



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

DATE OF MEETING: April 25, 2023

TITLE: Approval of Out of State Travel

BACKGROUND:

STAFF

Emery Thomure of Canyon del Oro requests permission to attend Professional Development IB Workshops in Keystone, Colorado on June 24-29, 2023. Approximate cost of travel is \$2,669.50 and will be paid using Maintenance and Operating funds. No school days will be missed, and no substitute is required.

STUDENTS

Harriet Matiatos and Jennifer Iandevaia request permission to take seven Donaldson Odyssey of the Mind students to World Finals in East Lansing, Michigan on May 23-28, 2023. Approximate cost of travel is \$17,215 and will be paid using Tax Credit, Club, and Gifts and Donations funds. No school days will be missed, and no substitutes are required.

Pamela Barrett, Mandi Cordell, Colin Cordell, and Cori Friezen request permission to take twenty Innovation Odyssey of the Mind students to World Finals in East Lansing, Michigan on May 23-28, 2023. Approximate cost of travel is \$53,381 and will be paid using Maintenance and Operating, Tax Credit, Gifts and Donations, and Club funds. No school days will be missed, and no substitutes are required.

Lisa DaDeppo, Leann Calvin, Amanda Campion, Cara Jones, and Scott Lassiter request permission to take twenty Canyon del Oro Odyssey of the Mind students to World Finals in East Lansing, Michigan on May 23-28, 2023. Approximate cost of travel is \$33,967.60 and will be paid using Maintenance and Operating, Tax Credit, and Club funds. No school days will be missed, and no substitutes are required.

Sarah Nystedt, Susie Herman, Robyn Yewell, Cristina Baena, Megan George, Kristen Mellinger, Angela Sieminski, Denise King, and Tara Bulleigh request permission to take seven Harelson Odyssey of the Mind students to World Finals in East Lansing, Michigan on May 23-28, 2023. Approximate cost of travel is \$25,960 and will be paid using Maintenance and Operating, and Auxiliary funds. No school days will be missed, and no substitutes are required.

Travel was previously approved at the December 6, 2022 Board meeting for Christian Hill, Stacie Devaney, Alia Luing, Carlee Good, Matthew Lederhos, Jessica Caliva, Matt Hicks, Timothy Rosario, Karen Jones, Scott Little, and Matt Abney to take 88 Wilson Middle School band, orchestra and choir students to Music in the Parks Festival Competition in Anaheim, California on April 27-30, 2023. Chaperones are now Darin Mapes, Christian Hill, Stacie Devaney, Alysondra Chadaz, Leah Coleman, Alyson Delp, Bradley Doleman, Alia Garcia, Carlee Good, Rachel Green, Amy Jones, Bert Jones, Karen Jones, Robert Kaylor, Matthew Lederhos, Misty Little, Jme MacArthur, Dawn Majalca, Michelle Meadows, Luke Peterson, Gini Rosario, Michelle Santoyo.

BUDGET CODE KEY		
001.00.100.2210.6360.282.0000	M & O	Improvement of Instruction, Employee Training, CDO
001.00.100.2210.6582.282.0000	M & O	Improvement of Instruction, Staff Travel, CDO
526.00.610.1001.6892.106.0000	Tax Credit	Classroom Instruction, Student Travel, Donaldson
530.00.610.1001.6892.106.0000	Gifts & Donations	Classroom Instruction, Student Travel, Donaldson
850.00.610.1001.6892.106.0000	Club	Classroom Instruction, Student Travel, Donaldson
001.00.610.1001.6892.119.0000	M & O	Classroom Instruction, Student Travel, Innovation
850.00.610.1001.6892.119.0000	Club	Classroom Instruction, Student Travel, Innovation
526.00.410.2790.6519.119.0000	Tax Credit	Student Transportation, Student Travel, Innovation
530.00.410.2790.6519.119.0000	Gifts & Donations	Student Transportation, Student Travel, Innovation
850.00.610.2190.6892.119.0000	Club	Other Student Support, Staff Travel, Innovation
001.00.610.1001.6892.282.0000	M & O	Classroom Instruction, Student Travel, CDO
526.00.610.1001.6892.282.0000	Tax Credit	Classroom Instruction, Student Travel, CDO
526.00.410.2790.6519.282.0000	Tax Credit	Student Transportation, Student Travel, CDO
526.00.610.2190.6519.282.0000	Tax Credit	Other Student Support, Staff Travel, CDO
850.00.610.2190.6892.282.0000	Club	Other Student Support, Staff Travel, CDO
525.00.610.1001.6892.107.0000	Auxiliary	Classroom Instruction, Student Travel, Harelson
526.00.610.1001.6892.107.0000	Tax Credit	Classroom Instruction, Student Travel, Harelson
001.00.610.1001.6892.107.0000	M & O	Classroom Instruction, Student Travel, Harelson
525.00.410.2790.6519.107.0000	Auxiliary	Student Transportation, Student Travel, Harelson
525.00.100.2190.6892.107.0000	Auxiliary	Other Student Support, Staff Travel, Harelson

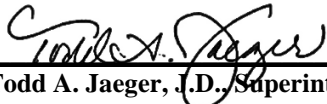
RECOMMENDATION:

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

INITIATED BY:


 Matthew Munger
 Associate Superintendent for Secondary Education

Date: April 18, 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): Emery Thomure _____

SCHOOL: CDO High School
 Department (opt.): IB Dept
 DATE(S): 6/24/23 to 6/29/23

ACTIVITY/EVENT: Professional Development IB Workshops

LOCATION: Keystone Workshop, Keystone, Colorado

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>
Registration	<u>\$1005.00</u>		<u>001-00-100-2210-6360-282-0000</u>
Transportation	<u>\$662.00</u>	Mode <u>Airlines</u>	<u>001-00-100-2210-6582-282-0000</u>
Rental Car	_____		_____
Meals	<u>\$287.50</u>		<u>001-00-100-2210-6582-282-0000</u>
Lodging	<u>\$715.00</u>		<u>001-00-100-2210-6582-282-0000</u>
Substitutes	<u>\$0</u>		_____
TOTAL	<u>\$2669.50</u>		

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


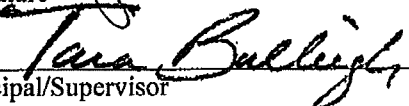

The District will (or) will not receive reimbursement from outside sources.
 * PO must be submitted and approved *prior* to travel to qualify for reimbursement.
 Purpose of travel: IB training

Outcomes and academic benefits to students and staff: Developing expertise in delivering an IB programme course

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:  4/12/23
 Signature Date
 4/12/23
 Principal/Supervisor Date
 4/13/23
 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: Donaldson

ESTIMATED NUMBER OF STUDENTS: 7

NAME OF SCHOOL GROUP/CLUB/ENTITY: Odyssey of the Mind

STAFF ADVISOR(S)/CHAPERONES: Harriet Matiatos, Jennifer Iadevaia

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Odyssey of the Mind World Finals

DESTINATION OF TRAVEL: Michigan State University, East Lansing, MI

DATES OF TRAVEL: 05/23/23-05/28/23

ACADEMIC BENEFITS TO STUDENTS: Students will be practicing problem solving, effective communication, creative and critical thinking in order to solve problems given to their team for competition.

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 Commercial Airline and Vehicle Rentals

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>\$6,615.00</u>	<u>850.00.610.1001.6892.106.0000</u>
		<u>526.00.610.1001.6892.106.0000</u>
		<u>530.00.610.1001.6892.106.0000</u>
		<u>PTO</u>
Transportation: Air Rental Van:	<u>\$9,900.00</u> <u>\$700.00</u>	<u>850.00.610.1001.6892.106.0000</u>
		<u>526.00.610.1001.6892.106.0000</u>
		<u>530.00.610.1001.6892.106.0000</u>
		<u>PTO</u>
TOTAL	<u>\$17,215.00</u>	

Meals and Lodging included in registration cost

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? Fundraisers, Club Funds, Gifts and Donations

COST TO EACH STUDENT \$1,635.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax Credits and Fundraising.

FUNDING SOURCE(S): Club Funds, Tax Credits, PTO, and Gifts and Donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Direct Giving, Wefund4u, Chipotle Night, Mod Pizza Day, Student Activities fundraisers.

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

SUBMITTED BY: Harriet Matiatos 04.3.23
Signature Date

APPROVED BY: [Signature] 4/11/23
Principal/Supervisor Date

[Signature] 4/13/23
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: Innovation

ESTIMATED NUMBER OF STUDENTS: 20

NAME OF SCHOOL GROUP/CLUB/ENTITY: Odyssey of the Mind

STAFF ADVISOR(S)/CHAPERONES: Pamela Barrett, Mandi Cordell, Colin Cordell, Cori Friezen

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Odyssey of the Mind World Finals

DESTINATION OF TRAVEL: Lansing, Michigan

DATES OF TRAVEL: 5/23/23 - 5/28/23

ACADEMIC BENEFITS TO STUDENTS: Odyssey of the Mind challenges students to think creatively and collaboratively to solve problems. Students have competed at local and state levels to achieve this unique opportunity.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Airplane, airport shuttle in Lansing

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	\$14,250 (students)	<u>001.00.610.1001.6892.119</u>
	\$4,410 (coaches)	<u>850.00.610.1001.6892.119</u>
Transportation	<u>\$2,850 (students)</u>	<u>530.00.410.2790.6519.119</u>
	<u>\$4,383 (students)</u>	<u>526.00.410.2790.6519.119</u>
	<u>\$3,822 (coaches)</u>	<u>850.00.610.2190.6892.119</u>
	<u>\$8,231 (parents)</u>	<u>850.00.610.2190.6892.119</u>
Lodging (registration for students includes lodging)	<u>\$15,435 (parents)</u>	<u>850.00.610.2190.6892.119</u>

0

TOTAL

\$53,381

WILL THE DISTRICT RECEIVE REIMBURSEMENT? YES

IF SO, SOURCE & AMOUNTS: All itmes for parents will be paid for by parents - total \$23,666

HOW ARE CHAPERONE EXPENSES PAID? Club funds

COST TO EACH STUDENT \$ \$487 for students who travel with the team

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? TC Scholarships available

FUNDING SOURCE(S): District contribution \$750/student. Amphi Foundation contribution \$150/student. Tax credit contributions and club funds.

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY: Don Sakussa 4/17/23
Signature Date

APPROVED BY: [Signature] 4/17/23
Principal/Supervisor Date

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: Canyon del Oro

ESTIMATED NUMBER OF STUDENTS: 20

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Odyssey of the Mind**

STAFF ADVISOR(S)/CHAPERONES: Lisa DaDeppo, Leann Calvin, Amanda Campion, Cara Jones, Scott Lassiter

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **World Finals Competition for Odyssey of the Mind**

DESTINATION OF TRAVEL: **Michigan State University Lansing, Michigan**

DATES OF TRAVEL: **5/23/23-5/28/23**

ACADEMIC BENEFITS TO STUDENTS: **Students engage in creative problem solving that incorporates physics, fine arts, literature, mechanics, construction, communication, collaboration, and presentation skills. Many of the skills learned and used are transferable to other domains and all are aligned with the portrait of a graduate.**

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

X Academic Content	X Caring	<input type="checkbox"/> Citizenship
X Collaboration	X Communication	X Creative Thinking
X Critical Thinking	X Problem-Solving	

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

X Other Domestic airline travel and rental vans

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	\$14,700.00	001.00.610.2190.6892.282.0000 _____
	\$2,940.00	526.00.610.1001.6892.282.0000 _____
Transportation	<u>\$13,047.60 Flight</u>	<u>526.00.610.2190.6892.282.0000</u>
	<u>\$2,280.00 Rental Vans</u>	<u>526.00.410.2710.6519.282.0000</u>
Meals	<u>Included in Registration</u> \$1000.00 for 3 non included meals and snacks	850.00.610.2190.6892.282.0000 _____
Lodging	<u>Included in Registration</u> _____	_____
Substitutes	N/A	_____
TOTAL	<u>\$33,967.60</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? Through self pay and club money

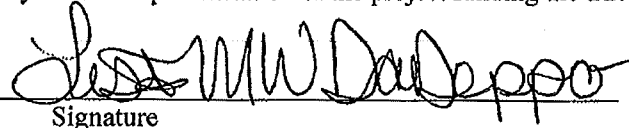
COST TO EACH STUDENT \$ \$1415.65

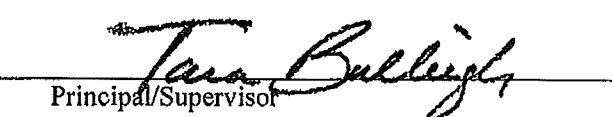
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax credit, club fundraising

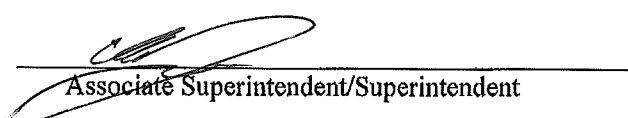
FUNDING SOURCE(S): Tax credit, club, request to Amphi foundation, request to site council

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Spontaneous Workshop held for all Southern AZ OM teams

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

SUBMITTED BY:  4/16/23
Signature Date

APPROVED BY:  4/11/23
Principal/Supervisor Date

 4/11/23
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: Harelson

ESTIMATED NUMBER OF STUDENTS: 7

NAME OF SCHOOL GROUP/CLUB/ENTITY: Odyssey of the Mind

STAFF ADVISOR(S)/CHAPERONES: Sarah Nystedt, Susie Herman, Robyn Yewell, Cristina Baena, Megan George, Kristen Mellinger, Angela Sieminski, Denise King, Tara Bulleigh

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Odyssey of the Mind World Finals

DESTINATION OF TRAVEL: Michigan State University, East Lansing, MI

DATES OF TRAVEL: May 23 - 28, 2023

ACADEMIC BENEFITS TO STUDENTS: Opportunity to compete in front of highly qualified judges in a competition atmosphere against teams from around the world.

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 Commercial Airline and Vehicle Rentals

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>\$11,760</u>	<u>525.526.00.100.1001.6892.107.0000</u> <u>001.00.610.2190.6892.107.0000</u>
Transportation	<u>\$13,000</u>	<u>525.00.410.2790.6519.107.0000</u> <u>001.00.610.2190.6892.107.0000</u>
Meals	<u>\$1200</u>	<u>525.00.100.2190.6892.107.0000</u>
Lodging	<u>Included with Registration</u>	_____
Substitutes	_____	_____
TOTAL	<u>\$25,960</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? Fundraisers

COST TO EACH STUDENT \$ 1650.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax credit donations, direct giving, fundraisers, auxiliary.

FUNDING SOURCE(S): _____ Auxiliary, tax credit and donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Direct Giving

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

SUBMITTED BY: _____

Signature

04.05.23

Date

APPROVED BY: _____

Principal/Supervisor

4-05-23

Date

Associate Superintendent/Superintendent

Date