



**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:



Matthew Munger
Associate Superintendent for Secondary Education

Date: January 22, 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): **Andrew Szczepaniak, Mary Cliff,
Rosa Nicholas, Anastasia Schrimpf, Krystal Petrosky,
Jennifer Iadevaia, Trista Di Vetta, Danny Ewy**
ACTIVITY/EVENT: **AVID Summer Institute**

SCHOOL: **Donaldson**

Department (opt.): _____

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

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 and require a budget code.)

Registration	<u>\$7,992.00</u>	<u>100.24.100.2210.6360.106.0000 / 100.24.100.2579.6360.106.0000</u>
Transportation	<u>\$4,800.00</u>	Mode <u>Air</u> <u>100.24.100.2210.6582.106.0000</u> <u>100.24.100.2579.6582.106.0000</u>
Rental Car	_____	_____
Meals	<u>\$2,124.00</u>	<u>100.24.100.2210.6582.106.0000 / 100.24.100.2579.6582.106.0000</u>
Lodging	<u>\$3,650.00</u>	<u>100.24.100.2210.6582.106.0000 / 100.24.100.2579.6582.106.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$18,566.00</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: **Professional Development**

Outcomes and academic benefits to students and staff: **AVID helps teachers shift from delivering content to facilitating learning, resulting in an inquiry-based, student-centric classroom**

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: Melissa Lilly **1.8.24**
Signature Date

[Signature] **1.8.24**
Principal/Supervisor Date

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): Cliff Wadhams
Beverly Nixon
Sandra Keefe

SCHOOL: District Offices
Department (opt.): Finance 4
DATE(S): May 18 - May 24, 2023

ACTIVITY/EVENT: Tyler Connect 2024

LOCATION: Indianapolis, IN

ABSENCE: # Days 3 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>3597.00</u>	<u>001.00.100.2579.6360.520.0000</u>
Transportation	<u>2090.00</u> Mode <u>Air</u>	<u>001.00.100.2579.6582.520.0000</u>
Rental Car	<u>80.00</u>	<u>001.00.100.2579.6582.520.0000</u>
Meals	<u>600.00</u>	<u>001.00.100.2579.6582.520.0000</u>
Lodging	<u>2460.00</u>	<u>001.00.100.2579.6582.520.0000</u>
Substitutes	_____	_____
TOTAL	<u>8,747.00</u>	

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

Purpose of travel: _____

Outcomes and academic benefits to students and staff: See Attached outcomes for attending conference

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

Submitted by: [Signature] 12-27-2023
Signature Date
[Signature] 1/3/24
Principal/Supervisor Date
[Signature] 1-5-24
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): Tassi Call Matt Munger Todd Jaeger SCHOOL: District Offices
Elizabeth Jacome Julie Valenzuela Department (opt.): Office of Learning & Instruction
Jason Weaver Orante Jenkins Emily Rios DATE(S): June 16-19, 2024

ACTIVITY/EVENT: AVID 2024 Summer Institute

LOCATION: Dallas, Texas

ABSENCE: # Days 3 Sub Required: Yes No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)	
Registration	<u>\$7,992.00</u>		<u>140.23.100.2579.6360.510.0000</u>
Transportation	<u>\$6,187.00</u>	Mode <u>air</u>	<u>140.23.100.2579.6582.510.0000</u>
Rental Car	_____		_____
Meals	<u>\$ 1,652.00</u>		<u>140.23.100.2579.6582.510.0000</u>
Lodging	<u>\$5,400.00</u>		<u>140.23.100.2579.6582.510.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$21,231.00</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 and learn valuable best practice strategies to ensure rigorous implementation toward AVID district-wide.**

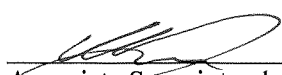
Identify which characteristics of the Portrait of Graduate are specifically related to this request.

- | | | |
|---|---|---|
| <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: _____ Date _____
 Signature

 Principal/Supervisor Date


 Associate Superintendent/Supervisor Date 6/19/2024

**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): Angela Wichers, Jennifer Queiruga Nate Ayers SCHOOL: School / Site
Katherine Sheffield, Paul Avila Caitlyn Grosse Department (opt.):
Jonathan Malone _____ DATE(S): June 16, -19, 2024

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)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u> (Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$4,396.00/\$3,297.00</u>	<u>100.24.100.2210/2579.6360.166.000</u>
Transportation	<u>\$2,750.00/ \$2,100.00</u> Mode <u>air/car</u>	<u>100.24.100.2210/2579.6582.166.0000</u>
Rental Car	_____	_____
Meals	<u>\$1,062.00/\$796.00</u>	<u>100.24.100.2210/2579.6582.166.0000</u>
Lodging	<u>\$1,500.00/\$2,250</u>	<u>100.24.100.2210/2579.6582.166.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$18,151.00</u>	

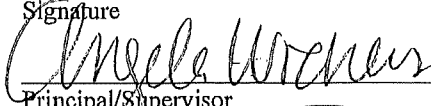

The District will (or) will not receive reimbursement from outside sources.

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 implementation on their campus and learn valuable best practice strategies to ensure rigorous implementation towards AVID school-wide program.

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

Submitted by:

Signature	Date
	<u>6/16/24</u>
Principal/Supervisor	Date
	<u>6/19/2024</u>
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): Neely Johnson, Andrea Veytia, Bryan Minson _____ SCHOOL: La Cima Middle
Cyra Sadowl, Victoria Loving, Justin Chavez _____ Department (opt.): _____
Monique Berry-Kelley, David Humphreys _____ DATE(S): June 16, -19, 2024

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)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u> (Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$6,594.00/\$2,198.00</u>	<u>100.24.100.2210/2579.6360.165.0000</u>
Transportation	<u>\$4,200.00/ \$1,400.00 Mode air/car</u>	<u>100.24.100.2210/2579.6582.165.0000</u>
Rental Car	_____	_____
Meals	<u>\$1,590.00/\$530.00</u>	<u>100.24.100.2210/2579.6582.165.0000</u>
Lodging	<u>\$2,250.00/\$1500.00</u>	<u>100.24.100.2210/2579.6582.165.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$20, 262.00</u>	

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 implementation on their campus and learn valuable best practice strategies to ensure rigorous implementation towards AVID school-wide program.

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

Submitted by: _____ 1.18.24
 Signature Date
 _____ 1.18.24
 Principal/Supervisor Date
 _____ 1/19/2024
 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): Jessica Jarrett, Kristen Alvarez, _____ SCHOOL: Nash
Heather Callies, Shari Loussou-Lossavi _____ Department (opt.):
Jim Buckwalter, Ashley Anders, Julissa Kadous Angelica Wright, Annabelle Fine
 DATE(S): June 16, -19, 2024

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)

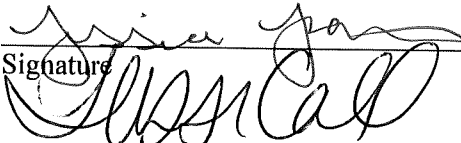
	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
			(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$8,792.00/\$1,099.00</u>		<u>100.24.100.2210/2579.6360.110.0000</u>
Transportation	<u>\$5,600.00/ \$700.00</u> Mode <u>air/car</u>		<u>100.24.100.2210/2579.6582.110.0000</u>
Rental Car	_____		_____
Meals	<u>\$2,120.50/\$265.50</u>		<u>100.24.100.2210/2579.6582.110.0000</u>
Lodging	<u>\$6,000.00/\$750.00</u>		<u>100.24.100.2210/2579.6582.110.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$25,327.00</u>		

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 implementation on their campus and learn valuable best practice strategies to ensure rigorous implementation towards AVID school-wide program.

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

Submitted by:  01/18/24
 Signature _____ Date
Principal/Supervisor 1-19-24
 _____ 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 A. Jaeger, J.D. _____

SCHOOL: District Offices
 Department (opt.): Superintendent's Office
 DATE(S): 5/4/24-5/09/24

ACTIVITY/EVENT: LRP's National Institute on Legal Issues of Educating Individuals with Disabilities

LOCATION: Savannah, GA

ABSENCE: # Days 6 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>
		<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>	
Registration	<u>\$2570.00</u>		<u>001.00.100.2579.6360.501.0000</u>
Transportation	<u>\$700.00</u>	Mode <u>Air</u>	<u>140.24.100.2210.6582.510.0000</u>
Rental Car	<u>\$225.00</u>		<u>140.24.100.2210.6582.510.0000</u>
Meals	<u>\$324.50</u>		<u>140.24.100.2210.6582.510.0000</u>
Lodging	<u>\$1813.85</u>		<u>140.24.100.2210.6582.510.0000</u>
Substitutes			
TOTAL	<u>\$5633.35</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: Attending the LRP National Institute on Legal Issues of Educating Individuals with Disabilities.

Outcomes and academic benefits to students and staff: The conference offers sessions on compliance and implementation strategies in the areas of IDEA, Section 504, Behavior Management and Special Education Law.

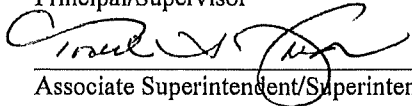
Identify which characteristics of the Portrait of Graduate are specifically related to this request.

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Academic Content | <input type="checkbox"/> Caring | <input type="checkbox"/> Citizenship |
| <input checked="" type="checkbox"/> Collaboration | <input type="checkbox"/> Communication | <input 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/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 A. Jaeger _____

SCHOOL: District Offices
 Department (opt.): Sup's Office
 DATE(S): 7/13/24-7/18/24

ACTIVITY/EVENT: National School Public Relations Association National Seminar

LOCATION: Seattle, WA

ABSENCE: # Days 6 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>\$1295.00</u>		<u>140.24.100.2210.6360.510.0000</u>
Transportation	<u>\$1000.00</u>	Mode <u>Air</u>	<u>140.24.100.2210.6582.510.0000</u>
Rental Car	<u>\$400.00</u>		<u>140.24.100.2210.6582.510.0000</u>
Meals	<u>\$379.50</u>		<u>140.24.100.2210.6582.510.0000</u>
Lodging	<u>\$1500.00</u>		<u>140.24.100.2210.6582.510.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$4474.50</u>		

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

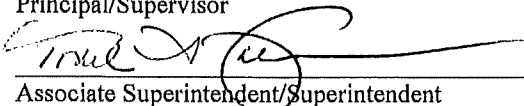
Purpose of travel: Attend the National School Public Relations Association 2024 National Seminar

Outcomes and academic benefits to students and staff: Networking with other public relation professionals as well as opportunities to learn about current communication strategies needed to advocate for our schools.

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): Annette Orelup

SCHOOL: Keeling

Department (opt.):

DATE(S): June 16-19, 2024

ACTIVITY/EVENT: AVID Summer Institute - PD

LOCATION: Dallas, Texas

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

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>\$999</u>	<u>100.24.100.2579.6360.109.0000</u>
Transportation	<u>\$610</u>	Mode Air & Taxi <u>100.24.100.2579.6582.109.0000</u>
Parking	<u>\$20.00</u>	Airport & Mileage <u>100.24.100.2579.6582.109.0000</u>
Meals	<u>206.50</u>	<u>100.24.100.2579.6582.109.0000</u>
Lodging	<u>\$984</u>	<u>100.24.100.2579.6582.109.0000</u>
TOTAL	<u>\$2,819.50</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: Participation in AVID Summer Institute for Professional Development.

Outcomes and academic benefits to students and staff: **Strengthen understanding of AVID implementation on school site and learn best practice strategies to ensure effective implementation of AVID.**

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

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

Submitted by: Kathleen 11/19/24
 Signature Date
Annette Orelup 11/19/24
 Principal/Supervisor Date
Gabriella 11/19/24
 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): Hannah Bartz, Elizabeth Brungardt,
Madisyn McDole, Brianna Mounts, Natalie Nixon,
Trina Kay Post

SCHOOL: Keeling
Department (opt.):
DATE(S): June 16-19, 2024

ACTIVITY/EVENT: AVID Summer Institute - PD

LOCATION: Dallas, Texas

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$999 x 6 = \$5,994</u>		<u>100.24.100.2210.6360.109.0000</u>
Transportation	<u>\$610 x 6 = \$3660</u>	Mode Air & Taxi	<u>100.24.100.2210.6582.109.0000</u>
Parking	<u>\$20 x 6 = \$120</u>	Airport & Mileage	<u>100.24.100.2210.6582.109.0000</u>
Meals	<u>\$206.50 x 6 = \$1,239</u>		<u>100.24.100.2210.6582.109.0000</u>
Lodging	<u>\$984 x 3 = \$2,952</u>		<u>100.24.100.2210.6582.109.0000</u>
TOTAL	<u>\$13,965</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: Participation in AVID Summer Institute for Professional Development.

Outcomes and academic benefits to students and staff: **Strengthen understanding of AVID implementation on school site and learn best practice strategies to ensure effective implementation of AVID.**

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

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

Submitted by: Kathryn 1/19/24
Signature Date
Annette Crede 1/19/24
Principal/Supervisor Date
April Calp 1/19/24
Associate Superintendent/Superintendent Date