



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

DATE OF MEETING: April 27, 2021

TITLE: Approval of Out of State Travel

BACKGROUND:

STAFF

Laurie Sheber, Jenny Royer, and J.J. Letts from Prince Elementary School and Donaldson Elementary School request permission to attend the National Association of Elementary School Principals (NAESP) Conference in Chicago, Illinois, July 7-10, 2021. Approximate cost of travel is \$6,466.00 and will be paid for by federal funds designated for staff development.

BUDGET CODE KEY		
140-21-100-2210-6360-111/106-0000	Title II	Staff development, Prince/Donaldson, registration
140-21-100-2210-6582-111/106-0000	Title II	Staff development, Prince/Donaldson, staff travel

RECOMMENDATION:

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

INITIATED BY:

Michael Bejarano
Associate Superintendent for Secondary Education

Date: April 16, 2021

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): Laurie Sheber

SCHOOL: District Offices

J.J. Letts Jenny Royer

Department (opt.): School Operations

DATE(S): July 7 - 10, 2021

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

LOCATION: Chicago, Illinois

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>\$2,880.00</u>	<u>140-21-100-2210-6360-111/106-0000</u>
Transportation	<u>\$1,350.00</u> Mode <u>air</u>	<u>140-21-100-2210-6582-111/106-0000</u>
Rental Car	_____	_____
Meals	<u>\$693.00</u>	<u>140-21-100-2210-6582-111/106-0000</u>
Lodging	<u>\$1,542.52</u>	<u>140-21-100-2210-6582-111/106-0000</u>
Substitutes	_____	_____
TOTAL	<u>\$6,465.52</u>	

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

Purpose of travel: To attend the 2021 Annual Conference of NAESP (National Association of Elementary School Principals).

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

Submitted by: _____

Signature

_____ Date

Principal/Supervisor

_____ Date

Ed. D.
Associate Superintendent/Superintendent

_____ Date