

GOVERNING BOARD AGENDA ITEM AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: January 23, 2024

TITLE: Approval of Out of State Travel

BACKGROUND:

STAFF

Andrew Szczepaniak, Mary Cliff, Rosa Nicholas, Anastasia Schrimpf, Krystal Petrosky, Jennifer Iadevaia, and Danny Ewy request permission to attend AVID Summer Institute on June 16-19, 2024 in Dallas, Texas. Approximate cost of travel is \$18,566.00 and will be paid using Title I funds. No school days will be missed, and no substitutes are required.

Cliff Wadhams, Beverly Nixon, and Sandra Keefe request permission to attend Tyler Connect 2024 on May 18-24, 2024 in Indianapolis, Indiana. Approximate cost of travel is \$8,747.00 and will be paid using Maintenance and Operations funds. No school days will be missed, and no substitutes are required.

Todd Jaeger, Tassi Call, Matt Munger, Elizabeth Jacome, Julie Valenzuela, Jason Weaver, Orante Jenkins, Emily Rios request permission to attend AVID Summer Institute on June 16-19, 2024 in Dallas, Texas. Approximate cost of travel is \$21,231.00 and will be paid using Title II funds. No school days will be missed, and no substitutes are required.

Angela Wichers, Jennifer Queiruga, Nate Ayers, Katherine Sheffield, Paul Avila, Caitlyn Grosse, and Jonathan Malone request permission to attend AVID Summer Institute on June 16-19, 2024 in Dallas, Texas. Approximate cost of travel is \$18,151.00 and will be paid using Title I funds. No school days will be missed, and no substitutes are required.

Neely Johnson, Andrea Veytia, Bryan Minson, Cyra Sadowl, Victoria Loving, Justin Chaven, Monique Berry-Kelley, and David Humphreys request permission to attend AVID Summer Institute on June 16-19, 2024 in Dallas, Texas. Approximate cost of travel is \$20,262.00 and will be paid using Title I funds. No school days will be missed, and no substitutes are required.

Jessica Jarrett, Kristen Alvarez, Heather Callies, Shari Loussou-Lossavi, Jim Buckwalter, Ashley Anders, Julissa Kadous, Angelica Wright, and Annabelle Fine request permission to attend AVID Summer Institute on June 16-19, 2024 in Dallas, Texas. Approximate cost of travel is \$25,327.00 and will be paid using Title I funds. No school days will be missed, and no substitutes are required.

Todd Jaeger requests permission to attend LRP's National Institute on legal Issues of Educating Individuals with Disabilities on May 4-9, 2024 in Savannah, Georgia. Approximate cost of travel is \$5,633.35 and will be paid using Maintenance and Operations, and Title II funds.

Todd Jaeger requests permission to attend National School Public Relations Association National Seminar on July 13-18, 2024 in Seattle, Washington. Approximate cost of travel is \$4,475.50 and will be paid using Title II funds.

Annette Orelup, Hannah Bartz, Elizabeth Brungardt, Madisyn McDole, Brianna Mounts, Natalie Nixon, and Trina Kay Post request permission to attend AVID Summer Institute on June 16-19, 2024 in Dallas, Texas. Approximate cost of travel is \$16,784.50 and will be paid using Title I funds. No school days will be missed, and no substitutes are required.

	BUDGET CODE KEY	
100.24.100.2210.6360.106.0000	Title I	Improvement of Instruction, Employee Training, Donaldson
100.24.100.2579.6360.106.0000	Title I	Training Non-Instructional, Employee Training, Donaldson
100.24.100.2210.6582.106.0000	Title I	Improvement of Instruction, Employee Travel, Donaldson
100.24.100.2579.6582.106.0000	Title I	Training Non-Instructional, Employee Travel, Donaldson
001.00.100.2579.6360.520.0000	M & O	Training Non-Instructional, Employee Training, Finance & Accounting
001.00.100.2579.6582.520.0000	M & O	Training Non-Instructional, Employee Travel, Finance & Accounting
140.24.100.2579.6360.510.0000	Title II	Training Non-Instructional, Employee Training, Office of Learning and Instruction
140.24.100.2579.6582.510.0000	Title II	Training Non-Instructional, Employee Travel, Office of Learning and Instruction
100.24.100.2210.6360.166.0000	Title I	Improvement of Instruction, Employee Training, Amphi Middle School
100.24.100.2579.6360.166.0000	Title I	Training Non-Instructional, Employee Training, Amphi Middle School
100.24.100.2210.6582.166.0000	Title I	Improvement of Instruction, Employee Travel, Amphi Middle School
100.24.100.2579.6582.166.0000	Title I	Training Non-Instructional, Employee Travel, Amphi Middle School
100.24.100.2210.6360.165.0000	Title I	Improvement of Instruction, Employee Training, La Cima Middle School
100.24.100.2579.6360.165.0000	Title I	Training Non-Instructional, Employee Training, La Cima Middle School
100.24.100.2210.6582.165.0000	Title I	Improvement of Instruction, Employee Travel, La Cima Middle School
100.24.100.2579.6582.165.0000	Title I	Training Non-Instructional, Employee Travel, La Cima Middle School
100.24.100.2210.6360.110.0000	Title I	Improvement of Instruction, Employee Training, Nash Elementary
100.24.100.2579.6360.110.0000	Title I	Training Non-Instructional, Employee Training, Nash Elementary
100.24.100.2210.6582.110.0000	Title I	Improvement of Instruction, Employee Travel, Nash Elementary
100.24.100.2579.6582.110.0000	Title I	Training Non-Instructional, Employee Travel, Nash Elementary
001.00.100.2579.6360.501.0000	M & O	Training Non-Instructional, Employee Training, Superintendent
140.24.100.2579.6582.501.0000	Title II	Training Non-Instructional, Employee Travel, Superintendent
100.24.100.2579.6360.109.0000	Title I	Training Non-Instructional, Employee Training, Keeling
100.24.100.2579.6582.109.0000	Title I	Training Non-Instructional, Employee Travel, Keeling
100.24.100.2210.6360.109.0000	Title I	Improvement of Instruction, Employee Training, Keeling
100.24.100.2210.6582.109.0000	Title I	Improvement of Instruction, Employee Travel, Keeling

RECOMMENDATION:

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

INITIATED BY: 7

Matthew Munger

Associate Superintendent for Secondary Education

Date: January 22, 2024

Todd A. Jaeger, J.D., Saperintenden

EMPLOYEE(S): And	ew Szczepaniak, Ma	ry Cliff,	SCHOOL: Donal	dson
Rosa Nicholas, Anastasia Schrimpf, Krystal Petrosky,			Department (o	ot.):
Jennifer Iadevaia, Trista Di Vetta, Danny Ewy			DATE(S):	<u>June 16, 2024-June 19, 2024</u>
ACTIVITY/EVENT: AV	<u>ID Summer Institute</u>	2		
LOCATION: <u>Dallas,</u>	<u>TX</u>			
ABSENCE: # Days	<u>0</u> Sub Required: [∐Yes ⊠No	# of School	ol Days Missed <u>0</u>
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES) APPROXIMATE COST (Note: Tax credit contributions are District funds and require a budget code.)				
Registration	<u>\$7,992.00</u>	100.24.100.221	0.6360.106.0000/1	00.24.100,2579.6360.106.0000
Transportation	\$4,800.00	Mode <u>Air</u>		0.2210.6582.106.0000 0.2579.6582.106.0000
Rental Car				
Meals	<u>\$2,124.00</u>	100.24.100.2210).6582.106.0000 / 1	00.24.100.2579.6582.106.0000
Lodging	<u>\$3,650.00</u>	100.24.100.2210	<u>).6582.106.0000 / 1</u>	00.24.100.2579.6582.106.0000
Substitutes			<u> </u>	
TOTAL	<u>\$18,566.00</u>			
The District will (or) will not receive reimbursement from outside sources. * PO must be submitted and approved <i>prior</i> to travel to qualify for reimbursement. Purpose of travel: Professional Development				
Outcomes and academic facilitating learning, re	benefits to students ar	nd staff: <u>AVID l</u> -based, student-o	nelps teachers shift centric classroom	from delivering content to
Identify which characters Academic Conte Collaboration Critical Thinking	ent 🔲 (Graduate are spe Caring Communication Problem-Solving	/ X	this request. Citizenship Creative Thinking
The travel is necessary f Submitted by: Signature	lisserblille	of the project fur	1.8.24 Date 1.8.24 Date	
Associa	te Superintendent/Sup	erintendent	Date	

EMPLOYEE(S):	Cliff Beverly Sandra	<u>Wadhams</u> <u>Nixon</u> <u>Keefe</u>		Depa	DL: <u>District Offices</u> eartment (opt.): <u>Finance</u> S): <u>May 18 - May 24, 2023</u>
ACTIVITY/EVEN' LOCATION: <u>I</u> n	T: <u>Tyler C</u> idianapolis				
ABSENCE: #	Days <u>3</u>	Sub Required:]Yes ⊠No	;	# of School Days Missed 3
EXPENSES REQU	ESTED: (OBTAIN RECEIF	PTS FOR ALL INC	CURRE	ED EXPENSES)
		<u>APPROXIMAT</u>	TE COST		BUDGET CODE/DESCRIPTION (Note: Tax credit contributions are District funds and require a budget code.)
Registration	n <u>359</u>	7.00		!	001.00.100.2579.6360.520.0000
Transporta	ation <u>209</u>	0.00	Mode <u>Air</u>	!	001.00.100.2579.6582.520.0000
Rental Car	80.0	<u>)0</u>		!	001.00.100.2579.6582.520.0000
Meals	<u>600</u>	.00		!	001.00.100.2579.6582.520.0000
Lodging	<u>246</u>	0.00		!	$\underline{001.00.100.2579.6582.520.0000}$
Substitutes					
TOTAL	8,7	<u> 47.00</u>			
The District will Purpose of travel:	- 、 ,	not 🛭 receive re	imbursement from	ı outsid	e sources.
Outcomes and acad	emic bene	its to students and	staff: See Attach	hed out	tcomes for attending conference
The travel is necess	ary for the	implementation or	f the project fundin	ng the t	ravel.
Submitted by: Of Sign	nature	ervisor			$\frac{2-27-2025}{\text{Date}}$ $\frac{1 3 24}{\text{Date}}$ $\frac{1-5-24}{27-25}$
As	sociate Sur	agsi Call perintendent/Super	intendent		1-5-24

EMPLOYEE(S): <u>Tass</u>	<u>i Call</u> <u>Mat</u>	t Munger Todo	d Jaeger	S	CHOOL: District Offices
	Eliza	beth Jacome	Julie Valenzue	<u>la</u> I	Departme	ent (opt.): Office of Learning & Instruction
Jason Wear	<u>ver</u> Orai	<u>ite Jenkins</u>	Emily Rios	D	ATE(S):	June 16-19, 2024
ACTIVITY/EV	ENT: <u>AV</u>	ID 2024 Sum	mer Institute			
LOCATION:	Dallas,	Texas				
ABSENCE:	# Days	3 Sub Requ	iired: 🗌 Yes 🛛]No	# of	School Days Missed 0
EXPENSES RE	EQUESTE		RECEIPTS FOR DXIMATE COST		(No	EXPENSES) BUDGET CODE/DESCRIPTION te: Tax credit contributions are District funds and tire a budget code.)
Registra	ation	<u>\$7,992.00</u>			<u>140</u>	.23.100.2579.6360.510.0000
Transp	ortation	<u>\$6,187.00</u>	Mode	<u>air</u>	<u>140</u>	.23.100.2579.6582.510.0000
Rental	Car					
Meals		<u>\$ 1,652.00</u>			<u>140</u>	.23.100.2579.6582.510.0000
Lodgin	g	<u>\$5,400.00</u>			<u>140</u>	.23.100.2579.6582.510.0000
Substitu	utes	Andrea de la constanta de la c				
TOTA	L	<u>\$21,231.00</u>				
The District will \(\) (or) will not \(\) receive reimbursement from outside sources. * PO must be submitted and approved \(\frac{prior}{prior} \) to travel to qualify for reimbursement. Purpose of travel: \(\frac{To participate in AVID Summer Institute professional development.}{\) 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. \(\) Academic Content \(\) Caring \(\) Citizenship						
	ration Thinking		☐ Communic ☐ Problem-S			Creative Thinking
The travel is ne	cessary fo	r the impleme	ntation of the proj	ject funding	the trave	el.
Submitted by:	Signature	}			— Date	e
	Principal	/Supervisor			Date	2/2/21F
	Associate	Superintende	nt/Superintenden	t	Date	7. ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~

EMPLOYEE(S):	Angela Wichers, Jennifer Queiruga	Nate Ayers SCHOOL: School / Site		
	Katherine Sheffield, Paul Avila	Caitlyn Grosse Department (opt.):		
	Jonathan Malone	DATE(S): <u>June 16, -19, 2024</u>		
	IT: <u>AVID Summer Institute</u> D <u>allas, TX</u>			
ABSENCE: #	♯Days 0 Sub Required: □Yes ☑1	fo # of School Days Missed 0		
EXPENSES REQU	JESTED: (OBTAIN RECEIPTS FOR A	LL INCURRED EXPENSES)		
	APPROXIMATE COST	BUDGET CODE/DESCRIPTION (Note: Tax credit contributions are District funds and require a budget code.)		
Registratio	on <u>\$4,396.00/\$3,297.00</u>	100.24.100.2210/2579.6360.166.000		
Transport	ration <u>\$2,750.00/\$2,100.00</u> Mode <u>a</u>	r/car 100.24.100.2210/2579.6582.166.0000		
Rental Car	·			
Meals	<u>\$1,062.00/\$796.00</u>	100.24.100.2210/2579.6582.166.0000		
Lodging	<u>\$1,500.00/\$2,250</u>	100.24.100.2210/2579.6582.166.0000		
Substitutes		Material Control of the Control of t		
TOTAL	<u>\$18, 151.00</u>			
The District will	☐ (or) will not ☑ receive reimbursem	ent from outside sources.		
Purpose of travel:	Participation in AVID Summer Instit	ute Professional Development		
implementation o		rticipants will strengthen their understanding of AviD t practice strategies to ensure rigorous implementation		
The travel is neces	sary for the implementation of the proje	et funding the travel.		
	gnature MULL ANCHUV incipal/Supervisor	Date 10004 Date 110004		
As	Associate Superintendent/Superintendent Date			

EMPLOYEE(S):	Neely Johnson, Andrea Veytia, E	iryan Minson	SCHOOL: La Cima Middle
	Cyra Sadowl, Victoria Loving, J	ustin Chavez	Department (opt.): _
	Monique Berry-Kelley, David H	umphreys DATE(S): June 16, -19, 2024
	NT: AVID Summer Institute		
LOCATION: <u>D</u>	<u>Pallas, TX</u>		
ABSENCE: #	Days <u>0</u> Sub Required: ☐ Yes	⊠No # of Sc	hool Days Missed 0
EXPENSES REQU	UESTED: (OBTAIN RECEIPTS FO	OR ALL INCURRED EX	(PENSES)
	APPROXIMATE COS	(Note: 7	BUDGET CODE/DESCRIPTION Tax credit contributions are District funds and budget code.)
Registratio	on <u>\$6,594.00/\$2,198.00</u>	100.24	.100.2210/2579.6360.165.0000
Transport	ation <u>\$4,200.00/\$1,400.00</u> Mod	e <u>air/car</u> 100.24	100.2210/2579.6582.165.0000
Rental Car	r		
Meals	<u>\$1,590.00/\$530.00</u>	100.24	100.2210/2579.6582.165.0000
Lodging	\$2,250.00/\$1500.00	100.24.	100.2210/2579.6582.165.0000
Substitutes			
TOTAL	<u>\$20, 262.00</u>		
The District will [☐ (or) will not ☑ receive reimbu	rsement from outside so	urces.
Purpose of travel:	Participation in AVID Summer I	nstitute Professional D	evelonment
			engthen their understanding of AviD
implementation o	n their campus and learn valuable	best practice strategie	s to ensure rigorous implementation
towards AVID sc	hoool-wide program.		
The travel is neces	ssary for the implementation of the	project funding the trav	el.
Submitted by:	nature	1.18.2 Date	24
~~6		1.18.2	J
Pri	ncipal/Supervisor	Date	<i>-</i> 1
		1/19/2	
As	sociate Superintendent/Superintend	1/1//	164

Registration \$8,792.00/\$1,099.00	EMPLOYEE(S):	Jessica Jarrett, Kristen Alvarez,	SCHOOL: Nash
ACTIVITY/EVENT: AVID Summer Institute LOCATION: Dallas, TX ABSENCE: # Days 0 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 an require a budget code.) Registration \$8,792.00/\$1.099.00 100.24.100.2210/2579.6360.110.0000 Transportation \$5.600.00/\$700.00 Mode air/car 100.24.100.2210/2579.6582.110.0000 Rental Car □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □		Heather Callies, Shari Loussou-Lossavi	Department (opt.): _
ACTIVITY/EVENT: AVID Summer Institute LOCATION: Dallas, TX ABSENCE: # Days 0 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 an require a budget code.) Registration \$8,792.00/\$1.099.00 100.24.100.2210/2579.6360.110.0000 Transportation \$5.600.00/\$700.00 Mode air/car 100.24.100.2210/2579.6582.110.0000 Rental Car □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □		Jim Buckwalter, Ashley Anders, Julissa Kadous	Angelica Wright, Annabelle Fine
ABSENCE: # Days 0 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 an require a budget code.) Registration \$8.792.00/\$1,099.00 100.24.100.2210/2579.6360.110.0000 Transportation \$5.600.00/\$700.00 Mode air/car 100.24.100.2210/2579.6582.110.0000 Rental Car			
ABSENCE: # Days 0 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 an require a budget code.) Registration \$8.792.00/\$1,099.00 100.24.100.2210/2579.6360.110.0000 Transportation \$5.600.00/\$700.00 Mode air/car 100.24.100.2210/2579.6582.110.0000 Rental Car			
ABSENCE: # Days 0 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 an require a budget code.) Registration \$8,792.00/\$1,099.00 100.24.100.2210/2579.6360.110.0000 Transportation \$5.600.00/\$700.00 Mode air/ear 100.24.100.2210/2579.6582.110.0000 Rental Car	ACTIVITY/EVEN	T: AVID Summer Institute	
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES) APPROXIMATE COST BUDGET CODE/DESCRIPTION (Note: Tax credit contributions are District funds an require a budget code.) Registration S8,792.00/\$1,099.00 Transportation \$5,600.00/\$700.00 Mode air/car Meals \$2,120.50/\$265.50 Lodging \$6,000.00/\$750.00 Substitutes TOTAL \$25,327.00 The District will \(\bigcup \text{ or yill not } \sigma \text{ receive reimbursement from outside sources.} \) Purpose of travel: Participation in AVID Summer Institute Professional Development Dutcomes and academic benefits to students and staff: Participants will strengthen their understanding of AviD mplementation on their campus and learn valuable best practice strategies to ensure rigorous implementation ovards AVID schoool-wide program. The travel is necessary for the implementation of the project funding the travel. Submitted by: \$\frac{01/18/24}{\text{Date}} \text{Date} \$\frac{01/18/24}{\text{Date}} \text{Date} \$\frac{01/18/24}{\text{Date}} \text{Date}	LOCATION: <u>D</u>	allas, TX	
APPROXIMATE COST Content Conten	ABSENCE: #	Days 0 Sub Required: □Yes ⊠No	# of School Days Missed 0
Registration \$8,792,00/\$1,099,00 100.24.100.2210/2579.6360.110.0000 Transportation \$5,600.00/\$700.00 Mode air/car 100.24.100.2210/2579.6582.110.0000 Rental Car	EXPENSES REQU	ESTED: (OBTAIN RECEIPTS FOR ALL INCURI	RED EXPENSES)
Transportation \$5,600.00/\$700.00 Mode air/car 100.24.100.2210/2579.6582.110.0000 Rental Car		APPROXIMATE COST	(Note: Tax credit contributions are District funds and
Rental Car Meals \$2,120.50/\$265.50 Lodging \$6,000.00/\$750.00 Substitutes TOTAL \$25,327.00 The District will \(\bigcircle{1}\) (or) will not \(\bigcircle{1}\) receive reimbursement from outside sources. Purpose of travel: \(\begin{array}{c} \text{Participation in AVID Summer Institute Professional Development} \) Outcomes and academic benefits to students and staff: \(\begin{array}{c} \text{Participants will strengthen their understanding of AviD mplementation on their campus and learn valuable best practice strategies to ensure rigorous implementation owards AVID schoool-wide program. The travel is necessary for the implementation of the project funding the travel. Submitted by: \[\begin{array}{c} \text{O1/18/24} \\ \text{Date}	Registration	\$8,792.00/\$1,099.00	100.24.100.2210/2579.6360.110.0000
Meals \$2,120.50/\$265.50 100.24.100.2210/2579.6582.110.0000 Lodging \$6,000.00/\$750.00 100.24.100.2210/2579.6582.110.0000 Substitutes	Transporta	tion <u>\$5,600.00/\$700.00</u> Mode <u>air/car</u>	100.24.100.2210/2579.6582.110.0000
Lodging \$6,000.00/\$750.00 100.24.100.2210/2579.6582.110.0000 Substitutes TOTAL \$25,327.00 The District will \(\begin{array}{c} \text{(or) will not } \Bigsize \text{ receive reimbursement from outside sources.} \) Purpose of travel: Participation in AVID Summer Institute Professional Development Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AviD mplementation on their campus and learn valuable best practice strategies to ensure rigorous implementation owards AVID schoool-wide program. The travel is necessary for the implementation of the project funding the travel. Submitted by: Signature Dit18/24 Date 1-19-3-4	Rental Car	·	
Substitutes TOTAL \$25,327.00 The District will (or) will not receive reimbursement from outside sources. Purpose of travel: Participation in AVID Summer Institute Professional Development Dutcomes and academic benefits to students and staff: Participants will strengthen their understanding of AviD mplementation on their campus and learn valuable best practice strategies to ensure rigorous implementation owards AVID schoool-wide program. The travel is necessary for the implementation of the project funding the travel. Submitted by: O1/18/24 Date Date	Meals	<u>\$2,120.50/\$265.50</u>	100.24.100.2210/2579.6582.110.0000
TOTAL \$25,327.00 The District will (or) will not receive reimbursement from outside sources. Purpose of travel: Participation in AVID Summer Institute Professional Development Dutcomes and academic benefits to students and staff: Participants will strengthen their understanding of AviD mplementation on their campus and learn valuable best practice strategies to ensure rigorous implementation owards AVID schoool-wide program. The travel is necessary for the implementation of the project funding the travel. Submitted by: O1/18/24 Date Date Description	Lodging	<u>\$6,000.00/\$750.00</u>	100.24.100.2210/2579.6582.110.0000
The District will (or) will not receive reimbursement from outside sources. Purpose of travel: Participation in AVID Summer Institute Professional Development Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AviD mplementation on their campus and learn valuable best practice strategies to ensure rigorous implementation owards AVID schoool-wide program. The travel is necessary for the implementation of the project funding the travel. Submitted by: O1/18/24 Date District 1/8	Substitutes		
Purpose of travel: Participation in AVID Summer Institute Professional Development Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AviD mplementation on their campus and learn valuable best practice strategies to ensure rigorous implementation towards AVID schoool-wide program. The travel is necessary for the implementation of the project funding the travel. Submitted by: Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AviD mplementation on their campus and learn valuable best practice strategies to ensure rigorous implementation of the travel. Submitted by: Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AviD mplementation on their campus and learn valuable best practice strategies to ensure rigorous implementation of the project funding the travel. Submitted by: Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AviD mplementation on their campus and learn valuable best practice strategies to ensure rigorous implementation of the project funding the travel. Submitted by: Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AviD mplementation of the project funding the travel.	TOTAL	<u>\$25,327.00</u>	
Dutcomes and academic benefits to students and staff: Participants will strengthen their understanding of AviD			
The travel is necessary for the implementation of the project funding the travel. Submitted by: O1/18/24 Date Dat	Purpose of travel: P	<u>Participation in AVID Summer Institute Professio</u>	nal Development
Submitted by: Signature Date 1-19-2-4	<u>mpiementation on</u>	their campus and learn valuable best practice str	ll strengthen their understanding of AviD rategies to ensure rigorous implementation
Submitted by: Signature Date 1-19-2-4	The travel is necessa	ary for the implementation of the project funding the	travel.
Date	Submitted by: Sign	nature IIII all	01/18/24 Date

EMPLOYEE(S): Too	dd A. Jaeger, J.D.	SCHO	OL: District Offices
		Dep	artment (opt.): Superintendent's Office
		DATE	(S): <u>5/4/24-5/09/24</u>
ACTIVITY/EVENT: \underline{L}	RP's National Institute or	<u>1 Legal Issues of Edu</u>	cating Individuals with Disabilities
LOCATION: Savan	nah, GA		
ABSENCE: # Day	vs <u>6</u> Sub Required: <u>Y</u>	es 🖾 No	# of School Days Missed 4
EXPENSES REQUEST	ED: (OBTAIN RECEIPT <u>APPROXIMATE</u>		ED EXPENSES) <u>BUDGET CODE/DESCRIPTION</u> (Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$2570.00</u>		<u>001.00.100.2579.6360.501.0000</u>
Transportation	s <u>\$700.00</u>	Mode <u>Air</u>	140.24.100.2210.6582.510.0000
Rental Car	<u>\$225.00</u>		140.24.100.2210.6582.510.0000
Meals	<u>\$324.50</u>		140.24.100.2210.6582.510.0000
Lodging	<u>\$1813.85</u>		140.24.100.2210.6582.510.0000
Substitutes			
TOTAL	<u>\$5633.35</u>		
* PO must be submitted	r) will not	el to qualify for reimb	le sources. ursement. <u>es of Educating Individuals with Disabilities.</u>
			offers sessions on compliance and r Management and Special Education Law.
Identify which character Academic Cont Collaboration Critical Thinkin	Com	• •	related to this request. Citizenship Creative Thinking
The travel is necessary	for the implementation of the	ne project funding the	travel.
Submitted by:			
Signatu	re		Date
Principa	al/Supervisor		Date
Associa	te Superintendent/Syperint	endent	Date Date

Donartment (out), Sunla Office
Department (opt.): Sup's Office
DATE(S): <u>7/13/24-7/18/24</u>
iation National Seminar
of School Days Missed 0
NCURRED EXPENSES)
BUDGET CODE/DESCRIPTION (Note: Tax credit contributions are District funds and require a budget code.)
140.24.100.2210.6360.510.0000
140.24.100.2210.6582.510.0000
<u>140.24.100.2210.6582.510.0000</u>
<u>140.24.100.2210.6582.510.0000</u>
<u>140.24.100.2210.6582.510.0000</u>
Maryanan
om outside sources.
as Association 2024 National Seminar
king with other public relation professionals as well as
es needed to advocate for our schools.
ding the travel.
Date
Date
Date

		•	rtment (opt.):
ACTIVITY/EVENT: A			E(S): <u>June 16-19, 2024</u>
LOCATION: <u>Dallas</u> , ABSENCE: # Days		Tvas Mina	# of Sahaal Daya Miggad ma
EXPENSES REQUESTE	•	PTS FOR ALL INCURI	# of School Days Missed <u>na</u> RED EXPENSES) <u>BUDGET CODE/DESCRIPTION</u> (Note: Tax credit contributions are District funds and require a budget code.)
Registration	\$ <u>999</u>		100.24.100.2579.6360.109.0000
Transportation	\$ <u>610</u>	Mode Air & Taxi	100.24.100.2579.6582.109.0000
Parking	<u>\$20.00</u>	Airport & Mileage	100.24.100.2579.6582.109.0000
Meals	<u>206.50</u>		100.24.100.2579.6582.109.0000
Lodging	<u>\$984</u>		100.24.100.2579.6582.109.0000
TOTAL	<u>\$2,819.50</u>		
The District will (or) * PO must be submitted Purpose of travel: Partie	and approved prior to	travel to qualify for reim	bursement.
Outcomes and academic site and learn best prac			derstanding of AVID implementation on school ation of AVID.
Identify which characteri Academic Conte Collaboration Critical Thinking	ent 🔲 (Graduate are specifically Caring Communication Problem-Solving	related to this request. Citizenship Creative Thinking
The travel is necessary for	or the implementation	of the project funding the	e travel.
Submitted by: Signatur	thlew 25		1/19/24 Date 1/19/24 Date

EMPLOYEE(S): Hann	ah Bartz, Elizabeth Brungardt,	SCHO	OL: Keeling	
Madisyn McDole, Brian	na Mounts, Natalie Nixon,	Depart	partment (opt.):	
Trina Kay Post DATE		(S): <u>June 16-19, 2024</u>		
ACTIVITY/EVENT: <u>A</u>	VID Summer Institute - PD			
LOCATION: <u>Dallas</u> ,	<u>Texas</u>			
ABSENCE: # Days	4 Sub Required: ☐Yes ☒No	0	# of School Days Missed na	
EXPENSES REQUESTI	ED: (OBTAIN RECEIPTS FOR A <u>APPROXIMATE COST</u>	RED EXPENSES) BUDGET CODE/DESCRIPTION (Note: Tax credit contributions are District funds and require a budget code.)		
Registration	$$999 \times 6 = $5,994$		100.24.100.2210.6360.109.0000	
Transportation	$$610 \times 6 = 3660 Mode Ai	r & Taxi	100.24.100.2210.6582.109.0000	
Parking	$$20 \times 6 = 120 Airport &	Mileage	100.24.100.2210.6582,109,0000	
Meals	$206.50 \times 6 = 1,239$		100.24.100.2210.6582.109.0000	
Lodging	$$984 \times 3 = $2,952$		100.24.100.2210.6582.109.0000	
TOTAL	<u>\$13,965</u>			
* PO must be submitted	will not receive reimburseme and approved <i>prior</i> to travel to qua sipation in AVID Summer Institute	lify for reiml	bursement.	
	benefits to students and staff: Strategies to ensure effective		derstanding of AVID implementation on school tion of AVID.	
Identify which characteristics of the Portrait of Graduate are specifically related to this request. Academic Content Caring Collaboration Communication Creative Thinking Problem-Solving				
The travel is necessary for	or the implementation of the project	t funding the		
	or the implementation of the project		1/19/24	
Submitted by: Signature 1/19/24 Date 1/19/34 Principal/Supervisor Date Associate Superintendent/Superintendent Date Date Date Date Date D				