



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

DATE OF MEETING: **February 22, 2022**

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

BACKGROUND:

STAFF

Curt Simpson from Transportation requests permission to attend Tyler Connect 2022 in Indianapolis, Indiana, May 15-18, 2022. Approximate cost of travel is \$2,458.00 and will be paid using Maintenance and Operations funds.

Jena Krim from Holaway requests permission to attend AVID Summer Institute in San Diego, California, June 26-29, 2022. Approximate cost of travel is \$2,456.50 and will be paid using Title 1 funds. No school days will be missed and no substitutes are required.

Michael McConnell, Mandi Cordell, Ashlyn Lehwald, Rachelle Ferris from Innovation, and Tassi Call from Wetmore request permission to attend International Technology & Engineering Educators Association National Conference in Orlando, Florida, March 9-12, 2022. Approximate cost of travel is \$11,501.58 and will be paid using Results-Based funds. Three school days will be missed and substitutes are required.

Christy Sullivan, Rowdy Frederiksen, Jennifer Letts, Laura Esquibel, Tassi Call, and Michael McConnell from Wetmore request permission to attend National Association of Elementary School Principals (NAESP) in Louisville, Kentucky, July 14-17, 2022. Approximate cost of travel is \$12,754.82 and will be paid using Title II funds. No school days will be missed.

Todd Jaeger, and Matthew Kopec from Wetmore request permission to attend AVID Summer Institute in Denver, Colorado, June 15-18, 2022. Approximate cost of travel is \$3,160.00 and will be paid using Maintenance and Operations funds.

Norma Frye-George, and Andrew Miller from Transportation request permission to attend Arizona Association of School Business Officials (AASBO) Conference in Laughlin, Nevada, April 5-8, 2022. Approximate cost of travel is \$1,380.00 and will be paid using Maintenance and Operations funds.

STUDENTS

Lee Street, and Emery Thomure request permission to take 11 Gallery Club and Entrepreneurship Club students from Canyon Del Oro High School to Portland, Oregon, April 27-May 1, 2022. Approximate cost of travel is \$7,343.00 and will be paid using Student Activities, Tax Credit, and CTE funds. Three school days will be missed and substitutes are required.

Chris and Elethia Yetman request permission to take 9 Academic Decathlon students from Canyon Del Oro High School to Payson, Arizona, April 27-May 1, 2022. Approximate cost of travel is \$5,400.00 and will be paid using Tax Credit and Student Activities funds. Two school days will be missed and substitutes are required.

BUDGET CODE KEY		
001.00.100.2579.6360.528.0000	M & O	Training-Non Instructional Staff, Registration, Transportation
001.00.100.2579.6582.528.0000	M & O	Training-Non Instructional Staff, Staff Travel, Transportation
100.22.100.2210.6360.108.0000	Title 1	Improvement of Instruction, Registration, Holaway
100.22.100.2210.6582.108.0000	Title 1	Improvement of Instruction, Staff Travel, Holaway
457.00.100.2210.6360.119.0000	Results-Based	Improvement of Instruction, Registration, Innovation
457.00.100.2210.6582.119.0000	Results-Based	Improvement of Instruction, Staff Travel, Innovation
140.22.100.2210.6360.119.0000	Title II	Improvement of Instruction, Registration, Innovation
140.22.100.2210.6360.106.0000	Title II	Improvement of Instruction, Registration, Donaldson
140.22.100.2210.6360.108.0000	Title II	Improvement of Instruction, Registration, Holaway
140.22.100.2210.6360.514.0000	Title II	Improvement of Instruction, Registration, School Operations
140.22.100.2210.6360.168.0000	Title II	Improvement of Instruction, Registration, Wilson
140.22.100.2210.6360.110.0000	Title II	Improvement of Instruction, Registration, Nash
140.22.100.2210.6582.119.0000	Title II	Improvement of Instruction, Staff Travel, Innovation
140.22.100.2210.6582.106.0000	Title II	Improvement of Instruction, Staff Travel, Donaldson
140.22.100.2210.6582.108.0000	Title II	Improvement of Instruction, Staff Travel, Holaway
140.22.100.2210.6582.514.0000	Title II	Improvement of Instruction, Staff Travel, School Operations
140.22.100.2210.6582.168.0000	Title II	Improvement of Instruction, Staff Travel, Wilson
140.22.100.2210.6582.110.0000	Title II	Improvement of Instruction, Staff Travel, Nash
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
400.22.460.2790.6519.282.0000	CTE Priority	Student Transportation, Student Travel, CDO
850.00.610.2790.6519.282.0000	Student Activities	Student Transportation, Student Travel, CDO
850.00.610.2190.6892.282.0000	Student Activities	Other Student Support Services, Student Expenses, CDO
260.22.323.2190.6582.282.0000	CTE Basic	Other Student Support Services, Staff Travel, CDO
001.00.100.2579.6360.528.0000	M & O	Training Non-Instructional Staff, Registration, Transportation
001.00.100.2579.6582.528.0000	M & O	Training Non-Instructional Staff, Staff Travel, Transportation

RECOMMENDATION:

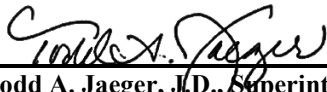
It is the recommendation of the administration that the above travel be approved.

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: February 18, 2022



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): Curt Simpson _____

SCHOOL: District Offices
 Department (opt.): Transportation
 DATE(S): 5/15-18/2022

ACTIVITY/EVENT: Tyler Connect 2022

LOCATION: Indianapolis, IN

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>1099.00</u>	<u>001.00.100.2579.6360.528.0000</u>
Transportation	<u>535.00</u> Mode <u>Air</u>	<u>001.00.100.2579.6582.528.0000</u>
Rental Car	_____	_____
Meals	<u>137.00</u>	<u>001.00.100.2579.6582.528.0000</u>
Lodging	<u>687.00</u>	<u>001.00.100.2579.6582.528.0000</u>
Substitutes	_____	_____
TOTAL	<u>2458.00</u>	

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

Purpose of travel: To learn how to improve productivity and transportation services by getting the most out of Versatrans and explore the use of Traversa.

Outcomes and academic benefits to students and staff: I will be able to learn and interact from and with Tyler Technologies staff, network with industry peers to exchange ideas, insights, best practices and solutions to make better use of our technology investment in my daily work.

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

Submitted by: Curt R. Simpson _____ 2/01/22
 Signature Date

[Signature] _____ 2/01/22
 Principal/Supervisor Date

[Signature] _____ 2/2/22
 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): Jena Krim _____

SCHOOL: Holaway
 Department (opt.): _____
 DATE(S): 6/26/22-6/29/22

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego CA

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)


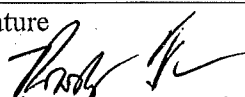
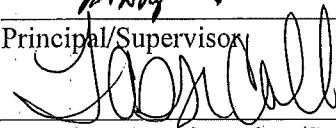
	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
			(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$875.00</u>		<u>100.22.100.2210.6360.108</u>
Transportation	<u>\$618.00</u>	Mode <u>air</u>	<u>100.22.100.2210.6582.108</u>
Rental Car	_____		_____
Meals	<u>\$213.50</u>		<u>100.22.100.2210.6582.108</u>
Lodging	<u>\$750.00</u>		<u>100.22.100.2210.6582.108</u>
Substitutes	_____		_____
TOTAL	<u>\$2,456.50</u>		

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

Purpose of travel: To participate in AVID Summer Institute professional development

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation on their campus and learn valuable best practice strategies to ensure rigorous implementation toward AVID school-wide.

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

Submitted by:  2/2/22
 Signature Date
 2/2/22
 Principal/Supervisor Date
 2/3/22
 Associate Superintendent/Superintendent 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): Tassi Call SCHOOL: Innovation
Michael McConnell Mandi Cordell Department (opt.): School Operations
Ashlyn Lehwald Rachelle Ferris DATE(S): March 9-March 12, 2022

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


ABSENCE: # Days 4 Sub Required: Yes # of School Days Missed 3

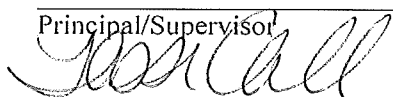
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$2,475.00</u>	<u>457-00-100-2210-6360-119-0000</u>
Transportation	<u>\$4,500.00</u> Mode <u>air</u>	<u>457-00-100-2210-6582-119-0000</u>
Rental Car		_____
Meals	<u>\$980.00</u>	<u>457-00-100-2210-6582-119-0000</u>
Lodging	<u>\$3,126.58</u>	<u>457-00-100-2210-6582-119-0000</u>
Substitutes	<u>\$420.00</u>	<u>457-00-100-2210-6113-119-0000</u>
TOTAL	<u>\$11,501.58</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:  2/7/2022
 Signature Date

 2/7/22
 Principal/Supervisor Date
 Associate Superintendent/Superintendent 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): Christy Sullivan Rowdy Frederiksen SCHOOL: District Offices
J.J. Letts Laura Esquivel Department (opt.): School Operations
Tassi Call Michael McConnell DATE(S): July 14-17, 2022

ACTIVITY/EVENT: NAESP - National Association of Elementary School Principals

LOCATION: Louisville, KY

ABSENCE: # Days 4 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 budget code.)
Registration	<u>\$5,105.00</u>		<u>140-22-100-2210-6360-119/106/108/514/168/110-0000</u>
Transportation	<u>\$4,500.00</u>	Mode <u>air</u>	<u>140-22-100-2210-6582-119/106/108/514/168/110-0000</u>
Rental Car	_____		_____
Meals	<u>\$1,071.00</u>		<u>140-22-100-2210-6582-119/106/108/514/168/110-0000</u>
Lodging	<u>\$2,078.82</u>		<u>140-22-100-2210-6582-119/106/108/514/168/110-0000</u>
Substitutes	_____		_____
TOTAL	<u>\$12,754.82</u>		

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

Purpose of travel: To attend the 2022 Annual Conference of NAESP (National Association of Elementary School Principals).

Outcomes and academic benefits to students and staff: Elementary principals will hear nationally known speakers. They will attend sessions on improving elementary schools and establishing programs to increase student learning.

Submitted by:

Signature

Date

Principal/Supervisor


Date

2/16/22

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 Jaeger Matthew Kopec

SCHOOL: District Offices

Department (opt.): Superintendent

DATE(S): 6/15/22-6/18/22

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: Denver, Colorado

ABSENCE: # Days 4 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>\$398.00</u>	<u>001.00.100.2579.6360.501/502.0000</u>
Transportation	<u>\$500.00</u> Mode <u>Air</u>	<u>001.00.100.2579.6582.501/502.0000</u>
Rental Car	_____	_____
Meals	<u>\$462.00</u>	<u>001.00.100.2579.6582.501/502.0000</u>
Lodging	<u>\$1800.00</u>	<u>001.00.100.2579.6582.501/502.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$3160.00</u>	

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

Purpose of travel: Attend the 2022 AVID Summer Institute and the One-Day District Leadership training.

Outcomes and academic benefits to students and staff: This conference will allow District administration to become better acquainted with AVID principles and learn strategies for improved implementation and development in the District's AVID schools.

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

Submitted by:

Signature _____ Date _____

Principal/Supervisor _____ Date _____

Associate Superintendent/Supervisor _____ Date 2-15-22

**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): Norma Frye -George _____ SCHOOL: District Offices
Andrew Miller _____ Department (opt.): Transportation
 _____ DATE(S): 4/5/22-4/8/22

ACTIVITY/EVENT: Arizona Association of School Business Officials (AASBO) Conference

LOCATION: Laughlin , Nevada

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)



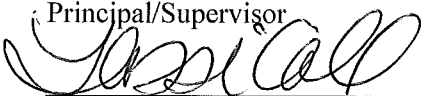
<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>720.00</u>	<u>001.00.100.2579.6360.528.0000</u>
Transportation	<u>507.00</u> Mode <u>District</u>	<u>001.00.100.2579.6582.528.0000</u>
Rental Car	_____	_____
Meals	<u>153.00</u>	<u>001.00.100.2579.6582.528.0000</u>
Lodging	<u>Included</u>	<u>001.00.100.2579.6582.528.0000</u>
Substitutes	_____	_____
TOTAL	<u>1380.00</u>	

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

Purpose of travel: Updates in Transportation. New laws and regulations within AZ public schools.

Outcomes and academic benefits to students and staff: To obtain information on new laws and regulations that will be affecting our transportation department. Updates on Budget, Finance and Purchasing within public schools.

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

Submitted by:  2/17/2022
 Signature Date
 2/17/22
 Principal/Supervisor Date
 2/17/22
 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: CDO

ESTIMATED NUMBER OF STUDENTS: 11

NAME OF SCHOOL GROUP/CLUB/ENTITY: The Gallery Club & The Entrepreneurship Club

STAFF ADVISOR(S)/CHAPERONES: Lee Street, Emery Thomure

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Photographic field trip to Portland, Oregon

DESTINATION OF TRAVEL: Portland, Oregon

DATES OF TRAVEL: April 27, 2022 - May 1, 2022

ACADEMIC BENEFITS TO STUDENTS: Field trips enrich and expand the curriculum, strengthen observation skills by immersing children into (Hands-on) sensory activities and increase children's knowledge in a particular subject area and/or expanding children's awareness of their own communities. Everyone you speak with has a field trip memory.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Air Travel to get there and two rented vehicles from Enterprise Car rental when we get there.

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	_____	_____
	\$475.00	400.22.460.2790.6519.282.0000
Transportation	\$3409.00	850.00.610.2790.6519.282.0000
	student paid	850.00.610.2190.6892.282.0000
Meals	\$504.00	260.22.323.2190.6582.282.0000
	\$2,115.00	850.00.610.2190.6892.282.0000
Lodging	_____	_____

Substitutes \$840.00 400.22.323.2190.6113.282.0000
TOTAL \$7,343.00

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

HOW ARE CHAPERONE EXPENSES PAID? **CTE, Tax Credit, Club Funds**

COST TO EACH STUDENT \$ **Food**

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

FUNDING SOURCE(S): **The Noble Street Gallery (Monthly Shows)**

FUNDRAISING ACTIVITIES PLANNED (If applicable):
The Noble Street Gallery (Monthly Shows)

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

SUBMITTED BY: LSG 2/14/22
Signature Date

APPROVED BY: Tara Bulleyh 2/15/22
Principal/Supervisor Date

[Signature] 2/16/22
Associate Superintendent/Supintendent 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: CDO

ESTIMATED NUMBER OF STUDENTS: 9

NAME OF SCHOOL GROUP/CLUB/ENTITY: Academic Decathlon

STAFF ADVISOR(S)/CHAPERONES: Chris and Elethia Yetman

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Academic Decathlon Retreat

DESTINATION OF TRAVEL: Payson, Arizona

DATES OF TRAVEL: April 27 - May 1, 2022

ACADEMIC BENEFITS TO STUDENTS: Academic Preparations

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: CDO van

Other Rental Vehicle

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$0</u>	_____
Transportation	<u>\$800</u>	<u>526.00.410.2710.6515.282.0000</u> <u>526.00.410.2790.6519.282.0000</u>
Meals	<u>\$1500</u>	<u>850.00.610.1001.6892.282.0000</u>
Lodging	<u>\$2500</u>	<u>850.00.610.1001.6892.282.0000</u>
Substitutes	<u>\$600</u>	<u>850.00.610.1001.6113.282.0000</u>

TOTAL \$5400.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No
IF SO, SOURCE & AMOUNTS: N/A

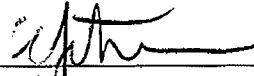
HOW ARE CHAPERONE EXPENSES PAID? Club funds, personal donations

COST TO EACH STUDENT \$ 100


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

FUNDING SOURCE(S): N/A

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Bake Sale/Candy Sale

SUBMITTED BY:  02/11/22
Signature Date

APPROVED BY:  2/11/22
Principal/Supervisor Date

 2/16/2022
Associate Superintendent/Superintendent Date