

#### 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 1 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 8<sup>th</sup> 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.

T	II	T	Α	Т	$\mathbf{E}$	n	R	V	•

Matthew Munger
Associate Superintendent for Secondary Education Date: February 13, 2023

EMPLOYEE(	(S): <u>Tod</u>	<u>ld Jaeger</u>	Michelle Valenzuela	SCHOOL: District Offices
	San	1 Henson	Beth Lake	Department (opt.): Sup's Office/Communications
	,	-	_	DATE(S): <u>July 14-19, 2023</u>
ACTIVITY/E	VENT: <u>N</u> a	tional Scho	ol Public Relations Asso	ciation 2023 National Seminar
LOCATION:	St. Lou	nis, MO		
ABSENCE:	# Days	s <u>6</u> Sub F	Required: Yes No	# of School Days Missed 0
EXPENSES R	EQUEST	ED: (OBTA <u>Apf</u>	IN RECEIPTS FOR ALL PROXIMATE COST	INCURRED EXPENSES) <u>BUDGET CODE/DESCRIPTION</u> (Note: Tax credit contributions are District funds and require a budget code.)
Regist	ration	<u>\$2780.00</u>		$\underline{001.00.100.2579.6360.501/503.0000}$
Trans	portation	<u>\$3300.00</u>	Mode <u>Air</u>	$\underline{001.00.100.2579.6582.501/503.0000}$
Rental	Car			
Meals		<u>\$1190.00</u>		$\underline{001.00.100.2579.6582.501/503.0000}$
Lodgir	ıg	<u>\$4500.00</u>		$\underline{001.00,100.2579.6582.501/503.0000}$
Substit	tutes	<del></del>		
TOTA	AL.	\$11,770.00		
* PO must be s	ubmitted a	ind approved	receive reimbursement fi I <i>prior</i> to travel to qualify A 2023 National Semina	for reimbursement.
Outcomes and about the mos	academic l t current :	penefits to st and innovat	udents and staff: Interactive communication strat	et with other school Public Relations experts to learn egies to implement into District practices.
☐ Acaden ☐ Collabo	nic Conten		ortrait of Graduate are spe  Caring  Communication  Problem-Solving	cifically related to this request.  Citizenship Creative Thinking
The travel is ne	cessary for	the implem	entation of the project fun	ding the travel.
Submitted by:	Signature			Date
₹ ·~ .	Cini	<del></del>	ent/Superintendent	Date  2-6-23  Date

### THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

EMPLOYEE(S): Laur	rie Sheber, Samatha Doyle, K	<u>elsey Glavin, Gabriela Go</u>	<u>nzalez, Gabriel Costelow, Alexis</u>
Yrrizarry, Nickolas Rol	oles, Jenna Sullivan, Kenzie N	<u> Iaddox, Christel Rice, Cas</u>	ssie Veltre SCHOOL: Prince
### Additional Confession of the Confession of t	Managara a company a	Department (o	pt.):
	THE RESIDENCE OF THE PARTY OF T	DATE(S): <u>6/18/2</u>	23-6/21/23
ACTIVITY/EVENT: AV	<u>ID Summer Institute</u>		
LOCATION: San Die	go CA		
ABSENCE: # Days	4 Sub Required: ☐Yes X	No # of School	ol Days Missed <u>0</u>
EXPENSES REQUESTE	D: (OBTAIN RECEIPTS FOI APPROXIMATE COS	<u>Г</u> ВІ	UDGET CODE/DESCRIPTION credit contributions are District funds and
Registration	<u>\$10,890.00</u>	<u>100.23</u>	3.100.2210/2579.6360.111.0000
Transportation	<u>\$ 7,477.80</u> Mo	de <u>air</u> <u>100.23</u>	3.100.2210/2579.6582.111.0000
Rental Car	-	-	
Meals	<u>\$ 2,589.40</u>	100.23	3.100.2210/2579.6582.111.0000
Lodging	<u>\$ 5,445.00</u>	100.23	3.100.2210/2579.6582.111.0000
Substitutes			
TOTAL	<u>\$26,402.20</u>		
* PO must be submitted a	will not X receive reimbursem nd approved <i>prior</i> to travel to c ticipate in AVID Summer Ins	qualify for reimbursement.	<u>oment</u>
	campus and learn valuable b		en their understanding of AVID ensure rigourous implementation
Identify which characteris  Academic Conten  Collaboration Critical Thinking	tics of the Portrait of Graduate t	cation $\square$	nis request. Citizenship Creative Thinking
The travel is necessary for	r the implementation of the pro	-	
Submitted by: Signature Principal	Shotcher Supervisor Mala	2/1/23 Date 2/1/23 Date 2/1/23	3

Date

rev. 6/1/2022

Associate Superintendent/Superintendent

EMPLOYEE(S): <u>Jud</u>	ly Becker-Rohrer,	Katie Claus, Gary Sand	oval, Shawn Smith, Kevin Harding, Morgan
Berrigan, Matt Scrivn	<u>er, Michele Theis:</u>	z, Jeanne Velasguez, Mic	hael Vo, David Watson, Albert Malis, Leighann
Reynolds, Glenda Arff	a	SC	HOOL: AHS
	was the same of th	]	Department (opt.):
		DA	TE(S): <u>June 18-June 21, 2023</u>
ACTIVITY/EVENT: A	VID Summer Inst	<u>itute</u>	
LOCATION: San Di	<u>ego, California</u>		
ABSENCE: # Days	3 <u>4</u> Sub Require	d: □Yes ⊠No	# of School Days Missed $\underline{0}$
EXPENSES REQUESTI		EIPTS FOR ALL INCUR MATE COST	RED EXPENSES)  BUDGET CODE/DESCRIPTION  (Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$13,300.00</u>		100.23.100.2210/2579.6360.281.0000
Transportation	\$ <u>7405.58</u>	Mode <u>air</u>	100,23.100,2210/2579,6582,281,0000
Car	NTE \$500.00		100.23.100.2210/2579.6582.281.0000
Meals	<u>\$896.00</u>		100.23.100.2210/2579.6582.281.0000
Lodging	<u>15,057.00</u>		100.23.100.2210/2579.6582.281.0000
Substitutes	0		
TOTAL	<u>\$ 37, 158.58</u>		•
* PO must be submitted a	nd approved prior	re reimbursement from out to travel to qualify for rein at for AVID Schoolwide I	
Outcomes and academic b	enefits to students ip development to	and staff: Professional Denrich the educational ex	evelopment for AVID Schoolwide Instructional operience in all classrooms school wide.
Identify which characteris  Academic Conten  Collaboration Critical Thinking		of Graduate are specifically Caring Communication Problem-Solving	related to this request.  Citizenship  Creative Thinking
The travel is necessary for	the implementatio	n of the project funding the	e travel.
Submitted by: Signature	Souff-		1130123 Date
<u>a</u>	J. mals	-	130/23
Principal/S	Supervisor		Date
			1/31/2023
Associate 3	Superintendent/Sup	perintendent	Date /

### 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 Knig	ht, Gina Goldberg, T	<u>ricia Clinch,</u> Karlie Pov	wers, Kerri Mat	tzdorff, and Peggy Marner.		
SCHOOL: Holaway	Department (opt.):	_DATE(S): <u>June 18-Ju</u>	me 21,2023			
ACTIVITY/EVENT: Sur	mmer AVID Institute		LOCATION:	San Diego		
ABSENCE: # Days EXPENSES REQUESTE	4 Sub Required: ☐ ED: (OBTAIN RECEID APPROXIMAT	PTS FOR ALL INCURR	BUDG (Note: Tax cred	8) <u>ET CODE/DESCRIPTION</u> it contributions are District funds an		
Registration	\$4,750 \$950		require a budget 100.23.100.221	<u>10.6360.108</u>		
Transportation	\$3,100 \$620	Mode <u>Air</u>	100.23.100.221 100.23.100.257			
Rental Car						
Meals	\$907.50 \$181.50		100.23.100.221 100.23.100.257			
Lodging	\$2,622.36 \$874.12		100.23.100.221 100.23.100.257			
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 practices site wide and o	benefits to students and collaborate with collea	l staff: Staff members agues in full implement	will be equippe ation.	d to implement AVID best		
Identify which characterisms Academic Contents Collaboration Critical Thinking	nt 🗵 C 🗵 C g 🗵 Pi	aring ommunication oblem-Solving	⊠ Citiz ⊠ Crea	quest. zenship ative Thinking		
The travel is necessary for	- 3///	the project funding the				
Submitted by: Signature	2011 - C		Date 7 2 3			
	May W		1/30/23			
Principal	VSupervisor (		Date /21/23			
Associate	e Superintendent/Super	rintendent	Date			

## 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: <u>I</u>	a Cima Middle	
	Neely Johnson B	reanna Lindner	Department (opt.)	. Nagapungungki (1990)	
	Briana Olea-Rowe	Tineke van Varenberg	Caryn McGee	Monet Richards	Rose Hooton
	DATE(S):	June 18-21 2023			
ACTIVITY/EVEN	T: AVID 2023 Summe	er Institute	•		
LOCATION: S2	n Diego				
ABSENCE: #	Days 3 Sub Requir	ed: Yes No	# of School D	ays Missed $ {f 0} $	
EXPENSES REQU	ESTED: (OBTAIN RI <u>APPROX</u>	ECEIPTS FOR ALL INCU IMATE COST	BUDO	<u> 3ET CODE/DESCI</u> lit contributions are I	
Registration 100.23.100.2579.63		·	100.23.100.22	10,6360,165,0000 d	<u>&amp;</u>
Transporta 100,23.100.2579.63	tion <u>\$5,200</u> 60.165.0000	Mode	100.23.100.22	10.6582.165.0000 8	<u>&amp;</u>
Rental Car	<b>\$0</b>				
Meals 100.23.100.2579.63	<u>\$1,710</u>		100.23.100.22	10.6582.165.0000 &	<u>k</u>
Lodging 100.23.100.2579.63	<u>\$8,775</u> 60.165.0000		100.23.100.22	10.6582.165.0000 <u>8</u>	<u>&amp;</u>
Substitutes	<u>0</u>			,	•
TOTAL	\$ <u>24,235</u>				
* PO must be submit	tted and approved <i>prior</i>	ve reimbursement from out to travel to qualify for rein <b>D Summer Institute conf</b>	nbursement.	,	, .
Outcomes and acade	mic benefits to students	s and staff:			
Identify which characteristics Academic Collaboration Critical Thin	ontent	of Graduate are specificall Caring Communication Problem-Solving	∐ Citiz	quest. zenship utive Thinking	
The travel is necessar	ry for the implementati	on of the project funding th	ie travel.		
Submitted by: Signa	ipal/Supervisor		2/8/2023 Date 2/8/2023 Date		
•.	•	•	1 /		
· .			2/0/2023		•
Ass	sociate Superintendent/S	Superintendent	Date		

rev. 6/1/2022

EMPLO'	YEE(S):		<u>Spillane</u>	Bianca I				sta Elementary	
			a Bigelow	<u>Adriana</u>		•	artment (op		
		Kyle N	<u> 1cFrederick,</u>	Shelby D	<u>avis</u>	DATE	(S): <u>June 1</u>	<u>8-21, 2023</u>	
ACTIVI'	TY/EVENT	Γ: <u><b>AVID</b></u>	2023 Summe	r Institut	<u>e</u>				
LOCAT	ION: <u>S</u>	San Diego	o, California					ı	
ABSEN	CE:	# Days <u>4</u>	Sub Requ	ired: 🔲Y	es 🖾 No		# of Schoo	ol Days Missed 0	
EXPENS	SES REQU	ESTED:	(OBTAIN RI <u>APPR</u>	ECEIPTS OXIMAT	FOR ALL INCUR E COST	RED EX	<u>B</u>	<u>UDGET CODE/DESCR</u> credit contributions are Dis dget code.)	
	Registratio	n	\$ <u>23,750.00</u> \$950.00	<del>-</del> :				0.2210.6360.117.0000 0.2579.6360.117.0000	
	Transport	ation .	\$2,250.00 \$450.00	!	Mode <u>Air</u>		100.23.100 100.23.100	0.2210.6582.117.0000 0.2579.6582.117.0000	
	Rental Car	•							
	Meals		\$1,120.00 \$224.00	_				0,2210.6360.117.0000 0,2579.6360.117.0000	
	Lodging		\$2,700.00 \$900.00	_			100.23.100 100.23.100	0.2210.6360.117.0000 0.2579.6360.117.0000	
	Substitutes	3			,				
	TOTAL		<u>\$32,344.00</u>						
* PO mi	ist be subm	itted and	approved price	or to trave	ursement from out I to qualify for rein r Institute profess	nburseme	ent.		
Outcome on their	es and acad	emic ben	efits to studer valuable bes	nts and sta	ff: <u>Participants v</u> strategies to ensu	vill stren	gthen their ous implem	understanding of AVI entation toward AVID	D implementation school-wide.
Identify    X   X   X   X   X   X   X   X   X	which char Academic Collaborat Critical Th	Content tion	s of the Portra		uate are specificall Caring Communication Problem-Solving	ly related	to this requ	nest. Citizenship Creative Thinking	
The trav	ed by:	sary for the	e implementa	ntion of the	e project funding th	he travel.	2 3/2 Date	23	
,	4	rincipal/S Associate	Supervisor Superintende	O nt/Superin	tendent		$ \frac{2/3}{\text{Date}} $ Date $ \frac{2}{3} = \frac{3}{3} $ Date	23 3	

# THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

ACT	<u>Joy</u> <u>Ann</u> IVITY/EVENT: <u>A</u>	ole Aldworth, Han ce Daigle, Brianna 1 McNew, Hoa Tar VID Summer Inst ego. CA	ng_	Departme	ent (o <sub>l</sub>	
ABSEN		Sub Required:	□Yes ⊠No	# (	of Scl	hool Days Missed 0
. 1		ED: (OBTAIN REC	CEIPTS FOR ALL II MATE COST	NCURRED (No	EXP	
:	Registration	950x7=\$6,650		<u>100</u>	0.23.1	<u>00.2210.6360.109.0000</u>
	Transportation	450x3=\$1,350	Mode <u>air</u>	<u>100</u>	0.23.1	<u>00.2210.6582.109.0000</u>
	Car	2x509=\$1,018		<u>100</u>	).23.1	00.2210.6582.109.0000
	Meals	224x7=\$1,568		<u>100</u>	0.23.1	<u>00.2210.6582.109.0000</u>
	Lodging	900x3=\$2700		<u>100</u>	).23.1	00.2210.6582.109.0000
:	TOTAL	\$ <u>13,286.00</u>				
* PO n Purpos	nust be submitted a se of travel: Partic	nd approved <i>prior</i> tipation in AVID Su	e reimbursement fron to travel to qualify fo mmer Institute for Pi	r reimburse rofessional l	ment. Devel	opment.
Outcor site an	mes and academic b ad learn best pract	penefits to students a ice strategies to en	and staff: Strengthe sure effective imple	en understa mentation	andin of AV	g of AVID implementation on school TD.
Identif	y which characteris Academic Conten Collaboration Critical Thinking	tics of the Portrait o	of Graduate are speci- Caring Communication Problem-Solving	fically relate	ed to 1	this request. Citizenship Creative Thinking
The tra	wel is necessary for	the implementation	n of the project fundi	ng the trave	el.	
Submit		thlen Or Supervisor Superintendent/Sup	perintendent	Date Date Date	30  -  -	23 -23 <del>2</del> 3

rev. 6/1/2022

EMPLOYE	EE(S): <u>Annet</u>	te Orelup	Kim McDole	SCHOOL: K	eeling
	CONTROL DE LA CONTROL DE L	ACTUAL PROPERTY AND ADMINISTRATION OF		Departmen	t (opt.):
		PORT OF THE PROPERTY OF THE PR		DATE(S): Ju	<u>ine 17-21, 2023</u>
ACTIVITY	Y/EVENT: <u>AVI</u>	D 2023 Summ	<u>er Institute</u>		
LOCATIO	N: <u>San Dieg</u>	o, California			
ABSENCE	: # Days <u>5</u>	Sub Requi	red: □Yes ⊠No	# of Sc	chool Days Missed 0
EXPENS	SES REQUESTI	ED: (OBTAIN) <u>APPRO</u>	RECEIPTS FOR ALL II <u>XIMATE COST</u>	(Note: T	ENSES) <u>BUDGET CODE/DESCRIPTION</u> ax credit contributions are District funds and budget code.)
I	Registration	950x2=\$1,900		100.23.1	100.2579.6360.109.0000
1	Transportation	<u>na</u>	Mode na	100.23.1	00.2579.6582.109.0000
	. Car			100.23.1	00.2579.6582.109.0000
<i>N</i>	Meals	288x7=\$2,016		100.23.1	00.2579.6582.109.0000
I	odging	1200x2=\$2,400	<u>0</u>	<u>100.23.1</u>	00.2579.6582.109.0000
	TOTAL	\$ <u>6,316.00</u>			
* PO mus	st be submitted a	nd approved <i>pri</i>	eive reimbursement fron or to travel to qualify fo Summer Institute for Pr	r reimbursement	
Outcomes site and le	s and academic b earn best practi	enefits to studer ce strategies to	nts and staff: Strengthe ensure effective imple	en understandin mentation of AV	g of AVID implementation on school/ID.
Identify w		ics of the Portra	it of Graduate are speci Caring Communication Problem-Solving		
The travel	is necessary for	the implementa	tion of the project fundi	ng the travel.	
Submitted	Signature  MM  Phincipal/S	Superintendent/S	Superintendent	$ \begin{array}{c}                                     $	3 -23
rev. 6/1/20	22				

EMPLOYEE(S): <u>La</u>	urra Becerra, Kristen Alvarez, Liz Duraz	zo SCHOOL: <u>Nash</u>			
<u>Ki</u>	m Esposito, Flor Lopez, Sophie Menzies	Department (opt.):			
<u>Ja</u>	mes Buckwalter, Lorena Cote, Shari Loss	sou-Lossavi DATE(S): June 18-21, 2023			
	AVID 2023 Summer Institute				
LOCATION: <u>San D</u>	Diego, California				
ABSENCE: # Day	ys 4 Sub Required:  Yes No	# of School Days Missed 0			
EXPENSES REQUES	STED: (OBTAIN RECEIPTS FOR ALL INC APPROXIMATE COST	BUDGET CODE/DESCRIPTION (Note: Tax credit contributions are District funds an			
Registration	<u>7550.00</u>	require a budget code.) 100.23.100.2210/2579.6360.110.000			
Transportation	on <u>4050.00</u> Mode <u>Air/Taxi</u>	100.23.100.2210/2579.6582.110.0000			
Rental Car					
Meals	2016.00	100,23.100.2210/2579.6582.110.0000			
Lodging	6000.00	100.23.100.2210/2579.6582.110.0000			
Substitutes					
TOTAL	<u>18,806.00</u>				
The District will (or) will not receive reimbursement from outside sources.  * PO must be submitted and approved <i>prior</i> to travel to qualify for reimbursement.  Purpose of travel: to participate in AVID Summer Institute Professional Development					
Outcomes and academi	c benefits to students and staff. Participants	will strengthen their understanding of AVID tegies to ensure rigorous implementation toward			
Identify which character  Academic Cont  Collaboration  Critical Thinkin		Ily related to this request.  Citizenship  Creative Thinking			
Submitted by: Signatur	for the implementation of the project funding the state of the stat	the travel. $ \begin{array}{c} \underline{O2-O3-23} \\ \underline{Date} \\ \end{array} $ $ \begin{array}{c} \underline{Date} \\ \underline{Date} \\ \end{array} $			

EMPLOYEE(S): <u>Ale</u>	<u>xis Tuo</u> <u>Vanessa Mi</u>	<u>iller</u> So	CHOOL: <u>Walker Elei</u>	<u>nentary School</u>	
Lou	Lourdes Oros Angela LaRock		Department (opt.):		
Sus	an Luciano Katherine	e <b>Ratliff</b> DATI	E(S): <u>June 18, 2023 –</u>	<u>June 21, 2023</u>	
	ristopher Trimble 123 AVID Summer Inst	<u>titute</u>			
LOCATION: San D	iego, CA				
ABSENCE: # Day	s <u>4</u> Sub Required:	]Yes ⊠No	# of School Days Mis	sed <u>0</u>	
EXPENSES REQUEST	ED: (OBTAIN RECEIF <u>APPROXIMAT</u>		BUDGET CO	DDE/DESCRIPTION ibutions are District funds and	
Registration	$$950 \times 6 = $5,700$ $$950 \times 1 = $950$		100,23.100,2210.6360 100,23.100,2579,6360		
Transportation	Total: \$2,000	Mode Air	100.23.100.2210.6582	<u>2.112.0000</u>	
Airport Uber/Ta	\$450 x 4 = \$1800 Parking \$5.00 x 4 days : xi \$30 x 4 = \$120 Total: \$504 806.4 miles x .625 = \$5	Mode Car	100.23,100.2579.6582	<u>2.112.0000</u>	
Meals	$\frac{224 \times 6 = \$1,344}{224 \times 1 = \$224}$		100.23.100.2210.6582 100.23.100.2579.6582		
Lodging	900 X 3 rooms = \$2,7 900 x 1 room = 900	<u>700</u>	100.23.100.2210.6582 100.23.100.2579.6582		
TOTAL	<u>\$14,322</u>				
The District will (or) will not receive reimbursement from outside sources.  * PO must be submitted and approved <i>prior</i> 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 characteri  Academic Conte  Collaboration  Critical Thinking	nt ⊠ Ca ⊠ Co	raduate are specifically ring omnunication oblem-Solving	related to this request, Citizenship Creative Th		
The travel is necessary for	or the implementation of	the project funding the	ravel.	1	
Submitted by: Signature  Number  Submitted by: Signature	mospanil		1/26/23 Date 1/26/23		
	/Supervisor  Superintendent/Superin	Ontendent G	Date HU23 Date		

EMPLC	YEE(S):	<u>Kimberl</u>	Begay		SC	CHOOL:	<b>District Offices</b>
		***				Departn	nent (opt.): Native American Education
					D	ATE(S):	March 6-10, 2023
ACTIV!	ITY/EVEN	T: <u>Nationa</u>	l Indian Edu	eation Ass	ociation Hill	Week	
LOCAT	TION: <u>V</u>	<b>Vashingtor</b>	DC				
ABSEN	CE: #	Days <u>5</u>	Sub Required	l:  Yes	⊠No	# of	f School Days Missed 5
EXPEN	ISES REQU	JESTED: (	OBTAIN REC <u>APPROXIN</u>			(No	EXPENSES) <u>BUDGET CODE/DESCRIPTION</u> te: Tax credit contributions are District funds and and a budget code.)
	Registratio	n <u>Pai</u>	d by National	Johnson-	O'Malley As	sociation	n (NJOMA) N/A
	Transport	ation <u>Pai</u>	d by NJOMA	Mod	le	<u>N/A</u>	<u> </u>
	Rental Car		<del></del>				
	Meals	<u>Pai</u>	d by NJOMA			<u>N/A</u>	<u>\</u>
	Lodging	<u>Pai</u>	d by NJOMA			<u>N/A</u>	<u>\</u>
	Substitutes	<u> </u>	_				<u> </u>
	TOTAL	<u>\$0.</u>	<u>)0</u>				
The District will \( \subseteq \) (or) will not \( \subseteq \) receive reimbursement from outside sources.  * PO must be submitted and approved <i>prior</i> 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.							
Outcom partner	es and acad	lemic bene tock of the	fits to students current lands	and staff:	<u>NAEP staff</u> ative educati	will network with the second that we will not second that we will not second the second	work and engage with Congressional will benefit Amphi Native students.
Identify which characteristics of the Portrait of Graduate are specifically related to this request.							
The trav	el is necess	sary for the	implementation	on of the pr	roject funding	g the trave	el.
Submitt	Sig	Andre gnature Al and incipal/Sup	Janjan ew Ma ervisor	: Syg insieer	ú		4/23
	As	sociate Sup	perintendent/Su	perintende	ent	Dat	re

## 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  Mamie Spillane Tim Ripp  Tassi Call Chris Trimble	SCHOOL: <u>District Offices</u> Department (opt.): <u>Office of Learning &amp; Instruction</u> DATE(S): <u>July 9-13, 2023</u>
	T: <u>NAESP - National Association o</u>	f Elementary School Principals
ABSENCE: #	Days <u>5</u> Sub Required: Yes	No # of School Days Missed <b>0</b>
EXPENSES REQU	JESTED: (OBTAIN RECEIPTS FOR	R ALL INCURRED EXPENSES)
	APPROXIMATE COST	BUDGET CODE/DESCRIPTION  (Note: Tax credit contributions are District funds and require budget code.)
Registratio	n <u>\$5,070.00</u>	140-23-100-2210-6360-107/112/116/117/510-0000
Transportati	on <u>\$4,500.00</u> Mode <u>air</u>	140-23-100-2210-6582-107/112/116/117/510-0000
Rental Car		
Meals	<u>\$1,552.50</u>	140-23-100-2210-6582-107/112/116/117/510-0000
Lodging	<u>\$2,916.00</u>	140-23-100-2210-6582-107/112/116/117/510-0000
Substitutes		
TOTAL	<u>\$14,038.50</u>	
Γhe District will [	] (or) will not \(\sime\) receive reimburse	ment from outside sources.
Purpose of travel: [Principals].	To attend the 2023 Annual Confere	nce of NAESP (National Association of Elementary School
	_	Elementary principals will hear nationally known speakers. They wilestablishing programs to increase student learning.
Submitted by: $\overline{\text{Sig}}$	nature	Date
Prin	ncipal/Supervisor	Date HADA

Date

Associate Superintendent/Superintendent

EMPLOYEE(S):	Pamela Barrett	Elisabeth Gingrich	SCHOOL: District Offices
	Susan Steen	Patricia Patchin	Department (opt.): Innovation Academy
	######################################	_	DATE(S): March 21-25, 2023
ACTIVITY/EVEN	T: National Conf	ference on Science Educa	tion (NSTA)
LOCATION: <u>A</u>	tlanta, GA		
ABSENCE: #	# Days <u>5</u> Sub F	Required: ⊠Yes □No	# of School Days Missed 4
EXPENSES REQU	JESTED: (OBTA	IN RECEIPTS FOR ALL	INCURRED EXPENSES)
	APF	PROXIMATE COST	BUDGET CODE/DESCRIPTION  (Note: Tax credit contributions are District funds and require a budget code.)
Registratio	s1,410.00		457-00-100-2210-6360-119-0000
Transport	ation <b>\$2,770.00</b>	Mode _	<u>457-00-100-2210-6582-119-0000</u>
Rental Car			
Meals	<u>\$1,152.00</u>		457-00-100-2210-6582-119-0000
Lodging	<u>\$2,034.00</u>		457-00-100-2210-6582-119-0000
Substitutes	\$2,240.00		457-00-100-2210-6113-119-0000
TOTAL	<u>\$9,606.56</u>		
The District will	] (or) will not 🛛	receive reimbursement f	from outside sources.
Purpose of travel:	To attend the Na	tional Conference on Scie	ence Education (NSTA)
			achers will be able to gather information and resources ommon Scope & Sequences and curriculum resources.
Submitted by: Sig	gnature		Date
Pri	ncipal/Supervisor	ill	Date 2/1/23
As	sociate Superinten	dent/Superintendent	Date

EMPLOYEE(S): Hayl	ey Gotlieb	SCHOOL: <u>District Offices</u>
		Department (opt.): Curriculum & Assessment
		DATE(S): <u>June 18-21, 2023</u>
ACTIVITY/EVENT: AV	ID 2023 Summer Institute	
LOCATION: San Die	go, California	
ABSENCE: # Days	4 Sub Required: ☐Yes ☒No	# of School Days Missed 0
EXPENSES REQUESTE	D: (OBTAIN RECEIPTS FOR ALI <u>APPROXIMATE COST</u>	L INCURRED EXPENSES)  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>	
* PO must be submitted a Purpose of travel: <b>To pa</b> Outcomes and academic	will not  receive reimbursement and approved <i>prior</i> to travel to qualify rticipate in AVID Summer Institute benefits to students and staff: Participate  rn valuable best practice strategies	y for reimbursement.
Identify which characteris  Academic Conter  Collaboration  Critical Thinking	Communication	☐ Citizenship ☑ Creative Thinking
The travel is necessary for	r the implementation of the project fu	anding the travel.
Submitted by: Signature Efabra Principal	Aratcher  BAyacom  /Supervisor	Date  2/13/23  Date  Date

## 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

Cour	tney Kimler, Tatum Nelso	on, Camille Nau	Department (opt.):	
Kris	Lee, Kristin Taylor, Shay	Humphreys, Brooke Johnson	<u>n</u> DATE(S): <u>6/18/22-6/21/22</u>	
<u>Judit</u>	th Tokars, Marina Wong			
ACTIVITY/EVENT: AY	/ID Summer Institute			
LOCATION: San Die	ego, CA			
ABSENCE: # Days	s 4 Sub Required: □	]Yes ⊠No	# of School Days Missed 0	
EXPENSES REQUESTI	ED: (OBTAIN RECEI <u>APPROXIMA</u>		RED EXPENSES)  BUDGET CODE/DESCRIPTION  (Note: Tax credit contributions are District funds and require a budget code.)	
Registration	<u>\$11,400.00</u>		100.23,100.2210.6360,106.0000	
Transportation	\$4.500.00	Mode Air	100,23.100,2579,6360.106.0000 Admin 100,23.100,2210,6582,106,0000	
•	<u>\$4,500.00</u>	Wiodo An	100,23,100,2579,6582,106,0000 Admin	
Rental Car	<u>\$0.00</u>			
Meals	<u>\$2,688.00</u>		100.23.100.2210.6582.106.0000	
Lodging	<u>\$7,200.00</u>		100.23.100.2579.6582.106.0000 Admin 100.23.100.2210.6582.106.0000	
			100.23.100.2579.6582.106.0000 Admin	
Substitutes TOTAL	\$0.00 25,788.00			
The District will (or) * PO must be submitted a Purpose of travel: To pa	and approved prior to t	ravel to qualify for reimb	oursement.	
Outcomes and academic facilitating learning, res			chers shift from delivering content to lassroom.	
Identify which characteristics of the Portrait of Graduate are specifically related to this request.				
The travel is necessary for	or the implementation o	of the project funding the	travel.	
	l/Supervisor	Sinc G.	2/9/2023 Date  2/9/2023 Date  2/3/2023	
Associat	e Superintendent/Super	rmendent	Daté	