



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

DATE OF MEETING: **November 12, 2024**

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

BACKGROUND:

STAFF

Armando Soto requests permission to attend National Interscholastic Athletic Administrators Association Conference on December 13-18, 2024 in Austin, Texas. Approximate cost of travel is \$2,041.40 and will be paid using Maintenance and Operations funds. Four school days will be missed, and no substitute is required.

Marco Dominguez requests permission to attend National Interscholastic Athletic Administrators Association Conference on December 13-18, 2024 in Austin, Texas. Approximate cost of travel is \$2,041.40 and will be paid using Auxiliary funds. Four school days will be missed, and no substitute is required.

Hayley Gotlieb, A.J. Malis, and Shawn Smith request permission to attend AVID National Conference 2024 on December 11-14, 2024 in Dallas, Texas. Approximate cost of travel is \$8,524.77 and will be paid using Title I and Maintenance and Operations funds. Two and a half school days will be missed, and substitutes are required.

Todd Jaeger, Deanna Day, and Patricia Harris request permission to attend the Georgia Association for Gifted Children Annual Convention March 2-4, 2025. Approximate cost is \$5350.00 and will be paid using Maintenance and Operations Funds. Three school days will be missed and no substitutes are required.

STUDENTS

Kellie Higgins, Caitlin Grosse, and Paul Avila request permission to take 40 Amphitheater Middle School students to Catalina Island Marine Institute on March 4-7, 2025 in Catalina Island, California. Approximate cost of travel is \$23,075.00 and will be paid using Title I and Auxiliary funds. Four school days will be missed, and substitutes are required.

BUDGET CODE KEY		
001.00.620.2579.6360.508.0000	M & O	Training Non-Instructional, Employee Training, Director of Interscholastics
001.00.620.2579.6582.508.0000	M & O	Training Non-Instructional, Employee Travel, Director of Interscholastics
525.00.620.2579.6360.282.0000	M & O	Training Non-Instructional, Employee Training, CDO
525.00.620.2579.6582.282.0000	M & O	Training Non-Instructional, Employee Travel, CDO
100.25.100.2210.6360.281.0000	Title I	Improvement of Instruction, Employee Training, CDO
100.25.100.2579.6360.281.0000	Title I	Training Non-Instructional, Employee Training, CDO
100.25.100.2210.6582.281.0000	Title I	Improvement of Instruction, Employee Travel, CDO
100.25.100.2579.6582.281.0000	Title I	Training Non-Instructional, Employee Travel, CDO
001.00.100.1001.6105.281.0000	M & O	Classroom Instruction, Substitutes, CDO
100.25.100.1001.6892.166.0000	Title I	Classroom Instruction, Student Expenses, AMS
525.00.410.2710.6519.166.0000	Auxiliary	Student Transportation, Student Travel, AMS
100.25.100.2190.6892.166.0000	Title I	Student Support Services, Student Expenses, AMS

100.25.100.1001.6105.166.0000	Title I	Classroom Instruction, Substitutes, AMS
001.00.100.2310.6360/6582.501.0000	M & O	Training Non-Instructional, Employee Training, Superintendent
001.00.100.2320.6360/6582.502.0000	M & O	Training Non-Instructional, Employee Training, Governing Board

RECOMMENDATION:

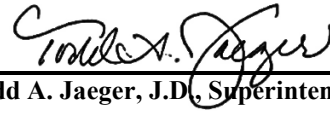
It is the recommendation of the administration that the above travel be approved.

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: November 8, 2024



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): Armando Soto

SCHOOL: District Offices
Department (opt.): Interscholastic
DATE(S): December 13-18, 2024

ACTIVITY/EVENT: National Interscholastic Athletic Administrators Association Conference

LOCATION: Austin, Tx.

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>
			(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$295.00</u>		<u>001.00.620.2579.6360.508.0000</u>
Transportation	<u>\$400</u>	Mode <u>Plane</u>	<u>001.00.620.2579.6582.508.0000</u>
Rental Car	<u>\$75</u> <u>Uber</u>		
Meals	<u>\$307.00</u>		<u>001.00.620.2579.6582.508.0000</u>
Lodging	<u>\$964.40</u>		<u>001.00.620.2579.6582.508.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$2041.40</u>		

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

Purpose of travel: To attend the NFHS/NIAAA Athletic Athletic Director's conference

Outcomes and academic benefits to students and staff: Attend workshops in safety, budget and other areas of athletics.

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

Submitted by: Armando Soto 10/23/24
Signature Date

Principal/Supervisor Date 10/23/24

Associate Superintendent/Superintendent Date 10/23/24

**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: District Offices
 Department (opt.): Interscholastic
 DATE(S): December 13-18, 2024

ACTIVITY/EVENT: National Interscholastic Athletic Administrators Association Conference
 LOCATION: Austin, Tx.

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>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$295.00</u>	<u>525.00.620.2579.6360.282.0000</u>
Transportation	<u>\$400</u> Mode <u>Plane</u>	<u>525.00.620.2579.6582.282.0000</u>
Rental Car	<u>\$75</u> <u>Uber</u>	
Meals	<u>\$307.00</u>	<u>525.00.620.2579.6582.282.0000</u>
Lodging	<u>\$964.40</u>	<u>525.00.620.2579.6582.282.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$2041.40</u>	

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

Purpose of travel: To attend the NFHS/NIAAA Athletic Director's conference

Outcomes and academic benefits to students and staff: Attend workshops in safety, budget and other areas of athletics.

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

Submitted by: _____ 10/23/24
 Signature Date

Tona Bulley _____ 10/23/24
 Principal/Supervisor Date

_____ 10/25/2024
 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): Hayley Gottlieb A.J. Malis
Shawn Smith _____

SCHOOL: Amphitheater High School
Department (opt.): AVID
DATE(S): December 11-14, 2024

ACTIVITY/EVENT: AVID National Conference 2024

LOCATION: Sheraton Dallas Hotel Dallas, TX

ABSENCE: # Days 2.5 Sub Required: Yes No

of School Days Missed 2.5

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>\$2655</u>		<u>100.25.100.2210.6360.281.0000</u>
Transportation	<u>\$3100</u>	Mode <u>Airline/Uber</u>	<u>100.25.100.2579.6360.281.0000</u> <u>100.25.100.2210.6582.281.0000</u> <u>100.25.100.2579.6582.281.0000</u>
Rental Car	<u>N/A</u>		
Meals	<u>\$619.50</u>		<u>100.25.100.2210.6582.281.0000</u> <u>100.25.100.2579.6582.281.0000</u>
Lodging	<u>\$1800.27</u>		<u>100.25.100.2210.6582.281.0000</u> <u>100.25.100.2579.6582.281.0000</u>
Substitutes	<u>\$350</u>		<u>001.00.100.1001.6105.281.0000</u>
TOTAL	<u>\$8524.77</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: AVID leadership attend National conference

Outcomes and academic benefits to students and staff: In order to start planning/preparing for AHS to move towards being an AVID Site of Distinction

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

- | | | |
|---|---|---|
| <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 | <input checked="" type="checkbox"/> Scholarship | |

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

Submitted by: A.J. Malis _____ Date: October 21, 2024
Signature

A.J. Malis _____ Date: October 21, 2024
Principal/Supervisor

[Signature] _____ Date: 10/25/2024
Associate Superintendent/Superintendent

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

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: 03/04/2025-03/07/2025

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 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 | <input checked="" type="checkbox"/> Scholarship | |

PROPOSED METHOD OF TRANSPORTATION:

- District-owned vehicles
Transportation approval: _____
 Other Charter Bus

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$12,375.00</u>	<u>100.25.100.1001.6892.166.0000</u>
Transportation	<u>\$ 6,600.00</u>	<u>525.00.410.2710.6519.166.0000</u>
Meals	<u>\$ 300.00</u>	<u>100.25.100.2190.6892.166.0000</u>
Lodging	<u>\$ 2,000.00</u>	<u>100.25.100.2190.6892.166.0000</u>
Substitutes	<u>\$ 1,800.00</u>	<u>100.25.100.1001.6105.166.0000</u>
TOTAL	<u>\$23,075.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? Yes

IF SO, SOURCE & AMOUNTS: Student tuition and tax credit donations

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

HOW ARE CHAPERONE EXPENSES PAID? Included in student cost

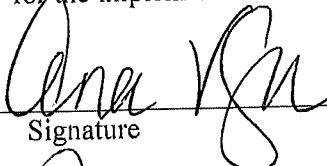
COST TO EACH STUDENT \$ \$675.00

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

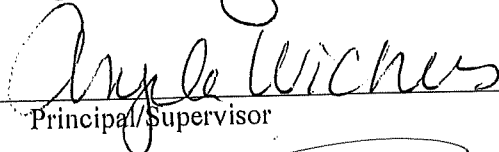
FUNDING SOURCE(S): Tax credit donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):

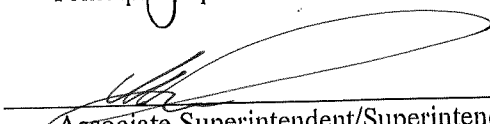
The travel is necessary for the implementation of the project funding the travel.

SUBMITTED BY: 
Signature

11/1/24
Date

APPROVED BY: 
Principal/Supervisor

11/1/24
Date


Associate Superintendent/Supervisor

11/1/24
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): Todd A. Jaeger Deanna Day
Patricia Harris

SCHOOL: District Offices
Department (opt.): _____

DATE(S): 3/2/25-3/4/25

ACTIVITY/EVENT: Georgia Association for Gifted Children Annual Convention

LOCATION: Columbus, GA

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>
			(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$900.00</u>		<u>001.00.100.2310/2320.6360.501/502.0000</u>
Transportation	<u>\$2600.00</u>	Mode <u>air</u>	<u>001.00.100.2310/2320.6582.501/502.0000</u>
Rental Car	<u>\$200.00</u>		<u>001.00.100.2310.6582.501.0000</u>
Meals	<u>\$450.00</u>		<u>001.00.100.2310/2320.6582.501/502.0000</u>
Lodging	<u>\$1200.00</u>		<u>001.00.100.2310/2320.6582.501/502.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$5350.00</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: To attend the Georgia Association for Gifted Children Annual Convention

Outcomes and academic benefits to students and staff: Attend breakout sessions offered by leading experts in gifted education.

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 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 Date

Principal/Supervisor _____ Date
Todd A. Jaeger
Associate Superintendent/Supervisor _____ Date
11-8-24