



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

DATE OF MEETING: **January 14, 2025**

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

BACKGROUND:

STAFF

Monica Bermudez, Vanessa Miller, Sue Luciano, Treva Wright, Katie Ratliff, Sheila Kelly, Kenzie Maddox, Leighann Reynolds request permission to attend AVID 2025 Summer Institute on June 15-18, 2025 in San Diego, California. Approximate cost of travel is \$14,892 and will be paid using Title I and Title II funds. No school days will be missed, and no substitutes are required.

Andrew Szczepaniak, Kate Guymon, Anita Humphreys, Dawna Spencer, Ted Wallach, Yoko Kaneda, Anastasia Schrimpf, and Marina Wong request permission to attend AVID 2025 Summer Institute on June 15-18, 2025 in San Diego, California. Approximate cost of travel is \$24,116.00 and will be paid using Title I funds. No school days will be missed, and no substitutes are required.

Tim Ripp, Eric Stewart, Patricia Stewart and Lindsay Inglett request permission to attend AVID 2025 Summer Institute on June 15-18, 2025 in San Diego, California. Approximate cost of travel is \$10,036.00 and will be paid using Title I and Title II funds. No school days will be missed, and no substitutes are required.

Danielle Swartz and Michaela Rodrigues request permission to attend AVID 2025 Summer Institute on June 15-18, 2025 in San Diego, California. Approximate cost of travel is \$3,848.00 and will be paid using Title II funds. No school days will be missed, and no substitutes are required.

Susan Shoopman, Annaliza Hutchins, and Emily Steiner request permission to attend AVID 2025 Summer Institute on June 15-18, 2025 in San Diego, California. Approximate cost of travel is \$7,122.00 and will be paid using Title II funds. No school days will be missed, and no substitutes are required.

Chris Trimble, Jonelle Richardson, Hans Smerz, Pamela Elslager, and Joanne Carlson request permission to attend AVID 2025 Summer Institute on June 15-18, 2025 in San Diego, California. Approximate cost of travel is \$14,270.00 and will be paid using Gifts and Donations funds. No school days will be missed, and no substitutes are required.

Karen Rosson, Shawn Smith, Carolyn Marietta, Monica Ortiz, Bethany Evans, Katherine Engel, Nicole Bradbury, Lesa Randall, Siana Summons, Sonya Impelluso, Morgan Rodgers, Richard Diaz, Robin Young, Ryan Thornburg, Kevin Beuthin, A.J. Malis, Hayley Gotlieb request permission to attend AVID 2025 Summer Institute on June 15-18, 2025 in San Diego, California. Approximate cost of travel is \$40,178.00 and will be paid using Title I funds. No school days will be missed, and no substitutes are required.

Brianna Mounts and Madisyn McDole request permission to attend AVID 2025 Summer Institute on June 15-18, 2025 in San Diego, California. Approximate cost of travel is \$4,412.00 and will be paid using Title II funds. No school days will be missed, and no substitutes are required.

Darlene Mansouri requests permission to attend 2025 Spring Forum Agenda on April 28-May 2, 2025 in Baltimore City, Maryland. Approximate cost of travel is \$3,357.00 and will be paid using Title I funds. Four school days will be missed, and no substitutes are required.

Matt Kopec and Todd Jaeger request permission to attend AVID 2025 Summer Institute on June 15-18, 2025 in San Diego, California. Approximate cost of travel is \$3,748.00 and will be paid using Title II and Maintenance and Operations funds. No school days will be missed, and no substitutes are required.

Angela Wichers Paul Avila, Nathan Ayers, Damon Brightman, Christal Rice, Cassidy Sand, and Christopher Mercillott request permission to attend AVID 2025 Summer Institute on June 15-18, 2025 in San Diego, California. Approximate cost of travel is \$16,218.00 and will be paid using Title I funds. No school days will be missed, and no substitutes are required.

STUDENTS

Devon Busby, Tami Catalano, and Alyssa Fischer request permission to take 19 Ironwood Ridge Cheer students to USA Spirit Nationals and Collegiate Championships on February 13-17, 2025 in Anaheim, California. Approximate cost of travel is \$19,350.00 and will be paid using Student Activities funds. Three school days will be missed, and no substitutes are required.

BUDGET CODE KEY		
100.25.100.2210.6360.112.0000	Title I	Improvement of Instruction, Employee Training, Walker
140.25.100.2210.6360.112.0000	Title II	Improvement of Instruction, Employee Training, Walker
100.25.100.2579.6360.112.0000	Title I	Non-Instructional Training, Employee Training, Walker
100.25.100.2210.6582.112.0000	Title I	Improvement of Instruction, Employee Travel, Walker
140.25.100.2210.6582.112.0000	Title II	Improvement of Instruction, Employee Travel, Walker
100.25.100.2579.6582.112.0000	Title I	Non-Instructional Training, Employee Travel, Walker
100.25.100.2210.6360.106.0000	Title I	Improvement of Instruction, Employee Training, Donaldson
100.25.100.2579.6360.106.0000	Title I	Improvement of Instruction, Employee Training, Donaldson
100.25.100.2210.6582.112.0000	Title I	Improvement of Instruction, Employee Travel, Donaldson
100.25.100.2579.6582.112.0000	Title I	Non-Instructional Training, Employee Travel, Donaldson
100.25.100.2210.6360.116.0000	Title I	Improvement of Instruction, Employee Training, Mesa Verde
140.25.100.2210.6360.116.0000	Title II	Improvement of Instruction, Employee Training, Mesa Verde
140.25.100.2579.6360.116.0000	Title II	Non-Instructional Training, Employee Training, Mesa Verde
100.25.100.2210.6582.116.0000	Title I	Improvement of Instruction, Employee Travel, Mesa Verde
140.25.100.2210.6582.116.0000	Title II	Improvement of Instruction, Employee Travel, Mesa Verde
140.25.100.2579.6582.116.0000	Title II	Non-Instructional Training, Employee Travel, Mesa Verde
140.25.100.2210.6360.119.0000	Title II	Improvement of Instruction, Employee Training, Innovation
140.25.100.2210.6582.119.0000	Title II	Improvement of Instruction, Employee Travel, Innovation
140.25.100.2210.6360.168.0000	Title II	Improvement of Instruction, Employee Training, Wilson

140.25.100.2210.6582.168.0000	Title II	Improvement of Instruction, Employee Travel, Wilson
530.00.100.2210.6360.168.0000	G & D	Improvement of Instruction, Employee Training, Wilson
530.00.100.2210.6582.168.0000	G & D	Improvement of Instruction, Employee Travel, Wilson
100.25.100.2210.6360.281.0000	Title I	Improvement of Instruction, Employee Training, AHS
100.25.100.2579.6360.281.0000	Title I	Non-Instructional Training, Employee Training, AHS
140.25.100.2210.6360.109.0000	Title II	Improvement of Instruction, Employee Training, Keeling
140.25.100.2210.6582.109.0000	Title II	Improvement of Instruction, Employee Travel, Keeling
100.25.100.2579.6360.509.0000	Title I	Non-Instructional Training, State & Federal Programs
100.25.100.2579.6582.509.0000	Title I	Non-Instructional Training, Employee Travel, State & Federal Programs
140.25.100.2579.6582.510.0000	Title II	Non-Instructional Training, Employee Travel, Office of Learning and Instruction
001.00.100.2310.6582.502.0000	M & O	Governing Board, Employee Travel, Governing Board
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
850.00.620.1001.6892.280.0000	Student Activities	Classroom Instruction, Student Expenses, IRHS
850.00.410.2790.6519.280.0000	Student Activities	Student Transportation, Student Travel, IRHS
850.00.620.2190.6892.280.0000	Student Activities	Other Student Support Services, Student Expenses, IRHS

RECOMMENDATION:

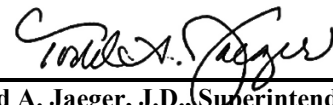
It is the recommendation of the administration that the above travel be approved.

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: January 13, 2025



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): Monica Bermudez Vanessa Miller SCHOOL: Walker
Sue Luciano Treva Wright DATE(S): 06/15/2025 - 06/18/2025
Katie Ratliff Sheila Kelly
Kenzie Maddox Leighann Reynolds

ACTIVITY/EVENT: 2025 AVID Summer Institute

LOCATION: San Diego, CA

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>
Registration	<u>\$1,050 x 5 = \$5,250</u>	<u>100.25.100.2210.6360.112.0000</u>
	<u>\$1,050 x 2 = \$2,100</u>	<u>140.25.100.2210.6360.112.0000</u>
	<u>\$1,050 x 1 = \$1,050</u>	<u>100.25.100.2579.6360.112.0000</u>
Transportation	<u>\$400 x 5 = \$2,000</u> Mode <u>Air</u>	<u>100.25.100.2210.6582.112.0000</u>
	<u>\$400 x 2 = \$800</u> Mode <u>Air</u>	<u>140.25.100.2210.6582.112.0000</u>
	<u>\$400 x 1 = \$400</u> Mode <u>Air</u>	<u>100.25.100.2579.6582.112.0000</u>
Meals	<u>\$224 x 5 = \$1,120</u>	<u>100.25.100.2210.6582.112.0000</u>
	<u>\$224 x 2 = \$448</u>	<u>140.25.100.2210.6582.112.0000</u>
	<u>\$224 x 1 = \$224</u>	<u>100.25.100.2579.6582.112.0000</u>
Lodging	<u>\$300 x 3 = \$900</u>	<u>100.25.100.2210.6582.112.0000</u>
	<u>\$300 x 1 = \$300</u>	<u>140.25.100.2210.6582.112.0000</u>
	<u>\$300 x 1 = \$300</u>	<u>100.25.100.2579.6582.112.0000</u>
TOTAL	<u>\$14,892</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: 2025 Avid Summer Conference

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation on their campus and learn valuable best practice strategies to ensure rigorous implementation toward AVID school-wide.

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: *Leighann Reynolds* 12/19/24
 Signature Date
Leighann Reynolds 12/19/24
 Principal/Supervisor Date
Monica 12/19/24
 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): **Andrew Szczepaniak Kate Guymon** SCHOOL: **Donaldson**
Anita Shay Humphreys Dawna Spencer Ted Wallach Yoko Kaneda Department (opt.): _____
Anastasia Schrimpf Marina Wong DATE(S): **June 15, 2024-June 18, 2024**
 ACTIVITY/EVENT: **AVID Summer Institute 2024**

LOCATION: **San Diego, CA**

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

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	<u>\$9,450.00</u>		<u>100.25.100.2210.6360.106.0000</u> <u>100.25.100.2579.6360.106.0000</u>
Transportation	<u>\$6,750.00</u>	Mode <u>Air</u>	<u>100.25.100.2210.6582.106.0000</u> <u>100.25.100.2579.6582.106.0000</u>
Rental Car	<u>\$0.00</u>		-----
Meals	<u>\$3,116.00</u>		<u>100.25.100.2210.6582.106.0000</u> <u>100.25.100.2579.6582.106.0000</u>
Lodging	<u>\$4,800.00</u>		<u>100.25.100.2210.6582.106.0000</u> <u>100.25.100.2579.6582.106.0000</u>
Substitutes	<u>\$0.00</u>		-----
TOTAL	\$24,116.00		

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: **Professional Development**

Outcomes and academic benefits to students and staff: **AVID helps teachers shift from delivering content to facilitating learning, resulting in an inquiry-based, student-centric classroom.**

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

- | | | |
|---|---|---|
| <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 | <input checked="" type="checkbox"/> Scholarship | |

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

Submitted by: *Heather Hill* **12.19.24**
 Signature Date

[Signature] **12.19.24**
 Principal/Supervisor Date

[Signature] **12/19/24**
 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): Eric Stewart Patricia Stewart
Lindsay Inglett Tim Ripp

SCHOOL: Mesa Verde Elementary
Department (opt.): _____

DATE(S): June 15, 2025 - June 18, 2025

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego, California

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>
Registration	<u>\$2100.00</u>		<u>100.25.100.2210.6360.116.0000</u>
	<u>\$1050.00</u>		<u>140.25.100.2210.6360.116.0000</u>
	<u>\$1050.00</u>		<u>140.25.100.2579.6360.116.0000</u>
Transportation	<u>\$1120.00</u>	Mode <u>AIR</u>	<u>100.25.100.2210.6582.116.0000</u>
	<u>\$560.00</u>		<u>140.25.100.2210.6582.116.0000</u>
	<u>\$560.00</u>		<u>140.25.100.2579.6582.116.0000</u>
Rental Car	<u>0</u>		<u>0</u>
Meals	<u>\$448.00</u>		<u>100.25.100.2210.6582.116.0000</u>
	<u>\$224.00</u>		<u>140.25.100.2210.6582.116.0000</u>
	<u>\$224.00</u>		<u>140.25.100.2579.6582.116.0000</u>
Lodging	<u>\$900.00</u>		<u>100.25.100.2210.6582.116.0000</u>
	<u>\$900.00</u>		<u>140.25.100.2210.6582.116.0000</u>
	<u>\$900.00</u>		<u>140.25.100.2210.6582.116.0000</u>
Substitutes	<u>0</u>		<u>0</u>
TOTAL	<u>\$10,036.00</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: to participate in AVID Summer Institute Professional Development

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation on their campus and learn valuable best practice strategies to ensure rigorous implementation toward AVID school-wide.

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

- | | | |
|---|---|---|
| <input type="checkbox"/> Caring | <input 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 | <input type="checkbox"/> Scholarship | |

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

Submitted by: Dache Pike
Signature

12-20-24
Date

[Signature]
Principal/Supervisor

[Signature]
Associate Superintendent/Superintendent

1/6/25
Date

1/6/25
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): Danielle Swartz
Michaela Rodrigues

SCHOOL: Innovation Academy
Department (opt.): Office of Learning & Instruction
DATE(S): June 15-18, 2025

ACTIVITY/EVENT: AVID 2025 Summer Institute

LOCATION: San Diego, California

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>
Registration	<u>\$2,100.00</u>		<u>140.25.100.2210.6360.119.0000</u>
Transportation	<u>\$1,000.00</u>	Mode <u>air</u>	<u>140.25.100.2210.6582.119.0000</u>
Rental Car	_____		_____
Meals	<u>\$ 448.00</u>		<u>140.25.100.2210.6582.119.0000</u>
Lodging	<u>\$ 300.00</u>		<u>140.25.100.2210.6582.119.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$3,848.00</u>		

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

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: **To participate in AVID Summer Institute professional development.**

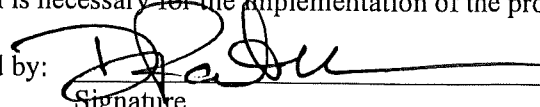
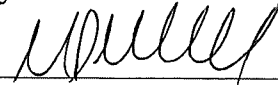
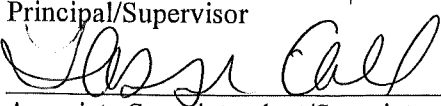
Outcomes and academic benefits to students and staff: **Participants will strengthen their understanding of AVID implementation and learn valuable best practice strategies to ensure rigorous implementation toward AVID district-wide.**

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:

	<u>1.7.25</u>
Signature	Date
	<u>1.7.25</u>
Principal/Supervisor	Date
	<u>1/7/25</u>
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): Susan Shoopman Annaliza Hutchins
Emily Steiner

SCHOOL: Wilson K-8
Department (opt.): _____
DATE(S): June 15-18, 2025

ACTIVITY/EVENT: Avid Institute Conference

LOCATION: San Diego, California

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>
Registration	<u>\$ 3,150.00</u>	<u>140.25.100.2210.6360.168.0000</u>
Transportation	<u>\$ 1,500.00</u>	Mode <u>Airplane/Uber</u> <u>140.25.100.2210.6582.168.0000</u>
Rental Car	_____	_____
Meals	<u>\$ 672.00</u>	<u>140.25.100.2210.6582.168.0000</u>
Lodging	<u>\$ 1,800.00</u>	<u>140.25.100.2210.6582.168.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$7,122.00</u>	

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

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: Attend Avid Institute Conference

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation on campus and learn best practice strategies to ensure rigorous implementation toward AVID school-wide.

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

- | | | |
|---|---|---|
| <input 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 | <input checked="" type="checkbox"/> Scholarship | |

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

Submitted by: Susan Shoopman 1/7/25
Signature Date
Christy [Signature] 1/7/25
Principal/Supervisor Date
[Signature] 1/8/25
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): Chris Trimble Jonelle Richardson
Hans Smerz Pamela Elslager
Joanne Carlson

SCHOOL: Wilson K-8
Department (opt.): _____
DATES: June 15-18, 2024

ACTIVITY/EVENT: Avid Institute Conference

LOCATION: San Diego, CA

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>
Registration	<u>\$ 5,250.00</u>	<u>530.25.100.2210.6360.168.0000</u>
Transportation	<u>\$ 4,300.00</u>	Mode <u>Airplane/Uber</u> <u>530.25.100.2210.6582.168.0000</u>
Rental Car	_____	_____
Meals	<u>\$ 1,120.00</u>	<u>530.25.100.2210.6582.168.0000</u>
Lodging	<u>\$ 3,600.00</u>	<u>PTO PAID</u>
Substitutes	_____	_____
TOTAL	<u>\$14,270.00</u>	

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

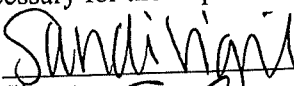
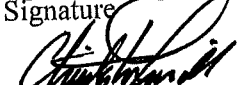
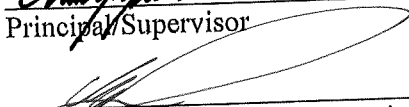
The District will (or) will not receive reimbursement from outside sources.
* PO must be submitted and approved *prior* to travel to qualify for reimbursement.
Purpose of travel: Attend Avid Institute Conference

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation on campus and learn best practice strategies to ensure rigorous implementation towards AVID school-wide.

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

- | | | |
|---|---|---|
| <input 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 | <input checked="" type="checkbox"/> Scholarship | |

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

Submitted by:  1/7/25
Signature Date
 1/7/25
Principal/Supervisor Date
 1/8/25
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): Karen Rosson Shawn Smith
Carolyn Marietta Monica Ortiz
Bethany Evans Katherine Engel
Nicole Bradbury Lesla Randall
Sjana Summons Sonya Impelluso
Morgan Rodgers Richard Diaz
Robin Young Ryan Thornburg
Kevin Beuthin A.J. Malis
Hayley Gotlieb

SCHOOL: AHS
 Department (opt.): _____
 DATE(S): 6/15/25-6/18/25

ACTIVITY/EVENT: AVID Summer Institute, San Diego 1

LOCATION: San Diego, CA, Convention Site TBA

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.)
		<u>100.25.100.2210.6360.281.0000</u>
Registration	<u>\$17,850</u>	<u>100.25.100.2579.6360.281.0000</u>
		<u>100.25.100.2210.6582.281.0000</u>
Transportation	<u>\$6,800.00</u> Mode <u>Airline</u>	<u>100.25.100.2579.6582.281.0000</u>
Baggage/Uber	<u>NTE: \$2,720.00</u>	<u>100.25.100.2210.6582.281.0000</u>
Airport Parking		<u>100.25.100.2579.6582.281.0000</u>
Meals	<u>NTE: \$3,808.00</u>	
Lodging	<u>\$9,000.00</u>	<u>100.25.100.2210.6582.281.0000</u>
		<u>100.25.100.2579.6582.281.0000</u>
Substitutes	<u>0</u>	
TOTAL	<u>\$40,178.00</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: AVID Summer Institute

Outcomes and academic benefits to students and staff: Teacher participants will receive instruction related to implementation of AVID strategies that benefit AVID school-wide.

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

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Caring | <input 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 | <input checked="" type="checkbox"/> Scholarship | |

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

Submitted by: Hayley Gotlieb 01/08/25
 Signature Date

M. Saffa
Principal/Supervisor

1/8/25
Date

[Signature]
Associate Superintendent/Superintendent

1/8/25
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): _____
Brianna Mounts & Madisyn McDole

SCHOOL: Keeling
Department (opt.): _____
DATE(S): **June 15-18, 2025**

ACTIVITY/EVENT: **AVID Summer Institute - PD**

LOCATION: **San Diego, CA**

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

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	<u>\$2100 (\$1050pp)</u>		<u>140.25.100.2210.6360.109.0000</u>
Transportation	<u>\$860 (\$400pp+60)</u>	Mode Air & Taxi	<u>140.25.100.2210.6582.109.0000</u>
Parking	<u>\$104 (\$40+64)</u>	Airport & Mileage	<u>140.25.100.2210.6582.109.0000</u>
Meals	<u>\$448 (\$224pp)</u>		<u>140.25.100.2210.6582.109.0000</u>
Lodging	<u>\$900 (\$300/night)</u>		<u>140.25.100.2210.6582.109.0000</u>
TOTAL	<u>\$4,412.00</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: Participation in AVID Summer Institute for Professional Development.

Outcomes and academic benefits to students and staff: **Strengthen understanding of AVID implementation on school site and learn best practice strategies to ensure effective implementation of AVID.**

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

<input checked="" type="checkbox"/> Academic Content	<input type="checkbox"/> Caring	<input type="checkbox"/> Citizenship
<input checked="" type="checkbox"/> Collaboration	<input type="checkbox"/> Communication	<input type="checkbox"/> Creative Thinking
<input type="checkbox"/> Critical Thinking	<input type="checkbox"/> Problem-Solving	

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

Submitted by: _____ **1/8/25**
Signature Date

_____ **1/8/25**
Principal/Supervisor Date

_____ **1/8/25**
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): Darlene Mansouri

SCHOOL: District Offices
 Department (opt.): State & Federal Programs
 DATE(S): April 28 - May 2, 2025

ACTIVITY/EVENT: 2025 Spring Forum Agenda - The Future Compliance

LOCATION: Baltimore City, MD

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>\$1,200.00</u>		<u>100.25.100.2579.6360.509.0000</u>
Transportation	<u>\$875.00</u>	Mode <u>Air, Shuttle & Parking,</u>	<u>100.25.2579.6582.509.0000</u>
Rental Car	_____		_____
Meals	<u>\$182.00</u>		<u>100.25.100.2579.6582.509.0000</u>
Lodging	<u>\$1,100.00</u>		<u>100.25.100.2579.6582.509.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$3,357.00</u>		

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

Purpose of travel: To attend the 2025 Spring Forum Agenda - The Future Compliance.

Outcomes and academic benefits to students and staff: To gain insights from Bruman Group's attorneys in subrecipient monitoring, audit, and investigations. Explore emerging issues in grants management, deep dive into longstanding compliance concerns including time and effort, indirect costs, supplement not supplant, internal controls, and more.

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

Submitted by: Darlene Mansouri 1/8/2025
 Signature Date

 Principal/Supervisor Date
[Signature] 1/8/2025
 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): Matt Kopec Todd Jaeger

SCHOOL: District Office

Department (opt.): Governing Board

DATE(S): June 15-18, 2025

ACTIVITY/EVENT: AVID 2025 Summer Institute

LOCATION: San Diego, CA

ABSENCE: # Days 3 Sub Required: Yes No

of School Days Missed 0

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

Transportation \$1100.00

Mode: air

140.25.100.2579.6582.510.0000
001.00.100.2310.6582.502.0000

Rental Car \$400.00

001.00.100.2310.6582.502.0000

Meals \$448.00

140.25.100.2579.6582.510.0000
001.00.100.2310.6582.502.0000

Lodging \$1800.00

140.25.100.2579.6582.510.0000
001.00.100.2310.6582.502.0000

TOTAL \$3748.00

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: To participate in AVID Summer Institute professional development.

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation and learn valuable best practice strategies to ensure rigorous implementation toward AVID district-wide.

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

Academic Content

Caring

Citizenship

Collaboration

Communication

Creative Thinking

Critical Thinking

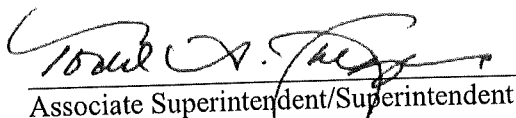
Problem-Solving

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

Submitted by:

Signature

Date


Associate Superintendent/Superintendent

01/13/25

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): Angela Wichers, Paul Avila, Nathan Ayers, _____ SCHOOL: AMS
Damon Brightman, Christal Rice, Cassidy Sand _____ Department (opt.):
Christopher Mericillott _____ DATE(S): June 15,2025-June 18, 2025

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego, CA

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>
			<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>
Registration	<u>\$2,100.00/\$5,250.00</u>		<u>100.25.100.2210/2579.6360.166.0000</u>
Transportation	<u>\$800.00/\$2,000.00</u> Mode <u>Air/Car</u>		<u>100.25.100.2210/2579.6582.166.0000</u>
Rental Car	_____		_____
Meals	<u>\$448.00/\$1,120.00</u>		<u>100.25.100.2210/2579.6582.166.0000</u>
Lodging	<u>\$1,800.00/\$2,7000.00</u>		<u>100.25.100.2579/2210.6582.166.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$16,218.00</u>		

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

Purpose of travel: To participate in AVID Summer Institute professional development.

Outcomes and academic benefits to students and staff: Participants will strengthen 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: _____ Date 1/10/25
 Signature _____
 _____ Date 1/10/25
 Principal/Supervisor _____
 _____ Date 1/13/25
 Associate Superintendent/Superintendent _____

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: **IRONWOOD RIDGE HIGH SCHOOL**

ESTIMATED NUMBER OF STUDENTS: 19

NAME OF SCHOOL GROUP/CLUB/ENTITY: **CHEER**

STAFF ADVISOR(S)/CHAPERONES: **Devon Busby, Tami Catalano, Alyssa Fischer**

ABSENCE: # Days 5 Sub Required: Yes X No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: We will be competing in the USA Spirit Nationals and Collegiate Championships

DESTINATION OF TRAVEL: **Anaheim Convention Center, 800 W. Katella Ave. , Anaheim, CA 92802**

DATES OF TRAVEL: **2/13/25 – 2/17/25**

ACADEMIC BENEFITS TO STUDENTS: **The students will be competing against schools all around the state of Arizona in cheer. Being a student athlete helps students stay focused, physically fit and apart of the school community.**

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

<input type="checkbox"/>	Academic Content	X	Caring	X	Citizenship
X	Collaboration	X	Communication	X	Creative Thinking
<input type="checkbox"/>	Critical Thinking	X	Problem-Solving		

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

X Other **Budget Rent A Car – we have reserved 2 CHEVROLET SUBURBAN 4DR/7/8PSGR or similar**

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration *Club Funds	<u>\$3,100.00</u>	<u>850.00.620.1001.6892.280.0000</u>
Transportation *Club Funds	<u>\$3,000.00</u>	<u>850.00.410.2790.6519.280.0000</u>
Meals *Parent Organization	<u>\$4,500.00</u>	_____
Lodging *Club Funds	<u>\$8,750.00</u>	<u>850.00.620.2190.6892.280.0000</u>
Substitutes	<u>0</u>	_____
TOTAL	<u>\$19,350.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS: _____

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

HOW ARE CHAPERONE EXPENSES PAID? Chaperone expenses will include transportation and lodging and has been included in the totals. Chaperones will be responsible for their own meals and the registration is covered with the teams registration.

COST TO EACH STUDENT \$ \$1075.00 (if applicable) - *SA*


HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? We are fundraising to hopefully cover all of the costs to travel to Anaheim and compete. The goal is to not have the parents pay anything out of pocket.

FUNDING SOURCE(S): Fundraisers and individual family contributions


FUNDRAISING ACTIVITIES PLANNED (If applicable):

Product fundraisers through Victory Fundraising, direct giving fundraisers through Victory Fundraising, profit shares with local businesses, team sponsorships, tax credit donations and fundraisers through our boosters


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

SUBMITTED BY: 
Signature

11-19-24
Date

APPROVED BY: 
Principal/Supervisor

11/20/24
Date


Associate-Superintendent/Superintendent

12/11/2024
Date