



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

DATE OF MEETING: August 8, 2023

TITLE: Approval of Out of State Travel

BACKGROUND:

STAFF

Tassi Call and Julie Valenzuela of Learning & Instruction request permission to attend Aurora Institute Symposium 2023 on October 15-17, 2023 in Palm Springs, California. Approximate cost of travel is \$1,845.00 and will be paid using Title II funds. Two school days will be missed, and no substitutes are required.

Tassi Call and Julie Valenzuela of Learning & Instruction request permission to attend AVID 2023 National Conference on November 28-30, 2023 in San Diego, California. Approximate cost of travel is \$1,955.00 and will be paid using Title II funds. Three school days will be missed, and no substitutes are required.

STUDENTS

Bill Lang, Cheryl Wojdyla, Tyler Low, and Courtney Landers request permission to take 16 Ironwood Ridge High School Women’s Varsity Volleyball players to Kamehameha Schools Volleyball Classic on August 30-September 4, 2023 in Kea’au, Hawaii. Approximate cost of travel is \$23,257.39 and will be paid using Tax Credit and Student Activities funds. Three school days will be missed, and substitutes are required.

Bill Lang, Cheryl Wojdyla, Jerry Azares, and Tyler Low request permission to take 16 Ironwood Ridge High School Women’s Varsity Volleyball players to Durango Fall Classic in Las Vegas, Nevada on September 21-23, 2023. Approximate cost of travel is \$7,270.65 and will be paid using Tax Credit and Student Activities funds. Three school days will be missed, and substitutes are required.

Emily Bartz, Michael Smith, Bob Jones, Deb Jones, and Jane Morrison request permission to take 53 Ironwood Ridge High School Cross Country students to Mt. Carmel Cross Country Invitational in San Diego, California on September 15-17, 2023. Approximate cost of travel is \$11,050.00 and will be paid by Booster Club and Gifts and Donations funds. One school day will be missed, and substitutes are required.

BUDGET CODE KEY		
140.24.100.2579.6360.510.0000	Title II	Training Non-Instructional, Employee Training, Office of Learning & Instruction
140.24.100.2579.6582.510.0000	Title II	Training Non-Instructional, Employee Travel, Office of Learning & Instruction
526.00.620.1001.6892.280.0000	Tax Credit	Classroom Instruction, Student Travel, IRHS
850.00.620.1001.6892.280.0000	Student Activities	Classroom Instruction, Student Travel, IRHS
526.00.410.2790.6519.280.0000	Tax Credit	Student Travel, Student Transportation, IRHS
850.00.410.2790.6519.280.0000	Student Activities	Student Travel, Student Transportation, IRHS
526.00.620.2190.6892.280.0000	Tax Credit	Student Support Services, Student Travel, IRHS
850.00.620.2190.6892.280.0000	Student Activities	Student Support Services, Student Travel, IRHS
526.00.100.1001.6113.280.0000	Tax Credit	Classroom Instruction, Substitutes, IRHS
850.00.100.1001.6113.280.0000	Student Activities	Classroom Instruction, Substitutes, IRHS
530.00.610.3400.6113.280.0000	Gifts & Donations	Bookstore Operations, Substitutes, IRHS

RECOMMENDATION:

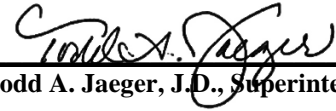
It is the recommendation of the administration that the above travel be approved.

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: August 1, 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): Tassi Call Julie Valenzuela

SCHOOL: School / Site

Department (opt.): Office Learning & Instruction _____

DATE(S): October 15-17, 2023

ACTIVITY/EVENT: Aurora Institute Symposium 2023

LOCATION: Palm Springs Convention Center, 277 N. Avenida Caballeros, Palm Springs, CA

ABSENCE: # Days 3 Sub Required: Yes No # of School Days Missed 2

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>\$1,100.00</u>		<u>140.24.100.2579.6360.510.0000</u>
Transportation	<u>\$ 876.00</u>	Mode <u>vehicle</u>	<u>140.24.100.2579.6582.510.0000</u>
Rental Car	<u>\$ 550.00</u>		<u>140.24.100.2579.6582.510.0000</u>
Meals	<u>\$ 295.00</u>		<u>140.24.100.2579.6582.510.0000</u>
Lodging	<u>\$1,000.00</u>		<u>140.24.100.2579.6582.510.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$1,845.00</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 participate on a panel discussion about our implementation of Personalized Learning in the Amphitheater School District.**

Outcomes and academic benefits to students and staff: **Exposure of our district and our work to aligning our district initiatives to support student academic success.**

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 checked="" type="checkbox"/> Citizenship |
| <input checked="" type="checkbox"/> Collaboration | <input checked="" type="checkbox"/> Communication | <input type="checkbox"/> Creative Thinking |
| <input type="checkbox"/> Critical Thinking | <input type="checkbox"/> Problem-Solving | |

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

Submitted by: Mary Thatcher 7/13/23
Signature Date

Principal/Supervisor Date
7/13/23

Associate Superintendent/Superintendent Date
7/13/23

**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): Tassi Call Julie Valenzuela

SCHOOL: District Offices

Department (opt.): Office of Learning & Instruction

DATE(S): November 28-30, 2023

ACTIVITY/EVENT: 2023 AVID National Conference

LOCATION: San Diego, California

ABSENCE: # Days 3 Sub Required: Yes No

of School Days Missed 3

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST

BUDGET CODE/DESCRIPTION

(Note: Tax credit contributions are District funds and require a budget code.)

Registration	<u>Free for Presenters</u>		
Transportation	<u>\$ 550.00</u>	Mode <u>air</u>	<u>140.24.100.2579.6582.510.0000</u>
Rental Car	<u> </u>		<u> </u>
Meals	<u>\$ 345.00</u>		<u>140.24.100.2579.6582.510.0000</u>
Lodging	<u>\$1,060.00</u>		<u>140.24.100.2579.6582.510.0000</u>
Substitutes	<u> </u>		<u> </u>
TOTAL	<u>\$1,955.00</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: We will be presenting our work on creating a Framework to align our systems, leadership, culture and instruction from the site level and then moving it to the district level.

Outcomes and academic benefits to students and staff: This will allow us to highlight the work done in Amphitheater School District align our work to ensure equity, rigor, and opportunity for all students to learn and grow.

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 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: Tassi Call 7/28/23
Signature Date

Principal/Supervisor Tassi Call Date 7/28/23
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: **Ironwood Ridge High School**

ESTIMATED NUMBER OF STUDENTS: **16**

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Women's Varsity Volleyball Team**

STAFF ADVISOR(S)/CHAPERONES: **Bill Lang, Cheryl Wojdyla, Tyler Low, Courtney Landers**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Kamehameha Schools Labor Day Volleyball Classic**

DESTINATION OF TRAVEL: **Kea'au, Hawaii**

DATES OF TRAVEL: **August 30, 2023 to September 4, 2023 (Competition is Aug 31-Sept 2)**

ACADEMIC BENEFITS TO STUDENTS: **This trip is an athletic competition for the Varsity Volleyball Team. This invitational and related travel create a unique high school experience and is a reward for the team's athletic and academic performance. These student-athletes perform on and off the court. Historcially, players with low grades are not allowed to attend.**

Athletic activities such as this support the academic mission of the school, where studies have shown 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.

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 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 Charter/American Airlines; Enterprise Rental Vans (in Hawaii)**

Are expenses paid from any of the following accounts? Auxiliary _____ Tax Credits Club Funds
Parent Organization **N/A**

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	\$ <u>600.00</u>	<u>526/850-00-620-1001-6892-280-0000</u>
Transportation	\$ <u>2,289.00</u>	Mode <u>Charter Bus</u> <u>526/850-00-410-2790-6519-280-0000</u>
Transportation	\$ <u>10,237.68</u>	Mode <u>Airfare</u> <u>526/850-00-410-2790-6519-280-0000</u>
Rental Car	\$ <u>1,176.36</u>	<u>526/850-00-410-2790-6519-280-0000</u>
Meals	\$ <u>1,975.00</u>	<u>526/850-00-620-2190-6892-280-0000</u>
Lodging	\$ <u>6,379.35</u>	<u>526/850-00-620-2190-6892-280-0000</u>
Substitutes	\$ <u>600.00</u>	<u>526/850-00-100-1001-6113-280-0000</u>
TOTAL	\$ <u>23,257.39</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? **The trip budget includes all expenses, apart from the airline tickets on our group reservation. The coaches/chaperones will pay for their own ticket.**

COST TO EACH STUDENT: **\$ 500 (This includes airfare and charter to Sky Harbor Airport)**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **The entire trip is paid for using club funds. The only cost to the students will be their own airline ticket. The coaching staff has secured alumni families that may donate to assist in this cost for those in financial need.**

FUNDING SOURCE(S): **Student Families, Club Fundraising Activities, and Tax Credit Donations**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Volleyball Camps/Clinics, Volleyball Sponsorships, Concessions

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

SUBMITTED BY: _____
Signature

7/20/2023
Date

APPROVED BY: _____
Principal/Supervisor

7-20-23
Date

Associate Superintendent/Superintendent

7/15/2023
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: 16

NAME OF SCHOOL GROUP/CLUB/ENTITY: Women's Varsity Volleyball Team

STAFF ADVISOR(S)/CHAPERONES: Bill Lang, Cheryl Wojdyla, Jerry Azares, Tyler Low

ABSENCE: # Days 3 Sub Required: Yes No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Durango Fall Classic

DESTINATION OF TRAVEL: Las Vegas, Nevada

DATES OF TRAVEL: September 21-23, 2023 (Competition is September 22-23)

ACADEMIC BENEFITS TO STUDENTS: This trip is an athletic competition for the Varsity Volleyball Team. This invitational and related travel create a unique high school experience and is a reward for the team's athletic and academic performance. These student-athletes perform on and off the court. Historcially, players with low grades are not allowed to attend.

Athletic activities such as this support the academic mission of the school, where studies have shown 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.

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 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 Enterprise Rental Vans (District Corporate Account)

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST		BUDGET CODE
Registration	\$ <u>700.00</u>		<u>526/850.00.620.1001.6892.280.0000</u>
Transportation	\$ <u>0.00</u>	Mode <u>Charter Bus</u>	<u>526/850.00.410.2790.6519.280.0000</u>
Rental Car	\$ <u>814.80</u>		<u>526/850.00.410.2790.6519.280.0000</u>
Meals	\$ <u>1,275.00</u>		<u>526/850.00.620.2190.6892.280.0000</u>
Lodging	\$ <u>4,440.85</u>		<u>526/850.00.620.2190.6892.280.0000</u>
Substitutes	\$ <u>400.00</u>		<u>526/850.00.100.1001.6113.280.0000</u>
TOTAL	\$ <u>7,270.65</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? **The trip budget includes all expenses.**

COST TO EACH STUDENT: **\$ 0.00**

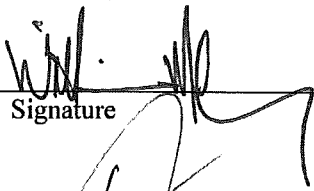
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **The entire trip is paid for using club funds.**

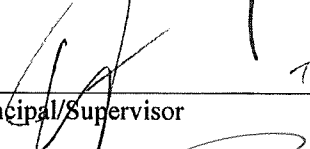
FUNDING SOURCE(S): **Student Families, Club Fundraising Activities, and Tax Credit Donations**


FUNDRAISING ACTIVITIES PLANNED (If applicable):

Volleyball Camps/Clinics, Volleyball Sponsorships, Concessions

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

SUBMITTED BY: _____  _____ 7/24/2023
 Signature Date

APPROVED BY: _____  7/25/23 _____
 Principal/Supervisor Date

_____  _____ 7/25/2023
 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: 53

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

STAFF ADVISOR(S)/CHAPERONES: Emily Bartz, Michael Smith, Bob Jones, Deb Jones, Jane Morrison

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Mt. Carmel Cross Country Invitational. Purpose = To seek out greater competition that we cannot find locally. By seeking out greater competition we hope to build our program and support our efforts of achieving excellence.

DESTINATION OF TRAVEL: Morley Field, San Diego, CA

DATES OF TRAVEL: 9/15-9/17/2023

ACADEMIC BENEFITS TO STUDENTS: Students will be able to experience competition at a higher level which will set them up for greater success later in our season. Students will be able to run faster than they ever have as well as reflect upon how the greater competition helped them to achieve these times.

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 No
Parent Organization Yes, IRTFCC Booster Club

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	450.00	<u>Booster Club</u>
Transportation	<u>5,000.00</u>	<u>Booster Club</u>
Meals	<u>0</u>	<u> </u>
Lodging	5,300.00	<u>Booster Club</u>
Substitutes	<u>300.00</u>	<u>530.00.610.3400.6113.280.0000</u>
TOTAL	<u>\$11,050.00</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? N/A

COST TO EACH STUDENT \$ 350 or less

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Fundraising options and scholarship opportunities if the need presents itself


FUNDING SOURCE(S): IRTFCC Booster Club


FUNDRAISING ACTIVITIES PLANNED (If applicable):

Track and Field Invitationals (previous years)

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

SUBMITTED BY:  7/27/2023
Signature Date

APPROVED BY:  7-27-23
Principal/Supervisor Date

 7/31/2023
Associate Superintendent/Supervisor Date