



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

DATE OF MEETING: **April 22, 2025**

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

BACKGROUND:

STAFF

David Martinez requests permission to attend Athletic Equipment Managers Convention on June 1-3, 2025 in Las Vegas, Nevada. Approximate cost of travel is \$1,155.00 and will be paid using Maintenance and Operations funds. No school days will be missed, and no substitutes required.

Gabrielle Costelow requests permission to attend AVID Summer Institute on June 15-18, 2025 in San Diego, California. Approximate cost of travel is \$2,016.00 and will be paid using Gifts and Donations funds. No school days will be missed, and no substitutes required.

Caroline Pechuzal requests permission to attend Rocky Mountain Association of IB World Schools Keystone Workshops 2025 on June 22-25, 2025 in Keystone, Colorado. Approximate cost of travel is \$2,469.00 and will be paid using Maintenance and Operations funds. No school days will be missed and no substitutes required.

Chelsea Ortiz and Ruth Galindo request permission to attend ASCA Annual Conference 2025 on July 11-15, 2025 in Long Beach, California. Approximate cost of travel is \$4,640.00 and will be paid using Title II funds.

BUDGET CODE KEY		
001.00.620.2579.6360.508.0000	M & O	Training Non-Instructional, Employee Training, Director of Interscholastics
001.00.620.2579.6582.508.0000	M & O	Training Non-Instructional, Employee Travel, Director of Interscholastics
530.00.100.2210.6360.118.0000	G & D	Improvement of Instruction, Employee Training, Copper Creek
530.00.100.2210.6582.118.0000	G & D	Improvement of Instruction, Employee Travel, Copper Creek
001.00.100.2210.6360.282.0000	M & O	Improvement of Instruction, Employee Training, CDO
001.00.100.2210.6582.282.0000	M & O	Improvement of Instruction, Employee Travel, CDO
140.26.100.2579.6360.510.0000	Title II	Training Non-Instructional, Employee Training, Office of Learning and Instruction
140.26.100.2579.6582.510.0000	Title II	Training Non-Instructional, Employee Travel, Office of Learning and Instruction

RECOMMENDATION:

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

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: April 21, 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): David Martinez

SCHOOL: School / Site
 Department (opt.): _____
 DATE(S): JUNE 1 - 3, 2025

ACTIVITY/EVENT: AEMA CONVENTION

LOCATION: LAS VEGAS, NV

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>155.00</u>		<u>001.00.620.2579.6360.508.0000</u>
Transportation	<u>540.00</u>	Mode <u>AIR</u>	<u>001.00.620.2579.6582.508.0000</u>
Rental Car	<u>0</u>	_____	
Meals	<u>190.00</u>		<u>001.00.620.2579.6582.508.0000</u>
Lodging	<u>270.00</u>		<u>001.00.620.2579.6582.508.0000</u>
Substitutes	<u>0</u>	_____	
TOTAL	<u>1,155.00</u>		

The District will (or) will not X receive reimbursement from outside sources.
 * PO must be submitted and approved *prior* to travel to qualify for reimbursement.

Purpose of travel: ATTENDING 2025 AEMA CONVENTION

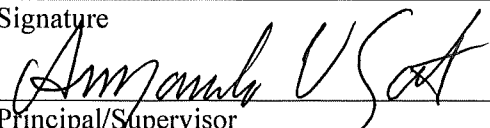
Outcomes and academic benefits to students and staff: Convention is held once a year to obtain certified education units to gain recertification to legally be able to fit helmets and equipment for athletic safety.

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

- | | | |
|--|--|--|
| <input type="checkbox"/> Caring | <input type="checkbox"/> Citizenship | x <input type="checkbox"/> Collaboration |
| x <input type="checkbox"/> Communication | x <input type="checkbox"/> Creative Thinking | x <input type="checkbox"/> Critical Thinking |
| x <input type="checkbox"/> Problem-Solving | <input type="checkbox"/> Scholarship | |

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

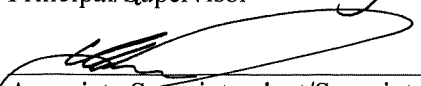
Submitted by:

Signature _____


 Principal/Supervisor

Date _____
4/7/2025

 Date



 Associate Superintendent/Superintendent

4/7/2025

 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): Gabrielle Costelow

SCHOOL: School / Site: Copper Creek Elementary

Department (opt.): _____

DATE(S): 6/15-6/18/2025

ACTIVITY/EVENT: AVID

LOCATION: San Diego California

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

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>\$1150</u>		<u>530.00.100.2210.6360.118.0000</u>
Transportation	<u>\$600</u>	Mode <u>air, ground, parking</u>	<u>530.00.100.2210.6582.118.0000</u>
Rental Car	_____		_____
Meals	<u>\$266</u>		<u>530.00.100.2210.6582.118.0000</u>
Lodging			
Substitutes	_____		_____
TOTAL	<u>\$2016</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 training

Outcomes and academic benefits to students and staff: Training for staff to implement AVID strategies.

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

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

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

Submitted by: H. Schacht _____ 4.15.25
Signature Date

Stephanie Hillig _____ 4-15-25
Principal/Supervisor Date

Don Call _____ 4/15/25
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): Caroline Pechuzal _____

SCHOOL: CDO High School
 Department (opt.): IB Dept
 DATE(S): June 22-25, 2025

ACTIVITY/EVENT: Professional Development IB Workshops

LOCATION: Keystone Workshop, Keystone, Colorado

ABSENCE: # Days 4 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>\$1075.00</u>		<u>001-00-100-2210-6360-282-0000</u>
Transportation	<u>\$546.00</u>	Mode <u>Car</u>	<u>001-00-100-2210-6582-282-0000</u>
Rental Car	_____		_____
Meals	<u>\$168.00</u>		<u>001-00-100-2210-6582-282-0000</u>
Lodging	<u>\$680.00</u>		<u>001-00-100-2210-6582-282-0000</u>
Substitutes	_____		_____
TOTAL	<u>\$2469.00</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: IB workshop training

Outcomes and academic benefits to students and staff: Developing expertise in delivering an IB Programme course

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 checked="" type="checkbox"/> Scholarship | |

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

Submitted by: [Signature] 4/14/25
 Signature Date

Tara Bulley 4/14/25
 Principal/Supervisor Date

[Signature] 4/15/2025
 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): Chelsea Ortiz Ruth Galindo

SCHOOL: School / Site

Department (opt.): _____

DATE(S): July 11-15, 2025

ACTIVITY/EVENT: 2025 ASCA Annual Conference

LOCATION: Long Beach Convention Center, Long Beach, CA

ABSENCE: # Days 5 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>\$1,500.00</u>		<u>140.26.100.2579.6360.510.0000</u>
Transportation	<u>\$1,280.00</u>	Mode <u>air</u>	<u>140.26.100.2579.6582.510.0000</u>
Meals	<u>\$ 760.00</u>		<u>140.26.100.2579.6582.510.0000</u>
Lodging	<u>\$1,100.00</u>		<u>140.26.100.2579.6582.510.0000</u>
TOTAL	<u>\$4,640.00</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: Attend ASCA 2025 Annual Conference.

Outcomes and academic benefits to students and staff: School counselors will have the opportunity to hear from national experts on attendance, instructional technology, changes related to NCAA approved courses, 504 Plan, family engagement, student well-being, UDL, neurodivergence, and post-secondary college and career exploration and readiness. Attendees will have the opportunity to participate in collaborative groups to discuss state and national trends and innovative strategies counselors are using to address trends in public education.

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

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

Submitted by: Wendy Thatcher 4/18/25
Signature Date

Principal/Supervisor

Date

[Signature]
Associate Superintendent/Superintendent

4/21/25
Date