



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

**DATE OF MEETING:** May 28, 2024

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

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**BACKGROUND:**

**STAFF**

Scott Little requests permission to attend the Arizona School Risk Retention Trust meeting on September 23-25, 2024, in South Carolina (exact location is TBD). The cost of travel is being paid for by the Arizona School Risk Retention Trust. Three school days will be missed, and no substitutes are required.

Nina Godlewski requests permission to attend IB Training Math: Analysis and Approaches Category 2 on June 23-26, 2024, in Tahoe City, California. Approximate cost of travel is \$2,576.00, and will be paid using Maintenance and Operations funds. No school days will be missed, and no substitutes are required.

Nicole Stern requests permission to attend Power Platform Community Conference 2024 on September 15-21, 2024, in Las Vegas, Nevada. Approximate cost of travel is \$5,618.27, and will be paid using Maintenance and Operations funds. Five school days will be missed, and no substitutes are required.

**STUDENTS**

Daron Cross and Margie Cross request permission to take 10 Ironwood Ridge High School Girls Basketball students to Basketball Team Camp on June 21-23, 2024 at University of San Diego in San Diego, California. Approximate cost of travel is \$2,200.00, and will be paid by the Booster Club. No school days will be missed, and no substitutes are required.

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, Employee Travel, CDO
001.00.100.2579.6360.550.0000	M & O	Training-Non Instructional, Employee Training, Technology
001.00.100.2579.6582.550.0000	M & O	Training-Non Instructional, Employee Travel, Technology

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**RECOMMENDATION:**

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

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**INITIATED BY:**

**Matthew Munger**  
Associate Superintendent for Secondary Education

**Date:** May 14, 2024

  
**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): Scott Little \_\_\_\_\_

SCHOOL: District Offices

- - Department (opt.): \_

DATE(S): 9/23/24-9-25/2024

ACTIVITY/EVENT: Arizona School Risk Retetion Trust

LOCATION: South Carolina

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 \_\_\_\_\_

Transportation \_\_\_\_\_

Mode \_\_\_\_\_

Rental Car \_\_\_\_\_

Meals \_\_\_\_\_

Lodging \_\_\_\_\_

Substitutes \_\_\_\_\_

TOTAL 0

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

Purpose of travel: Meeting with Insurance regulators

Outcomes and academic benefits to students and staff: Lower insurance costs to the district

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

Submitted by: \_\_\_\_\_

Signature

5-10-24  
Date

Principal/Supervisor

\_\_\_\_\_ Date

Associate Superintendent/Superintendent

5-10-24  
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): Nina Godlewski

SCHOOL: CDO High School

Department (opt.): IB Math

DATE(S): June 23-26, 2024

ACTIVITY/EVENT: IB Training Math: Analysis and Approaches Category 2

LOCATION: 725 Granlibakken Rd, Tahoe City, CA 96145

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No

# of School Days Missed 0

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>\$1245.00</u>		<u>001-00-100-2210-6360-282-0000</u>
Transportation	<u>\$281.00</u>	Mode <u>airlines</u>	<u>001-00-100-2210-6582-282-0000</u>
Rental Car	<u>\$150.00</u>		<u>001-00-100-2210-6582-282-0000</u>
Meals	<u>      </u>		<u>      </u>
Lodging	<u>\$900.00</u>		<u>001-00-100-2210-6582-282-0000</u>
Substitutes	<u>      </u>		<u>      </u>
TOTAL	<u>\$2576.00</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: IB Training

Outcomes and academic benefits to students and staff: Professional discussion session, facilitated by an experienced IB practitioner. Have the opportunity to share best practices.

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 checked="" 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:

Signature

5/8/24  
Date

Principal/Supervisor

5/8/24  
Date

Associate Superintendent/Superintendent

5/8/24  
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): Nicole Stern SCHOOL: District Offices

- - Department (opt.): Technology

- - DATE(S): 9/15/2024 to 9/21/2024

ACTIVITY/EVENT: Power Platform Community Conference 2024

LOCATION: Las Vegas, NV

ABSENCE: # Days 6 Sub Required: ☐ Yes ☒ No # of School Days Missed N/A

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>2899.00</u>	<u>001.00.100.2579.6360.550.0000</u>
Transportation	<u>695.13</u>	Mode <u>POV/Parking</u> <u>001.00.100.2579.6582.550.0000</u>
Rental Car	<u>      </u>	<u>      </u>
Meals	<u>148.50</u>	<u>001.00.100.2579.6582.550.0000</u>
Lodging	<u>1875.64</u>	<u>001.00.100.2579.6582.550.0000</u>
Substitutes	<u>      </u>	<u>      </u>
TOTAL	<u>5618.27</u>	

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

Purpose of travel: For Additional Training with Microsoft O356 Power Apps

Outcomes and academic benefits to students and staff: Continuing education for current position

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

Submitted by:

[Signature]  
Signature

5-14-2024  
Date

[Signature]  
Principal/Supervisor

5.14.24  
Date

[Signature]  
Associate Superintendent/Superintendent

5/14/2024  
Date

Rec 5/13/24

**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

ESTIMATED NUMBER OF STUDENTS: 10

NAME OF SCHOOL GROUP/CLUB/ENTITY: Girls Basketball

STAFF ADVISOR(S)/CHAPERONES: Daron Cross, Margie Cross

ABSENCE: # Days \_\_\_\_\_ Sub Required: ☐ Yes ☒ No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Basketball Team Camp

DESTINATION OF TRAVEL: University of San Diego 5998 Alcala Park, San Diego CA 92111

DATES OF TRAVEL: June 21-23 2024

1.

ACADEMIC BENEFITS TO STUDENTS: **This team camp is a three-day camp that will allow players to develop and improve their basketball skills. Players will have the chance to work with Univ of San Diego players and experience life on a Division 1 college campus.**

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 checked="" type="checkbox"/> Collaboration	<input checked="" type="checkbox"/> Communication	<input 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 12 passenger Van

Are expenses paid from any of the following accounts? Auxiliary \_\_\_\_\_ Tax Credits \_\_\_\_\_ Club Funds \_\_\_\_\_  
Parent Organization Booster Club

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

	APPROX. COST	BUDGET CODE
Registration	_____	_____
	_____	Booster Pd.
Transportation	<u>\$300 Gas</u>	_____
		Booster Pd.
Meals	_____	_____
	_____	<u>Booster Pd</u>
Lodging	<u>\$190 per player x10</u>	_____
		<u>Players pay</u>
Substitutes	_____	_____
<b>TOTAL</b>	<b><u>\$2,200</u></b>	

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

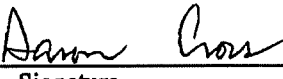
COST TO EACH STUDENT \$ 190

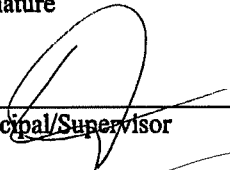
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Booster Club

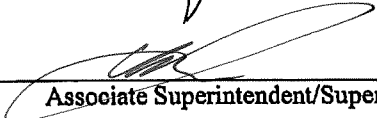
FUNDING SOURCE(S): Booster Club

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
\_\_\_\_\_

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

SUBMITTED BY:  5/18/24  
Signature Date

APPROVED BY:  5-18-24  
Principal/Supervisor Date

 5/18/2024  
Associate Superintendent/Supintendent Date