

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): Capella Hauer _____

SCHOOL: Holaway

Department (opt.): Social Work/Student Services

DATE(S): April 3-6, 2019

ACTIVITY/EVENT: National School Social Work Conference

LOCATION: Orlando, Florida

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>
Registration	<u>\$00.00</u>		<u>pd. by NSSW</u>
Transportation	<u>\$13.35</u>	Mode <u>Air pd by/NSSW</u>	<u>0010020022105406582</u>
Rental Car	_____		_____
Meals	<u>\$168.00</u>		<u>0010020022105406582</u>
Lodging	<u>\$00.00</u>		<u>pd by NSSW</u>
Substitutes	_____		_____
TOTAL	<u>\$181.35</u>		

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

Purpose of travel: To attend the annual National School Social Work Conference.

Outcomes and academic benefits to students and staff: This annual school social work conference is the only nation-wide conference that specifically targets professional learning for school social workers. Knowledge gained at this conference will not only directly impact all students at Keeling and Holaway Elementary, but also be shared with all school social workers in the Amphi district.

Submitted by:

Signature

Date

Kristin A. McGraw

01/23/19

Principal/Supervisor

Date

Michael Bayan

1/28/19

Associate Superintendent/Superintendent

Date

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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.): School Operations/MIS
 DATE(S): April 7-10, 2019

ACTIVITY/EVENT: The 2019 Tyler Connect Conference

LOCATION: Dallas, TX

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>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$1,900.00</u>	<u>001-00-100-2579-550-6360</u>
Transportation	<u>\$1,000.00</u> Mode _____	<u>001-00-100-2579-550-6582</u>
Rental Car	_____	_____
Meals	<u>\$288.00</u>	<u>001-00-100-2579-550-6582</u>
Lodging	<u>\$1,400.00</u>	<u>001-00-100-2579-550-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$4,588.00</u>	

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

Purpose of travel: Attend The 2019 Tyler Connect Conference. The sessions will be Tyler SIS focused.

Outcomes and academic benefits to students and staff: Attend Tyler SIS workshops networking and learning any changes or improvements in the software to assist teachers, registrars, attendance clerks, etc. We will also gain information on how to best maintain and update our servers so Tyler SIS functions at peak performance.

Submitted by: _____
 Signature Date

Principal/Supervisor _____ Date
1/23/2019
 Associate Superintendent/Supervisor _____ Date

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

EMPLOYEE(S): Angela Wichers, Chris Roche, Brenda King, Mateo Arredondo SCHOOL: AMS
Jennifer Queiruga, Jessica Jarrett Tamara Paulson-Midgley Department (opt.): _____
Darin Mapes, Christopher Mercillott, Rebecca Burnett DATE(S): 6/22/19-6/26/19

ACTIVITY/EVENT: Model Schools Conference

LOCATION: National Harbor, MD

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>\$6,200.00</u>	<u>100-19-100-2210-166-6360</u>
Transportation	<u>\$7,942.09</u> Mode <u>airline/taxi</u>	<u>100-19-100-2210-166-6582</u>
Rental Car	_____	_____
Meals	<u>\$1,665.00</u>	<u>100-19-100-2210-166-6582</u>
Lodging	<u>\$8,400.00</u>	<u>100-19-100-2210-166-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$24,207.09</u>	

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

Purpose of travel: Model Schools Conference: a community of fellow educators who are driven by rigor, relevance, and relationships.

Outcomes and academic benefits to students and staff: AMS faculty will have an opportunity to learn from experts, model schools, and innovative districts. Leadership team representatives from each department will take what we learned to create action steps to implement the goals on our Integrated Action Plan.

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

Submitted by:

Signature	_____	Date	_____
	<u>Angela Wichers</u>		<u>6/24/19</u>
Principal/Supervisor	_____	Date	_____
	<u>Michael Bayan</u>		<u>6/28/19</u>
Associate Superintendent/Superintendent	_____	Date	_____

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EMPLOYEE(S): Tassi Call _____

SCHOOL: District Offices
 Department (opt.): _____
 DATE(S): 7/16/19-7/19/19

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

LOCATION: Denver, CO

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>* See below</u>		_____
Transportation	<u>\$550.00</u>	Mode <u>airline/taxi</u>	<u>100 19 100 2190 515 6582</u>
Rental Car	_____		_____
Meals	<u>\$217.00</u>		<u>100 19 100 2190 515 6582</u>
Lodging	<u>\$800.00</u>		<u>100 19 100 2190 515 6582</u>
Substitutes	_____		_____
TOTAL	<u>\$1567.00</u>		

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

Purpose of travel: AVID (Advancement Via Individual Determination) training for AVID Site Teams. This training is to support the continued implementation and sustainability of the program in the Amphitheater School District. *Registration is included in our AVID District Leadership Training costs (\$6,000).

Outcomes and academic benefits to students and staff: The District Director will learn effective instructional practices and explore data to construct an action plan for effective implementation and sustainability at our sites. The AVID program targets our underserved students (minority and average achievers); provides quality staff development for teachers; helps schools build community support systems for school success; and addresses how to grant equitable access to rigorous curricula for all students.

Submitted by: Tassi Call _____ 1/24/19
 Signature Date
Marlene Marrocci _____ 1/24/19
 Principal/Supervisor Date
Michael B... _____ 1/28/19
 Associate Superintendent/Superintendent Date

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

EMPLOYEE(S): Elizabeth Wick Bonnie Keene SCHOOL: Holaway
Patricia Patchin Jill Sinclair Department (opt.): _____
Chris Gutierrez Kylie Asselin DATE(S): 7/16/19-7/19/19

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

LOCATION: Denver, CO

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>\$5250</u>		<u>100-19-100-2210-108-6360</u>
Transportation	<u>\$3500</u>	Mode <u>Air/Taxi/UBER/</u> Airport Parking	<u>100-19-100-2210-108-6582</u>
Rental Car	_____		_____
Meals	<u>\$1134</u>		<u>100-19-100-2210-108-6582</u>
Lodging	<u>\$5000</u>		<u>100-19-100-2210-108-6582</u>
Substitutes	_____		_____
TOTAL	<u>\$14884</u>		

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

Purpose of travel: Teachers will attend AVID Summer Institute to learn the AVID program in an effort to better prepare students for the rigors of middle school as well as to help students get on the college bound track.

Outcomes and academic benefits to students and staff: Increase teacher knowledge. Increase student achievement.

Submitted by: _____

Signature



1/22/19

Date

C. Gutierrez

Principal/Supervisor

1/22/19

Date

Michael Byars
Associate Superintendent Superintendent

1/28/19

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): Julie Valenzuela, Gayle Taylor, David Peak, Daniel Villegas, Ashley Lira, Caryn McGee, and Sol Carrerras _____
SCHOOL: La Cima Middle
Department (opt.): _____
DATE(S): July 16-19, 2019

ACTIVITY/EVENT: Advancement Via Individual Determination Summer Institute

LOCATION: Denver, CO

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>\$5,775.00</u>	<u>100-19-100-2210-165-6360</u>
Transportation	<u>\$2,400.00</u> Mode <u>Air</u>	<u>100-19-100-2210-165-6582</u>
Rental Car	_____	_____
Meals	<u>\$1,652.00</u>	<u>100-19-100-2210-165-6582</u>
Lodging	<u>\$3,906.55</u>	<u>100-19-100-2210-165-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$13,733.55</u>	

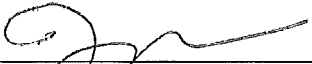
The District will (or) will not receive reimbursement from outside sources.

Purpose of travel: AVID (Advancement Via Individual Determination) training for AVID Site Team to support the implementation of the program at our school. Our team will consist of the principal and content area teachers.

Outcomes and academic benefits to students and staff: Teachers will learn effective instructional practices and our site team will explore data to construct an action plan for effective implementation at our site. The AVID program targets our underserved students (minority and average achievers); provides quality staff development for teachers; helps schools build community support systems for school success; and addresses how to grant equitable access to rigorous curricula for all students.

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

Submitted by: Stephanie Custas _____ 1/25/19
Signature Date



Principal/Supervisor
Michael Byars

Associate Superintendent/Superintendent

1/18/19
Date
1/28/19
Date

rev. 9/1/15

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

EMPLOYEE(S): Glenda Arffa David Humphreys SCHOOL: AHS
 _____ Department (opt.): _____
 _____ DATE(S): July 17-20, 2019

ACTIVITY/EVENT: National Association of Secondary School Principals- National Principal's Conference
 LOCATION: Hynes Convention Center, Boston, MA

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>\$1190.00</u>		<u>100.19.100.2210.281.6360</u>
Transportation	<u>\$1392.00</u>	Mode <u>air</u>	<u>100.19.100.2210.281.6582</u>
Rental Car	<u>\$156.00 (uber)</u>		<u>100.19.100.2210.281.6582</u>
Meals	<u>\$375.00</u>		<u>100.19.100.2210.281.6582</u>
Lodging	<u>\$1464.00</u>		<u>100.19.100.2210.281.6582</u>
Substitutes	_____		_____
TOTAL	<u>\$4577.00</u>		

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

Purpose of travel: To attend the NASSP National Principal's Conference

Outcomes and academic benefits to students and staff: To develop shared values, cultivate a culture of wellness, contribute productively to a global society, and encourage strategic, creative risk-taking.

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

Submitted by: J-L _____ 1/24/19
 Signature Date
J-L _____ 1/24/19
 Principal/Supervisor Date
Michael Bayan _____ 1/28/19
 Associate Superintendent/Superintendent Date