



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

DATE OF MEETING: **August 24, 2021**

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

BACKGROUND:

STUDENTS

Emily Bartz, Emily Adeyemi, Mike Smith, and Melanie Zibrat from Ironwood Ridge High School request permission to take 25 students from Cross Country to a Cross Country Meet in Norco, California, September 17-19, 2021. Approximate cost of the travel is \$4,841 and will be paid for by student activity funds and tax credit donations. One school day will be missed and a substitute is not required.

Chris Gutierrez, Alexandria Vaughn, Abigail Gritis, Monica Garcia, Adam DaDeppo, Rachel Peru, Susie Herman, Jody Knight, Jack Bailey, Karen Heffren, and Ryan George from Cross Middle School request permission to take 92 students from the Cross Middle School Science Department to Catalina Island Marine Institute (CIMI) in Catalina Island, California, February 20-24, 2022. Approximate cost of the travel is \$38,165 and will be paid for by auxiliary funds and tax credit donations. Three school days will be missed and substitutes are required.

Bill Lang, Ashleigh Houlton, Cheryl Wojdyla, Jerry Azares, and Courtney Landers from Ironwood Ridge High School request permission to take 16 students from the Girls' Volleyball Team to the 2021 Durango Fall Classic in Las Vegas, Nevada, September 16-19, 2021. Approximate cost of the travel is \$6,755 and will be paid for by student activity funds and tax credit donations. Two school days will be missed and substitutes are required.

Bill Lang, Ashleigh Houlton, Cheryl Wojdyla, Jerry Azares, Courtney Landers, Tyler Low, and Charmaine Lang from Ironwood Ridge High School request permission to take 18 students from the Girls' Volleyball Team to the 2021 Southern California Invitational in San Diego and Anaheim, California, October 7-11, 2021. Approximate cost of the travel is \$7,310 and will be paid for by student activity funds and tax credit donations. Two school days will be missed and substitutes are required.

STAFF

John Hastings and Zak Morek from the District Offices request permission to attend the American Association of School Personnel Administrators 83rd Annual Conference in Washington, D.C., October 11-15, 2021. Approximate cost of the travel is \$5,184 and will be paid for by maintenance and operations funds designated for staff development.

BUDGET CODE KEY		
526-00-100-1001-6892-280-0000	Tax Credit	Classroom instruction, IRHS, student travel
850-00-410-2790-6519-280-0000	Student Activity	Transportation, IRHS, student transportation
850-00-100-3400-6892-280-0000	Student Activity	Bookstore, IRHS, student travel
525-00-100-1001-6892-167-0000	Auxiliary	Classroom instruction, Cross, student travel
526-00-100-1001-6892-167-0000	Tax Credit	Classroom instruction, Cross, student travel
525-00-410-2790-6519-167-0000	Auxiliary	Transportation, Cross, student transportation
526-00-410-2790-6519-167-0000	Tax Credit	Transportation, Cross, student transportation
525-00-100-1001-6113-167-0000	Auxiliary	Classroom instruction, Cross, substitutes
526-00-100-1001-6113-167-0000	Tax Credit	Classroom instruction, Cross, substitutes
526-00-100-1001-6892-280-0000	Tax Credit	Classroom instruction, IRHS, student travel
850-00-100-1001-6892-280-0000	Student Activity	Classroom instruction, IRHS, student travel
526-00-410-2790-6519-280-0000	Tax Credit	Transportation, IRHS, student transportation
850-00-410-2790-6519-280-0000	Student Activity	Transportation, IRHS, student transportation
850-00-100-1001-6113-280-0000	Student Activity	Classroom instruction, IRHS, substitutes
001-00-100-2579-6360-530-0000	M&O	Training, Wetmore, registration
001-00-100-2579-6582-530-0000	M&O	Training, Wetmore, staff travel

RECOMMENDATION:

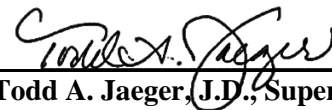
It is the recommendation of the administration that the above travel be approved.

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: August 16, 2021



Todd A. Jaeger, J.D., Superintendent

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: IRHS

ESTIMATED NUMBER OF STUDENTS: 25

NAME OF SCHOOL GROUP/CLUB/ENTITY: Cross Country Boys & Girls

STAFF ADVISOR(S)/CHAPERONES: Emily Bartz, Emily Adeyemi, Mike Smith, and Melanie Zibrat

ABSENCE: # Days 3 Sub Required: Yes No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Cross Country Meet

DESTINATION OF TRAVEL: Silverlakes Sports Complex, 5555 Hamner Ave. Norco, CA 82860

DATES OF TRAVEL: 9/17/21 - 9/19/21

ACADEMIC BENEFITS TO STUDENTS: This trip is for an athletic competition that supports our school's academic goals to succeed in the classroom and on the field. This travel will help teach our students to work together as a team while still competing as individuals on the course.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Enterprise Rent-A-Car

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$450.00</u>	<u>526-00-100-1001-6892-280-0000</u>
Transportation	<u>\$891.19</u>	<u>850-00-410-2790-6519-280-0000</u>
Meals	<u>\$400.00</u>	<u>850-00-100-3400-6892-280-0000</u>
Lodging	<u>\$3,100.00</u>	<u>850-00-100-3400-6892-280-0000</u>
Substitutes	<u>\$0.00</u>	<u>N/A</u>
TOTAL	<u>\$4,841.19</u>	

rev. 8/25/17

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

HOW ARE CHAPERONE EXPENSES PAID? The Cross Country Club will be paying for chaperone expenses such as lodging, meals, and transportation.

COST TO EACH STUDENT \$ 201.72

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Cross Country Club funds and Tax Credit funds

FUNDING SOURCE(S): Tax Credit funds and Cross Country Club funds

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Selling popcorn, T-shirts, and donations

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

SUBMITTED BY: Emily A
Signature

8/10/21
Date

APPROVED BY: Brian S
Principal/Supervisor

8/17/21
Date

[Signature]
Associate Superintendent/Superintendent

8/16/21
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 Middle

ESTIMATED NUMBER OF STUDENTS: 92

NAME OF SCHOOL GROUP/CLUB/ENTITY: Cross Middle School - Science Dept.

STAFF ADVISOR(S)/CHAPERONES: Chris Gutierrez, Alexandria Vaughn, Abigail Gritis, Monica Garcia. Parent Chaperones: Adam DaDeppo, Rachel Peru, Susie Herman, Jody Knight, Jack Bailey, Karen Heffren, Ryan George.

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Catalina Island Marine Institute (CIMI)

DESTINATION OF TRAVEL: Catalina Island, CA

DATES OF TRAVEL: Sunday evening, 02/20/2022-Thursday morning 02/24/2022

ACADEMIC BENEFITS TO STUDENTS: Students will have the opportunity to study science in an outstanding, hands-on program focusing on Marine Biology and Ecology. All students will participate in several competitions, including group and individual ones. Competitions include Best Group Cohesiveness, Most Interesting Artifact, Best Academic Group (based on CIMI testing activities). Individual awards go to the best individual academic scores and best overall participation.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Grayline Tours - Charter Busses

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>\$27,265.00</u>	<u>525/526-00-100-1001-6892-167-0000</u>
Transportation	<u>\$9,650.00</u>	<u>525/526-00-410-2790-6519-167-0000</u>
Meals	<u>Included</u>	_____

Lodging	<u>Included</u>	_____
Substitutes	<u>\$1,125.00</u>	<u>525/526-00-100-1001-6113-167-0000</u>
TOTAL	<u>\$38,040.00</u>	

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

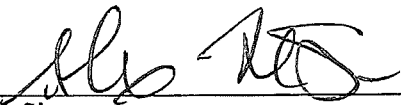
HOW ARE CHAPERONE EXPENSES PAID? The trip includes the cost for staff chaperones based on the number of students attending. Parent chaperones will be responsible for paying for the cost of the trip (self-pay).

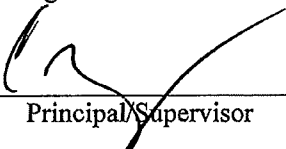
COST TO EACH STUDENT \$ 400.00


HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Financial assistance is available to students in need based upon the funds available and the depth of need.

FUNDING SOURCE(S): Tax Credit donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):
N/A

SUBMITTED BY:  8-9-21
 Signature Date

APPROVED BY:  8-9-21
 Principal/Supervisor Date

 8/16/2021
 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: IRHS

ESTIMATED NUMBER OF STUDENTS: 16

NAME OF SCHOOL GROUP/CLUB/ENTITY: Girls' Volleyball Team

STAFF ADVISOR(S)/CHAPERONES: Bill Lang (Head Coach); Ashleigh Houlton, Cheryl Wojdyla, Jerry Azares, Courtney Landers

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 2021 Durango Fall Classic

DESTINATION OF TRAVEL: Las Vegas, NV

DATES OF TRAVEL: 9/16/2021 - 9/19/2021 (Competition is on 9/17 & 9/18)

ACADEMIC BENEFITS TO STUDENTS: This invitational and related travel is a reward for the team's athletic and academic performance. Players with low grades are not allowed to attend. Athletic activities such as this support the academic mission of the school, where studies show that student-athletes involved in such events tend to have a higher grade-point average, lower dropout rate, and fewer discipline problems than traditional students. The Fall Classic features the top 64 teams in the nation and is an invitation-only event. Being one of 64 schools invited to this tournament helps celebrate the success of the volleyball program on and off the court.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Enterprise Car Rental (District Interscholastics Contract/Vendor)

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>526/850-00-100-1001-6892-280-0000</u>
Transportation	<u>\$1,755.00</u>	<u>526/850-00-410-2790-6519-280-0000</u>

Meals	<u>\$1,250.00</u>	<u>526/850-00-100-1001-6892-280-0000</u>
Lodging	<u>\$2,450.00</u>	<u>526-850-00-100-1001-6892-280-0000</u>
Substitutes	<u>\$750.00</u>	<u>850-00-100-1001-6113-280-0000</u>
TOTAL	<u>\$6,755.00</u>	

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

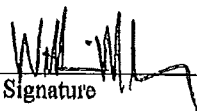
HOW ARE CHAPERONE EXPENSES PAID? Club funds


COST TO EACH STUDENT \$ 0.00 (exception would be personal expenses; tournament shirt, etc)


HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? All team members share the fundraising responsibilities. The Coaching Staff assists with Tax Credit Donations for all families that need assistance.

FUNDING SOURCE(S): Volleyball Tax Credit Monies and Club Funds

FUNDRAISING ACTIVITIES PLANNED (If applicable):
2021 Volleyball Camps, Varsity Team Sponsorships, Tax-Credit Campaign

SUBMITTED BY:  8/10/2021
 Signature Date

APPROVED BY:  8/12/21
 Principal/Supervisor Date

 8/16/2021
 Associate Superintendent/Supervisor 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: IRHS

ESTIMATED NUMBER OF STUDENTS: 18

NAME OF SCHOOL GROUP/CLUB/ENTITY: Girls' Volleyball Team

STAFF ADVISOR(S)/CHAPERONES: Bill Lang (Head Coach); Ashleigh Houlton, Cheryl Wojdyla, Jerry Azares, Courtney Landers, Tyler Low, Charmaine Lang

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 2021 Southern California Invitational

DESTINATION OF TRAVEL: San Diego and Anaheim, CA

DATES OF TRAVEL: 10/07/2021 - 10/11/2021

ACADEMIC BENEFITS TO STUDENTS: This trip is an athletic competition for the Varsity Volleyball Team. This invitational and related travel is a reward for the team's athletic and academic performance. Players with low grades are not allowed to attend. Athletic activities such as this support the academic mission of the school, where studies show that student-athletes involved in such events tend to have a higher grade-point average, lower dropout rate, and fewer discipline problems than traditional students. The Ironwood Ridge Volleyball Team has carried one the highest team GPA's on campus over the past 17 years. This tournament and trip to California helps celebrate their success.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Enterprise Car Rental (District Interscholastics Contract/Vendor)

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>\$ 650.00</u>	<u>526/850-00-100-1001-280-6892-0000</u>
Transportation	<u>\$1,755.00</u>	<u>526/850-00-410-2790-280-6519-0000</u>

Meals	<u>\$1,500.00</u>	<u>526/850-00-100-1001-6892-280-0000</u>
Lodging	<u>\$ 2,675.00</u>	<u>526/850-00-100-1001-6892-280-0000</u>
Substitutes	<u>\$750.00</u>	<u>850-00-100-1001-6113-280-0000</u>
TOTAL	<u>\$ 7,310.00</u>	

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

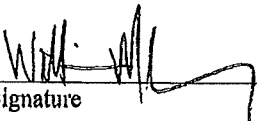
HOW ARE CHAPERONE EXPENSES PAID? Club Funds

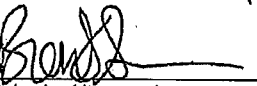
COST TO EACH STUDENT \$ 0.00 (exception would be personal expenses: snacks, etc).


HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? All team members share the fundraising responsibilities. The Coaching Staff assists with Tax Credit Donations for all families that need assistance.

FUNDING SOURCE(S): Volleyball Tax Credit Monies and Club Funds

FUNDRAISING ACTIVITIES PLANNED (If applicable):
2021 Volleyball Camps, Varsity Team Sponsorships, Tax-Credit Campaign.

SUBMITTED BY:  8/10/2021
 Signature Date

APPROVED BY:  8/12/21
 Principal/Supervisor Date

 8.16.2021
 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): John Hastings Zak Morek

SCHOOL: District Offices

Department (opt.): Human Resources

DATE(S): October 11-15, 2021

ACTIVITY/EVENT: American Association of School Personnel Administrators 83rd Annual Conference

LOCATION: Washington, DC

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>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$ 950.00</u>	<u>001.00.100.2579.6360.530.0000</u>
Transportation	<u>\$1,518.80</u> Mode <u>Air-Delta</u>	<u>001.00.100.2579.6582.530.0000</u>
Rental Car	_____	_____
Meals	<u>\$ 504.00</u>	<u>001.00.100.2579.6582.530.0000</u>
Lodging	<u>\$2,367.26</u>	<u>001.00.100.2579.6582.530.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$5,340.06</u>	

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

Purpose of travel: Attendance at the largest conference for school human resource administrators and professionals with the purpose of learning and sharing best practices, experience hands-on training, learn new laws and trends in HR, and participate in professional networking.

Outcomes and academic benefits to students and staff: To share and implement strategies and ideas learned at the conference in order to assist with our efforts of HR's continuous improvement.

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

Submitted by:

Signature

8/16/21

Date

Principal/Supervisor

8/16/2021

Date

Associate Superintendent/Superintendent

8/16/2021

Date