



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: **January 31, 2023**

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

BACKGROUND:

STAFF

Todd Jaeger, Deanna Day, Susan Zibrat, Matthew Kopec, Tassi Call, Matt Munger, Elizabeth Jacome, Julie Valenzuela, Tara Bulleigh, Bethany Papajohn, Stephanie Hillig, Orante Jenkins, and Chris Gutierrez request permission to attend AVID 2023 Summer Institute in San Diego, California on June 18-21, 2023. Approximate cost of travel is \$33,973.00 and will be paid using Title II funds. No school days will be missed, and no substitutes required.

Timothy Ripp, Katrina Schleicher, Carly Bissonnette, Lindsay Inglett, Megan Frederiksen, Kaylea Rayleigh, and Marisa McConnell request permission to attend AVID 2023 Summer Institute in San Diego, California on June 18-21, 2023. Approximate cost of travel is \$20,342.00 and will be paid using Title I funds. No school days will be missed, and no substitutes required.

JJ Letts, Andrea Fyock, Trechel Gindt, Elyse Greenberg, Rebecca Green, Shelley Quevedo, Barbara Gill, Katie Bruce, Erika Sparlin request permission to attend AVID 2023 Summer Institute in San Diego, California on June 18-21, 2023. Approximate cost of travel is \$21,016.00 and will be paid using Title I funds. No school days will be missed, and no substitutes required.

Todd Jaeger, Deanna Day, Susan Zibrat, Vicki Cox Golder, and Matthew Kopec request permission to attend the Innovative Schools Summit in New York, NY on February 22-26, 2023. Each Board member's attendance has not yet been confirmed but the approximate cost of travel is \$13,167.50 and will be paid using maintenance and operation funds. One day of school will be missed and no substitutes are required.

Amy Imbody requests permission to attend National AfterSchool Association 2023 Conference in Orlando, Florida on March 19-22, 2023. Approximate cost of travel is \$3,461.00 and will be paid using 21st CCLC funds. Three school days will be missed, and substitutes are required.

Michael McConnel, Shannon Maxon, Patricia Patchin, Annette Orelup, Kim McDole, Brianna Mounts, and Pam Vandivort request permission to attend International Technology & Engineering Educators Association National Conference in Orlando, Florida on April 12-15, 2023. Approximate cost of travel is \$14,841.58 and will be paid using results-based funding, and Title II funds. Three school days will be missed, and substitutes are required.

Sarah Taouil requests permission to attend SEL in Action Convening for Educators in Austin, Texas on March 29-31, 2023. Costs are being paid in full by NoVo Foundation. Three school days will be missed, and substitutes are not required.

Kristin McGraw, Robert Wolf, and Kim Moran request permission to attend LRP's National Institute 2023 in New Orleans, Louisiana on April 16-19, 2023. Approximate cost of travel is \$3,881.00 and will be paid using maintenance and operating funds. Three school days will be missed, and no substitutes are required.

Curt Simpson requests permission to attend Tyler Connect 2023 in San Antonio, Texas on May 6-10, 2023. Approximate cost of travel is \$3,270.00 and will be paid using maintenance and operating funds. Three school days will be missed, and no substitutes are required.

STUDENTS

Sarah Lortie, Cary Reis, Luisana Alvarez, Mateo Arredondo, Angela Wichers, and Nate Ayers, request permission to take 40 AMS Science Club students to San Diego Safari Park, California Science Center, and Disneyland in San Diego and Los Angeles, California on April 26-29, 2023. Approximate cost of travel is \$27,365.04 and will be paid using auxiliary, tax credit, student activities, and Schottenstein Trust funds. Three school days will be missed, and substitutes are required.

Nicole Sevinsky, Veronica Soto, and Sheila Sevinsky request permission to take 28 CDO Spirit Line students to USA Spirit Nationals in Anaheim, California on February 23-26, 2023. Approximate cost of travel is \$11,194.90 and will be paid using tax credit and club funds. No school days will be missed, and no substitutes are required.

Andragayle Pye, John Parham, Laura Watson, and Erin Lidbetter request permission to take 40 AHS students to New Mexico State University in Las Cruces, New Mexico on March 28, 2023. Approximate cost of travel is \$1,930.00 and will be paid using Gear Up funds. One school day will be missed, and substitutes are not required.

Amphitheater School District has a strong tradition of participation in contests of academic challenges, including the National History Bee, Odyssey of the Mind, Future Problem Solving, and Career and Technical Student organization’s (CTSO) national competitions for FCCLA, SkillsUSA, and HOSA. As we have done for the last sever years, prior approval is granted without names. Specific information will not be known until the actual events that occur February through June. Approval now allows our schools to begin fundraising.

BUDGET CODE KEY		
140.23.100.2579.6360.501.0000	Title II	Training Non-Instructional, Employee Training, Superintendent
140.23.100.2579.6360.502.0000	Title II	Training Non-Instructional, Employee Training, Governing Board
140.23.100.2579.6582.501.0000	Title II	Training Non-Instructional, Employee Travel, Superintendent
140.23.100.2579.6582.502.0000	Title II	Training Non-Instructional, Employee Travel, Governing Board
140.23.100.2579.6360.510.0000	Title II	Training Non-Instructional, Employee Training, Office of Learning and Instruction
140.23.100.2579.6582.510.0000	Title II	Training Non-Instructional, Employee Travel, Office of Learning and Instruction
100.23.100.2210.6360.116.0000	Title I	Improvement of Instruction, Employee Training, Mesa Verde
100.23.100.2579.6360.116.0000	Title I	Training Non-Instructional, Employee Training, Mesa Verde
100.23.100.2210.6582.116.0000	Title I	Improvement of Instruction, Employee Travel, Mesa Verde
100.23.100.2579.6582.116.0000	Title I	Training Non-Instructional, Employee Travel, Mesa Verde
100.23.100.2210.6360.115.0000	Title I	Improvement of Instruction, Employee Training, Coronado
100.23.100.2579.6360.115.0000	Title I	Training Non-Instructional, Employee Training, Coronado
100.23.100.2210.6582.115.0000	Title I	Improvement of Instruction, Employee Travel, Coronado
100.23.100.2579.6582.115.0000	Title I	Training Non-Instructional, Employee Travel Coronado
001.00.100.2579.6360.501.0000	M & O	Training Non-Instructional, Employee Training, Superintendent

001.00.100.2579.6360.502.0000	M & O	Training Non-Instructional, Employee Training, Governing Board
001.00.100.2579.6582.501.0000	M & O	Training Non-Instructional, Employee Travel, Superintendent
001.00.100.2579.6582.502.0000	M & O	Training Non-Instructional, Employee Travel, Governing Board
339.23.610.2210.6360.109.0000	21 st CCLC	Improvement of Instruction, Employee Training, Keeling
339.23.610.2210.6582.109.0000	21 st CCLC	Improvement of Instruction, Employee Travel, Keeling
339.23.610.1001.6113.109.0000	21 st CCLC	Classroom Instruction, Substitutes, Keeling
457.00.100.2210.6360.119.0000	Result-Based	Improvement of Instruction, Employee Training, Innovation
140.23.100.2210.6360.109.0000	Title II	Improvement of Instruction, Employee Training, Keeling
140.23.100.2210.6360.510.0000	Title II	Improvement of Instruction, Employee Training, Office of Learning and Instruction
457.00.100.2210.6582.119.0000	Result-Based	Improvement of Instruction, Employee Travel, Innovation
140.23.100.2210.6582.109.0000	Title II	Improvement of Instruction, Employee Travel, Keeling
140.23.100.2210.6582.510.0000	Title II	Improvement of Instruction, Employee Travel, Office of Learning and Instruction
457.00.100.2210.6113.119.0000	Result-Based	Improvement of Instruction, Substitutes, Innovation
140.23.100.2210.6113.109.0000	Title II	Improvement of Instruction, Substitutes, Keeling
001.00.200.2210.6360.540.0000	M & O	Improvement of Instruction, Employee Training, Student Services
001.00.200.2210.6582.540.0000	M & O	Improvement of Instruction, Employee Travel, Student Services
001.00.100.2579.6360.528.0000	M & O	Training Non-Instructional, Employee Training, Transportation
001.00.100.2579.6582.528.0000	M & O	Training Non-Instructional, Employee Travel, Transportation
526.00.100.1001.6892.166.0000	Tax Credit	Classroom Instruction, Student Travel, AMS
533.00.100.1001.6892.166.0000	Schottenstein Trust	Classroom Instruction, Student Travel, AMS
850.00.100.1001.6892.166.0000	Student Activities	Classroom Instruction, Student Travel, AMS
525.00.100.1001.6892.166.0000	Auxiliary	Classroom Instruction, Student Travel, AMS
526.00.410.2790.6519.166.0000	Tax Credit	Student Transportation, Student Travel, AMS
533.00.410.2790.6519.166.0000	Schottenstein Trust	Student Transportation, Student Travel, AMS
525.00.410.2790.6519.166.0000	Auxiliary	Student Transportation, Student Travel, AMS
850.00.100.1001.6113.166.0000	Student Activities	Classroom Instruction, Substitutes, AMS
525.00.100.1001.6113.166.0000	Auxiliary	Classroom Instruction, Substitutes, AMS
526.00.100.1001.6113.166.0000	Tax Credit	Classroom Instruction, Substitutes, AMS
533.00.100.1001.6113.166.0000	Schottenstein Trust	Classroom Instruction, Substitutes, AMS
526.00.620.2190.6892.282.0000	Tax Credit	Student Support Services, Student Travel, CDO
850.00.620.2190.6892.282.0000	Student Activities	Student Support Services, Student Travel, CDO
305.21.410.2790.6519.281.0000	Gear Up	Student Transportation, Student Travel, AHS

RECOMMENDATION:

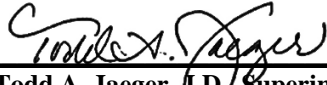
It is the recommendation of the administration that the above travel be approved.

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: January 30, 2023



Todd A. Jaeger, I.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): Todd Jaeger Deanna Day SCHOOL: District Offices
Susan Zibrat Matthew Kopec Department (opt.): _____
 _____ DATE(S): June 18-21, 2023

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego, 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>\$3800.00</u>		<u>140.23.100.2579.6360.501/502.0000</u>
Transportation	<u>\$2000.00</u>	Mode <u>Air</u>	<u>140.23.100.2579.6582.501/502.0000</u>
Rental Car	_____		_____
Meals	<u>\$896.00</u>		<u>140.23.100.2579.6582.501/502.0000</u>
Lodging	<u>\$3324.00</u>		<u>140.23.100.2579.6582.501/502.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$10,020.00</u>		

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

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

* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

Purpose of travel: **To participate in AVID Summer Institute professional development alongside district staff.**

Outcomes and academic benefits to students and staff: **Participants will strengthen their understanding of AVID implementation and learn valuable best practice strategies to ensure rigorous implementation toward AVID district-wide. The Superintendent and Governing Board members will also be able to attend a one-day workshop specifically geared toward district leadership.**

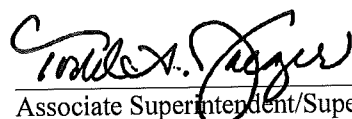
Identify which characteristics of the Portrait of Graduate are specifically related to this request.

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Academic Content | <input type="checkbox"/> Caring | <input type="checkbox"/> Citizenship |
| <input checked="" type="checkbox"/> Collaboration | <input 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: _____ Date _____
 Signature

 Principal/Supervisor Date


 Associate Superintendent/Superintendent 01/24/23
 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): Tassi Call Matt Munger Tara Bulleigh SCHOOL: District Offices
Elizabeth Jacome Bethany Papajohn Department (opt.): Office of Learning & Instruction
Stephanie Hillig Julie Valenzuela Orante Jenkins Chris Gutierrez DATE(S): June 18-21, 2023

ACTIVITY/EVENT: AVID 2023 Summer Institute

LOCATION: San Diego, California

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>
			(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$8,550.00</u>		<u>140.23.100.2579.6360.510.0000</u>
Transportation	<u>\$6,187.00</u>	Mode <u>air</u>	<u>140.23.100.2579.6582.510.0000</u>
Rental Car	_____		_____
Meals	<u>\$ 2,016.00</u>		<u>140.23.100.2579.6582.510.0000</u>
Lodging	<u>\$7,200.00</u>		<u>140.23.100.2579.6582.510.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$23,953.00</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: **To participate in AVID Summer Institute professional development.**

Outcomes and academic benefits to students and staff: **Participants will strengthen their understanding of AVID implementation and learn valuable best practice strategies to ensure rigorous implementation toward AVID district-wide.**

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 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: May Thatcher 4/25/23
 Signature Date

 Principal/Supervisor Date

[Signature] 1/25/2023
 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): Katrina Schleicher Carly Bissonnette SCHOOL Mesa Verde Elementary
Timothy Ripp Lindsay Inglett Megan Frederiksen Department (opt.): _____
Danielle Johnson Kaylea Rayleigh, Marisa McConnell DATE(S): 06/18/23 – 06/21/23

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego

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>
			(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>5700.00</u>		<u>100.23.100.2210.6360.116.0000</u>
	950.00		100.23.100.2579.6360.116.0000
Transportation	<u>4900.00</u>	Mode <u>AIR</u>	<u>100.23.100.2210.6582.116.0000</u>
	700.00		100.23.100.2579.6582.116.0000
Uber/Parking	<u>500.00</u>		<u>100.23.100.2210.6582.116.0000</u>
	100.00		100.23.100.2579.6582.116.0000
Meals	<u>1568.00</u>		<u>100.23.100.2210.6582.116.0000</u>
	224.00		100.23.100.2579.6582.116.0000
Lodging	<u>3800.00</u>		<u>100.23.100.2210.6582.116.0000</u>
TOTAL	<u>20,342.00</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: to participate in Avid Summer Institute Professional Development

Outcomes and academic benefits to students and staff: Participants will strengthen their understand of AVID implementation on their campus and learn valuable best practice strategies to ensure rigorous implementation toward AVID school-wide.

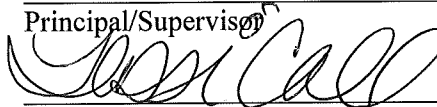
Identify which characteristics of the Portrait of Graduate are specifically related to this request.

<input type="checkbox"/> Academic Content	<input type="checkbox"/> Caring	<input type="checkbox"/> Citizenship
<input checked="" type="checkbox"/> Collaboration	<input checked="" type="checkbox"/> Communication	<input 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: _____

Signature

_____ Date

 Principal/Supervisor

 Associate Superintendent/Superintendent

 Date
7/25/23
 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): JJ Letts, Andrea Fyock, Trechel Gindt, Elyse Greenberg, Rebecca Green, Shelley Quevedo, Barbara Gill, Katie Bruce, Erika Sparlin

SCHOOL: Coronado K-8 Department (opt.):

DATE(S): June 18 – June 21, 2023

ACTIVITY/EVENT: 2023 Advancement Via Individual Determination (AVID) Summer Institute

LOCATION: San Diego, 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> (Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$5,700.00 for Instructional Staff</u>	<u>100.23.100.2210.6360.115.0000</u>
Registration	<u>\$2,850.00 for Non-Instructional Staff</u>	<u>100.23.100.2579.6360.115.0000</u>
Transportation		
Air/Taxi/Parking	<u>\$3,550.00 for Instructional Staff</u>	<u>100.23.100.2210.6582.115.0000</u>
Transportation		
Air/Taxi/Parking	<u>\$1,500.00 for Non-Instructional Staff</u>	<u>100.23.100.2579.6582.115.0000</u>
Lodging	<u>\$2,700.00 for Instructional Staff</u>	<u>100.23.100.2210.6582.115.0000</u>
Lodging	<u>\$2,700.00 for Non-Instructional Staff</u>	<u>100.23.100.2579.6582.115.0000</u>
Meals	<u>\$1,344.00 for Instructional Staff</u>	<u>100.23.100.2210.6582.115.0000</u>
Meals	<u>\$ 672.00 for Non-Instructional Staff</u>	<u>100.23.100.2579.6582.115.0000</u>
TOTAL	<u>\$21,016.00</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: **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.**

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:

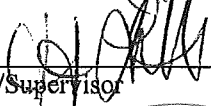
Signature



January 25, 2023

Date

Principal/Supervisor




January 25, 2023

Date

Associate Superintendent/Superintendent



1/25/2023



rev. 6/1/2022

**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 Deanna Day SCHOOL: District Office
Vicki Cox Golder Matthew Kopec Department (opt.): _____
Susan Zibrat Scott Baker DATE(S): 2/22/23-2/26/23

ACTIVITY/EVENT: Innovative Schools Summit

LOCATION: Marriot Marquis, 1535 Broadway, New York, NY 10036

ABSENCE: # Days 5 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>\$3,475.00</u>		<u>001.00.100.2579.6360.501/502.0000</u>
Transportation	<u>\$3,140.00</u>	Mode <u>air</u>	<u>001.00.100.2579.6582.501/502.0000</u>
Rental Car	_____		_____
Meals	<u>\$1,552.50</u>		<u>001.00.100.2579.6582.501/502.0000</u>
Lodging	<u>\$5,000.00</u>		<u>001.00.100.2579.6582.501/502.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$13,167.50</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.

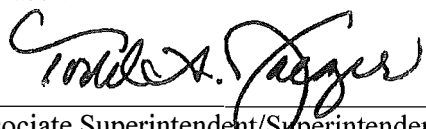
Purpose of travel: Attend the Innovative Schools Summit in New York, NY

Outcomes and academic benefits to students and staff: Attendees are able to participate in sessions on each of the following topics: Innovative Teaching Strategies, School Discipline, At-Risk Students, and Social-Emotional Learning.

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

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

Submitted by: _____
Signature Date


Associate Superintendent/Superintendent Date

**PIMA COUNTY 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): Amy Inbody _____

SCHOOL: Keeling Elementary
 Department (opt.): _____
 DATE(S): 3/19-3/22-2023

ACTIVITY/EVENT: National AfterSchool Association (NAA)

LOCATION: Gaylord Palms Resort-Orlando, Florida

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>605</u>		<u>339.23.610.2210.6360.109</u>
Transportation	<u>650</u>	Mode <u>airplane</u>	<u>339.23.610.2210.6582.109</u>
Ground transportation/Parking	<u>140</u>		<u>339.23.610.2210.6582.109</u>
Meals	<u>636</u>		<u>339.23.610.2210.6582.109</u>
Lodging	<u>1100</u>		<u>339.23.610.2210.6582.109</u>
Substitutes	<u>330</u>		<u>339.23.610.1001.6113.109</u>
TOTAL	<u>3461</u>		

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

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

* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

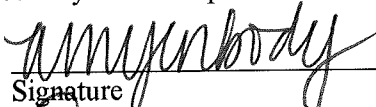

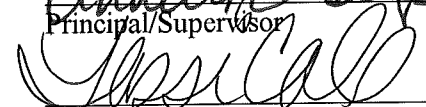
Purpose of travel: ACHIEVE coordinator training conference

Outcomes and academic benefits to students and staff: **Increase success as an ACHIEVE coordinator through education in the strategic focus areas of field leadership, advocacy, professional development & community. Share this information with the ACHIEVE staff so they have tools to create quality and enriching experiences for their students. These experiences, during out of school time, will positively impact students development and help them to thrive academically, socially, and emotionally.**

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:  1-12-23
 Signature Date
 1-12-23
 Principal/Supervisor Date
 1/12/23
 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): Michael McConnell Shannon Maxon SCHOOL: Innovation, Keeling, Office of Learning and Instruction
Patricia Patchin Annette Orelup Department (opt.): Office of Learning & Ins.
Kim McDole Brianna Mounts Pam Vandivort DATE(S): April 12-15, 2023

ACTIVITY/EVENT: International Technology & Engineering Educators Association (ITEEA) National Conf.

LOCATION: Orlando Florida

ABSENCE: # Days 4 Sub Required: Yes # 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>\$1,785.00</u>		<u>457-00-100-2210-6360-119-0000</u>
	<u>\$2,175.00</u>		<u>140-23-100-2210-6360-109-0000</u>
	<u>\$725.00</u>		<u>140-23-100-2210-6360-510-0000</u>
Transportation	<u>\$1,800.00</u>	Mode <u>air</u>	<u>457-00-100-2210-6582-119-0000</u>
	<u>\$1,800.00</u>		<u>140-23-100-2210-6582-109-0000</u>
	<u>\$600.00</u>		<u>140-23-100-2210-6582-510-0000</u>
Rental Car			_____
Meals	<u>\$724.50</u>		<u>457-00-100-2210-6582-119-0000</u>
	<u>\$724.50</u>		<u>140-23-100-2210-6582-109-0000</u>
	<u>\$241.50</u>		<u>140-23-100-2210-6582-510-0000</u>
Lodging	<u>\$646.52</u>		<u>457-00-100-2210-6582-119-0000</u>
	<u>\$646.52</u>		<u>457-00-100-2210-6582-119-0000</u>
	<u>\$646.52</u>		<u>140-23-100-2210-6582-109-0000</u>
	<u>\$646.52</u>		<u>140-23-100-2210-6582-510-0000</u>
Substitutes	<u>\$840.00</u>		<u>457-00-100-2210-6113-119-0000</u>
	<u>\$840.00</u>		<u>140-23-100-2210-6113-109-0000</u>
TOTAL	<u>\$14,841.58</u>		

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

Purpose of travel: The annual ITEEA conference provides an unparalleled opportunity for technology and engineering educators to gain comprehensive professional development and networking experiences. This is a unique opportunity to learn from and share with other technology and engineering STEM education professionals in a variety of formats. Attendance at this conference will benefit all staff and students at Innovation. Additionally, the learning will be imbedded in the summer district PD that Innovation teachers lead.

Submitted by: _____
Signature Date

Principal/Supervisor Date
[Handwritten Signature] 1/23/23

Associate Superintendent/Superintendent Date

rev. 9/21/05

**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): Sarah Taouil _____ SCHOOL: AHS School / Site
 _____ Department (opt.): _____
 _____ DATE(S): 3/29/23-3/31/23

ACTIVITY/EVENT: SEL in Action Convening

LOCATION: Hyatt Regency Lost Pines Resort, 575 Hyatt Lost Pines Road, Lost Pines, TX, 78612

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>
Registration	<u>0</u>	<u>Paid for in full by NoVo Foundation</u>
Transportation	<u>0</u>	Mode _____
Rental Car	<u>0</u>	_____
Meals	<u>0</u>	_____
Lodging	<u>0</u>	_____
Substitutes	<u>0</u>	_____
TOTAL	<u>0</u>	

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

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 learn new ideas and SEL practices

Outcomes and academic benefits to students and staff: To apply new SEL ideas and practices in Amphi schools and community.

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

- | | | |
|---|---|---|
| <input 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: Sarah Taouil _____ 1/23/23
 Signature Date
Msaff _____ 1/23/23
 Principal/Supervisor Date
 _____ 1/23/23
 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): KRISTIN MCGRAW
ROBERT WOLF
KIM MORAN

SCHOOL: WETMORE
Department (opt.): STUDENT SERVICES
DATE(S): 4-16 THROUGH 4-19-2023

ACTIVITY/EVENT: LRP'S NATIONAL INSTITUTE ON LEGAL ISSUES OF EDUCATING INDIVIDUALS WITH DISABILITIES

LOCATION: NEW ORLEANS ERNEST N MORIAL CONVENTION CENTER 900 Convention Center Blvd, New Orleans, LA 70130

ABSENCE: # Days 4 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>
		<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>
Registration	<u>1550.00/ PERSON (\$4650.00)</u>	<u>001 00 200 2210 6360 540 0000</u>
Transportation	<u>500.00/PERSON (\$1500) Mode AIRLINE</u>	<u>001 00 200 2210 6582 540 0000</u>
Rental Car	_____	_____
Meals	<u>155.50/PERSON (\$466.50)</u>	<u>001 00 200 2210 6582 540 0000</u>
Lodging	<u>\$235/PERSON (\$705.00)</u>	<u>001 00 200 2210 6582 540 0000</u>
Substitutes	_____	_____
TOTAL	<u>\$1940.05/PERSON TOTAL (\$3881.00)</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: **To participate in the LRP National Institute to support students with special needs. This professional development provides evidence-based best practices and compliance guidance.**

Outcomes and academic benefits to students and staff: **To develop and implement training for staff in working with students with special needs most effectively.**

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 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: Kristin A. M. Braun 1-24-23
Signature Date

Principal/Supervisor Date

[Signature] 1/25/2023
Associate Superintendent/Superintendent Date

rev. 6/1/2022

**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): 5/6-10/2023

ACTIVITY/EVENT: Tyler Connect 2023

LOCATION: San Antonio, TX

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 3

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

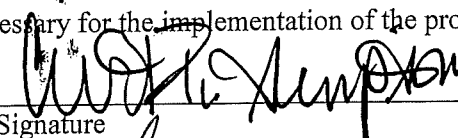
	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
			(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>1099.00</u>		<u>001.00.100.2579.6360.528.0000</u>
Transportation	<u>574.00</u>	Mode <u>Air</u>	<u>001.00.100.2579.6582.528.0000</u>
Rental Car	_____		_____
Meals	<u>159.00</u>		<u>001.00.100.2579.6582.528.0000</u>
Lodging	<u>1437.00</u>		<u>001.00.100.2579.6582.528.0000</u>
Substitutes	_____		_____
TOTAL	<u>3270.00</u>		

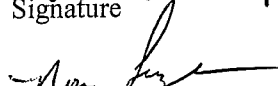
The District will (or) will not receive reimbursement from outside sources.

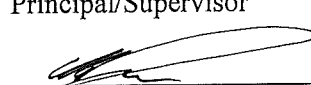
Purpose of travel: To learn how to improve productivity and transportation services by getting the most out of Versatrans and explore the use of Traversa.

Outcomes and academic benefits to students and staff: I will be able to learn and interact from and with Tyler Technologies staff, network with industry peers to exchange ideas, insights, best practices and solutions to make better use of our technology investment in my daily work.

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

Submitted by:  1/24/23
 Signature Date

 1/24/23
 Principal/Supervisor Date

 1/24/2023
 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: AMS

ESTIMATED NUMBER OF STUDENTS: 40

NAME OF SCHOOL GROUP/CLUB/ENTITY: Science Club

STAFF ADVISOR(S)/CHAPERONES: Sarah Lortie, Cary Reis, Luisana Alvarez, Mateo Arredondo, Nate Ayers, Angela Wichers

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 8th Grade Science Trip

DESTINATION OF TRAVEL: San Diego, CA and Los Angeles, CA

DATES OF TRAVEL: 4/26/23-4/29/23

ACADEMIC BENEFITS TO STUDENTS: Extension of science content- Students will learn about condor conservation at the San Diego Safari Park. This is an extension to the conservation efforts students learned about on the 7th grade field trip to CIML. Students will also learn about the space shuttle program and see a space shuttle at the California Science Center. Supports science standards regarding life science and space science.

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

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Academic Content | <input checked="" type="checkbox"/> Caring | <input checked="" type="checkbox"/> Citizenship |
| <input type="checkbox"/> Collaboration | <input type="checkbox"/> Communication | <input type="checkbox"/> Creative Thinking |
| <input type="checkbox"/> Critical Thinking | <input type="checkbox"/> Problem-Solving | |

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Gray Line Charter Bus

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>\$385.34 Sci Center</u>	<u>526/533/850-00-100-1001-6892-166-0000</u>
	<u>\$1,262.50 Safari Park</u>	<u>526/533/850-00-100-1001-6892-166-0000</u>
	<u>\$11,070.00 Disneyland</u>	<u>850/533/525-00-100-1001-6892-166-0000</u>
Transportation	<u>\$5,400.00</u>	<u>533/525/526-00-410-2790-6519-166-0000</u>
Meals	<u>\$2,400.00</u>	<u>533/525/850-00-100-1001-6892-166-0000</u>
Lodging	<u>\$2,225.25</u>	<u>850/525/526-00-100-1001-6892-166-0000</u>
	<u>\$2,521.95</u>	<u>850/526/533-00-100-1001-6892-166-0000</u>
Substitutes	<u>\$1,400.00</u>	<u>850/525/526-00-100-1001-6113-166-0000</u>
	<u>\$700.00</u>	<u>850/526/533-00-100-1001-6113-166-0000</u>
TOTAL	<u>\$27,365.04</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS: _____

* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

HOW ARE CHAPERONE EXPENSES PAID? **Included in student tuition**

COST TO EACH STUDENT \$ **\$425.00**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Scholarships from club funds and tax credit for Science Center and Safari Park, club funds and gifts and donations for Disneyland**

FUNDING SOURCE(S): **Tax Credit, Club Funds, Fundraisers, Schottenstein Trust, gifts and donations**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Candy cane sales

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

SUBMITTED BY: _____

APPROVED BY:

Signature

Angela Wickers
Principal/Supervisor

Date

1/3/23
Date

[Signature]
Associate Superintendent/Superintendent

1/23/2023
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 HS

ESTIMATED NUMBER OF STUDENTS: 28

NAME OF SCHOOL GROUP/CLUB/ENTITY: CDO Spirit Line

STAFF ADVISOR(S)/CHAPERONES: Nicole Sevinsky, Veronica Soto, Sheila Sevinsky

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: USA Spirit Nationals, National competition for the CDO Spiritline, including CDO Pomline and CDO Stunt and Cheer.

DESTINATION OF TRAVEL: Anaheim Convention Center, 800 W Katella Ave, Anaheim, CA 92802

DATES OF TRAVEL: 02/23/2023-02/26/2023

ACADEMIC BENEFITS TO STUDENTS: No

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

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

PROPOSED METHOD OF TRANSPORTATION:

- District-owned vehicles
Transportation approval: _____
 Other parent transportation

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>\$1969.00</u>	<u>526.00.620.2190.6892.282.0000</u>
Transportation	<u>\$0.00</u>	<u>Parent Transportation</u>
Meals	<u>\$0.00</u>	_____
Lodging	<u>\$7625.90</u>	<u>526.00.620.2190.6892.282.0000</u>
	<u>\$1600.00</u>	<u>850.00.620.2190.6892.282.0000</u>
Substitutes	<u>\$0.00</u>	_____
TOTAL	<u>\$11,194.90</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **No**

IF SO, SOURCE & AMOUNTS: _____

* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

HOW ARE CHAPERONE EXPENSES PAID? **Booster**

COST TO EACH STUDENT \$ **400.00**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **By using tax credit donations students will be able to make trip regardless of financial capacity.**

FUNDING SOURCE(S): **Tax, Booster and Club**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY: Nicole Swinsky 01/10/23
Signature Date

APPROVED BY: Tara Burch 1/4/23
Principal/Supervisor Date

[Signature] 1/12/2023
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, Laura Watson, Erin Lidbetter

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: New Mexico State University 1780 E. University Ave, Las Cruces, New Mexico 88003

DATES OF TRAVEL: Tuesday, March 28, 2023

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.

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

- | | | |
|---|---|--|
| <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 | |

PROPOSED METHOD OF TRANSPORTATION:

- District-owned vehicles
Transportation approval: _____
 Other Charter Bus

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	_____	_____
Transportation Gray Line Tours	<u>\$1930.00</u>	<u>305.21.410.2790.6519.281.0000</u>
Meals	<u>school breakfast</u> <u>NMSU will provide lunch</u>	_____
Lodging	_____	_____
Substitutes	_____	_____
TOTAL	<u>\$1930.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? Yes
IF SO, SOURCE & AMOUNTS: GEAR UP work plan 2.6A College Visits
* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

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: Andraya Pye
Signature

1/20/23
Date

APPROVED BY: Glenda Barff
Principal/Supervisor

1-20-23
Date

[Signature]
Associate Superintendent/Superintendent

1/23/2023
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 Deanna Day SCHOOL: District Office
Vicki Cox Golder Matthew Kopec Department (opt.): _____
Susan Zibrat Scott Baker DATE(S): 2/22/23-2/26/23

ACTIVITY/EVENT: Innovative Schools Summit

LOCATION: Marriot Marquis, 1535 Broadway, New York, NY 10036

ABSENCE: # Days 5 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>
		<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>	
Registration	<u>\$4170.00</u>		<u>001.00.100.2579.6360.501/502.0000</u>
Transportation	<u>\$7000.00</u>	Mode <u>air</u>	<u>001.00.100.2579.6582.501/502.0000</u>
Rental Car	_____		_____
Meals	<u>\$1863.00</u>		<u>001.00.100.2579.6582.501/502.0000</u>
Lodging	<u>\$6000.00</u>		<u>001.00.100.2579.6582.501/502.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$19033.00</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 Innovative Schools Summit in New York, NY

Outcomes and academic benefits to students and staff: Attendees are able to participate in sessions on each of the following topics: Innovative Teaching Strategies, School Discipline, At-Risk Students, and Social-Emotional Learning.

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

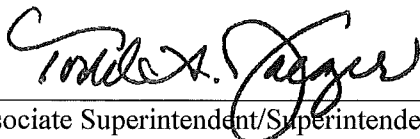
- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Academic Content | <input type="checkbox"/> Caring | <input type="checkbox"/> Citizenship |
| <input checked="" type="checkbox"/> Collaboration | <input checked="" type="checkbox"/> Communication | <input type="checkbox"/> Creative Thinking |
| <input checked="" type="checkbox"/> Critical Thinking | <input checked="" type="checkbox"/> Problem-Solving | |

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

Submitted by: _____

Signature

_____ Date



Associate Superintendent/Superintendent

1/30/23
Date