



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

DATE OF MEETING: May 9, 2023

TITLE: Approval of Out of State Travel

BACKGROUND:

STAFF

Richard Diaz of Amphitheater High School requests permission to attend 4 Corners Computer Science Convening in Durango, Colorado on July 9-14, 2023. The cost of travel is being paid for by the U of A Data Sciences Academy. No school days will be missed, and no substitute is required.

David Martinez of Interscholastics requests permission to attend AEMA Convention in Oklahoma City, Oklahoma on June 5-7, 2023. Approximate cost of travel is \$1,973.00 and will be paid using Maintenance and Operation funds. No school days will be missed, and no substitute is required.

STUDENTS

Stephen Whetherhult and Kelly Payne request permission to take two Canyon del Oro High School sports medicine students to HOSA International Leadership Conference in Dallas, Texas on June 19-25, 2023. Approximate cost of travel is \$5,290.00 and will be paid using CTE, and Club funds. No school days will be missed, and no substitutes are required.

Lori LaRussa, Mandi Cordell, Marnie Miserendino, Michelle Schloss, Crissi Petersen, and Robyn Yewell request to take twenty-one Cross Middle School Odyssey of the Mind students to World Finals in East Lansing, Michigan on May 23-28, 2023. Approximate cost of travel is \$36,600.00 and will be paid using Maintenance and Operating, Auxiliary, and Tax Credit funds. No school days will be missed, and no substitutes are required.

Stacey Sherman, and Emily Sherman request permission to take five Coronado K-8 School Odyssey of the Mind students to World Finals in East Lansing, Michigan on May 23-28, 2023. Approximate cost of travel is \$16,669.10 and will be paid using Gifts and Donations, Maintenance and Operating, and Auxiliary funds. No school days will be missed, and no substitutes are required.

Josh Ronstadt requests permission to take one Canyon del Oro High School Construction student to SkillsUSA National Competition in Atlanta, Georgia on June 19-24, 2023. Approximate cost of travel is \$5,125.00 and will be paid using JTED, and Club funds. No school days will be missed, and no substitutes are required.

BUDGET CODE KEY		
001.00.620.2579.6360.508.0000	M & O	Training Non-Instructional, Employee Training, Interscholastics
001.00.620.2579.6582.508.0000	M & O	Training Non-Instructional, Staff Travel, Interscholastics
596.00.362.2190.6892.282.0000	M & O	Other Student Support, Student Travel, CDO
850.00.610.2190.6892.282.0000	M & O	Other Student Support, Student Travel, CDO
001.00.610.2190.6892.167.0000	M & O	Other Student Support, Student Travel, Cross
530.00.610.2190.6892.167.0000	Gifts & Donations	Other Student Support, Student Travel, Cross
526.00.410.2790.6519.167.0000	Tax Credit	Student Transportation, Student Travel, Cross
525.00.410.2790.6519.167.0000	Auxiliary	Student Transportation, Student Travel, Cross
530.00.610.2190.6892.115.0000	Gifts & Donations	Other Student Support, Student Travel, Coronado
001.00.610.2190.6892.115.0000	M & O	Other Student Support, Student Travel, Coronado
525.00.610.2190.6892.115.0000	Auxiliary	Other Student Support, Staff Travel, Coronado
596.00.318.2190.6892.282.0000	JTED	Other Student Support, Student Travel, CDO
850.00.610.2190.6892.282.0000	Club	Other Student Support, Student Travel, CDO

RECOMMENDATION:

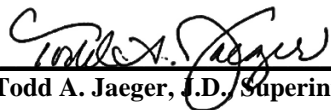
It is the recommendation of the administration that the above travel be approved.

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: May 2, 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): Richard Diaz

SCHOOL: AHS
Department (opt.): CTE-Computer Science
DATE(S): July 9-14, 2023

ACTIVITY/EVENT: 4 Corners Computer Science Convening

LOCATION: Fort Lewis College, 1000 Rim Dr. Durango, CO 81301

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>
Registration	<u>Paid by U of A Data Sciences Academy</u>	_____
Transportation	<u>Paid by U of A Data Sciences Academy</u>	Mode _____
Rental Car	_____	_____
Meals	<u>Paid by U of A Data Sciences Academy</u>	_____
Lodging	<u>Paid by U of A Data Sciences Academy</u>	_____
Substitutes	_____	_____
TOTAL	_____	_____

(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: Student Organization Advisor Conference

Outcomes and academic benefits to students and staff: FBLA Region 1 Conference is also a Competition and 5 students will be competing as well experice several seminars (see additional page)

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

- | | | |
|---|---|---|
| <input 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: Richard F. Diaz 04/21/2023
Signature Date
Gene V. [Signature] 4/24/23
Principal/Supervisor CTE Director Date
[Signature] 5/1/23
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): David Martinez _____

SCHOOL: District Offices
 Department (opt.): _____
 DATE(S): June 5-7, 2023

ACTIVITY/EVENT: AEMA Convention

LOCATION: Oklahoma City, Oklahoma

ABSENCE: # Days 3 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>\$ 260.00</u>	<u>001.00.620.2579.6360.508.0000</u>
Transportation <u>\$1,157.50</u> Mode <u>air</u>	<u>001.00.620.2579.6582.508.0000</u>
Rental Car _____	_____
Meals <u>\$ 135.50</u>	<u>001.00.620.2579.6582.508.0000</u>
Lodging <u>\$ 420.00</u>	<u>001.00.620.2579.6582.508.0000</u>
Substitutes _____	_____
TOTAL <u>\$1,973.00</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: Attending 2023 AEMA Convention.

Outcomes and academic benefits to students and staff: Convention is held once a year to obtain certified education units to gain recertification to legally be able to fit helmets and equipment for athletic safety.

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: _____ 5-1-2023
 Signature Date
 _____ 5/1/2023
 Principal/Supervisor Date
 _____ 5/1/2023
 Associate Superintendent/Superintendent 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: Leeah Payne, Bailey Morris

NAME OF SCHOOL GROUP/CLUB/ENTITY: HOSA Sports Medicine

STAFF ADVISOR(S)/CHAPERONES: Stephen Whetherhult and Kelly Payne

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: HOSA International Leadership Conference

DESTINATION OF TRAVEL: Kay Bailey Hutchinson Convention Center, 650 S Griffin St, Dallas TX, 75202

DATES OF TRAVEL: 6/19/2023-6/25/2023

ACADEMIC BENEFITS TO STUDENTS: Sports Medicine training and education

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

- | | | |
|---|---|---|
| <input checked="" 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 | |

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other **flight**

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>\$180.00</u>	<u>596.00.362.2190.6892.282.0000</u>
	<u>\$180.00</u>	<u>850.00.610.2190.6892.282.0000</u>
Transportation	<u>\$1,000.00</u>	<u>596.00.362.2190.6892.282.0000</u>
	<u>\$1,000.00</u>	<u>850.00.610.2190.6892.282.0000</u>
Meals	<u>\$649.00</u>	<u>596.00.362.2190.6892.282.0000</u>
	<u>\$750.00</u>	<u>850.00.610.2190.6892.282.0000</u>
Lodging	<u>\$1,000.00</u>	<u>596.00.362.2190.6892.282.0000</u>
	<u>\$1,000.00</u>	<u>850.00.610.2190.6892.282.0000</u>
Substitutes	<u>N/A</u>	<u>_____</u>
TOTAL	<u>5,290.00</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? **CTE**

COST TO EACH STUDENT \$

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)

FUNDING SOURCE(S): **CTE, Club Funds**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY: _____ Stephen Whetherhult _____
Signature

4/24/23
Date

APPROVED BY: _____
Principal/Supervisor
AE Director

4/27/2023
Date

Associate Superintendent/Superintendent

4/27/2023
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: Cross

ESTIMATED NUMBER OF STUDENTS: 21

NAME OF SCHOOL GROUP/CLUB/ENTITY: Odyssey of the Mind

STAFF ADVISOR(S)/CHAPERONES: Lori LaRussa, Mandi Cordell, Marnie Miserendino, Michelle Schloss, Crissi Petersen, Robyn Yewell

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Odyssey of the Mind World Finals

DESTINATION OF TRAVEL: Michigan State University, East Lansing, MI

DATES OF TRAVEL: 05/23/23-05/28/23

ACADEMIC BENEFITS TO STUDENTS: Opportunity to compete in front of highly qualified judges in a competition atmosphere against teams from around the world.

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

- | | | |
|---|---|---|
| <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 | |

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Commercial Airline and Vehicle Rentals

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>\$19,500.00</u>	<u>001.00.610.2190.6892.167.0000</u> <u>530.00.610.2190.6892.167.0000</u>
Transportation	<u>\$15,500.00</u>	<u>526.00.410.2790.6519.167.0000</u> <u>525.00.410.2790.6519.167.0000</u>
Meals	<u>\$1600.00</u>	<u>525.00.610.2190.6892.167.0000</u>
Lodging	<u>Included with Registration</u>	_____
Substitutes	<u>N/A</u>	_____
TOTAL	<u>\$36,600.00</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? Fundraisers

COST TO EACH STUDENT \$1360.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Financial assistance will be available to students in need; along with participation in fundraisers.

FUNDING SOURCE(S): Direct giving (donations); fundraisers; and tax credits.

FUNDRAISING ACTIVITIES PLANNED (If applicable): Chipotle and Mod Pizza school fundraisers.

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

SUBMITTED BY: R. Yewell 03.24.23
Signature Date

APPROVED BY: [Signature] 4/24/23
Principal/Supervisor Date

[Signature] 5/1/23
Associate Superintendent/Superintendent 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: **Coronado K-8**

ESTIMATED NUMBER OF STUDENTS: **5**

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Odyssey of the Mind**

STAFF ADVISOR(S)/CHAPERONES: **Stacey Sherman, Emly Sherman**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Odyssey of the Mind World Finals**

DESTINATION OF TRAVEL: **Lansing, Michigan**

DATES OF TRAVEL: **5/23/23 - 5/28/23**

ACADEMIC BENEFITS TO STUDENTS: **Odyssey of the Mind challenges students to think creatively and collaboratively to solve problems. Students have competed at local and state levels and have now achieved this opportunity to participate in the World Finals competition.**

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

- | | | |
|---|---|---|
| <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 | |

PROPOSED METHOD OF TRANSPORTATION:

- District-owned vehicles. Transportation approval: _____
- Other **Airline, shuttle bus in Lansing**

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$1,000.00 (Students)</u>	<u>530.00.610.2190.6892.115.0000</u>
Registration	<u>\$2,675.00 (Students)</u>	<u>001.00.610.2190.6892.115.0000</u>
Registration	<u>\$1,470.00 (Coaches)</u>	<u>525.00.610.2190.6892.115.0000</u>
Transportation	<u>\$2,803.25 (Students)</u>	<u>525.00.610.2190.6892.115.0000</u>
Transportation	<u>\$1,121.30 (Coaches)</u>	<u>525.00.610.2190.6892.115.0000</u>
Transportation	<u>\$3,924.55 (Parents)</u>	<u>525.00.610.2190.6892.115.0000</u>
Food & Lodging	<u>\$3,675.00 (Parents)</u>	<u>525.00.610.2190.6892.115.0000</u>
	<u>Registration for the students includes food and lodging</u>	
TOTAL	<u>\$16,669.10</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **Yes**

IF SO, SOURCE & AMOUNTS: **Parents and family members will pay their own way for airfare, airport shuttle, room & board and any other non-student related expenses.**

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

HOW ARE CHAPERONE EXPENSES PAID? **OM Coach/Advisor expenses are paid by auxillary funds.**

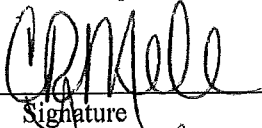
COST TO EACH STUDENT **\$0 – There is no out of pocket cost for students participating**

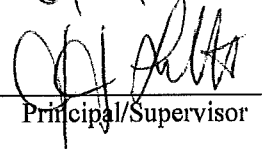
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **District support and Amphitheater Foundation donation will be used in conjunction with club funds.**

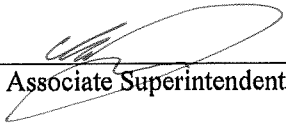
FUNDING SOURCE(S): **District is contributing \$750.00 per student. Amphi Foundation's contribution is \$200.00 per student. Odyssey of the Mind club funds will be used, as well.**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY:  4-25-23
Signature Date

APPROVED BY:  4/25/23
Principal/Supervisor Date

 4/26/2023
Associate Superintendent/Superintendent 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: Caleb Peterson

NAME OF SCHOOL GROUP/CLUB/ENTITY: CDO Construction

STAFF ADVISOR(S)/CHAPERONES: Josh Ronstadt

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: SkillsUSA National Competition

DESTINATION OF TRAVEL: Hilton Atlanta 255 Courtland Street NE Atlanta, GA 30303

DATES OF TRAVEL: June 19-24, 2023

ACADEMIC BENEFITS TO STUDENTS: To compete in Skills Learned in Construction program

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Airlines

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>\$400.00</u>	<u>596.00.318.2190.6892.282.0000</u>
	<u>\$400.00</u>	<u>596.00.318.2190.6892.282.0000</u>
Transportation	<u>\$600.00</u>	<u>850.00.610.2190.6892.282.0000</u>
	<u>\$600.00</u>	<u>596.00.318.2190.6892.282.0000</u>
Meals	<u>\$300.00</u>	<u>850.00.610.2190.6892.282.0000</u>
	<u>\$352.00</u>	<u>596.00.318.2190.6892.282.0000</u>
Lodging	<u>\$1,250.00</u>	<u>850.00.610.2190.6892.282.0000</u>
	<u>\$1,250.00</u>	<u>596.00.318.2190.6892.282.0000</u>
Substitutes	<u>N/A</u>	_____
TOTAL	<u>\$5,125.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No
IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? CTE

COST TO EACH STUDENT \$ 2000

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? NA

FUNDING SOURCE(S): Tax Credits/CTE/SkillsUSA CTSO

FUNDRAISING ACTIVITIES PLANNED (If applicable):
NA

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

SUBMITTED BY: [Signature] 4/28/23
Signature Date

APPROVED BY: [Signature] 5/1/23
~~Principal/Supervisor~~ Date
CTE Director

[Signature] 5/1/23
Associate Superintendent/Superintendent Date