



GOVERNING BOARD AGENDA ITEM AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: September 12, 2023

TITLE: Approval of Out of State Travel

BACKGROUND:

STAFF

Megan Holehan of Canyon del Oro High School, requests permission to attend IB Dance Professional Development Workshop on December 14-18, 2023 in Baltimore, Maryland. Approximate cost of travel is \$2,424.00 and will be paid using Maintenance and Operations funds. Three school days will be missed, and a substitute is required.

Jill Christman of Canyon del Oro High School, requests permission to attend Professional Development IB Workshop on October 13-16, 2023 in Los Angeles, California. Approximate cost of travel is \$1,823.00 and will be paid using Maintenance and Operations, and Student Activities funds. Two school days will be missed, and a substitute is required.

STUDENTS

Brad Boe, Erin Merendo, Jillian Watkins, Kaitlyn Rini, and Cheryl Winkel request permission to take 26 IRHS Yearbook Club members to Disney Education Immersive Storytelling Series on October 29 – November 1, 2023 in Anaheim California. Approximate cost of travel is \$30,233.53 and will be paid using Student Activities funds. Three school days will be missed, and substitutes are required.

Alexandria Vaughn, Abigail Gritis, Christopher Boknevitiz, Raul Jimenez, Emily Karnes, Robert Dutcher, Amanda Mullon, Armando Sandoval, and Denise Utter request permission to take 82 Cross Middle School 7th graders to Catalina Marine Institute on February 18-22, 2024 in Catalina Island, California. Approximate cost of travel is \$45,465.00 and will be paid using Auxiliary and Tax Credit funds. Three school days will be missed, and substitutes are required.

Chris Yetman and Elethia Yetman request permission to take 20 CDO Academic Decathlon members to Rockwall Academic Decathlon Scrimmage on October 26-29, 2023 in Rockwall, Texas. Approximate cost of travel is \$14,100.00 and will be paid using Tax Credit and Student Activities funds. Two school days will be missed, and substitutes are required.

BUDGET CODE KEY		
001.00.100.2210.6360.282.0000	M & O	Improvement of Instruction, Employee Training, CDO
001.00.100.2210.6582.282.0000	M & O	Improvement of Instruction, Employee Travel, CDO
001.00.100.2210.6360.282.0000	M & O	Improvement of Instruction, Employee Training, CDO
001.00.100.2210.6582.282.0000	M & O	Improvement of Instruction, Employee Travel, CDO
850.00.610.1001.6113.282.0000	Student Activities	Classroom Instruction, Substitutes, CDO
850.00.610.1001.6892.280.0000	Student Activities	Classroom Instruction, Student Travel, IRHS
850.00.410.2790.6519.280.0000	Student Activities	Student Transportation, Student Travel, IRHS
850.00.610.2190.6892.280.0000	Student Activities	Student Support Services, Student Travel, IRHS
850.00.610.1001.6113.280.0000	Student Activities	Classroom Instruction, Substitutes, IRHS
525.00.100.1001.6892.167.0000	Auxiliary	Classroom Instruction, Student Travel, Cross
526.00.100.1001.6892.167.0000	Tax Credit	Classroom Instruction, Student Travel, Cross
525.00.410.2790.6519.167.0000	Auxiliary	Student Transportation, Student Travel, Cross
526.00.410.2790.6519.167.0000	Tax Credit	Student Transportation, Student Travel, Cross
525.00.100.1001.6113.167.0000	Auxiliary	Classroom Instruction, Substitutes, Cross
526.00.410.2790.6519.282.0000	Tax Credit	Student Transportation, Student Travel, CDO
850.00.410.2790.6519.282.0000	Student Activities	Student Transportation, Student Travel, CDO
526.00.610.1001.6892.282.0000	Tax Credit	Classroom Instruction, Student Travel, CDO
850.00.610.1001.6892.282.0000	Student Activities	Classroom Instruction, Student Travel, CDO

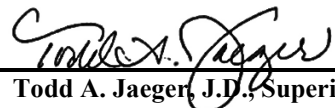
RECOMMENDATION:

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

INITIATED BY:


 Matthew Munger
 Associate Superintendent for Secondary Education

Date: September 8, 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): Megan Holehan _____

SCHOOL: CDO High School

Department (opt.): IB Dance

DATE(S): December 14-18, 2023

ACTIVITY/EVENT: IB Dance Professional Development Workshop

LOCATION: Baltimore Workshop, 700 Aliceanna Street, Baltimore, Maryland

ABSENCE: # Days 5 Sub Required: ☒ Yes ☐ No # of School Days Missed 3

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>\$744.00</u>		<u>001-00-100-2210-6360-282-0000</u>
Transportation	<u>\$530.00</u>	Mode <u>Airlines</u>	<u>001-00-100-2210-6582-282-0000</u>
Rental Car	<u>\$90.00</u>		<u>001-00-100-2210-6582-282-0000</u>
Meals	<u>\$84.00</u>		<u>001-00-100-2210-6582-282-0000</u>
Lodging	<u>\$556.00</u>		<u>001-00-100-2210-6582-282-0000</u>
Substitutes	<u>\$420.00</u>		<u>850-00-100-1001-6113-282-0000</u>
TOTAL	<u>\$2424.00</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: IB training

Outcomes and academic benefits to students and staff: Developing expertise in delivering an IB Programme course

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 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

Tara Bullegh
Principal/Supervisor

8/25/23
Date

[Signature]
Associate Superintendent/Supintendent

8.29.2023
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): Jill Christman _____

SCHOOL: CDO High School

Department (opt.): IB Dept

DATE(S): 10/13/23-10/16/23

ACTIVITY/EVENT: Professional Development IB Workshop

LOCATION: International Baccalaureate 855 W Century Blvd, Los Angeles, CA

ABSENCE: # Days 4 Sub Required: ☒ Yes ☐ No # of School Days Missed 2

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>\$744.00</u>		<u>001-00-100-2210-6360-282-0000</u>
Transportation	<u>\$259.00</u>	Mode <u>Airlines</u>	<u>001-00-100-2210-6582-282-0000</u>
Rental Car	_____		_____
Meals	<u>\$108.00</u>		<u>001-00-100-2210-6582-282-0000</u>
Lodging	<u>\$432.00</u>		<u>001-00-100-2210-6582-282-0000</u>
Substitutes	<u>\$280.00</u>		<u>850-00-100-1001-6113-282-0000</u>
TOTAL	<u>\$1823.00</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: IB Training

Outcomes and academic benefits to students and staff: Developing expertise in delivering an IB Programme course

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

8-29-23
Date

Principal/Supervisor

_____ Date

Associate Superintendent/Superintendent

9/1/2023
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: IRHS

ESTIMATED NUMBER OF STUDENTS: 26

NAME OF SCHOOL GROUP/CLUB/ENTITY: Yearbook Club

STAFF ADVISOR(S)/CHAPERONES: Brad Boe, Erin Merendo, Jillian Watkins, Kaitlyn Rini, Cheryl Winkel.

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Yearbook leadership development, Immersive Story telling.

DESTINATION OF TRAVEL: Disneyland, Anaheim California

DATES OF TRAVEL: October 29-30-31 November 1, 2023

ACADEMIC BENEFITS TO STUDENTS: Students will get an inside look at how Disney Imagineers create immersive environments that support the living stories of our theme parks. Through this journey they'll discover how a wide range of disciplines—from live performances and music to sculptures and culinary arts—all come together to bring stories to life inside the Disney Theme Parks

Key Learning Objectives

After completing this workshop, participants will be able to:

- Investigate how storytelling at Disney Parks utilizes all 5 senses
- Engage in hands-on design experiences similar to Disney Imagineers' early design processes
- Identify examples of storytelling in unlikely, non-traditional ways
- Explore our theme parks with a new lens and identify varying levels of detail
- Investigate elements of story and recognize how the same concepts can be used in different ways
- Identify and explore the different creative and technical roles that come together to create an immersive experience
- Learn the importance of collaboration and teamwork in crafting a good story for a diverse audience

Arizona Dept of Education Academic Standards in the Arts

Creating:

1. Generate and conceptualize artistic work.
2. Organize and develop artistic ideas and work.
3. Refine and complete artistic work

Producing:

6. Convey meaning through the presentation of artistic work.

Responding:

7. Perceive and analyze artistic work.

8. Interpret intent and meaning in artistic work.

Connecting:

10. Synthesize and relate knowledge and personal experiences to make art.

11. Relate artistic ideas and works with societal, cultural, and historical context to deepen understanding.

Arizona Dept of Education English Language Arts Standards 11-12th grade

11-12.W.3

Write narratives to develop real or imagined experiences or events using effective technique, well-chosen details, and well-structured event sequences.

b. Use narrative techniques to develop experiences, events, and/or characters

d. Use precise words and phrases, relevant descriptive details, and sensory language to convey a vivid picture of the experiences, event, settings and/or characters

Arizona Professional Skills Standards

Standard 1: Complex Communication

3.0 Uses technologies and social media for workplace communication

3.4 Matches technology to content

Standard 2: Collaboration

1.0 Commits to achieving collective goals

2.0 Promotes an environment of trust

3.0 Optimizes technology to collaborate with others

Standard 3: Thinking and innovation

2.0 Practices inquiry and reflection to take action in the workplace

3.0 Takes action supported by evidence and reasoning to explain conclusions and accomplish work

Standard 4: Professionalism

1.0 Adheres to organizational protocol related to behavior, appearance and communication

2.0 Manages time in accordance with organizational expectations

4.0 Performs assigned tasks with a "can do" attitude

6.0 Produces work that reflects professional pride

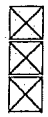
Standard 5: Initiative and self-direction

2.0 Adapts to changing conditions and expectation in the organization

3.0 Pursues career advancement opportunities within an organization or field

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

rev. 6.1.2022



Academic Content
Collaboration
Critical Thinking



Caring
Communication
Problem-Solving



Citizenship
Creative Thinking

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Mountain View Tour Bus

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	\$ 10,412.00	850.00.610.1001.6892.280.0000 _____
Transportation	\$ 5,983.50	850.00.410.2790.6519.280.0000
Meals	\$2,000.00	850.00.610.2190.6892.280.0000
Lodging	\$ 9,663.03	850.00.610.2190.6892.280.0000
Substitutes	\$ 2,175.00	850.00.100.1001.6113.280.0000
TOTAL	\$ 30,233.53	

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

COST TO EACH STUDENT \$250.00

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

FUNDING SOURCE(S): Yearbook Club Funds

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Yearbook Senior Tribute Sales

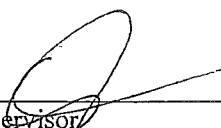
The travel is necessary for the implementation of the project funding the travel.

SUBMITTED BY:



Signature


Date

APPROVED BY:


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: L. W. Cross Middle School

ESTIMATED NUMBER OF STUDENTS: 82

NAME OF SCHOOL GROUP/CLUB/ENTITY: Cross Middle School 7th Grade Science Department

STAFF ADVISOR(S)/CHAPERONES: Alexandria Vaughn, Abigail Gritis, Christopher Boknevit, Raul Jimenez, Emily Karnes, Robert Dutcher, Amanda Mullon, Armando Sandoval, Denise Utter

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

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 18, 2024-February 22, 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.

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

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

X Other Mountain View Tours, Inc... (520) 292-1183 (charter bus company)

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>\$30,885</u>	<u>525/526.00.100.1001.6892.167.0000</u>
Transportation	<u>\$12,330</u>	<u>525/526.00.410.2790.6519.167.0000</u>
Meals	<u>Included</u>	<u> </u>
Lodging	<u>Included</u>	<u> </u>
Substitutes	<u>\$2,250</u>	<u>525.00.100.1001.6113.167.0000</u>
TOTAL	<u>\$45,465</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? 4 staff members are paid to attend the field trip, this includes Mrs. Vaughn, Ms. Gritis, Mr. Boknevitze and Mr. Jimenez.

COST TO EACH STUDENT \$ 600

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

FUNDING SOURCE(S): Funded by students/parents.

FUNDRAISING ACTIVITIES PLANNED (If applicable):

None

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

SUBMITTED BY:

Signature

08/17/2023

Date

APPROVED BY:

Principal/Supervisor

8/17/23

Date

Associate Superintendent/Superintendent

8/21/2023
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: CDO

ESTIMATED NUMBER OF STUDENTS: 20

NAME OF SCHOOL GROUP/CLUB/ENTITY: CDO Academic Decathlon Team

STAFF ADVISOR(S)/CHAPERONES: Chris and Elethia Yetman

ABSENCE: # Days 4 Sub Required: ☒ Yes ☐ No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Rockwall Academic Decathlon Scrimmage

DESTINATION OF TRAVEL: Rockwall High School, 901 W Yellow Jacket Ln, Rockwall, Texas 75087

DATES OF TRAVEL: October 26 – 29, 2023

ACADEMIC BENEFITS TO STUDENTS: Academic Competition, Time Management, etc.

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 Parent transport, Commercial Airline, Hosting school schoolbus

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>0.00</u>	<u> </u>
	<u>\$9000.00</u>	<u>526-00-410-2710-6519-282-0000</u>
Transportation	<u>\$9000.00</u>	<u>850-00-410-2710-6519-282-0000</u>
	<u>\$500.00</u>	<u>526-00-610-1001-6892-282-0000</u>
Meals	<u>\$500.00</u>	<u>850-00-610-1001-6892-282-0000</u>
	<u>\$4000.00</u>	<u>526-00-610-2190-6892-282-0000</u>
Lodging	<u>\$4000.00</u>	<u>850-00-610-2190-6892-282-0000</u>
Substitutes	<u>\$600.00</u>	<u>850-00-610-1001-6113-282-0000</u>
TOTAL	<u>\$14100.00</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? Club Funds

COST TO EACH STUDENT \$ \$400

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Club and Tax Credit Funds

FUNDING SOURCE(S): Cub Funds and Tax Credit donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Chocolate Sales, Dine-Out Nights

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

SUBMITTED BY: _____

Signature

8/23/23

Date

APPROVED BY: _____

Principal/Supervisor

8/23/23

Date

Associate Superintendent/Superintendent

9.6.2023

Date