



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: **October 25, 2022**

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

BACKGROUND:

STAFF

Todd Jaeger requests permission to attend the National Superintendents Forum in San Diego, California on December 3-6, 2022. Approximate cost of travel is \$1,120.00 and will be paid using Maintenance and Operations funds.

STUDENTS

Kellie Higgins, Michelle Vaughn, Matthew Loudon, and Tyrone Cepher request permission to take 40 Amphi Middle School students to Catalina Island Marine Institute in Catalina Island, California on March 7-10, 2023. Approximate cost of travel is \$20,710.00 and will be paid using auxiliary, tax credit funds, and Schottenstein Trust. Four school days will be missed and substitutes are required.

BUDGET CODE KEY		
001.00.100.2579.6582.501.0000	M & O	Training-Non-Instructional Staff, Staff Travel, Superintendent
525.00.100.1001.6892.166.0000	Auxiliary	Classroom Instruction, Student Travel, Amphi Middle
526.00.100.1001.6892.166.0000	Tax Credit	Classroom Instruction, Student Travel, Amphi Middle
533.00.100.1001.6892.166.0000	Schottenstein Trust	Classroom Instruction, Student Travel, Amphi Middle
526.00.100.1001.6892.166.0000	Tax Credit	Classroom Instruction, Student Travel, Amphi Middle
525.00.410.2790.6519.166.0000	Auxiliary	Student Transportation, Student Travel, Amphi Middle
526.00.410.2790.6519.166.0000	Tax Credit	Student Transportation, Student Travel, Amphi Middle
533.00.410.2790.6519.166.0000	Schottenstein Trust	Student Transportation, Student Travel, Amphi Middle

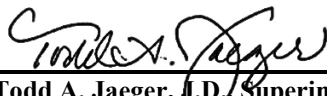
RECOMMENDATION:

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

INITIATED BY:


Matthew Munger
Associate Superintendent for Secondary Education

Date: October 21, 2022


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): Todd A. Jaeger _____

SCHOOL: District Offices

Department (opt.): Superintendent

DATE(S): December 3-6, 2022

ACTIVITY/EVENT: National Superintendents Forum

LOCATION: San Diego, CA

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No

of School Days Missed 1

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 N/A

Paid by Conference

Transportation \$750.00

Mode car

001.00.100.2579.6582.501.0000

Rental Car _____

Meals \$70.00

001.00.100.2579.6582.501.0000

Lodging \$300.00

001.00.100.2579.6582.501.0000

Substitutes _____

TOTAL \$1120.00

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:

Outcomes and academic benefits to students and staff: **This forum allows for Superintendents from across the country to collaborate and study issues that are affecting the current educational system.**

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

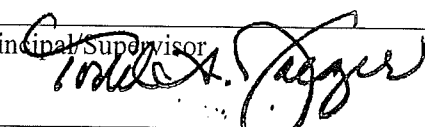
The travel is necessary for the implementation of the project funding the travel.

Submitted by: _____

Signature

_____ Date

Principal/Supervisor



_____ Date

Associate Superintendent/Superintendent

10/21/22
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.L.A. SANCTIONED EVENT TRAVEL**

SCHOOL: AMS

ESTIMATED NUMBER OF STUDENTS: 40

NAME OF SCHOOL GROUP/CLUB/ENTITY: Project Catalina

STAFF ADVISOR(S)/CHAPERONES: Kellie Higgins, Michelle Vaughn, Matthew Loudon, Tyrone Cepher

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Trip to Catalina Island Marine Institute (CIMI)

DESTINATION OF TRAVEL: Catalina Island, California

DATES OF TRAVEL: 03/07/2023-03/10/2023

ACADEMIC BENEFITS TO STUDENTS: Extension of science curriculum, Topics include marine biology, oceanography, astronomy, ecology, biodiversity, data collection and data analysis, Competition includes best group cohesiveness, Most interesting artifact, Best Academic Group(based on CIMI testing activities). Individual awards go to the Best Individual Academic Scores and Best Overall Participation.

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

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

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

x Other Charter bus

Are expenses paid from any of the following accounts? Auxiliary X Tax Credits x Club Funds _____
Parent Organization _____

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$11,700.00</u>	<u>525/526/533-00-100-1001-6892-166</u>
Transportation	<u>\$5,100.00</u>	<u>525/526/533-00-410-2790-6519-166</u>
Meals	<u>\$300.00</u>	<u>525/526/533-00-100-2190-6892-166</u>
Lodging	<u>\$1,810.00</u>	<u>525/526/533-00-100-2190-6892-166</u>
Substitutes	<u>\$1800.00</u>	<u>525/526/533-00-100-1001-6892-166</u>
TOTAL	<u>\$20,710.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS: Student tuition and tax credit donations

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

HOW ARE CHAPERONE EXPENSES PAID? Included in student cost

COST TO EACH STUDENT \$ 518.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Scholarships are made available to those students who need them.

FUNDING SOURCE(S): _____

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY: Kimberly Mitchell
Signature

10/17/2022
Date

APPROVED BY: Angela Michers
Principal/Supervisor

10/17/2022
Date

[Signature]
Associate Superintendent/Superintendent

10/18/22
Date