



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

DATE OF MEETING: June 27, 2023

TITLE: Approval of Out of State Travel

BACKGROUND:

STAFF

Darlene Mansouri of State & Federal Programs requests permission to attend 2024 National ESEA Conference in Portland, OR on February 6-11, 2024. Approximate cost of travel is \$3,042.10 and will be paid using Title I funds. Four school days will be missed, and no substitutes are required.

STUDENTS

Lauren Marlatt, Kay Lewis, Andrea Fyock, Erika Sparlin, and Jeremy Hayes request permission to take 50 7th Grade Coronado K-8 School students to Catalina Island Marine Institute in Catalina Island, CA on February 18-22, 2024. Approximate cost of travel is \$26,404.50 and will be paid using Auxiliary and Tax Credit funds. Three school days will be missed, and substitutes are required.

BUDGET CODE KEY		
100.23.100.2579.6360.509.0000	Title I	Non-Instructional Training, Employee Training, State & Federal Programs
100.24.100.2579.6582.509.0000	Title I	Non-Instructional Training, Staff Travel, State & Federal Programs
525.00.100.1001.6892.115.0000	Auxiliary	Classroom Instruction, Student Travel, Coronado
526.00.100.1001.6892.115.0000	Tax Credit	Classroom Instruction, Student Travel, Coronado
525.00.410.2710.6519.115.0000	Auxiliary	Student Transportation, Student Travel, Coronado
526.00.410.2710.6519.115.0000	Tax Credit	Student Transportation, Student Travel, Coronado
525.00.100.1001.6113.115.0000	Auxiliary	Classroom Instruction, Substitutes, Coronado

RECOMMENDATION:

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

INITIATED BY:

Matthew Munger
Associate Superintendent for Secondary Education

Date: June 20, 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): Darlene Mansouri

SCHOOL: District Offices
Department (opt.): State & Federal Programs
DATE(S): Feb. 6, 2024 - Feb. 11, 2024

ACTIVITY/EVENT: 2024 National ESEA Conference

LOCATION: Portland, OR

ABSENCE: # Days 6 Sub Required: Yes No # of School Days Missed 4

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$629</u>	<u>100.23.100.2579.6360.509.0000</u>
Transportation	<u>\$634.10</u>	Mode <u>Air, Shuttle & Parking, bags.</u> <u>100.24.100.2579.6582.509.0000</u>
Rental Car	_____	_____
Meals	<u>\$384</u>	<u>100.24.100.2579.6582.509.0000</u>
Lodging	<u>\$1,395</u>	<u>100.23.100.2579.6582.509.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$3,042.10</u>	

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

Purpose of travel: To attend the 2024 National ESEA Conference (Title I, II, IV, Homeless, Private School Equitable Services)

Outcomes and academic benefits to students and staff: A better understanding of the Federal Programs updates and guidelines. Learn changes at the Federal Level for grants and programs requirements.

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

Submitted by: Darlene Mansouri 6/1/23
Signature Date

[Signature] 6.1.23
Principal/Supervisor Date

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: Coronado K-8

ESTIMATED NUMBER OF STUDENTS: 50

NAME OF SCHOOL GROUP/CLUB/ENTITY: Coronado 7th Grade / Science Department

STAFF ADVISOR(S)/CHAPERONES: Lauren Marlatt (coordinator) Chaperones: Lauren Marlatt, Kay Lewis, Andrea Fyock, Erika Sparlin, and Jeremy Hayes

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Field trip to study Oceanography and Marine Biology

DESTINATION OF TRAVEL: Catalina Island Marine Institute (CIMI), Toyon Bay, CA

DATES OF TRAVEL: February 18-22, 2024

ACADEMIC BENEFITS TO STUDENTS: The students will be participating in Catalina Island Marine Institute's three-day camp. Students will complete labs and activities aligned with the Arizona Science Standards adopted in October of 2018. Students will have a reinforcement of the content learned in class. Students will compete in a Science Olympics when we return to assess their learning.

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: Mountain View Tours

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	\$ 18,460.00	525/526.00.100.1001.6892.115.0000
Transportation	\$ 6,144.50	525/526.00.410.2710.6519.115.0000
Meals	Included	-----
Lodging	Included	-----
Substitutes	\$ 1,800.00	525.00.100.1001.6113.115.0000
TOTAL	<u>\$ 26,404.50</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? Chaperones are free based on enrollment of students.

COST TO EACH STUDENT: \$500.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? We are working on fundraising in a variety of ways. We will apply for a grant to supplement the needed funds for the scholarship. We have asked the students to tell us how much they can afford and have a fundraising goal to make sure that all eligible students have a means of attending.

FUNDING SOURCE(S): The parents/guardians will pay for most of the trip. Other funding will come from tax credits, scholarships, and fundraising.

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY: CPMelle FOR LAUREN MARLATT 6-07-23
Signature Date

APPROVED BY: [Signature] 6/7/23
Principal/Supervisor Date

[Signature] 6/15/23
Associate Superintendent/Superintendent Date