

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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL: District Offices  
Department (opt.): Superintendent  
DATE(S): February 14-17, 2018

ACTIVITY/EVENT: AASA National Conference on Education

LOCATION: Nashville, TN

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$790.00</u>		<u>001-00-100-2320-501-6360</u>
Transportation	<u>\$641.53</u>	Mode <u>Air</u>	<u>001-00-100-2320-501-6582</u>
Rental Car	<u>\$100.00</u>		<u>001-00-100-2320-501-6582</u>
Meals	<u>\$171.50</u>		<u>001-00-100-2320-501-6582</u>
Lodging	<u>\$826.34</u>		<u>001-00-100-2320-501-6582</u>
Substitutes	_____		_____
TOTAL	<u>\$2,529.37</u>		

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

Purpose of travel: Attend AASA National Conference on Education.

Outcomes and academic benefits to students and staff: Specialized training for superintendents at conference attended by 3000+ superintendents from across the nation, including a focus on the Profile of a Graduate Process.

Submitted by: Todd A. Jaeger 1/9/18  
Signature Date

\_\_\_\_\_  
Principal/Supervisor Date  
Mark Nelson 1/19/18  
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): Alison Rogers \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL: CDO  
Department (opt.): IB  
DATE(S): February 16-19, 2018

ACTIVITY/EVENT: IB Language B, Category 3

LOCATION: Grand Rapids, MI

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$ 744.00</u>	<u>140-18-100-2210-510-6360</u>
Transportation	<u>\$ 550.00</u> Mode <u>airline</u>	<u>140-18-100-2210-510-6582</u>
Rental Car	<u>\$ 100.00 (shuttle)</u>	<u>140-18-100-2210-510-6582</u>
Meals	<u>\$ 118.00</u>	<u>140-18-100-2210-510-6582</u>
Lodging	<u>\$ 600.00</u>	<u>140-18-100-2210-510-6582</u>
Substitutes	<u>\$ 220.00</u>	<u>140-18-100-2210-510-6113</u>
TOTAL	<u>\$2332.00</u>	


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

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


Purpose of travel: IB Programme standards and practice require IB specific workshop training to ensure program objectives are put in place and maintained. Subject teachers require initial training and updated training when subject guides are changed.

Outcomes and academic benefits to students and staff: IB Workshops include specialized in depth academic training to ensure teacher preparedness in maintaining benchmarked rigor and ensure critical-thinking and reflective skills to further advance student achievement. Category 3 workshops are specifically designed for experienced IB educators and meet training requirements when new subject guides are put in place. These workshops are designed for experienced IB educators having taken students through the complete course at least once. This level of workshop is priced the same as Cat 1 or 2, but more appropriate for this teacher based on experience.

Submitted by:

  
\_\_\_\_\_  
Signature

12/12/17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Principal/Supervisor

12/14/17  
\_\_\_\_\_  
Date

Thomas P. Kelly  
Associate Superintendent/Superintendent

1/16/18  
Date

rev. 9/21/05

**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): Tassi Call \_\_\_\_\_

SCHOOL: District Offices

\_\_\_\_\_

Department (opt.): \_\_\_\_\_

\_\_\_\_\_

DATE(S): 3/13/18-3/16/18

ACTIVITY/EVENT: AVID (Advancement Via Individual Determination) District Leadership

LOCATION: Portland, OR

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
			(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>* See below</u>		_____
Transportation	<u>\$650.00</u>	Mode <u>airline/taxi</u>	<u>100 18 100 2240 515 6582</u>
Rental Car	_____		_____
Meals	<u>\$126.25</u>		<u>100 18 100 2240 515 6582</u>
Lodging	<u>\$800.00</u>		<u>100 18 100 2240 515 6582</u>
Substitutes	_____		_____
<b>TOTAL</b>	<b><u>\$1576.25</u></b>		

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

Purpose of travel: AVID (Advancement Via Individual Determination) District Leadership, ADL K-12 training. This training is to support the continued implementation and sustainability of the program in the Amphitheater School District. \*Registration is included in our AVID District Leadership Training costs (\$6,000).

Outcomes and academic benefits to students and staff: The District Director will learn effective instructional practices and explore data to construct an action plan for effective implementation and sustainability at our sites. The AVID program targets our underserved students (minority and average achievers); provides quality staff development for teachers; helps schools build community support systems for school success; and addresses how to grant equitable access to rigorous curricula for all students.

Submitted by:

Tassi Call  
Signature

1/8/18

Date

Shelene Mansouri  
Principal/Supervisor

1-10-18

Date

Shawn Wilson  
Associate Superintendent/Superintendent

1/16/18  
Date

rev. 9/21/05

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

EMPLOYEE(S): Todd A. Jaeger Deanna M. Day SCHOOL: District Offices  
Vicki Cox Golder Scott A. Leska Department (opt.): Superintendent/Governing Brd  
Susan Zibrat \_\_\_\_\_ DATE(S): April 5-9, 2018

ACTIVITY/EVENT: National School Boards Association (NSBA) Annual Conference

LOCATION: San Antonio, TX

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

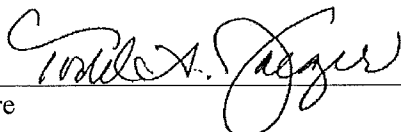
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

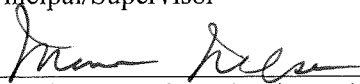
<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$5,190.00</u>	<u>001-00-100-2579-501/502-6360</u>
Transportation	<u>\$2,675.00</u> Mode <u>Air</u>	<u>001-00-100-2579-501/502-6582</u>
Rental Car	<u>\$250.00</u>	<u>001-00-100-2579-501/502-6852</u>
Meals	<u>\$1,196.25</u>	<u>001-00-100-2579-501/502-6582</u>
Lodging	<u>\$5,375.00</u>	<u>001-00-100-2579-501/502-6582</u>
Substitutes	_____	_____
<b>TOTAL</b>	<b><u>\$14,686.25</u></b>	

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

Purpose of travel: Attend National School Boards Association national conference on governance and education.

Outcomes and academic benefits to students and staff: Specialized training for Superintendents and School Board Members focusing on best practices in governance, finance, data analysis, technology and education.

Submitted by:  1/12/18  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
 1/16/18  
 Associate Superintendent/Superintendent \_\_\_\_\_ Date \_\_\_\_\_

**AMPHITHEATER PUBLIC SCHOOLS  
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**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  
Margaret Blaine

SCHOOL: District Offices  
Department (opt.): Native American Education  
DATE(S): April 8-12, 2018

ACTIVITY/EVENT: 2018 National Johnson O'Malley Conference

LOCATION: Tulsa, Oklahoma

ABSENCE: # Days 5 Sub Required:  Yes  No # of School Days Missed 4

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
			(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$850</u>		<u>230.18.146.2190.510.6360</u>
Transportation	<u>\$1,095</u>	Mode <u>Airplane</u>	<u>230.18.146.2190.510.6582</u>
Rental Car	_____		_____
Meals	<u>\$275</u>		<u>230.18.146.2190.510.6582</u>
Lodging	<u>\$400</u>		<u>230.18.146.2190.510.6582</u>
Substitutes	_____		_____
TOTAL	<u>\$2,620</u>		

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

Purpose of travel: Will support the NAE program staff in learning new strategies and techniques for working with Native American students and their families to review mutually developed standards of educational excellence for Indian students served by the educational programs within the United States.

Outcomes and academic benefits to students and staff: To implement the new strategies and techniques for working with Native students and their families to ensure academic success.

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

Submitted by:

Signature

Date

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date

**AMPHITHEATER PUBLIC SCHOOLS  
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EMPLOYEE(S): Daniel Bitter \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: CDO  
 Department (opt.): IB  
 DATE(S): June 24-29, 2018

ACTIVITY/EVENT: IB Music, Category 2

LOCATION: Lake Tahoe, CA

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>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	\$ <u>895.00</u>	<u>140-18-100-2210-510-6360</u>
Transportation	<u>self pay</u> Mode <u>personal car</u>	_____
Rental Car	\$ <u>0.00</u>	_____
Meals	<u>included</u>	_____
Lodging	\$ <u>900.00</u>	<u>140-18-100-2210-510-6582</u>
Substitutes	\$ <u>0.00</u>	_____
TOTAL	\$ <u>1795.00</u>	

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

Purpose of travel: IB Programme standards and practice require IB specific workshop training to ensure program objectives are put in place and maintained. Subject teachers require initial training and updated training when subject guides are changed.

Outcomes and academic benefits to students and staff: IB Workshops include specialized in-depth academic training to ensure teacher preparedness in maintaining benchmarked rigor and ensure critical-thinking and reflective skills to further advance student achievement.

Submitted by: [Signature] \_\_\_\_\_ Date 12/22/17  
 Signature  
[Signature] \_\_\_\_\_ Date 12/22/17  
 Principal/Supervisor  
[Signature] \_\_\_\_\_ Date 1/16/18  
 Associate Superintendent/Supintendent



**AMPHITHEATER PUBLIC SCHOOLS  
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EMPLOYEE(S): Tassi Call \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: District Offices  
 Department (opt.): \_\_\_\_\_  
 DATE(S): 7/9/18-7/12/18

ACTIVITY/EVENT: AVID (Advancement Via Individual Determination) District Leadership  
 LOCATION: Seattle, WA

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>* See below</u>		_____
Transportation	<u>\$650.00</u>	Mode <u>airline/taxi</u>	<u>100 18 100 2240 515 6582</u>
Rental Car	_____		_____
Meals	<u>\$212.75</u>		<u>100 18 100 2240 515 6582</u>
Lodging	<u>\$1000.00</u>		<u>100 18 100 2240 515 6582</u>
Substitutes	_____		_____
TOTAL	<u>\$1862.75</u>		

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

Purpose of travel: AVID (Advancement Via Individual Determination) District Leadership, ADL K-12 training. This training is to support the continued implementation and sustainability of the program in the Amphitheater School District. \*Registration is included in our AVID District Leadership Training costs (\$6,000).

Outcomes and academic benefits to students and staff: The District Director will learn effective instructional practices and explore data to construct an action plan for effective implementation and sustainability at our sites. The AVID program targets our underserved students (minority and average achievers); provides quality staff development for teachers; helps schools build community support systems for school success; and addresses how to grant equitable access to rigorous curricula for all students.

Submitted by: Tassi Call \_\_\_\_\_ 1/8/18  
 Signature Date

Harlene Mansour \_\_\_\_\_ 1/10/18  
 Principal/Supervisor Date

  
Associate Superintendent/Superintendent

1/16/18  
Date

rev. 9/21/05

**AMPHITHEATER PUBLIC SCHOOLS  
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EMPLOYEE(S): Julie Valenzuela, Leslie Christian, Betsy Gardner, Robert Craig, Nicholas Woodard, Jessica Roodvoets, Andragayle Pye, Jeff Panneck, Thomas Holaday, Michelle Ernst and Kelly Mulari. Alternates: Allison Januszewski, Christina Michaels, Kathryn Dodds, and Gayle Taylor.

\_\_\_\_\_ SCHOOL: La Cima Middle

Department (opt.): \_\_\_\_\_

DATE(S): July 9-12, 2018

ACTIVITY/EVENT: Advancement Via Individual Determination Summer Institute

LOCATION: Seattle, WA

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>\$8,360.00</u>	<u>100-18-100-2210-165-6360</u>
Transportation	<u>\$4,500.00</u>	Mode <u>Air</u> <u>100-18-100-2210-165-6582</u>
Rental Car	<u>\$800.00</u>	<u>100-18-100-2210-165-6582</u>
Meals	<u>\$2,340.25</u>	<u>100-18-100-2210-165-6582</u>
Lodging	<u>\$4,500.00</u>	<u>100-18-100-2210-165-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$20,500.25</u>	


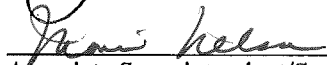
The District will  (or) will not  receive reimbursement from outside sources.

Purpose of travel: AVID (Advancement Via Individual Determination) training for AVID Site Team to support the implementation of the program at our school. Our team will consist of the Principal, media specialist, and content area teachers.

Outcomes and academic benefits to students and staff: Teachers will learn effective instructional practice and our site team will explore data to construct an action plan for effective implementation at our site. The AVID program targets our underserved students (minority and students in the academic middle); provides quality staff development for teachers; helps schools build community support systems for student success; and addresses how to grant equitable access to rigorous curricula for all students.

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

Submitted by:

Signature	Date
	1/9/18
Principal/Supervisor	Date
	1/14/18
Associate Superintendent/Superintendent	Date

rev. 8/25/17

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): Elizabeth Wick Bonnie Keene SCHOOL: Holaway  
Patricia Patchin Jill Sinliar Department (opt.): \_\_\_\_\_  
Chris Gutierrez \_\_\_\_\_ DATE(S): 7/9/18-7/12/18

ACTIVITY/EVENT: Advancement Via Individual Determination (AVID) Summer Institute

LOCATION: Seattle, WA

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>\$4,000.00</u>		<u>100-18-100-2210-108-6360</u>
Transportation	<u>\$5,000.00</u>	Mode <u>Air/Taxi</u>	<u>100-18-100-2210-108-6582</u>
Rental Car	_____		_____
Meals	<u>\$1063.75</u>		<u>100-18-100-2210-108-6582</u>
Lodging	<u>\$4,420.00</u>		<u>100-18-100-2210-108-6582</u>
Substitutes	_____		_____
TOTAL	<u>\$14,483.75</u>		

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

Purpose of travel: Teachers will attend AVID Summer Institute to learn the AVID program in an effort to better prepare students for the rigors of Middle School as well as to help students get on the college bound track.

Outcomes and academic benefits to students and staff: Increase teacher knowledge. Increase student achievement.

Submitted by: \_\_\_\_\_

Signature



1/11/18

Date

*C. Gutierrez*

Principal/Supervisor

1/11/18

Date

*Maria Nelson*

Associate Superintendent/Superintendent

1/16/18

Date

rev. 9/21/05

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): Jennifer Letts, Jennifer Queiruga, Rebecca Burnett, Brenda King, Cary Reis, Phil Tilicki, Courtney Cummins, Lindsay Callison, Sarah Lortie, Corina Charles

SCHOOL: AMS

\_\_\_\_\_  
\_\_\_\_\_

Department (opt.): \_\_\_\_\_

DATE(S): July 9-12, 2018

ACTIVITY/EVENT: AVID (Advancement Via Individual Determination) Summer Institute

LOCATION: Seattle, WA

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>\$7,950.00</u>	<u>100-18-100-2210-166-6360</u>
Transportation	<u>\$5,000.00</u> Mode <u>airline/taxi</u>	<u>100-18-100-2210-166-6582</u>
Rental Car	_____	_____
Meals	<u>\$2,127.50</u>	<u>100-18-100-2210-166-6582</u>
Lodging	<u>\$6,000.00</u>	<u>100-18-100-2210-166-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$21,077.50</u>	

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

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

Purpose of travel: AVID (Advancement Via Individual Determination) training for AVID Site Team to support the implementation of the program at our school. Our team will consist of the principal and the content area teachers.

Outcomes and academic benefits to students and staff: Teachers will learn effective instructional practices and our site team will explore data to construct an action plan for effective implementation at our site. The AVID program targets our underserved students (minority and average achievers); provides quality staff development for teachers; helps schools build community support systems for school success; and addresses how to grant equitable access to rigorous curricula for all students.

Submitted by: \_\_\_\_\_

Signature

Date

1/10/18

De Monads 1-10-17

Principal/Supervisor

Date

James Nelson  
Associate Superintendent/Superintendent

4/16/18  
Date

rev. 9/21/05