

**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): Krista Blurton
Sujata Agrawal

SCHOOL: District Offices
Department (opt.): State and Federal Programs
DATE(S): 1/23/11 1-1/28/11

ACTIVITY/EVENT: Parents as Teachers Foundational and Model Training for educator certification.

LOCATION: St. Louis, MO

ABSENCE: # Days 6 Sub Required: ☐ Yes ☒ No # of School Days Missed 5

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>\$1,700</u>	<u>472-00-100-2210-510-6360</u>
Transportation	<u>\$800</u>	Mode <u>Airplane</u> <u>472-00-100-2190-510-6582</u>
Rental Car	<u>N/A</u>	<u>N/A</u>
Meals	<u>\$650</u>	<u>472-00-100-2190-510-6582</u>
Lodging	<u>\$800</u>	<u>472-00-100-2190-510-6582</u>
Substitutes	<u>N/A</u>	<u>N/A</u>
TOTAL	<u>\$3,900</u>	

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

Purpose of travel: Parent Educator training for certification is mandatory for the Amphi Parents as Teachers program.

Outcomes and academic benefits to students and staff: Increase parent involvement, early intervention, kinder-readiness, family literacy.

Submitted by: Krista M. Blurton 11/12/10
Sujata Agrawal 11/12/2010
Signature Date

T. C. ... 11-12-10
Principal/Supervisor Date
Patrick Nelson 11-18-10
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): Tom Collins
Alma Salazar
Dina Gutierrez

SCHOOL: District Offices

Department (opt.): State and Federal Programs

DATE(S): 1/23/11-1/28/11

ACTIVITY/EVENT: Parents as Teachers Foundational Training for existing programs

LOCATION: St. Louis, MO

ABSENCE: # Days 4 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>\$400</u>	<u>472-00-100-2210-510-6360</u>
Transportation	<u>\$1,200</u>	Mode <u>Airplane</u> <u>472-00-100-2190-510-6582</u>
Rental Car	<u>N/A</u>	<u>N/A</u>
Meals	<u>\$625</u>	<u>472-00-100-2190-510-6582</u>
Lodging	<u>\$1,600</u>	<u>472-00-100-2190-510-6582</u>
Substitutes	<u>N/A</u>	<u>N/A</u>
TOTAL	<u>\$3,825</u>	

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

Purpose of travel: Parent Educator training for certification is mandatory for the Amphi Parents as Teachers program.

Outcomes and academic benefits to students and staff: Increase parent involvement, early intervention, kinder-readiness, family literacy.

Submitted by: *Dina Gutierrez* 11/12/10
Signature Date

T. Collins 11-12-10
Principal/Supervisor Date

Patrick Nelson 11-18-10
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): Fiona O'Brien

SCHOOL: Wilson K-8

Department (opt.): SPED

DATE(S): January 10-13, 2011

ACTIVITY/EVENT: Treatment and Education of Autistic and other related Communication Handicapped Children (TEACCH) Advanced Topics Seminar

LOCATION: Chapel Hill, North Carolina

ABSENCE: # Days 4 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>\$ 825.00</u>	<u>229.11.200.2210.540.6360</u>
Transportation	<u>\$ 80.00</u> Mode <u>Taxi</u>	<u>229.11.200.2210.540.6582</u>
Rental Car	<u>—</u>	
Meals	<u>\$ 176.00</u>	<u>229.11.200.2210.540.6582</u>
Lodging	<u>\$ 294.00</u>	<u>229.11.200.2210.540.6582</u>
Substitutes	<u>n/a</u> _____	
TOTAL	<u>\$1375.00</u>	

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

Purpose of travel: To receive advanced training in the Structured Teaching Model as a follow-up to the 5 day intensive hands-on TEACCH Training Program that I participated in Summer 2010. Wilson K-8 is currently implementing the Structured Teaching Model in our self-contained programs. This advanced course will develop presentation skills in explaining intervention methods and foster team-building skills in developing collaborative efforts in expanding and implementing autism services. In addition, I will enrich my consultation skills in assessing and advising professionals about program development so that I may have an impact not only on our students with autism at Wilson, but on students and staff throughout the Amphitheater Public School District as well.

Outcomes and academic benefits to students and staff: This conference will have a positive impact on our population of students with autism spectrum disorders, as well as their service providers

Submitted by: John E. Brien 10/27/10
Signature Date

John M. Kane 10/27/10
Principal/Supervisor Date

Patrick Nelson 11-8-10
Associate Superintendent/Superintendent Date

rev. 9/21/05

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): Bob Hehli
Jenny Knappenberger
Amy Lewis

SCHOOL: Nash
Department (opt.): _____
DATE(S): January 23, 24, 25, 2011

ACTIVITY/EVENT: No Excuses University Institute

LOCATION: San Diego, California

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>\$1350.00</u>	<u>140-11-100-2210-510-6360</u>
Transportation	<u>\$900.00</u> Mode <u>Air</u>	<u>140-11-100-2210-510-6582</u>
Rental Car	_____	_____
Meals	<u>\$306.00</u>	<u>140-11-100-2210-510-6582</u>
Lodging	<u>\$650.00</u>	<u>140-11-100-2210-510-6582</u>
Substitutes	<u>\$320.00</u>	<u>140-11-100-2210-510-6113</u>
TOTAL	<u>\$3526.00</u>	

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

Purpose of travel: The No Excuses University philosophy is focus of our continuous school improvement efforts. New principals that become a part of this network are required to attend an institute their first year at the school.

Outcomes and academic benefits to students and staff: 1. Creating a culture of universal achievement. 2. Creating a collaborative environment. Aligning curriculum and instruction to the standards. Using research based assessments. Creating a data management system to analysis assessments. Providing academic and behavioral interventions to support students.

Submitted by: Bob Hehli 11/24/10
Signature Date

Principal/Supervisor _____ Date _____
Patrick Nelson 11-29-10
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): Stacey Bonds Sarah Tucker

SCHOOL: Mesa Verde

Department (opt.): _____

DATE(S): 2/17/11 - 2/19/11

ACTIVITY/EVENT: Kagan Winter Academics 2011

LOCATION: Las Vegas, Nevada

ABSENCE: # Days 1.5 Sub Required: ☒ Yes ☐ No # of School Days Missed 1.5

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>1110.00</u>	<u>140-11-100-2210-510-6360</u>
Transportation	<u>750.00</u> Mode <u>Air/taxi</u>	<u>140-11-100-2210-510-6582</u>
Rental Car	<u>N/A</u>	
Meals	<u>262.00</u>	<u>140-11-100-2210-510-6582</u>
Lodging	<u>270.00</u>	<u>140-11-100-2210-510-6582</u>
Substitutes	<u>250.00</u>	<u>140-11-100-2210-510-6113</u>
TOTAL	<u>2642.00</u>	

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

Purpose of travel: Cooperative Learning for little ones: Success Secrets for the K-1 classroom workshop.

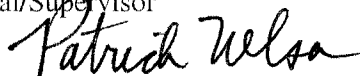
Outcomes and academic benefits to students and staff: Teachers will gain and share knowledge to increase engagement for all students.

Submitted by: _____

Signature



Principal/Supervisor



Associate Superintendent/Superintendent

Date

11/19/10

Date

11-23-10

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): Rob Girard Mitzi Wieduwilt

SCHOOL: CDO

Chris Gabriel _____

Department (opt.): International Baccalaureate

DATE(S): January 21-24, 2011

ACTIVITY/EVENT: International Baccalaureate Training

LOCATION: Los Angeles, California

ABSENCE: # Days 4 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>\$2025.00</u>	<u>140-11-100-2210-510-6360</u>
Transportation	<u>\$990.00</u> Mode <u>Air</u>	<u>140-11-100-2210-510-6582</u>
Rental Car	<u>0</u>	_____
Meals	<u>\$180.00</u>	<u>140-11-100-2210-510-6582</u>
Lodging	<u>\$1242.00</u>	<u>140-11-100-2210-510-6582</u>
Substitutes	<u>\$450.00</u>	<u>140-11-100-2210-510-6113</u>
TOTAL	<u>\$4887.00</u>	

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

Purpose of travel: Teachers will receive training to become fully certified to teach in the International Baccalaureate Programme

Outcomes and academic benefits to students and staff: Teachers will be certified to teach International Baccalaureate courses

Submitted by:

Signature

11/19/10

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): Amy Swiderski _____

SCHOOL: CDO

Department (opt.): International Baccalaureate

DATE(S): February 10-13, 2011

ACTIVITY/EVENT: International Baccalaureate Coordinator Training

LOCATION: New Orleans, Louisiana

ABSENCE: # Days 4 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>\$675.00</u>	<u>140-11-100-2210-510-6360</u>
Transportation	<u>\$650.00</u> Mode <u>air</u>	<u>140-11-100-2210-510-6582</u>
Rental Car	<u>\$38.00 - shuttle</u>	<u>140-11-100-2210-510-6582</u>
Meals	<u>\$75.00</u>	<u>140-11-100-2210-510-6582</u>
Lodging	<u>\$638.41</u>	<u>140-11-100-2210-510-6582</u>
Substitutes	<u>\$150.00</u>	<u>140-11-100-2210-510-6113</u>
TOTAL	<u>\$2226.41</u>	

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

Purpose of travel: The teacher will receive training to become a fully certified International Baccalaureate Extended Essay and CAS Teacher.

Outcomes and academic benefits to students and staff: Ms. Swiderski will be able to work in Canyon del Oro's International Baccalaureate Programme.

Submitted by: _____

Signature

11/19/10

Date

Principal/Supervisor

11/19/10

Date

Associate Superintendent/Supintendent

11-29-10

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): Josh Tabor _____

SCHOOL: CDO

Department (opt.): International Baccalaureate

DATE(S): February 27-March 1, 2011

ACTIVITY/EVENT: International Baccalaureate Training

LOCATION: Houston, Texas

ABSENCE: # Days 3 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>\$695.00</u>	<u>140-11-100-2210-510-6360</u>
Transportation	<u>\$700.00</u> Mode <u>Air</u>	<u>140-11-100-2210-510-6582</u>
Rental Car	<u>0</u>	_____
Meals	<u>\$100.00</u>	<u>140-11-100-2210-510-6582</u>
Lodging	<u>\$278.00</u>	<u>140-11-100-2210-510-6582</u>
Substitutes	<u>\$150.00</u>	<u>140-11-100-2210-510-6113</u>
TOTAL	<u>\$1,923.00</u>	

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

Purpose of travel: Teacher will receive training to become fully certified to teach in the International Baccalaureate Programme

Outcomes and academic benefits to students and staff: Teacher will be certified to teach International Baccalaureate Mathematics SL

Submitted by: _____

Signature

11/19/10

Date

Principal/Supervisor

11/19/10

Date

Associate Superintendent/Supervisor

11-24-10

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): Joshua Fields Alejandro Gonzalez

SCHOOL: AHS

Department (opt.): CTE/Photo Imaging

DATE(S): 3/10/11-3/13/11

ACTIVITY/EVENT: Society for Photographic Education

LOCATION: Atlanta, GA

ABSENCE: # Days 4 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>\$ 500</u>	<u>260.11.270.2210.281.6360</u>
Transportation	<u>\$ 870</u> Mode <u>Air</u>	<u>260.11.270.2210.281.6582</u>
Rental Car	<u> </u>	<u> </u>
Meals	<u>\$ 352</u>	<u>260.11.270.2210.281.6582</u>
Lodging	<u>\$ 447</u>	<u>260.11.270.2210.281.6582</u>
Substitutes	<u>\$ 400</u>	<u>260.11.270.2210.281.6113</u>
TOTAL	<u>\$2,569</u>	

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

Purpose of travel: Attendance at this conference will allow a greater level of collaboration between peers nationally, specifically discussing different approaches to teaching creativity, and advanced concepts. We are also interested in attending demonstrations and presentations of the latest movements, trends and technology in photography that we can take back to our students

Outcomes and academic benefits to students and staff: Students will benefit when we bring back the knowledge we have learned through demonstrations and collaboration. Through observing demonstrations we will be able to share with students what is current in the photography industry now. Students will also benefit from the ideas that we pick through collaboration and borrowing other's approaches to teaching various concepts and the students will be able to learn things in our classroom in new ways.

Submitted by:

Signature

10/27/10
Date

Principal/Supervisor

10/27/10
Date

Associate Superintendent/Superintendent

11-18-10
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: **IRHS**

ESTIMATED NUMBER OF STUDENTS: 7

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Intermediate and Advanced Journalism Students**

STAFF ADVISOR(S)/CHAPERONES: **Doreen Rouille**

ABSENCE: # Days Two School Days; One Weekend Sub Required: ☒ Yes ☐ No # of School Days Missed Two

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **JEA National Spring Convention (Journalism)**

DESTINATION OF TRAVEL: **Anaheim, CA**

DATES OF TRAVEL: **4/14/2011 - 4/17/2011**

ACADEMIC BENEFITS TO STUDENTS: **Students will listen to keynote speakers, who are the nation's top reporters and newsmakers, as well as attend learning sessions where students can learn how to improve their skills and network with students serious about pursuing print media. Students will learn information and skills they can bring back to the classroom to improve the overall journalistic quality of the school's newspaper.**

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other **Airplane**

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$680</u>	<u>850-00-100-3400-280-6892</u>
Transportation	<u>\$1,992</u>	<u>Student Responsibility</u>
Meals	<u>\$800</u>	<u>Student Responsibility</u>
Lodging	<u>\$1,125</u>	<u>Student Responsibility</u>

Substitutes **\$217**

530-00-100-3400-280-6113

TOTAL **\$4,597**

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **N/A**

IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? **Club Funds**

COST TO EACH STUDENT \$ **\$500**

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

FUNDING SOURCE(S): _____

FUNDRAISING ACTIVITIES PLANNED (If applicable):

N/A

SUBMITTED BY: _____

Signature

11/29/10

Date

APPROVED BY: _____

Principal/Supervisor

11/29/10

Date

Patrick Nelson

Associate Superintendent/Superintendent

11-29-10

Date