



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

DATE OF MEETING: **April 11, 2023**

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

BACKGROUND:

STAFF

Todd Jaeger, Superintendent, requests permission to attend Odyssey of the Mind World Finals in East Lansing, Michigan on May 23-28, 2023. Approximate cost of travel is \$2,808.85 and will be paid using Maintenance and Operating funds. No school days will be missed, and no substitute is required.

Andrew Miller of Transportation requests permission to attend School Transportation News Expo in Reno, Nevada on July 14-19, 2023. Approximate cost of travel is \$1,991.65 and will be paid using Maintenance and Operating funds. No school days will be missed, and no substitute is required.

STUDENTS

Alexis Tuo, Susan Luciano, and Cathy Williams request permission to take six Walker Odyssey of the Mind students to World Finals in East Lansing, Michigan on May 23-28, 2023. Approximate cost of travel is \$12,715 and will be paid using Auxiliary, Tax Credit, Club, and Gifts and Donations funds. No school days will be missed, and no substitutes are required.

Mamie Spillane, Stephanie Quimby-Greene, Kelsey Jernigan, Hilary Wiechert, Ana Villanueva, Ashley Olivas, Tasha Martinez request permission to take six Rio Vista Odyssey of the Mind students to World Finals in East Lansing, Michigan on May 23-28, 2023. Approximate cost of travel is \$21,840 and will be paid using Auxiliary, Tax Credit, and Club funds. No school days will be missed, and no substitutes are required.

Shana Hayes, Megan Frederiksen, Carly Bissonnette, Stephanie Ponce, Victoria Norris, Alicia Schulke, Eric Fling Sr., Craig Roberts, Elizabeth Horvath, Jessica Dagele, Jennifer McEwen, Ryan Inglett, Karen Edmiston, Vanessa Verduzco, Randi Ellis, Terisa Felix-Provencio, Iryna Perry request permission to take thirty-two 5th Grade Mesa Verde students to Buena Park and Oak Glen, California on May 3-5, 2023. Approximate cost of travel is \$20,240.00 and will be paid using Auxiliary, Tax Credit, and Gifts and Donations funds. Two school days will be missed, and substitutes are required.

BUDGET CODE KEY		
001.00.100.2579.6582.501.0000	M & O	Non-Instructional Training, Employee Training, Superintendent
001.00.410.2579.6360.528.0000	M & O	Non-Instructional Training, Employee Training, Transportation
001.00.410.2579.6582.528.0000	M & O	Non-Instructional Training, Staff Travel, Transportation
525.00.610.1001.6892.112.0000	Auxiliary	Classroom Instruction, Student Travel, Walker
526.00.610.1001.6892.112.0000	Tax Credit	Classroom Instruction, Student Travel, Walker
530.00.610.1001.6892.112.0000	Gifts & Donations	Classroom Instruction, Student Travel, Walker
850.00.610.1001.6892.112.0000	Club	Classroom Instruction, Student Travel, Walker
525.00.610.2190.6892.112.0000	Auxiliary	Other Student Support Services, Student Travel, Walker
526.00.410.2790.6519.112.0000	Tax Credit	Student Transportation, Student Travel, Walker
530.00.410.2790.6519.112.0000	Gifts & Donations	Student Transportation, Student Travel, Walker

850.00.410.2790.6519.112.0000	Club	Student Transportation, Student Travel, Walker
525.00.610.1001.6892.117.0000	Auxiliary	Classroom Instruction, Student Travel, Rio Vista
526.00.610.1001.6892.117.0000	Tax Credit	Classroom Instruction, Student Travel, Rio Vista
850.00.610.1001.6892.117.0000	Club	Classroom Instruction, Student Travel, Rio Vista
525.00.410.2790.6519.117.0000	Auxiliary	Student Transportation, Student Travel, Rio Vista
526.00.410.2790.6519.117.0000	Tax Credit	Student Transportation, Student Travel, Rio Vista
850.00.410.2790.6519.117.0000	Club	Student Transportation, Student Travel, Rio Vista
525.00.100.1001.6892.116.0000	Auxiliary	Classroom Instruction, Student Travel, Mesa Verde
526.00.100.1001.6892.116.0000	Tax Credit	Classroom Instruction, Student Travel, Mesa Verde
530.00.100.1001.6113.116.0000	Gifts and Donations	Classroom Instruction, Substitutes, Mesa Verde

RECOMMENDATION:

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

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: April 10, 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 Offices
 Department (opt.): Superintendent's Office
 DATE(S): 5/23/23-5/28/23

ACTIVITY/EVENT: Odyssey of the Minds World Finals

LOCATION: Lansing, MI

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>
Registration	_____		_____
Transportation	<u>\$1200.00</u>	Mode <u>air</u>	<u>001.00.100.2579.6582.501.0000</u>
Rental Car	<u>\$300.00</u>		<u>001.00.100.2579.6582.501.0000</u>
Meals	<u>\$297.50</u>		<u>001.00.100.2579.6582.501.0000</u>
Lodging	<u>\$1011.35</u>		<u>001.00.100.2579.6582.501.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$2808.85</u>		

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

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 OM World Finals

Outcomes and academic benefits to students and staff: The purpose is to support the thirteen District teams competing in the OM World Finals. Odyssey of the Mind is an academic competition with robust participation in the district.

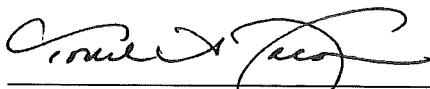
Identify which characteristics of the Portrait of Graduate are specifically related to this request.

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Academic Content | <input type="checkbox"/> Caring | <input type="checkbox"/> Citizenship |
| <input type="checkbox"/> Collaboration | <input 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:

Signature _____ Date _____



Associate Superintendent/Superintendent

4-6-23
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): Andrew Miller

SCHOOL: School / Site District Office
Department (opt.): Transportation
DATE(S): 7/14/23-7/19/23

ACTIVITY/EVENT: School Transportation News (STN) Expo

LOCATION: Reno, Nevada

ABSENCE: # Days 4 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>399.00</u>		<u>001.00.410.2579.6360.528.0000</u>
Transportation	<u>595.00</u>	Mode <u>Air</u>	<u>001.00.410.2579.6582.528.0000</u>
Rental Car	<u>0</u>		
Meals	<u>242.25</u>		<u>001.00.410.2579.6582.528.0000</u>
Lodging	<u>755.40</u>		<u>001.00.410.2579.6582.528.0000</u>
Substitutes	<u>1991.65</u>		
TOTAL			

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: Ability to connect with 1500 student transportation stakeholders.

Outcomes and academic benefits to students and staff: Update on new changes from the 2023 National Congress on School Transportation Director's Summit.

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

- | | | |
|---|---|---|
| <input 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 | |

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

Submitted by: [Signature] 3/22/23
Signature Date
[Signature] 3/27/23
Principal/Supervisor Date
[Signature] 3/29/2023
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: Walker Elementary School

ESTIMATED NUMBER OF STUDENTS: 6

NAME OF SCHOOL GROUP/CLUB/ENTITY: Odyssey of the Mind

STAFF ADVISOR(S)/CHAPERONES: Alexis Tuo, Susan Luciano, Cathy Williams

ABSENCE: # Days 6 Sub Required: Yes No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Odyssey of the Mind World Finals

DESTINATION OF TRAVEL: Michigan State University – East Lansing, MI

DATES OF TRAVEL AND ESTIMATED DEPARTURE/ARRIVAL TIMES: May 23rd through May 28th 2023

ACADEMIC BENEFITS TO STUDENTS: Students will be practicing problem solving, effective communication, creative and critical thinking in order to solve problems given to their team for competition.

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

- | | | |
|---|---|---|
| <input 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: _____

Other Air Plane and Rental Van

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>\$735 x 9 = \$6,615</u>	<u>850.00.610.1001.6892.112.0000</u>
		<u>526.00.610.1001.6892.112.0000</u>
		<u>530.00.610.1001.6892.112.0000</u>
		<u>PTO</u>
Transportation	<u>Air - \$600 x 9 = \$5,400</u>	<u>850.00.610.2190.6892.112.0000</u>
		<u>526.00.610.2190.6892.112.0000</u>
	<u>Rental Van - \$140 x 5 days = \$700</u>	<u>530.00.610.2190.6892.112.0000</u>
		<u>PTO</u>
Meals and Lodging included in registration cost		
TOTAL	<u>\$12,715</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **NO**

IF SO, SOURCE & AMOUNTS: **N/A**

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

HOW ARE CHAPERONE EXPENSES PAID? **Fundraisers, Club Funds, Gifts and Donations**

COST TO EACH STUDENT \$ 1,413

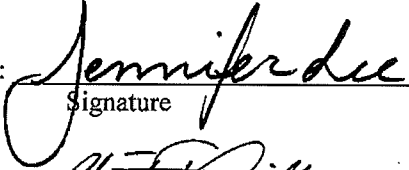
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Fundraising and Tax Credits**

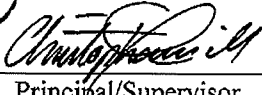
FUNDING SOURCE(S): **Club Fund, Tax credits, PTO, and Gifts and Donations**

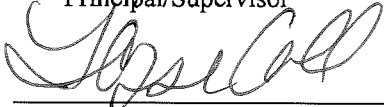
FUNDRAISING ACTIVITIES PLANNED (If applicable):

Snow Cones, Restaurant Nights

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

SUBMITTED BY:  3/27/23
Signature Date

APPROVED BY:  3/27/23
Principal/Supervisor Date

 3/28/23
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: Rio Vista Elementary School

ESTIMATED NUMBER OF STUDENTS: 14 travelers, 6 students

NAME OF SCHOOL GROUP/CLUB/ENTITY: Odyssey of the Mind

STAFF ADVISOR(S)/CHAPERONES: 7 Advisors/coaches: Mamie Spillane, Stephanie Quimby-Greene, Kelsey Jernigan, Hilary Wiechert. Chaperones: Ana Villanueva, Ashley Olivas, Tasha Martinez.

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Represent Rio Vista at Odyssey of the Mind World Finals

DESTINATION OF TRAVEL: Lansing, Michigan

DATES OF TRAVEL: May 23rd – May 28th

ACADEMIC BENEFITS TO STUDENTS: Opportunity to represent our district and the State of Arizona in a competition on a college campus using problem solving skills, STEM and STEAM skills. They will be evaluated by world class judges against teams from around the world.

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 airplane and round-trip shuttle to campus and on-campus shuttle

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 (includes lodging and most meals) 10,290	<u>525/526/850.610.1001.6892.117.0000</u> FTO
<u>9,000 plane</u>	
Transportation <u>750 airport shuttle roundtrip</u>	<u>525/526/850.410.2790.6519.117.0000</u> FTO
Meals* Most meals included with registration	<u>525/526/850.610.2190.6892.117.0000</u> FTO
<u>1,800</u> Travel day meals and Meals not covered by meal ticket	_____
Lodging, meals and registration* _____	_____
Substitutes _____	_____
TOTAL	<u>21,840</u>

*Housing, meal ticket, entry fees and tickets are covered by registration fee

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?

Coaches/Advisors included in cost. Chaperones/parents will reimburse through fundraising and contributions to gifts and donations

COST TO EACH STUDENT \$

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

FUNDING SOURCE(S): _____

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Student fundraising,-- FTO sponsored reading contest, FTO lemonade sales, FTO penny wars, asking relatives for tax credit donations.

Parent fundraising – includes Go-Fund me, parents selling burritos, tamales, obtaining Gifts and Donations contributions from restaurants where they are employed, privates donations, yard sales

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

SUBMITTED BY: Stephanie Jimbyfreene 3/29/23
Signature Date

APPROVED BY: Mamie Spillane 3/29/23
Principal/Supervisor Date

[Signature] 4/3/23
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: Mesa Verde Elementary

ESTIMATED NUMBER OF STUDENTS: 32

NAME OF SCHOOL GROUP/CLUB/ENTITY: 5th Grade Class Field Trip

STAFF ADVISOR(S)/CHAPERONES: Shana Hayes, Megan Frederiksen, Carly Bissonnette, Stephanie Ponce, Victoria Norris, Alicia Schulke, Eric Fling Sr., Craig Roberts, Elizabeth Horvath, Jessica Dagel, Jennifer McEwen, Ryan Inglett, Karen Edmiston, Vanessa Verduzco, Randi Ellis, Terisa Felix-Provencio, Iryna Perry

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Forces in Motion and American Heritage

DESTINATION OF TRAVEL: Buena Park CA and Oak Glen CA

DATES OF TRAVEL: May 3rd – May 5th 2023

ACADEMIC BENEFITS TO STUDENTS: Students will have hands on exploration with forces of motion relating directly to our science curriculum. At Knotts Berry Farm students will learn how kinetic energy and speed are used to create attractions and gain an understanding of the real-world application of physics. The historical Simulation at Riley's Farms will depict the key events that led to the American Revolution. The students will take on the duties of the soldiers, reenact the battles, and arrive at historically accurate solutions. They will experience a first-hand glimpse of America's past during an historical American Revolution Reenactment. The students will be put into groups where they will participate and compete in a scavenger hunt for both experiences. Prizes will be given for an American Revolution Cause and Effect Jeopardy competition

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 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 Project Exploration

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$20240.00</u> _____	<u>525/526-00-100-1001-6892-116-0000</u> _____
Transportation	_____ _____	_____ _____
Meals	_____ _____	_____ _____
Lodging	_____ _____	_____ _____
Substitutes	<u>280.00</u>	<u>530.00.100.1001.6113.116.0000</u>
TOTAL	<u>\$20520.00</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? **Self pay**

COST TO EACH STUDENT \$ **440.00**

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

FUNDING SOURCE(S): **TAX and Aux**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY: Dache Rike
Signature

4-5-23
Date

APPROVED BY: J. Ryan
Principal Supervisor

4-5-23
Date

Yasir Qadhi
Associate Superintendent/Superintendent

4/5/23
Date