



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: **February 14, 2023**

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

BACKGROUND:

STAFF

Todd Jaeger, Michelle Valenzuela, Sam Henson, and Beth Lake from District Offices request permission to attend National School Public Relations Association 2023 National Seminary in St. Louis, Missouri on July 14-19, 2023. Approximate cost of travel is \$11,770.00 and will be paid using Maintenance and Operating funds. No school days will be missed, and no substitutes required.

Laurie Sheber, Samantha Doyle, Kelsey Glavin, Gabriela Gonzalez, Gabriela Costelow, Alexis Yrrizarry, Nickolas Robles, Jenna Sullivan, Kenzie Maddox, Christel Rice, and Cassie Veltre from Prince Elementary School request permission to attend AVID 2023 Summer Institute in San Diego, California on June 18-21, 2023. Approximate cost of travel is \$26,402.20 and will be paid using Title I funds. No school days will be missed, and no substitutes required.

Albert Malis, Judy Becker-Rohrer, Katie Claus, Gary Sandoval, Shawn Smith, Kevin Harding, Morgan Berrigan, Matt Scrivner, Michele Theisz, Jeanne Velasquez, Michael Vo, David Watson, Leighann Reynolds, and Glenda Arffa from Amphitheater High School request permission to attend AVID 2023 Summer Institute in San Diego, California on June 18-21, 2023. Approximate cost of travel is \$37,158.58 and will be paid using Title I funds. No school days will be missed, and no substitutes required.

Rowdy Frederiksen, Stephanie Hamrick, Aurora Venhuizen, Amanda Young, Judy Ruiz, and Taylor Nixon from Holaway Elementary School request permission to attend AVID 2023 Summer Institute in San Diego, California on June 18-21, 2023. Approximate cost of travel is \$14,005.48 and will be paid using Title I funds. No school days will be missed, and no substitutes required.

David Humphryes, Monique Berry-Kelley, Neely Johnson, Breanna Lindner, Briana Olea-Rowe, Tineke van Varenberg, Caryn McGee, Monet Richards, and Rose Hooton from La Cima Middle School request permission to attend AVID 2023 Summer Institute in San Diego, California on June 18-21, 2023. Approximate cost of travel is \$24,235.00 and will be paid using Title I funds. No school days will be missed, and no substitutes required.

Mamie Spillane, Bianca Rivas, Sandra Bigelow, Adriana Loera, Kyle McFrederick, and Shelby Davis from Rio Vista Elementary School request permission to attend AVID 2023 Summer Institute in San Diego, California on June 18-21, 2023. Approximate cost of travel is \$16,450.00 and will be paid using Title I funds. No school days will be missed, and no substitutes required.

Nicole Aldworth, Hannah Bartz, Beth Brungardt, Joyce Daigle, Brianna Mounts, Ann McNew, and Hoa Tang from Keeling Elementary School request permission to attend AVID 2023 Summer Institute in San Diego, California on June 18-21, 2023. Approximate cost of travel is \$13,286.00 and will be paid using Title I funds. No school days will be missed, and no substitutes required.

Annette Orelup and Kim McDole from Keeling Elementary School request permission to attend AVID 2023 Summer Institute in San Diego, California on June 17-21, 2023. Approximate cost of travel is \$6,316.00 and will be paid using Title I funds. No school days will be missed, and no substitutes required.

Laura Becerra, Kristen Alvarez, Liz Durazo, Kim Esposito, Flor Lopez, Sophia Menzies, James Buckwalter, Lorena Cote, and Shari Lossou-Lossavi from Nash Elementary School request permission to attend AVID 2023 Summer Institute in San Diego, California on June 18-21, 2023. Approximate cost of travel is \$18,806.00 and will be paid using Title I funds. No school days will be missed, and no substitutes required.

Christopher Trimble, Alexis Tuo, Vanessa Miller, Lourdes Oros, Angela LaRock, Susan Luciano, and Katherine Ratliff from Walker Elementary School request permission to attend AVID 2023 Summer Institute in San Diego, California on June 18-21, 2023. Approximate cost of travel is \$14,322.00 and will be paid using Title I funds. No school days will be missed, and no substitutes required.

Kimberly Begay of from District Offices requests permission to attend National Indian Education Association Hill Week in Washington, D.C., on March 6-10, 2023. Approximate cost of travel is \$0 as NJOMA is paying all expenses. Five school days will be missed, and no substitute will be required.

Tassi Call, Chris Trimble, Stephanie Hayes, Mamie Spillane, and Tim Ripp from District Offices, Walker Elementary, Harelson Elementary, Rio Vista Elementary, and Mesa Verde Elementary request permission to attend National Association of Elementary School Principals in National Harbor, Maryland on July 9-13, 2023. Approximate cost of travel is \$14,038.50 and will be paid using Title IV funds. No school days will be missed, and no substitutes are required.

Pamela Barrett, Elisabeth Gingrich, Susan Steen, and Patricia Patchin of Innovation Academy request permission to attend National Conference on Science Education (NSTA) in Atlanta, Georgia on March 21-25, 2023. Approximate cost of travel is \$9,606.56 and will be paid using Results-Based funding. Four days of school will be missed, and substitutes are required.

Hayley Gotlieb from District Offices requests permission to attend AVID 2023 Summer Institute in San Diego, California on June 18-21, 2023. Approximate cost of travel is \$2,561.50 and will be paid using JTED funds. No school days will be missed, and no substitutes required.

Travel was previously approved at the January 10, 2023 Board meeting for Andrew Szczepaniak, Mary Cliff, Shannon Joos, Courtney Kimler, Tatum Nelson, Camille Nau, Kris Lee, Kristin Taylor, Shay Humphreys, Brooke Johnson of Donaldson to attend AVID 2023 Summer Institute in San Diego, California on June 18-21. Attendees now include Judith Tokars and Marina Wong. Approximate cost of travel is \$25,788.00 and will be paid using Title I funds.

STUDENTS

Travel was previously approved at the June 28, 2022 Board meeting for Lisa DaDeppo, Shannon Haskins, Lindsay Lopez, Alexandria Vaughn, Hailey Piancino, Chris Gutierrez, Kristen Alvarez, Fred McDole and Mary Cliff to take 90 Cross 8th grade students to Washington D.C. and New York City, New York, March 6-14, 2023. Chaperones are now Lisa DaDeppo, Shannon Haskins, Lindsay Lopez, Alexandria Vaughn, Hailey Piancino, Chris Gutierrez, Selah Delgado, Joseph Allan, Jennifer Atteberry-Pierpont, Rosales Blair, Jessica Davis, Raymond Duarte, Elyse Hammett, Casey Heyer, Ashley Jones, Fred McDole, Gridelda Ratje, Jennifer Serrato, Victor Thompson, Thomas Vize.

BUDGET CODE KEY		
001.00.100.2579.6360.501.0000	M&O	Training Non-Instructional, Employee Training, Superintendent
001.00.100.2579.6360.503.0000	M&O	Training Non-Instructional, Employee Training, Dir. Of Communications
001.00.100.2579.6582.501.0000	M&O	Training Non-Instructional, Employee Travel, Superintendent
001.00.100.2579.6582.503.0000	M&O	Training Non-Instructional, Employee Travel, Dir. Of Communications
100.23.100.2210.6360.111.0000	Title I	Improvement of Instruction, Employee Training, Prince

100.23.100.2579.6360.111.0000	Title I	Training Non-Instructional, Employee Training, Prince
100.23.100.2210.6582.111.0000	Title I	Improvement of Instruction, Employee Travel, Prince
100.23.100.2579.6582.111.0000	Title I	Training Non-Instructional, Employee Travel, Prince
100.23.100.2210.6360.281.0000	Title I	Improvement of Instruction, Employee Training, AHS
100.23.100.2579.6360.281.0000	Title I	Training Non-Instructional, Employee Training, AHS
100.23.100.2210.6582.281.0000	Title I	Improvement of Instruction, Employee Travel, AHS
100.23.100.2579.6582.281.0000	Title I	Training Non-Instructional, Employee Travel, AHS
100.23.100.2210.6360.108.0000	Title I	Improvement of Instruction, Employee Training, Holaway
100.23.100.2579.6360.108.0000	Title I	Training Non-Instructional, Employee Training, Holaway
100.23.100.2210.6582.108.0000	Title I	Improvement of Instruction, Employee Travel, Holaway
100.23.100.2579.6582.108.0000	Title I	Training Non-Instructional, Employee Travel, Holaway
100.23.100.2210.6360.165.0000	Title I	Improvement of Instruction, Employee Training, La Cima
100.23.100.2579.6360.165.0000	Title I	Training Non-Instructional, Employee Training, La Cima
100.23.100.2210.6582.165.0000	Title I	Improvement of Instruction, Employee Travel, La Cima
100.23.100.2579.6582.165.0000	Title I	Training Non-Instructional, Employee Travel, La Cima
100.23.100.2210.6360.117.0000	Title I	Improvement of Instruction, Employee Training, Rio Vista
100.23.100.2579.6360.117.0000	Title I	Training Non-Instructional, Employee Training, Rio Vista
100.23.100.2210.6582.117.0000	Title I	Improvement of Instruction, Employee Travel, Rio Vista
100.23.100.2579.6582.117.0000	Title I	Training Non-Instructional, Employee Travel, Rio Vista
100.23.100.2210.6360.109.0000	Title I	Improvement of Instruction, Employee Training, Keeling
100.23.100.2210.6582.109.0000	Title I	Improvement of Instruction, Employee Travel, Keeling
100.23.100.2579.6360.109.0000	Title I	Training Non-Instructional, Employee Training, Keeling
100.23.100.2579.6582.109.0000	Title I	Training Non-Instructional, Employee Travel, Keeling
100.23.100.2210.6360.110.0000	Title I	Improvement of Instruction, Employee Training, Nash
100.23.100.2579.6360.110.0000	Title I	Training Non-Instructional, Employee Training, Nash
100.23.100.2210.6582.110.0000	Title I	Improvement of Instruction, Employee Travel, Nash
100.23.100.2579.6582.110.0000	Title I	Training Non-Instructional, Employee Travel, Nash
100.23.100.2210.6360.112.0000	Title I	Improvement of Instruction, Employee Training, Walker
100.23.100.2579.6360.112.0000	Title I	Training Non-Instructional, Employee Training, Walker
100.23.100.2210.6582.112.0000	Title I	Improvement of Instruction, Employee Travel, Walker
100.23.100.2579.6582.112.0000	Title I	Training Non-Instructional, Employee Travel, Walker
140.23.100.2210.6360.107.0000	Title IV	Improvement of Instruction, Employee Training, Harelson
140.23.100.2210.6360.112.0000	Title IV	Improvement of Instruction, Employee Training, Walker
140.23.100.2210.6360.116.0000	Title IV	Improvement of Instruction, Employee Training, Mesa Verde

140.23.100.2210.6360.117.0000	Title IV	Improvement of Instruction, Employee Training, Rio Vista
140.23.100.2579.6360.510.0000	Title IV	Training Non-Instructional, Employee Training, Office of Learning and Instruction
140.23.100.2210.6582.107.0000	Title IV	Improvement of Instruction, Employee Travel, Harelson
140.23.100.2210.6582.112.0000	Title IV	Improvement of Instruction, Employee Travel, Walker
140.23.100.2210.6582.116.0000	Title IV	Improvement of Instruction, Employee Travel, Mesa Verde
140.23.100.2210.6582.117.0000	Title IV	Improvement of Instruction, Employee Travel, Rio Vista
140.23.100.2579.6582.510.0000	Title IV	Training Non-Instructional, Employee Travel, Office of Learning and Instruction
457.00.100.2210.6360.119.0000	Results-Based	Improvement of Instruction, Employee Training, Innovation
457.00.100.2210.6582.119.0000	Results-Based	Improvement of Instruction, Employee Travel, Innovation
457.00.100.2210.6113.119.0000	Results-Based	Improvement of Instruction, Substitutes, Innovation
596.00.300.2210.6360.515.0000	JTED	Improvement of Instruction, Employee Training, Associate Superintendent Secondary Ed
596.00.300.2210.6582.515.0000	JTED	Improvement of Instruction, Employee Travel, Associate Superintendent Secondary Ed

RECOMMENDATION:

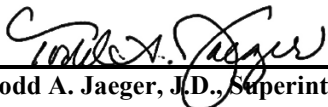
It is the recommendation of the administration that the above travel be approved.

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: February 13, 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 Michelle Valenzuela SCHOOL: District Offices
Sam Henson Beth Lake Department (opt.): Sup's Office/Communications
 DATE(S): July 14-19, 2023

ACTIVITY/EVENT: National School Public Relations Association 2023 National Seminar

LOCATION: St. Louis, MO

ABSENCE: # Days 6 Sub Required: Yes No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$2780.00</u>		<u>001.00.100.2579.6360.501/503.0000</u>
Transportation	<u>\$3300.00</u>	Mode <u>Air</u>	<u>001.00.100.2579.6582.501/503.0000</u>
Rental Car	_____		_____
Meals	<u>\$1190.00</u>		<u>001.00.100.2579.6582.501/503.0000</u>
Lodging	<u>\$4500.00</u>		<u>001.00.100.2579.6582.501/503.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$11,770.00</u>		

(Note: Tax credit contributions are District funds and require a budget code.)

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 NSPRA 2023 National Seminar

Outcomes and academic benefits to students and staff: Interact with other school Public Relations experts to learn about the most current and innovative communication strategies to implement into District practices.

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

- | | | |
|---|---|--|
| <input 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 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

Principal/Supervisor Date

Craig A. [Signature] 2-6-23
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): Laurie Sheber, Samatha Doyle, Kelsey Glavin, Gabriela Gonzalez, Gabriel Costelow, Alexis Yrrizarry, Nickolas Robles, Jenna Sullivan, Kenzie Maddox, Christel Rice, Cassie Veltre SCHOOL: Prince

Department (opt.): _____
DATE(S): 6/18/23-6/21/23

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego CA

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
			<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>
Registration	<u>\$10,890.00</u>		<u>100.23.100.2210/2579.6360.111.0000</u>
Transportation	<u>\$ 7,477.80</u>	Mode <u>air</u>	<u>100.23.100.2210/2579.6582.111.0000</u>
Rental Car	_____		_____
Meals	<u>\$ 2,589.40</u>		<u>100.23.100.2210/2579.6582.111.0000</u>
Lodging	<u>\$ 5,445.00</u>		<u>100.23.100.2210/2579.6582.111.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$26,402.20</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 participate in AVID Summer Institute professional development

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation on their campus and learn valuable best practice strategies to ensure rigorous implementation toward AVID school-wide

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: *Maya Thatcher* 2/11/23
Signature Date

Laurie Sheber 2/11/23
Principal/Supervisor Date

John Call 2/2/23
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): Judy Becker-Rohrer, Katie Claus, Gary Sandoval, Shawn Smith, Kevin Harding, Morgan Berrigan, Matt Scrivner, Michele Theisz, Jeanne Velasquez, Michael Vo, David Watson, Albert Malis, Leighann Reynolds, Glenda Arffa

SCHOOL: AHS
Department (opt.): _____

DATE(S): June 18-June 21, 2023

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego, California

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
		<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>
Registration	<u>\$13,300.00</u>	<u>100.23.100.2210/2579.6360.281.0000</u>
Transportation	<u>\$7405.58</u> Mode <u>air</u>	<u>100.23.100.2210/2579.6582.281.0000</u>
Car	<u>NTE \$500.00</u>	<u>100.23.100.2210/2579.6582.281.0000</u>
Meals	<u>\$896.00</u>	<u>100.23.100.2210/2579.6582.281.0000</u>
Lodging	<u>15,057.00</u>	<u>100.23.100.2210/2579.6582.281.0000</u>
Substitutes	<u>0</u>	
TOTAL	<u>\$ 37, 158.58</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: **Professional development for AVID Schoolwide Instructional Strategies and Leadership development.**

Outcomes and academic benefits to students and staff: **Professional Development for AVID Schoolwide Instructional Strategies and Leadership development to enrich the educational experience in all classrooms school wide.**

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:  11/30/23
Signature Date

 1/30/23
Principal/Supervisor Date

 1/31/2023
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): **(6 People Attending) Rowdy Frederiksen, Stephanie Hamrick, Aurora Venhuizen, Amanda Young, Judy Ruiz, and Taylor Nixon**

Alternates: **Alison Knight, Gina Goldberg, Tricia Clinch, Karlie Powers, Kerri Matzdorff, and Peggy Marner.**

SCHOOL: **Holaway** Department (opt.): _____ DATE(S): **June 18-June 21, 2023**

ACTIVITY/EVENT: **Summer AVID Institute**

LOCATION: **San Diego**

ABSENCE: # Days **4** Sub Required: Yes No

of School Days Missed **0**

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>\$4,750</u>		<u>100.23.100.2210.6360.108</u>
	<u>\$950</u>		<u>100.23.100.2579.6360.108</u>
Transportation	<u>\$3,100</u>	Mode <u>Air</u>	<u>100.23.100.2210.6582.108</u>
	<u>\$620</u>		<u>100.23.100.2579.6582.108</u>
Rental Car	_____		_____
Meals	<u>\$907.50</u>		<u>100.23.100.2210.6582.108</u>
	<u>\$181.50</u>		<u>100.23.100.2579.6582.108</u>
Lodging	<u>\$2,622.36</u>		<u>100.23.100.2210.6582.108</u>
	<u>\$874.12</u>		<u>100.23.100.2579.6582.108</u>
Substitutes	_____		_____
TOTAL	<u>\$14,005.48</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.

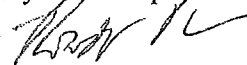
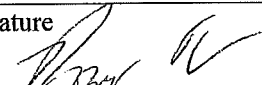
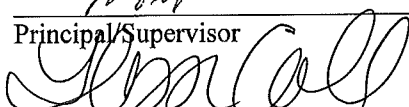
Purpose of travel: **The purpose of the travel is for teachers to receive training related to AVID best practices and develop a site plan aligned to the practices.**

Outcomes and academic benefits to students and staff: **Staff members will be equipped to implement AVID best practices site wide and collaborate with colleagues in full implementation.**

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:  1/30/23
 Signature Date
 1/30/23
 Principal/Supervisor Date
 1/28/23
 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): David Humphreys Monique Berry-Kelley SCHOOL: La Cima Middle
Neely Johnson Breanna Lindner Department (opt.): _____
Briana Olea-Rowe Tineke van Varenberg Caryn McGee Monet Richards Rose Hooton

DATE(S): June 18-21 2023

ACTIVITY/EVENT: AVID 2023 Summer Institute

LOCATION: San Diego

ABSENCE: # Days 3 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>\$8,550</u>		<u>100.23.100.2210.6360.165.0000 &</u>
	<u>100.23.100.2579.6360.165.0000</u>		
Transportation	<u>\$5,200</u>	Mode _____	<u>100.23.100.2210.6582.165.0000 &</u>
	<u>100.23.100.2579.6360.165.0000</u>		
Rental Car	<u>\$0</u>		
Meals	<u>\$1,710</u>		<u>100.23.100.2210.6582.165.0000 &</u>
	<u>100.23.100.2579.6360.165.0000</u>		
Lodging	<u>\$8,775</u>		<u>100.23.100.2210.6582.165.0000 &</u>
	<u>100.23.100.2579.6360.165.0000</u>		
Substitutes	<u>0</u>		
TOTAL	<u>\$24,235</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 2023 AVID Summer Institute conference

Outcomes and academic benefits to students and staff: _____

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

- | | | |
|---|---|---|
| <input 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] 2/8/2023
Signature Date
[Signature] 2/8/2023
Principal/Supervisor Date
[Signature] 2/8/2023
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): Mamie Spillane Bianca Rivas SCHOOL: Rio Vista Elementary
Sandra Bigelow Adriana Loera Department (opt.): _____
Kyle McFrederick, Shelby Davis DATE(S): June 18-21, 2023

ACTIVITY/EVENT: AVID 2023 Summer Institute

LOCATION: San Diego, California

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

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>\$23,750.00</u>		<u>100.23.100.2210.6360.117.0000</u>
	<u>\$950.00</u>		<u>100.23.100.2579.6360.117.0000</u>
Transportation	<u>\$2,250.00</u>	Mode <u>Air</u>	<u>100.23.100.2210.6582.117.0000</u>
	<u>\$450.00</u>		<u>100.23.100.2579.6582.117.0000</u>
Rental Car	_____		
Meals	<u>\$1,120.00</u>		<u>100.23.100.2210.6360.117.0000</u>
	<u>\$224.00</u>		<u>100.23.100.2579.6360.117.0000</u>
Lodging	<u>\$2,700.00</u>		<u>100.23.100.2210.6360.117.0000</u>
	<u>\$900.00</u>		<u>100.23.100.2579.6360.117.0000</u>
Substitutes	_____		
TOTAL	<u>\$32,344.00</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.


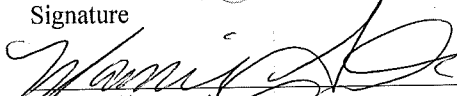
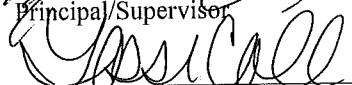
Purpose of travel: to participate in AVID Summer Institute professional development.

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation on their campus and learn valuable best practice strategies to ensure rigorous implementation toward AVID school-wide.

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: 
 Signature

 Principal/Supervisor

 Associate Superintendent/Superintendent

2/3/23
 Date
2/3/23
 Date
2/3/23
 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): Nicole Aldworth, Hannah Bartz, Beth Brungardt SCHOOL: Keeling
Joyce Daigle, Brianna Mounts, Department (opt.): _____
Ann McNew, Hoa Tang DATE(S): June 18-21, 2023

ACTIVITY/EVENT: AVID Summer Institute - PD
 LOCATION: San Diego. CA

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

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>950x7=\$6,650</u>		<u>100.23.100.2210.6360.109.0000</u>
Transportation	<u>450x3=\$1,350</u>	Mode <u>air</u>	<u>100.23.100.2210.6582.109.0000</u>
Car	<u>2x509=\$1,018</u>		<u>100.23.100.2210.6582.109.0000</u>
Meals	<u>224x7=\$1,568</u>		<u>100.23.100.2210.6582.109.0000</u>
Lodging	<u>900x3=\$2700</u>		<u>100.23.100.2210.6582.109.0000</u>
TOTAL	<u>\$13,286.00</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: Participation in AVID Summer Institute for Professional Development.

Outcomes and academic benefits to students and staff: **Strengthen understanding of AVID implementation on school site and learn best practice strategies to ensure effective implementation of AVID.**

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 type="checkbox"/> Creative Thinking |
| <input type="checkbox"/> Critical Thinking | <input type="checkbox"/> Problem-Solving | |

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

Submitted by: Kathleen Ors 1.30.23
 Signature Date
Rundel Ors 1-30-23
 Principal/Supervisor Date
[Signature] 2/1/23
 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): Annette Orelup Kim McDole

SCHOOL: Keeling

Department (opt.): _____

DATE(S): June 17-21, 2023

ACTIVITY/EVENT: AVID 2023 Summer Institute

LOCATION: San Diego, California

ABSENCE: # Days 5 Sub Required: Yes No

of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
		<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>
Registration	<u>950x2=\$1,900</u>	<u>100.23.100.2579.6360.109.0000</u>
Transportation <u>na</u>	Mode <u>na</u>	<u>100.23.100.2579.6582.109.0000</u>
Car		<u>100.23.100.2579.6582.109.0000</u>
Meals	<u>288x7=\$2,016</u>	<u>100.23.100.2579.6582.109.0000</u>
Lodging	<u>1200x2=\$2,400</u>	<u>100.23.100.2579.6582.109.0000</u>
TOTAL	<u>\$6,316.00</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: Participation in AVID Summer Institute for Professional Development.

Outcomes and academic benefits to students and staff: **Strengthen understanding of AVID implementation on school site and learn best practice strategies to ensure effective implementation of AVID.**

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 type="checkbox"/> Creative Thinking |
| <input type="checkbox"/> Critical Thinking | <input type="checkbox"/> Problem-Solving | |

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

Submitted by: Kathleen Sw 6/30/23
Signature Date

Annette Orelup 6-30-23
Principal/Supervisor Date

Christi Call 6/1/23
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): Laurra Becerra, Kristen Alvarez, Liz Durazo SCHOOL: Nash
Kim Esposito, Flor Lopez, Sophie Menzies Department (opt.): _____
James Buckwalter, Lorena Cote, Shari Lossou-Lossavi DATE(S): June 18-21, 2023

ACTIVITY/EVENT: AVID 2023 Summer Institute

LOCATION: San Diego, California

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>7550.00</u>		<u>100.23.100.2210/2579.6360.110.000</u>
Transportation	<u>4050.00</u>	Mode <u>Air/Taxi</u>	<u>100.23.100.2210/2579.6582.110.0000</u>
Rental Car	_____		_____
Meals	<u>2016.00</u>		<u>100.23.100.2210/2579.6582.110.0000</u>
Lodging	<u>6000.00</u>		<u>100.23.100.2210/2579.6582.110.0000</u>
Substitutes	_____		_____
TOTAL	<u>18,806.00</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 participate in AVID Summer Institute Professional Development

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation on their campus and learn valuable practice strategies to ensure rigorous implementation toward AVIS school-wide

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: Susan Campbell 02-03-23
 Signature Date

[Signature] 2.03.23
 Principal/Supervisor Date

[Signature] 2/3/23
 Associate Superintendent/Superintendent Date
 rev. 6/1/2022

**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): Alexis Tuo Vanessa Miller SCHOOL: Walker Elementary School
Lourdes Oros Angela LaRock Department (opt.): _____
Susan Luciano Katherine Ratliff DATE(S): June 18, 2023 – June 21, 2023
Christopher Trimble

ACTIVITY/EVENT: 2023 AVID Summer Institute

LOCATION: San Diego, CA

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

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>\$950 X 6 = \$5,700</u>	<u>100.23.100.2210.6360.112.0000</u>
	<u>\$950 x 1 = \$950</u>	<u>100.23.100.2579.6360.112.0000</u>
Transportation	<u>Total: \$2,000</u> Mode Air	<u>100.23.100.2210.6582.112.0000</u>
	Airline <u>\$450 x 4 = \$1800</u>	
	Airport Parking <u>\$5.00 x 4 days x 4 employees = \$80</u>	
	Uber/Taxi <u>\$30 x 4 = \$120</u>	
	<u>Total: \$504</u> Mode Car	<u>100.23.100.2579.6582.112.0000</u>
	Driving <u>806.4 miles x .625 = \$504</u>	
Meals	<u>224 X 6 = \$1,344</u>	<u>100.23.100.2210.6582.112.0000</u>
	<u>224 X 1 = \$224</u>	<u>100.23.100.2579.6582.112.0000</u>
Lodging	<u>900 X 3 rooms = \$2,700</u>	<u>100.23.100.2210.6582.112.0000</u>
	<u>900 x 1 room = 900</u>	<u>100.23.100.2579.6582.112.0000</u>
TOTAL	<u>\$14,322</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 participate in AVID Summer Institute professional Development.

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation on their campus and learn valuable best practice strategies to ensure rigorous implementation toward AVID school-wide.

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: Jennifer Lee 1/26/23
 Signature Date

Christopher Ratliff 1/26/23
 Principal/Supervisor Date

Chris Call 2/6/23
 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): Kimberly Begay

SCHOOL: District Offices

Department (opt.): Native American Education

DATE(S): March 6-10, 2023

ACTIVITY/EVENT: National Indian Education Association Hill Week

LOCATION: Washington DC

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 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>Paid by National Johnson-O'Malley Association (NJOMA)</u>	<u>N/A</u>
Transportation	<u>Paid by NJOMA</u> Mode _____	<u>N/A</u>
Rental Car	_____	_____
Meals	<u>Paid by NJOMA</u>	<u>N/A</u>
Lodging	<u>Paid by NJOMA</u>	<u>N/A</u>
Substitutes	_____	_____
TOTAL	<u>\$0.00</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 advocate for the priorities of Native students and Native communities across the nation, emphasizing the importance of education sovereignty across the federal government.

Outcomes and academic benefits to students and staff: NAEP staff will network and engage with Congressional partners to take stock of the current landscape of Native education that will benefit Amphi Native 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: Kimberly Begay _____ 1/30/2023
 Signature Date
Narlene Mansevic _____ 2/6/23
 Principal/Supervisor Date
 _____ 2/6/2023
 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): Stephanie Hayes SCHOOL: District Offices
Mamie Spillane Tim Ripp Department (opt.): Office of Learning & Instruction
Tassi Call Chris Trimble DATE(S): July 9-13, 2023

ACTIVITY/EVENT: NAESP - National Association of Elementary School Principals

LOCATION: National Harbor, MD

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

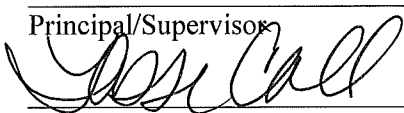
	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
			(Note: Tax credit contributions are District funds and require budget code.)
Registration	<u>\$5,070.00</u>		<u>140-23-100-2210-6360-107/112/116/117/510-0000</u>
Transportation	<u>\$4,500.00</u> Mode <u>air</u>		<u>140-23-100-2210-6582-107/112/116/117/510-0000</u>
Rental Car	_____		_____
Meals	<u>\$1,552.50</u>		<u>140-23-100-2210-6582-107/112/116/117/510-0000</u>
Lodging	<u>\$2,916.00</u>		<u>140-23-100-2210-6582-107/112/116/117/510-0000</u>
Substitutes	_____		_____
TOTAL	<u>\$14,038.50</u>		

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

Purpose of travel: To attend the 2023 Annual Conference of NAESP (National Association of Elementary School Principals).

Outcomes and academic benefits to students and staff: Elementary principals will hear nationally known speakers. They will attend sessions on improving elementary schools and establishing programs to increase student learning.

Submitted by: _____ Date _____
Signature Date

Principal/Supervisor _____ Date _____

 Associate Superintendent/Supervisor _____ Date 7/2/23

**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 Gotlieb

SCHOOL: District Offices

Department (opt.): Curriculum & Assessment

DATE(S): June 18-21, 2023

ACTIVITY/EVENT: AVID 2023 Summer Institute

LOCATION: San Diego, California

ABSENCE: # Days 4 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>\$ 950.00</u>		<u>596.00.300.2210.6360.515.0000</u>
Transportation	<u>\$ 530.00</u>	Mode <u>air</u>	<u>596.00.300.2210.6582.515.0000</u>
Rental Car	_____		_____
Meals	<u>\$ 181.50</u>		<u>596.00.300.2210.6582.515.0000</u>
Lodging	<u>\$ 900.00</u>		<u>596.00.300.2210.6582.515.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$2,561.50</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 participate in AVID Summer Institute professional development.

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation and learn valuable best practice strategies to ensure rigorous implementation toward AVID district-wide.

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: Hayley Gotlieb 2/13/23
Signature Date

Efabel A. Jacome 2/13/23
Principal/Supervisor Date

[Signature] 2/13/23
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): Andrew Szczepaniak, Mary Cliff, Shannon Joos SCHOOL: Donaldson
Courtney Kimler, Tatum Nelson, Camille Nau Department (opt.): _____
Kris Lee, Kristin Taylor, Shay Humphreys, Brooke Johnson DATE(S): 6/18/22-6/21/22
Judith Tokars, Marina Wong

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego, CA

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$11,400.00</u>		<u>100.23.100.2210.6360.106.0000</u>
			<u>100.23.100.2579.6360.106.0000 Admin</u>
Transportation	<u>\$4,500.00</u>	Mode <u>Air</u>	<u>100.23.100.2210.6582.106.0000</u>
			<u>100.23.100.2579.6582.106.0000 Admin</u>
Rental Car	<u>\$0.00</u>		
Meals	<u>\$2,688.00</u>		<u>100.23.100.2210.6582.106.0000</u>
			<u>100.23.100.2579.6582.106.0000 Admin</u>
Lodging	<u>\$7,200.00</u>		<u>100.23.100.2210.6582.106.0000</u>
			<u>100.23.100.2579.6582.106.0000 Admin</u>
Substitutes	<u>\$0.00</u>		
TOTAL	<u>25,788.00</u>		

(Note: Tax credit contributions are District funds and require a budget code.)

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 participate in AVID Summer Institute Professional Development.

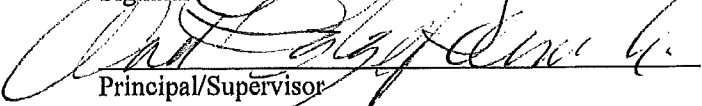
Outcomes and academic benefits to students and staff: AVID helps teachers shift from delivering content to facilitating learning, resulting in an inquiry-based, student-centric classroom.

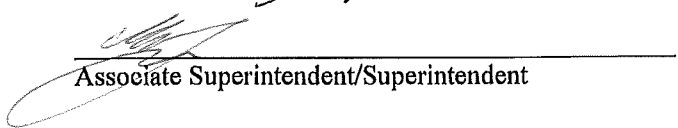
Identify which characteristics of the Portrait of Graduate are specifically related to this request.

- | | | |
|---|---|---|
| <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:  2/9/2023
 Signature Date

 2/9/2023
 Principal/Supervisor Date

 2/9/2023
 Associate Superintendent/Superintendent Date