

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

---

**DATE OF MEETING:** September 7, 2010

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

---

**BACKGROUND:**

**STAFF**

Mike Bejarano from Ironwood Ridge High School requests permission to attend the National Federation of State High School Federations (NFHS) Coach Education Committee in Indianapolis, Indiana, October 4-6, 2010. Approximate cost of the travel is \$1,050 and will be paid for by NFHS. Three school days will be missed.

Patrick Nelson, Cathy Eiting, Tom Collins, and Jay Midyett from the District Offices request permission to attend the National Staff Development Council Annual Conference in Atlanta, Georgia, December 3-8, 2010. Approximate cost of the travel is \$9,844 and will be paid for by federal funds designated for staff development.

Jose Bernal from Amphitheater High School requests permission to attend the National Future Farmers of America Convention/Agriscience Fair in Indianapolis, Indiana, October 18-23, 2010. Approximate cost of the travel is \$1,915 and will be paid for by federal funds designated for staff development. Five school days will be missed and a substitute is required.

Christine Sullivan from La Cima Middle School requests permission to attend the Advanced Via Individual Determination (AVID) District Leadership Training in Mount Vernon, Washington, October 4-8, 2010. Approximate cost of the travel is \$1,213 and will be paid for by federal funds designated for staff development. Five school days will be missed.

Dr. Roseanne Lopez from the District Offices requests permission to attend the Round table/panel discussion for the National Institute in Excellence in Teaching in Washington, D.C., September 19-21 or October 6-8, 2010 (dates dependent on Capitol Hill scheduling). There is no cost to the district.

**STUDENTS**

Terri Bible and Glen Bible from Canyon del Oro High School request permission to take 20 students to Washington, D.C., November 11-14, 2010. Approximate cost of the travel is \$4,786 and will be paid for by tax credits, student activity funds, and JTED funds. Two school days will be missed and a substitute is required.

Terri Bible from Canyon del Oro High School requests permission to take 10 students to Orlando, Florida, April 29-May 3, 2011. Approximate cost of the travel is \$10,151 and will be paid for by tax credits, student activity funds, and JTED funds. Four school days will be missed and a substitute is required.


Tim Berrier and Jeff Hannan from Ironwood Ridge High School request permission to take 14 students to Reno, Nevada, December 16-20, 2010. Approximate cost of the travel is \$7,969 and will be paid for by student activity funds. No school days will be missed and a substitute is not required.

---

ASSOCIATE SUPERINTENDENT  
SIGNATURE:

  
\_\_\_\_\_

SUPERINTENDENT  
SIGNATURE:

  
\_\_\_\_\_

**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): Mike Bejarano \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL: IRHS  
Department (opt.): Administration  
DATE(S): October 4-6, 2010

ACTIVITY/EVENT: NFHS Coach Education Committee

LOCATION: Indanapolis, IN

ABSENCE: # Days 3 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>
Registration	-		<u>All expenses paid by NFHS</u>
Transportation	<u>\$450.00</u>	Mode <u>Air</u>	<u>NFHS</u>
Rental Car	_____		_____
Meals	<u>\$150.00</u>		<u>NFHS</u>
Lodging	<u>\$450.00</u>		<u>NFHS</u>
Substitutes	_____		_____
TOTAL	<u>\$1,050.00</u>		

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

Purpose of travel: Attend NFHS Committee Meeting

Outcomes and academic benefits to students and staff: The purpose of the committee is to develop continued education opportunities for high school coaches.

Submitted by: Michael Bejarano 8/18/10  
Signature Date

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
Patrick Wilson 8-19-10  
Associate Superintendent/Supervisor 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): Patrick Nelson Cathy Eiting  
Tom Collins Jay Midyett  
\_\_\_\_\_

SCHOOL: District Offices

Department (opt.): \_\_\_\_\_

DATE(S): December 3 - 8, 2010

ACTIVITY/EVENT: National Staff Development Council Annual Conference

LOCATION: Atlanta, Georgia

ABSENCE: # Days 6 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>\$2,796</u>	<u>140.11.100.2210.510.6360</u>
Transportation	<u>\$1,962</u> Mode <u>air</u>	<u>140.11.100.2210.510.6582</u>
Rental Car	_____	_____
Meals	<u>\$ 968</u>	<u>140.11.100.2210.510.6582</u>
Lodging	<u>\$4,119</u>	<u>140.11.100.2210.510.6582</u>
Substitutes	_____	_____
TOTAL	<u>\$9,844</u>	

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

Purpose of travel: This team will be presenting information on District Programs.

Outcomes and academic benefits to students and staff: \_\_\_\_\_

Submitted by: Cathy Eiting 8/30/10  
Signature Date

Tricki Batenone 8/30/10  
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): Jose A. Bernal

SCHOOL: AHS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department (opt.): CTE

DATE(S): 10/18-23/2010

ACTIVITY/EVENT: National FFA Convention/Agriscience Fair

LOCATION: Indianapolis, Indiana

ABSENCE: # Days 6 Sub Required:  Yes  No # of School Days Missed 5

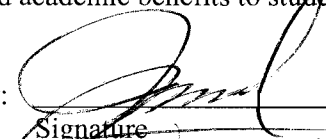
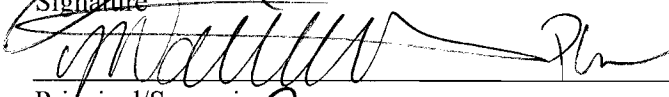

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
			(Note: Tax credit contributions are District funds and require a budget code.)
Registration	\$ <u>75</u>		<u>260.11.270.2210.281.6360</u>
Transportation	<u>0</u>	Mode <u>Air</u>	<u>National FFA will pay for Airline</u>
Rental Car	_____		_____
Meals	\$ <u>240</u>		<u>260.11.270.2210.281.6582</u>
Lodging	\$ <u>1,100</u>		<u>260.11.270.2210.281.6582</u>
Substitutes	\$ <u>500</u>		<u>260.11.270.2210.281.6582</u>
TOTAL	\$ <u>1,915</u>		

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

Purpose of travel: To preside as superintendent of the zoology category during the National Agriscience Fair at the National FFA Convention

Outcomes and academic benefits to students and staff: \_\_\_\_\_

Submitted by:  8/19/2010  
 Signature Date  
 8/19/2010  
 Principal/Supervisor Date  
 8-23-10  
 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): Christine Sullivan \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: La Cima Middle

Department (opt.): \_\_\_\_\_

DATE(S): 10/04/10 to 10/08/10

ACTIVITY/EVENT: AVID (Advanced Via Individual Determination) District Leadership (ADL) training

LOCATION: Mount Vernon, WA

ABSENCE: # Days 4.5 Sub Required:  Yes  No # of School Days Missed 4 1/2

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	<u>\$350.00</u> Mode <u>Air</u>	<u>100-11-100-2210-165-6582</u>
Rental Car	<u>\$271.96</u>	<u>100-11-100-2210-165-6582</u>
Meals	<u>\$216.00</u>	<u>100-11-100-2210-165-6582</u>
Lodging	<u>\$374.68</u>	<u>100-11-100-2210-165-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$1,212.64</u>	

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

Purpose of travel: ADL Sessions are required as part of AVID District Director training. This training is critical to successful AVID implementation, refinement, and maintenance in a district.

Outcomes and academic benefits to students and staff: Information learned in training is communicated to AVID site team, AVID elective teachers, and faculty to support academic rigor and success for all students.

Submitted by: Christine Sullivan 8/23/10  
 Signature Date

1 Cole 8/24/10  
 Principal/Supervisor Date

Patrick Nelson 8-20-10  
 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): Dr. Roseanne Lopez \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: District Offices  
 Department (opt.): Pay for Performance  
 DATE(S): Sept. 19,20,21 OR Oct. 6,7,8, 2010  
Depends on Capitol Hill Scheduling

ACTIVITY/EVENT: Round table/panel discussion member invited by National Institute in Excellence in Teaching

LOCATION: Washington D.C.

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

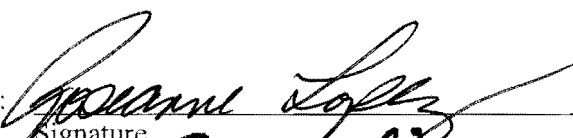
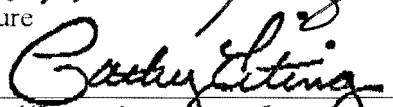
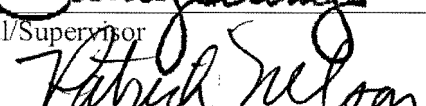
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	_____		_____
Transportation	_____	Mode _____	_____
Rental Car	_____		_____
Meals	_____		_____
Lodging	_____		_____
Substitutes	_____		_____
<b>TOTAL</b>	<b><u>Paid for (100%) by the GATES &amp; Joyce Foundations</u></b>		

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

Purpose of travel: As a result of an article written by Dr. Jon Eckert regarding 6 effective implementations of the Teacher Incentive Fund grant, I have been invited to serve as one of 6 panelists. Audience members will include Capitol Hill staffers.

Outcomes and academic benefits to students and staff: Participation in the panel will demonstrate AMPHI's leadership in performance pay for teachers and administrators which in part is linked to student achievement results

Submitted by:  8/30/10  
 Signature Date  
 8/30/10  
 Principal/Supervisor Date  
 8-30-10

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: CDO

ESTIMATED NUMBER OF STUDENTS: 20

NAME OF SCHOOL GROUP/CLUB/ENTITY: DECA

STAFF ADVISOR(S)/CHAPERONES: Terri Bible, Glen Bible

ABSENCE: # Days 2 Sub Required:  Yes  No # of School Days Missed 2 (Thursday Nov. 11 and Friday November 12, 2010)

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Western Region Leadership Conference

DESTINATION OF TRAVEL: Washington DC

DATES OF TRAVEL: Nov. 11-14, 2010

ACADEMIC BENEFITS TO STUDENTS: Workshops pertaining to careers in marketing/competitive event preparation

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: \_\_\_\_\_

Other Air

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>\$135 (Teacher)</u> <u>\$2,700 (135 x 20)</u>	<u>596.00.270.1001.282.6360</u> <u>850.00.610.3400.282.6892 a/or</u> <u>526.00.100.3400.282.6892</u>
Transportation	<u>\$400 (Teacher) Approx. Airfare</u>	<u>596.00.270.1001.282.6515</u>
Meals	<u>\$108(54 x 2)</u> <u>Students pay for their own meals</u>	<u>596.00.270.1001.282.6582</u>



Lodging	<u>\$338 (Teacher-\$169 x 2 days)</u>	<u>596.00.270.1001.282.6582</u>
	<u>\$955 (\$47.75 (\$189 x 2 div 4 students/room))</u>	<u>850.00.610.3400.282.6892 a/or</u>
	<u>Students pay for their own rooms</u>	<u>526.00.100.3400.282.6892</u>
	<u>Students pay for their own airfare</u>	

Substitutes \$150.00 (\$75.00 x 2 days) 596.00.270.1001.282.6113

TOTAL \$4,786 (not including student airfare costs)

WILL THE DISTRICT RECEIVE REIMBURSEMENT? NA  
 IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? NA

COST TO EACH STUDENT \$ \$690.75 (\$135 reg, \$400 airfare, \$108 meals, \$47.75 lodging)

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

FUNDING SOURCE(S): Student Store

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
Car washes

SUBMITTED BY:	<u>Teri Bebel</u>	<u>8/17/10</u>
	Signature	Date
APPROVED BY:	<u>Maria Kelpo PR</u>	<u>8/18/10</u>
	Principal/Supervisor	Date
	<u>Patrick Nelson</u>	<u>8-26-10</u>
	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: CDO

ESTIMATED NUMBER OF STUDENTS: 10

NAME OF SCHOOL GROUP/CLUB/ENTITY: DECA

STAFF ADVISOR(S)/CHAPERONES: Terri Bible

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: International Career Development Conference

DESTINATION OF TRAVEL: Orlando, FL

DATES OF TRAVEL: April 29-May 3, 2011

ACADEMIC BENEFITS TO STUDENTS: DECA National Competition for College Scholarships

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: \_\_\_\_\_

Other Air

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>130 (Teacher)</u> <u>1300 (Students 130 x 10)</u>	<u>596.00.270.1001.282.6360</u> <u>850.00.610.3400.282.6892 a/or</u> <u>526.00.100.3400.282.6892</u>
Transportation	<u>500 (Teacher)</u> <u>5,000 (Students 500 x 10)</u>	<u>596.00.270.1001.282.6582</u> <u>Students pay for their own</u>
Meals	<u>295(59 x 5)</u> <u>Students pay for their own meals</u>	<u>596.00.270.1001.282.6582</u>

Lodging 750 (Teacher-150x5)  
1,875.50(150x5div4students=187.50per=187.50x10)

596.00.270.1001.282.6582  
850.00.610.3400.282.6892 a/or  
526.00.100.3400.282.6892

Substitutes 300 (75 x 4)

596.00.270.1001.282.6113

TOTAL \$10,150.50

WILL THE DISTRICT RECEIVE REIMBURSEMENT? NA  
IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? NA

COST TO EACH STUDENT \$ 717.50 (\$130 reg., \$500 air., \$100 meals., \$187.50 lodging)

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

FUNDING SOURCE(S): Student Store

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
Car washes

SUBMITTED BY: Tom Bibb  
Signature

8/17/10  
Date

APPROVED BY: Marcia Kalpe Ph  
Principal/Supervisor

8/18/10  
Date

Patrick Wilson  
Associate Superintendent/Superintendent

8-26-10  
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: 14

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Wrestling Team**

STAFF ADVISOR(S)/CHAPERONES: **Tim Berrier and Jeff Hannan**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Wrestling Tournament**

DESTINATION OF TRAVEL: **Reno, Nevada**

DATES OF TRAVEL: **12-16-2010 through 12-20-2010**

ACADEMIC BENEFITS TO STUDENTS: **Students will be competing against some of the top wrestling teams from across the nation. College coaches will be in attendance to scout for potential recruits**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: \_\_\_\_\_

Other **Airline**

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>600</u>	<u>850-00-100-3400-280-6360</u>
Transportation	<u>5839</u>	<u>850-00-100-3400-280-6582</u>
Meals	<u>300</u>	<u>850-00-100-3400-280-6582</u>
Lodging	<u>1230</u>	<u>850-00-100-3400-280-6582</u>
Substitutes	_____	_____
TOTAL	<u>7969</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **no**  
IF SO, SOURCE & AMOUNTS: \_\_\_\_\_


HOW ARE CHAPERONE EXPENSES PAID? **Club funds**

COST TO EACH STUDENT \$ **0**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **All students will be paid for**

FUNDING SOURCE(S): **Tax credit and Club Funds**

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
\_\_\_\_\_

SUBMITTED BY:   
Signature

**August 17, 2010**  
Date

APPROVED BY:   
Principal/Supervisor

8-17-2010  
Date

  
Associate Superintendent/Superintendent

8-19-10  
Date