



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

DATE OF MEETING: **November 15, 2022**

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

BACKGROUND:

STAFF

Armando Soto requests permission to attend NFHS National Athletic Director Conference in Nashville, Tennessee on December 9-14, 2022. Approximate cost of travel is \$2,375.50 and will be paid using maintenance and operating funds. Four school days will be missed and no substitutes are required.

Marco Dominguez requests permission to attend NFHS National Athletic Director Conference in Nashville, Tennessee on December 9-14, 2022. Approximate cost of travel is \$2,275.50 and will be paid using auxiliary, and maintenance and operating funds. Four school days will be missed and no substitutes are required.

STUDENTS

Annie Anderson, Pamela Elslager, Mike Walter, and Jen Holthaus request permission to take 10 Ironwood Ridge Girls Basketball students to a basketball tournament in Hobbs, New Mexico on December 27-30, 2022. Approximate cost of travel is \$1,803.96 and will be paid using Booster Club funds. No school days will be missed and no substitutes are required.

Toru Tagawa, Aaron Dionise, Amy Dionise, and Dominic San Angelo request permission to take 35 Canyon del Oro Orchestra students to the Forum Music Festival in Anaheim, California on March 2-5, 2023. Approximate cost of travel is \$25,750.00 and will be paid using tax credit, student activities and CDO Orchestra Booster Club funds. Two school days will be missed and substitutes are required.

Andragayle Pye, John Parham, Laura Watson, Erin Lidbetter request permission to take 40 Amphi High students to Western New Mexico University in Silver City, New Mexico on December 5, 2022. Approximate cost of travel is \$1,930.00 and will be paid using Gear Up funds.

BUDGET CODE KEY		
001.00.620.2210.6360.508.0000	M & O	Improvement of Instruction, Employee Training, Director of Interscholastics
001.00.620.2210.6360.508.0000	M & O	Improvement of Instruction, Staff Travel, Director of Interscholastics
525.00.620.2210.6582.282.0000	Auxiliary	Improvement of Instruction, Staff Travel, CDO
526.00.100.1001.6892.282.0000	Tax Credit	Classroom Instruction, Student Travel, CDO
850.00.610.2190.6892.282.0000	Student Activities	Student Support Services, Student Travel, CDO
526.00.100.1001.6113.282.0000	Tax Credit	Classroom Instruction, Substitutes, CDO
305.21.410.2710.6519.281.0000	Gear Up	Student Transportation, Student Travel, AHS

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 14, 2022



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 Office
 Department (opt.): Interscholastic
 DATE(S): 12/9/22 to 12/14/22

ACTIVITY/EVENT: NFHS National Athletic Director Conference

LOCATION: Nashville, Tenn.

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>001.00.620.2210.6360.508</u>
Transportation	<u>600.00</u>	Mode <u>Air</u>	<u>001.00.620.2210.6582.508</u>
Rental Car	_____		_____
Meals	<u>280.50</u>		<u>001.00.620.2210.6582.508</u>
Lodging	<u>1200.00</u>		<u>001.00.620.2210.6582.508</u>
Substitutes	_____		_____
TOTAL	<u>2375.50</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 National Athletic Director's Conference.

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

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

- | | | |
|---|---|---|
| <input type="checkbox"/> Academic Content | <input type="checkbox"/> Caring | <input checked="" 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: Armando Soto 11/8/2022
 Signature Date

 Principal/Supervisor Date

[Signature] 11/8/22
 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) Marco Dominguez

SCHOOL: Canyon Del Oro

Department (opt.): _____

DATE(S): Dec 9-14th

ACTIVITY/EVENT: NIAAA

LOCATION: Nashville, TN

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>295.00</u>		<u>001.00.620.2210.6360.508</u>
Transportation	<u>600.00</u>	Mode <u>Air</u> ,	<u>525.00.620.2410.6582.282.0000</u>
Rental Car	_____		_____
Meals	<u>280.50</u>		<u>525.00.620.2410.6582.282.0000</u>
Lodging	<u>1100</u>		<u>525.00.620.2410.6582.282.0000</u>
Substitutes	_____		_____

TOTAL: 2,275.50 All paid from Athletic Gate Funds minus \$295 from District Athletics.

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

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

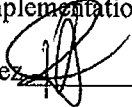
Purpose of travel: Attending National Athletic Directors Conference December 9-14th 2022

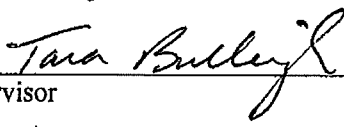
Outcomes and academic benefits to students and staff: Continued Training As Athletic Director

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 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  _____ 11/08/22
Signature Date

Tara Bulleigh  _____ 11/08/22
Principal/Supervisor Date

Associate Superintendent/Supintendent  _____ Date 11/10/22

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: 35

NAME OF SCHOOL GROUP/CLUB/ENTITY: Orchestra Club

STAFF ADVISOR(S)/CHAPERONES: Toru Tagawa /Aaron Dionise /Amy Dionise/Dominic San Angelo

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: CDO Orchestra will be performing and competing at the Forum Music Festival.

DESTINATION OF TRAVEL: Anaheim, CA

DATES OF TRAVEL: 3.2.23-3.5.23

ACADEMIC BENEFITS TO STUDENTS: Students will be able to gain performance experiences at the Forum Music Festival Competition. Students will be able to work with nationally recognized clinicians at the festival.

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
Parent Organization

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$1500.00</u> <u>\$6000.00</u>	<u>526.00.100.1001.6892.282.0000</u> <u>CDO Orchestra Booster Club</u>
Transportation	<u>\$6000.00</u> _____	<u>CDO Orchestra Booster Club</u> _____
Meals	<u>\$4000.00</u> _____	<u>CDO Orchestra Booster Club</u> _____
Lodging	<u>\$4500.00</u> <u>\$3500.00</u>	<u>CDO Orchestra Booster Club</u> <u>850.00.610.2190.6892.282.0000</u>

Substitutes \$250.00 526.00.610.1001.6892.282.0000
TOTAL \$25750.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No
IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? CDO Orchestra Booster Club

COST TO EACH STUDENT \$ 600.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? CDO Orchestra Booster Club Scholarship

FUNDING SOURCE(S): Tax Credit, CDO Orchestra Account, CDO Orchestra Booster Club

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY: JJ 11-2-22
Signature Date

APPROVED BY: Tara Bullough 11/2/22
Principal/Supervisor Date

[Signature] 11/2/22
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: IRHS

ESTIMATED NUMBER OF STUDENTS: 10

NAME OF SCHOOL GROUP/CLUB/ENTITY: Girls Basketball

STAFF ADVISOR(S)/CHAPERONES: Annie Anderson, Pamela Elslager, Mike Walter, Jen Holthaus

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Basketball Tournament

DESTINATION OF TRAVEL: Hobbs High School, 800 N. Jefferson, Hobbs, New Mexico

DATES OF TRAVEL: Dec. 27-30, 2022

ACADEMIC BENEFITS TO STUDENTS: This tournament benefits the student athlete in teaching them how to compete at a high level with good sportsmanship. This tournament also offers learning different culture styles outside of ours as teams from other states will be competing as well. College coaches will be in attendance as well as with our student athletes given an opportunity to showcase their talents and help them reach their goals of a college scholarship.

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

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

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other 15 Passenger Van or Small Charter

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	_____	_____
Transportation	\$ <u>576.96</u>	<u>Booster Club</u>
Meals	\$ <u>360.00</u>	<u>Booster Club</u>
Lodging	\$ <u>1194.00</u>	<u>Booster Club & Hobbs H.S.</u>
Substitutes	_____	_____
TOTAL	\$ 1,803.96	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No
IF SO, SOURCE & AMOUNTS: \$1100 from Hobbs High School
* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

HOW ARE CHAPERONE EXPENSES PAID? Self


COST TO EACH STUDENT \$ 0

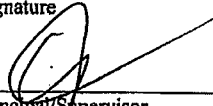
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Booster Club


FUNDING SOURCE(S): Booster Club, Hobbs High School (\$1,100)

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY:  10/31/22
Signature Date

APPROVED BY:  10/31/22
Principal/Supervisor Date

 11/6/22
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: Amphitheater High School

ESTIMATED NUMBER OF STUDENTS: 40

NAME OF SCHOOL GROUP/CLUB/ENTITY: GEAR UP

STAFF ADVISOR(S)/CHAPERONES: Andragayle Pye, John Parham, Laura Watson, Erin Lidbetter

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Juniors and seniors will tour the campus and participate in a presentation about the university. We will travel by charter bus. School breakfast and lunch will be taken with us on this trip.

DESTINATION OF TRAVEL: Western New Mexico University 1000 W. College Avenue, Silver City, NM 88061

DATES OF TRAVEL: December 5, 2022

ACADEMIC BENEFITS TO STUDENTS: Students will be informed of the scholarship and in-state tuition opportunities, courses offered, tour of the campus, financial options, sports and clubs, and general university information.

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 type="checkbox"/> Creative Thinking |
| <input checked="" type="checkbox"/> Critical Thinking | <input 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 GEAR UP

Parent Organization _____

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	_____	_____
Transportation Grayline Tours	<u>\$1930.00</u>	<u>305.21.410.2710.6519.281.0000</u>
Meals <u>school breakfast and lunch</u>	_____	_____
Lodging	_____	_____
Substitutes	_____	_____
TOTAL	<u>\$1930.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? Yes

IF SO, SOURCE & AMOUNTS: GEAR UP work plan 2.6A College Visits

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

HOW ARE CHAPERONE EXPENSES PAID? N/A

COST TO EACH STUDENT \$ 0

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? There is no charge for this trip, therefore the students will not have and financial responsibility.

FUNDING SOURCE(S): GEAR UP

FUNDRAISING ACTIVITIES PLANNED (If applicable):

N/A

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

SUBMITTED BY: Andrew G. Pyle 11/14/22
Signature Date

APPROVED BY: [Signature] 11/14/22
Principal/Supervisor Date

[Signature] 11/14/22
Associate Superintendent/Superintendent Date