



GOVERNING BOARD AGENDA ITEM AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: October 24, 2023

TITLE: Approval of Out of State Travel

BACKGROUND:

STAFF

Todd Jaeger and Governing Board members request permission to attend Innovative Schools Summit in New York, NY on February 27-March 2, 2024. Approximate cost of travel is \$16,175.00 and will be paid using Maintenance and Operations funds designated for professional development. Four school days will be missed, and no substitutes are required.

Marco Dominguez of Canyon del Oro High School requests permission to attend the National Athletic Directors Conference in Orlando, FL on December 15-20, 2023. Approximate cost of travel is \$2,430.00, and will be paid using Maintenance and Operations, and Auxiliary Operations funds. Four school days will be missed, and no substitutes are required.

Tyrone Cepher of Amphitheater High School requests permission to attend the National Athletic Directors Conference in Orlando, FL on December 15-20, 2023. Approximate cost of travel is \$2,468.25, and will be paid using Maintenance and Operations, and Auxiliary Operations funds. Four school days will be missed, and no substitutes are required.

STUDENTS

Nicole Sevinsky, and Sheila Sevinsky request permission to take 12 Canyon del Oro High School Pomline students to the National Dance Team Championship in Orlando, FL on February 1-5, 2024. Approximate cost of travel is \$18,200, and will be paid using Student Activities, and Tax Credit funds. Three school days will be missed, and no substitutes are required.

Tom Edelbrock, Ashley Sova, Raul Jimenez, Colin Cordell, Elizabeth Loehr, Crissi Petersen, Lee Anne Mitchell, Maria Gallegos, Kelly Payne, Sarah Pike, Megan Etter, Julie Carless, Cara Laird, Marnie Miserendino, and Dan Moreno request permission to take 72 Cross Middle School Advanced Band, Jazz Band, and Advanced Choir students to Forum Festivals in Fullerton, CA on April 11-14, 2024. Approximate cost of travel is \$78,889, and will be paid using Student Activities, Auxiliary and Tax Credit funds. Four days of school will be missed, and substitutes are required.

Kellie Higgins, Caitlin Grosse, Paul Avila, Tyrone Cepher or Angela Wichers request permission to take 40 Amphitheater Middle School students to Catalina Island Marine Institute in Catalina Island, CA on March 5-8, 2024. Approximate cost of travel is \$21,300, and will be paid using Title I, Auxiliary, Tax Credit, Schottenstein Trust funds. Four 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
001.00.100.2579.6360.502.0000	M & O	Non-Instructional Training, Employee Training, Governing Board
001.00.100.2579.6582.501.0000	M & O	Non-Instructional Training, Employee Travel, Superintendent
001.00.100.2579.6582.502.0000	M & O	Non-Instructional Training, Employee Travel, Governing Board
001.00.620.2579.6360.508.0000	M & O	Non-Instructional Training, Employee Training, Director of Interscholastics

525.00.620.2490.6582.282.0000	Auxiliary	School Administration, Employee Travel, CDO
525.00.620.2210.6582.281.0000	Auxiliary	Improvement of Instruction, Employee Travel, AHS
850.00.610.2190.6892.282.0000	Student Activities	Student Support Services, Student Travel, CDO
526.00.620.2190.6892.282.0000	Tax Credit	Student Support Services, Student Travel, CDO
850.00.610.1001.6892.167.0000	Student Activities	Classroom Instruction, Student Travel, Cross
525.00.610.1001.6892.167.0000	Auxiliary	Classroom Instruction, Student Travel, Cross
526.00.610.1001.6892.167.0000	Tax Credit	Classroom Instruction, Student Travel, Cross
850.00.610.1001.6113.167.0000	Student Activities	Classroom Instruction, Substitutes, Cross
100.24.100.1001.6892.166.0000	Tile I	Classroom Instruction, Student Travel, AMS
525.00.100.1001.6892.166.0000	Auxiliary	Classroom Instruction, Student Travel, AMS
526.00.100.1001.6892.166.0000	Tax Credit	Classroom Instruction, Student Travel, AMS
533.00.100.1001.6892.166.0000	Schottenstein Trust	Classroom Instruction, Student Travel, AMS
525.00.410.2790.6519.166.0000	Auxiliary	Student Transportation, Student Travel, AMS
526.00.410.2790.6519.166.0000	Tax Credit	Student Transportation, Student Travel, AMS
533.00.410.2790.5719.166.0000	Schottenstein Trust	Student Transportation, Student Travel, AMS
525.00.100.1001.6113.166.0000	Auxiliary	Classroom Instruction, Substitutes, AMS
526.00.100.1001.6113.166.0000	Tax Credit	Classroom Instruction, Substitutes, AMS
533.00.100.1001.6113.166.0000	Schottenstein Trust	Classroom Instruction, Substitutes, AMS

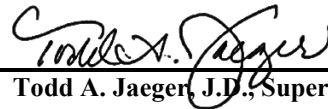
RECOMMENDATION:

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

INITIATED BY:


Matthew Munger
Associate Superintendent for Secondary Education

Date: October 23, 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**
Governing Board Members

SCHOOL: **District Office**

Department (opt.): _____

DATE(S): **2/27/24-3/2/24**

ACTIVITY/EVENT: **Innovative Schools Summit**

LOCATION: **Marriot Marquis, 1535 Broadway, New York, NY 10036**

ABSENCE: # Days **5** Sub Required: ☐ Yes ☒ No # of School Days Missed **1**

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>\$3870.00</u>		<u>001.00.100.2579.6360.501/502.0000</u>
Transportation	<u>\$3500.00</u>	Mode <u>air</u>	<u>001.00.100.2579.6582.501/502.0000</u>
Rental Car	_____		_____
Meals	<u>\$1863.00</u>		<u>001.00.100.2579.6582.501/502.0000</u>
Lodging	<u>\$6942.00</u>		<u>001.00.100.2579.6582.501/502.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$16175.00</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 Innovative Schools Summit in New York, NY**

Outcomes and academic benefits to students and staff: **Attendees are able to participate in sessions on each of the following topics: Innovative Teaching Strategies, Wired Differently/Trauma Informed Schools, At-Risk Students, and Innovative School Leadership Forum.**

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

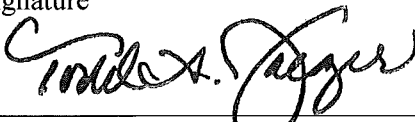
<input checked="" type="checkbox"/> Academic Content	<input type="checkbox"/> Caring	<input type="checkbox"/> Citizenship
<input checked="" type="checkbox"/> Collaboration	<input checked="" type="checkbox"/> Communication	<input type="checkbox"/> Creative Thinking
<input checked="" type="checkbox"/> Critical Thinking	<input 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

10/23/23
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): Marco Dominguez

SCHOOL: School / Site Canyon del Oro High School

Department (opt.): _____

DATE(S): Dec 15th -20th

ACTIVITY/EVENT: National Athletic Directors Conference

LOCATION: Orlando, Florida

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>
Registration	<u>295.00</u>	<u>001.00.620.2579.6360.508.0000</u>
Transportation	<u>627.46</u>	Mode <u>Air</u> <u>525.00.620.2490.6582.282.0000</u>
Rental Car	_____	_____
Meals	<u>236.00</u>	<u>525.00.620.2490.6582.282.0000</u>
Lodging	<u>1,272</u>	<u>525.00.620.2490.6582.282.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$2430.00</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: Attending National Athletic Directors Conference December 15-20th

Outcomes and academic benefits to students and staff: Continued Training as Athletic Director

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: Marco Dominguez 10/4/23
Signature Date

Tara Bulleigh 10/4/23
Principal/Supervisor Date

[Signature] 10/16/2023
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): Tyrone Cephers

SCHOOL: AHS

Department (opt.): Athletics

DATE(S): 12/15/23-12/20/23

ACTIVITY/EVENT: National Athletic Directors Conference

LOCATION: Orlando, Florida

ABSENCE: 6 # Days 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 \$390.00

001.00.620.2579.6360.508.0000

Transportation \$708.00

Mode: Air

525.00.620.2210.6582.281.0000

Rental Car

N/A

Meals \$59.00

525.00.620.2210.6582.281.0000

Lodging \$1311.25
Substitutes

525.00.620.2210.6582.281.0000

N/A

TOTAL \$2468.25

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

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

Purpose of travel:

Outcomes and academic benefits to students and staff: Take and apply the necessary courses that will help our student athlete's transition into arena of our competitive society. Learn how to build our brand as a school and district through the networking and courses given that align with these actions.

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

☐x Academic Content

☐x Caring

☐x Citizenship

☐xx Collaboration

☐x Communication

☐x Creative Thinking

☐ Critical Thinking

☐x Problem-Solving

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

Submitted by:

Signature

Date

Principal/Supervisor

Date

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: 12

NAME OF SCHOOL GROUP/CLUB/ENTITY: CDO Pomline

STAFF ADVISOR(S)/CHAPERONES: Nicole Sevinsky / Sheila Sevinsky

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: National Dance Team Championship

DESTINATION OF TRAVEL: Orlando, Florida

DATES OF TRAVEL: February 1st, 2024 - February 5th, 2024

ACADEMIC BENEFITS TO STUDENTS: Students will set two individual goals and one team goal prior to competing. After competing, students will reflect on their progress toward those goals through a written reflection submitted to the coach. This supports student's written expression, practicing self-evaluation, communication skills, citizenship, and collaboration.

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

☒ Academic Content

☒ Collaboration

☒ Critical Thinking

☒ Caring

☒ Communication

☒ Problem-Solving

☒ Citizenship

☒ Creative Thinking

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other American Airline / UDA Provided Transportation

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	\$600.00	850.00.610.2190.6892.282.0000
Transportation	\$7,000.00	526.00.620.2190.6892.282.0000
Meals		
Lodging	\$10,600	850.00.610.2190.6892.282.0000
Substitutes		
TOTAL	\$18,200	

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? Students voted to use Club Account funds to pay for Chaperones

COST TO EACH STUDENT \$ 900.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? The CDO Pomline is holding numerous "big ticket" fundraisers throughout the year to raise funds. Our goal is to only have each athlete pay \$100 out of pocket. The coach has also requested assistance from the CDO Site Council for airfare and we were given \$3,500. Each athlete is being asked to bring in \$400 in Tax Credits donations that will be used for airfare ONLY.

FUNDING SOURCE(S): Club Account for Lodging and Registration / Tax Credit for Airfare ONLY

FUNDRAISING ACTIVITIES PLANNED (If applicable):

CDO Football Spirit Clinic, Victory Fundraising Textathon, Southern Arizona Spiritline Showcase, CDO Basketball Pom Clinic, Victory Fundraising Gourmet Pretzel Sales, Tax Credit donations

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

SUBMITTED BY: _____

Signature

9/27/23
Date

APPROVED BY: _____

Principal/Supervisor

9/27/23
Date

Associate Superintendent/Superintendent

10.2.2023
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: Cross Middle School

ESTIMATED NUMBER OF STUDENTS: 72

NAME OF SCHOOL GROUP/CLUB/ENTITY: Cross Advanced Band, Cross Jazz Band, Cross Advanced Choir

STAFF ADVISOR(S)/CHAPERONES: Tom Edelbrock, Ashley Sova, Raul Jimenez, Colin Cordell, Elizabeth Loehr, Crissi Petersen, Lee Anne Mitchell, Maria Gallegos, Kelly Payne, Sarah Pike, Megan Etter, Julie Carless, Cara Laird, Marnie Miserendino, Dan Moreno

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 1. Competition Festival for all three performing groups at Cal State Fullerton through Forum Festivals on 4/12. 2. Watch the Los Angeles Philharmonic perform in Anaheim in the evening on 4/12. 3. Participate in Disney Imagination Campus recording studio event on Saturday, 4/13/24 and complete a general music assignment in the park.

DESTINATION OF TRAVEL: Homewood Inn and Suites: 12005 Harbor Blvd, Garden Grove, CA 92840, Cal State Fullerton: 800 N State College Blvd, Fullerton, CA 92831, Los Angeles Philharmonic Walt Disney Concert Hall: 111 S Grand Ave, Los Angeles, CA 90012, Disneyland park: Anaheim, CA 92802

DATES OF TRAVEL: 4/11/24-4/14/24

ACADEMIC BENEFITS TO STUDENTS: Students will perform in an adjudicated festival and receive a rating compared to other band programs from throughout the state. Performing in a festival and presenting high quality music is a common practice and achieves many of the anchor state standards (4,5,6) under performing/presenting/producing. The Los Angeles Philharmonic is one of the top orchestras in the world. The experience watching their concert achieves many state standards under Responding (7,8,9) and Connecting (10,11). Performing in the Disney Imagination Campus event on 4/12 is a real-world example of technology and music combined, where the students take place in a live recording session and use their music skills, as well as 21st century learning, to create a soundtrack to a movie. This event achieves many of the state anchor standards (4,5,6) under performing/presenting/producing. See attached itinerary, as well as lesson plan.

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: _____

☒ Other Mountain View Tours

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>200.00</u>	850.00.610.1001.6892.167.0000
	20,462.40	525.00.610.1001.6892.167.0000
Transportation	<u>16,510.00</u>	526.00.610.1001.6892.167.0000
Meals	<u>Included In Price</u>	_____
Lodging	<u>41,436.60</u>	526.00.610.1001.6892.167.0000
Substitutes	<u>\$280</u>	850.00.610.1001.6113.167.0000
TOTAL	<u>\$78,889</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? Paid by chaperones in attendance

COST TO EACH STUDENT \$ 900

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

FUNDING SOURCE(S): Paid by Boosters, leftover funds in auxiliary accounts from previous trips.

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Dine out fundraisers through Boosters, Butterbraid Fundraiser,

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

SUBMITTED BY: _____

Signature

Date

APPROVED BY: _____

Principal/Supervisor

Associate Superintendent/Superintendent

10-17-23

Date

10/18/2023

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: AMS

ESTIMATED NUMBER OF STUDENTS: 40

NAME OF SCHOOL GROUP/CLUB/ENTITY: Project Catalina

STAFF ADVISOR(S)/CHAPERONES: Kellie Higgins, Caitlin Grosse, Paul Avila, Tyrone Cephers, Angela Wichers as alternate

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Trip to Catalina Island Marine Institute (CIMI)

DESTINATION OF TRAVEL: Catalina Island, California

DATES OF TRAVEL: 03/05/24-03/08/24

ACADEMIC BENEFITS TO STUDENTS: Extension of science curriculum. Topics include marine biology, oceanography, astronomy, ecology, biodiversity, data collection and data analysis.

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 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 Charter Bus

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>12,100.00</u>	<u>100-24-100-1001-6892-166</u> <u>525/526/533-00-100-1001-6892-166</u>
Transportation	\$ <u>5,100.00</u>	<u>525-526-533-00-410-2790-6519-166</u>

Meals	\$300.00	<u>525/533-00-100-2190-6892-166</u>
Lodging	\$2,000.00	<u>100-24-100-2190-6892-166</u> <u>525/526/533-00-100-2190-6892-166</u> <u>100-24-100-2190-6892-166</u>
Substitutes	\$1,800.00	<u>525/526/533/00-100-1001-6113-166</u>
TOTAL	\$21,300.00	

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? Included in student cost


COST TO EACH STUDENT \$ 665.00

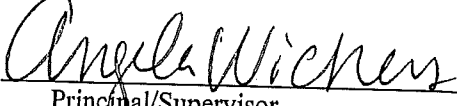
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Scholarships available for students who need them


FUNDING SOURCE(S): Schottenstein Trust, Title I, Tax Credit Donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY:  10/20/23
Signature Date

APPROVED BY:  10/20/23
Principal/Supervisor Date

 10/20/23
Associate Superintendent/Superintendent Date