



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

DATE OF MEETING: **March 26, 2024**

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

BACKGROUND:

STAFF

Richard Diaz requests permission to attend Cyber.org Ed Conference 24 on June 14-18, 2024, in Orlando, Florida. Approximate cost of travel is \$2,153.50 and will be paid using Education Innovation & Research Grant and Joint Technical Education funds. Five non-school days will be missed, and no substitutes are required.

STUDENTS

Chris Yetman requests permission to take the Canyon del Oro High School Academic Decathlon Team to the Academic Decathlon National Finals on April 24-28, 2024, in Pittsburgh, Pennsylvania. Approximate cost of travel is \$4,300.00 and will be paid using Student Activities and Tax Credit funds. Three school days will be missed, and substitutes are required.

BUDGET CODE KEY		
380.24.361.2210.6360.281.0000	EIR	Improvement of Instruction, Employee Training, AHS
380.24.361.2210.6582.281.0000	EIR	Improvement of Instruction, Employee Travel, AHS
596.00.362.2210.6582.281.0000	JTED	Improvement of Instruction, Employee Travel, AHS
850.00.610.1001.6892.282.0000	Student Activities	Classroom Instruction, Student Expenses, CDO
526.00.410.2790.6519.282.0000	Tax Credit	Student Transportation, Student Travel, CDO
526.00.610.2190.6892.282.0000	Tax Credit	Other Student Support Services, Student Expenses, CDO
850.00.610.2190.6892.282.0000	Student Activities	Other Student Support Services, Student Expenses, CDO
850.00.100.1001.6113.282.0000	Student Activities	Classroom Instruction, Substitute, 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: March 25, 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): Richard Diaz

SCHOOL: AHS

Department (opt.): CTE-Software App Design

DATE(S): June 14,2024- June 18, 2024

ACTIVITY/EVENT: Cyber.org Ed Con 24

LOCATION: DoubleTree at Universal, Orlando, FL (5780 Major Blvd., Orlando, FL 32819)

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

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>\$82.00</u>		<u>380.24.361.2210.6360.281.0000</u>
Transportation	<u>\$1,100.00</u>	Mode <u>flight</u>	<u>380.24.361.2210.6582.281.0000</u>
Rental Car	<u> </u>		<u> </u>
Meals	<u>\$152.50</u>		<u>596.00.362.2210.6582.281.0000</u>
Lodging	<u>\$819.00</u>		<u>380.24.361.2210.6582.281.0000</u>
Substitutes	<u>N/A</u>		<u> </u>
TOTAL	<u>\$2,153.50</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.

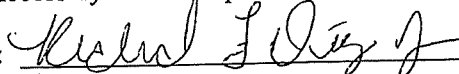
Purpose of travel: To learn what Cyber.org and its free curriculum and resources

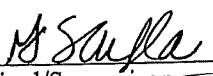
Outcomes and academic benefits to students and staff: To see if the free curriculum and resource will benefit AHS students.

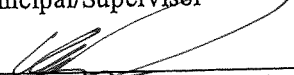
Identify which characteristics of the Portrait of Graduate are specifically related to this request.

- | | | |
|---|---|---|
| <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:  3/4/2024
Signature Date

 3/4/24
Principal/Supervisor Date

 3/5/2024
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: 1

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

STAFF ADVISOR(S)/CHAPERONES: Chris Yetman

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Academic Decathlon National Finals

DESTINATION OF TRAVEL: David Lawrence Convention Ctr, 1000 Fort Duquesne Blvd, Pittsburgh, PA

DATES OF TRAVEL: April 24 – 28, 2024

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, Rental Car

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$200.00</u>	<u>850.00.610.1001.6892.282.0000</u>
Transportation	<u>\$1000.00</u>	<u>526-00-410-2790-6519-282-0000</u> <u>850-00-410-2790-6519-282-0000</u>
Meals	<u>\$500.00</u>	<u>850-00-100-2190-6892-282-0000</u>
Lodging	<u>\$2000.00</u>	<u>526-00-610-2190-6892-282-0000</u> <u>850-00-610-2190-6892-282-0000</u>
Substitutes	<u>\$600.00</u>	<u>850-00-100-1001-6113-282-0000</u>
TOTAL	<u>\$4300.00</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 \$ \$500

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):

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

SUBMITTED BY: _____
Signature [Signature] 3/11/24
Date

APPROVED BY: _____
Principal/Supervisor Tara Balligh 3/15/24
Date

Associate Superintendent/Superintendent [Signature] 3/10/2024
Date