



GOVERNING BOARD AGENDA ITEM AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: May 30, 2023

TITLE: Approval of Out of State Travel

BACKGROUND:

STAFF

Matt Munger, A.J. Malis, J.J. Letts, Orante Jenkins, Angela Wichers, and Tara Bulleigh request permission to attend the National Association of Secondary School Principals Ignite 2023 Convention in Aurora, Colorado on July 11-15, 2023. Approximate cost of travel is \$15,132.20 and will be paid using Title II funds. No school days will be missed, and no substitutes are required.

STUDENTS

Chris Gutierrez, Mary Cliff, Mandi Cordell, Shannon Haskins, Chuck Hess, Teresa Irwin, Raul Jimenez, Lori LaRussa, Lindsay Lopez, and Robyn Yewell request permission to take ninety Cross Middle School 8th graders to Washington, D.C. and New York City, NY on March 11-19, 2024. Approximate cost of travel is \$238,150.00 and will be paid using Auxiliary and Tax Credit funds. Four school days will be missed, and substitutes are required.

BUDGET CODE KEY		
140.23.100.2210.6360.510.0000	Title II	Improvement of Instruction, Employee Training, Office of Learning and Instruction
140.23.100.2210.6360.280.0000	Title II	Improvement of Instruction, Employee Training, IRHS
140.23.100.2210.6360.281.0000	Title II	Improvement of Instruction, Employee Training, AHS
140.23.100.2210.6360.282.0000	Title II	Improvement of Instruction, Employee Training, CDO
140.23.100.2210.6360.115.0000	Title II	Improvement of Instruction, Employee Training, Coronado
140.23.100.2210.6360.166.0000	Title II	Improvement of Instruction, Employee Training, AMS
140.23.100.2210.6582.510.0000	Title II	Improvement of Instruction, Employee Travel Office of Learning and Instruction
140.23.100.2210.6582.280.0000	Title II	Improvement of Instruction, Employee Travel, IRHS
140.23.100.2210.6582.281.0000	Title II	Improvement of Instruction, Employee Travel, AHS
140.23.100.2210.6582.282.0000	Title II	Improvement of Instruction, Employee Travel, CDO
140.23.100.2210.6582.115.0000	Title II	Improvement of Instruction, Employee Travel, Coronado
140.23.100.2210.6582.166.0000	Title II	Improvement of Instruction, Employee Travel, AMS
525.00.610.1001.6892.167.0000	Auxiliary	Classroom Instruction, Student Travel, Cross
526.00.610.1001.6892.167.0000	Tax Credit	Classroom Instruction, Student Travel, Cross
525.00.100.1001.6113.167.0000	Auxiliary	Classroom Instruction, Substitutes, Cross

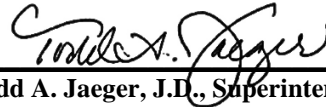
RECOMMENDATION:

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

INITIATED BY:

Matthew Munger
Associate Superintendent for Secondary Education

Date: May 26, 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): Matt Munger A.J. Malis

SCHOOL: School / Site

J.J. Letts Orante Jenkins

Department (opt.): _____

Angela Wichers Tara Bulleigh

DATE(S): July 11-15, 2023

ACTIVITY/EVENT: National Association of Secondary School Principals Ignite 2023 Convention

LOCATION: Gaylord Rockies Resort & Convention Center, 6700 N. Gaylord Rockies Blvd, Aurora, CO

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> (Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$ 4,650.00</u>	<u>140.23.100.2210.6360.510/281/280/115/282/166</u>
Transportation	<u>\$ 2,959.90</u>	Mode <u>air</u> <u>140.23.100.2210.6582.510/281/280/115/282/166</u>
Rental Car	_____	_____
Meals	<u>\$ 1,552.50</u>	<u>140.23.100.2210.6582.510/281/280/115/282/166</u>
Lodging	<u>\$ 5,969.80</u>	<u>140.23.100.2210.6582.510/281/280/115/282/166</u>
Substitutes	_____	
TOTAL	<u>\$15,132.20</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 attend the 2023 Annual Conference of NASSP.

Outcomes and academic benefits to students and staff: To gain new knowledge and collaborate with educators from across the country to better serve our students.

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

<input 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: Maury Thatcher 5/24/23
Signature Date

[Signature] 5/24/23
Principal/Supervisor Date

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: Cross Middle

ESTIMATED NUMBER OF STUDENTS: 90

NAME OF SCHOOL GROUP/CLUB/ENTITY: Cross Middle School 8th grade Social Studies classes

STAFF ADVISOR(S)/CHAPERONES: Mary Cliff, Mandi Cordell, Chris Gutierrez, Shannon Haskins, Chuck Hess, Teresa Irwin, Raul Jimenez, Lori LaRussa, Lindsay Lopez, Robyn Yewell.

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: To visit national and historic landmarks in conjunction with the 8th grade history and civics curriculum, as well as science and music. All students will participate in various group and individual educational competititons, including an essay contest to determine what student will lay a wreath at the Tomb of the Unknown Soldier in Arlington National Cemetery.

DESTINATION OF TRAVEL: Washington, D.C. and New York City, NY

DATES OF TRAVEL: March 11 - March 19, 2024

ACADEMIC BENEFITS TO STUDENTS: The 8th grade social studies curriculum focuses on Civics and Government, that include Civil Right, Structures of Government, Civil Responsibilities, Economics, Human Rights and conflict. Students will tour, the US Capitol, The US Supreme Court, Embassy Row, Arlington National Cemetery, National Museum of African American History and Culture, the Marine Corp War Memorial, National Archives, the Smithsonian Museum of American History, the Holocaust Museum, United Nations, Wall Street, Tenament Housing Museum, and the 9/11 Memorial Museum. Some of the character traits that will be taught and practiced throughtout the trip are: Attentiveness, Citizenship, Caring, Integrity, Obedience, Orderliness, Respect, Responsibility, and Trustworthiness.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Domestic airline flight, and charter buses. All transportation is arranged as part of the trip package by Explorica.

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
	<u>\$235,900.00</u>	<u>525-00-610-1001-6892-167-0000</u>
Registration	_____	<u>526-00-610-1001-6892-167-0000</u>
	_____	_____

Transportation	<u>Included</u>	_____
Meals	<u>Included</u>	_____
Lodging	<u>Included</u>	_____
Substitutes	<u>\$2,250.00</u>	<u>525-100-1001-6113-167-0000</u>
TOTAL	<u>\$238,150.00</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? The trip's package includes the cost of (5) school staff chaperones. All additional chaperones (parent/teacher) will be responsible for paying the full cost of the trip. (Self-pay).

COST TO EACH STUDENT \$ \$2359.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? We will be making financial assistance available to students in need based upon available funds and the depth of need.

FUNDING SOURCE(S): Student families, fundraising activities, and tax credit donations.

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Restaurant dinner fundraisers, and student letters written for local business sponsorship.

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

SUBMITTED BY: Shannon Haskins 5/11/23
 Signature Date

APPROVED BY: [Signature] 5/12/23
 Principal/Supervisor Date

[Signature] 5/15/23
 Associate Superintendent/Superintendent Date