



GOVERNING BOARD AGENDA ITEM AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: February 13, 2024

TITLE: Approval of Out of State Travel

BACKGROUND:

STAFF

Robert Wolf, and Kim Moran request permission to attend LRP's 45th Annual National Institute on Legal Issues of Education Individuals with Disabilities Conference on May 4-8, 2024 in Savannah, Georgia. Approximate cost of travel is \$6,803.40 and will be paid using Maintenance and Operations funds. Three school days will be missed, and no substitutes are required.

Dorothy Fein requests permission to attend AVID Summer Institute 2024 on June 16-19, 2024 in Dallas, Texas. Approximate cost of travel is \$2,819.50 and will be paid using Title I funds. No school days will be missed, and no substitutes required.

Norma Frye-George requests permission to attend Arizona Association of School Business Officials Conference on April 2-5, 2024 in Laughlin, Nevada. Approximate cost of travel is \$1,316.39 and will be paid using Maintenance and Operations funds. Four school days will be missed, and no substitutes are required.

Trechel Valentin, Colby Tapling, Kimberly Smith, Peggy Marner, Judith Ruiz, Alison Knight, and Amanda Valenzuela request permission to attend AVID Summer Institute 2024 on June 16-19, 2024 in Dallas, Texas. Approximate cost of travel is \$17,400.00 and will be paid using Title I funds. No school days will be missed, and no substitutes required.

STUDENTS

Janet Castles, Brie Ronnie, Caryn Wall, Stephanie Gasser, Regina James, Liz Smith, Mike Scionti, Jen Tate, Kwyn Morales, Letty Huffman, Yui Garewal, Christy Watson, Christina Rodgers, Steve Gladish, Mark Hurley, Teresa Soto, April Griffin, Mylanie Facelo, Ghita Bouchara, Nathan Thomas, Iliana Martinez, Brett Houser, Mary Rue Moog, Briana Schuman, Rachel Bostwick, Amber Gears, Kristine Keefner, Marie Kagie-Shutey, Ji Hee Yi, Emily Perry, Tim Perry, Danielle Wright, and Alicia Wood request permission to take 85 Painted Sky 5th graders to Disney Imagineer Physics Lab and Riley Farms American Revolution Experience on April 29-May 1, 2024 in Anaheim, California. Approximate cost of travel is \$62,050 and will be paid using Auxiliary and Tax Credit funds. Three school days will be missed, and no substitutes are required.

BUDGET CODE KEY		
001.00.200.2210.6360.540.0000	M & O	Improvement of Instruction, Employee Training, Student Services
001.00.200.2210.6582.540.0000	M & O	Improvement of Instruction, Employee Travel, Student Services
100.24.100.2210.6360.109.0000	Title I	Improvement of Instruction, Employee Training, Keeling
100.24.100.2210.6582.109.0000	Title I	Improvement of Instruction, Employee Travel, Keeling
001.00.410.2730.6360.528.0000	M & O	Student Transportation, Employee Training, Transportation
001.00.410.2730.6582.528.0000	M & O	Student Transportation, Employee Travel, Transportation
100.24.100.2210.6360.108.0000	Title I	Improvement of Instruction, Employee Training, Holaway
100.24.100.2579.6360.108.0000	Title I	Training Non-Instructional, Employee Training, Holaway
100.24.100.2210.6582.108.0000	Title I	Improvement of Instruction, Employee Travel, Holaway
100.24.100.2579.6582.108.0000	Title I	Training Non-Instructional, Employee Travel, Holaway
525.00.100.1001.6892.114.0000	Auxiliary	Classroom Instruction, Student Travel, Painted Sky
526.00.100.1001.6892.114.0000	Tax Credit	Classroom Instruction, Student Travel, Painted Sky
525.00.100.2190.6892.114.0000	Auxiliary	Other Student Support Services, Student Travel, Painted Sky

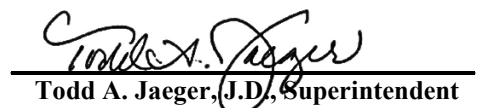
RECOMMENDATION:

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

INITIATED BY:


Matthew Munger
Associate Superintendent for Secondary Education

Date: February 12, 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): ROBERT WOLF KIM MORAN SCHOOL: SPED/WETMORE

Department (opt.): STUDENT SERVICES
DATE(S): MAY 4-8/24

ACTIVITY/EVENT: LRP'S 45TH ANNUAL NAT'L INSTITUTE CONFERENCE ON LEGAL ISSUES OF
EDUCATING INDIVIDUALS WITH DISABILITIES

LOCATION: SAVANNAH, GA

ABSENCE: # Days 3 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>
Registration	<u>\$1650.00 X 2</u>	(Note: Tax credit contributions are District funds and require a budget code.) <u>001 00 200 2210 6360 540 0000</u>
Transportation	<u>\$650.20 X 2</u> Mode <u>AIRLINE</u>	<u>001 00 200 2210 6582 540 0000</u>
Rental Car	_____	_____
Meals	<u>265.50 X 2</u>	<u>001 00 200 2210 6582 540 0000</u>
Lodging	<u>836.00 X 2</u>	<u>001 00 200 2210 6582 540 0000</u>
Substitutes	_____	_____
TOTAL	<u>\$3401.70 x 2 = \$6803.40</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 the LRP National Institute to support students with special needs. This professional development provides evidence-based best practices and compliance guidelines.

Outcomes and academic benefits to students and staff: To develop and implement training for staff in working with students with special needs most effectively.

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 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: Eileen Althouse 1/24/24
Signature Date
Kristen A. McGraw 1/24/24
Principal/Supervisor Date
[Signature] 1/24/2024
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): ____

SCHOOL: Keeling

Dorothy Fein _____

Department (opt.):

*Teacher will be 1 of 7 teachers attending AVID.

DATE(S): June 16-19, 2024

ACTIVITY/EVENT: AVID Summer Institute - PD

LOCATION: Dallas, Texas

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>\$999</u>		<u>100.24.100.2210.6360.109.0000</u>
Transportation	<u>\$610</u>	Mode Air & Taxi	<u>100.24.100.2210.6582.109.0000</u>
Parking	<u>\$20</u>	Airport & Mileage	<u>100.24.100.2210.6582.109.0000</u>
Meals	<u>\$206.50</u>		<u>100.24.100.2210.6582.109.0000</u>
Lodging	<u>\$984</u>		<u>100.24.100.2210.6582.109.0000</u>
TOTAL	<u>\$2,819.50</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: Kathleen
Signature

11/25/24
Date

Annette Orelus
Principal/Supervisor

11/25/24
Date

Missie
Associate Superintendent/Superintendent

11/25/24
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): Norma Frye George

SCHOOL: School / Site District Offices

Department (opt.): Transportation

DATE(S): 4/2/24-4/5/24

ACTIVITY/EVENT: Arizona Association of School Business Officials (AASBO) Conference

LOCATION: Laughlin, Nevada

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

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>425.00</u>		<u>001.00.410.2730.6360.528.0000</u>
Transportation	<u>585.00</u>	Mode <u>District</u>	<u>001.00.410.2730.6582.528.0000</u>
Rental Car	<u>0</u>		
Meals	<u>100.50</u>		<u>001.00.4102730.6582.528.0000</u>
Lodging	<u>205.89</u>		<u>001.00.410.2730.6582.528.0000</u>
Substitutes	_____		_____
TOTAL	<u>1316.39</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: _____

Outcomes and academic benefits to students and staff: To obtain information on new laws and regulations that will be affecting our transportation department and updates on Budget, Finance, and Purchasing within public schools.

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

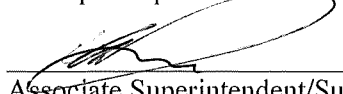
The travel is necessary for the implementation of the project funding the travel.

Submitted by: 
Signature

1/24/24
Date


Principal/Supervisor

1/31/24
Date


Associate Superintendent/Supintendent

1/31/2024
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): Trechel Valentin, Colby Tapling, Kimberly Smith, Taylor Nixon SCHOOL: Holaway
Peggy Marner, Judith Ruiz Department (opt.):
Alison Knight, Amanda Valenzuela DATE(S): June 16, -19, 2024

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: Dallas, TX

ABSENCE: # Days 0 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.)
Registration	<u>\$7,693/\$1099.00</u>	<u>100.24.100.2210/2579.6360.108.000</u>
Transportation	<u>\$4,200.00/ \$600</u> Mode <u>air</u>	<u>100.24.100.2210/2579.6582.108.0000</u>
Rental Car	<u> </u>	<u> </u>
Meals	<u>\$1,270.50/\$181.50</u>	<u>100.24.100.2210/2579.6582.108.0000</u>
Lodging	<u>\$1,500.00/\$856.00</u>	<u>100.24.100.2210/2579.6582.108.0000</u>
Substitutes	<u> </u>	<u> </u>
TOTAL	<u>\$17,400.00</u>	

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

Purpose of travel: Participation 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:

Signature

Date

Principal/Supervisor

Date

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: Painted Sky

ESTIMATED NUMBER OF STUDENTS: 85

NAME OF SCHOOL GROUP/CLUB/ENTITY: Painted Sky Fifth Grade

STAFF ADVISOR(S)/CHAPERONES: Janet Castles, Brie Ronnie, Caryn Wall
Stephanie Gasser, Regina James, Liz Smith, Mike Scionti, Jen Tate, Kwyn Morales, Letty Huffman, Yui
Garewal, Christy Watson, Christina Rodgers, Steve Gladish, Mark Hurley, Teresa Soto, April Griffin,
Mylanie Facelo, Ghita Bouchara, Nathan Thomas, Iliana Martinez, Brett Houser, Mary Rue Moog, Briana
Schuman, Rachel Bostwick, Amber Gears, Kristine Keefner, Marie Kagie-Shutey, Ji Hee Yi, Emily Perry,
Tim Perry, Danielle Wright, Alicia Wood

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Disney Imagineer Physics Lab and Riley Farms
American Revolution Experience

DESTINATION OF TRAVEL: Anaheim, California

DATES OF TRAVEL: April 29-May 1, 2024

ACADEMIC BENEFITS TO STUDENTS: 85 5th graders will travel to California for the Disney
Imagination Campus Properties of Motion Physics Lab and the Riley Farms American
Revolution Simulation. In the Physics lab students will learn how kinetic energy and speed are
used to create attractions and gain an understanding of the real-world application of physics.
Students will design coasters based on the laws of force and motion then ride a similar
attraction and have the chance to modify their designs, back at the Physics Lab, based on their
findings. They will design and build 3 prototypes. The historical simulation at Riley Farms will
depict the key events that led to the American Revolution. The students will take on the duties
of the soldiers, reenact the battles, and arrive at historically accurate solutions. They will
experience a first-hand glimpse of America's past during an historical American Revolution
Reenactment. The students will participate and compete in building the most structurally sound
roller coaster (that will carry a marble the farthest), applying what they learned from the Physics
lab, as well as a history quiz competition at Riley Farms where they collect "tickets" throughout
the day for answering questions correctly. They will exchange the tickets for the historical prize
at the end.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Project Exploration

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$62,050</u>	<u>526.00.100.1001.6892.114.0000</u>
Transportation	_____	<u>525.00.100.1001.6892.114.0000</u>
Meals	_____	<u>525.00.100.2190.6892.114.0000</u>
Lodging	_____	_____
Substitutes	_____	_____
TOTAL	<u>\$62,050</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? no

IF SO, SOURCE & AMOUNTS: The field trip is paid for with tax credit donations, fundraising, and by the parents.

HOW ARE CHAPERONE EXPENSES PAID? Chaperones will pay for themselves.

COST TO EACH STUDENT \$ 730-could be less if enough money is raised through donations and fundraising or via tax credit donations.

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax credits and fundraising.

FUNDING SOURCE(S): Tax credits, fundraising, and parents.

FUNDRAISING ACTIVITIES PLANNED (If applicable):

holiday grams, restaurant nights, car wash, and a bake sale are planned for future. Business donations.

SUBMITTED BY:

Paula Ronnie

Signature

11/2/23

Date

APPROVED BY:

Bethany Papayan

Principal/Supervisor

Date

[Signature]

Associate Superintendent/Superintendent

Date