



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

DATE OF MEETING: **November 14, 2023**

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

BACKGROUND:

STAFF

Michael McConnell, Mandi Cordell, Patricia Patchin, Annette Orelup, Tassi Call, Kim McDole, Brianna Mounts, and Hannah Bartz request permission to attend International Technology & Engineering Educators Association (ITEEA) National Conference on March 6-9, 2024 in Memphis, Tennessee. Approximate cost of travel is \$18,650.74 and will be paid using Results Based Funding and Title II funds. Three school days will be missed, and substitutes are required.

Todd Jaeger requests permission to attend LRP’s National Institute on Legal Issues of Educating Individuals with Disabilities on May 4-8, 2024 in Savannah, GA. Approximate cost of travel is \$4,660.00 and will be paid using Maintenance and Operations funds designated for professional development. Three school days will be missed, and no substitutes are required.

STUDENTS

Pam Elslager, Mike Walter, and Ben Chulick request permission to take 10 Ironwood Ridge High School Girls Basketball players to the Franklin Girls Basketball Classic on November 30-December 2, 2023 in El Paso, TX. Approximate cost of travel is \$1560.00 and will be paid using Tax Credit and Booster Club funds. Two school days will be missed, and no substitutes are required.

Jon Elslager, Pam Elslager, Mike Walter, and Margie Cross request permission to take 9 Ironwood Ridge High School Girls Basketball players to Hobbs Holiday Tournament on December 27-30, 2023 in Hobbs, New Mexico. Approximate cost of travel is \$2,160.00 and will be paid using Gifts and Donations funds. No school days will be missed, and no substitutes are required.

BUDGET CODE KEY		
457.00.100.2210.6360.119.0000	Results Based Funding	Improvement of Instruction, Employee Travel, Innovation
140.24.100.2210.6360.109.0000	Title II	Improvement of Instruction, Employee Travel, Keeling
457.00.100.2210.6582.119.0000	Results Based Funding	Improvement of Instruction, Employee Travel, Innovation Academy
140.24.100.2210.6582.109.0000	Title II	Improvement of Instruction, Employee Travel, Keeling
457.00.100.2210.6105.119.0000	Results Based Funding	Improvement of Instruction, Substitutes, Innovation
140.24.100.2210.6105.109.0000	Title II	Improvement of Instruction, Substitutes, Keeling
001.00.100.2579.6360.501.0000	M & O	Training Non-Instructional, Employee Travel, Superintendent
001.00.100.2579.6582.501.0000	M & O	Training Non-Instructional, Employee Travel, Superintendent
526.00.620.2190.6892.280.0000	Tax Credit	Tax Credit funds, Student Travel, IRHS

530.00.610.2190.6892.280.0000	Gifts & Donations	Other Student Support Services, Student Travel, IRHS
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RECOMMENDATION:

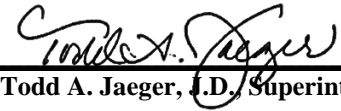
It is the recommendation of the administration that the above travel be approved.

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: November 13, 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): Michael McConnell Mandi Cordell SCHOOL: Innovation, Keeling, Office of
Patricia Patchin Annette Orelup, Tassi Call Department (opt.): Office of Learning & Ins.
Kim McDole Brianna Mounts Hannah Bartz DATE(S): March 6-9, 2024

ACTIVITY/EVENT: International Technology & Engineering Educators Association (ITEEA) National Conf.

LOCATION: Memphis, TN

ABSENCE: # Days 4 Sub Required: Yes # 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>\$1,859.00</u>		<u>457-00-100-2210-6360-119-0000</u>
	<u>\$3,275.00</u>		<u>140-24-100-2210-6360-109-0000</u>
Transportation	<u>\$2,472.00</u> Mode <u>air</u>		<u>457-00-100-2210-6582-119-0000</u>
	<u>\$4,120.00</u>		<u>140-24-100-2210-6582-109-0000</u>
Rental Car			_____
Meals	<u>\$619.50</u>		<u>457-00-100-2210-6582-119-0000</u>
	<u>\$1,032.50</u>		<u>140-24-100-2210-6582-109-0000</u>
Lodging	<u>\$1,269.00</u>		<u>457-00-100-2210-6582-119-0000</u>
	<u>\$1,903.74</u>		<u>140-24-100-2210-6582-109-0000</u>
Substitutes	<u>\$840.00</u>		<u>457-00-100-2210-6105-119-0000</u>
	<u>\$1,260.00</u>		<u>140-24-100-2210-6105-109-0000</u>
TOTAL	<u>\$18,650.74</u>		

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

Purpose of travel: The annual ITEEA conference provides an unparalleled opportunity for technology and engineering educators to gain comprehensive professional development and networking experiences. This is a unique opportunity to learn from and share with other technology and engineering STEM education professionals in a variety of formats. Attendance at this conference will benefit all staff and students at Innovation. Additionally, the learning will be imbedded in the summer district PD that Innovation teachers lead.

Submitted by: _____ Date _____
Signature

Principal/Supervisor _____ Date _____
Tassi Call 11/6/23
Associate Superintendent/Supervisor _____ 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 A. Jaeger, J.D. _____

SCHOOL: District Offices
 Department (opt.): Superintendent's Office
 DATE(S): 5/4/24-5/08/24

ACTIVITY/EVENT: LRP's National Institute on Legal Issues of Educating Individuals with Disabilities

LOCATION: Savannah, GA

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>
			(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$2570.00</u>		<u>001.00.100.2579.6360.501.0000</u>
Transportation	<u>\$700.00</u>	Mode <u>Air</u>	<u>001.00.100.2579.6582.501.0000</u>
Rental Car	<u>\$225.00</u>		<u>001.00.100.2579.6582.501.0000</u>
Meals	<u>\$265.50</u>		<u>001.00.100.2579.6582.501.0000</u>
Lodging	<u>\$900.00</u>		<u>001.00.100.2579.6582.501.0000</u>
Substitutes			
TOTAL	<u>\$4660.00</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: Attending the LRP National Institute on Legal Issues of Educating Individuals with Disabilities.

Outcomes and academic benefits to students and staff: The conference offers sessions on compliance and implementation strategies in the areas of IDEA, Section 504, Behavior Management and Special Education Law.

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

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Academic Content | <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 | |

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

Submitted by:

Signature Date

Principal/Supervisor Date

Todd A. Jaeger
Associate Superintendent/Supervisor 11-7-23
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: 10

NAME OF SCHOOL GROUP/CLUB/ENTITY: Girls Basketball

STAFF ADVISOR(S)/CHAPERONES: 3 Pam Elslager, Mike Walter, Ben Chulick

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **This tournament benefits the student-athlete in teaching them how to compete at a high level with good sportsmanship. This tournament also offers learning different culture styles outside of ours as teams from other states will be competing. We will also be conducting a study table Thursday and Friday for a couple of hours each day in a conference room the hotel will provide**

DESTINATION OF TRAVEL: Franklin Girls Basketball Classic-900 Resler Dr El Paso, TX 79912

DATES OF TRAVEL: Nov 30-Dec 2, 2023

ACADEMIC BENEFITS TO STUDENTS: **This tournament benefits the student-athlete in teaching them how to compete at a high level with good sportsmanship. This tournament also offers learning different culture styles outside of ours as teams from other states will be competing. We will also be conducting a study table Thursday and Friday for a couple of hours each day in a conference room the hotel will provide**

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 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 | |

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other 2 mini vans

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>\$200.00</u>	<u>Athletics</u> <u>525.00.620.2190.6892.280.0000</u>
Transportation	<u>\$350.00</u>	<u>Booster Club</u>
Meals	<u>\$360.00</u>	<u>Booster Club</u>
Lodging	<u>\$650.00</u>	<u>Tax Credit</u> <u>526.00.620.2190.6892.280.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$1,560.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? _____

IF SO, SOURCE & AMOUNTS: _____

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

HOW ARE CHAPERONE EXPENSES PAID? Self

COST TO EACH STUDENT \$ 0

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

FUNDING SOURCE(S): Booster Club


FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY: Dawn Cross
Signature

10/2/23
Date

APPROVED BY:


Principal/Supervisor

10-2-23
Date


Associate Superintendent/Superintendent

10/5/23
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: Ironwood Ridge High School

ESTIMATED NUMBER OF STUDENTS: 9

NAME OF SCHOOL GROUP/CLUB/ENTITY: Girls Basketball

STAFF ADVISOR(S)/CHAPERONES: Jon and Pam Elslager, Mike Walters, Margie Cross

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Basketball Tournament

DESTINATION OF TRAVEL: Hobbs, New Mexico

DATES OF TRAVEL: December 27-30, 2023

ACADEMIC BENEFITS TO STUDENTS: This tournament benefits the student-athlete in teaching them how to compete at a higher level with good sportsmanship. This tournament also offers learning different culture styles outside of ours as teams from other states will be competing.

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

<input type="checkbox"/> Academic Content	<input checked="" type="checkbox"/> Caring	<input type="checkbox"/> Citizenship
<input 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 7 passanger Mini-van

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>N/A</u>	<u> </u>
Transportation	<u>\$600.00</u>	<u>Hobbs High School</u>
Meals	<u>\$360.00</u>	<u>Booster Club</u>
Lodging	<u>\$1,200.00</u>	<u>530.00.610.2190.6892.280.0000</u>
Substitutes	<u> </u>	<u> </u>
TOTAL	<u>\$2,160.00</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? Self

COST TO EACH STUDENT \$ 0

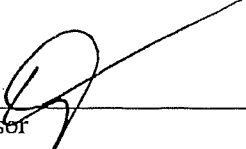
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Fundraising and Booster Club

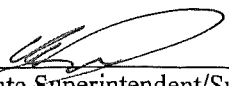
FUNDING SOURCE(S): Booster Club and Hobbs Chamber of Commerce (\$1,100.00)

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY: Daron Cross 11/1/23
Signature Date

APPROVED BY:  11-1-23
Principal/Supervisor Date

 11/2/23
Associate Superintendent/Supervisor Date