



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: **January 9, 2024**

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

BACKGROUND:

STUDENTS

Nicolas Holt, Emery Thomure, Linda Abedian, and Janet Reardon request permission to take 35 Canyon del Oro High School Canyon Players to Los Angeles, California on March 17-21, 2024 for a college and career tour. Approximate cost of travel is \$38,000.00 and will be paid using Student Activities and Tax Credit funds. Four school days will be missed. No substitutes are required.

Amphitheater School District has a strong tradition of participation in contests of academic challenges, including the National History Bee, Odyssey of the Mind, Future Problem Solving, and Career and Technical Student organization's (CTSO) national competitions for FCCLA, SkillsUSA, and HOSA. As we have done for the last several years, prior approval is granted without names. Specific information will not be known until the actual events that occur February through June. Approval now allows our schools to begin fundraising.

STAFF

Michelle Valenzuela requests permission to attend National School Public Relations Association President Summit on February 15-16, 2024 in Sacramento, California. The cost of travel will be paid by Arizona School Public Relations Association and National School Public Relations Association. Two school days will be missed, and no substitutes are required.

Seth Stinson and Chris McDoniel request permission to attend Tyler Connect Annual Conference on May 19-22, 2024 in Indianapolis, Indiana. Approximate cost of travel is \$5,469.72 and will be paid using Maintenance and Operations funds. No school days will be missed, and no substitutes are required.

BUDGET CODE KEY		
850.00.610.1001.6892.282.0000	Student Activities	Classroom Instruction, Student Travel, CDO
526.00.610.1001.6892.282.0000	Tax Credit	Classroom Instruction, Student Travel, CDO
850.00.410.2710.6519.282.0000	Student Activities	Student Transportation, Student Travel, CDO
526.00.410.2710.6519.282.0000	Tax Credit	Student Transportation, Student Travel, CDO
850.00.610.2190.6892.282.0000	Student Activities	Other Student Support Services, Student Travel, CDO
526.00.610.2190.6892.282.0000	Tax Credit	Other Student Support Services, Student Travel, CDO
001.00.100.2579.6360.530.0000	M & O	Non-Instructional Training, Employee Training, Human Resources
001.00.100.2579.6582.530.0000	M & O	Non-Instructional Training, Employee Travel, Human Resources

RECOMMENDATION:

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

INITIATED BY:

Matthew Munger
Associate Superintendent for Secondary Education

Date: January 8, 2024

Todd A. Jaeger, J.D., Superintendent

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: 35

NAME OF SCHOOL GROUP/CLUB/ENTITY: Canyon Players

STAFF ADVISOR(S)/CHAPERONES: Nicolas Holt (Advisor), Emery Thomure, Linda Abedian, Janet Reardon

ABSENCE: # Days 5 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: College and Career Tour

DESTINATION OF TRAVEL: Los Angeles, California

DATES OF TRAVEL: March 17, 2024 - March 21, 2024

ACADEMIC BENEFITS TO STUDENTS: Acting/Directing/Playwriting & Technical Theatre students view firsthand a professional television production studio, post-production facilities and costume, scenery and properties shops. Students will tour Sony Pictures Studios and Universal Studios which includes a VIP backstage tour geared specifically to theatrical production. Students will view a live performance of 'Chicago' (based on availability) at the Pantages Theatre. Students will take three college tours at UCLA (based on availability), New York Film Academy, and Cal Northridge (based on availability) highlighting the Theatre, Television & Film departments to see how colleges prepare artists for work in the performing arts. Students will participate in improvisation workshops and attend a ComedySportz performance to view the application of improvisation and participate in a ComedySportz competition where student vie for best improv performance.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Mountain View Bus Lines

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$20,000.00</u>	<u>850/526-00-610-1001-6892-282-0000</u>
	_____	_____
	_____	_____

rev. 9/1/15

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): Michelle Valenzuela _____

SCHOOL: District Offices

____ Department (opt.): _____

DATE(S): Feb. 15-16, 2024

ACTIVITY/EVENT: National School Public Relations Association President Summit

LOCATION: Sacramento, CA

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

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>0</u>	_____
Transportation	<u>0</u> Mode _____	_____
Rental Car	<u>n/a</u> _____	
Meals	<u>0</u> _____	
Lodging	<u>0</u> _____	
Substitutes	<u>0</u> _____	
TOTAL	<u>0</u>	

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

Purpose of travel: Participation in the NSPRA President Summit for state chapter presidents and presidents-elect.

Outcomes and academic benefits to students and staff: The summit will benefit the District by providing training and discussion of key issues affecting schools and Districts throughout the country and working toward improved Communications and Public Relations strategies.

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

Submitted by: Michelle Valenzuela 12/13/2023
Signature Date

Principal/Supervisor _____ Date _____
12-13-2023
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): Seth Stinson _____
Chris McDoniel _____

SCHOOL: District Offices
Department (opt.): Human Resources
DATE(S): May 19-22, 2024

ACTIVITY/EVENT: Tyler Connect Annual Conference

LOCATION: Indiana Convention Center, 100 S. Capitol Ave, Indianapolis, IN 46225

ABSENCE: # Days 3 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>\$ 2,398.00</u>	<u>001.00.100.2579.6360.530.0000</u>
Transportation	<u>\$1,430.00</u> Mode <u>air</u>	<u>001.00.100.2579.6582.530.0000</u>
Rental Car	_____	_____
Meals	<u>\$ 453.00</u>	<u>001.00.100.2579.6582.530.0000</u>
Lodging	<u>\$1,188.72</u>	<u>001.00.100.2579.6582.530.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$5,469.72</u>	

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

Purpose of travel: We will attend this annual conference to learn directly from Tyler Technologies how to make full use of the School ERP Pro products, and network with industry peers to gain insights and improve our performance & productivity with Tyler's applications.

Outcomes and academic benefits to students and staff: To share and implement best practices and solutions learned at the conference in order to make better use of the technology within HR and the District.

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

Submitted by: [Signature] 01.04.24
Signature Date

Principal/Supervisor _____ Date _____
[Signature] 1-5-24
Associate Superintendent/Superintendent Date