



GOVERNING BOARD AGENDA ITEM AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: July 26, 2022

TITLE: Approval of Out of State Travel

BACKGROUND:

STAFF

Darlene Mansouri requests permission to attend Brustein & Manasevit, PPLC Fall Forum 2022 in Clark County, Nevada on November 29-December 3, 2022. Approximate cost of travel is \$2,911.54 and will be paid using Title 1 funds. Four days will be missed, and no substitute is required.

Lavinia McQuade requests permission to attend 2022 National Johnson O'Malley Conference in Las Vegas, Nevada on September 18-22, 2022. Approximate cost of travel is \$2,270.23 and will be paid using Johnson O'Malley funds. Four days will be missed, and no substitute is required.

Kimberly Begay requests permission to attend 2022 National Johnson O'Malley Conference in Las Vegas, Nevada on September 18-22, 2022. Approximate cost of travel is \$1,992 and will be paid using Johnson O'Malley funds. Five days will be missed, and no substitute is required.

STUDENTS

Emily Bartz, Michael Smith, and Bob Jones request permission to take 50 Ironwood Ridge Cross Country students to San Diego, California to the Mt. Carmel Cross Country Invitational on September 16-18, 2022. Approximate cost of travel is \$9850 and will be paid using booster club funds. One school day will be missed. Substitutes are required.

Lauren Marlatt, Michelle Bulisache, Trechel Gindt, Erika Sparlin, and Jeremy Hayes request permission to take 50 Coronado 7th grade science students to Catalina Island Marine Institute (CIMI) in San Diego, California on February 19-23, 2023. Approximate cost of travel is \$25,211 and will be paid using auxiliary and tax credit funds. Three school days will be missed. Substitutes are required.

BUDGET CODE KEY		
100.23.100.2579.6360.509.0000	Title 1	Training-Non-Instructional Staff, Registration, State & Federal Programs
100.23.100.2579.6582.509.0000	Title 1	Training-Non-Instructional Staff, Staff Travel, State & Federal Programs
230.22.146.2579.6360.509.0000	Johnson O'Malley	Training-Non-Instructional Staff, Registration, , State & Federal Programs
230.22.246.2579.6582.509.0000	Johnson O'Malley	Training-Non-Instructional Staff, Staff Travel, State & Federal Programs
525.00.100.1001.6892.115.0000	Auxiliary	Classroom Instruction, Student Travel, Coronado K-8
526.00.100.1001.6892.115.0000	Tax Credit	Classroom Instruction, Student Travel, Coronado K-8
525.00.410.2790.6519.115.0000	Auxiliary	Student Transportation, Student Travel, Coronado K-8
526.00.410.2790.6519.115.0000	Tax Credit	Student Transportation, Student Travel, Coronado K-8
525.00.100.1001.6113.115.0000	Auxiliary	Classroom Instruction, Substitutes, Coronado K-8
526.00.100.1001.6113.115.0000	Tax Credit	Classroom Instruction, Substitutes, Coronado K-8

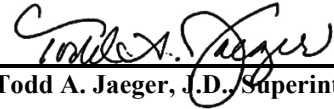
RECOMMENDATION:

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

INITIATED BY:

Matthew Munger
Associate Superintendent for Secondary Education

Date: July 19, 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): 1 Darlene Mansouri

SCHOOL: District Offices

Department (opt.): State & Federal Programs

DATE(S): November 29, - December 3, 2022

ACTIVITY/EVENT: Brustein & Manasevit, PPLC Fall Forum 2022

LOCATION: Clark County, NV

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>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$1,045</u>	<u>100.23.100.2210.6360.509.0000</u>
Transportation	<u>\$550</u>	Mode <u>Air, Shuttle & Parking</u> <u>100.23.100.2579.6582.509.0000</u>
Rental Car	_____	_____
Meals	<u>\$229.50</u>	<u>100.23.100.2579.6582.509.0000</u>
Lodging	<u>\$1,087.04</u>	<u>100.23.100.2579.65.82.509.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$2,911.54</u>	

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

Purpose of travel: Attend the Brustein & Manasvit, PPLC Fall Forum 2022 in order to learn rules and regulations related to Federal Grants.

Outcomes and academic benefits to students and staff: A better knowledge of the proposed regulatory changes to the Uniform Grant Guidance, pass through entity requirements, particularly related to subrecipient monitoring, internal control requirements for time and effort documentation.

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

Submitted by: Darlene Mansouri 7/13/22
Signature Date

Principal/Supervisor [Signature] Date 7/12/22
Associate Superintendent/Superintendent Date

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

DATE(S): September 18-22, 2022

ACTIVITY/EVENT: 2022 National Johnson O'Malley Conference

LOCATION: Las Vegas Nevada

ABSENCE: # Days 5 Sub Required: ☐Yes ☒No # of School Days Missed 4

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST

BUDGET CODE/DESCRIPTION

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

Registration	<u>\$800</u>	<u>230.22.146.2579.6360.509.0000</u>
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Transportation	<u>\$528</u>	Mode Airplane	<u>230.22.146.2579.6582.509.0000</u>
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Rental Car	<u>\$0</u>	
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Meals	<u>\$232</u>	<u>230.22.146.2579.6582.509.0000</u>
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Lodging	<u>\$708</u>	<u>230.22.146.2579.6582.509.0000</u>
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Substitutes _____

TOTAL **\$2,270.23**

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

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 Indian 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.**

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

Submitted by: Marline Mansouri 7.05.22
Signature Date

Principal/Supervisor

Date _____

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 16-22, 2022

ACTIVITY/EVENT: 2022 National Johnson O'Malley Conference

LOCATION: Las Vegas Nevada

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>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$0</u>	_____
Transportation	<u>\$592</u> Mode <u>Airplane</u>	<u>230.22.146.2579.6582.509.0000</u>
Rental Car	<u>\$0</u> _____	
Meals	<u>\$304</u>	<u>230.22.146.2579.6582.509.0000</u>
Lodging	<u>\$1,096</u>	<u>230.22.146.2579.6582.509.0000</u>
Substitutes	<u>\$0</u>	_____
TOTAL	<u>\$1,992</u>	

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

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 Indian 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.

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

Submitted by: Nashira M. Manousi 7.05.22
Signature Date

Principal/Supervisor _____ Date _____
Jessi Call 7/5/22
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: IRHS

ESTIMATED NUMBER OF STUDENTS: 30-50

NAME OF SCHOOL GROUP/CLUB/ENTITY: Boys & Girls Cross Country Team

STAFF ADVISOR(S)/CHAPERONES: Emily Bartz, Michael Smith, Bob Jones

ABSENCE: # Days 3 Sub Required: ☒ Yes ☐ No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Mt. Carmel Cross Country Invitational. Purpose = To seek out greater competition that we cannot find locally. By seeking out greater competition we hope to build our program and support our efforts of achieving excellence.

DESTINATION OF TRAVEL: Morley Field, San Diego, CA

DATES OF TRAVEL: 9/16 - 9/18/2022

ACADEMIC BENEFITS TO STUDENTS: Students will be able to experience competition at a higher level which will set them up for greater success later in our season. Students will be able to run faster than they ever have as well as reflect upon how the greater competition helped them to achieve these times.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Mountain View Tours

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>400</u> <u>Booster Club</u>	_____ _____
Transportation	<u>4000</u> <u>Booster Club</u>	_____ _____
Meals	<u>0</u> <u>self-pay</u>	_____ _____
Lodging	<u>5300</u> <u>Booster Club</u>	_____ _____

Substitutes	<u>150</u>	<u>530.00-610.3400.6113.280.0000</u>
TOTAL	<u>9850</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? N/A

COST TO EACH STUDENT \$ 350 or less

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Fundraising options and scholarship opportunities if the need presents itself

FUNDING SOURCE(S): IRTFCC Booster Club

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Track and Field Invitationals (previous years)

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

SUBMITTED BY: _____

Signature

6/20/2022

Date

APPROVED BY: _____

Principal/Supervisor

6/22/22
Date

Associate Superintendent/Superintendent

2/5/22
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: Coronado K-8

ESTIMATED NUMBER OF STUDENTS: 50

NAME OF SCHOOL GROUP/CLUB/ENTITY: 7th Grade / Science Department

**STAFF ADVISOR(S)/CHAPERONES: Lauren Marlatt (coordinator) Chaperones: Lauren Marlatt,
Michelle Bulisache , Trechel Gindt, Erika Sparlin, and Jeremy Hayes**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Field trip to study Oceanography and Marine Biology

DESTINATION OF TRAVEL: Catalina Island Marine Institute, Toyon Bay. CA

DATES OF TRAVEL: February 19-23, 2023

ACADEMIC BENEFITS TO STUDENTS:

The students will be participating in Catalina Island Marine Institute's three day camp. Students will complete labs and activities that are aligned with the Arizona science standards adopted in October of 2018. Students will have a reinforcement of the content learned in class. Students will compete in a science olympics when we return to assess their learning.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval:

☒ Other Charter bus - **Mountain View Tours**

Are expenses paid from any of the following accounts? Auxiliary X Tax Credits X Club Funds

Parent Organization _____

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	\$17,331.00	525/526.00.100.1001.6892.115.0000
Transportation	\$ 6,080.00	525/526.00.410.2710.6519.115.0000
Meals	Included	-----
Lodging	Included	-----
Substitutes	\$1,800.00	525/526.00.100.1001.6113.115.0000
TOTAL	\$25,211.00	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS:

HOW ARE CHAPERONE EXPENSES PAID? Chaperones are free based on the enrollment of students

COST TO EACH STUDENT \$450.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? We are working on fundraising in a variety of ways. We will apply for a grant to supplement needed funds for scholarship. We have asked the students to tell us how much they can afford and have a fundraising goal to make sure that all eligible students have a means of attending.

FUNDING SOURCE(S): The parents/guardians will be paying for a majority of the trip. Other funding will come from tax credit, scholarship, and fundraising.

FUNDRAISING ACTIVITIES PLANNED (If applicable):

SUBMITTED BY: CPM FOR LAUREN MARLATT, ADVISOR Date 6-28-2022
Signature

APPROVED BY: [Signature] Date 6/28/22
Principal/Supervisor

[Signature] Date 9/1/2021
Associate Superintendent/Superintendent