



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

**DATE OF MEETING:**      **October 26, 2021**

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

**BACKGROUND:**

**STAFF**

Serena Campsen from the District Offices requests permission to attend the National Summer Learning Association Conference in Washington, D.C., November 7-10, 2021. Approximate cost of travel is \$2658.53 and will be paid for by federal funds designated for staff development. Three school days will be missed, and a substitute is not required.

Curt Simpson from Transportation requests permission to attend the Transporting Students with Disabilities Conference in Frisco, Texas, November 17-22, 2021. Approximate cost of travel is \$2098.00 and will be paid using M & O funds designated for staff development. Four school days will be missed, and a substitute is not required.

**STUDENTS**

Tom Edelbrock, Ashley Sova, Chris Bokenevitz, Robyn Yewell, Jessica Stealey, and Mandy Quelland request permission to take 53 band and choir students from Cross Middle School to the Music in the Parks Band and Choir Competition and Clinic in Hollywood, California, April 22-24, 2022. Approximate cost of travel is \$34,400 and will be paid using tax credit and auxiliary funds. Three days of school will be missed and substitutes are required.


<b>BUDGET CODE KEY</b>		
335.22.100.2579.6360.110.0000	ACHIEVE	Classified training, Nash, registration
337.22.100.2579.6360.xxx.0000	ACHIEVE	Classified training, various sites, registration
339.22.100.2579.6360.xxx.0000	ACHIEVE	Classified training, various sites, registration
335.22.100.2290.6582.110.0000	ACHIEVE	Classified training, Nash, staff travel
337.22.100.2290.6582.xxx.0000	ACHIEVE	Classified training, various sites, staff travel
339.22.100.2290.6582.xxx.0000	ACHIEVE	Classified training, various sites, staff travel
001.00.100.2579.6360.528.0000	M & O	Classified training, Transportation, registration
001.00.100.2579.6582.528.0000	M & O	Classified training, Transportation, staff travel
525.00.100.1001.6892.167.0000	Auxiliary	Classroom instruction, Cross, student travel
526.00.100.1001.6892.167.0000	Tax Credit	Classroom instruction, Cross, student travel
525.00.410.2790.6519.167.0000	Auxiliary	Classroom instruction, Cross, student transportation
526.00.410.2790.6519.167.0000	Tax Credit	Classroom instruction, Cross, student transportation
525.00.100.1001.6113.167.0000	Auxiliary	Classroom instruction, Cross, substitutes

**RECOMMENDATION:**


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

**INITIATED BY:**

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**Matthew Munger**  
Associate Superintendent for Secondary Education

**Date: October 18, 2021**

  
**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): Serena Campsen

SCHOOL: District Offices

Department (opt.): 21<sup>st</sup> CCLC - ACHIEVE

DATE(S): November 7 – 10, 2021

ACTIVITY/EVENT: National Summer Learning Association (NSLA) Conference

LOCATION: Washington, DC

ABSENCE: # Days 4 Sub Required:  Yes  No # of School Days Missed 3

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 \$1000.00

335-22-100-2579-6360-110-0000  
337-22-100-2579-6360-166-0000  
337-22-100-2579-6360-108-0000  
337-22-100-2579-6360-165-0000  
337-22-100-2579-6360-111-0000  
337-22-100-2579-6360-112-0000  
339-22-100-2579-6360-109-0000  
339-22-100-2579-6360-116-0000  
339-22-100-2579-6360-117-0000

Transportation \$300.00

Mode Airline/Shuttle

335-22-100-2290-6582-110-0000  
337-22-100-2290-6582-166-0000  
337-22-100-2290-6582-108-0000  
337-22-100-2290-6582-165-0000  
337-22-100-2290-6582-111-0000  
337-22-100-2290-6582-112-0000  
339-22-100-2290-6582-109-0000  
339-22-100-2290-6582-116-0000  
339-22-100-2290-6582-117-0000

Airfare covered by an airline credit voucher

Rental Car \_\_\_\_\_

Meals \$155.00

335-22-100-2290-6582-110-0000  
337-22-100-2290-6582-166-0000  
337-22-100-2290-6582-108-0000  
337-22-100-2290-6582-165-0000  
337-22-100-2290-6582-111-0000  
337-22-100-2290-6582-112-0000  
339-22-100-2290-6582-109-0000  
339-22-100-2290-6582-116-0000  
339-22-100-2290-6582-117-0000

Lodging	<u>\$1,203.53</u>	<u>335-22-100-2290-6582-110-0000</u> <u>337-22-100-2290-6582-166-0000</u> <u>337-22-100-2290-6582-108-0000</u> <u>337-22-100-2290-6582-165-0000</u> <u>337-22-100-2290-6582-111-0000</u> <u>337-22-100-2290-6582-112-0000</u> <u>339-22-100-2290-6582-109-0000</u> <u>339-22-100-2290-6582-116-0000</u> <u>339-22-100-2290-6582-117-0000</u>
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Substitutes	_____	_____
TOTAL	<u>\$2,658.53</u>	

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

Purpose of travel: To attend the National Summer Learning Association conference, focused on the powerful impact of one achievable goal, investing in summer learning to help close the achievement gap, using research, advocacy, training and policy to transform our low income neighborhoods and communities.

Outcomes and academic benefits to students and staff: Benefits of attendance is gaining knowledge on the impact of learning gaps in students from various economic backgrounds, and to ensure there is no learning loss for our low income students during the summer months. We will provide a space for greater learning achievement, closing learning loss gaps during summer months, provide potential for all our students to gain resilience, perseverance, curiosity and develop the joy of learning.

Submitted by:  10/1/2021  
Signature Date

\_\_\_\_\_  
Principal/Supervisor Date

 10/1/2021  
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): Curt Simpson \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: District Offices  
 Department (opt.): Transportation  
 DATE(S): 11/17-22/2021

ACTIVITY/EVENT: Transporting Students with Disabilities Conference

LOCATION: Frisco, TX

ABSENCE: # Days 6 Sub Required:  Yes  No # of School Days Missed 4

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>001.00.100.2579.6360.528.0000</u>
Transportation	<u>411.00</u> Mode <u>Air</u>	<u>001.00.100.2579.6582.528.0000</u>
Rental Car	_____	_____
Meals	<u>253.00</u>	<u>001.00.100.2579.6582.528.0000</u>
Lodging	<u>978.00</u>	<u>001.00.100.2579.6582.528.0000</u>
Substitutes	_____	_____
TOTAL	<u>2098.00</u>	

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

Purpose of travel: To learn how to improve operations and safety for our Special Needs students.

Outcomes and academic benefits to students and staff: Strategies for bus drivers of Autism students, The Short and Long-Term effect of COVID-19 on Special Needs transportation and Mental Health First Aid on the Special Education School Bus plus various workshops. Results will be shared.

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

Submitted by: Curt Simpson \_\_\_\_\_ 9/28/21  
 Signature Date

Don Ferguson \_\_\_\_\_ 10/11/21  
 Principal/Supervisor Date

Jessie Coell \_\_\_\_\_ 10/11/21  
 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: Cross Middle

ESTIMATED NUMBER OF STUDENTS: 53

NAME OF SCHOOL GROUP/CLUB/ENTITY: Cross Middle School Advanced Band And Choir

STAFF ADVISOR(S)/CHAPERONES: Tom Edelbrock, Ashley Sova, Chris Boknevit, Robyn Yewell, Jessica Stealey, Mandy Quelland.

ABSENCE: # Days 3 Sub Required:  Yes  No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Music in the Parks Band and Choir Competitions and Clinics.

DESTINATION OF TRAVEL: Hollywood, CA

DATES OF TRAVEL: 4/22/22 - 4/24/22

ACADEMIC BENEFITS TO STUDENTS: Students will have the opportunity to compete against choirs and bands from all over the Western United States and will be given audition feedback from professional musicians. This feedback is valuable information for improving student performance in choir and band.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Mountain View Buses Chartered by EPN Travel

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

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

	APPROX. COST	BUDGET CODE
Registration	<u>\$23,141.00</u>	<u>525-00-100-1001-6892-167-0000</u> <u>526-00-100-1001-6892-167-0000</u>
Transportation	<u>\$10,959.00</u>	<u>525-00-410-2790-6519-167-0000</u> <u>526-00-410-2790-6519-167-0000</u>
Meals	<u>Included</u>	_____
	<u>Included</u>	_____

Lodging	<u>Included</u>	_____
Substitutes	<u>\$300.00</u>	<u>525-00-100-1001-6113-167-0000</u>
<b>TOTAL</b>	<b><u>\$34,400.00</u></b>	

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

HOW ARE CHAPERONE EXPENSES PAID? Chaperones will be responsible for the cost of the trip (self-pay).


COST TO EACH STUDENT \$ 550.00


HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Financial assistance is available to students in need based upon the funds available and the depth of need.

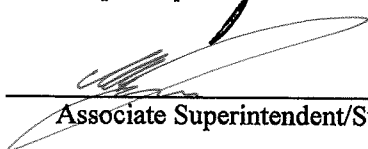
FUNDING SOURCE(S): Tax Credit donations, student families, fundraising activities and Cross Band Boosters.

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
ButterBraid Fundraiser in Winter 2021, other activities may be voted on by Cross Band Boosters

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

SUBMITTED BY:  10/20/21  
 Signature Date

APPROVED BY:  10/20/21  
 Principal/Supervisor Date

 10.21.2021  
 Associate Superintendent/Superintendent Date