



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

**DATE OF MEETING:**        **October 1, 2024**

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

**BACKGROUND:**

**STAFF**

Jayelle Harrison requests permission to attend National Indian Education Association Annual Convention on October 9-12, 2024 in Palm Springs, CA. Approximate cost of travel is \$1,104.25 and will be paid using Johnson O’Malley funds. No school days will be missed, and no substitutes are required.

Todd Jaeger requests permission to attend 2024 National Superintendents Forum on December 7-10, 2024 in San Francisco, California. Approximate cost of travel is \$850.00 and will be paid using Maintenance and Operations funds. Two school days will be missed, and no substitutes are required.

**STUDENTS**

Nicolas Holt, Emery Thomure, and Lee Street request permission to take 30 CDO Canyon Player students on a college and career tour March 16-20, 2025, in Los Angeles, California. Approximate cost of travel is \$35,000.00 and will be paid using Student Activities funds. No school days will be missed, and no substitutes are required.

<b>BUDGET CODE KEY</b>		
230.25.100.2579.6360.509.0000	Johnson O’Malley	Training Non-Instructional, Employee Training, State & Federal Programs
230.25.100.2579.6582.509.0000	Johnson O’Malley	Training Non-Instructional, Employee Travel, State & Federal Programs
001.00.100.2320.6582.501.0000	M & O	Executive Administration, Employee Travel, Superintendent
850.00.610.1001.6892.282.0000	Student Activities	Classroom Instruction, Student Expenses, CDO
850.00.410.2710.6519.282.0000	Student Activities	Student Transportation, Student Travel, CDO
850.00.610.2190.6892.282.0000	Student Activities	Student Support Services, Student Expenses, 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: September 30, 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): Jayelle Harrison – IEC \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: School / Site District Offices  
 Department (opt.): Native American Education

DATE(S): October 9-12, 2024

ACTIVITY/EVENT: National Indian Education Association Annual Convention

LOCATION: Palm Springs, CA

ABSENCE: # Days 0 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>\$725.00</u>		<u>230.25.100.2579.6360.509.0000</u>
Transportation	<u>\$172.75</u>	Mode <u>Uber, Parking, Miles</u>	<u>230.25.100.2579.6582.509.0000</u>
Rental Car	_____		_____
Meals	<u>\$206.50</u>		<u>230.25.100.2579.6582.509.0000</u>
Lodging	<u>Paid by Attendee</u>		_____
Substitutes	_____		_____
<b>TOTAL</b>	<b><u>\$1,104.25</u></b>		

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: To support the NAE program staff in learning new strategies and techniques; to attend a Research Forum where research will be shared on Native education, and opportunities to join Tribal leaders, Native advocates, parents, elders, and students working to transform Native learning systems.

Outcomes and academic benefits to students and staff: To implement the new strategies and techniques for working with Native students and their families to ensure academic success.

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: *Amberly Hamilton-Bey*  
 Signature

September 24, 2024  
 Date

*Warlene Mansucci*  
 Principal/Supervisor

9/26/2024  
 Date

*[Signature]* 9/30/2024

**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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: District Office  
 Department (opt.): Superintendent's Office  
 DATE(S): 12/7/24-12/10/24

ACTIVITY/EVENT: 2024 National Superintendents Forum

LOCATION: San Francisco, CA

ABSENCE: # Days 4 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>
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(Note: Tax credit contributions are District funds and require a budget code.)

Registration

Transportation	<u>\$550.00</u>	Mode: <u>Air</u>	<u>001.00.100.2320.6582.501.0000</u>
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Rental Car \$

Meals included

Lodging	<u>\$300.00</u>	<u>001.00.100.2579.6582.501.0000</u>
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TOTAL \$850.00

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 and speak at the National Superintendents Forum.

Outcomes and academic benefits to students and staff: Attending this large national conference will enable learning of the latest issues , best practices in public education, and collaboration with superintendents from around the country.

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

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

Submitted by:

Signature _____	Date _____
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Principal/Supervisor _____	Date _____
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*Todd Jaeger*  
 Associate Superintendent/Superintendent

9-27-2024  
 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: CDO High School

ESTIMATED NUMBER OF STUDENTS: 30

NAME OF SCHOOL GROUP/CLUB/ENTITY: Canyon Players

STAFF ADVISOR(S)/CHAPERONES: Nicolas Holt, Emery Thomure, Lee Street

ABSENCE: # Days 5 Sub Required:  Yes  No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: College and Career Tour

DESTINATION OF TRAVEL: Los Angeles, CA

DATES OF TRAVEL: March 16, 2025 – March 20, 2025

ACADEMIC BENEFITS TO STUDENTS: Acting/Directing/Playwriting & Technical Theatre students view firsthand a professional television production studio, post-production facilities and costume, scenery and properties shops. Students will tour Sony Pictures Studios and Universal Studios which includes a VIP backstage tour geared specifically to theatrical production. Students will view a live performance (based on availability) at the Pantages Theatre. Students will take three college tours at UCLA (based on availability), New York Film Academy, and Cal Northridge (based on availability) highlighting the Theatre, Television & Film departments to see how colleges prepare artists for work in the performing arts. Students will participate in improvisation workshops and attend a ComedySportz performance to view the application of improvisation and participate in a ComedySportz competition where student vie for best improv performance.

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

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

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: \_\_\_\_\_

Other Mountain View Bus Lines

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

