



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

DATE OF MEETING: **June 28, 2022**

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

BACKGROUND:

STAFF

John Hastings and Zak Morek request permission to attend American Association of School Personnel Administrators annual Conference in Orlando, Florida on October 8-13, 2022. Approximate cost of travel is \$6,217.90 and will be paid using Maintenance and Operating funds. Four days will be missed, and no substitutes are required.

Darlene Mansouri requests permission to attend 2023 National ESEA Conference in Indianapolis, Indiana on January 31-February 5, 2023. Approximate cost of travel is \$2,887 and will be paid using Title 1 funds. Four days will be missed, and no substitutes are required.

Vanessa Hill requests permission to attend National Association for Gifted Children 69th Annual Convention in Indianapolis, Indiana on November 17-20, 2022. Approximate cost of travel is \$2,042.81 and will be paid using Title II funds. Two school days will be missed, and no substitutes are required.

Nathan Ayers requests permission to attend National Association for Gifted Children 69th Annual Convention in Indianapolis, Indiana on November 17-20, 2022. Approximate cost of travel is \$2,397.66 and will be paid using Title II funds. Two school days will be missed, and no substitutes are required.

STUDENTS

Lisa DaDeppo, Shannon Haskins, Lindsay Lopez, Alexandria Vaughn, Hailey Piancino, Chris Gutierrez, Kristen Alvarez, Fred McDole, and Mary Cliff request permission to take 90 Cross Middle School students to Washington, D.C. and New York City, New York on March 6-14, 2023. Approximate cost of travel is \$219,950 and will be paid using auxiliary and tax credit funds. Four school days will be missed. Substitutes are required.

Chris Gutierrez, Chris Boknevit, Alexandria Vaughn, Abigail Gritis, Monica Garcia, Tyler Bernt, Vanessa Harding, Amanda Pegnam, and Kim Evans request permission to take 89 Cross Middle School students to Catalina Island Marine Institute (CIMI) in San Diego, California on February 19-23, 2023. Approximate cost of travel is \$43,034 and will be paid using auxiliary and tax credit funds. Three school days will be missed. Substitutes are required.

Dustin Peace, Eric Rossi, Andy Bayse, Jordan Hitchye, Matt Powell, and John Valljeos request permission to take 44 Canyon Del Oro football students to 2022 Football Camp and Competition at the University of San Diego in San Diego, California on July 28-30, 2022. Approximate cost of travel is \$13,814.81 and will be paid for using tax credit and student activities funds. No school days will be missed and no substitutes are required.

BUDGET CODE KEY		
001.00.100.2579.6360.530.0000	M & O	Training-Non-Instructional Staff, Registration, Human Resources
001.00.100.2579.6582.530.0000	M & O	Training-Non-Instructional Staff, Staff Travel, Human Resources
100.23.100.2579.6360.509.0000	Title 1	Training-Non-Instructional Staff, Registration, State & Federal Programs
100.23.100.2579.6579.509.0000	Title 1	Training-Non-Instructional Staff, Staff Travel, State & Federal Programs
140.22.240.2210.6360.514.0000	Title II	Improvement of Instruction, Registration, Associate Superintendent for Elementary
140.23.240.2210.6582.514.0000	Title II	Improvement of Instruction, Staff Travel, Associate Superintendent for Elementary
140.22.240.2210.6360.166.0000	Title II	Improvement of Instruction, Registration, Amphi Middle
140.23.240.2210.6582.166.0000	Title II	Improvement of Instruction, Staff Travel, Amphi Middle
525.00.100.1001.6892.167.0000	Auxiliary	Classroom Instruction, Student Travel, Cross MS
526.00.100.1001.6892.167.0000	Tax Credit	Classroom Instruction, Student Travel, Cross MS
525.00.410.2790.6516.167.0000	Auxiliary	Student Transportation, Student Travel, Cross MS
526.00.410.2790.6516.167.0000	Tax Credit	Student Transportation, Student Travel, Cross MS
526.00.620.2190.6892.282.0000	Tax Credit	Other Student Support Services, Student Travel, CDO
850.00.620.2190.6892.282.0000	Student Activities	Other Student Support Services, Student Travel, CDO
526.00.410.2790.6519.282.0000	Tax Credit	Student Transportation, Student Travel, CDO
850.00.410.2790.6519.282.0000	Student Activities	Student Transportation, Student Travel, CDO

RECOMMENDATION:

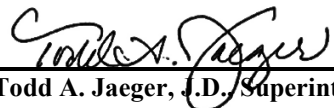
It is the recommendation of the administration that the above travel be approved.

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: June 22, 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): 1 Darlene Mansouri SCHOOL: District Offices
Department (opt.): State & Federal Programs
DATE(S): January 31, 2023 - February 5, 2023

ACTIVITY/EVENT: 2023 National ESEA Conference
LOCATION: Indianapolis, IN

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> (Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$629</u>	<u>100.23.100.2210.6360.509.0000</u>
Transportation	<u>\$537</u>	Mode <u>Air, Shuttle & Parking</u> <u>100.23.100.2579.6582.509.0000</u>
Rental Car	_____	_____
Meals	<u>\$276</u>	<u>100.23.100.2579.6582.509.0000</u>
Lodging	<u>\$1,445</u>	<u>100.23.100.2579.6582.509.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$2,887</u>	

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

Purpose of travel: Attend the 2023 National ESEA Conference (Title I, II, IV, Homeless, Private School Equitable Services).

Outcomes and academic benefits to students and staff: A better knowledge of the Federal Programs update and guidelines. Learn changes at the Federal level for grants and programs requirements.

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

Submitted by: Darlene Mansouri 6.02.22
Signature Date

Principal/Supervisor _____ Date _____
Associate Superintendent/Supervisor _____ Date 6/2/22

**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): Vanessa Hill

SCHOOL: District Offices

Department (opt.): REACH

DATE(S): 11/17-11/20/2022

ACTIVITY/EVENT: NAGC 22 National Association for Gifted Children 69th Annual Convention

LOCATION: JW Marriott Indianapolis, 10 South West Street Indianapolis, IN 46204

ABSENCE: # Days 2 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>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>424.15</u>	<u>140-22-240-2210-6360-514-0000</u>
Transportation	<u>773.21</u> Mode <u>Plane</u>	<u>140-23-240-2210-6582-514-0000</u>
Rental Car	<u>0</u>	
Meals	<u>161.00</u>	<u>140-23-240-2210-6582-514-0000</u>
Lodging	<u>684.45</u>	<u>140-23-240-2210-6582-514-0000</u>
Substitutes	<u>0</u>	
TOTAL	<u>2042.81</u>	

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

Purpose of travel: Will be presenting creating problem solving workshop, as well as attending professional development workshops related to Gifted Education.

Outcomes and academic benefits to students and staff: As Coordinator for the REACH Department at Amphitheater School District, I will present what I learned with REACH Teachers and Cluster Classroom Teachers through professional development workshops.

Submitted by: Vanessa C. Hill 06/21/2022
Signature Date

Principal/Supervisor Date
Tom Call 6/20/22
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): Nathan Ayers

SCHOOL: Amphi Middle School

Department (opt.): REACH

DATE(S): 11/17-11/20/2022

ACTIVITY/EVENT: NAGC 22 National Association for Gifted Children 69th Annual Convention

LOCATION: JW Marriott Indianapolis 10 South West Street Indianapolis, IN 46204

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

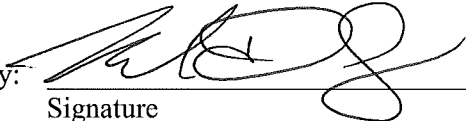
	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>499.00</u>		<u>140-22-240-2210-6360-166-0000</u>
Transportation	<u>773.21</u>	Mode <u>Plane</u>	<u>140-23-240-2210-6582-166-0000</u>
Rental Car	<u>0</u>		
Meals	<u>161.00</u>		<u>140-23-240-2210-6582-166-0000</u>
Lodging	<u>684.45</u>		<u>140-23-240-2210-6582-166-0000</u>
Substitutes	<u>280.00</u>		<u>140-23-240-2210-6113-166-0000</u>
TOTAL	<u>2397.66</u>		

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

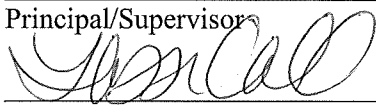
The District will (or) will not receive reimbursement from outside sources.

Purpose of travel: Will be attending professional development workshops related to Gifted Education.

Outcomes and academic benefits to students and staff: As a new REACH Teacher I will learn more about Gifted Education and will share what I learned with REACH Teachers.

Submitted by: 
Signature

6/21/2022
Date

Principal/Supervisor

Associate Superintendent/Supervisor

Date
6/20/22
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.I.A. SANCTIONED EVENT TRAVEL

SCHOOL: Cross Middle

ESTIMATED NUMBER OF STUDENTS: 90

NAME OF SCHOOL GROUP/CLUB/ENTITY: Cross Middle School 8th grade Social Studies classes

STAFF ADVISOR(S)/CHAPERONES: Lisa DaDeppo, Shannon Haskins, Lindsay Lopez, Alexandria Vaughn, Hailey Piancino, Chris Gutierrez, Kristen Alvarez, Fred McDole, Mary Cliff.

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: To visit national and historic landmarks in conjunction with the 8th grade history and civics curriculum, as well as science and music. All students will participate in various group and individual educational competititons, including an essay contest to determine what student will lay a wreath at the Tomb of the Unknown Soldier in Arlington National Cemetery.

DESTINATION OF TRAVEL: Washington, D.C. and New York City, NY

DATES OF TRAVEL: March 6 - March 14, 2023

ACADEMIC BENEFITS TO STUDENTS: The 8th grade social studies curriculum focuses on Civics and Government, that include Civil Right, Structures of Government, Civil Responsibilities, Economics, Human Rights and conflict. Students will tour, the US Capitol, The US Supreme Court, Embassy Row, Arlington National Cemetery, National Museum of African American History and Culture, the Marine Corp War Memorial, National Archives, the Smithsonian Museum of American History, the Holocaust Museum, United Nations, Wall Street, Tenament Housing Museum, and the 9/11 Memorial Museum. Some of the character traits that will be taught and practiced throughtout the trip are: Attentiveness, Citizenship, Caring, Integrity, Obedience, Orderliness, Respect, Responsibility, and Trustworthiness.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Domestic airline flight, and charter buses. All transportation is arranged as part of the trip package by Explorica.

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$217,700.00</u>	<u>525/526-00-100-1001-6892-167-0000</u>
	_____	_____
	_____	_____

Transportation	<u>Included</u>	_____
Meals	<u>Included</u>	_____
Lodging	<u>Included</u>	_____
Substitutes	<u>\$2,250.00</u>	<u>525/526-100-1001-6113-167-0000</u>
TOTAL	<u>\$219,950.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No
 IF SO, SOURCE & AMOUNTS: N/A

HOW ARE CHAPERONE EXPENSES PAID? The trip's package includes the cost of (5) school staff chaperones. All additional chaperones (parent/teacher) will be responsible for paying the full cost of the trip. (Self-pay).

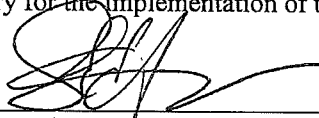
COST TO EACH STUDENT \$ \$2167.00

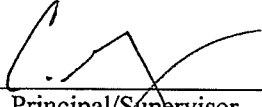
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? We will be making financial assistance available to students in need based upon available funds and the depth of need.

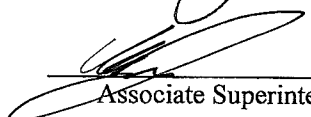
FUNDING SOURCE(S): Student families, fundraising activities, and tax credit donations.

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Restaurant dinner fundraisers, and student letters written for local business sponsorship.

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

SUBMITTED BY:  5/31/22
 Signature Date

APPROVED BY:  5/31/22
 Principal/Supervisor Date

 6.3.2022
 Associate Superintendent/Superintendent 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.I.A. SANCTIONED EVENT TRAVEL

SCHOOL: Cross Middle

ESTIMATED NUMBER OF STUDENTS: 89

NAME OF SCHOOL GROUP/CLUB/ENTITY: Cross Middle School - Science Dept.

STAFF ADVISOR(S)/CHAPERONES: Staff: Chris Gutierrez, Chris Bokneviz, Alexandria Vaughn, Abigail Gritis, Monica Garcia. Parents: Tyler Bernt, Vanessa Harding, Amanda Pegnam, Kim Evans.

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Catalina Island Marine Institute (CIMM); marine biology hands on field trip.

DESTINATION OF TRAVEL: Catalina Island, CA

DATES OF TRAVEL: Evening of 2/19/2023 - Morning of 2/23/2023.

ACADEMIC BENEFITS TO STUDENTS: Students will have the opportunity to study science, in an outstanding, hands-on program that focuses on Marine Biology and Ecology. All students will participate in various individual and group activities and competitions, and will also receive instruction that will touch on the following character traits: Attentiveness, Citizenship, Caring, Integrity, Obedience, Orderliness, Respect, Responsibility, and Trustworthiness.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Charter Buses - Grayline Tours

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$30,084.00 (includes meals and lodging)</u>	<u>525/526-00-100-1001-6892-167-0000</u>
Transportation	<u>\$10,700.00</u>	<u>525/526-00-410-2790-6519-167-0000</u>
Meals	<u>Included w/ reg.</u>	_____
Lodging	<u>Included w/ reg.</u>	_____

Substitutes \$2,250

525-00-100-1001-6113-167-0000

TOTAL \$43,034.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No.
IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? The trip cost includes staff chaperones based on the number of students attending. Parent chaperones will be responsible for paying the cost of the trip (self-pay).

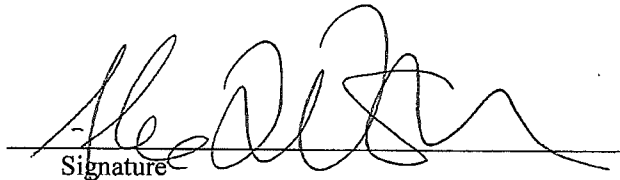
COST TO EACH STUDENT \$ 500.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Financial assistance is available to students in need based upon the funds available and the depth of need.

FUNDING SOURCE(S): Tax Credit donations

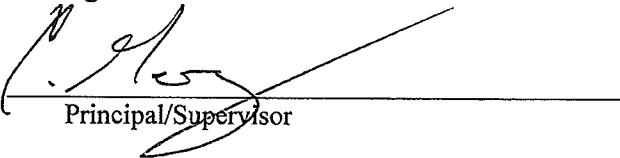
FUNDRAISING ACTIVITIES PLANNED (If applicable):
N/A

SUBMITTED BY:

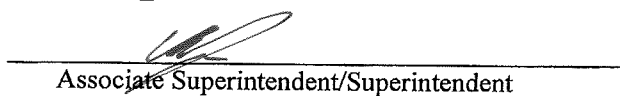

Signature

5/31/22
Date

APPROVED BY:


Principal/Supervisor

5/31/22
Date


Associate Superintendent/Superintendent

6.1.2022
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.I.A. SANCTIONED EVENT TRAVEL

SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 44

NAME OF SCHOOL GROUP/CLUB/ENTITY: Football

STAFF ADVISOR(S)/CHAPERONES: Dustin Peace, Eric Rossi, Andy Bayse, Jordan Hitchye, Matt Powell, John Valljeos

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 2022 football camp and competitions

DESTINATION OF TRAVEL: San Diego, CA

DATES OF TRAVEL: 7/28/22-7/30/22

ACADEMIC BENEFITS TO STUDENTS: The purpose of the travel is to compete in 7 on 7 and lineman competitions at USD.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Mountain View Bus Lines

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$702.00 (fields)</u>	<u>526/850-00-620-2190-6892-282</u>
Transportation	<u>\$4,085.00</u>	<u>526/850-00-410-2790-6519-282</u>
Meals	<u>\$1,227.81(usd) \$3,000 (6 meals not at facility)</u>	<u>526/850-00-620-2190-6892-282</u>
Lodging	<u>\$4,800.00</u>	<u>526/850-00-620-2190-6892-282</u>
Substitutes	_____	_____
TOTAL	<u>\$13,814.81</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? no
IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? Room and food will be paid from club account.

COST TO EACH STUDENT \$ Students will be required to pay or fundraise \$100 each.

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Fundraising activities for our program ads and banners will be used for students to raise the money.

FUNDING SOURCE(S): club money and booster club will cover additinoal meal costs.

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Selling banners for the upcoming season

SUBMITTED BY: _____ int. al _____ 6/9/22
Signature Date

APPROVED BY: _____ [Signature] _____ 6/10/22
Principal/Supervisor Date

_____ [Signature] _____ 6/22/22
Associate Superintendent/Superintendent Date