



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

DATE OF MEETING: **June 11, 2024**

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

BACKGROUND:

STAFF

Todd Jaeger, Tassi Call, Matt Munger, Julie Valenzuela, and Elizabeth Jacome request permission to attend EdLeader21 Annual Event on October 20-24, 2024 in Indianapolis, Indiana. Approximate cost of travel is \$14,662.10 and will be paid using Title II, and Maintenance and Operations funds. Four school days will be missed, and no substitutes are required.

Elizabeth Scott requests permission to attend AVID Summer Institute 2024 on June 16-19, 2024 in Dallas, Texas. Approximate cost of travel is \$2,063.23 and will be paid using Title I funds. No school days will be missed, and no substitutes are required.

Kimberly Begay requests permission to attend National Johnson O’Malley Association Annual Conference on September 6-12, 2024 in Durant, Oklahoma. Approximate cost of travel is \$1,932.00 and will be paid using Title I funds. Four school days will be missed, and no substitutes are required.

Christine Nelson, Shawn Smith, Jayelle Harrison, and Lavinia McQuade request permission to attend National Johnson O’Malley Association Annual Conference on September 8-12, 2024 in Durant, Oklahoma. Approximate cost of travel is \$9,668.00 and will be paid using Johnson O’Malley funds. Four school days will be missed, and no substitutes are required.

Vanessa Hill, Nathan Ayers, and Erika Sparlin request permission to attend National Association for Gifted Children National Conference on November 21-24, 2024 in Seattle, Washington. Approximate cost of travel is \$7,100.30 and will be paid using Title II funds. Two school days will be missed, and substitutes are required.

BUDGET CODE KEY		
140.25.100.2579.6360.510.0000	Title II	Training Non-Instructional, Employee Training, Office of Learning and Instruction
140.25.100.2579.6582.510.0000	Title II	Training Non-Instructional, Employee Travel, Office of Learning and Instruction
001.00.100.2579.6582.501.0000	M&O	Training Non-Instructional, Employee Travel, Superintendent
100.24.100.2210.6360.106.0000	Title I	Improvement of Instruction, Employee Training, Donaldson
100.24.100.2210.6582.106.0000	Title I	Improvement of Instruction, Employee Travel, Donaldson
100.24.146.2579.6582.509.0000	Title I	Training-Non Instructional, Employee Travel, State & Federal Programs
230.24.100.2579.6360.509.0000	Johnson O’Malley	Training-Non Instructional, Employee Training, State & Federal Programs
230.24/25.100.2579.6582.509.0000	Johnson O’Malley	Training-Non Instructional, Employee Travel, State & Federal Programs
140.25.240.2210.6360.514/166/155.	Title II	Improvement of Instruction, Employee Training, Assoc. Superintendent Elementary, Amphi High, Coronado

140.25.240.2210.6582.514/166/155	Title II	Improvement of Instruction, Employee Travel, Assoc. Superintendent Elementary, Amphi High, Coronado
140.25.240.2210.6113.116/115.0000	Title II	Improvement of Instruction, Substitute, Amphi High, Coronado

RECOMMENDATION:

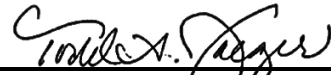
It is the recommendation of the administration that the above travel be approved.

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: June 10, 2024



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): Todd Jaeger Tassi Call
Matt Munger Julie Valenzuela
Elizabeth Jacome

SCHOOL: District Office
Department (opt.): Superintendent's Office
DATE(S): 10/20/24-10/24/24

ACTIVITY/EVENT: EdLeader21 Annual Event

LOCATION: Indianapolis, IN

ABSENCE: # Days 5 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>
		<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>
Registration	<u>\$3196.00</u>	<u>140.25.100.2579.6360.510.0000</u>
Transportation	<u>\$4200.00</u> Mode <u>Air</u>	<u>140.25.100.2579.6582.510.0000</u>
Rental Car	<u>\$400.00</u>	<u>001.00.100.2579.6582.501.0000</u>
Meals	<u>\$922.50</u>	<u>140.25.100.2579.6582.610.0000</u>
Lodging	<u>\$5943.60</u>	<u>140.25.100.2579.6582.610.0000</u>
 TOTAL	 <u>\$14662.10</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 and present at the EdLeader 21 Annual Event

Outcomes and academic benefits to students and staff: District administration will build collaborative relationships and participate in professional learning about implementing the district's vision of 21st century 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 type="checkbox"/> Problem-Solving | |

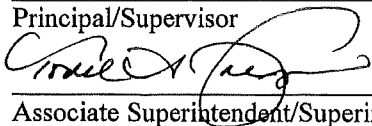
The travel is necessary for the implementation of the project funding the travel.

Submitted by: _____

Signature

_____ Date

Principal/Supervisor



_____ Date

6-6-24

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): Elizabeth Scott _____ SCHOOL: Donaldson
 - - Department (opt.): _
 - _____ DATE(S): _____

ACTIVITY/EVENT: AVID Summer Institute
 LOCATION: Dallas, Texas

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>
			<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>
Registration	<u>\$999.00</u>		<u>100.24.100.2210.6360.106.0000</u>
Transportation	<u>\$548.35</u>	Mode <u>Air</u>	<u>100.24.100.2579.6582.106.0000</u>
Rental Car	_____		_____
Meals	<u>\$265.50</u>		<u>100.24.100.2210.6582.106.0000</u>
Lodging	<u>250.38</u>		<u>100.24.100.2210.6582.106.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$2,063.23</u>		

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

Purpose of travel: Professional Development

Outcomes and academic benefits to students and staff: AVID helps teachers shift from delivering content to facilitating learning, resulting in an inquiry-based, student centric classroom.

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

Submitted by: Debra Miller _____ 5.20.24
 Signature Date
 _____ 5.20.24
 Principal/Supervisor Date
Jessi Call _____ 5/21/24
 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): Kimberly Begay

SCHOOL: District Offices
Department (opt.): Native American Education
DATE(S): September 6-12, 2024

ACTIVITY/EVENT: National Johnson O'Malley Association Annual Conference

LOCATION: Durant, Oklahoma

ABSENCE: # Days 7 Sub Required: Yes No # of School Days Missed 5

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$0 (PAID BY NJOMA)</u>	_____
Transportation	<u>\$840</u> Mode <u>Air</u>	<u>100.24.146.2579.6582.509.0000</u>
Rental Car	_____	_____
Meals	<u>\$291</u>	<u>100.24.146.2579.6582.509.0000</u>
Lodging	<u>\$801</u>	<u>100.24.146.2579.6582.509.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$1,932</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: Will support the NAE program staff in learning new strategies and techniques for working with Native American students and their families to review mutually developed standards of educational excellence for Native students served by the educational programs within the United States.

Outcomes and academic benefits to students and staff: To implement the new strategies and techniques for working with Native students and their families to ensure academic success.

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: Kimberly Herington Begay
Signature

5/30/24
Date

Harlene Mansouri
Principal/Supervisor

5/31/24
Date

[Signature]
Associate Superintendent/Superintendent

5/31/2024
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): Christine Nelson Shawn Smith
Jayelle Harrison Lavinia McQuade

SCHOOL: District Offices
Department (opt.): Native American Education

DATE(S): September 8-12, 2024

ACTIVITY/EVENT: National Johnson O'Malley Association Annual Conference

LOCATION: Durant, Oklahoma

ABSENCE: # Days 5 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>
Registration	<u>\$3,400</u>		<u>230.24.100.2579.6360.509.0000</u>
Transportation	<u>\$3,350</u>	Mode <u>Air</u>	<u>230.24/25.100.2579.6582.509.0000</u>
Rental Car	_____		
Meals	<u>\$782</u>		<u>230.24/25.100.2579.6582.509.0000</u>
Lodging	<u>\$2,136</u>		<u>230.24/25.100.2579.6582.509.0000</u>
Substitutes	_____		
TOTAL	<u>\$9,668</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: **Will support the NAE program staff in learning new strategies and techniques for working with Native American students and their families to review mutually developed standards of educational excellence for Native students served by the educational programs within the United States.**

Outcomes and academic benefits to students and staff: **To implement the new strategies and techniques for working with Native students and their families to ensure academic success.**

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: *Kimberly Hargrave-Beyers*
Signature

5/30/24
Date

Warlene Mansouri
Principal/Supervisor

5/31/24
Date

[Signature]
Associate Superintendent/Supervisor

5/31/2024
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): Vanessa Hill Nathan Ayers SCHOOL: Wetmore/AMS/Coronado
Erika Sparlin _____ Department (opt.): REACH
 _____ DATE(S): 11/21/24-11/24/24

ACTIVITY/EVENT: National Association for Gifted Children National Conference

LOCATION: Seattle, Washington

ABSENCE: # Days 4 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>\$1,497.00</u>		<u>140.25.240.2210.6360.514/166/115.0000</u>
Transportation	<u>\$1,950.00</u>	Mode <u>air</u>	<u>140.25.240.2210.6582.514/166/115.0000</u>
Rental Car	_____		_____
Meals	<u>\$ 724.50</u>		<u>140.25.240.2210.6582.514/166/115.0000</u>
Lodging	<u>\$2,368.80</u>		<u>140.25.240.2210.6582.514/166/115.0000</u>
Substitutes	<u>\$560.00</u>		<u>140.25.240.2210.6113.166/115.0000</u>
TOTAL	<u>\$7,100.30</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: Attending professional development workshops related to gifted education. Ms. Hill is also presenting at the conference.

Outcomes and academic benefits to students and staff: Material learned at workshops will be shared with other REACH teachers in the district to ultimately serve gifted students.

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

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Scholarship | <input type="checkbox"/> Caring | <input type="checkbox"/> Citizenship |
| <input 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: Maury Thatcher _____ 5/23/24
 Signature Date

Principal/Supervisor _____ Date _____
Jessie Call _____ 5/23/24
 Associate Superintendent/Superintendent Date