



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

DATE OF MEETING: October 3, 2023

TITLE: Approval of Out of State Travel

BACKGROUND:

STAFF

Todd Jaeger requests permission to attend the AASA National Conference on Education in San Diego, California on February 14-17, 2024. Approximate cost of travel is \$2,875.20 and will be paid using Maintenance and Operations funds designated for professional development. Three school days will be missed, and no substitutes are required.

Kimberly Begay requests permission to attend National Indian Education Association Annual Convention in Albuquerque, New Mexico on October 16-20, 2023. NJOMA pays all travel expenses. Five school days will be missed, and no substitute is required.

STUDENTS

Darin Mapes, Isabel Jacobson, Laura Reddoch, Nathan Orelup, Teresa Fritton, Alex Smith, Christine Sullivan, and Susan Shoopman request permission to take 75 Wilson 7th grade students to Catalina Marine Institute on February 9-11, 2024 on Catalina Island, California. Approximate cost of travel is \$41,093.00, and will be paid using Auxiliary, Tax Credit, and Gifts and Donations funds. One school day will be missed, and substitutes are required.

Darin Mapes, Susan Shoopman, Flo Baca, Jose Obregon, Sharon Silvas, Danielle Swisher, Suzanne Steiner, and Alex Smith request permission to take 80 Wilson 8th grade students to Washington, D.C. on March 7-10, 2024. Approximate cost of travel is \$115,430.00, and will be paid using Auxiliary, Tax Credit, and Gifts and Donations funds. Two school days will be missed, and substitutes are required.

Christian Hill, Isabel Jacobson, Darin Mapes, Tyson Chadaz, Bradley Dolman, Cornelia Fritzingler, Jake Gillespie, Robert Kaylor, Mitsy Little, Michelle Meadows, Joi Nielson, Andrea Vitala, Joy Giblin, Matthew Gilbert, Matt Lederhos, Mark McElhinney, Myles Mioduski, Amanda Turnbull, Oscar Romero, Amy Jones, Michelle Petty, Heather Carter, Ashley McCalley, Allison Johnson, and Freddy Sanchez request permission to take 75 Wilson Band, Orchestra, and Choir students to Music in the Parks Festival on April 18-21, 2024 in Anaheim, California. Approximate cost of travel is \$52,335.00 and will be paid using Auxiliary, and Gifts and Donations funds. Two school days will be missed, and substitutes are required.

BUDGET CODE KEY		
001.00.100.2579.6360.501.0000	M & O	Non-Instructional Training, Employee Training, Superintendent
001.00.100.2579.6582.501.0000	M & O	Non-Instructional Training, Employee Travel, Superintendent
525.00.100.1001.6892.168.0000	Auxiliary	Classroom Instruction, Student Travel, Wilson
526.00.100.1001.6892.168.0000	Tax Credit	Classroom Instruction, Student Travel, Wilson
525.00.410.2790.6519.168.0000	Auxiliary	Student Transportation, Student Travel, Wilson
526.00.410.2790.6519.168.0000	Tax Credit	Student Transportation, Student Travel, Wilson
530.00.100.1001.6113.168.0000	Gifts & Donations	Classroom Instruction, Substitutes, Wilson

RECOMMENDATION:

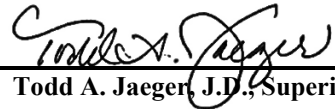
It is the recommendation of the administration that the above travel be approved.

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: October 2, 2023



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 _____

SCHOOL: District Office
 Department (opt.): Superintendent's Office
 DATE(S): 2/14/24-2/17/24

ACTIVITY/EVENT: AASA National Conference on Education

LOCATION: San Diego, CA

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>\$755.00</u>		<u>001.00.100.2579.6360.501.0000</u>
Transportation	<u>\$150.00</u>	Mode <u>Drive</u>	<u>001.00.100.2579.6582.501.0000</u>
Rental Car	<u>\$420.00</u>		<u>001.00.100.2579.6582.501.0000</u>
Meals	<u>\$224.00</u>		<u>001.00.100.2579.6582.501.0000</u>
Lodging	<u>\$946.00</u>		<u>001.00.100.2579.6582.501.0000</u>
TOTAL	<u>\$2495.00</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 National Conference on Education

Outcomes and academic benefits to students and staff: Attending one of the largest education conferences in the country will enable learning of the latest issues , best practices in public education, and collaboration with superintendents from Pima County and the rest of the country.

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
Todd Jaeger

 Associate Superintendent/Superintendent Date
9-29-23

**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: School / Site District Offices
 Department (opt.): Native American Education
 DATE(S): October 16-20, 2023

ACTIVITY/EVENT: National Indian Education Association Annual Convention

LOCATION: Albuquerque, NM

ABSENCE: # Days 5 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>Paid by NJOMA</u>	_____
Transportation	<u>Paid by NJOMA</u> Mode _____	_____
Rental Car	_____	_____
Meals	<u>Paid by NJOMA</u>	_____
Lodging	<u>Paid by NJOMA</u>	_____
Substitutes	_____	_____
TOTAL	<u>\$0.00</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 support the NAE program staff in learning new strategies and techniques; to attend a Research Forum where research will be shared on Native education, and opportunities to join Tribal leaders, Native advocates, parents, elders, and students working to transform Native learning systems.

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 Begay _____ 9/20/2023
 Signature Date
Harlene Manouri _____ 9/21/2023
 Principal/Supervisor Date
 _____ 9/22/2023

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: Wilson K-8

ESTIMATED NUMBER OF STUDENTS: 75

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

STAFF ADVISOR(S)/CHAPERONES: Darin Mapes, Isabel Jacobson, Laura Reddoch, Nathan Orelup, Teresa Fritton, Alex Smith, Christine Sullivan, Susan Shoopman

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Catalina Marine Institute 7th Grade Field Trip

DESTINATION OF TRAVEL: Catalina Island Marine Institute, Catalina Island, California

DATES OF TRAVEL: February 9-11, 2024

ACADEMIC BENEFITS TO STUDENTS: Students will snorkel, participate in marine biology labs, learn about marine stewardship, participate in team building and cooperative learning games.

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

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other: Mountain View Tours, Inc. (520) 292-1183

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	\$ 28,223	525/526.00.100.1001.6892.168.0000
Transportation	\$ 12,030	525/526.00.410.2790.6519.168.0000
Meals	Included	_____
Lodging	Included	_____
Substitutes	\$ 840.00	530.00.100.1001.6113.168.0000
TOTAL	\$ 41,093	

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? Staff members are paid to attend the field trip, includes Darin Mapes, Isabel Jacobson, Laura Reddoch, Nathan Orelup, Teresa Fritton, Alex Smith, Christine Sullivan and Susan Shoopman.

COST TO EACH STUDENT \$ 515.00

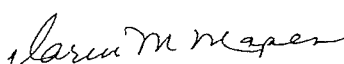
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW, FAMILY INCOME PROVISIONS)? Financial assistance is available for students who require it.

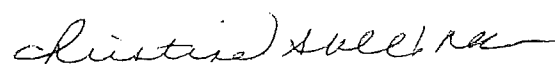
FUNDING SOURCE(S): Students/Parents


FUNDRAISING ACTIVITIES PLANNED (If applicable):

None

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

SUBMITTED BY:  9/1/23
Signature Date

APPROVED BY:  9/1/23
Principal/Supervisor Date

 9.6.2023
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: Wilson K-8

ESTIMATED NUMBER OF STUDENTS: 70

NAME OF SCHOOL GROUP/CLUB/ENTITY: 8th Grade Trip

STAFF ADVISOR(S)/CHAPERONES: Susan Shoopman, Darin Mapes, Flo Baca, Jose Obregon, Sharon Silvas, Danielle Swisher, Suzanne Steiner and Alex Smith

ABSENCE: # Days 2 Sub Required: X Yes No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 8th Grade End-of-the-Year Trip

DESTINATION OF TRAVEL: Washington, D.C.

DATES OF TRAVEL: Thursday, March 7, 2024 – Sunday, March 10, 2024

ACADEMIC BENEFITS TO STUDENTS: The 8th Grade Social Studies content focus is “citizenship and civic engagement in today’s society”. Within the four main Core Discipline Descriptors, this Washington, D.C. trip captures two: Civics and History. 8th Graders study and learn how civic virtues and democratic principles are key components of the American political system (Standards 8.C1.1-8.C1.4) and, how an understanding of civic and political institutions in society and the principles these institutions are intended to reflect including knowledge about law, politics, and government is essential to effective citizenship (Standards 8.C3.1-8C3.3). By touring the U.S. Capitol, the Supreme Court, the National Archives and the Library of Congress, our students will get a first-hand look at the foundations of the United States government’s structure, function and principles. In addition, by touring the World War II Memorial, Lincoln Memorial, Vietnam Veterans Memorial, Korean War Memorial, Washington Monument, National 9/11 Pentagon Memorial, Arlington National Cemetery, National Corps War Memorial, Holocaust Museum and Ford’s Theater our students will gain a better understanding of the cycles of conflict and cooperation that have shaped relations among people, places and environments, and how economic, political and religious ideas and institutions have influenced history and continue to shape the modern world (Standards 8.H2.1-8.H3.4).

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

X	Scholarship	X	Caring	X	Citizenship
X	Collaboration	X	Communication	<input type="checkbox"/>	Creative Thinking
X	Critical Thinking	<input type="checkbox"/>	Problem-Solving		

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

X Other The flight to Washington, D.C. is covered in the cost of the trip.

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>\$114,030 (all-inclusive)</u>	<u>525/526.00.100.1001.6892.168.0000</u>
Transportation	<u>Included</u>	<u> </u>
Meals	<u>Included</u>	<u> </u>
Lodging	<u>Included</u>	<u> </u>
Substitutes	<u>\$ 1,400</u>	<u>530.00.100.1001.6113.168.0000</u>
TOTAL	<u>\$115,430</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? Per every 10 travelers, we received 1 free chaperone.

COST TO EACH STUDENT \$ 1629.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Financial assistance will be offered to students who require it.


FUNDING SOURCE(S): Students/Parents


FUNDRAISING ACTIVITIES PLANNED (If applicable):

None

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

SUBMITTED BY:  9/8/23
Signature Date

APPROVED BY:  9/8/23
Principal/Supervisor Date

 9/15/2023
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: Wilson K-8

ESTIMATED NUMBER OF STUDENTS: 75

NAME OF SCHOOL GROUP/CLUB/ENTITY: Middle school band, orchestra and choir

STAFF ADVISOR(S)/CHAPERONES: Christian Hill, Isabel Jacobson, Darin Mapes, Tyson Chadaz, Bradley Dolman, Cornelia Fritzinger, Jake Gillespie, Robert Kaylor, Misty Little, Michelle Meadows, Joi Nielson, Andrea Viitala, Joy Giblin, Matthew Gilbert, Matt Lederhos, Mark McElhinney, Myles Mioduski, Amanda Turnbull, Oscar Romero, Amy Jones, Michelle Petty, and Heather Carter, Ashley McCalley, Allison Johnson and Freddy Sanchez.

ABSENCE: # Days 2 Sub Required: Yes No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Music in the Parks Festival Competition

DESTINATION OF TRAVEL: Anaheim, CA

DATES OF TRAVEL: April 18-April 21, 2024.

ACADEMIC BENEFITS TO STUDENTS: Wilson students will compete for a festival competition and receive ratings, awards and comments on how to improve their performance skills

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 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 | |

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Charter Busses

Are expenses paid from any of the following accounts? Auxiliary Yes Tax Credits No Club Funds No
Parent Organization No

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration Disneyland Music in the Parks Award Ceremony)	<u>\$ 46,075.00</u> (all-inclusive hotel, transportation, and admission to)	<u>525.00.100.1001.6892.168.0000</u>
Knotts Berry Farm Theme Park	<u>\$ 5,700.00</u>	<u>525.00.100.1001.6892.168.0000</u>
Transportation	Included	
Meals	<u>Breakfast Complimentary at hotel. Students to pay on their own for lunch and dinner</u>	
Lodging	Included	_____
Substitutes	\$ <u>560.00</u>	<u>530.00.100.1001.6113.168.0000</u>
TOTAL	\$ 52,335.00 (all inclusive: hotel, transportation, admission to Disneyland for Music in Parks award ceremony.)	

WILL THE DISTRICT RECEIVE REIMBURSEMENT?

IF SO, SOURCE & AMOUNTS:

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

HOW ARE CHAPERONE EXPENSES PAID? Self Pay

COST TO EACH STUDENT \$ \$545 plus Students must pay for (2) lunches and dinners

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)?

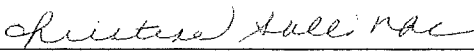
FUNDING SOURCE(S) Parent Donations, Fundraising


FUNDRAISING ACTIVITIES PLANNED (If applicable):

MOD pizza fundraisers

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

SUBMITTED BY:  9/15/2023
Signature Date

APPROVED BY:  9/15/23
Principal/Supervisor Date

 9/15/2023
Associate Superintendent/Superintendent Date