



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

**DATE OF MEETING:** March 8, 2022

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

### **BACKGROUND:**

#### **STUDENTS**

Christopher Newsom, Suzie Biork, Javier Venegas, Cebre Hen, Irma Arias, Irma Torres, Dulce Sotelo, Jamie Trent, Cara Carson, Rosie Hooten, Yolie Corea, Rachel Everheart, Ana Sanchez, Michael Scott, Shandra Kelly-Barker, Jessie Vigil, and Crystal Dunn request permission to take 60 Choir, Band and Orchestra students from La Cima Middle School to the Forum Music Festival in Fullerton, California, April 14-16, 2022. Approximate cost of travel is \$27,329.00 and will be paid using Tax Credit and Student Activities funds. One school day will be missed and substitutes are required.

#### **STAFF**

Sumaya Frick requests permission to attend the Association for Career and Technical Education National Policy Seminar in Washington, D.C., March 20-23, 2022. Approximate cost of travel is \$3,135.00 and will be paid using CTE funds. No substitutes are required.

Todd Jaeger, Deanna Day, Matthew Kopec, and Vicki Cox Golder request permission to attend the Model Schools Conference 2022 in Orlando, Florida, June 25-30, 2022. Approximate cost of travel is \$13,620.00 and will be paid using Maintenance and Operations funds.

<b>BUDGET CODE KEY</b>		
526.00.100.1001.6892.165.0000	Tax Credit	Classroom Instruction, Registration, La Cima
850.00.610.1001.6892.165.0000	Student Activities	Classroom Instruction, Registration, La Cima
526.00.410.2790.6892.165.0000	Tax Credit	Student Transportation, Student Travel, La Cima
260.22.300.2210.6360.515.0000	CTE	Improvement of Instruction, Registration, Associate Superintendent 6-12
260.22.300.2210.6582.515.0000	CTE	Improvement of Instruction, Staff Travel, Associate Superintendent 6-12
001.00.100.2579.6360.501.0000	M & O	Training-Non Instructional Staff, Registration, Superintendent
001.00.100.2579.6360.502.0000	M & O	Training-Non Instructional Staff, Registration, Governing Board
001.00.100.2579.6582.501.0000	M & O	Training-Non Instructional Staff, Staff Travel, Superintendent
001.00.100.2579.6582.502.0000	M & O	Training-Non Instructional Staff, Staff Travel, Governing Board

---

**RECOMMENDATION:**

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

---

**INITIATED BY:**

---

**Matthew Munger**  
Associate Superintendent for Secondary Education

**Date: March 4, 2022**



---

**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: La Cima

ESTIMATED NUMBER OF STUDENTS: 60

NAME OF SCHOOL GROUP/CLUB/ENTITY: LaCima Middle School Choir, Band and Orchestra

STAFF ADVISOR(S)/CHAPERONES: Christopher Newsom, Suzie Biork, Javier Venegas, Cebre Hen, Irma Arias, Irma Torres, Dulce Sotelo, Jamie Trent, Cara Carson, Rose Hooten, Yolie Corea, Rachel Everheart, Ana Sanchez, Michael Scott, Shandra Kelly-Barker, Jessie Vigil, Crystal Dunn

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: To participate in the Forum Music Festival

DESTINATION OF TRAVEL: Fullerton College, 1370 Brea Blvd., Fullerton, CA 92835

DATES OF TRAVEL: 4/14/22-4/16/22

ACADEMIC BENEFITS TO STUDENTS: Students will have the opportunity to compete against choirs, bands, and orchestras from all over the Western United States and will be given audition feedback from professional musicians. This feedback is valuable information for improving student performance.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: \_\_\_\_\_

☒ Other Mountain View 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>\$17,859.00</u> _____	<u>526.00.100.1001.6892.165.0000</u> <u>850.00.610.1001.6892.165.0000</u>
Transportation	<u>\$9,190.00</u> _____	<u>526.00.410.2790.6519.165.0000</u> _____
Meals	<u>self-paid</u> _____	_____ _____

Lodging	<u>None</u>	<u>(evenings are spent on bus traveling)</u>
Substitutes	<u>\$280.00</u>	<u>526.00.100.1001.6113.165.0000</u>
<b>TOTAL</b>	<b><u>\$27,329.00</u></b>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **No**  
 IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? **Chaperones pay \$235 each**

COST TO EACH STUDENT \$ **280**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Tax Credit, Auxiliary Funds**

FUNDING SOURCE(S): **Tax Credit and personal payment to LaCima**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

**ButterBraid Fundraiser in Winter 2021, other activities may be voted on by LaCima Music Boosters**

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

SUBMITTED BY: \_\_\_\_\_

Signature

1/20/22  
Date

APPROVED BY: \_\_\_\_\_

Principal/Supervisor

1/24/22  
Date

\_\_\_\_\_  
Associate Superintendent/Superintendent

2/23/22  
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): Sumaya Frick \_\_\_\_\_

SCHOOL: District Offices

Department (opt.): CTE

DATE(S): March 20- March 23, 2022

ACTIVITY/EVENT: Association for Career and Technical Education National Policy Seminar

LOCATION: Washington D.C.

ABSENCE: # Days 4 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>\$530.00</u>	<u>260.22.300.2210.6360.515.0000</u>
Transportation	<u>\$1452.00</u> Mode <u>Airline</u>	<u>260.22.300.2210.6582.515.0000</u>
Rental Car	_____	_____
Meals	<u>\$203.00</u>	<u>260.22.300.2210.6582.515.0000</u>
Lodging	<u>\$950.00</u>	<u>260.22.300.2210.6582.515.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$3135.00</u>	

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

Purpose of travel: Attending the Association for Career and Technical Education National Policy Seminar

Outcomes and academic benefits to students and staff: It's a great opportunity for me to gain first-hand insights on WIOA (Workforce Innovation Opportunity), and TANAF (Temporary Assistance for Needy Families Acts) from breakout sessions, keynote speakers and other CTE subject-matter experts to one-on-one meetings with Members of Congress and their staff. I will then be able to share these insights once I return home so that we can ensure our programs are reflective of current policy trends and prepared for changes in federal requirements.

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


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

Signature

Date

Principal/Supervisor

Date

  
Associate Superintendent/Superintendent

3/2/20  
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): Todd A. Jaeger Deanna Day SCHOOL: District Offices  
Matthew Kopec Vicki Cox Golder Department (opt.): Superintendent/Gov. Board  
\_\_\_\_\_  
DATE(S): June 25-30, 2022

ACTIVITY/EVENT: Model Schools Conference 2022

LOCATION: Orlando, Florida

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>\$3500.00</u>	<u>001.00.100.2579.6360.501/502.0000</u>
Transportation	<u>\$3388.00</u> Mode <u>Air</u>	<u>001.00.100.2579.6582.501/502.0000</u>
Rental Car	_____	_____
Meals	<u>\$1232.00</u>	<u>001.00.100.2579.6582.501/502.0000</u>
Lodging	<u>\$5500.00</u>	<u>001.00.100.2579.6582.501/502.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$13620.00</u>	

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

Purpose of travel: Attend the Model Schools National Conference

Outcomes and academic benefits to students and staff: Learn from industry experts, model schools, and innovative districts from across the nation as they share strategies for rapid improvement.

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

Submitted by:

Signature

Date

Principal/Supervisor

Date

Associate Superintendent/Supervisor

Date