



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

DATE OF MEETING: **September 24, 2024**

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

BACKGROUND:

STAFF

Angela Wichers, Christopher Mercilliot, and Sarah Lorti request permission to attend AVID National Conference on December 11-14, 2024 in Dallas, Texas. Approximate cost of travel is \$8,506.11 and will be paid using Title I funds. Three school days will be missed, and substitutes are required.

Darlene Mansouri requests permission to attend 2024 Fall Forum Agenda-Umbrella Monitoring on December 3-7, 2024 in New Orleans, Louisiana. Approximate cost of travel is \$3,225.96 and will be paid using Title I funds. Four school days will be missed, and no substitutes are required.

Sumaya Frick requests permission to attend ACTE Vision 2024 on December 3-7, 2024 in San Antonio, Texas. Approximate cost of travel is \$2,316.66 and will be paid using Joint Technical Education funds. Four school days will be missed, and no substitutes are required.

STUDENTS

Christian Hill, Isabel Jacobson, Darin Mapes, Misty Little, Joi Nielson, Andrea Viitala, Matthew Gilbert, Mark McElhinney, Marsha Anderson, Kerry Garza, Marsha Hendricks, Falaah Falih, Miles Mioduski, John Turnbull, Oscar Romero, Amy Jones, Michelle Petty, Heather Carter, Ashley McCalley, Allison Johnson, and Freddy Sanchez request permission to take 75 Wilson Middle School Band, Orchestra and Choir students to Music in the Parks Festival Competition on April 24-27, 2025 in Anaheim, California. Approximate cost of travel is \$55,855.00 and will be paid using Auxiliary funds. Two school days will be missed, and substitutes are required.

BUDGET CODE KEY		
100.25.100.2210.6360.166.0000	Title I	Improvement of Instruction, Employee Training, AMS
100.25.100.2579.6360.166.0000	Title I	Non-Instructional Training, Employee Training, AMS
100.25.100.2210.6582.166.0000	Title I	Improvement of Instruction, Employee Travel, AMS
100.25.100.2579.6582.166.0000	Title I	Non-Instructional Training, Employee Travel, AMS
100.25.100.2210.6105.166.0000	Title I	Improvement of Instruction, Substitutes, AMS
100.25.100.2579.6360.509.0000	Title I	Non-Instructional Training, Employee Training, State & Federal Programs
100.25.100.2579.6582.509.0000	Title I	Non-Instructional Training, Employee Travel, State & Federal Programs
596.00.300.2210.6360.515.0000	JTED	Improvement of Instruction, Employee Training, Associate Superintendent Secondary Education
596.00.300.2210.6582.515.0000	JTED	Improvement of Instruction, Employee Travel, Associate Superintendent Secondary Education
525.00.100.1001.6892.168.0000	Auxiliary	Classroom Instruction, Student Expenses, Wilson
525.00.100.1001.6105.168.0000	Auxiliary	Classroom Instruction, Substitutes, Wilson

RECOMMENDATION:

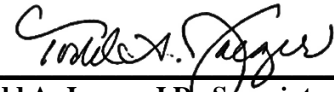
It is the recommendation of the administration that the above travel be approved.

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: September 18, 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): Angela Wichers, Christopher Merioliott, _____ SCHOOL: School / Site
Sarah Lortie _____ Department (opt.): _
 DATE(S): December 11-14,2024

ACTIVITY/EVENT: AVID National Conference
 LOCATION: Dallas, TX

ABSENCE: # Days Sub Required: Yes No # of School Days Missed 2

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>\$1,570.00/\$785.00</u>	<u>100.25.100.2210.6360./2579.6360.166.0000</u>
Transportation	<u>\$2,017.62/\$1050.75</u> Mode <u>Air/Car</u>	<u>100.25.100.2210/2579.6582.166.0000</u>
Rental Car	_____	_____
Meals	<u>\$295.00/\$147.50</u>	<u>100.25.100.2210/2579.6582.166.0000</u>
Lodging	<u>\$12,00.16/\$600.08</u>	<u>100.25.100.2210/2579.6582.166.0000</u>
Substitutes	<u>\$840.00</u>	<u>100.25.100.2210.6105.166.0000</u>
TOTAL	<u>\$8,506.11</u>	

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

Purpose of travel: AVID Natioanl Conference

Outcomes and academic benefits to students and staff: Participants will strenthen 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: Angela Wichers _____ Date 9/9/24
 Signature
Angela Wichers _____ Date 9/9/24
 Principal/Supervisor
 _____ Date 7/12/2024
 Associate Superintendent/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): Darlene Mansouri

SCHOOL: District Offices
 Department (opt.): State & Federal Programs
 DATE(S): December 3 - 7, 2024

ACTIVITY/EVENT: 2024 Fall Forum Agenda - Umbrella Monitoring

LOCATION: New Orleans, LA

ABSENCE: # Days 5 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>
Registration	<u>\$1,625.00</u>		<u>100.25.100.2579.6360.509.0000</u>
Transportation	<u>\$485.96</u>	Mode <u>Air, Shuttle & Parking,</u>	<u>100.25.2579.6582.509.0000</u>
Rental Car	_____		_____
Meals	<u>\$265.00</u>		<u>100.25.100.2579.6582.509.0000</u>
Lodging	<u>\$850.00</u>		<u>100.24.100.2579.6582.509.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$3,225.96</u>		

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

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

Purpose of travel: To attend the 2024 Fall Forum Agenda - Umbrella Monitoring.

Outcomes and academic benefits to students and staff: To gain a better understanding about changes in Legislation, Election Impact, UGG Rules, Federal Grants Management and ESEA Topics. Learn about how the final changes will affect our agency and how to prepare for new regulatory landscape.

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

Submitted by: Darlene Mansouri 9/16/24
 Signature Date

 Principal/Supervisor Date
[Signature] 9/16/24
 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): Sumaya Frick

SCHOOL: CTE
Department (opt.): 21st Century Education
DATE(S): December 3-7, 2024

ACTIVITY/EVENT: ACTE VISON 2024

LOCATION: **Henry B. González Convention Center 900 E. Market Street San Antonio, Texas 78205**

ABSENCE: # Days 5 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>\$520.00</u>		<u>596.00.300.2210.6360.515.0000</u>
Transportation	<u>\$660.00</u>	Mode <u>Airline</u>	<u>596.00.300.2210.6582.515.0000</u>
Rental Car	_____		_____
Meals	<u>\$243.00</u>		<u>596.00.300.2210.6582.515.0000</u>
Lodging	<u>\$893.66</u>		<u>596.00.300.2210.6582.515.0000</u>
Substitutes	<u>0</u>		
TOTAL	<u>\$2,316.66</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 one of the largest ACTE conferences will result in gaining both necessary tools for Work-Based learning opportunities for our district and students and increase opportunities to access best and new WBL practices with national colleagues.

Outcomes and academic benefits to students and staff: Program management, grant writing and management, recruitment and retention, and advocacy and policy linked to ACTE's Quality CTE Program of Study Framework as well as to the Perkins V comprehensive local needs assessment. Participants will receive a toolbox of resources that they can use and modify for their own districts.

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: _____ Sep 17, 2024 -
Signature Date

Principal/Supervisor
CTE Director Date 9/17/24

Associate Superintendent/Superintendent Date 9/17/24

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: Wilson K-8

ESTIMATED NUMBER OF STUDENTS: 75

NAME OF SCHOOL GROUP/CLUB/ENTITY: Middle school band, orchestra and choir

STAFF ADVISOR(S)/CHAPERONES: Christian Hill, Isabel Jacobson, Darin Mapes, Misty Little, Joi Nielson, Andrea Viitala, Matthew Gilbert, Mark McElhinney, Marsha Anderson, Kerry Garza, Marsha Hendricks, Falaah Falih, Myles Mioduski, John Turnbull, Oscar Romero, Amy Jones, Michelle Petty, and Heather Carter, Ashley McCalley, Allison Johnson and Freddy Sanchez.

ABSENCE: # Days 2 Sub Required: Yes No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Music in the Parks Festival Competition

DESTINATION OF TRAVEL: Anaheim, CA

DATES OF TRAVEL: April 24-April 27, 2025.

ACADEMIC BENEFITS TO STUDENTS: Wilson students will compete for a festival competition and receive ratings, awards and comments on how to improve their performance skills

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: _____

Charter Busses

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration Disneyland for Music in Parks award ceremony.)	\$ 55,575.00 (all inclusive: hotel, transportation, admission to)	<u>525.00.100.1001.6892.168.0000</u>
Knotts Berry Farm Theme Park		<u>525.00.100.1001.6892.168.0000</u>
Transportation		
Meals	<u>Breakfast Complimentary at hotel. Students to pay on their own for lunch and dinner</u>	
Lodging	_____	_____
Substitutes	\$ 280.00	<u>525.00.100.1001.6105.168.0000</u>
TOTAL	\$ 55,855.00	

WILL THE DISTRICT RECEIVE REIMBURSEMENT?

IF SO, SOURCE & AMOUNTS:

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

HOW ARE CHAPERONE EXPENSES PAID? Self Pay

COST TO EACH STUDENT \$ \$585 plus Students must pay for (2) lunches and dinners

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Scholarships

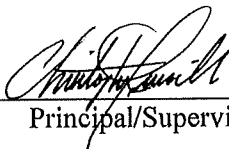
FUNDING SOURCE(S) Parent Donations, Fundraising

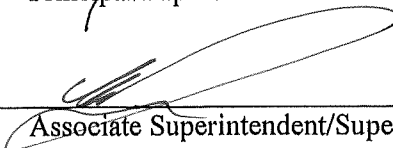
FUNDRAISING ACTIVITIES PLANNED (If applicable):

MOD pizza fundraisers

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

SUBMITTED BY: Christian E. Hill 8/29 /24
Signature Date

APPROVED BY:  8/30/24
Principal/Supervisor Date

 9/12/2024
Associate Superintendent/Supervisor Date