



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: March 5, 2024

TITLE: Approval of Out of State Travel

BACKGROUND:

STAFF

Hannah Flippo, Vanessa Miller, Katherine Ratliff, Natalia De la Rocha, and Monica Bermudez request permission to attend AVID Summer Institute 2024 on June 16-19, 2024, in Dallas, Texas. Approximate cost of travel is \$12,265.50 and will be paid using Title I funds. No school days will be missed, and no substitutes required.

Samantha Doyle, Yemen Bernal, Marty Schickling, Karen Belleau, Brittney Gradillas, Makynzie Cornelisse, Jennifer Campbell, Malaya Gladish, Jamoie Soto-Bible, Gabriela Gonzalez, Kris Holt, and Lindsey Gilchrist request permission to attend AVID Summer Institute 2024 on June 16-19, 2024, in Dallas, Texas. Approximate cost of travel is \$25,974.00 and will be paid using Title I funds. No school days will be missed, and no substitutes required.

Timothy Ripp, Mindy Murillo, Laura Stine Lindsay Inglett, and Katrina Perez request permission to attend AVID Summer Institute 2024 on June 16-19, 2024, in Dallas, Texas. Approximate cost of travel is \$12,685.00 and will be paid using Title I funds. No school days will be missed, and no substitutes required.

Walt Mangum requests permission to attend Cisco Training and Conference on June 2-6, 2024, in Las Vegas, Nevada. Approximate cost of travel is \$1,378.91 and will be paid using Maintenance and Operations funds. No school days will be missed, and no substitutes required.

Glenda Arffa, A.J. Malis, Shawn Smith, Michael Schwingbeck, Tracy Baier, Jeanne Velasquez, Raychel Hodges, Lisa Padilla, Nicole Bradbury-Anders, Lawrence Brady, Gary Sandoval, Roland Youngling, Andrea Figueroa, Leighann Reynolds, Bethany Evans, and Kate Guymon request permission to attend AVID Summer Institute 2024 on June 16-19, 2024, in Dallas, Texas. Approximate cost of travel is \$37,305.60 and will be paid using Title I funds. No school days will be missed, and no substitutes required.

JJ Letts, Julie Ramsey, Rebecca Green, Joyce Daigle, Elyse Greenberg, Gina Herchenhahn, Shelley Quevedo, Ariana Dominguez, Lynette Dominguez, Megan Koons request permission to attend AVID Summer Institute 2024 on June 16-19, 2024, in Dallas, Texas. Approximate cost of travel is \$21,496.00 and will be paid using Title I funds. No school days will be missed, and no substitutes required.

Sumaya Frick requests permission to attend ACTE National Work-Based Learning Conference 2024 on April 30, 2024 – May 3, 2024, in Milwaukee, Wisconsin. Approximate cost of travel is \$1,947.78 and will be paid using JTED funds. Four school days will be missed, and no substitutes are required.

Michelle Valenzuela, Sam Henson, and Beth Lake request permission to attend National School Public Relations Association 2024 National Seminar on July 12-18, 2024, in Seattle, Washington. Approximate cost of travel is \$12,458.00 and will be paid using Maintenance and Operations funds. No school days will be missed, and no substitutes are required.

STAFF - continued

Tassi Call, Trechel Valentin, JJ Letts, Michael McConnell, Chris Trimble, Matt Munger, Orante Jenkins, Chris Gutierrez, Susan Shoopman, and Tara Bulleigh request permission to attend National Association of Elementary and Secondary School Principals Conference on July 14-17, 2024, in Nashville, Tennessee. Approximate cost of travel is \$23,149.84 and will be paid using Title II funds. No school days will be missed, and no substitutes are required.

Todd Jaeger requests permission to attend Odyssey of the Mind World Finals on May 20-24, 2024, in Ames, Iowa. Approximate cost of travel is \$2,513.00 and will be paid using Maintenance and Operations funds. No school days will be missed, and no substitutes are required.

STUDENTS

Richard Diaz and Stileda Rose request permission to take 15 Amphitheater High School Future Computer Science students to Disney Imagination Campus on March 18-21, 2025 in Anaheim, California. Approximate cost of travel is \$15,234.36 and will be paid using club and Education Innovation & Research Grant fund. No school days will be missed, and no substitutes required.

| BUDGET CODE KEY | | |
|-------------------------------|---------|--|
| 001.00.200.2210.6360.112.0000 | M & O | Improvement of Instruction, Employee Training, Walker |
| 001.00.200.2210.6582.112.0000 | M & O | Improvement of Instruction, Employee Travel, Walker |
| 100.24.100.2210.6360.111.0000 | Title I | Improvement of Instruction, Employee Training, Prince |
| 100.24.100.2579.6360.111.0000 | Title I | Training Non-Instructional, Employee Training, Prince |
| 100.24.100.2210.6582.111.0000 | Title I | Improvement of Instruction, Employee Travel, Prince |
| 100.24.100.2579.6582.111.0000 | Title I | Training Non-Instructional, Employee Travel, Prince |
| 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 |
| 100.24.100.2210.6360.281.0000 | Title I | Improvement of Instruction, Employee Training, AHS |
| 100.24.100.2579.6360.281.0000 | Title I | Training Non-Instructional, Employee Training, AHS |
| 100.24.100.2210.6582.281.0000 | Title I | Improvement of Instruction, Employee Travel, AHS |
| 100.24.100.2579.6582.281.0000 | Title I | Training Non-Instructional, Employee Travel, AHS |
| 100.24.100.2210.6360.115.0000 | Title I | Improvement of Instruction, Employee Training, Coronado |
| 100.24.100.2579.6360.115.0000 | Title I | Training Non-Instructional, Employee Training, Coronado |
| 100.24.100.2210.6582.115.0000 | Title I | Improvement of Instruction, Employee Travel, Coronado |
| 100.24.100.2579.6582.115.0000 | Title I | Training Non-Instructional, Employee Travel, Coronado |
| 596.00.300.2210.6360.515.0000 | JTED | Improvement of Instruction, Employee Training, Associate Superintendent for Secondary Ed |
| 596.00.300.2210.6582.515.0000 | JTED | Improvement of Instruction, Employee Travel, Associate Superintendent for Secondary Ed |
| 001.00.100.2579.6360.503.0000 | M & O | Training Non-Instructional, Employee Training, Director of Communications |

| | | |
|-------------------------------|--------------------|---|
| 001.00.100.2579.6582.503.0000 | | Training Non-Instructional, Employee Travel, Director of Communications |
| 850.00.610.1001.6892.281.0000 | Student Activities | Classroom Instruction, Student Travel, AHS |
| 380.25.460.2790.6519.282.0000 | EIR Grant | Student Transportation, Student Travel, AHS |
| 850.00.610.2190.6892.281.0000 | Student Activities | Other Student Support Services, Student Travel, AHS |
| 140.24.100.2210.6360.510.0000 | Title II | Improvement of Instruction, Employee Training, Office of Learning and Instruction |
| 140.24.100.2210.6582.510.0000 | Title II | Improvement of Instruction, Employee Travel, Office of Learning and Instruction |
| 001.00.100.2579.6360.501.0000 | M & O | Training Non-Instructional, Employee Training, Superintendent |
| 001.00.100.2579.6582.501.0000 | M & O | Training Non-Instructional, Employee Travel, Superintendent |

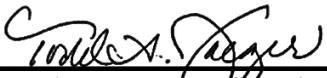
RECOMMENDATION:

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

INITIATED BY:


 Matthew Munger
 Associate Superintendent for Secondary Education

Date: March 4, 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): Flippo, Hannah Vanessa Miller SCHOOL: Walker Elementary School
Ratliff, Katherine De la Rocha, Natalia Department (opt.): _____
 DATE(S): June 16, 2024 – June 20, 2024

ACTIVITY/EVENT: 2024 AVID Summer Institute

LOCATION: Dallas, TX

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> |
|----------------|--|--------------------------------------|
| Registration | <u>\$1,099.00 X 4 = \$4,396.00</u> | <u>100.24.100.2210.6360.112.0000</u> |
| Transportation | <u>Total: \$2,300</u> Mode Air | <u>100.24.100.2210.6582.112.0000</u> |
| | Airline <u>\$550 x 4 = \$2,200</u> | |
| | Airport Parking <u>\$5.00 x 5 days x 4 employees = \$100</u> | |
| Meals | <u>265.50 X 4 = \$1,062</u> | <u>100.24.100.2210.6582.112.0000</u> |
| Lodging | <u>\$214 x 4 nights X 2 rooms = \$1,712</u> | <u>100.24.100.2210.6582.112.0000</u> |
| TOTAL | <u>\$9,470</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.

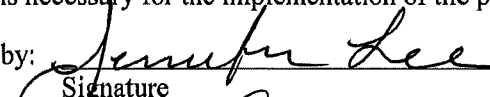
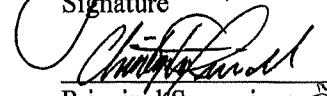
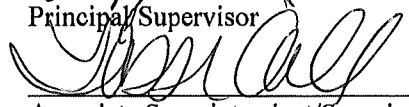
Purpose of travel: **To participate in AVID Summer Institute professional Development.**

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.**

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

- | | | |
|---|---|---|
| <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 | |

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

Submitted by:  2/12/24
 Signature Date
 2/12/24
 Principal/Supervisor Date
 2/12/24
 Associate Superintendent/Supintendent 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): Bermudez, Monica

SCHOOL: Walker Elementary School

Department (opt.): _____

DATE(S): June 16, 2024 – June 20, 2024

ACTIVITY/EVENT: 2024 AVID Summer Institute

LOCATION: Dallas, TX

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> |
|---|---|--------------------------------------|
| Registration | <u>\$1,099.00 X 1 = \$1,099.00</u> | <u>100.24.100.2210.6360.112.0000</u> |
| Transportation Total: \$575 Mode Air | | <u>100.24.100.2210.6582.112.0000</u> |
| Airline <u>\$550 x 1 = \$550</u> | | |
| Airport Parking <u>\$5.00 x 5 days x 1 employees = \$25</u> | | |
| Meals | <u>265.50 X 1 = \$265.50</u> | <u>100.24.100.2210.6582.112.0000</u> |
| Lodging | <u>\$214 x 4 nights X 1 rooms = \$856</u> | <u>100.24.100.2210.6582.112.0000</u> |
| TOTAL | <u>\$2,795.50</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 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.

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

- | | | |
|---|---|---|
| <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 | |

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

Submitted by: Jennifer Lee 2/13/2024
 Signature Date
[Signature] 2/13/24
 Principal/Supervisor Date
[Signature] _____
 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): Samantha Doyle, Yemen Bernal, Marty Schilding, Karen Belleau, Brittney Gradillas, Malynzie Cornelisse, Jennifer Campbell, Malaya Gladish, Jamoie Soto-Bible, Gabriela Gonzalez, Keis Holt,

Lindsey Gilchrist _____

SCHOOL: School / Site

- - Department (opt.): -

DATE(S): 6/16/2024-6/19/2024

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: Dallas, Texas

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>11988.00</u> | <u>100-24-100-2110/2579-6360-111</u> |
| Transportation | <u>4800.00</u> Mode <u>air</u> | <u>100-24-100-2110/2579-6582-111</u> |
| Rental Car | _____ | _____ |
| Meals | <u>3186.00</u> | <u>100-24-100-2110/2579-6582-111</u> |
| Lodging | <u>6000.00</u> | <u>100-24-100-2110/2579-6582-111</u> |
| Substitutes | _____ | _____ |
| TOTAL | <u>25974.00</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: [Signature] _____ 2/16/202
Signature Date

[Signature] _____ 2/16/202
Principal/Supervisor Date

[Signature] _____ 2/16/24
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): Mindy Murillo, Laura Stine
Timothy Ripp Lindsay Inglett
Katrina Perez

SCHOOL Mesa Verde Elementary

Department (opt.): _____

DATE(S): 06/16/24 – 06/19/24

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: Dallas

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>4396.00</u> | | <u>100.24.100.2210.6360.116.0000</u> |
| | 1099.00 | | 100.24.100.2579.6360.116.0000 |
| Transportation | <u>2150.00</u> | Mode <u>AIR</u> | <u>100.24.100.2210.6582.116.0000</u> |
| | 540.00 | | 100.24.100.2579.6582.116.0000 |
| Uber/Parking | <u>400.00</u> | | <u>100.24.100.2210.6582.116.0000</u> |
| | 100.00 | | 100.24.100.2579.6582.116.0000 |
| Meals | <u>1040.00</u> | | <u>100.24.100.2210.6582.116.0000</u> |
| | 260.00 | | 100.24.100.2579.6582.116.0000 |
| Lodging | <u>2700.00</u> | | <u>100.24.100.2210.6582.116.0000</u> |
| | | | |
| TOTAL | <u>12685.00</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: to participate in Avid Summer Institute Professional Development

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

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: _____

Signature

Date

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): Walt Mangum _____
 - - Department (opt.): IT
 - _____

SCHOOL: District Offices
 DATE(S): 6/02/24-6/06/24

ACTIVITY/EVENT: Cisco Training and Conference

LOCATION: Las Vegas, NV

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

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>Paid for with credits</u> | | <u>N/A</u> |
| Transportation | <u>843.74</u> Mode _____ | | <u>001.00.100.2579.6582.550.0000</u> |
| Rental Car | _____ | | _____ |
| Meals | <u>206.50</u> | | <u>001.00.100.2579.6582.550.0000</u> |
| Lodging | <u>873.00</u> | | <u>001.00.100.2579.6582.550.0000</u> |
| Substitutes | _____ | | _____ |
| TOTAL | <u>1378.91</u> | | |

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

Purpose of travel: Network Administration and Security Training

Outcomes and academic benefits to students and staff: Securing the network for the district.

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

Submitted by: [Signature] _____ 2-16-24
 Signature Date
[Signature] _____ 2-16-24
 Principal/Supervisor Date
[Signature] _____ 2/10/24
 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): Glenda Arffa, AJ Malis, Shawn Smith, Michael Schwingbeck, Tracy Baier, Jeanne Velasquez, Raychel Hodges, Lisa Padilla, Nicole Bradbury-Anders, Lawrence Brady, Gary Sandoval, Roland Youngling, Andrea Figueroa, Leighann Reynolds, Bethany Evans, Kate Guymon, (1) TBD

SCHOOL: **AHS Department** (opt.):

DATE(S): 6/16/24- 6/19/24

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: Hyatt Regency 300 Reunion Blvd, Dallas, TX 75207

ABSENCE:4 # Days 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 | \$999 pp X 16= <u>\$15,984</u> | 100.24.100.2210.6360.281.00000 100.24.100.2579.6360.281.0000 |
| Transportation | \$548.35 per ticket X16= <u>\$8773.60</u> | 100.24.100.2210.6582.281.0000 100.24.100.2579.6582.281.0000 |
| Mode air and Uber | NTE <u>\$ 350.00</u> | |
| Rental Car | 0 | |
| Meals | NTE <u>\$4148.00</u> | 100.24.100.2210.6582.281.0000 100.24.100.2579.6582.281.0000 |
| Lodging | \$219 per tax X 11 rooms X 3 nights =NTE <u>\$8050.00</u> | 100.24.100.2210.6582.281.0000 100.24.100.2579.6582.281.0000 |
| Substitutes | 0 | |
| TOTAL | \$ <u>37305.60</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: Personalize Learning instruction and planning.

Outcomes and academic benefits to students and staff: Teachers will learn current, new and innovative instructional strategies in the areas of Writing Inquiry Collaboration Organization and Reading (WICOR) For students' academic success that supports post-secondary endeavors.

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: Glenda Arffa 2-19-24
Signature Date

2/21/24
Principal/Supervisor Date

2/21/2024
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): JJ Letts, Julie Ramsey, Rebecca Green, Joyce Daigle, Elyse Greenberg, Gina Herchenhahn, Shelley Quevedo, Ariana Dominguez, Lynette Dominguez, Megan Koons SCHOOL: Coronado K-8

DATE(S): June 16th - 19th, 2024

ACTIVITY/EVENT: 2024 Advancement Via Individual Determination (AVID) Summer Institute
LOCATION: Dallas, TX

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>9,990.00</u> | <u>100.24.100.2210/2579.6360.115.0000</u> |
| Transportation (Air) | <u>4,941.00</u> | <u>100.24.100.2210/2579.6582.115.0000</u> |
| Meals | <u>2,065.00</u> | <u>100.24.100.2210/2579.6582.115.0000</u> |
| Lodging | <u>4,500.00</u> | <u>100.24.100.2210/2579.6582.115.0000</u> |
| Substitutes | <u>0</u> | |
| TOTAL | <u>\$21,496.00</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: To participate in AVID Summer Institute Professional Development

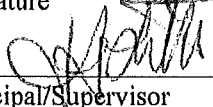
Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation on our campus and learn valuable best practice strategies to ensure rigorous implementation toward AVID School-Wide.

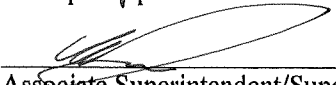
Identify which characteristics of the Portrait of Graduate are specifically related to this request.

- | | | |
|---|---|---|
| <input 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 | |

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

Submitted by:  Feb 26, 2024
Signature Date

 Feb 26, 2024
Principal/Supervisor Date

 2/26/2024
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): Sumaya Frick _____

SCHOOL: Wetmore
 Department (opt.): CTE
 DATE(S): 4/30/24-5/3/24

ACTIVITY/EVENT: ACTE NATIONAL WORK-BASED LEARNING CONFERENCE, 2024

LOCATION: 400 W Wisconsin Ave, Milwaukee, WI 53203

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>\$475.00</u> | | <u>596.00.300.2210.6360.515.0000</u> |
| Transportation | <u>\$710.00</u> | Mode <u>air</u> | <u>596.00.300.2210.6582.515.0000</u> |
| Rental Car | <u>N/A</u> | | _____ |
| Meals | <u>\$165.00</u> | | <u>596.00.300.2210.6582.515.0000</u> |
| Lodging | <u>\$597.78</u> | | <u>596.00.300.2210.6582.515.0000</u> |
| Substitutes | <u>N/A</u> | | _____ |
| TOTAL | <u>\$1,947.78</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: : **More than 1,000 CTE professionals will gather to discuss and collaborate on current and future work-based learning, initiatives that include: apprenticeships, building capacity and career readiness, management systems and structures to increase scale and capacity, designing a truly accessible work-based learning program, building employer confidence to overcome safety and insurance issues, scaling out of school time and summer opportunities for high school students, business and education handshake approach, data and program sustainability, growing social capital for all students, building bridges to foster better outcomes, introducing K-8 students to the world of work.**

Outcomes and academic benefits to students and staff: **The content of this conference will substantially increase integrated academic programs and WBL strategies and actions already in place, while offering new responsive approaches to college and career readiness requirements for all students, families and community.**

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

- | | | |
|---|---|---|
| <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 | |

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

Submitted by

Signature

Date

Date

Date

Principal/Supervisor

Associate Superintendent/Superintendent

rev. 6/1/2022

[Handwritten Signature]
 2/29/2024
[Handwritten Signature]
 2/29/2024
[Handwritten Signature]
 2/29/2024

**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
Sam Henson Beth Lake Department (opt.): Communications
 _____ DATE(S): July 12-18, 2024

ACTIVITY/EVENT: National School Public Relations Association 2024 National Seminar

LOCATION: Seattle, WA

ABSENCE: # Days 7 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> |
|----------------|---------------------------|-----------------|---------------------------------------|
| Registration | <u>\$3180.00</u> | | <u>001.00.100.2579.6360. 503.0000</u> |
| Transportation | <u>\$3300.00</u> | Mode <u>Air</u> | <u>001.00.100.2579.6582. 503.0000</u> |
| Rental Car | <u>0</u> | | |
| Meals | <u>\$1422.00</u> | | <u>001.00.100.2579.6582. 503.0000</u> |
| Lodging | <u>\$4556.00</u> | | <u>001.00.100.2579.6582.503.0000</u> |
| Substitutes | <u>0</u> | | |
| TOTAL | <u>\$12,458.00</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.

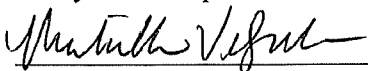
Purpose of travel: Attend the NSPRA 2024 National Seminar

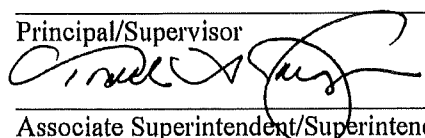
Outcomes and academic benefits to students and staff: Interact with other school Public Relations experts to learn about the most current and innovative communication strategies to implement into District practices.

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

- | | | |
|---|---|---|
| <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 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:  2-26-2024
 Signature Date

Principal/Supervisor _____ Date _____
 2-26-24
 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 Trechel Valentin JJ Letts
Michael McConnell Chris Trimble
Matt Munger Orante Jenkins
Chris Gutierrez Susan Shoopman Tara Bulleigh

SCHOOL: District Offices
Department (opt.): Office Of Learning & Instruction
DATE(S): July 14-17, 2024

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

LOCATION: Nashville, TN

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> |
|----------------|-------------------------|-----------------|--------------------------------------|
| Registration | <u>\$7,714.00</u> | | <u>140-24-100-2210-6360-510-0000</u> |
| Transportation | <u>\$6,510.00</u> | Mode <u>air</u> | <u>140-24-100-2210-6582-510-0000</u> |
| Rental Car | _____ | | _____ |
| Meals | <u>\$2,415.00</u> | | <u>140-24-100-2210-6582-510-0000</u> |
| Lodging | <u>\$6,510.84</u> | | <u>140-24-100-2210-6582-510-0000</u> |
| Substitutes | _____ | | _____ |
| TOTAL | <u>\$23,149.84</u> | | |

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: Tassi Call 3-1-24
Signature Date

Principal/Supervisor _____ Date _____
[Signature] 3/4/24
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 _____

SCHOOL: District Offices
 Department (opt.): Superintendent's Office
 DATE(S): 5/20/24-5/24/24

ACTIVITY/EVENT: Odyssey of the Minds World Finals

LOCATION: Ames, IA

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> |
|----------------|-------------------------|-----------------|--------------------------------------|
| Registration | _____ | | _____ |
| Transportation | <u>\$1200.00</u> | Mode <u>air</u> | <u>001.00.100.2579.6582.501.0000</u> |
| Rental Car | <u>\$250.00</u> | | <u>001.00.100.2579.6582.501.0000</u> |
| Meals | <u>\$243.00</u> | | <u>001.00.100.2579.6582.501.0000</u> |
| Lodging | <u>\$820.00</u> | | <u>001.00.100.2579.6582.501.0000</u> |
| Substitutes | _____ | | _____ |
| TOTAL | <u>\$2513.00</u> | | |

(Note: Tax credit contributions are District funds and require a budget code.)

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

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

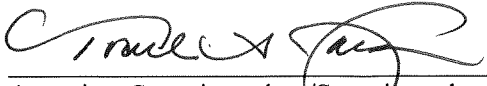
Purpose of travel: Attend the OM World Finals

Outcomes and academic benefits to students and staff: The purpose is to support the District teams competing in the OM World Finals. Odyssey of the Mind is an academic competition with robust participation in the district.

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 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: _____
 Signature Date

 Associate Superintendent/Superintendent 3-4-24
 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: Amphitheater High School

ESTIMATED NUMBER OF STUDENTS: 15 with the potential of more (will add chaperones as needed to meet the 1:10 ratio)

NAME OF SCHOOL GROUP/CLUB/ENTITY: Future Comp. Sci of Amphi- 1240

STAFF ADVISOR(S)/CHAPERONES: Mr. Richard Diaz and Ms. Stileda Rose

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Computer Science students will get to experience Disney Imagination Campus to see how technology is used inside Disneyland.

DESTINATION OF TRAVEL: Disneyland 1313 S. Disneyland Drive Anaheim, CA 92802

DATES OF TRAVEL: March 18th, 19th, 20th, 21st, 2025 (over Spring Break 2025)

ACADEMIC BENEFITS TO STUDENTS: Students will get an inside look at how Disney Imagineers use technology to create the "Disney Magic" which will support how Disney creates the "happiest place on earth" feeling for all guests. Students will experience how technology will add to the experience when they observe how technology interacts with live performances, rides, and shows which all come together to bring an understanding of how Disney creates and maintains each ride.

Key Learning Objectives:

After completing this workshop, participants will be able to:

- **Describe Walt Disney's contributions to progress and utilization of technology in theme park experiences.**
- **Define the difference between hydraulics and pneumatics and explain the benefits of each.**
- **Understand how sound and light can impact the emotions in a given experience.**
- **Gain knowledge of the history and progression of theme park technologies.**
- **Experience the versatility of specific technology being used in very different ways.**
- **Articulate how acoustical engineering applies to the design of our spaces.**

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 Mountain View Tour Bus

Are expenses paid from any of the following accounts? Auxiliary _____ Tax Credits _____ Club Funds
Parent Organization _____ EIR Grant **(will be paying for transportation)**

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

| | APPROX. COST | BUDGET CODE |
|----------------|--|--------------------------------------|
| Registration | <u>\$6,698.00^{*#}</u> | <u>850.00.610.1001.6892.281.0000</u> |
| Transportation | <u>\$6,984.00^{^#}</u> | 380.25.460.2790.6519.282.0000 |
| Meals | <u>\$900.00^{*#}</u> | <u>850.00.610.2190.6892.281.0000</u> |
| Lodging | <u>\$7,636.36^{*#}</u> | <u>850.00.610.2190.6892.281.0000</u> |
| Substitutes | <u>\$0.00</u> | _____ |
| TOTAL | <u>\$15,234.36^{^#}</u> | |

* - This is an estimate of using 15 students as Imagination Campus requires a minimum of 15 students. Cost may increase depending on student count higher than 15.

^ - EIR Grant will be paying for transportation; this cost is not part of the overall student cost.

- Prices have a 20% increase due to inflation of cost. Amounts will not be adjusted at the end of May 2024.

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? **The advisor and chaperone will pay half of cost and club will pay the other half.**

COST TO EACH STUDENT **\$1,015.63^{*#}**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Future Comp. Sci of Amphi will be doing fundraising events from August 2024 to December 2024 to offset the cost or pay entire per student cost.**

FUNDING SOURCE(S): **Future Computer Science of Amphi-1240**

FUNDRAISING ACTIVITIES PLANNED (If applicable): **Eggee's sales, Candy sales, popcorn sales, and a restaurant fundraising, and other fundraising activities will be added if needed.**

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

SUBMITTED BY: Richard J. Diaz, Jr. 2/1/24
Signature Date

APPROVED BY: M. J. Arlbe 2/6/24
Principal/Supervisor Date

[Signature] 2/6/2024
Associate Superintendent/Superintendent Date