



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

DATE OF MEETING: April 13, 2021

TITLE: Approval of Out of State Travel

BACKGROUND:

STAFF


Todd Jaeger, Michelle Valenzuela, Cynthia Washington, and Beth Lake from the District Offices request permission to attend the National School Public Relations Association 2021 National Seminar in New Orleans, Louisiana, July 9-15, 2021. Approximate cost of travel is \$9,888 and will be paid for by maintenance and operations funds designated for staff development.

BUDGET CODE KEY		
001-00-100-2579-6360-501/503-0000	M&O	Training, Wetmore, registration
001-00-100-2579-6582-501/503-0000	M&O	Training, Wetmore, staff travel

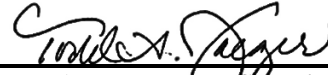
RECOMMENDATION:

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

INITIATED BY:


Michael Bejarano
Associate Superintendent for Secondary Education

Date: April 1, 2021


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
Cynthia Washington Beth Lake Department (opt.):
Superintendent/Communications

DATE(S): July 9-15, 2021

ACTIVITY/EVENT: National School Public Relations Association 2021 National Seminar

LOCATION: New Orleans, LA

ABSENCE: # Days 7 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>\$2,827.00</u>	<u>001-00-100-2579-6360-501/503-0000</u>
Transportation	<u>\$1,812.04</u> Mode <u>Air</u>	<u>001-00-100-2579-6582-501/503-0000</u>
Rental Car	_____	_____
Meals	<u>\$1,568.00</u>	<u>001-00-100-2579-6582-501/503-0000</u>
Lodging	<u>\$3,681.20</u>	<u>001-00-100-2579-6582-501/503-0000</u>
Substitutes	_____	_____
TOTAL	<u>\$9,888.24</u>	

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

Purpose of travel: Attend National School Public Relations Association 2021 National Seminar

Outcomes and academic benefits to students and staff: Interact with other School Public Relations experts to hear about and learn cutting-edge communication strategies needed to advocate for our schools.

Submitted by: Todd A. Jaeger 3/31/21
Signature Date

Principal/Supervisor _____ Date _____
Michael Bryan 4/1/2021
Associate Superintendent/Superintendent Date