (opt.): _____

DATE(S): June 26-29, 2022

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego CA

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>\$952.00</u>	<u>001-00-100-2210-6360-111-0000</u>
Transportation	<u>\$810.00</u> Mode <u>air</u>	<u>001-00-100-2210-6582-111-0000</u>
Rental Car	_____	_____
Meals	<u>\$214.00</u>	<u>001-00-100-2210-6582-111-0000</u>
Lodging	<u>\$495.00</u>	<u>001-00-100-2210-6582-111-0000</u>
Substitutes	_____	_____
TOTAL	<u>\$2471.00</u>	

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

Purpose of travel: to participate in AVID Summer Institute professional development

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation on their campus and learn valuable best practice strategies to ensure rigorous implementation toward AVID school-wide.

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

Submitted by: _____

Signature

4/25/22
Date

Laurie Shuber
Principal/Supervisor

4/25/22
Date

Jason Call
Associate Superintendent/Superintendent

4/25/22
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: CDO

ESTIMATED NUMBER OF STUDENTS: 4

NAME OF SCHOOL GROUP/CLUB/ENTITY: Early Childhood FCCLA

STAFF ADVISOR(S)/CHAPERONES: Brande Golden

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: FCCLA National Conference and Competition

DESTINATION OF TRAVEL: San Diego Convention Center, 111 W. Harbor Drive, San Diego, CA.,
92101

DATES OF TRAVEL: June 29-July 3, 2022

ACADEMIC BENEFITS TO STUDENTS: FCCLA members will strengthen skills, forge friendships,
and make a positive difference in today's world through participation in Competitive
Events, FCCLA's conferences offer enriching experiences that provide attendees with the
opportunity to hear from motivational speakers, attend rewarding workshops, connect with
youth leaders, and develop skills for life.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other airline

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>\$225.00- Advisor</u>	<u>260.22.325.2190.6892.282.0000</u>
	<u>\$990.00- Students</u>	<u>526.00.100.1001.6892.282.0000</u>
Transportation	<u>\$362.97-Advisor</u>	<u>260.22.325.2190.6582.282.0000</u>
	<u>\$1,451.88- Students</u>	<u>526.00.410.2790.6519.282.0000</u>
Meals	<u>\$274.50-Advisor</u>	<u>260.22.325.2190.6582.282.0000</u>
	<u>\$960.00-Students</u>	<u>526.00.100.1001.6892.282.0000</u>
	<u>\$1,102.50- Advisor</u>	<u>260.22.325.2190.6582.282.0000</u>

Lodging	<u>\$1102.50- Students</u>	<u>526.00.100.1001.6892.282.0000</u>
Substitutes	<u>N/A</u>	<u> </u>
TOTAL	<u>\$6,294.35</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No
IF SO, SOURCE & AMOUNTS:

HOW ARE CHAPERONE EXPENSES PAID? CTE funds

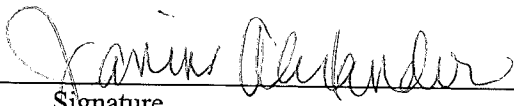
COST TO EACH STUDENT \$ \$1,089.97

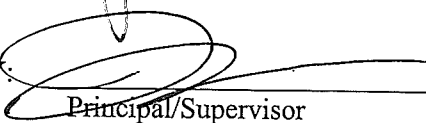
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Club funds, tax credit, CTE


FUNDING SOURCE(S): JTED Scholarship, CTE Scholarship fund, tax credit fund, club fund

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY:  4/19/22
Signature Date

APPROVED BY:  4/19/22
Principal/Supervisor Date

 4/15/22
Associate Superintendent/Superintendent 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: Rio Vista

ESTIMATED NUMBER OF STUDENTS: 12 travelers / 7 students

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

STAFF ADVISOR(S)/CHAPERONES: Stephanie Quimby-Greene, Dan Sennett, Kelsey Jernigan,
Chris Stockstill, Ana Villanueva

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

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

DESTINATION OF TRAVEL: Iowa State University in Ames, Iowa

DATES OF TRAVEL: May 24-29, 2022

ACADEMIC BENEFITS TO STUDENTS: Opportunity to compete in front of highly qualified judges
in a competition atmosphere against teams from around the world.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Air and Shuttle

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>air-\$10,176.94</u>	<u>526/530.00.410.2190.6519.117.0000</u>
Transportation	<u>shuttle-\$1800.00</u>	<u>526/530.00.610.2190.6892.117.0000</u>
	<u>most included with lodging</u>	_____
Meals	<u>travel day meals -- \$500</u>	_____
	<u>\$8,820.00</u>	<u>526/530.00.610.2190.6892.117.0000</u>
Lodging	_____	_____
Substitutes	_____	_____

TOTAL

21,296.94

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No
IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? Coaches are included in cost, parents pay their own expenses through contributions to Gifts and Donations

COST TO EACH STUDENT \$ _____

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax credit, Gifts and donations, Amphi Foundation, FTO funds

FUNDING SOURCE(S): Tax credit contributions, donations,

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Student fundraising -- FTO sponsored reading contest, FTO lemonade sales, asking relatives for tax credit donations

Parents fundraising -- includes Go-fund me, parents selling burritos, obtaining Gifts and Donations contributions including BJ's restaurant, private donation to Amphi Foundation for parent travel

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

SUBMITTED BY:

Stephanie Jimby Greene
Signature

4-19-22

Date

APPROVED BY:

Diana Kuhn
Principal/Supervisor

4-19-22

Date

[Signature]

Associate Superintendent/Superintendent

4/19/22
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: CDO

ESTIMATED NUMBER OF STUDENTS: 2

NAME OF SCHOOL GROUP/CLUB/ENTITY: Future Business Leaders of America

STAFF ADVISOR(S)/CHAPERONES: Richard Diaz

ABSENCE: # Days 7 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: AZ FBLA National Leadership Conference

DESTINATION OF TRAVEL: McCormick Place, 2301 S. MLK Drive, Chicago IL.60616

DATES OF TRAVEL: June 27-July 2, 2022

ACADEMIC BENEFITS TO STUDENTS: Leadership activities & Team, individual, and testing competitions are available.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Air

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>\$400.00- advisor</u>	<u>260.22.361.2190.6892.282.0000</u>
	<u>\$800.00- student</u>	<u>526.00.610.2190.6892.282.0000</u>
Transportation	<u>\$1000.00</u>	<u>260.22.361.2190.6582.282.0000</u>
	<u>student paid</u>	_____
Meals	<u>\$346.00</u>	<u>260.22.361.2190.6582.282.0000</u>
	<u>student paid</u>	_____
Lodging	<u>\$1,614.00- advisor</u>	<u>260.22.361.2190.6582.282.0000</u>
	<u>\$3,228.00- student</u>	<u>850.00.610.2190.6892.282.0000</u>
Substitutes	<u>N/A</u>	_____

TOTAL

\$7,388.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? No chaperones needed (besides advisor). Mother of one of the students will attend and pay their own expenses.

COST TO EACH STUDENT \$ Airfare/Meals

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? n/a

FUNDING SOURCE(S): CTE,JTED, Students

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY: _____
Signature

Date

APPROVED BY: 
Principal/Supervisor

4/28/22
Date


Associate Superintendent/Superintendent

5/4/22
Date