



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: September 14, 2021

TITLE: Approval of Out of State Travel

BACKGROUND:

STUDENTS

Chris and Elethia Yetman from Canyon del Oro High School request permission to take 20 students from Academic Decathlon to the Rockwall Academic Decathlon Scrimmage in Rockwall, Texas, October 28-31, 2021. Approximate cost of the travel is \$12,000 and will be paid for by student activity funds and tax credit donations. Two school days will be missed and substitutes are required.

STAFF

Lauren McIntyre from the District Offices requests permission to attend the 2021 Route to Market Chief Information Officer West Congress Conference in San Diego, California, September 26-28, 2021. The majority of costs are being paid for by Route to Market with approximately \$700 being paid for by site maintenance and operations funds designated for staff development.

Mark Pincus from Ironwood Ridge High School requests permission to attend the 2021 National Association of Biology Teachers Professional Development Conference in Atlanta, Georgia, November 11-14, 2021. Approximate cost of the travel is \$1,938 and will be paid for by federal funds designated for staff development. One school day will be missed and a substitute is required.

BUDGET CODE KEY		
850-00-100-1001-6519-282-0000	Student Activity	Classroom instruction, CDO, student transportation
526-00-100-1001-6519-282-0000	Tax Credit	Classroom instruction, CDO, student transportation
850-00-100-1001-6892-282-0000	Student Activity	Classroom instruction, CDO, student travel
526-00-100-1001-6892-282-0000	Tax Credit	Classroom instruction, CDO, student travel
850-00-100-1001-6113-282-0000	Student Activity	Classroom instruction, CDO, substitutes
001-00-100-2210-6582-510-0000	M&O	Staff development, Wetmore, staff travel
260-22-312-2210-6360-280-0000	CTE	Staff development, IRHS, staff registration
260-22-312-2210-6582-280-0000	CTE	Staff development, IRHS, staff travel
260-22-312-2210-6113-280-0000	CTE	Staff development, IRHS, substitutes

RECOMMENDATION:

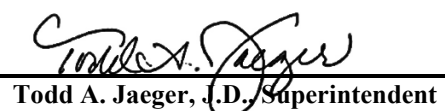
It is the recommendation of the administration that the above travel be approved.

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: September 9, 2021



Todd A. Jaeger, J.D., Superintendent

**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: 20

NAME OF SCHOOL GROUP/CLUB/ENTITY: Academic Decathlon

STAFF ADVISOR(S)/CHAPERONES: Chris and Elethia Yetman

ABSENCE: # Days 4 Sub Required: ☒ Yes ☐ No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Rockwall (Texas) Academic Decathlon Scrimmage

DESTINATION OF TRAVEL: Rockwall, Texas

DATES OF TRAVEL: October 28 - 31, 2021

ACADEMIC BENEFITS TO STUDENTS: Academic Competitions

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Airlines, host school bus, rental car

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>0</u>	_____
	_____	_____
	<u>\$4000</u>	<u>850-00-100-1001-6519-282-0000</u>
Transportation	<u>\$4000</u>	<u>526-00-100-1001-6519-282-0000</u>
	<u>\$250</u>	<u>850-00-100-1001-6892-282-0000</u>
Meals	<u>\$250</u>	<u>526-00-100-1001-6892-282-0000</u>
	<u>\$3000</u>	<u>850-00-100-1001-6892-282-0000</u>
Lodging	_____	_____
Substitutes	<u>\$500</u>	<u>850-00-100-1001-6113-282-0000</u>
TOTAL	<u>\$12,000</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? Club Funds

COST TO EACH STUDENT \$ \$500

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax Credit Donations, Club Funds, PTO Donations

FUNDING SOURCE(S): Tax Credit Donations, Fundraising, Donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY: _____

Signature

8/10/21

Date

APPROVED BY: _____

Principal/Supervisor

7/3/21

Date

Associate Superintendent/Superintendent

7.9.2021

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 Operations

DATE(S): September 26-28, 2021

ACTIVITY/EVENT: 2021 Route To Market Chief Information Officer West Congress Conference

LOCATION: San Diego, CA

ABSENCE: # Days 3 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>Paid by RTM</u>	_____
Transportation	<u>\$700</u> Mode <u>Flight</u>	<u>001-00-100-2210-6582-510-0000</u>
Rental Car	_____	_____
Meals	<u>Paid by RTM</u>	_____
Lodging	<u>Paid by RTM</u>	_____
Substitutes	_____	_____
TOTAL	<u>\$700</u>	

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

8/23/21

Date

Principal/Supervisor

8.30.2021
Date

Associate Superintendent/Superintendent

8.1.21
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): Mark Joseph Pincus _____

SCHOOL: IRHS

Department (opt.): CTE

DATE(S): November 11 - 14, 2021

ACTIVITY/EVENT: 2021 National Association of Biology Teachers Professional Development Conference

LOCATION: Atlanta, GA

ABSENCE: # Days 4 Sub Required: ☒ Yes ☐ No # of School Days Missed 1

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>\$379.00</u>	<u>260.22.312.2210.6360.280.0000</u>
Transportation	<u>\$502.00</u> Mode <u>Air</u>	<u>260.22.312.2210.6582.280.0000</u>
Rental Car	<u>\$100.00 (Taxi)</u>	<u>260.22.312.2210.6582.280.0000</u>
Meals	<u>\$168.00</u>	<u>260.22.312.2210.6582.280.0000</u>
Lodging	<u>\$664.00</u>	<u>260.22.312.2210.6582.280.0000</u>
Substitutes	<u>\$125.00</u>	<u>260.22.312.2210.6113.280.0000</u>
TOTAL	<u>\$1,938.00</u>	

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

Purpose of travel: Attend the American Biology Teacher Professional Development Conference.

Outcomes and academic benefits to students and staff: Evaluate new educational and laboratory experiences for students in the life sciences.

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

Submitted by: _____

Signature

08-31-2021

Date

Principal/Supervisor

8-31-2021

Date

Associate Superintendent/Superintendent

8-1-2021

Date