



GOVERNING BOARD AGENDA ITEM AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: February 8, 2022

TITLE: Approval of Out of State Travel

BACKGROUND:

STAFF

Todd Jaeger, Michelle Valenzuela, Sam Henson, and Beth Lake request permission to attend National School Public Relations Association National Seminar in Chicago, Illinois, July 16-21, 2022. Approximate cost of travel is \$11,486.00 and will be paid using Maintenance and Operations funds.

Dianna Kuhn, TBD Principal, Lindsey Gilchrist, Melissa Simmons, Patricia Lindberg, and Margaret Hervert from Rio Vista request permission to attend AVID Summer Institute in San Diego, California, June 27-29, 2022. Approximate cost of travel is \$15,274.00 and will be paid using Title 1 funds. No school days will be missed and no substitutes are required.

Jim Buckwalter, Lorena Cote, Sophie Menzies, Shari Loussou-Lossavi, and Dr. Laura Esquibel from Nash request permission to attend AVID Summer Institute in San Diego, California, June 27-29, 2022. Approximate cost of travel is \$15,922.22 and will be paid using Title 1 funds. No school days will be missed and no substitutes are required.

Angela Habinek, Eva Hernandez, Megan Pratt, Karen Edmiston, Jennifer Martinez, Lindsay Inglett, Adrianna Beets, Shana Hays, Kat Schleicher, Carol Tracy, Lynn Thacker, Debbie Farnall, Kaylea Rayleigh, Danielle Johnson from Mesa Verde request permission to attend AVID Summer Institute in San Diego, California, June 27-29, 2022. Approximate cost of travel is \$37,560.00 and will be paid using Title 1 funds. No school days will be missed and no substitutes are required.

STUDENTS

Ranee Schmuker, Chris Porteous, and Danielle Fung request permission to take 12 CDO Winter Guard students to WGI Regional Winter Guard Competition in Manhattan Beach, California, March 25-27, 2022. Approximate cost of travel is \$5,170.32 and will be paid using Tax Credit and Parent Organization funds. One school day will be missed and substitutes are required.

Erik Wolf, Lori Gipson, and Samantha Burgin request permission to take 19 Ironwood Ridge students to National High School Model United Nations Conference in New York City New York, March 22-26, 2022. Approximate cost of travel is \$26,510.00 and will be paid using tax credit and student activities funds. Four school days will be missed and substitutes are required.

BUDGET CODE KEY		
001.00.100.2579.6360.501.0000	M & O	Training-Non Instructional Staff, Registration, Superintendent
001.00.100.2579.6360.503.0000	M & O	Training-Non-Instructional Staff, Registration, Director of Communications
001.00.100.2579.6582.501.0000	M & O	Training-Non Instructional Staff, Staff Travel, Superintendent
001.00.100.2579.6582.503.0000	M & O	Training-Non-Instructional Staff, Staff Travel, Director of Communications
100.22.100.2210.6360.117.0000	Title 1	Improvement of Instruction, Registration, Rio Vista
100.22.100.2210.6582.117.0000	Title 1	Improvement of Instruction, Staff Travel, Rio Vista
100.22.100.2210.6360.110.0000	Title 1	Improvement of Instruction, Registration, Nash
100.22.100.2210.6582.110.0000	Title 1	Improvement of Instruction, Staff Travel, Nash
100.22.100.2210.6360.116.0000	Title 1	Improvement of Instruction, Registration, Mesa Verde
100.22.100.2210.6582.116.0000	Title 1	Improvement of Instruction, Staff Travel, Mesa Verde
526.00.410.2790.6519.282.0000	Tax Credit	Student Transportation, Student Transportation, CDO
526.00.100.1001.6892.282.0000	Tax Credit	Classroom Instruction, Student Travel, CDO
526.00.100.1001.6892.280.0000	Tax Credit	Classroom Instruction, Student Travel, IRHS
850.00.100.1001.6892.280.0000	Student Activity	Classroom Instruction, Student Travel, IRHS
526.00.410.2790.6519.282.0000	Tax Credit	Student Transportation, Student Transportation, IRHS
850.00.100.1001.6519.280.0000	Student Activity	Student Transportation, Student Transportation, IRHS

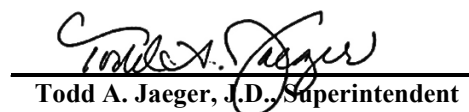
RECOMMENDATION:

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

INITIATED BY:


Matthew Munger
Associate Superintendent for Secondary Education

Date: February 7, 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): Todd A. Jaeger Michelle Valenzuela SCHOOL: District Offices
Sam Henson Beth Lake Department (opt.): Commun./Sup's Office
DATE(S): 7/16/22-7/21/22

ACTIVITY/EVENT: National School Public Relations Association National Seminar

LOCATION: Chicago, IL

ABSENCE: # Days 6 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>\$2470.00</u>	<u>001.00.100.2579.6360.501/503.0000</u>
Transportation	<u>\$2188.00</u> Mode <u>Air</u>	<u>001.00.100.2579.6582.501/503.0000</u>
Rental Car	_____	_____
Meals	<u>\$1452.00</u>	<u>001.00.100.2579.6582.501/503.0000</u>
Lodging	<u>\$5376.00</u>	<u>001.00.100.2579.6582.501/503.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$11,486.00</u>	

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

Purpose of travel: Attend the National School Public Relations Association 2022 National Seminar

Outcomes and academic benefits to students and staff: Networking with other public relation professionals as well as opportunities to learn about current communication strategies needed to advocate for our schools,

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

Submitted by:

Signature

Date

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date

1-28-22

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): Dianna Kuhn New Rio Vista Principal SCHOOL: Rio Vista
Lindsey Gilchrist Melissa Simmons Department (opt.): _____
Patricia Lindberg Margaret Hervert Donna Varma DATE(S): 6/27/22-6/29/22

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego CA

ABSENCE: # Days 3 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>\$6,300.00</u>	<u>100.22.100.2210.6360.117.0000</u>
Transportation	<u>\$4,326.00</u> Mode <u>air</u>	<u>100.22.100.2210.6582.117.0000</u>
Rental Car	_____	_____
Meals	<u>\$1,498.00</u>	<u>100.22.100.2210.6582.117.0000</u>
Lodging	<u>\$3,150.00</u>	<u>100.22.100.2210.6582.117.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$15,274.00</u>	

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

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.

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

Submitted by: Dianna Kuhn 1/19/22
Signature Date

Dianna Kuhn 1/19/22
Principal/Supervisor Date

Glenn Campbell 1/19/22
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): Buckwalter, Jim Cote, Lorena SCHOOL: Nash
Menzies, Sophie Loussou-Lossavi, Shari Department (opt.): _____
Dr. Laura Esquibel Kim Esposito DATE(S): 06/26/22 - 06/29/22

ACTIVITY/EVENT: 2022 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>5,250.00</u>	<u>100.22.100.2210.6360.110.0000</u>
Transportation	<u>2182.20</u> Mode <u>Air/Taxi</u>	<u>100.22.100.2210.6582.110.0000</u>
Rental Car	_____	_____
Meals	<u>1,290.00</u>	<u>100.22.100.2210.6582.110.0000</u>
Lodging	<u>7,200.00</u>	<u>100.22.100.2210.6582.110.0000</u>
Substitutes	_____	_____
TOTAL	<u>15,922.22</u>	

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

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 practice strategies to ensure rigorous implementation toward AVIS school-wide

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

Submitted by: Susan Campbell 01/28/22
Signature Date
Dr. Laura Esquibel 01/28/22
Principal/Supervisor Date
Miss [Signature] 01/28/22
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): Angela Habinek, Eva Hernandez, Megan Pratt, Karen Edmiston, Jennifer Martinez, Lindsay Inglett, Adriana Beets, Shana Hayes, Kat Schleicher, Carol Tracy, Lynn Thacker, Debbie Farnall, Kaylea Rayleigh, Danielle Johnson _____
SCHOOL: Mesa Verde

Department (opt.): _____

DATE(S): 6/26/22-6/29/22

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>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$14850.00</u>	<u>100-22-100-2210-6360-11b-0000</u>
Transportation	<u>\$10500.00</u> Mode <u>air</u>	<u>100-22-100-2210-6582-11b-0000</u>
Rental Car	_____	_____
Meals	<u>\$3210.00</u>	<u>100-22-100-2210-6582-11b-0000</u>
Lodging	<u>\$9000.00</u>	<u>100-22-100-2210-6582-11b-0000</u>
Substitutes	_____	_____
TOTAL	<u>\$37560.00</u>	

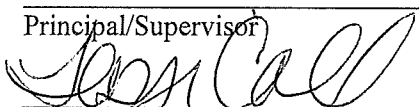
The District will ☐ (or) will not ☒ receive reimbursement from outside sources.

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.

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

Submitted by: _____ 1/10/221
Signature Date

Principal/Supervisor _____ 1/10/22
Date

Associate Superintendent/Supintendent _____ 1/12/22
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: Canyon del Oro High School

ESTIMATED NUMBER OF STUDENTS: 12

NAME OF SCHOOL GROUP/CLUB/ENTITY: CDO Winter Guard

STAFF ADVISOR(S)/CHAPERONES: Ranee Schmuker, Chris Porteous, Danielle Fung

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: WGI Regional Winter Guard Competition

DESTINATION OF TRAVEL: Mira Costa High School: 1401 Artesia Blvd., Manhattan Beach, CA 90266

DATES OF TRAVEL: March 25, 2022-March 27, 2022

ACADEMIC BENEFITS TO STUDENTS: Authentic performance opportunity in front of highly qualified judges, with a competitive atmosphere against other high school guards from around our western region.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

x Other Enterprise Rental Co.

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$740.00</u>	<u>Parent Organization paid</u>
Transportation (\$374.88x2 vans)	<u>\$749.76</u>	<u>526-00-410-2790-6519-282-0000</u>
Meals	<u>\$500.00</u>	<u>526-00-100-1001-6892-282-0000</u>

Lodging	<u>\$3040.56</u>	<u>526-00-100-1001-6892-282-0000</u>
Substitutes	<u>\$140.00</u>	<u>526-00-100-1001-6113-282-0000</u>
TOTAL	<u>\$5170.32</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? NO

IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? N/A

COST TO EACH STUDENT \$ 350.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax Credit and Parent Organization Scholarships

FUNDING SOURCE(S): Tax Credits

FUNDRAISING ACTIVITIES PLANNED (If applicable):

None

SUBMITTED BY: _____

Signature

12/13/21

Date

APPROVED BY: _____

Principal/Supervisor

1/18/22

Date

Associate Superintendent/Superintendent

1/17/2022

Date