



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

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**DATE OF MEETING:**        **December 10, 2024**

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

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**BACKGROUND:**

**STAFF**

Yemen Bernal requests permission to attend School Social Work Association of America Conference on April 9-12, 2025 in Atlanta, Georgia. Approximate cost of travel is \$1,517.89 and will be paid using Title IV funds. Three school days will be missed, and no substitute is required.

Todd Jaeger requests permission to attend AASA National Conference on Education on March 5-9, 2025 in New Orleans, Louisiana. Approximate cost of travel is \$3,783.00 and will be paid using Maintenance and Operations funds. Three school days will be missed.

Tassi Call, Matt Munger, Elizabeth Jacome, and Julie Valenzuela request permission to attend AVID Summer Institute on June 15-18, 2025 in San Diego, California. Approximate cost of travel is \$9,624.00 and will be paid using Title II funds. No school days will be missed.

Tassi Call, Stephanie Hayes, Stephanie Hillig, Samantha Doyle, Matthew Munger, Tara Bulleigh, David Humphreys, and Chris Gutierrez request permission to attend National Association of Elementary/Secondary School Principal Conference on July 10-13, 2025 in Seattle, Washington. Approximate cost of travel is \$23,079.30 and will be paid using Title II funds. No school days will be missed, and no substitutes are required.

**STUDENTS**

Stephanie Hayes, Lindsay Wong, Ashley Dallman, Sarah Nystedt, Susie Herman, Casey Alexander, Angela Sieminski, Beth Shelton, James Blankenship, Lisa a Silva, Gail Roth, Elyssa Edwards, Kayla Moyle, Yvette Allen, Kelli Parks, Laurence Ruhf, Amanda de Bruin, Briana Rodriguez, and Melissa Crawley request permission to take 76 5<sup>th</sup> and 6<sup>th</sup> grade Harelson students to San Diego, California on April 23-25, 2025 for an Oceanography Science Trip. Approximate cost of travel is \$43,320.00 and will be paid using Auxiliary and Tax Credit funds. Three school days will be missed, and no substitutes are required.

Ammie Cooper, Clair Peterson, and Lizette Portillo request permission to take 15 Ironwood Ridge Pomline students to Dance Team Union National Dance Competition on February 12-18, 2025 in Orlando, Florida. Approximate cost of travel is \$26,403.00 and will be paid using Student Activities and Tax Credit funds. Five school days will be missed, and no substitutes are required.

Veronica Soto and Keara McCombs request permission to take 18 Canyon del Oro Stunt and Cheer students to USA Nationals Competition on February 13-17 2025 in Garden Grove, California. Approximate cost of travel is \$12,410.00 and will be paid using Student Activities funds. Three school days will be missed, and no substitutes are required.

Nikki Sevinsky and Sheila Sevinsky request permission to take 15 Canyon del Oro Varsity Pomline students to National Dance Team Championship on January 30-February 3, 2025 in Orlando, Florida. Approximate cost of travel is \$30,449.90 and will be paid using Student Activities, and Tax Credit funds. Three school days will be missed, and no substitutes are required.

| <b>BUDGET CODE<br/>KEY</b>    |                    |   |
|-------------------------------|--------------------|---|
| 160.25.162.2210.6582.510.0000 | Title IV           | Improvement of Instruction, Employee Travel, Office of Learning and Instruction   |
| 001.00.100.2320.6360.501.0000 | M & O              | Employee Training, Superintendent   |
| 001.00.100.2320.6582.501.0000 | M & O              | Non-Instructional Training, Employee Travel, Superintendent                       |
| 001.00.100.2310.6582.501.0000 | M & O              | Governing Board, Employee Travel, Superintendent                                  |
| 140.25.100.2579.6360.510.0000 | Title II           | Non-Instructional Training, Employee Training, Office of Learning and Instruction |
| 140.25.100.2579.6582.510.0000 | Title II           | Non-Instructional Training, Employee Travel, Office of Learning and Instruction   |
| 140.25.100.2410.6360.510.0000 | Title II           | Office of Principal, Employee Training, Office of Learning and Instruction        |
| 140.25.100.2410.6582.510.0000 | Title II           | Office of Principal, Employee Travel, Office of Learning and Instruction          |
| 525.00.100.1001.6892.107.0000 | Auxiliary          | Classroom Instruction, Student Expenses, Harelson                                 |
| 526.00.100.1001.6892.107.0000 | Tax Credit         | Classroom Instruction, Student Expenses, Harelson                                 |
| 525.00.410.2710.6519.107.0000 | Auxiliary          | Student Transportation, Student Travel, Harelson                                  |
| 526.00.410.2710.6519.107.0000 | Tax Credit         | Student Transportation, Student Travel, Harelson                                  |
| 525.00.100.2190.6892.107.0000 | Auxiliary          | Other Student Support Services, Student Expenses, Harelson                        |
| 526.00.100.2190.6892.107.0000 | Tax Credit         | Other Student Support Services, Student Expenses, Harelson                        |
| 850.00.410.2710.6519.280.0000 | Student Activities | Student Transportation, Student Travel, IRHS                                      |
| 526.00.410.2710.6519.280.0000 | Tax Credit         | Student Transportation, Student Travel, IRHS                                      |
| 850.00.610.2190.6892.280.0000 | Student Activities | Other Student Support Services, Student Expenses, IRHS                            |
| 526.00.610.2190.6892.280.0000 | Tax Credit         | Other Student Support Services, Student Expenses, IRHS                            |
| 850.00.610.1001.6892.282.0000 | Student Activities | Classroom Instruction, Student Expenses, CDO                                      |
| 850.00.610.2190.6892.282.0000 | Student Activities | Other Student Support Services, Student Expenses, CDO                             |
| 526.00.610.2710.6519.282.0000 | Tax Credit         | Student Transportation, Student Travel, CDO                                       |

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**RECOMMENDATION:**

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

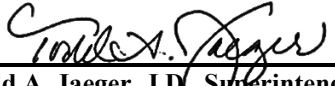
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**INITIATED BY:**

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**Matthew Munger**  
 Associate Superintendent for Secondary Education

**Date: December 9, 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): Yemen Bernal \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: District Offices  
 Department (opt.): Student Services  
 DATE(S): April 9-12, 2025

ACTIVITY/EVENT: School Social Work Association of America (SSWAA)

LOCATION: Atlanta, GA

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>\$0</u>                      | <u>Paid for by the State</u>   |
| Transportation          | <u>\$620.00</u> Mode <u>Air</u> | <u>160-25-162-2210-6582-510-0000</u>   |
| Rental Car              | _____                           | _____  |
| Meals                   | <u>\$185.00</u>                 | <u>160-25-162-2210-6582-510-0000</u>   |
| Lodging                 | <u>\$712.89</u>                 | <u>160-25-162-2210-6582-510-0000</u>   |
| Substitutes             | _____                           | _____  |
| TOTAL                   | <u>\$1,517.89</u>               |  |

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

Purpose of travel: To attend the School Social Work Association of America Conference (SSWAA)

Outcomes and academic benefits to students and staff: Attendance at this conference will greatly benefit my professional growth and development, thus positively impacting the services provided to our students and families.

Submitted by: \_\_\_\_\_  
 Signature Date

Principal/Supervisor \_\_\_\_\_  
 \_\_\_\_\_  
 Date

Associate Superintendent/Superintendent \_\_\_\_\_  
 \_\_\_\_\_  
 Date

11-20-24

**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 Matt Munger  
Elizabeth Jacome Julie Valenzuela

SCHOOL: District Offices  
Department (opt.): Office of Learning & Instruction  
DATE(S): June 15-18, 2025

ACTIVITY/EVENT: AVID 2025 Summer Institute

LOCATION: San Diego, California

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>       |
|----------------|--------------------------|---|--------------------------------------|
|                |                          | <small>(Note: Tax credit contributions are District funds and require a budget code.)</small> |                                      |
| Registration   | <u>\$4,200.00</u>        |   | <u>140.25.100.2579.6360.510.0000</u> |
| Transportation | <u>\$1,768.00</u>        | Mode <u>air</u>   | <u>140.25.100.2579.6582.510.0000</u> |
| Rental Car     | _____                    |   | _____                                |
| Meals          | <u>\$ 896.00</u>         |   | <u>140.25.100.2579.6582.510.0000</u> |
| Lodging        | <u>\$2,760.00</u>        |   | <u>140.25.100.2579.6582.510.0000</u> |
| Substitutes    | _____                    |   | _____                                |
| <b>TOTAL</b>   | <b><u>\$9,624.00</u></b> |   |                                      |

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 participate in AVID Summer Institute professional development.**

Outcomes and academic benefits to students and staff: **Participants will strengthen their understanding of AVID implementation and learn valuable best practice strategies to ensure rigourous implementation toward AVID district-wide.**

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: Mary Thatcher 11/26/24  
Signature Date

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
Tassi Call 11/26/24  
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 Stephanie Hayes Stephanie Hillig SCHOOL: District Offices  
Sam Doyle Matt Munger Department (opt.): Office Of Learning & Instruction  
Tara Bulleigh David Humphreys DATE(S): July 10-13, 2025  
Chris Gutierrez

ACTIVITY/EVENT: NAESP - National Association of Elementary School Principals and NASSP – National Association of  
Secondary School Principals

LOCATION: Seattle, WA

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>\$6,786.00</u>         |                 | <u>140-25-100-2410-6360-510-0000</u>   |
|                | <u>\$2,262.00</u>         |                 | <u>140-25-100-2579-6360-510-0000</u>   |
| Transportation | <u>\$5,106.00</u>         | Mode <u>air</u> | <u>140-25-100-2410-6582-510-0000</u>   |
|                | <u>\$1,701.00</u>         |                 | <u>140-25-100-2570-6582-510-0000</u>   |
| Rental Car     | _____                     |                 | _____  |
| Meals          | <u>\$1,449.00</u>         |                 | <u>140-25-100-2410-6582-510-0000</u>   |
|                | <u>\$483.00</u>           |                 | <u>140-25-100-2570-6582-510-0000</u>   |
| Lodging        | <u>\$3,175.38</u>         |                 | <u>140-25-100-2410-6582-510-0000</u>   |
|                | <u>\$2,116.92</u>         |                 | <u>140-25-100-2570-6582-510-0000</u>   |
| Substitutes    | _____                     |                 |  |
| <b>TOTAL</b>   | <b><u>\$23,079.30</u></b> |                 |  |


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

Purpose of travel: To attend the NAESP - National Association of Elementary School Principals and NASSP – National Association of Secondary School Principals.

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

Submitted by:  12/6/24  
 Signature Date

\_\_\_\_\_  
 Principal/Supervisor Date

 12/6/2024  
 Associate Superintendent/Supintendent Date

**AMPHITHEATER PUBLIC SCHOOLS  
STAFF/STUDENT TRAVEL REQUEST**

*Attach Supporting Documentation as Needed  
Original Submission*

SCHOOL: **Winifred Harelson Elementary**

ESTIMATED NUMBER OF STUDENTS: **76**

NAME OF SCHOOL GROUP/CLUB/ENTITY: **5<sup>th</sup> and 6<sup>th</sup> Grades**

STAFF ADVISOR(S)/CHAPERONES: **Stephanie Hayes, Lindsay Wong, Ashley Dallman, Sarah Nystedt, Susie Herman, Casey Alexander, Angela Sieminski, Beth Shelton, James Blankenship, Lisa Da Silva, Gail Roth, Elyssa Edwards, Kayla Moyle, Yvette Allen, Kelli Parks, Laurence Ruhf, Amanda de Bruin, Briana Ridriguez, Melissa Crawley**

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

ACTIVITY / PURPOSE OF TRAVEL: **5<sup>th</sup> & 6<sup>th</sup> Grade San Diego Oceanography Science Trip**

DESTINATION OF TRAVEL: **San Diego, CA**

DATES OF TRAVEL: **Wednesday, April 23, 2025 - Friday, April 25, 2025**

ACADEMIC BENEFITS TO STUDENTS: **The students will gain hands-on knowledge about oceanography including the following: the composition, properties, and structures of the ocean's layers and zones, the effects that bodies of water have on the climate of a region, the ways scientists explore the Earth's atmosphere and bodies of water. Students will also learn about the ocean biome and participate in the scientific classification of sea life, as well as participate in the dissection of fish. Students will participate in competitions and complete Student Field Guides throughout.**

**Arizona State Standards Addressed:**

- **5.L3U1.10 Construct an explanation based on evidence that the changes in an environment can affect the development of the traits in a population of organisms.**
- **5.L4U3.11 Obtain, evaluate, and communicate evidence about how natural and human-caused changes to habitats or climate can impact populations.**
- **5.L4U3.12 Construct an argument based on evidence that inherited characteristics can be affected by behavior and/or environmental conditions.**
- **5.E2U1.7 Develop, revise, and use models based on evidence to construct explanations about the movement of the Earth and Moon within our solar system.**

**Learning Objectives:**

- **Students will classify and describe the different ocean zones (e.g., Sunlight, Twilight, Midnight, Abyssal) and the types of marine life adapted to live in each zone, explaining how environmental changes affect traits in these populations (5.L3U1.10).**
- **Students will learn how gravitational forces from the Moon and Sun influence ocean tides and explain the interconnectedness of Earth's movements with marine ecosystems (5.E2U1.7).**

- Students will investigate the physical and behavioral adaptations of marine animals, examining how predator-prey relationships, competition, light availability, water temperature, and pressure shape these adaptations (5.L3U1.10, 5.L4U3.11).
- Students will evaluate how natural and human-caused changes, such as climate change and pollution, impact marine habitats and populations. They will propose strategies to reduce human impacts and conserve marine ecosystems (5.L4U3.11).
- Students will compare the ecosystems of kelp forests, tide pools, and the open ocean, identifying traits and adaptations that organisms develop to survive in these diverse habitats (5.L3U1.10).
- Students will understand how inherited traits and environmental factors, such as habitat changes, influence the survival and behavior of marine species (5.L4U3.12).

IDENTIFY WHICH CHARACTERISTICS OF THE PORTRAIT OF GRADUATE ARE SPECIFICALLY RELATED TO THIS EVENT.

- X Academic Content
- X Caring
- X Citizenship
- X Collaboration
- X Communication
- X Creative Thinking
- X Critical Thinking
- X Problem-Solving

PROPOSED METHOD OF TRANSPORTATION:

Transportation approval:

Other **Chartered buses through Project Exploration**

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

*Based on an estimated 76 passengers*

|                                |  |
|--------------------------------|--|
| Registration <b>\$16,720</b>   | <b>525/526-00-100-1001-6892-107-0000</b> |
| Transportation <b>\$12,160</b> | <b>525/526-00-410-2790-6519-107-0000</b> |
| Meals <b>\$2,584</b>           | <b>525/526-00-100-2190-6892-107-0000</b> |
| Lodging <b>\$11,856</b>        | <b>525/526-00-100-2190-6892-107-0000</b> |
| Substitutes <b>\$0</b>         |  |
| <b>TOTAL \$43,320</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? **Chaperones are responsible for their own fees and pay the same price as students.**

COST TO EACH STUDENT **\$570**

HOW IS TRAVEL MADE AVAILABLE TO ALL STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Parent fee waivers can be made available through tax credit designations to this trip. This field trip is optional and ungraded.**

FUNDING SOURCE(S): **Parent payments and tax credits**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

**None**

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

SUBMITTED BY: *Lindsay J. Wong*  
Signature Date

APPROVED BY: *Stephanie Hayes*  
Principal/Supervisor Date

*Yasi Cull*  
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: Ironwood Ridge High School

ESTIMATED NUMBER OF STUDENTS: 15

NAME OF SCHOOL GROUP/CLUB/ENTITY: **IRHS Pomline**

STAFF ADVISOR(S)/CHAPERONES: **3 Ammie Cooper, Claire Peterson and Lizette Portillo**

ABSENCE: # Days 7 Sub Required:  Yes  No # of School Days Missed 5

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Dance Team Union Nationals Dance Competition**

DESTINATION OF TRAVEL: **Orlando, FL**

DATES OF TRAVEL: **February 12-18, 2025**

ACADEMIC BENEFITS TO STUDENTS: **College Recruitment, Exposure and Scholarship**

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

|   |   |   |
|---|---|---|
| <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 type="checkbox"/> Problem-Solving          | <input checked="" type="checkbox"/> Scholarship       |   |

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: \_\_\_\_\_

Other **Southwest Airlines**

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>\$7,805</u>            | <u>Paid by Booters and self-pay</u>      |
| Transportation | <u>\$9,300</u>            | <u>850/526.00.410.2710.6519.280.0000</u> |
| Meals          | <u>\$3,500</u>            | <u>Paid by Boosters and self-pay</u>     |
| Lodging        | <u>\$5,795</u>            | <u>850/526.00.610.2190.6892.280.0000</u> |
| Substitutes    | <u>0</u>                  | <u>_____</u>                             |
| <b>TOTAL</b>   | <b><u>\$26,403.00</u></b> |  |

WILL THE DISTRICT RECEIVE REIMBURSEMENT? 0

IF SO, SOURCE & AMOUNTS: 0

\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

HOW ARE CHAPERONE EXPENSES PAID? Chaperones are the three Pomline Coaches: Head Coach, Assistant Coach and Volunteer Coach- all approved by Amphi. Boosters/ Out of pocket Coaches Pocket

COST TO EACH STUDENT \$1,561.00

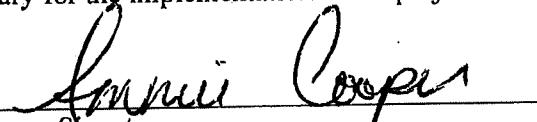
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Boosters Fundraisers, Tax Dollars

FUNDING SOURCE(S): Boosters Fundraisers, Tax Dollars

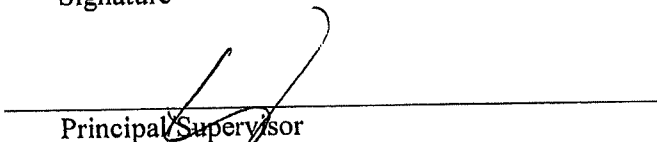
FUNDRAISING ACTIVITIES PLANNED (If applicable):

Banner Sponsorship, Victory, Future Pommie Clinic, Gift Card Raffle, Restaurant Dinners, Apparel/Swag Fundraiser

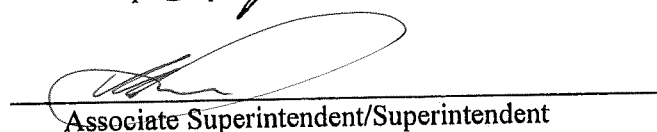
The travel is necessary for the implementation of the project funding the travel.

SUBMITTED BY:   
Signature

10/23/24  
Date

APPROVED BY:   
Principal/Supervisor

10-28-24  
Date

  
Associate Superintendent/Superintendent

12/5/2024  
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 High School

ESTIMATED NUMBER OF STUDENTS: 18

NAME OF SCHOOL GROUP/CLUB/ENTITY: CDO Stunt and Cheer

STAFF ADVISOR(S)/CHAPERONES: Veronica Soto and Keara McCombs

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: USA Nationals Competition

DESTINATION OF TRAVEL: Hampton Inn by Hilton, 11747 Harbor Blvd, Garden Grove, CA 92840

DATES OF TRAVEL: February 13-17, 2025

ACADEMIC BENEFITS TO STUDENTS: Students will have the opportunity to showcase their competition routine on a nationally recognized stage. Providing them opportunities to interact with their teammates, other teams and the experience of a lifetime.

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

- |   |   |   |
|---|---|---|
| <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 | <input checked="" type="checkbox"/> Scholarship       |   |

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: \_\_\_\_\_

Other Individual Parent Transportation

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

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

|                | APPROX. COST  | BUDGET CODE                             |
|----------------|---|---|
| Registration   | (Disney Tickets) <u>\$5500.00</u><br><u>\$3210.00</u> | <u>850.00.610.1001.6892.282.0000</u>    |
| Transportation | _____   | <u>individual parent transportation</u> |
| Meals          | <u>\$150-\$200.00</u>                                 | <u>850.00.610.2190.6892.282.0000</u>    |
| Lodging        | <u>\$3500.00</u>                                      | <u>850.00.610.2190.6892.282.0000</u>    |
| Substitutes    | _____   | _____                                   |
| <b>TOTAL</b>   | <b><u>\$12410.00</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? **N/A**

COST TO EACH STUDENT \$ **est \$689.00**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Year round club fundraising since July 2024**

FUNDING SOURCE(S): **Victory Cookie Sale / Victory Textathon / Spirit Clinic / Showcase**

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

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

SUBMITTED BY: \_\_\_\_\_

Signature

11/20/24  
Date

APPROVED BY: \_\_\_\_\_

Principal/Supervisor

11/22/24  
Date

Associate Superintendent/Supintendent

12/6/2024  
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: 15

NAME OF SCHOOL GROUP/CLUB/ENTITY: CDO Varsity Pomline

STAFF ADVISOR(S)/CHAPERONES: Nikki Sevinsky and Sheila Sevinsky

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: National Dance Team Championship

DESTINATION OF TRAVEL: Orlando, Florida

DATES OF TRAVEL: January 30<sup>th</sup>, 2025 – February 3<sup>rd</sup>, 2025

ACADEMIC BENEFITS TO STUDENTS: Students will set two individual goals and one team goal prior to competing. After competing, students will reflect on their progress towards those goals through a written reflection submitted to the coach. This supports student's written expression, practicing self-evaluation, communication skills, citizenship, and collaboration.

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 American Airlines / UDA Provided Transportation

Are expenses paid from any of the following accounts? Auxiliary NO Tax Credits YES Club Funds YES  
Parent Organization NO

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

|                | APPROX. COST              | BUDGET CODE                          |
|----------------|---------------------------|--------------------------------------|
| Registration   | <u>\$4,500</u>            | <u>850.00.610.1001.6892.282.0000</u> |
| Transportation | <u>\$10,200</u>           | <u>526.00.610.2710.6519.282.0000</u> |
| Meals          | _____                     | _____                                |
| Lodging        | <u>\$15,749.90</u>        | <u>850.00.610.2190.6892.282.0000</u> |
| Substitutes    | _____                     | _____                                |
| <b>TOTAL</b>   | <b><u>\$30,449.90</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? **Students voted to use Club Account funds to pay for chaperones.**

COST TO EACH STUDENT \$ **\$1,000**

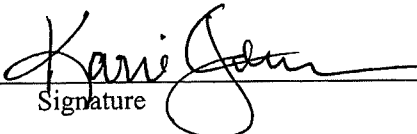
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **The CDO Pomline is holding numerous "big ticket" fundraisers throughout the year to raise funds. Our goal is to only have each athlete pay \$400 out of pocket. The coach has also requested assistance from the CDO Site Council for airfare. Each athlete is being asked to bring in \$600 in Tax Credit donations that will be used for airfare ONLY.**

FUNDING SOURCE(S): **Club Account for Lodging and Registration / Tax Credit for Airfare**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

**CDO Football Spirit Clinic, Victory Fundraising Text-a-Thon, Southern Arizona Spiritline Showcase, CDO Basketball Pom Clinic, Tax Credit donations, restaurant nights.**

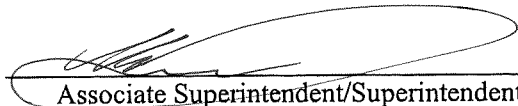
The travel is necessary for the implementation of the project funding the travel.

SUBMITTED BY:   
Signature

12/16/24  
Date

APPROVED BY:   
Principal/Supervisor

12/16/24  
Date

  
Associate Superintendent/Supervisor

12/19/2024  
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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: District Office  
 Department (opt.): Superintendent's Office  
 DATE(S): 3/5/25-3/9/25

ACTIVITY/EVENT: AASA National Conference on Education

LOCATION: New Orleans, LA

ABSENCE: # Days 5 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>\$1345.00</u>        |           | <u>001.00.100.2320.6360.501.0000</u>   |
| Transportation | <u>\$900.00</u>         | Mode: Air | <u>001.00.100.2320.6582.501.0000</u>   |
| Rental Car     | <u>\$350.00</u>         |           | <u>001.00.100.2320.6582.501.0000</u>   |
| Meals          | <u>\$288.00</u>         |           | <u>001.00.100.2320.6582.501.0000</u>   |
| Lodging        | <u>\$900.00</u>         |           | <u>001.00.100.2320.6582.501.0000</u>   |
| <br>TOTAL      | <br><u>\$3783.00</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: Attend the National Conference on Education

Outcomes and academic benefits to students and staff: Attending one of the largest education conferences in the country will enable learning of the latest issues, best practices in public education, and collaboration with superintendents from Pima County and the rest of the country.

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 type="checkbox"/> Creative Thinking |
| <input checked="" type="checkbox"/> Critical Thinking | <input type="checkbox"/> Problem-Solving          |  |

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

Submitted by: \_\_\_\_\_  
 Signature Date

Principal/Supervisor \_\_\_\_\_  
 Date

Todd A. Jaeger  
 Associate Superintendent/Supervisor \_\_\_\_\_  
 Date 11-26-24