



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

DATE OF MEETING: **January 11, 2022**

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

BACKGROUND:

STAFF

Annette Orelup, Kim McDole, Becky West, Hannah Bartz, Beth Brungardt, Brett Daglio, Joyce Daigle, Amy Klein, Kelli Penna, Adrianna Loera, Brianna Mounts, and Tianna Urrea from Keeling Elementary request permission to attend AVID Summer Institute in San Diego, California, June 27-29, 2022. Approximate cost of travel is \$26,184.00 and will be paid for by Title 1 funds.

Laurie Sheber, Kelsey Glavin, Nickolas Robles, Gabriela Gonzalez, Jerell Paredez, Morgann Bell, Alexis Yrrizarry, Amanda Hay, Carmen Gallegos, and Kelcy Bronson from Prince Elementary request permission to attend AVID Summer Institute in San Diego, California, June 27-29, 2022. Approximate cost of travel is \$23,788.00 and will be paid for by Title 1 funds.

Cliff Wadhams and Casie Curtis from the District Office request permission to attend Tyler Connect 2022 in Indianapolis, Indiana, May 14-18, 2022. Approximate cost of travel is \$5,546.00 and will be paid for by Maintenance/Operation funds.

Nicole Stern and Michael Warrick from the District Office request permission to attend Tyler Connect 2022 in Indianapolis, Indiana, May 14-18, 2022. Approximate cost of travel is \$6,160.00 and will be paid for by Title II funds.

STUDENTS

Lindsay Wong, Angela Sieminski, Megan Carr, Karli Collins, Molly DeCastro, Monika Arnold, Philip Froncek, Autumn Haworth, Aaron Haworth, Sonya Milloy, Yvonne Rodriguez, Deanie Burris, David Payne, Kim Reis, Dominick SanAngelo, Jennifer Stone, Pete Tees, Audra Brown, Brad Cheney, Andria Harris, Clint Harris, Erica Hatter, Jody Knight, Vanessa Hill, Krista McEuen, Brianna Rodriguez, Derek Schloss, and Michelle Schloss request permission to take 48 sixth grade students from Harelson Elementary to San Diego, California, February 21-23, 2022. The approximate cost of travel is \$34,000.00 and will be paid for with student and tax credit funds. Three school days will be missed and no substitutes are required.

Toru Tagawa, Grace Ratje, Aaron Dionise, and Steve Merritt request approval of their revised travel to Anaheim, California. The original travel request was approved by the Board on November 9, 2021. The only revision is the date of travel which is now March 24-27, 2022.

Andragayle Pye, John Parham, Monica Duran, Stileda Rose, Lavina McQuade, and Angel Willis request permission to take 40 Gear Up students from Amphitheater High School to Silver City, New Mexico, January 21, 2022. The approximate cost of travel is \$1625.00 and will be paid for with Gear Up funds.

BUDGET CODE KEY		
100.22.100.2210.6360.109.0000	Title 1	Improvement of Instruction, Keeling, registration
100.22.100.2210.6582.109.0000	Title 1	Improvement of Instruction, Keeling, staff travel
100.22.100.2210.6360.111.0000	Title 1	Improvement of Instruction, Prince, registration
100.22.100.2210.6582.111.0000	Title 1	Improvement of Instruction, Prince, staff travel
001.00.100.2579.6360.520.0000	M & O	Training-Non-Instructional Staff, Finance & Accounting, registration
001.00.100.2579.6582.520.0000	M & O	Training-Non-Instructional Staff, Finance & Accounting, staff travel
140.22.100.2579.6360.510.0000	Title 2	Training-Non-Instructional Staff, School Operations, registration
140.22.100.2579.6582.520.0000	Title 2	Training-Non-Instructional Staff, School Operations, staff travel
525.00.100.1001.6892.107.0000	Student activity	Classroom instruction, Harelson, student travel
526.00.100.1001.6892.107.0000	Tax Credit	Classroom instruction, Harelson, student travel
526.00.100.1001.6892.282.0000	Tax Credit	Classroom instruction, CDO, student travel
526.00.410.2710.6519.282.0000	Tax Credit	Student transportation, CDO, student transportation
526.00.100.1001.6113.282.0000	Tax Credit	Classroom instruction, CDO, substitutes
305.21.410.2710.6519.281.0000	Gear Up	Student transportation, AHS, student transportation

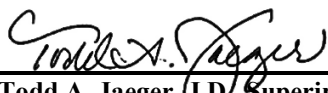
RECOMMENDATION:

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

INITIATED BY:


 Matthew Munger
 Associate Superintendent for Secondary Education

Date: January 3, 2022


 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): Annette Orelup Kim McDole, Becky West, SCHOOL: Keeling
Hannah Bartz, Beth Brungardt, Brett Daglio Department (opt.): _____
Joyce Daigle, Amy Klein, Kelli Penna
Adrianna Loera, Brianna Mounts, Tianna Urrea DATE(S): 6/27/22-6/29/22

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)

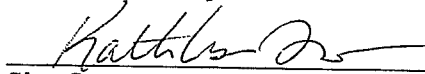
	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u> (Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$900.00x12 = \$10,800</u>	<u>100.22.100.2210.6360.109.0000</u>
Transportation	<u>\$618.00x12 = \$7,416</u> Mode <u>air</u>	<u>100.22.100.2210.6582.109.0000</u>
Rental Car	_____	_____
Meals	<u>\$214.00x12 = \$2,568</u>	<u>100.22.100.2210.6582.109.0000</u>
Lodging	<u>\$450.00x12 = \$5,400</u>	<u>100.22.100.2210.6582.109.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$2,182x12 = \$26,184.00</u>	

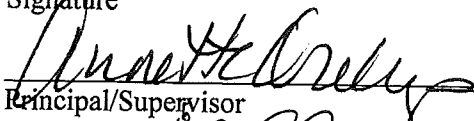
The District will (or) will not receive reimbursement from outside sources.

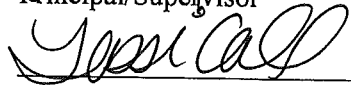
Purpose of travel: to participate in AVID Summer Institute professional development

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:  12-6-21
 Signature Date

 12-6-21
 Principal/Supervisor Date

 12-6-21
 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): Laurie Sheber, Kelsey Glavin, Nickolas Robles, Gabriela Gonzalez, Jerrell Paredez, Morgann Bell, Alexis Yrrizarry, Amanda Hay, Carmen Gallegos, Kelcy Bronson SCHOOL: Prince

Department (opt.): _____
DATE(S): 6/27/22-6/29/22

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>
Registration	<u>\$9900.00</u>		<u>100-22-100-2210-6360-111-0000</u>
Transportation	<u>\$6798.00</u>	Mode <u>air</u>	<u>100-22-100-2210-6582-111-0000</u>
Rental Car	_____		_____
Meals	<u>\$2140.00</u>		<u>100-22-100-2210-6582-111-0000</u>
Lodging	<u>\$4950.00</u>		<u>100-22-100-2210-6582-111-0000</u>
Substitutes	_____		_____
TOTAL	<u>\$23788.00</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: Kalauer 12/8/2021
Signature Date

Laurie Sheber 12/8/2021
Principal/Supervisor Date
Carroll 12/8/21

**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): Cliff Wadhams
Casie Curtis

SCHOOL: District Offices
Department (opt.): Finance
DATE(S): May 14-18, 2022

ACTIVITY/EVENT: Tyler Connect 2022

LOCATION: Indianapolis, IN

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>2,198.00</u>	<u>001.00.100.2579.520.6360</u>
Transportation	<u>1,336.00</u> Mode <u>Air</u>	<u>001.00.100.2579.520.6582</u>
Rental Car	_____	_____
Meals	<u>312.00</u>	<u>001.00.100.2579.520.6582</u>
Lodging	<u>1,700.00</u>	<u>001.00.100.2579.520.6582</u>
Substitutes	_____	_____
TOTAL	<u>5,546.00</u>	

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

Purpose of travel: _____

Outcomes and academic benefits to students and staff:
See Attached outcomes for attending conference

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

Submitted by:  12/13/21
Signature Date
 1/3/22
Principal/Supervisor Date
 1/4/2022
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): Nicole Stern Michael Warrick SCHOOL: District Offices
 _____ Department (opt.): _____
 _____ DATE(S): May 14-18, 2022

ACTIVITY/EVENT: Tyler Connect 2022 Training

LOCATION: Indiana Convention Center, 100 S Capitol Ave, Indianapolis, IN 46225

ABSENCE: # Days 5 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>\$2,198.00</u>		<u>140-22-100-2579-6360-510-0000</u>
Transportation	<u>\$1,405.00</u>	Mode <u>air</u>	<u>140-22-100-2579-6582-510-0000</u>
Rental Car	_____		_____
Meals	<u>\$354.00</u>		<u>140-22-100-2579-6852-510-0000</u>
Lodging	<u>\$2,203.88</u>		<u>140-22-100-2579-6852-510-0000</u>
Substitutes	_____		_____
TOTAL	<u>\$6,160.88</u>		

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

Purpose of travel: Training for upgraded version of Tyler SIS.

Outcomes and academic benefits to students and staff: Teach staff how to use the new version of Tyler SIS based on the training at the conference.

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

Submitted by: Maay Thotcher 1/4/2022
 Signature Date

 Principal/Supervisor Date

[Signature] 1/4/2022
 Associate Superintendent/Supintendent 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: **Winifred Harelson Elementary**

ESTIMATED NUMBER OF STUDENTS: **48**

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Harelson 6th Grade**

STAFF ADVISOR(S)/CHAPERONES: **Lindsay Wong, Angela Sieminski, Megan Carr, Karli Collins, Molly DeCastro, Monika Arnold, Philip Froncek, Autumn Haworth, Aaron Haworth, Sonya Milloy, Yvonne Rodriguez, Deanie Burris, David Payne, Kim Reis, Dominick SanAngelo, Jennifer Stone, Pete Tees, Audra Brown, Brad Cheney, Andria Harris, Clint Harris, Erica Hatter, Jody Knight, Vanessa Hill, Krista McEuen, Brianna Rodriguez, Derek Schloss, Michelle Schloss**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **6th Grade San Diego Science Trip**

DESTINATION OF TRAVEL: **San Diego, California**

DATES OF TRAVEL: **February 21-23, 2022**

ACADEMIC BENEFITS TO STUDENTS:

The students will gain hands-on knowledge about oceanography including the following: the composition, properties, and structures of the ocean's layers and zones, the effects that bodies of water have on the climate of a region, the ways scientists explore the Earth's atmosphere and bodies of water. Students will also learn about the ocean biome and participate in the scientific classification of sea life, as well as participate in the dissection of fish. Students will participate in competitions and complete Student Field Guides throughout.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other **Chartered busses through Project Exploration**

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>\$34,000</u>	<u>525/526-00-100-1001-6892-107-0000</u>
Transportation	<u>included</u>	<u>525/526-00-100-1001-6519-107.0000</u>
Meals	<u>included</u>	_____
Lodging	<u>included</u>	_____
Substitutes	<u>n/a</u>	_____
TOTAL	<u>\$34,000</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? chaperones are responsible for their own fees and pay the same price as students.

COST TO EACH STUDENT \$ \$500

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? partial fee waivers will be made available through Tax Credit designations to this trip

FUNDING SOURCE(S): Parents of students and tax credits
525.00.100.1001.6892.107.0000 - Auxiliary, 526.00.100.1001.6519.107.0000 - Tax Credit and Parent/Guardian

FUNDRAISING ACTIVITIES PLANNED (If applicable):
none

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

SUBMITTED BY: [Signature] _____ 12/8/2021
Signature Date

APPROVED BY: [Signature] _____ 12/8/21
Principal/Supervisor Date

[Signature] _____ 12/8/21
Associate Superintendent/Superintendent Date

DUE 3 WEEKS PRIOR TO TRAVEL

**AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST**

Attach supporting documentation as needed

REVISED REQUEST

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

Date Board Approved November 9, 2021

SCHOOL: CDO

NAME OF SCHOOL GROUP/CLUB/ENTITY: 40

STAFF ADVISOR: Toru Tagawa

STAFF ACCOMPANYING STUDENTS: 4

STAFF ABSENCE: # Days 4 Sub Required: Yes No

NAMES OF CHAPERONES: Grace Ratje/ Aaron Dionise/Steve Merritt

EMERGENCY CONTACT INFORMATION:

Destination: Toru Tagawa, 520-461-4537

Tucson: Toru Tagawa, 520-461-4537

ADULT TO STUDENT RATIO: 1:10

PERMISSION FORMS RCVD Not yet

FOR STUDENTS WITH DISABILITIES, CHECK OR LIST NEEDED ACCOMMODATIONS:

- Sign language interpreter Wheelchair accessible bus or van
 Specialized assistance Medical needs _____
 Other _____

DESTINATION OF TRAVEL: Anaheim, CA

DATES OF TRAVEL: 3.24.22-3.27.22

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Rental vehicles

Name/Telephone Number of Rental Company Mountain View Tours/ 520-292-1183

Personal vehicle(s)

Driver contact information: _____

Proof of Insurance enclosed for each vehicle: yes no

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

Revised Budget

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$7,500</u>	<u>526.00.100.1001.6892.282.0000</u>
Transportation	<u>\$4,200</u>	<u>526.00.410.2710.6519.282.0000</u>
Meals	<u>\$4,050</u>	<u>CDO Orchestra Booster Club</u>
Lodging	<u>\$10,000</u>	<u>526.00.100.1001.6892.282.0000</u>
Substitutes	<u>\$250</u>	<u>526.00.100.1001.6113.282.0000</u>
TOTAL	<u>\$26,000</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? CDO Orchestra Booster Club

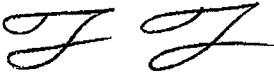
COST TO EACH STUDENT \$ 500

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


FUNDING SOURCE(S): Tax Credit, CDO Orchestra Booster Club Scholarship

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY:  12/13/21
Signature Date

APPROVED BY: Tara Bullough 12/13/21
Principal/Supervisor Date

 12.14.2021
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: Amphitheater High School

ESTIMATED NUMBER OF STUDENTS: 40

NAME OF SCHOOL GROUP/CLUB/ENTITY: Gear Up

STAFF ADVISOR(S)/CHAPERONES: Andragayle Pye, John Parham, Monica Duran, Stileda Rose, Lavina McQuade, Angel Willis

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Juniors and seniors will tour the campus and participate in a presentation about the university. We will travel by charter bus. School breakfast and lunch will be taken with us on this trip.

DESTINATION OF TRAVEL: Western New Mexico University 1000 W. College Avenue, Silver City, NM 88061

DATES OF TRAVEL: January 21, 2022

ACADEMIC BENEFITS TO STUDENTS: Students will be informed of the scholarship and in-state tuition opportunities, courses offered, tour of the campus, financial options, sports and clubs, and general university information.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: Gray Line Arizona

Other

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>0.00</u>	_____
Transportation Gray Line Arizona	<u>\$1625.00</u>	<u>305.21.410.2710.6519.281.0000</u>
Meals	<u>school breakfast and lunch</u>	<u>0.00</u>

Lodging 0.00 N/A
Substitutes 0.00
TOTAL \$ 1625.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? Yes
IF SO, SOURCE & AMOUNTS: GEAR UP work plan 2.6A College Visits

HOW ARE CHAPERONE EXPENSES PAID? N/A

COST TO EACH STUDENT \$ 0

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? There is no charge for this trip, therefore the students will not have any financial responsibility.

FUNDING SOURCE(S): GEAR UP

FUNDRAISING ACTIVITIES PLANNED (If applicable): N/A

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

SUBMITTED BY: Amelia Gayle Pye 1/4/22
Signature Date

APPROVED BY: MSaffin 1/4/22
Principal/Supervisor Date

[Signature] 1/4/2022
Associate Superintendent/Superintendent Date