



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

DATE OF MEETING: August 22, 2023

TITLE: Approval of Out of State Travel

BACKGROUND:

STAFF

Lauren McIntyre requests permission to attend West CIO Conference on October 1-3, 2023 in Hollywood, California. Approximate cost of travel is \$610.00 and will be paid using Title II funds. Two school days will be missed, and no substitutes are required.

Lauren McIntyre requests permission to attend Edu-Tech Academics Conference on November 5-7, 2023 in Dallas, Texas. Approximate cost of travel is \$695.00 and will be paid using Title II funds. Two school days will be missed, and no substitutes are required.

Vanessa Hill, Nathan Ayers, and Amril Fladoos request permission to attend National Association for Gifted Children National Conference on November 8-12, 2023 in Orlando, Florida. Approximate cost of travel is \$7,076.76 and will be paid using Title II funds. Two school days will be missed, and substitutes are required.

Marie Maclean requests permission to attend American Speech-Language Hearing Association Convention on November 15-19, 2023 in Boston, Massachusetts. Approximate cost of travel is \$1,932.00 and will be paid using Maintenance and Operating funds. Three school days will be missed and no substitutes are required.

Michelle Valenzuela, and Lauren McIntyre request permission to attend ParentSquare Conference on October 9-12, 2023 in Ontario, California. Approximate cost of travel is \$3,998.00 and will be paid using Maintenance and Operating funds. No school days will be missed, and no substitutes are required.

Todd Jaeger, Tassi Call, and Matt Munger request permission to attend EdLeader21 Annual Event on September 26-29, 2023 in St. Louis, Missouri. Approximate cost of travel is \$6,043.00 and will be paid using Title II funds. Four school days will be missed, and no substitutes are required.

BUDGET CODE KEY		
140.24.100.2210.6582.510.0000	Title II	Improvement of Instruction, Employee Travel, Office of Learning & Instruction
140.24.100.2210.6360.514.0000	Title II	Improvement of Instruction, Employee Training, Assoc. Superintendent for Secondary Ed
140.24.100.2210.6582.514.0000	Title II	Improvement of Instruction, Employee Travel, Assoc. Superintendent for Secondary Ed
140.24.100.2210.6360.166.0000	Title II	Improvement of Instruction, Employee Training, AMS
140.24.100.2210.6582.166.0000	Title II	Improvement of Instruction, Employee Travel, AMS
140.24.100.2210.6360.117.0000	Title II	Improvement of Instruction, Employee Training, Rio Vista
140.24.100.2210.6582.117.0000	Title II	Improvement of Instruction, Employee Travel, , Rio Vista
001.00.213.2579.6360.540.0000	M & O	Non-Instructional Training, Employee Training, Student Services
001.00.213.2579.6582.540.0000	M & O	Non-Instructional Training, Employee Travel, Student Services
001.00.100.2210.6360.510.0000	M & O	Improvement of Instruction, Employee Training, Office of Learning & Instruction

001.00.100.2579.6360.503.0000	M & O	Non-Instructional Training, Employee Training, Director of Communication
001.00.100.2210.6582.510.0000	M & O	Improvement of Instruction, Employee Travel, Office of Learning & Instruction
001.00.100.2579.6582.503.0000	M & O	Non-Instructional Training, Employee Travel, Director of Communication
140.24.100.2210.6360.510.0000	Title II	Improvement of Instruction, Employee Training, Office of Learning & Instruction
140.24.100.2210.6582.510.0000	Title II	Improvement of Instruction, Employee Travel, Office of Learning & Instruction

RECOMMENDATION:

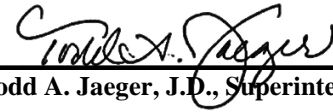
It is the recommendation of the administration that the above travel be approved.

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: August 21, 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): Lauren McIntyre _____

SCHOOL: District Offices
 Department (opt.): Office of Learning and Instruc.
 DATE(S): 10/1/23-10/3/23

ACTIVITY/EVENT: West CIO Conference- RTM

LOCATION: Loews Hollywood Hotel- 1755 N Highland Ave, Hollywood, California 90028

ABSENCE: # Days 2 Sub Required: Yes No # of School Days Missed 2

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>Paid by RTM</u>	_____
Transportation	<u>\$450.00</u>	Mode <u>Flight & Uber</u> <u>140 24 100 2210 6582 510 0000</u>
Rental Car	_____	_____
Meals	<u>\$160.00</u>	<u>140 24 100 2210 6582 510 0000</u>
Lodging	<u>Paid by RTM</u>	_____
Substitutes	_____	_____
TOTAL	<u>\$610.00</u>	

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

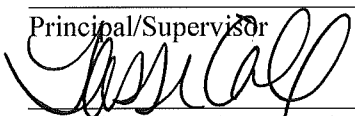
The District will (or) will not receive reimbursement from outside sources.

Purpose of travel: The RTM conference provides an opportunity to listen to implementation plans and be part of discussions that can assist us in implementation strategies for instructional technology.

Outcomes and academic benefits to students and staff: Conversations regarding successes and challenges with integration and infrastructure will be ideal in troubleshooting and designing strategies to improve instruction.

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

Submitted by: _____
 Signature Date

Principal/Supervisor _____ Date

 Associate Superintendent/Superintendent 8-7-23
 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): Lauren McIntyre _____

SCHOOL: District Offices
 Department (opt.): School Operation
 DATE(S): 11/5/23 - 11/7/23

ACTIVITY/EVENT: Edu-Tech & Edu-Tech Academics Conference

LOCATION: Hyatt Regency Frisco – Dallas, 2615 Preston Rd, Frisco, TX 75034

ABSENCE: # Days 2 Sub Required: Yes No # of School Days Missed 2

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>0</u>		<u>Paid by Edu</u>
Transportation	<u>550.00</u>	Mode <u>Air & Uber</u>	<u>140 24 100 2210 6582 510 0000</u>
Rental Car	_____		_____
Meals	<u>147.500</u>		<u>140 24 100 2210 6582 510 0000</u>
Lodging	<u>0</u>		<u>Paid by Edu</u>
Substitutes	_____		_____
TOTAL	<u>697.50</u>		

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

Purpose of travel: Technology Integration Conference- attendee, presenter

Outcomes and academic benefits to students and staff: Collaborating with individuals in similar positions to identify common concerns while addressing continued improvement for the benefit of the Amphi community

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

Submitted by: _____
 Signature Date

Principal/Supervisor _____

 Date

Associate Superintendent/Superintendent _____

 Date 8-7-23

**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): Vanessa Hill Nathan Ayers SCHOOL: Wetmore/AMS/Rio Vista
Amril Fladoos _____ Department (opt.): REACH
 _____ DATE(S): 11/8/23-11/12/23

ACTIVITY/EVENT: National Association for Gifted Children National Conference

LOCATION: Orlando FL

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 2

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>\$2049.00</u>		<u>140.24.240.2210.6360.514/166/117.0000</u>
Transportation	<u>\$1500.00</u>	Mode <u>air</u>	<u>140.24.240.2210.6582.514/166/117.0000</u>
Rental Car	_____		_____
Meals	<u>\$841.50</u>		<u>140.24.240.2210.6582.514/166/117.0000</u>
Lodging	<u>\$2126.26</u>		<u>140.24.240.2210.6582.514/166/117.0000</u>
Substitutes	<u>\$560.00</u>		<u>140.24.240.2210.6113.166/117.0000</u>
TOTAL	<u>\$7076.76</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: Attending professional development workshops related to gifted education. Ms. Hill is also presenting at the conference.

Outcomes and academic benefits to students and staff: Material learned at workshops will be shared with other REACH teachers in the district to ultimately serve gifted students.

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

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Scholarship | <input type="checkbox"/> Caring | <input type="checkbox"/> Citizenship |
| <input type="checkbox"/> Collaboration | <input 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: Vanessa C. Hill 08/10/2023
 Signature Date

Principal/Supervisor	Date
<u>Vanessa Hill</u>	<u>8/10/23</u>
Associate Superintendent/Supervisor	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): (ZELLA) MARIE MACLEAN

SCHOOL: PRESCHOOL/CHILD FIND

Department (opt.): SPEECH & LANGUAGE

DATE(S): NOVEMBER 15-19, 2023

ACTIVITY/EVENT: AHSA (AMERICAN SPEECH-LANGUAGE HEARING ASSOC. CONVENTION

LOCATION: BOSTON, MA

ABSENCE: # Days 3 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>
			(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$399.00</u>		<u>001 00 213 2579 6360 540 0000</u>
Transportation	<u>\$485.00</u>	Mode <u>AIR</u>	<u>001 00 213 2579 6582 540 0000</u>
Rental Car	_____		_____
Meals	_____		_____
Lodging	<u>\$1048.00</u>		<u>001 00 213 2579 6582 540 0000</u>
Substitutes	_____		_____
TOTAL	<u>\$1932.00</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: SEE ATTACHED.

Outcomes and academic benefits to students and staff: SEE ATTACHED.

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 type="checkbox"/> Critical Thinking | <input type="checkbox"/> Problem-Solving | |

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

Submitted by: Eileen Althouse 8/8/23
Signature Date

Kristin A. McGraw _____
Principal/Supervisor Date

[Signature] 8/8/23
Associate Superintendent/Superintendent Date

Travel/Conference Request

For Marie MacLean

Purpose of travel: To attend the 2023 American Speech-Language and Hearing Association Convention.

Outcomes and academic benefits to students and staff: By attending the numerous sessions offered at the conferences, the following outcomes and benefits include the following:

- Improved student outcomes based on learning about new evidenced-based practices for speech and language therapy
- Learning from sessions is applicable from preschool thru high school age students
- Learning sessions will address a wide range of communication disorders
- Information can shared with the SLPs in the department upon return
- Big-picture topics such as leading innovation and design thinking, along with traditional professional education courses.
- The Convention Program Committee will be identifying “Changemaker” sessions to highlight innovation in the professions
- Continuing education hours for attendee
- Contributions to Curriculum – sessions may address the following:
 - the linguistic and metalinguistic foundations of curriculum learning for students with disabilities
 - support the interrelationships across the language processes to the literacy achievement of students with communication disorders
 - how to make important contributions to ensure that all students receive quality, culturally competent services.

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): Michelle Valenzuela _____
Lauren McIntyre _____

SCHOOL: District Offices
Department (opt.): _____
DATE(S): October 9-12, 2023

ACTIVITY/EVENT: ParentSquare Conference

LOCATION: Ontario, CA

ABSENCE: # Days 4 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>
Registration	<u>\$998.00</u>		<u>001.00.100.2210/2579.6360.503/510.0000</u>
Transportation	<u>\$1,100.00</u>	Mode <u>Air</u>	<u>001.00.100.2210/2579.6582.503/510.0000</u>
Rental Car	_____		_____
Meals	<u>\$600.00</u>		<u>001.00.100.2210/2579.6582.503/510.0000</u>
Lodging	<u>\$1,300.00</u>		<u>001.00.100.2210/2579.6582.503/510.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$3998.00</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 ParentSquare conference to optimize tools for families, teachers and District staff.

Outcomes and academic benefits to students and staff: : To enhance engagement District wide between students, families, teachers, staff, administrators and the District

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

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Scholarship | <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: Michelle Valenzuela 8/15/2023
Signature Date

Principal/Supervisor Date
Tracey A. [Signature] 8/15/2023
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 Jaeger Tassi Call
Matt Munger _____

SCHOOL: District Office
Department (opt.): _____
DATE(S): 9/26/23-9/29/23

ACTIVITY/EVENT: EdLeader21 Annual Event

LOCATION: St. Louis, MO

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>\$1798.00</u>		<u>140.24.100.2210.6360.510.0000</u>
Transportation	<u>\$1550.00</u>	Mode <u>Air</u>	<u>140.24.100.2210.6582.510.0000</u>
Rental Car	<u>\$170.00</u>		<u>140.24.100.2210.6582.510.0000</u>
Meals	<u>\$425.00</u>		<u>140.24.100.2210.6582.510.0000</u>
Lodging	<u>\$2100.00</u>		<u>140.24.100.2210.6582.510.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$6043.00</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: Participate in professional development sessions and present at P2P Expo.

Outcomes and academic benefits to students and staff: District administration will build collaborative relationships and participate in professional learning about implementing the district's vision of 21st century learning.

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

- | | | |
|---|---|--|
| <input 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 type="checkbox"/> Problem-Solving | |

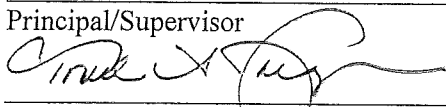
The travel is necessary for the implementation of the project funding the travel.

Submitted by: _____

Signature

_____ Date

Principal/Supervisor



_____ Date

Associate Superintendent/Supervisor

8-16-2023
_____ Date