



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

DATE OF MEETING: February 28, 2023

TITLE: Approval of Out of State Travel

BACKGROUND:

STAFF

Lucas Smith, Carla Garcia, and Katherine Engel of Amphitheater High School request permission to attend SEL in Action Convening in Lost Pines, Texas on March 29-31, 2023. Approximate cost of travel is \$840.00 and will be paid using Gifts and Donations funds. Conference expenses are being paid by NoVo Foundation. Three school days will be missed, and substitutes are required.

Kyle Pruitt of Facilities requests permission to attend CONEXPO in Las Vegas, Nevada on March 14-18, 2023. Approximate cost of travel is \$2,825.50 and will be paid using Maintenance and Operating funds. One school day will be missed, and no substitutes are required.

Travel was previously approved at the February 14, 2023 Board meeting for Judy Becker-Rohrer, Katie Claus, Gary Sandoval, Shawn Smith, Kevin Harding, Morgan Berrigan, Matt Scrivner, Michele Theisz, Jeanne Velasquez, Michael Vo, David Watson, Albert Malis, Leighann Reynolds, and Glenda Arffa of Amphitheater High School to attend AVID 2023 Summer Institute in San Diego, California on June 18-21, 2023. Attendees now include Marley Murrell and Lucas Smith. Approximate cost of travel is \$42,647.00 and will be paid using Title I funds.

BUDGET CODE KEY		
530.00.511.1062.6113.281.0000	Gifts & Donations	ESL Instruction, Substitutes, AHS
001.00.100.2579.6360.527.0000	M & O	Non-Instructional Training, Staff Training, Facilities
001.00.100.2579.6582.527.0000	M & O	Non-Instructional Training, Staff Travel, Facilities

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 21, 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): _____ Lucas Smith SCHOOL: AHS
 Carla Garcia Katherine Engel Department (opt.): _____
 _____ DATE(S): 3/29/23-3/31/23

ACTIVITY/EVENT: SEL in Action Convening

LOCATION: Hyatt Regency Lost Pines Resort, 575 Hyatt Lost Pines Road, Lost Pines, TX, 78612

ABSENCE: # Days 3 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>0</u>	<u>Paid for in full by NoVo Foundation</u>
Transportation	<u>0</u> Mode <u>air</u>	<u>Paid for in full by NoVo Foundation</u>
Rental Car	<u>0</u> <u>NA</u>	
Meals	<u>0</u>	<u>Paid for in full by NoVo Foundation</u>
Lodging	<u>0</u>	<u>Paid for in full by NoVo Foundation</u>
Substitutes	<u>(6 days) \$840</u>	530.00.511.1062.6113.281.0000
TOTAL	<u>\$840.00</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 learn new ideas and SEL practices

Outcomes and academic benefits to students and staff: To apply new SEL ideas and practices in Amphi schools and community.

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:  1-28-2023
 Signature Date

M. S. Orff 1/30/23
Principal/Supervisor Date

[Signature] 2/10/23
Associate Superintendent/Superintendent Date

rev. 6/1/2022

**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): Kyle Pruitt _____

SCHOOL: Wetmore
 Department (opt.): Facilities
 DATE(S): March 14-18, 2023

ACTIVITY/EVENT: CONEXPO

LOCATION: Las Vegas Convention Center, 3150 Paradise Road, Las Vegas, NV 89109

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 1

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>\$ 679.00</u>	<u>001.00.100.2579.6360.527.0000</u>
Transportation	<u>\$ 590.00</u> Mode <u>air</u>	<u>001.00.100.2579.6582.527.0000</u>
Rental Car	_____	_____
Meals	<u>\$ 206.50</u>	<u>001.00.100.2579.6582.527.0000</u>
Lodging	<u>\$1,350.00</u>	<u>001.00.100.2579.6582.527.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$2,825.50</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 Construction expo is a 3-day event that offers a variety of classes and workshops that are relevant to our work at Facilities and in the Grounds Department. Each day, I would attend classes covering a wide range of topics that are directly relevant to my work. From new landscaping techniques to the latest tools and equipment, the expo offers a comprehensive learning experience that will undoubtedly benefit our team and the company as a whole.

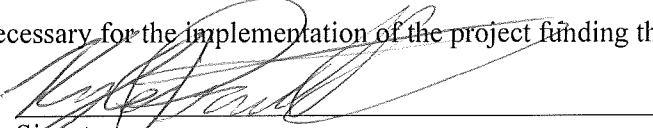
Outcomes and academic benefits to students and staff: Attending the construction expo will not only enhance my skills and knowledge, but it will also enable us to keep up-to-date with the latest trends and innovations in the industry. As a result, it would be a valuable investment for our team and the company as a whole.

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:




Signature

2/20/2023
Date



Principal/Supervisor

2/20/23  2/20/23
Date



Associate Superintendent/Superintendent

2/20/2023
Date