

**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): Samantha Burgin _____

SCHOOL: IRHS
 Department (opt.): Student Government
 DATE(S): 2/13/15 - 2/15/15

ACTIVITY/EVENT: Leadership, Experience and Development Conference

LOCATION: Chicago, IL

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

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>\$220</u>		<u>850-00-100-3400-280-6360</u>
Transportation	<u>\$400</u>	Mode <u>Airline</u>	<u>530-00-100-3400-280-6582</u>
Rental Car	<u>N/A</u> _____		
Meals	<u>\$100</u>		<u>850-00-100-3400-280-6582</u>
Lodging	<u>\$225</u>		<u>850-00-100-3400-280-6582</u>
Substitutes	<u>\$100</u>		<u>530-00-100-3400-280-6113</u>
TOTAL	<u>\$1045</u>		

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

Purpose of travel: **I am on the board for the Arizona Association of Student Councils and feel that the more I enhance my leadership skills and get more ideas, the better I will serve not only my school but the state as well.**

Outcomes and academic benefits to students and staff: **This is a National Conference for Students and Advisors for Student Council as well as National Honor Society. I have heard many great things about this conference and would like to attend personally prior to paying the money to send students. I can also bring back some great ideas for leadership at our school in classes as well as NHS and other leadership clubs and encourage them to attend in the future. I have added curriculum to my StuGo class this year and am looking for more ideas to improve on it for next year and the years to come.**

Submitted by: Samantha J. Burgin 1/14/15
 Signature Date
Natalie Barrett 1/14/15
 Principal/Supervisor Date
Doni Dela 1/16/15
 Associate Superintendent/Superintendent Date

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EMPLOYEE(S): Jayne Huseby _____

SCHOOL: District Offices
 Department (opt.): Language Acquisition
 DATE(S): Feb 10-Feb 13, 2015

ACTIVITY/EVENT: Transition to New Assessments: Implications for the instruction & achievement of ELL students conference

LOCATION: Salt Lake City, UT

ABSENCE: # Days 4 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>0</u>	_____
Transportation	<u>400.00</u> Mode <u>Air</u>	<u>191-15-100-2210-511-6582</u>
Rental Car	_____	_____
Meals	<u>196.00</u>	<u>191-15-100-2210-511-6582</u>
Lodging	<u>350.00</u>	<u>191-15-100-2210-511-6582</u>
Substitutes	_____	_____
TOTAL	<u>946.00</u>	

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

Purpose of travel: To attend invite only EL Collaborative/REL EL Alliance conference in Salt Lake

Outcomes and academic benefits to students and staff: Conference will provide the latest information on EL assessment focusing on AMAOs and state & district considerations for the assessment. It will promote improvement in EL achievement focusing on goals and assessment practices which will be shared and taught to all ELL District teachers.

Submitted by: _____ 1/09/2015
 Signature _____ Date
Darlene Manosovic _____ 1/9/15
 Principal/Supervisor _____ Date
Kravis Tule _____ 1/16/15
 Associate Superintendent/Supervisor _____ Date

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EMPLOYEE(S): Pamela Vandivort _____

SCHOOL: La Cima Middle
 Department (opt.): _____
 DATE(S): February 19, 20, 21, 2015

ACTIVITY/EVENT: ALD Panel for Project Lead The Way
 LOCATION: Indianapolis, IN

ABSENCE: # Days 3 Sub Required: Yes No # of School Days Missed 2

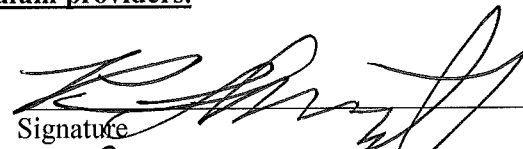
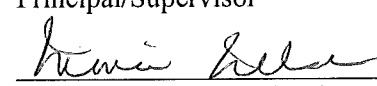
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	_____	_____
Transportation	_____ Mode _____	_____
Rental Car	_____	_____
Meals	_____	_____
Lodging	_____	_____
Substitutes	<u>\$160.00</u>	<u>140-15-100-2210-510-6113</u>
TOTAL	<u>\$160.00</u>	

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

Purpose of travel: To serve on the ALD (Achievement Level Descriptor) Panel and to participate in a validity study for a standard setting project for Computer Science and Software Engineering course.

Outcomes and academic benefits to students and staff: Increase connections, relationships and communications with STEM curriculum providers.

Submitted by:  1-15-15
 Signature Date
Kristine Sullivan 1/15/15
 Principal/Supervisor Date
 1/16/15
 Associate Superintendent/Superintendent Date

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EMPLOYEE(S): Sherri Smith _____

SCHOOL: District Offices
Department (opt.): Payroll
DATE(S): 04/08-04/10/15

ACTIVITY/EVENT: Nova Time Users Conference

LOCATION: Bellagio Hotel Las Vegas, NV

ABSENCE: # Days 3 Sub Required: Yes No # of School Days Missed n/a

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$250.00</u>	<u>530-00-100-2579-520-6360</u>
Transportation	<u>\$212.20</u> Mode <u>air/taxi</u>	<u>530-00-100-2579-520-6582</u>
Rental Car	_____	<u>530-00-100-2579-520-6582</u>
Meals	<u>\$118.80</u>	<u>530-00-100-2579-520-6582</u>
Lodging	<u>\$400.00</u>	<u>530-00-100-2579-520-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$981.00</u>	

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

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

Purpose of travel: Training and conference

Outcomes and academic benefits to students and staff: Implimentation of the timeclock system will allow us to more accurately track and budget for Amphitheater employees and will reduce inaccuracies in timecard reporting.

Submitted by: Sherri Smith 01/12/15
Signature Date

Principal/Supervisor Date

[Signature] 1/12/15
Associate Superintendent/Supervisor Date

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EMPLOYEE(S): Larry DeV Vaughn, Alexis Gonzalez, Bonnie Keene, Sheri Thompson, Leslie Jameson Christian, Cori Friezen, Betsy Gardner, Christine Sullivan. Alternates: Keri Amedeo, Charlotte Norine, Polly Kimminau, Jill Malina, Jessica Roodvoets

SCHOOL: La Cima Middle

Department (opt.): _____

DATE(S): July 12 to July 15, 2015

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: Sacramento, CA

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 0

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>\$4,893</u>		<u>100-15-100-2210-165-6360</u>
Transportation	<u>\$3,800</u>	Mode <u>Air</u>	<u>100-15-100-2210-165-6582</u> <u>100-15-100-2210-510-6582</u>
Rental Car	<u>\$ 267</u>		<u>100-15-100-2210-165-6582</u> <u>100-15-100-2210-510-6582</u>
Meals	<u>\$1,728</u>		<u>100-15-100-2210-165-6582</u> <u>100-15-100-2210-510-6582</u>
Lodging	<u>\$3,100</u>		<u>100-15-100-2210-165-6582</u> <u>100-15-100-2210-510-6582</u>
Substitutes	_____		_____
TOTAL	<u>\$13,788</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.

Submitted by: Christine Sullivan / 7/15
Signature Date
Harlene Mancusi / 1/12/15
Principal/Supervisor Date
Tom Kilo / 4/14/15
Associate Superintendent/Superintendent Date

rev. 9/21/05