



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

DATE OF MEETING: **February 4, 2025**

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

BACKGROUND:

STAFF

Curt Simpson requests permission to attend Tyler Connect 2025 on May 10-14, 2025 in San Antonio, Texas. Approximate cost of travel is \$2,992.16 and will be paid using Maintenance and Operations funds. Three school days will be missed, and no substitute is required.

Jason Weaver and April Hizny request permission to attend Tableau Conference on April 14-17, 2025 in San Diego, California. Approximate cost of travel is \$6,226.00 and will be paid using Title II funds. Four school days will be missed, and no substitutes are required.

Todd Jaeger, Michelle Valenzuela, Beth Lake, and Sam Henson request permission to attend the National School Public Relations Association National Seminar on July 18-24, 2025 in Washington D.C. Approximate cost of travel is \$15,738.00 and will be paid using Title II and Maintenance and Operations funds. No school days will be missed, and no substitute is required.

STUDENTS

Kelly Fowler and Maggie Morales request permission to take 18 Canyon del Oro softball students to Carew Classic Tournament on April 3-5, 2025 in Anaheim, California. Approximate cost of travel is \$5,850.00 and will be paid using Student Activities funds. Two school days will be missed, and no substitutes are required.

BUDGET CODE KEY		
140.25.100.2579.6360.510.0000	Title II	Non-Instructional Training, Employee Training, Office of Learning & Instruction
140.25.100.2579.6582.510.0000	Title II	Non-Instructional Training, Employee Travel, Office of Learning & Instruction
001.00.100.2579.6582.501.0000	M & O	Non-Instructional Training, Employee Travel, Superintendent
001.00.100.2579.6360.528.0000	M & O	Non-Instructional Training, Employee Training, Transportation
001.00.100.2579.6582.528.0000	M & O	Non-Instructional Training, Employee Travel, Transportation
001.00.100.2579.6582.503.000	M & O	Non-Instructional Training, Employee Travel, Communications
001.00.100.2579.6360.503.0000	M & O	Non-Instructional Training, Employee Travel, Communications
850.00.610.1001.6892.282.0000	Student Activities	Classroom Instruction, Student Expenses, CDO
850.00.610.2190.6892.282.0000	Student Activities	Student Support Services, Student Expenses, CDO

RECOMMENDATION:

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

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: February 3, 2025



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): Curt Simpson

SCHOOL: School / Site

DATE(S): 5/10-14/2025

ACTIVITY/EVENT: Tyler Connect 2025

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>
	<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>
Registration <u>\$1,199.00</u>	<u>001.00.100.2579.6360.528.0000</u>
Transportation <u>\$543.25</u> Mode <u>Air</u>	<u>001.00.100.2579.6582.528.0000</u>
Ground Transportation <u>\$52.24</u>	<u>001.00.100.2579.6582.528.0000</u>
Meals <u>\$159.00</u>	<u>001.00.100.2579.6582.528.0000</u>
Lodging <u>\$1038.67</u>	<u>001.00.100.2579.6582.528.0000</u>
Substitutes <u>\$0.00</u>	
TOTAL <u>\$2,992.16</u>	

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

* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

Purpose of travel: To learn how to improve productivity and transportation services by getting the most out of Traversa.

Outcomes and academic benefits to students and staff: I will be able to learn from and interact with Tyler Technologies staff, network with industry peers to exchange ideas, insights, best practices and solutions to make better use of our technology investment in my daily work.

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 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: Curt Simpson 1/6/2025
Signature Date

[Signature] 1/6/2025
Principal/Supervisor Date

[Signature] 1/22/2025
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): Jason Weaver April Hizny

SCHOOL: Wetmore

Department (opt.): Office of Learning & Instruction

DATE(S): April 14-17, 2025

ACTIVITY/EVENT: Tableau Conference

LOCATION: San Diego Convention Center, San Diego, California

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>\$2,998.00</u>		<u>140.25.100.2579.6360.510.0000</u>
Transportation	<u>\$ 780.00</u>	Mode <u>air</u>	<u>140.25.100.2579.6582.510.0000</u>
Meals	<u>\$ 448.00</u>		<u>140.25.100.2579.6582.510.0000</u>
Lodging	<u>\$2,000.00</u>		<u>140.25.100.2579.6582.510.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$6,226.00</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 gain deep insight and develop skills in developing and cultivating data dashboards and resources for student data using Tableau Business Intelligence Tools.

Outcomes and academic benefits to students and staff: These tools will significantly improve access to timely and relevant data throughout the organization and will enable school and district leadership to have future access to a variety of data and metrics from multiple sources in real time, including student outcome data, demographic data, enrollment data, and student attendance that can be acted upon in a timely manner.

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

- | | | |
|---|---|---|
| <input type="checkbox"/> Caring | <input type="checkbox"/> Citizenship | <input checked="" type="checkbox"/> Collaboration |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Creative Thinking | <input checked="" type="checkbox"/> Critical Thinking |
| <input checked="" type="checkbox"/> Problem-Solving | <input checked="" type="checkbox"/> Scholarship | |

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

Submitted by: Mary Thatcher 1/29/25
Signature Date

[Signature] _____ 1/29/25
Principal/Supervisor Date
[Signature] _____
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): Todd Jaeger _____

SCHOOL: District Office
 Department (opt.): Superintendent's Office
 DATE(S): 07/18/25-07/24/25

ACTIVITY/EVENT: National School Public Relations Association National Seminar

LOCATION: Washington, DC

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>
		<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>
Registration	<u>\$795.00</u>	<u>140.25.100.2579.6360.510.0000</u>
Transportation	<u>\$1000.00</u> Mode <u>Air</u>	<u>140.25.100.2579.6582.510.0000</u>
Rental Car	<u>\$450.00</u>	<u>001.00.100.2579.6582.501.0000</u>
Meals	<u>\$533.00</u>	<u>140.25.100.2579.6582.510.0000</u>
Lodging	<u>\$1494.00</u>	<u>140.25.100.2579.6582.510.0000</u>
TOTAL	<u>\$4272.00</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: Attend the National School Public Relations Association 2024 National Seminar

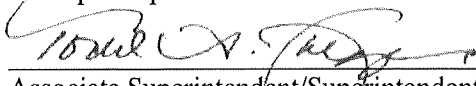
Outcomes and academic benefits to students and staff: Networking with other public relation professionals as well as opportunities to learn about current communication strategies needed to advocate for our schools.

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 checked="" 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

 Associate Superintendent/Supervisor Date
01/31/25

**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): Michelle Valenzuela Beth Lake SCHOOL: District Office
Sam Henson _____ Department (opt.): Communications Department
 _____ DATE(S): 07/18/25-07/24/25

ACTIVITY/EVENT: National School Public Relations Association National Seminar

LOCATION: Washington, DC

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>
		<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>
Registration	<u>\$2385.00</u>	<u>001.00.100.2579.6360.503.0000</u>
Transportation	<u>\$3000.00</u> Mode <u>Air</u>	<u>001.00.100.2579.6582.503.0000</u>
Rental Car	_____	
Meals	<u>\$1599.00</u>	<u>001.00.100.2579.6582.503.0000</u>
Lodging	<u>\$1494.00</u>	<u>001.00.100.2579.6582.503.0000</u>
TOTAL	<u>\$11,466.00</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: Attend the National School Public Relations Association 2024 National Seminar

Outcomes and academic benefits to students and staff: Networking with other public relation professionals as well as opportunities to learn about current communication strategies needed to advocate for our schools,

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 checked="" 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: Michelle Valenzuela 2/3/25
 Signature Date

 Principal/Supervisor Date
Toussaint A. [Signature]
 Associate Superintendent/Superintendent 02/3/25
 Date

AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST

Attach supporting documentation as needed

ORIGINAL SUBMISSION

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

SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 18

NAME OF SCHOOL GROUP/CLUB/ENTITY: CDO Softball

STAFF ADVISOR(S)/CHAPERONES: Kelly Fowler & Maggie Morales

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Softball Tournament

DESTINATION OF TRAVEL: Peralta Canyon Park, 115 N Pinney Dr, Anaheim, CA and Canyon High School, 220 S Imperial Hwy, Anaheim,

DATES OF TRAVEL: April 3 – 5, 2025

ACADEMIC BENEFITS TO STUDENTS: Compete at a National Tournament, raise the level of team competition and prepare for the State Tournament.

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

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Caring | <input checked="" 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 | <input checked="" type="checkbox"/> Scholarship | |

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Parents

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$700.00</u>	<u>850-00-610-1001-6892-282-0000</u>
Transportation	<u> </u>	<u> </u>
Meals	<u>\$2,000.00</u>	<u>850-00-610-2190-6892-282-0000</u>
Lodging	<u>\$3,150.00</u>	<u>850-00-610-2190-6892-282-0000</u>
Substitutes	<u> </u>	<u> </u>
TOTAL	<u>\$5,850.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS:

* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

HOW ARE CHAPERONE EXPENSES PAID? Volunteer

COST TO EACH STUDENT \$ 0

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Booster Club will pay

FUNDING SOURCE(S): Booster Club

FUNDRAISING ACTIVITIES PLANNED (If applicable):

31st Annual Dorado Classic Softball Tournament

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

SUBMITTED BY: Kelly Fowler
Signature

12/09/2024
Date

APPROVED BY: [Signature]
Principal/Supervisor

Date

[Signature]
Associate Superintendent/Superintendent

1/22/2025
Date