

Final Posting: Monday, February 21, 2022 at 5:00 p.m.

SPECIAL PUBLIC MEETING OF THE AMPHITHEATER GOVERNING BOARD

**Leadership and Professional Development Center
701 W Wetmore Road
Tucson, AZ 85705**

Tuesday, February 22, 2022

5:30 PM

(Doors open 30 minutes prior to the start of the meeting)

AMPHITHEATER PUBLIC SCHOOLS

MISSION

To empower all students to become contributing members of society equipped with the skills, knowledge, and values necessary to meet the challenges of a changing world.

We Believe

- ❖ ***All students can learn and achieve.***
- ❖ ***Everyone has unique strengths, talents, and needs.***
- ❖ ***All students and staff should be responsible for and dedicated to educational excellence.***
- ❖ ***Education requires cooperation, honesty, and respect among the students, parents, staff, school, and community.***
- ❖ ***The school community deserves a safe and caring environment.***
- ❖ ***Our actions reflect our values and our dedication to meeting student needs fairly and equitably.***
- ❖ ***Ample resources are essential to accomplish the Mission.***

We Value

achievement, caring, creativity, curiosity, diligence, diversity, fairness, honesty, kindness, respectfulness, responsibility and service to the community.

AGENDA*

As permitted by the Arizona Open Meeting Laws, Board members may participate in this meeting by telephone, video or internet conference. Due to pandemic conditions, this meeting will also be streamed live for the public online. The link for the meeting will be posted on the day of the meeting on the District's website, www.amphi.com.

The following steps will be taken to ensure the safety of staff and the public. Masks are currently required, regardless of vaccination status due to the current pandemic conditions. Anyone with a fever, cough or other symptoms of COVID-19 will not be allowed to attend in person. Attendees will be asked to maintain a recommended distance from others.

Persons present at the Board meeting may complete a form requesting to speak to the Board. Individuals who wish to address the Board in-person during Call to the Audience should fill out a public comment card and hand it to the Governing Board Secretary located in the main hallway of the Leadership and Professional Development Center.

* The Governing Board may meet in an executive session concerning any item on this agenda for purpose of consultation with legal counsel, pursuant to A.R.S. § 38-431.03(A)(3). Rules of Order that apply to Governing Board meetings may be suspended by a vote of the majority of the Board. One or more Governing Board members may attend by electronic means.

¹ Persons interested in addressing the Governing Board must complete and submit a form available from the Governing Board secretary. Procedures for addressing the Board are outlined on the form.

² Information items are for discussion only; no action will be taken.

³ Details are available in the offices of the Associate Superintendents, Associate to Superintendent, and Chief Financial Officer.

⁴ Study session items are for discussion only; no action will be taken.

All comments are limited to 3 minutes to ensure an equitable opportunity to address the Board. In addition, to ensure adequate time is available for other Governing Board business, a maximum time limit for Public Comment will be observed. Those unable to speak within the specified time limits may also submit comments to the Board in writing.

We apologize in advance for any unforeseeable difficulties and ask for your patience as we navigate unprecedented conditions.

1. CALL TO ORDER AND SIGNING OF THE VISITOR'S REGISTER

Ms. Vicki Cox Golder, President

2. PLEDGE OF ALLEGIANCE

3. ANNOUNCEMENT OF DATE AND PLACE OF NEXT REGULAR GOVERNING BOARD MEETING

Tuesday, March 8, 2022 at 6:00 p.m., Wetmore Center, 701 W. Wetmore Road, Tucson AZ 85705 in the Leadership & Professional Development Center, SE Entrance and Parking

4. INFORMATION²

A. Superintendent's Report; Update on Pandemic Conditions and Operations 4

5. PUBLIC COMMENT¹ (45 Minutes Maximum)

6. CONSENT AGENDA³

A. Approval of Appointment of Administrative Personnel	19
B. Approval of Appointment of Non-Administrative Personnel	33
C. Approval of Personnel Changes	36
D. Approval of Leave(s) of Absence	49
E. Approval of Separation(s) and Termination(s)	51
F. Approval of Stipend for Coaching Volunteers	54
G. Approval of Vouchers Totaling and Not Exceeding Approximately \$1,341,527.10	57
H. Acceptance of Gifts	58
I. Approval of Parent Support Organization(s) - 2021-2022	60
J. Approval of Disposal of Surplus Property via PublicSurplus.com	64
K. Award of Contract for Professional Groundskeeping Service - Based Upon Responses to Request for Proposal (RFP) 2-10-2022	65
L. Award of Contract for CDO Central Plant Renovation - Based Upon Responses to Request for Bids (RFB) 2-10-2022	66
M. Award of Contract for CDO East Parking Lot Improvement - Based Upon Responses to Request for Bids (RFB) 1-27-2022	67
N. Award of Contract for Copper Creek Elementary MRP Roofing - Based Upon Responses to Invitation for Bids (IFB) 2-8-2022	68
O. Revisions to Governing Board Policy HD (Meet and Confer Procedures)	69
P. Approval of Revised District Calendar for School Year 2022-2023 and Calendar for School Year 2023-2024	72
Q. Approval of Out of State Travel	76

* The Governing Board may meet in an executive session concerning any item on this agenda for purpose of consultation with legal counsel, pursuant to A.R.S. § 38-431.03(A)(3). Rules of Order that apply to Governing Board meetings may be suspended by a vote of the majority of the Board. One or more Governing Board members may attend by electronic means.

¹ Persons interested in addressing the Governing Board must complete and submit a form available from the Governing Board secretary. Procedures for addressing the Board are outlined on the form.

² Information items are for discussion only; no action will be taken.

³ Details are available in the offices of the Associate Superintendents, Associate to Superintendent, and Chief Financial Officer.

⁴ Study session items are for discussion only; no action will be taken.

7. **PUBLIC COMMENT**¹ (45 Minutes Maximum)

8. **BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS**

9. **ADJOURNMENT**

In addition to display at various locations, copies of each agenda are available 24 hours prior to the meeting in the Records Department (Room 114), Wetmore Center, 701 West Wetmore Road, Tucson, Arizona. The public and the press are also welcome to examine in the Records Department all non-confidential supporting materials for the agenda. Requests for copies, at cost, of any of these supporting materials will be honored as timely as possible.

If you need special accommodations, please call the Governing Board office: (520) 696-5158

* The Governing Board may meet in an executive session concerning any item on this agenda for purpose of consultation with legal counsel, pursuant to A.R.S. § 38-431.03(A)(3). Rules of Order that apply to Governing Board meetings may be suspended by a vote of the majority of the Board. One or more Governing Board members may attend by electronic means.

¹ Persons interested in addressing the Governing Board must complete and submit a form available from the Governing Board secretary. Procedures for addressing the Board are outlined on the form.

² Information items are for discussion only; no action will be taken.

³ Details are available in the offices of the Associate Superintendents, Associate to Superintendent, and Chief Financial Officer.

⁴ Study session items are for discussion only; no action will be taken.



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

DATE OF MEETING: February 22, 2022

TITLE: Superintendent's Report; Update on Pandemic Conditions and Operations

BACKGROUND:

The Superintendent will be providing a review of recent and future activities in the District and community. The Superintendent will also review pandemic conditions and data and their impact on school operations.

RECOMMENDATION:

This item is presented for the Board's information.

INITIATED BY:

Date: February 14, 2022

Todd A. Jaeger, J.D., Superintendent



February 22, 2022

5

Superintendent's Report





Around the Schools



Employees from around the District have been enjoying visiting schools for Love of Reading month. Here, we show visits to Rillito Center, top left, Rio Vista Elementary School, right, and Copper Creek Elementary School.



Around the Schools

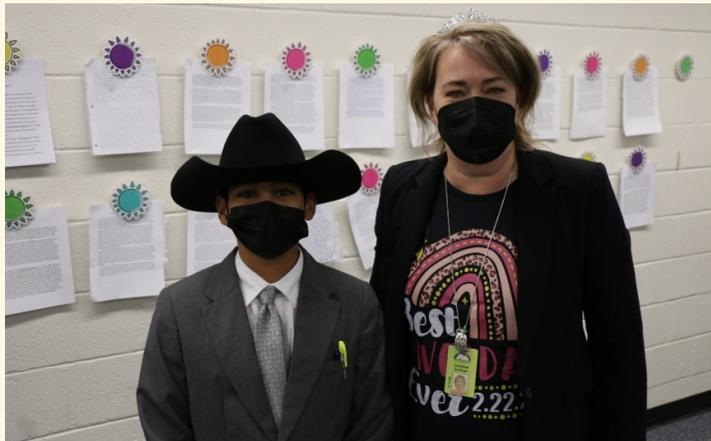


Nash Elementary School held a resource fair (above) last week with community partners sharing information about their services. At right, Donaldson Elementary School held a wedding of the letters Q and U for Valentine's Day.





Around the Schools



Across the District, we are celebrating 2-22-22 with tuxedos, ties, tiaras and tutus. At left are a couple of photos from Wilson K-8 School, and above we see kindergarteners at Coronado doing 22 push-ups, one of several activities for the special day.



Congratulations!



Amphitheater High School's Unified Basketball team went to the AIA state championships this week in Prescott, AZ and won! Amphi defeated Ironwood (PHX) 48-32 in the championship game.



Cross Middle School eighth-grader Kian Huff finished second in the Pima County Spelling Bee held at Canyon del Oro High School on February 20. Next, he will compete in the Arizona State Spelling Bee on March 19 in Phoenix.



Thank You

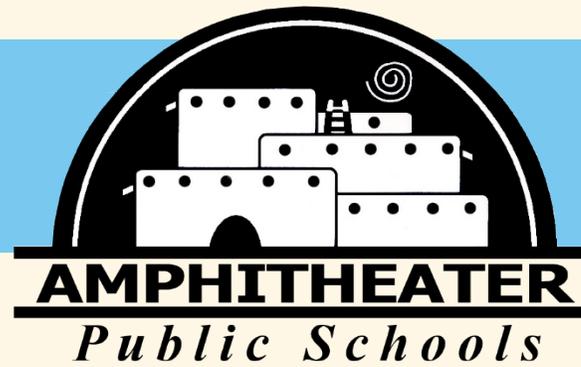


The Amphi Foundation shopped for shoes with La Cima Middle School students and supplied Rillito Center kiddos with shoes as well during a recent Shoes to Smiles event. We appreciate the Foundation and all the volunteers and donors who make this ongoing service possible.



The Aggregate Spending Limit (AEL)

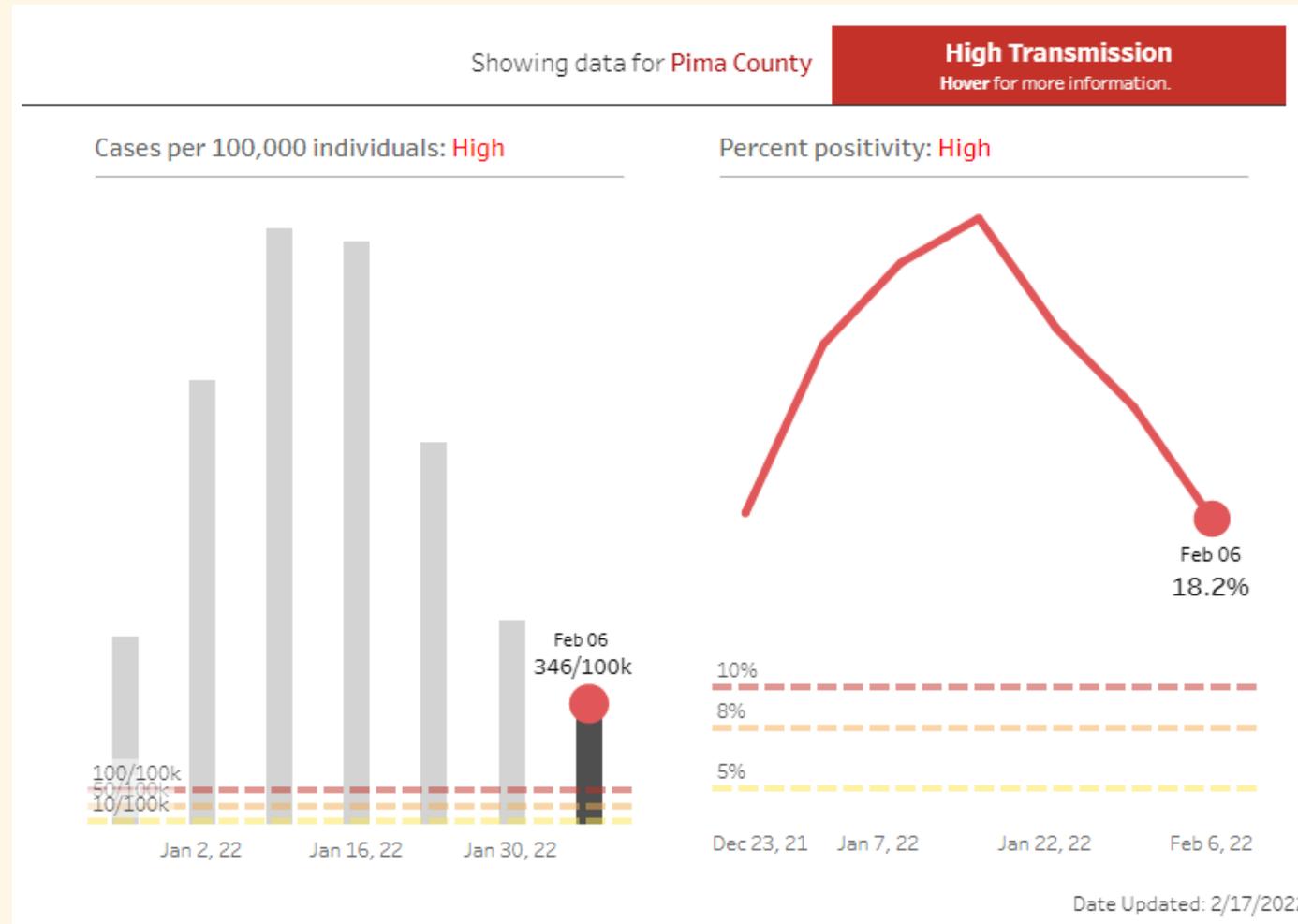
- Last week, the Arizona House of Representatives voted to approve a waiver of the Aggregate Expenditure Limit.
- Yesterday, the State Senate voted to do the same. ¹¹
- This action “merely” allows school districts to spend the funds which the legislature had previously budgeted for school districts this year.
- The action did not increase education funding.



A Pandemic Update

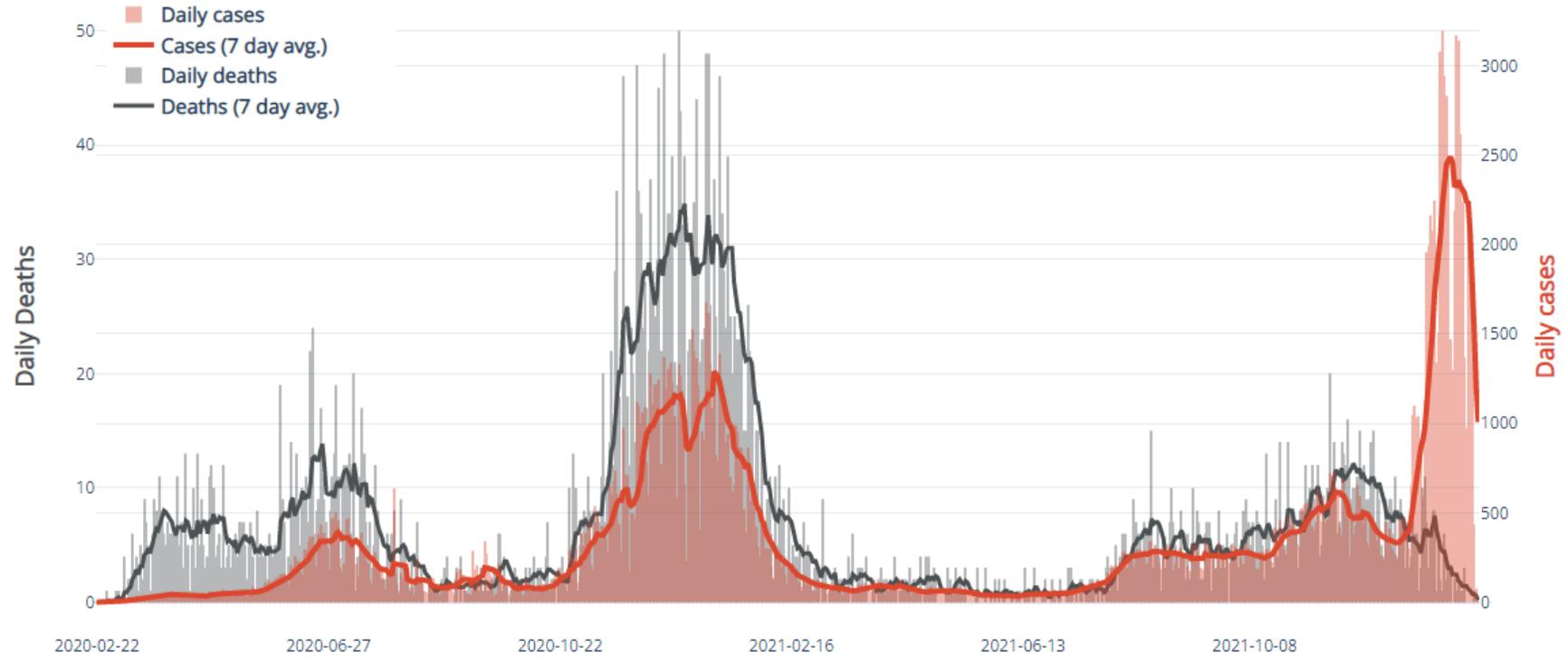


The 2 Key Indicators: Cases per 100K and Percent Positivity in Tests



Long Term Data

Cases and Deaths



 **TOTAL CASES**
232,133

 **TOTAL DEATHS**
3,554

FEMALE CASES
52.27 %

MALE CASES
46.75 %

<5 YEARS	05-19 YEARS	20-44 YEARS	45-54 YEARS	55-64 YEARS	65+ YEARS
2.35 %	17.64 %	44.03 %	12.97 %	10.88 %	12.09 %

The Pima County Metric Charts – Last two meetings and today

COVID IN THE COUNTY

Pima County is on **Red Alert** for high transmission rate of COVID-19



HIGH RISK

Pima County's case rate is 1,658 per 100,000—more than 16 times the CDC threshold for high transmission of 100 cases per 100,000. ◀ Cases increasing

Cases over two consecutive weeks (with complete reporting of cases)

Percent Positivity

COVID-19 like illness

Criteria not met	Progress	Criteria met

Lab Testing Availability and Utilization

Hospital Bed Capacity

Sufficient Personal Protective Equipment (PPE) for Emergency Responders

Criteria not met	Progress	Criteria met
		15

Timely case investigation

Testing of symptomatic contacts within 48 hours

Facilities/support for patients who can't be discharged home – Statewide

Criteria not met	Progress	Criteria met

Amphi District Cases -- Last Board Meeting and Currently



2

Active cases in Employees

Equates to .10% of Employees



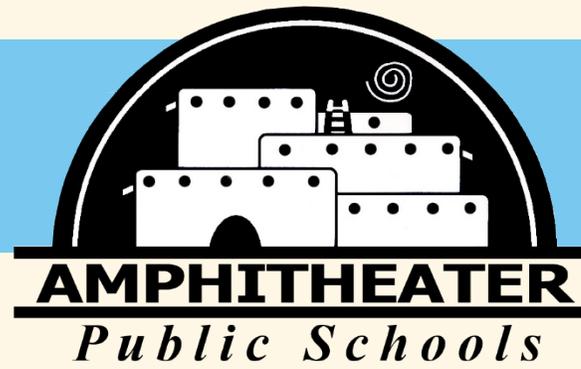
11

Active cases in Students

Equates to 0.09% of the Student Population

Mask Mitigation Measures

- › Current District Mandate for masks (indoors) will be lifted next Tuesday, March 1, 2022.
- › Coincides with County-wide mandate set by Pima County Board of Supervisors for all indoor public places – expiring on February 28, 2022.
- › Those choosing to wear masks indoors will be encouraged and supported.
- › Choices made (either way) must be respected.



Questions?





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

DATE OF MEETING: February 22, 2022

TITLE: Approval of Appointment of Administrative Personnel

BACKGROUND:

Administration presents the below candidates to the Governing Board for review and approval for hire. A candidate is indicated below for each of the respective positions of Director of 21st Century Education or Director of Curriculum and Assessments. Pertinent information about the interview process for each position is set forth below.

1. Director of 21st Century Education

The current Director of 21st Century Education was appointed to serve as an interim for the 2021-2022 fiscal year with the plan being that the vacancy would be posted again this year. The position was advertised in January as open for Fiscal Year 2022-2023, and the applicants reviewed. Tassi Call, Matt Munger, Carol Tracy, Tim Ripp, and Chris Gutierrez screened 7 files for the position. Four candidates were selected to interview with the committee. The individuals interviewed were: Charlene Roll, Julie Valenzuela, Doreen Williams and Chris Boknevitz.

The interview committee consisted of:

- Tassi Call, Associate Superintendent for Elementary Education
- Lisa DaDeppo, Teacher at Cross Middle School
- David Humphreys, Assistant Principal at Amphitheater High School
- Jennifer Letts, Principal at Donaldson Elementary
- Jeremy Tarbet, Teacher at Canyon Del Oro High School

Based on the ratings of the interview committee, Julie Valenzuela was recommended as the finalist to interview with Superintendent Todd Jaeger on Monday, February 7, 2022.

Superintendent Todd Jaeger recommends **Julie Valenzuela** for the position of Director of 21st Century Education for Fiscal Year 2022-2023.

2. Director of Curriculum and Assessment

When the position of Director of Curriculum and Assessment became vacant, the position was advertised as open and the applicants reviewed. Tassi Call, Matt Munger, Julie Valenzuela, and Matthew Abney screened 9 files for the position. Four candidates were selected to interview with the committee. The individual interviewed were: Elizabeth Jacome, Angela Wichers, Doreen Williams, and Charlene Roll.

The interview committee consisted of:

- Tassi Call, Associate Superintendent for Elementary Education
- Katie Anderson, Teacher at Ironwood Ridge High School
- Diana Kuhn, Principal at Rio Vista Elementary School



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

- Lauren McIntyre, Director of Instructional Technology
- Brie Ronnie, Teacher at Painted Sky
- Ethnee Taylor, Teacher at Cross Middle School
- Jason Weaver, Principal at Harelson Elementary School

Based on the ratings of the interview committee, the following three candidates were brought forward for a second interview on Monday, February 7, 2022: Elizabeth Jacome, Charlene Roll, and Angela Wichers. The second interview committee consisted of the following individuals:

- Todd Jaeger, Superintendent,
- Tassi Call, Associate Superintendent for Elementary Education
- Matt Munger, Associate Superintendent for Secondary Education
- Michelle Tong, Associate to the Superintendent and General Counsel
- Kristin McGraw, Executive Director of Student Services
- Julie Valenzuela, Director of 21st Century Education

Based on the ratings of the second interview committee, Elizabeth Jacome was recommended as a finalist to interview with Superintendent Todd Jaeger on February 8, 2022.

Superintendent Todd Jaeger recommends **Elizabeth Jacome** for the position of Director of Curriculum and Assessments for Fiscal Year 2022-2023.

RECOMMENDATION:

It is the recommendation of Administration that the Governing Board approve the above identified administrative appointments as presented.

INITIATED BY:

Michelle H. Tong, J.D.
Associate to the Superintendent and General Counsel

Date: February 16, 2022

Todd A. Jaeger, J.D., Superintendent

2/22/2022

**GOVERNING BOARD MEETING
APPOINTMENTS**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	LEVEL	EXP CREDIT	ADD'L INFO	RECOMMENDED BY COMMENT
Valenzuela	Julie	Director of 21st Century Educati	CT-AD-RET	Wetmore Center			Rehire	\$88,402.66
Jacome	Elizabeth	Director of Curriculum and Asse	CT-AD	Wetmore Center		<\$7,976.05>	Transfer	

21

*	2020-2021 School Year	HSP High School Principal	ADCT	Addendum Certified
Addendum	Former employee or new hire receiving extra-curricular position	MSP Middle School Principal	ADCL	Addendum Classified
New	New hire filling a newly created position	ESP Elementary School Principal	ADACS	Addendum Amphi Community Schools
Rehire	Former employee returning to a position in the district	HSA High School Assistant Principal	ADDM	Addendum Only
Replacement	New hire filling a vacated position	MSA Assistant Middle School Principal	CT-AD	Certified Administrative
Rescind	Declined position after appointment	ESA Elementary Assistant Principal	CT	Certified
		SAS Support Administrator	CL-AD	Classified Administrative
			CL	Classified
			PR	Professional
			ASW	Student Worker

Julie Valenzuela

Education

Northern Arizona University

M.Ed in Educational Leadership, with Distinction (4.0 GPA) 2000

University of Arizona

BA in Elementary Education, K-8, with Distinction (4.0 GPA) 1996

Endorsements/In-Depth Training and Training for Trainers

Endorsements/Certifications

Principal, K-12 2013

Math, K-8 2011

Gifted, K-12 2010

Structured English Immersion, K-12 2007

Early Childhood, Birth-Age 8 2001

Trainings

International Baccalaureate Coordinator Training (5 days) - NM 2012

Cognitive Coaching Training (8 days) – Tucson, AZ 2012

Curriculum Map Training (2 days) – Glendale, AZ 2008

Masonic Student Assistance Program (3 days) – Tucson, AZ 2007

Colonial Williamsburg Teacher Institute (Scholarship Winner-10 days) - VA 2005

Training for Trainers, Six Traits of Writing (5 days) – Phoenix, AZ 1999

Professional/Teaching Experience

Amphitheater School District, Tucson, AZ

Interim Director of 21st Century Education 2021-Present

- Oversee Career and Technical Education programs, which provide students with cutting edge opportunities that encompass relevant and rigorous technical and academic content and promote student leadership.
- Provide teachers with high quality professional development opportunities in CTE and AVID to ensure high level implementation of both programs.
- Develop, reconcile, and manage 4 CTE/ADE related grants and a 1.5-million-dollar JTED budget, while ensuring spending meets the requirements of the grants and other funding guidelines and expectations.
- Work directly with the Amphitheater Finance Department and the JTED CFOs to plan for adequate and appropriate spending of funds in all funding sources.
- Oversee the AVID program which closes the opportunity gap by preparing students for college readiness and success in a global society, to ensure high-level implementation and opportunities for students.
- Oversee the Personalized Learning Network to ensure full implementation of the program is completed and working directly with outside agencies to create and develop a competency-based and personalized learning experience for students, while meeting regularly with principals to guide their work on-sites toward our Portrait of a Graduate goals and our district strategic plan.
- Work with principals and other district administration to ensure district initiatives are implemented with fidelity and to provide direct support for these same groups.

La Cima Middle School, Tucson, AZ

Principal

2017-2021

- Established and maintained a learning climate that is conducive to optimum student performance.
- Evaluated, monitored, and adjusted curriculum and supplemental resource needs to ensure students were provided with up-to-date resources and best practices to enhance their education.
- Developed professional learning opportunities for all staff and implemented relevant and engaging professional development sessions to ensure teachers and staff were current on sound instructional practices, safety procedures and had tools to navigate the needs of students not only in academics, but in social-emotional care.
- Consciously navigated a positive climate of the school community while maintaining objectivity and focus on attaining top notch performance of students. Maintained communication with all stakeholders to ensure transparency in leadership.
- Prepared the school's annual budget in consultation with the finance officer, Title 1 director, and used the budget to establish programs for students' academic success, while providing support for all staff.
- Reviewed, audited, and inspected schools' facilities: classrooms, computers, restrooms, labs, athletic facilities, etc. to ensure they are safe, upgraded, and well maintained.
- Maintained highest standards of student conduct to ensure a sound learning environment was maintained and ensured Assistant Principal strictly adhered to due process when discipline decisions were needed.

La Cima Middle School and Amphitheater High School, Amphitheater School District, Tucson, AZ

Assistant Principal/Instructional Support Assistant

2013-2017

- Served as principal when the principal was absent, to ensure the overall safety and welfare of the students, staff, and campus during this time.
- Supported curriculum implementation by visiting classrooms and providing teachers with targeted feedback to drive instruction toward increased student achievement and providing adequate and relevant curriculum resources for teachers to enhance curriculum implementation and strengthen instructional practices.
- Administered, coordinated, supervised, and assisted with a wide variety of events.
- Supervised and evaluated teachers using the ATPES measurement tool and provided support and resources to grow teacher pedagogy in all content areas.
- Supervised and evaluated classified staff: custodial, grounds, instructional aides, office, and health office.
- Assisted in and planned relevant targeted professional development opportunities for teachers and staff
- Developed and implemented school-wide discipline plans for students.

- Supported staffing decisions and attended all required and optional meetings at the district and site levels.
- Meet with parents on a regular basis to discuss student success and to keep open lines of communication to provide support and develop relationships to further enhance student achievement

Pay for Performance Office, Amphitheater School District, Tucson, AZ

Instructional Support Leader

2011-2013

- Participated in trainings for evaluation, teacher mentoring, and cognitive coaching
- Observed and provided feedback to approximately 100 teachers in the Amphitheater School District to ensure proper implementation of a federal grant
- Planned, developed, and conducted staff development and relevant training opportunities for teachers in the Amphitheater School District on a variety of topics including student engagement, classroom assessment, NWEA MAP testing and data use, using data to drive instruction, etc.
- Worked with teachers on developing strategies and best practices to increase student achievement in the classroom
- Collaborated with administrators and other evaluators to assign district ratings for teachers based on classroom observations

SFA Facilitator, Saturday School Supervisor, 3rd & 5th Grade Teacher

1996-2011

Elizabeth A. Jácome

PROFESSIONAL SUMMARY

Highly motivated, strategic leader with over 15 years of cumulative experience developing and executing professional development models, creating and aligning curricular resources, and analyzing and interpreting student achievement outcomes to drive continuous improvement in public school systems. Expertise in adult learning, change management, strategic planning and organizational effectiveness.

PROFESSIONAL EXPERIENCE

Principal, Coronado K-8 School- Amphitheater Public School District, Tucson, Arizona

July 2019 - Present

CURRICULUM AND INSTRUCTION

- Responsible for the development of the program of instructional studies for grades K-8 that is consistent with the needs of students, state mandates and district initiatives.
- Guide the staff in the implementation of a guaranteed and viable curriculum that is aligned to the Arizona State Standards and the adopted Tier 1 instructional materials provided by Amphitheater Public Schools.
- Regularly monitor the use of and build capacity of best instructional practices and pedagogy to ensure all students are able to access grade level material and standards based instruction.
- Ensure proper administration and supervision for all state and district assessments.
- Develop yearly professional development plans based on student achievement results, district initiatives and differentiated staff needs and interests.

ADMINISTRATIVE RESPONSIBILITIES

- Responsible for the development of a master schedule and calendar of school programs that ensure instructional minutes requirements are met and that all students have equitable access to a guaranteed and viable curriculum.
- Work in collaboration with the human resources department to recruit and hire certified and classified staff. Conduct annual evaluations according to the state and district requirements and timelines. Provide effective and timely feedback to grow the capacity of staff toward the school's continuous improvement goals.
- Ensure effective communication with staff, families and community members to develop a culture of rapport and trust with all major stakeholder groups.

- Responsible for the oversight of Title I and Operational budgets and ensuring that expenditures are in alignment with school goals and are within the approved budgetary allotments.
- Responsible for the oversight of the school facility and grounds.

STUDENT AND COMMUNITY RELATIONS

- Implement fair and equitable grading practices that ensure student success.
- Implement a three tiered system of support to provide timely access to grade level instruction.
- Establish and implement positive behavioral support systems that are preventative and effective in maintaining a safe environment that is conducive to learning.
- Promotes and provides regular communication to members of the community about the success of students at Coronado K-8 school.
- Establishes a culture that fosters partnerships with parents and community members to ensure the success of every student at Coronado K-8 School.

Executive Director for Elementary Curriculum and Instruction - Rio Rancho Public School District, Rio Rancho, New Mexico

July 2011 - July 2019

LEADERSHIP ALIGNED TO GOALS

- Developed and was responsible for the oversight of the Rio Rancho Public Schools personalized, focused, and ongoing professional learning models for more than 2,000 employees by leading instructional coaching, classroom walkthroughs, online anytime anywhere courses, EdCamps, Professional Learning Communities (PLCs), teacher in-services, summer institutes, and workshops focused on district strategic plan goals. The models began with developing multi-year professional learning action plans based on meeting the needs of all educators to ensure the consistent implementation of strategic goals in every classroom. Focus areas were determined by the district strategic plan, school improvement plans, and department goals and ranged from standards-based instruction, instructional materials implementation, integrating technology, and guaranteed assessment strategies to using data to drive instruction. The result was a system-wide set of common expectations based on researched best practices. Using quantitative and qualitative evaluations, teachers and building leaders reported a consistent 90-97 percent satisfaction with the professional learning provided.
- Directed and provided ongoing professional learning to instructional coaches, curriculum coordinators and building leaders on adult learning theory and change management to ensure professional learning delivery methods are appropriate and change initiatives follow a model of continuous improvement resulting in consistent messaging and a high level of an engaging and results-oriented professional learning model.
- Co-chair of the K-12 transition to a Future Ready digital learning environment. This initiative supported the deployment of Chromebooks into every classroom and the professional learning required to ensure an integrated and results-oriented use of digital devices in classrooms. The professional learning model followed a multi-year action plan that was based on the International Society for Technology in Education (ISTE) Standards for educators. The action

plan provided for a pilot team that met monthly for full day meetings to receive direct instruction in understanding the ISTE Standards for Educators, the TPCK (Technology, Pedagogy, Content Knowledge) model, and SAMR (Substitution, Augmentation, Modification, and Redefinition) to ground the practices. Coupled with instructional coaching and video exemplars, teachers were armed with strategies, examples, and supports to effectively integrate technology. Stand-alone conferences, workshops, and summer institutes rounded out the professional learning support plan provided to all K-12 teachers. Four out of 5 teachers that participated in the pilot stated their knowledge and skills improved from a rating of 2 to 5 after the pilot professional learning.

- Collaborated with building leaders and instructional coaches to conduct classroom walkthroughs and develop site improvement plans. Use school data to drive the development of school improvement plans and coordinate professional learning and coaching support opportunities based on the data. School improvement plans were developed collaboratively to reflect the available resources and district priorities.
- Guided the Special Education Curriculum Coordinator in delivering professional learning in ULS (Unique Learning System), UDL (Universal Design for Learning) and anchoring all department work with the lens of providing guaranteed access to grade level curriculum and best practices to all students.
- Participating member of the Rio Rancho Public Schools team that guides district strategic plan work and develops AdvancED process for the district.
- Shepherded an initiative with instructional coaches and a group of 25 K-12 teachers to use video coaching. The process engaged multiple platforms, a teacher pilot team and provided space and time for teacher input from the pilot and focus groups to establish desired outcomes in order to provide additional ways to support teachers' professional growth through the reflective practice of video coaching.

CURRICULUM DEVELOPMENT

- Managed and directed curriculum development of all K-5th grade contents by bringing together teacher teams to develop and refine curriculum documents first by gaining a deep understanding of the standards. Applying research-based practices, using Robert Marzano's "guaranteed and viable curriculum" model, we ensured vertical and horizontal alignment in all subject areas. Teams then developed unit guides, pacing guides, and common assessments to ensure a consistent implementation of and student access to the adopted standards.
- Lead a multi-year initiative to improve the acquisition of early literacy skills for students in K-3rd grade. Strategically shifted the content knowledge of teachers and reading interventionists in the 5 areas of reading foundational skills instruction which include; phonemic awareness, phonemic decoding (phonics), vocabulary, comprehension and fluency. Deployed a systematic professional learning plan for 300 teachers that included 3 full days of on-site professional learning with a national reading consultant, followed by job-embedded professional learning and peer collaboration. Directed the development and implementation of daily word study and reading foundational skills lessons that follow an 8 step process to include; a phonemic awareness warmup, statement of lesson target, phonetic structure of a phoneme, letter/sound correspondence, word reading/blending routines, word work for fluency, dictation, vocabulary, and text practice. After 1 year of implementation, the district saw overall improvement on interim assessments with an 8%

gain in second grade alone.

- Used teacher evaluation data to determine professional learning goals. For example, the lowest performing teacher evaluation indicator was in the area of student engagement, which resulted in a comprehensive plan to provide professional learning to teachers, professional learning communities, and building leaders through workshops, modeling, and direct coaching. The following year, this indicator was not the lowest indicator.
- Chaired large-scale first order change initiatives across the third largest K-12 district in NM leading the adoption of NM Common Core State Standards in math and ELA, and the Next Generation Science Standards. Using an action plan to lead curriculum teams to understand standards, design curriculum documents, and participate on a multi-year monthly implementation team professional learning to ensure consistent implementation. Training included all teachers, building leaders, school board, and community.
- Managed the K-12 implementation of a 3-tiered system of student support aligned to the NM Response to Intervention Framework to include systems management and training for all staff. Developed and implemented a district-wide Student Assistance Team (SAT) process, designed to identify areas of need and provide targeted intervention to support struggling learners.

COLLABORATION AND INSTRUCTIONAL COACHING

- Collaborated with secondary, federal programs, special services, and human resources departments to develop a district-wide initiative to support schools in social-emotional learning (SEL), equity, trauma informed practices, and CLRI (Culturally and Linguistically Responsive Instruction) resulting in aligning research, resources, professional learning, and program implementation so that 100% of Rio Rancho Public Schools staff were equipped with knowledge and strategies to support the unique needs of all students.
- Lead monthly coaching meetings with elementary principals to collaboratively solve problems and engage in reflective professional learning based on common formative assessment data, benchmark data, and summative data resulting in consistency across schools on major district initiatives and broad participation in collaborative practices to guide increased student achievement outcomes and meet the needs of all student groups. Using a variety of early reading data points, the group collectively designed intensive programming for struggling students that included implementing a daily reading intervention block with targeted skill development opportunities based on standards gaps resulting in decreased intervention needs and increased student achievement.
- Developed a district-wide instructional coaching model, using the Jim Knight, University of Kansas model. Sustained and refined a site-based elementary model and district coaching model to now include 22 coaches.
- Managed the hiring, supervision, support, and evaluation of 6 district curriculum coordinators. Coordinators supported K-5 math, science, reading, writing, Social Studies, ELL (English Language Learners), and Special Education. Lead development of coordinators' and instructional coaches' professional development plans and monitored formatively on a regular schedule. Plans were developed for their collaborative work with each other, educational technology specialists, building leaders, PLC leaders, and site-based teacher leader teams. Coordinators and coaches worked with site building leadership teams to determine goals for the year and identify

strategies for support. For example, all coaches supported new teachers with regular coaching meetings, modeling, and curriculum understanding. Coordinators supported district initiatives and school improvement plans resulting in consistent deployment and implementation for increased teacher effectiveness and student learning based on student achievement data and teacher evaluation data.

- Chaired district-wide committees to evaluate and design process for teacher evaluation, policy recommendations, instructional materials adoption, common assessment development, and curriculum development resulting in systems focused processes for engaging stakeholders and implementation and deployment of district initiatives.

DATA DRIVEN DECISION MAKING

- Used quality improvement processes and protocols to analyze data to determine program effectiveness of RtI (response to intervention) programs, instructional materials, assessments, and professional learning communities (PLCs). Data analysis teams of teachers and building leaders used formative assessment, benchmark assessment, enrollment data, summative assessment data, and historical data, as well as qualitative data to guide improvement or revision.
- Analyzed both qualitative and quantitative feedback to set priorities for professional learning needs related to district and state initiatives through evaluating benchmark and summative assessment data as well as teacher observation and evaluation data. Regular cycles of data analysis of NWEA (Northwest Education Association), PARCC (Partnership for Assessment of Readiness for College and Careers), and ISIP (Istation's Indicators of Progress) provide quantitative information to inform practices, develop professional learning and create objective goals.
- Responsible for the development and oversight of multiple operational and local and federal grant budgets to include departmental operations and Title II funding, averaging \$500,000. Coordinated and managed state grants to include New Mexico Reads to Lead (K-3 early reading) and K-3 Plus (extended school year).
- Responsible for maintaining progress in meeting district and state school goals through the development of yearly department SMART (specific, measurable, attainable, relevant, and time-bound) goals and professional development plans to support increased student learning and teacher practices.

District Level Instructional Coach - Rio Rancho Public School District, Rio Rancho, New Mexico

August 2008 – July 2011

- Facilitated full implementation of the NM-Common Core State Standards and supporting instructional materials for more than 900 elementary instructional staff members.
- Collaborated with other district and site-based instructional coaches to support RRPS curricular initiatives such as; development of assessments and curriculum documents, instructional materials adoptions, integration of technology in the curriculum, and implementation of a 3-tiered system of support for students.

- Facilitated the analysis and study of assessment data related to student achievement outcomes.
- Designed, coordinated and facilitated professional development and 1:1 coaching assistance for all teachers grades K-5.
- Supported district and staff administration in implementing district initiatives.
- Researched and provided content knowledge and resources to staff about learning and teaching to include; instructional practices, assessment design, targeted intervention and differentiation.
- Researched and provided information and guidance regarding a range of effective and innovative practices through various activities such as; coaching sessions, lesson study, and PLC team meetings.

Assistant Principal – Rio Rancho Public School District, Rio Rancho, New Mexico

August 2004 – July 2006

CURRICULUM DEVELOPMENT

- Responsible for oversight of all aspects of scheduling, registration and assigned duties as necessary; oversight of all aspects of district mandated standardized testing; oversight of all aspects of student records and assisted Principal as legal representative for the school; oversight of textbook inventory; chaired and served on committees at the site and district levels.

ATTENDANCE/DISCIPLINE

- Established attendance and discipline referral and reporting procedures for campus-wide use; developed parental notification procedures; directed the preparation of suspension, neglect, referral and tardy forms; responded to inquiries from welfare, probation, legal and security agencies.

BUILDING AND GROUNDS

- Supervised district employees completing operational tasks on campus; verified completion of work orders; maintained orderly school environment; contacted security as necessary; served as contact for outside contractors; oversight of custodial work.
- Monitored school activities and policies for adherence to all district, state and national regulations.
- Analyzed existing data to assess and recommend changes in programs, personnel, facilities, materials and equipment.
- Evaluated the work of assigned school staff; provided reports to the Principal and cooperated in recognition or remediation of staff members as requested.
- Designed in-service training programs at the school site.
- Assisted in the recruitment and selection of applicants for site-based positions.
- Established programs and communication procedures to encourage committee participation,

student organizations, community support and extra-curricular activities.

- Assisted in the development of budget recommendations for the school.

District Level Instructional Coach – *Ysleta Independent School District, El Paso, Texas*

August 2002 – July 2004

- Set standards-based goals for student learning.
- Co-planned with teachers to design differentiated instruction.
- Supported co-teaching models to implement differentiated instruction.
- Designed formative assessments.
- Facilitated collaborative analysis of student performance data to determine effectiveness of programs, teaching strategies, and professional learning needs of teachers.
- Designed and facilitated professional learning offerings for special education teachers.
- Developed and facilitated professional learning workshops and conferences for all special education teachers in a district of more than 42,000 students.

TEACHING EXPERIENCE

Martin Luther King, Jr. Elementary School – *Rio Rancho Public School District, Rio Rancho, New Mexico*

August 2006 - July 2008

- Kindergarten
- First Grade
- Special Education

Robert F. Kennedy Pre-K Center – *Ysleta Independent School District, El Paso, Texas*

August 1998 - July 2002

- Kindergarten
- Pre-K (3yr-5yr)
- Special Education (lead teacher 1999-2002)

EDUCATION

Bachelor of Arts – Speech and Theatre – *Oklahoma City University, Oklahoma City, OK*

Graduation 1992

Master of Arts – Special Education and Rehabilitation – *University of Arizona, Tucson, AZ*

Graduation 1997

Educational Leadership Requirements – *University of Texas El Paso, El Paso, TX*

Completed 2003

Licensures:

K-12 Administrative License, Arizona, Texas and New Mexico

K-12 Special Education Teaching License, Arizona, Texas and New Mexico

PROFESSIONAL SKILLS

- Mastery of Microsoft Office programs (Word, Excel, PowerPoint)
- Mastery of Google Suite for Education
- Excellent communication, presentation and facilitation skills with a focus on the needs of adult learners and team-building
- Outstanding organizational, multitasking, and problem-solving abilities

PROFESSIONAL REFERENCES

Carl Leppelman, Chief Academic Officer, Rio Rancho Public Schools
(direct supervisor)

Dr. V. Sue Cleveland, Superintendent, Rio Rancho Public Schools

LaJuana Coleman, Executive Director of Secondary Curriculum and Instruction, Rio Rancho Public Schools

Jerry Reeder, Executive Director of Special Services, Rio Rancho Public Schools

Suzanne Nguyen, Executive Director of Federal, Bilingual and Native American Programs

Janna Chenault, School Improvement Officer, Rio Rancho Public Schools



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

DATE OF MEETING: February 22, 2022

TITLE: Approval of Appointment of Non-Administrative Personnel

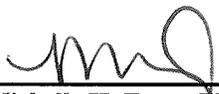
BACKGROUND:

Candidate(s) will be presented herein to fill vacancies created by leaves of absence, retirements, resignations, and new positions. Appointments are current as of February 21, 2022.

RECOMMENDATION:

It is the recommendation of the Administration that the appointment(s) be approved as presented.

INITIATED BY:


Michelle H. Tong, J.D., Associate to the Superintendent

Date: February 21, 2022


Todd A. Jaeger, J.D., Superintendent

2/22/2022

**GOVERNING BOARD MEETING
APPOINTMENTS**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	LEVEL	EXPERIENCE CREDIT	ADD'L INFO	RECOMMENDED BY	COMMENT
Cooper	Esther	Teacher - Grade 3	CT	Prince Elementary	CTT-MA	N/A	Rehire	Ms. Sheber	\$16,674.88
Rusiecki	Elizabeth	Pandemic Mitigation and Compliar	CL-PR	Wetmore Center	PR EX	N/A	Rehire	Ms. Tong	
Baer	Micala	Reading Room Assistant	CL	Painted Sky Elementary	3	0 years	Replacement	Ms. Papajohn	
Franco	Dimas	Groundskeeper I	CL	Facilities Support	2	5+ years	Rehire	Mr. Gill	
Mitchell	Kristen	Preschool Aide/Caregiver	CL	Innovation Academy	2	5+ years	Replacement	Mr. McConnell	
Morales	Gloria	Food Service Attendant	CL	Donaldson Elementary	1	0 years	Replacement	Ms. Cribbs	
Padilla	Jordan	Library Clerk	CL	Amphi Middle School	1	0 years	Replacement	Ms. Wichers	
Rodriguez	Connie	Transportation Attendant	CL	Transportation	1	0 years	Replacement	Ms. Frye-George	
Ryan	Margaux	Classroom Aide/Caregiver	CL	Walker Elementary	2	0 years	New	Mr. Trimble	
Safford	Steven	Bus Driver	CL	Transportation	11	2 years	Replacement	Ms. Frye-George	
Smeltzer	Denise	Classroom Aide/Caregiver	CL	Mesa Verde Elementary	2	0 years	Replacement	Ms. Tracy	
Bartlett	Emma	Student Worker	ASW	Ironwood Ridge High		N/A	Replacement	Mr. Spencer	\$12.80 per hour 34
Oropeza	Abram	Student Worker	ASW	CDO High School		N/A	New	Ms. Bulleigh	\$13.00 per hour
White	Zachary	ADDN - Percussion HS	ADCL	Ironwood Ridge High		N/A	Addendum	Mr. Spencer	\$1,250.00

* 2020-2021 School Year
 Addendum Former employee or new hire receiving extra-curricular position
 New New hire filling a newly created position
 Rehire Former employee returning to a position in the district
 Replacement New hire filling a vacated position
 Rescind Declined position after appointment

HSP High School Principal
 MSP Middle School Principal
 ESP Elementary School Principal
 HSA High School Assistant Principal
 MSA Assistant Middle School Principal
 ESA Elementary Assistant Principal
 SAS Support Administrator

ADCT Addendum Certified
 ADCL Addendum Classified
 ADACS Addendum Amphi Community Schools
 ADDM Addendum Only
 CT-AD Certified Administrative
 CT Certified
 CL-AD Classified Administrative
 CL Classified
 PR Professional
 ASW Student Worker

02/22/2022
 GOVERNING BOARD MEETING
 APPOINTMENTS

Substitutes

LAST NAME	FIRST NAME	TITLE	CT / CL	LOCATION	EFFECTIVE DATE	COMMENT
Fischer	Lauren		CT		02/02/2022	
Berry	Susan		CL		02/02/2022	
Wilson	Diane		CL		02/08/2022	

AD Administrative
 PR Professional
 CT Certified
 CL Classified



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

DATE OF MEETING: February 22, 2022

TITLE: Approval of Personnel Changes

BACKGROUND:

Changes in the employment status of employee(s) and/or job description(s) will be presented herein. Changes are current as of February 21, 2022.

In addition, this agenda item provides the following job descriptions for consideration and approval by the Governing Board:

1. Alternative/Small Vehicle Driver
2. Accountant
3. Bookkeeper II
4. Payroll Specialist

RECOMMENDATION:

It is the recommendation of the Administration that the personnel changes be approved as presented.

INITIATED BY:

Michelle H. Tong, J.D., Associate to the Superintendent

Date: February 21, 2022

Todd A. Jaeger, J.D., Superintendent



ALTERNATIVE/SMALL VEHICLE DRIVER

QUALIFICATIONS

A. REQUIRED

- High school diploma or GED
- Valid Arizona driver's license
- Active Arizona Fingerprint Clearance Card
- Must obtain First Aid and CPR certifications for children and adults from either the American Red Cross or American Heart Association, as a requirement of the position, for state certification
- Equivalent combination of education/training/experience

B. DESIRED

- Previous experience student transport

SUMMARY

Operates District cars or small vans (less than 10 seats) to transport students and other persons to and from educational activities. Students can reside outside of the District boundaries. Regular attendance is necessary to perform the essential functions of this position.

Reports to: Assistant Manager of Transportation

ESSENTIAL FUNCTIONS

- Performs daily pre-trip duties as outlined by Transportation Department guidelines
- Checks vehicle constantly for mechanical defects and needed repairs and reports these to appropriate supervisor
- Drives vehicle on scheduled routes
- Picks up school children and transports them to and from school
- Maintains order among the passengers and supervises their behavior
- Prepares student conduct reports, as needed
- Administers first aid, when necessary
- Maintains accurate information pertaining to transportation pick up and drop off times in office file
- Keeps interior of District vehicle clean and neat
- Keeps daily record of gas, oil, mileage and number of children transported
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district-wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned



ALTERNATIVE/SMALL VEHICLE DRIVER

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to communicate and comprehend instructions
- Ability to distinguish colors
- Ability to bend, stoop, squat, twist and kneel
- Ability to lift objects above shoulder level
- Ability to sit for extended periods of time
- Ability to work in adverse weather conditions
- Ability to withstand exposure to dust, gas and fumes
- Ability to communicate in group settings
- Ability to operate foot controls with one foot
- Ability to be exposed to noise
- Ability to communicate with employees, students and public
- Ability to utilize communication equipment
- Ability to operate automatic transmission motor vehicles
- Ability to perform tasks requiring manual dexterity
- Ability to hear within a normal range, with or without reasonable accommodations
- Ability to perform functions from written, oral instructions and from observing others



ACCOUNTANT

QUALIFICATIONS

A. REQUIRED

- Bachelor's degree in Accounting, Finance, Business Administration or a directly related field
- Two years of professional budget and accounting experience
- Five years of accounting experience
- Experience in Financial Accounting
- Demonstrated knowledge of Excel, word-processing applications and data entry procedures
- Equivalent combination of education/training/experience

B. DESIRED

- Experience in a large school district or government, preferred

SUMMARY

Performs professional accounting and budgeting activities requiring application of an advanced professional. Competent knowledge of accounting principles and practices. Analyzes, prepares and presents budgets and financial reports in accordance with established district and state policies and procedures.

Reports to: Department Administrator

ESSENTIAL FUNCTIONS

- Provides specialized or general calculations and analysis support in various accounting and budgeting functions
- Prepares specialized or highly complex reports, statements, and analyses utilizing advanced knowledge and proficiency in accounting practices, principles and interrelationships
- Performs accounting procedures in accordance with County and State school statutory law
- Maintains complete financial records for federal funds, including listing expenditures and revenues, balancing accounts and submitting interim cash reports and final expenditure reports to state
- Assists supervisor with maintaining detailed listings of asset values on a cumulative basis for buildings, grounds, vehicles and equipment
- Reconciles district bank accounts, as assigned
- Posts revenue in district accounting system
- Deposits and disburses funds from district bank accounts, as assigned
- Reconciles school district records monthly and annually
- Establishes or revises procedures or operating policies of assigned function; participates in development and implementation of new or revised accounting systems
- Prepares complex journal entries and records entries in district accounting system



ACCOUNTANT

- Consults units or departments regarding allocations, budget analysis, and financial reports for reconciliation of irregular and unusual transactions and for problem resolution
- Promotes and supports district wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Strong analytical ability
- Ability to concentrate for extended periods of time
- Ability to process complicated mathematical computations
- Ability to reach, stoop, lift, twist, bend, pull, reach and occasionally carry up to 20 pounds
- Ability to sit for extended periods of time
- Ability to multi-task in an office setting
- Ability to research, analyze and formulate decisions quickly
- Ability to exercise judgment in accordance with established procedures



BOOKKEEPER II

QUALIFICATIONS

A. REQUIRED

- High School Diploma or GED
- Two years of college with a major in business or equivalent
- Two years of previous experience in accounting or bookkeeping
- Demonstrated knowledge of bookkeeping techniques and/or accounting practices and methods
- Demonstrated aptitude in the use of computer applications, word processors, database programs, spreadsheets, calculators, and 10-key adding machines
- Equivalent combination of education/training/experience
- Four years of related experience may substitute for 2 years of college

B. DESIRED

- Previous knowledge of school statutory law pertinent to accounting
- Five years of previous experience in accounting and bookkeeping methods
- Previous experience in a school district, community college or university

SUMMARY

Performs complex or varied record keeping functions involving bookkeeping and accounting techniques. Work is performed in accordance with established district procedures and federal and state law.

Reports to: Chief Financial Officer

ESSENTIAL FUNCTIONS

- Responsible for processing General Fund disbursements
- Prepares expense vouchers for scheduled board meetings, twice monthly
- Responsible for establishing and maintaining filing systems covering a wide range of district transactions
- Must ensure that documents are prepared according to formats required by the County and State offices
- Processes purchase orders in detail, and processes warehouse requisitions
- Analyzes and verifies accounts payable; maintains vendor files for large accounts; reviews all incoming statements for monies due supplies and ensures that accounts are kept on a current and accurate basis
- Sorts, opens and distributes first-class mail
- Assists district personnel with matters pertaining to purchase orders, shipments, completion of forms, and requests for specific data
- Compiles routine reports, composes and types correspondence to suppliers regarding accounts and payments. Works directly with suppliers
- Balances district budget reports, voucher listings and unpaid encumbrances
- Exhibits patience, courtesy and tact when dealing with others



BOOKKEEPER II

- Promotes and supports district wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to multi-task in an office setting
- Ability to effectively communicate
- Ability to calculate and perform functions from oral and written instructions
- Ability to evaluate written materials
- Ability to perform functions requiring manual dexterity
- Ability to understand and carry out complicated written and oral instructions
- Ability to work alone and as part of a team
- Ability to perform close vision work, with or without reasonable accommodations
- Ability to operate digital office equipment



PAYROLL SPECIALIST I

QUALIFICATIONS

A. REQUIRED

- High school diploma or GED
- One year of previous experience in accounting or bookkeeping
- Demonstrated knowledge of bookkeeping techniques
- Demonstrated aptitude in the use of computer applications, word processing, database programs, spreadsheets, calculators, and 10-key adding machines

B. DESIRED

- Two years of college with a major in business or equivalent
- Five years of previous experience
- Previous experience in a school district or university
- Course work in accounting, mathematics, or other related field

SUMMARY

Performs specialized work in keeping financial records of moderate variety and complexity and prepares payrolls in accordance with policies for the district and with federal and state laws.

Reports to: Payroll Supervisor

ESSENTIAL DUTIES

- Maintains general payroll records of moderate complexity and variety according to established procedures.
- Maintains personal contact with district employees; answers questions of a pertinent nature regarding pay status and compensable benefits.
- Prepares salary and wage payrolls, including deductions and processing of time cards.
- Maintains such records as time card sheets, sick leave, payroll journals and ledgers; makes adjustments as required.
- Distributes payroll warrants.
- Prepares monthly withholding tax deposits and quarterly and annual reports on income tax withheld.
- Prepares and issues W-2 statements at the end of each year.
- Prepares and distributes payroll deduction reports, OASI quarterly and related reports, and the account distribution of vouchers for matching of certain payroll deductions.
- Computes certified and classified salaries. Prepares Contracts
- Handles necessary payroll deductions such as tax levies, child support and garnishments.
- Gathers data and make simple payroll analysis or statistical reports of a budgetary status and routes reports to appropriate supervisor.
- Prepares reports pertinent to payroll functions as requested.



PAYROLL SPECIALIST I

- Assumes correspondence of a routine or moderately technical nature regarding matters of finance; operates a variety of office machines, including calculators and computers.
- Verifies employment as it pertains to employee's financial status.
- Performs related duties as required.
- Promotes and supports district-wide educational advancement in 21st Century Skills.
- Integrates knowledge and skills that are relevant to the 21st Century
- Exhibits patience, courtesy and tact when dealing with others.

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to multi-task in an office setting
- Ability to effectively communicate
- Ability to perform functions from oral and written instructions
- Ability to evaluate written materials
- Ability to perform tasks requiring manual dexterity
- Ability to understand and carry out complicated written and oral instructions
- Ability to process complicated mathematical computations
- Ability to work alone and as part of a team
- Ability to work on several tasks at the same time
- Ability to perform close vision work, with or without reasonable accommodations
- Ability to operate digital office equipment

2/22/2022

**GOVERNING BOARD MEETING
PERSONNEL CHANGES**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Ackerman	Janet	Teacher - English	CT	Ironwood Ridge High	Reassignment			
Ackerman	Janet	Teacher - Economics	CT	Ironwood Ridge High	Reassignment			
Avila	Paul	Teacher - Special Education Resc	CT	CDO High School	Decrease FTE			<0.20 FTE>
Godkin	Melissa	Teacher - Special Education Resc	CT	Prince Elementary	Increase FTE			+0.2 FTE
Mcgill	Gena	Teacher - Special Education Resc	CT	CDO High School	Decrease FTE			<0.2 FTE>
Van Wert	Ryan	Teacher - Mathematics	CT	Amphi High School	Extension			
Weaver	Jason	Program Evaluation and Data Anz	CL-PR	Wetmore Center	Transfer	PR EX	10+ years	
Allen	M. Michele	Instructional Technology Specialis	CL	Harelson Elementary	Reassignment	3	+\$0.52	
Allen	M. Michelle	Campus Monitor	CL	Harelson Elementary	Decrease FTE			<0.15 FTE>
Allen	M. Michelle	Crossing Guard	CL	Harelson Elementary	Additional Position	1	0 years	
Dinsdale	April	School Administrative Assistant	CL	Wilson K-8 School	Added Duty			\$14.28 per hour
Pham	Khanh	Custodian I	CL	Wilson K-8 School	Transfer	2	<\$0.10>	
Riegert	Monica	Instructional Technology Specialis	CL	Harelson Elementary	Increase FTE			+0.40 FTE
Suarez	Ana	Special Education Teaching Assis	CL	Ironwood Ridge High	Transfer			
Campbell	Jennifer	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Cannon	Robert	ADDN - AV Tech - Special Events	ADCT	CDO High School	Addendum			\$20.00 per hour
Carlson	Joanne	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Engel	Katherine	ADDN - Certified Tutor	ADCT	Amphi High School	Addendum			\$42.00 per hour
Faniel	Kia	Coach - Track Head HS	ADCT	Ironwood Ridge High	Addendum			\$1,500.00
Faulkner	Violet	ADDN - Certified Tutor	ADCT	Amphi High School	Addendum			\$42.00 per hour

45

*	2020-2021 School Year					ADCT	Addendum Certified
Addendum	Employee receiving extra-curricular position or stipend					ADCL	Addendum Classified
Added Duty	Employee working additional hours or days					ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position					CT-AD	Certified Administrative
Correction	Correction to contract					CT	Certified
Decrease FTE	Decrease in hours					CL-AD	Classified Administrative
Extension	End date being extended					CL	Classified
Increase FTE	Increase in hours/contract					PR	Professional
Promotion	Employee receiving a promotion to another position					EL	Elementary
Reassignment	Employee moving to another position at the direction of the administration					MS	Middle School
Status Change	Employee changing status (i.e. short term to career)					HS	High School
Temporary	Employee working for a limited period of time						
Transfer	Employee moving from one position to another						

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Faulkner	Violet	ADDN - Certified Tutor	ADCT	Amphi High School	Addendum		\$30.00 per hour	
Frantziskonis	Karyn	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Goldstein	Heidi	Coach - Track Assistant HS	ADCT	CDO High School	Addendum		\$2,400.00	
Johnson	Marian	ADDN - Certified Tutor	ADCT	Amphi High School	Addendum		\$42.00 per hour	
Kuhn	Brandon	Coach - Baseball Head HS	ADCT	Amphi High School	Addendum		\$3,000.00	
Linn	David	Coach - Soccer Head MS	ADCT	Wilson K-8 School	Addendum		\$1,700.00	
McConnell	Marisa	ADDN - Certified Staff Trainer	ADCT	Mesa Verde Elementary	Addendum		\$30.00 per hour	
Mendivil	Jorge	Coach - Track Assistant HS	ADCT	Amphi High School	Addendum		\$2,400.00	
Nicholas	Julie	ADDN - Certified Tutor	ADCT	Cross Middle School	Addendum		\$42.00 per hour	
Oliver	Heather	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Paul	Kayleigh	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Powell	Matthew	ADDN - Athletic Equipment Tech.	ADCT	CDO High School	Addendum		\$1,850.00	
Randall	Lesa	ADDN - Certified Tutor	ADCT	Amphi High School	Addendum		\$42.00 per hour	46
Reynolds	Holly	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Rodgers	H. Morgan	ADDN - Certified Tutor	ADCT	Amphi High School	Addendum		\$30.00 per hour	
Rose	Stileda	Coach - Track Head HS	ADCT	Amphi High School	Addendum		\$3,000.00	
Sandoval	Gary	Coach - Track Head HS	ADCT	Amphi High School	Addendum		\$3,000.00	
Scheel	Christopher	ADDN - Interscholastic Activities	ADCT	Amphi High School	Addendum		\$1,425.00	
Smith	Shawn	Coach - Baseball Assistant HS	ADCT	Amphi High School	Addendum		\$2,400.00	
Thornburg	Ryan	Coach - Tennis Head HS	ADCT	Amphi High School	Addendum		\$2,600.00	
Tillicki	Nicole	ADDN - Homebound	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Vasquez	Rey	Coach - Soccer Assistant MS	ADCT	Wilson K-8 School	Addendum		\$1,400.00	

*	2020-2021 School Year					ADCT	Addendum Certified	
Addendum	Employee receiving extra-curricular position or stipend					ADCL	Addendum Classified	
Added Duty	Employee working additional hours or days					ADACS	Addendum Amphi Community Schools	
Additional Position	Employee working an additional position					CT-AD	Certified Administrative	
Correction	Correction to contract					CT	Certified	
Decrease FTE	Decrease in hours					CL-AD	Classified Administrative	
Extension	End date being extended					CL	Classified	
Increase FTE	Increase in hours/contract					PR	Professional	
Promotion	Employee receiving a promotion to another position					EL	Elementary	
Reassignment	Employee moving to another position at the direction of the administration					MS	Middle School	
Status Change	Employee changing status (i.e. short term to career)					HS	High School	
Temporary	Employee working for a limited period of time							
Transfer	Employee moving from one position to another							

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Watson	Laura	Coach - Softball Head HS	ADCT	Amphi High School	Addendum		\$3,000.00	
Wilkes	Chelsie	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum		\$30.00 per hour	
Willis	John	ADDN - Interscholastic Activities	ADCT	Amphi High School	Addendum		\$1,425.00	
Willis	John	ADDN - Athletic Equipment Tech.	ADCT	Amphi High School	Addendum		\$1,850.00	
Aguilar	Isabel	ADDN - School COVID Contact T	ADCL	Prince Elementary	Addendum		\$1.97 per hour differential	
Alvo	Joy	ADDN - Bus Driver Referral	ADCL	Transportation	Addendum		\$150.00	
Bear	Zaelyn	ADDN - School COVID Contact T	ADCL	Rillito Center	Addendum		\$1.97 per hour differential	
Cardenas	Mario	ADDN - Instructional Aide	ADCL	Keeling Elementary	Addendum		\$12.80 per hour	
Ebeler	Teresa	ADDN - School COVID Contact T	ADCL	Wilson K-8 School	Addendum		\$1.97 per hour differential	
Fowler	Tracey	ADDN - School COVID Contact T	ADCL	Ironwood Ridge High	Addendum		\$1.97 per hour differential	
Garcia	Brenda	ADDN - School COVID Contact T	ADCL	CDO High School	Addendum		\$1.97 per hour differential	
Garcia	Diana	ADDN - School COVID Contact T	ADCL	Rio Vista Elementary	Addendum		\$1.97 per hour differential	
Henley	Jolee	ADDN - Extra Hours	ADCL	Wilson K-8 School	Addendum		\$13.27 per hour	47
Hobbs	Laura	ADDN - School COVID Contact T	ADCL	Mesa Verde Elementary	Addendum		\$1.97 per hour differential	
Johnson	Karri	ADDN - Extra Hours	ADCL	CDO High School	Addendum		\$14.57 per hour	
Lopez	Erica	ADDN - Extra Hours	ADCL	Donaldson Elementary	Addendum		\$13.27 per hour	
Lopez	Rebecca	ADDN - Extra Hours	ADCL	Donaldson Elementary	Addendum		\$14.83 per hour	
Martinez	David J	Special Events Worker	ADCL	CDO High School	Stipend		\$12.90 per hour	
Neisius	Penelope	ADDN - Extra Hours	ADCL	CDO High School	Addendum		\$17.08 per hour	
Sandate	Christina	ADDN - School COVID Contact T	ADCL	Amphi High School	Addendum		\$1.97 per hour differential	
Wadhams	Karen	ADDN - School COVID Contact T	ADCL	Walker Elementary	Addendum		\$1.97 per hour differential	
Wilford	Cindy	ADDN - Extra Hours	ADCL	Ironwood Ridge High	Addendum		\$12.90 per hour	

*	2020-2021 School Year					ADCT	Addendum Certified	
Addendum	Employee receiving extra-curricular position or stipend					ADCL	Addendum Classified	
Added Duty	Employee working additional hours or days					ADACS	Addendum Amphi Community Schools	
Additional Position	Employee working an additional position					CT-AD	Certified Administrative	
Correction	Correction to contract					CT	Certified	
Decrease FTE	Decrease in hours					CL-AD	Classified Administrative	
Extension	End date being extended					CL	Classified	
Increase FTE	Increase in hours/contract					PR	Professional	
Promotion	Employee receiving a promotion to another position					EL	Elementary	
Reassignment	Employee moving to another position at the direction of the administration					MS	Middle School	
Status Change	Employee changing status (i.e. short term to career)					HS	High School	
Temporary	Employee working for a limited period of time							
Transfer	Employee moving from one position to another							

**GOVERNING BOARD MEETING
PERSONNEL CHANGES**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Mansour	Ghada	Teacher - Grade 5		Prince Elementary	301 Payment		\$3,145.35	

*	2020-2021 School Year	ADCT	Addendum Certified
Addendum	Employee receiving extra-curricular position or stipend	ADCL	Addendum Classified
Added Duty	Employee working additional hours or days	ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position	CT-AD	Certified Administrative
Correction	Correction to contract	CT	Certified
Decrease FTE	Decrease in hours	CL-AD	Classified Administrative
Extension	End date being extended	CL	Classified
Increase FTE	Increase in hours/contract	PR	Professional
Promotion	Employee receiving a promotion to another position	EL	Elementary
Reassignment	Employee moving to another position at the direction of the administration	MS	Middle School
Status Change	Employee changing status (i.e. short term to career)	HS	High School
Temporary	Employee working for a limited period of time		
Transfer	Employee moving from one position to another		



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

DATE OF MEETING: February 22, 2022

TITLE: Approval of Leave(s) of Absence

BACKGROUND:

Leave(s) of absence will be presented herein and are current as of February 14, 2022.

RECOMMENDATION:

It is the recommendation of the Administration that the leave request(s) be approved as presented.

INITIATED BY:


Michelle H. Tong, J.D., Associate to the Superintendent

Date: February 14, 2022


Todd A. Jaeger, J.D., Superintendent

2/22/2022

**GOVERNING BOARD MEETING
LEAVES OF ABSENCE**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	DATES	COMMENT
Coleman	Allison	Teacher - Grade 1	CT	Coronado K-8 School	01/28/2022	End Date
Coleman	Allison	Teacher - Grade 1	CT	Coronado K-8 School	01/05/2022	Start Date
Gates	Katheryn	Teacher - Grade 4	CT	Harelson Elementary	03/11/2022	Start Date
Berry Rooney	Anastasia	Special Education Teaching Assist:CL		Copper Creek Elementary	02/04/2022	End Date
David	Gina	Special Education Teaching Assist:CL		Copper Creek Elementary	02/02/2022	End Date
Jensen	Lesa	Student Services Coordinator Assis:CL		Wetmore Center	02/02/2022	End Date
Macmeans	Maria	Clerk II	CL	Keeling Elementary	02/01/2022	End Date
Priest	Shannon	Special Education Teaching Assist:CL		Mesa Verde Elementary	01/26/2022	End Date
Priest	Shannon	Special Education Teaching Assist:CL		Mesa Verde Elementary	01/03/2022	Start Date
Richins	Tonnette	Food Service Attendant	CL	Rio Vista Elementary	12/15/2021	Start Date
Tobin	Timothy	Special Education Teaching Assist:CL		Rillito Center	01/31/2022	End Date

50

* 2020-2021 School Year
CT-AD Certified Administrative
CT Certified
CL-AD Classified Administrative
CL Classified
PR Professional



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

DATE OF MEETING: February 22, 2022

TITLE: Approval of Separation(s) and Termination(s)

BACKGROUND:

Separation(s) and termination(s) will be presented herein. Separations are current as of February 21, 2022.

RECOMMENDATION:

It is the recommendation of the Administration that the resignation(s) or termination(s) be approved as presented.

INITIATED BY:

A handwritten signature in black ink, appearing to read "Michelle H. Tong".

Michelle H. Tong, J.D., Associate to the Superintendent

Date: February 21, 2022

A handwritten signature in black ink, appearing to read "Todd A. Jaeger".

Todd A. Jaeger, J.D., Superintendent

2/22/2022

**GOVERNING BOARD MEETING
SEPARATIONS**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	EFFECTIVE DATE	REASON	COMMENT
Abney	Matthew	Principal	CT-AD	Copper Creek Elementary	06/30/2022	Resignation	
Campos	Deanna	Assistant Principal	CT-AD	Amphi Middle School	06/03/2022	Resignation	
Carolin	Haley	Teacher - Grade 3	CT	Keeling Elementary	05/20/2022	Resignation	
Cramer	Connie	Teacher - Rillito Classroom	CT	Rillito Center	05/20/2022	Retirement	
Cyrus	Thomas	Teacher - Band	CT	Mesa Verde Elementary	05/20/2022	Resignation	
Cyrus	Thomas	Teacher - Orchestra	CT	Mesa Verde Elementary	05/20/2022	Resignation	
Een	Jenny	Teacher - English	CT	Ironwood Ridge High	05/20/2022	Retirement	Returning ESI 22-23 SY
Garcia	Heather	Teacher - Career Exploration	CT	Coronado K-8 School	05/20/2022	Resignation	
Garcia	Heather	Teacher - Language Arts	CT	Coronado K-8 School	05/20/2022	Resignation	
Luder	Kaitlin	Librarian	CT	Coronado K-8 School	05/20/2022	Resignation	
Mulcahy	Laurie	Teacher - Grade 1	CT	Prince Elementary	05/20/2022	Retirement	
Olander	Jessica	Teacher - Grade 2	CT	Keeling Elementary	05/20/2022	Resignation	
Rudolph	Sequoia	Teacher - Special Education	CT	Rio Vista Elementary	05/20/2022	Retirement	52
Dejackson	Delphina	Food Service Attendant	CL	Ironwood Ridge High	03/11/2022	Resignation	
Guisinger	Delfina	Registrar - High School	CL	CDO High School	01/28/2022	Resignation	
Israel	Brenda	Special Education Teaching	CL	Ironwood Ridge High	01/28/2022	Resignation	
LeClair	Linda	Special Education Teaching	CL	Mesa Verde Elementary	01/25/2022	Resignation	
Neisius	Megan	Preschool Aide/Caregiver	CL	Amphi High School	11/02/2021	Abandonment	
Ravenall	Aaron	Security Officer	CL	Ironwood Ridge High	02/11/2022	Resignation	
Romero	Marisela	Custodian I	CL	Amphi High School	01/14/2022	Resignation	
Scanlon	Heather	Bookkeeper II	CL	Wetmore Center	02/11/2022	Dismissal	

*	2022-2023 School Year	ADCT	Addendum Certified
Budget RIF	Reduction in force due to budget	ADCL	Addendum Classified
Abandonment	Employee abandoned position	ADDM	Addendum Only
Breach of Contract	Employee did not fulfill contract	CT-AD	Certified Administrative
Dismissal	Employee terminated by the District	CT	Certified
Resignation	Employee resigning from the District	CL-AD	Classified Administrative
Retirement	Employee retiring from the District	CL	Classified
		PR	Professional

**GOVERNING BOARD MEETING
SEPARATIONS**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	EFFECTIVE DATE	REASON	COMMENT
-----------	------------	-------	-------	----------	----------------	--------	---------

* 2022-2023 School Year

Budget RIF	Reduction in force due to budget
Abandonment	Employee abandoned position
Breach of Contract	Employee did not fulfill contract
Dismissal	Employee terminated by the District
Resignation	Employee resigning from the District
Retirement	Employee retiring from the District

ADCT	Addendum Certified
ADCL	Addendum Classified
ADDM	Addendum Only
CT-AD	Certified Administrative
CT	Certified
CL-AD	Classified Administrative
CL	Classified
PR	Professional



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

DATE OF MEETING: February 22, 2022

TITLE: Approval of Stipend for Coaching Volunteers

BACKGROUND:

Coaching volunteer(s) and corresponding stipend(s) will be presented herein and are current as of February 21, 2022.

RECOMMENDATION:

It is the recommendation of the Administration that the Governing Board approve payment of the listed stipend(s) for the identified coaching volunteers.

INITIATED BY:

Michelle H. Tong, J.D., Associate to the Superintendent

Date: February 21, 2022

Todd A. Jaeger, J.D., Superintendent

2/22/2022

**GOVERNING BOARD MEETING
COACHING VOLUNTEERS**

LAST NAME	FIRST NAME	POSITION	LOCATION	REASON	AMOUNT/COMMENTS
Adeyemi	Akintunde	Coach - Track Assistant HS	Ironwood Ridge High	Stipend	\$2,400.00
Binnion	Chad	Coach - Softball Assistant HS	Ironwood Ridge High	Stipend	\$2,400.00
Browning	Aurther	Coach - Tennis Head HS	Ironwood Ridge High	Stipend	\$2,600.00
Bugarin-Espinoza	Melissa	Coach - Softball Assistant HS	Amphi High School	Addendum	\$2,400.00
Danehy	Thomas	Coach - Tennis Head HS	Amphi High School	Addendum	\$2,600.00
Dannebaum	Sean	Coach - Baseball Assistant HS	Ironwood Ridge High	Stipend	\$2,400.00
Frederick	Michael	Coach - Volleyball Head - 2nd Se	Amphi High School	Addendum	\$3,000.00
Gallardo	Jose	Coach - Basketball Assistant HS	Ironwood Ridge High	Stipend	\$2,400.00
Gonzalez	Mario	Coach - Baseball Assistant HS	CDO High School	Stipend	\$2,400.00
Harvey	Zion	Coach - Track Assistant HS	Amphi High School	Addendum	\$2,400.00
Horrocks	Julianna	Coach - Track Assistant HS	CDO High School	Stipend	\$2,400.00
Jantz	Aunesty	Coach - Beach Volleyball - Assist	Ironwood Ridge High	Stipend	\$2,400.00
Low	Tyler	Coach - Volleyball Assistant - 2nd	Ironwood Ridge High	Stipend	\$2,400.00
Lucas	David	Coach - Tennis Assistant HS	CDO High School	Stipend	\$2,600.00
Manas	Melissa	Coach - Tennis Head HS	CDO High School	Stipend	\$2,600.00
McNeill	Donald	Coach - Track Assistant HS	CDO High School	Stipend	\$2,400.00
McQuillin	Taylor	Coach - Softball Assistant HS	Ironwood Ridge High	Stipend	\$2,400.00
Moseley	Stephen	Coach - Track Assistant HS	CDO High School	Stipend	\$1,200.00
Palmer	LaTisha	Coach - Track Assistant HS	CDO High School	Stipend	\$2,400.00
Peralta	Alraceli	Coach - Softball Assistant HS	Ironwood Ridge High	Stipend	\$2,400.00

55

* 2022-2023 School Year

**GOVERNING BOARD MEETING
COACHING VOLUNTEERS**

LAST NAME	FIRST NAME	POSITION	LOCATION	REASON	AMOUNT/COMMENTS
Pro	Christopher	Coach - Softball Assistant HS	Amphi High School	Addendum	\$2,400.00
Rankin	Brenna	Coach - Assistant Athletic Trainer	CDO High School	Stipend	\$1,850.00
Stott	Dale	Coach - Football Head HS	Ironwood Ridge High	Stipend	* \$3,800.00
Valencia	Brian	Coach - Volleyball Assistant - 2nd	Amphi High School	Addendum	\$2,400.00
Weinzettle	Daniel	Coach - Wrestling Assistant MS	Wilson K-8 School	Stipend	\$1,400.00
Welch	Adam	Coach - Volleyball Head - 2nd Se	Amphi High School	Addendum	\$3,000.00

* 2022-2023 School Year



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

DATE OF MEETING: February 22, 2022

TITLE: Approval of Vouchers Totaling and Not Exceeding Approximately \$1,341,527.10
(Final Total)

BACKGROUND:

A copy of the vouchers for goods and services received by Amphitheater Public Schools and recommended for payment has been provided to the Governing Board.

RECOMMENDATION:

It is the recommendation of the Administration that the Governing Board approve payment of the vouchers as presented.

INITIATED BY:

Scott Little, Chief Financial Officer

Date: February 21, 2022

Todd A. Jaeger, J.D., Superintendent



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

DATE OF MEETING: February 22, 2022

TITLE: Acceptance of Gifts

BACKGROUND:

Donations detailed on the attached listing have been received by the District.

RECOMMENDATION:

It is the recommendation of the Administration that the above gifts be accepted by the Governing Board.

INITIATED BY:

Scott Little, Chief Financial Officer

Date: February 9, 2022

Todd A. Jaeger, J.D., Superintendent

Gift and Donation List		
Gifts and Donations	Exhibit	2/22/2022
Ck in the amount \$200.00	Maurice Brown	Keeling Elementary
Ck in the amount \$400.00	Crest Insurance Group LLC	Canyon del Oro High School
Arduino Kits	Dan Moreno	Canyon del Oro High School
Ck in the amount \$250.00	Copper Creek	Ironwood Ridge High School



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

DATE OF MEETING: February 22, 2022

TITLE: Approval of Parent Support Organization(s) – 2021-2022

BACKGROUND:

Approval of the following Parent Support Organization(s) pursuant to District Policy KBE-R:

Donaldson PTO
CDO Softball Booster
Amphi Baseball Booster Club

RECOMMENDATION:

It is the recommendation of the Administration that the Governing Board approve this (these) organization(s).

INITIATED BY:

Scott Little

Scott Little, Chief Financial Officer

Date: February 15, 2022

Todd A. Jaeger

Todd A. Jaeger, J.D., Superintendent

AMPHITHEATER PUBLIC SCHOOLS PARENT SUPPORT ORGANIZATIONS
ANNUAL APPLICATION FOR GOVERNING BOARD APPROVAL

School Year 2021-2022

Name of Organization Donaldson PTO School Donaldson Elementary

Related Student Organization or Club _____ Taxpayer I.D. 86-080096

OFFICERS:

Name: Erika Breitengross
Office Held: President
Address: _____

E-mail: _____
Phone(s): _____
Date taking office: 08/01/21

Name: _____
Office Held: Treasurer
Address: _____

E-mail: _____
Phone(s): _____
Date taking office: _____

Name: Sam Briggs
Office Held: Vice President
Address: _____

Phone(s): _____
Date taking office: 09/01/21

Name: Amanda Castle
Office Held: Secretary
Address: _____

Phone(s): _____
Date taking office: 09/01/21

FOR ADDITIONAL OFFICERS, PLEASE ADD A SEPARATE, ATTACHED SHEET.

- Formal Non-Profit** Please Attach:
- 1) ARTICLES OF INCORPORATION (*first year only*)
 - 2) I.R.S. Determination Letter (*first year only*)
 - 3) Annual budget, goals and objectives
 - 4) Current operating by-laws
 - 5) Last fiscal year AZ Corporation Commission Annual Report
 - 6) Last fiscal year I.R.S. Form 990 Annual Report
 - 7) Most recent treasurers financial report
 - 8) Most recent bank statement

- Informal Non-Profit** Please Attach:
- 1) Annual budget, goals and objectives
 - 2) Current operating by-laws
 - 3) Most recent treasurers financial report
 - 4) Most recent bank statement

Are two signatures required on disbursements? Yes No By-laws reviewed annually? Yes No

Member meetings held how often? once per month Executive meetings held how often? once per month

As officers, we hereby agree to abide the By-Laws of our organization, attend annual district-provided Parent Support Group training, and follow the district's Guidelines For Operation And Financial Responsibility while we strive to improve our children's educational opportunities where support is needed.

Erika Breitengross 10/21/2021
 Signature Date

[Signature] 10/21/21
 Signature Date

[Signature] 10/21/2021
 Signature Date

[Signature] 10/21/21
 Signature Date

Site Administrator's Approval: [Signature]
 Signature

10/21/21
 Date

For district use: Finance Department recommendation: approval
 Governing Board Agenda date: 01/02/20

Revd 2/8

**AMPHITHEATER PUBLIC SCHOOLS PARENT SUPPORT ORGANIZATIONS
ANNUAL APPLICATION FOR GOVERNING BOARD APPROVAL**

School Year 2021-2022

Name of Organization CDO Softball Booster

School Canyon del Oro High Sch

Related Student Organization or Club _____

Taxpayer I.D. 87-4592410

OFFICERS:

Name: Casey Streuber

Name: Ted Herman

Office Held: President

Office Held: Treasurer

Address: _____

Address: _____

E-mail: _____

E-mail: _____

Phone(s): _____

Phone(s): _____

Date taking office: 01/12/22

Date taking office: 01/12/22

Name: _____

Name: _____

Office Held: _____

Office Held: _____

Address: _____

Address: _____

Phone(s): _____

Phone(s): _____

Date taking office: _____

Date taking office: _____

FOR ADDITIONAL OFFICERS, PLEASE ADD A SEPARATE, ATTACHED SHEET.

- Formal Non-Profit** Please Attach: 1) Articles of Incorporation (*first year only*)
 2) I.R.S. Determination Letter (*first year only*)
 3) Annual budget, goals and objectives
 4) Current operating by-laws
 5) Last fiscal year AZ Corporation Commission Annual Report
 6) Last fiscal year I.R.S. Form 990 Annual Report
 7) Most recent treasurers financial report
 8) Most recent bank statement

- Informal Non-Profit** Please Attach: 1) Annual budget, goals and objectives
 2) Current operating by-laws
 3) Most recent treasurers financial report
 4) Most recent bank statement

Are two signatures required on disbursements? Yes No By-laws reviewed annually? Yes No

Member meetings held how often? monthly Executive meetings held how often? monthly

As officers, we hereby agree to abide the By-Laws of our organization, attend annual district-provided Parent Support Group training, and follow the district's Guidelines For Operation And Financial Responsibility while we strive to improve our children's educational opportunities where support is needed.

Signature [Signature] Date 1/25/2022 Signature _____ Date _____

Signature [Signature] Date 1/25/2022 Signature _____ Date _____

Site Administrator's Approval: Tara Bullych Signature Date 1/25/22

For district use: Finance Department recommendation: approved
 Governing Board Agenda date: 2/22/22

Recd 2/13/22

**AMPHITHEATER PUBLIC SCHOOLS PARENT SUPPORT ORGANIZATIONS
ANNUAL APPLICATION FOR GOVERNING BOARD APPROVAL**

School Year 2021-2022

Name of Organization Amphi Baseball Booster Club

School Amphitheater High School

Related Student Organization or Club _____

Taxpayer I.D. 80-0947599

OFFICERS:

Name: Nicole Encinas

Name: Melind Kuhn

Office Held: President

Office Held: Treasurer

Address: _____

Address: _____

E-mail: _____

E-mail: _____

Phone(s): _____

Phone(s): _____

Date taking office: 10-13-20

Date taking office: 10-15-18

Name: _____

Name: _____

Office Held: _____

Office Held: _____

Address: _____

Address: _____

Phone(s): _____

Phone(s): _____

Date taking office: _____

Date taking office: _____

FOR ADDITIONAL OFFICERS, PLEASE ADD A SEPARATE, ATTACHED SHEET.

- Formal Non-Profit** Please Attach: 1) Articles of Incorporation (*first year only*)
 2) I.R.S. Determination Letter (*first year only*)
 3) Annual budget, goals and objectives
 4) Current operating by-laws
 5) Last fiscal year AZ Corporation Commission Annual Report
 6) Last fiscal year I.R.S. Form 990 Annual Report
 7) Most recent treasurers financial report
 8) Most recent bank statement

- Informal Non-Profit** Please Attach: 1) Annual budget, goals and objectives
 2) Current operating by-laws
 3) Most recent treasurers financial report
 4) Most recent bank statement

Are two signatures required on disbursements? Yes No By-laws reviewed annually? Yes No

Member meetings held how often? As needed Executive meetings held how often? Annual

As officers, we hereby agree to abide the By-Laws of our organization, attend annual district-provided Parent Support Group training, and follow the district's Guidelines For Operation And Financial Responsibility while we strive to improve our children's educational opportunities where support is needed.

Nicole Encinas 9/20/2021 Melind A. Kuhn 9/20/2021
 Signature Date Signature Date

Signature Date Signature Date

Site Administrator's Approval: _____ 2/13/22
 Signature Date

For district use: Finance Department recommendation: approved
 Governing Board Agenda date: 2/22/22

Rev'd 2/8



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

DATE OF MEETING: **February 22, 2022**

TITLE: **Approval of Disposal of Surplus Property via PublicSurplus.com**

BACKGROUND:

With Governing Board approval, the Administration will sell via an Internet-Based Online-Sale the following surplus property:

<u>Description</u>	<u>Quantity</u>
Portable Welder	1
Stereos (4) and cassette players (6)	1 lot
Science Equipment (analog shaker, spectrophotometer, Wheaton pump, pressure cooker, hot plate, mini centrifuge)	1 lot
300 Connect Plus Postage machine, scale and color printer	1
Scanner – Op Scan 3	1
Modular Telephones	2
Camera’s and Camera Equipment	1
Epson Projectors	7

RECOMMENDATION:

It is the recommendation of the Administration that the Governing Board approve the disposal of surplus property at a competitive Internet-Based Online-Sale via PublicSurplus.com.

INITIATED BY:

Scott Little

Scott Little, Chief Financial Officer

Date: February 15, 2022

Todd A. Jaeger

Todd A. Jaeger, J.D., Superintendent



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

DATE OF MEETING: February 22, 2022

TITLE: Award of Contract for Professional Groundskeeping Service - Based Upon Responses to Request for Proposal (RFP) 2-10-2022

BACKGROUND:

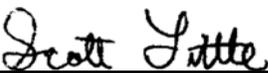
Request for Proposal 2-10-2022 for the Professional Groundskeeping Service was posted for 24 days on the Arizona Purchasing website www.AZPurchasing.org. Public notice of the bid was also published as required in *The Daily Territorial* newspaper during the bidding period. This solicitation requested pricing for the professional groundskeeping service. There were two vendors who downloaded the solicitation from www.AZPurchasing.org. Two vendors attended the mandatory pre-bid meeting/site inspection. Two vendors responded with bids. The lowest, responsive monthly service on bid amount is \$30,663.00. The two responsive monthly service bid amounts are listed below.

CONTRACTOR	Monthly fee AMOUNT
ABM Industry Groups	\$ 42,992.91
Santa Rita Landscaping	\$ 30,663.00

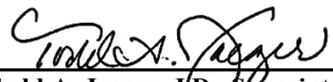
RECOMMENDATION:

It is the recommendation of the Administration that the Governing Board award a contract to **Santa Rita Landscaping** for RFP 2-10-2022.

INITIATED BY:


Scott Little, Chief Financial Officer

Date: February 10, 2022


Todd A. Jaeger, J.D., Superintendent



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

DATE OF MEETING: February 22, 2022

TITLE: Award of Contract for CDO Central Plant Renovation - Based Upon Responses to Request for Bids (RFB) 2-10-2022

BACKGROUND:

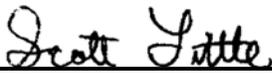
Request for Bids 2-10-2022 for the CDO Central Plant Renovation was posted for 24 days on the Amphitheater District site on www.amphi.com. This solicitation requested pricing for the central plant renovation at Canyon Del Oro (CDO). There were two vendors who downloaded the solicitation from www.amphi.com. Two vendors attended the mandatory pre-bid meeting/site inspection. Three vendors responded with bids. The lowest, responsive net bid amount is \$ 686,860.00. The three responsive net bid amounts are listed below.

CONTRACTOR	NET BID AMOUNT
Uni-Tech	\$ 870,167.00
Pueblo	\$ 698,907.08
Veregy	\$ 686,860.00

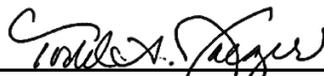
RECOMMENDATION:

It is the recommendation of the Administration that the Governing Board award a contract to **Veregy** as determined by their responsive bid to RFB 2-10-2022 for the CDO Central Plant Renovation project.

INITIATED BY:


Scott Little, Chief Financial Officer

Date: February 10, 2022


Todd A. Jaeger, J.D., Superintendent



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

DATE OF MEETING: February 22, 2022

TITLE: Award of Contract for CDO East Parking Lot Improvement - Based Upon Responses to Request for Bids (RFB) 1-27-2022

BACKGROUND:

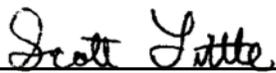
Request for Bids 1-27-2022 for the CDO East Parking Lot Improvement was posted for 18 days on the Amphitheater District site on www.amphi.com. This solicitation requested pricing for the improvement project at CDO East Parking Lot. There were four vendors who downloaded the solicitation from www.amphi.com. Four vendors attended the mandatory pre-bid meeting/site inspection. Four vendors responded with bids. The lowest, responsive net bid amount is \$689,574.14. The four responsive net bid amount are listed below.

CONTRACTOR	NET BID AMOUNT
SunLand	\$ 851,003.77
Chasse Building	\$ 845,403.00
Kappcon	\$ 801,878.00
Pima Paving	\$ 689,574.14

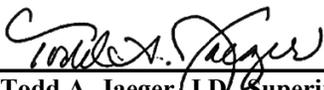
RECOMMENDATION:

It is the recommendation of the Administration that the Governing Board award a contract to **Pima Paving** as determined by their responsive bid to RFB 1-27-2022 for the CDO East Parking Lot Improvement project.

INITIATED BY:


Scott Little, Chief Financial Officer

Date: February 10, 2022


Todd A. Jaeger, J.D., Superintendent



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

DATE OF MEETING: February 22, 2022

TITLE: Award of Contract for Copper Creek Elementary MRP Roofing - Based Upon Responses to Invitation for Bids (IFB) 2-8-2022

BACKGROUND:

Invitation for Bids 2-8-2022 (IFB) for the Copper Creek Elementary MPR Roofing Project was posted for 24 days on the Arizona Purchasing site on www.AZPurchasing.org. Public notice of the bid was also published as required in *The Daily Territorial* newspaper during the bidding period. This solicitation requested pricing for the project Copper Creek Elementary MPR Roofing. There were three vendors who downloaded the solicitation from www.AZPurchasing.org. Three vendors attended the mandatory pre-bid meeting/site inspection. Three vendors responded with bids. The lowest, responsive net bid amount was \$587,299.00. The three responsive net bid amounts are listed below.

CONTRACTOR	NET BID AMOUNT
Global Roofing	\$ 623,396.89
Classic Roofing	\$ 622,090.00
Progressive Roofing	\$ 587,299.00

RECOMMENDATION:

It is the recommendation of the Administration that the Governing Board award a contract to **Progressive Roofing** as determined by their responsive bid to IFB 2-8-2022 for the Copper Creek Elementary MPR Roofing project. The award for this project will be contingent upon approval of funding by the State of Arizona School Facilities Board.

INITIATED BY:

Scott Little, Chief Financial Officer

Date: February 10, 2022

Todd A. Jaeger, J.D., Superintendent



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

DATE OF MEETING: February 22, 2022

TITLE: Revisions to Governing Board Policy HD (Meet and Confer Procedures)

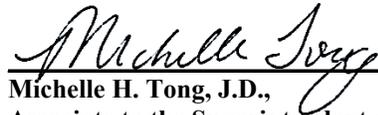
BACKGROUND:

On February 8, 2022, the Governing Board reviewed proposed revisions to Governing Board Policy HD (Meet and Confer). The policy is now presented for the Board's approval.

RECOMMENDATION:

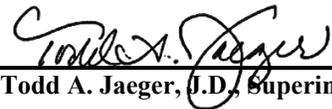
This policy revision is presented for the Board's approval, which the Administration recommends.

INITIATED BY:



Michelle H. Tong, J.D.,
Associate to the Superintendent and General Counsel

Date: February 14, 2022



Todd A. Jaeger, J.D., Superintendent

HD MEET - AND - CONFER PROCEDURES

This policy is established to confirm that the District shall meet and confer annually on staff policies, salaries, and fringe benefits. The Board delegates the responsibility to the Superintendent to establish meet and confer procedures with the Amphitheater Education Association (the "Association") and individual employees or groups of employees for this purpose.

HD MEET - AND - CONFER PROCEDURES

This policy is established to confirm that the District shall meet and confer annually on staff policies, salaries, and fringe benefits. The Board delegates the responsibility to the Superintendent to establish meet and confer procedures with the Amphitheater Education Association (the "Association") and individual employees or groups of employees for this purpose.



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

DATE OF MEETING: February 22, 2022

TITLE: Approval of Revised District Calendar for School Year 2022-2023 and Calendar for School Year 2023-2024

BACKGROUND:

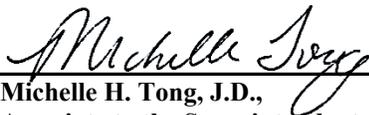
Revisions for Fiscal Year (FY) 2022-2023 and viable calendar options for FY 2023-2024 were reviewed at the February 8, 2022 Board meeting.

The calendars are submitted now for Board approval.

RECOMMENDATION:

This item is presented for the Board's approval. Administration recommends the calendar entitled "Option 1" because it provides more instructional days between Rodeo Break and Spring Break, which should enable better focus for students in early March.

INITIATED BY:


Michelle H. Tong, J.D.,
Associate to the Superintendent and General Counsel

Date: February 14, 2022


Todd A. Jaeger, J.D., Superintendent

AMPHITHEATER PUBLIC SCHOOLS CALENDAR 2022-2023 SCHOOL YEAR

July '22

SUN	MON	TUES	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August '22

SUN	MON	TUES	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September '22

SUN	MON	TUES	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October '22

SUN	MON	TUES	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '22

SUN	MON	TUES	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December '22

SUN	MON	TUES	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January '23

SUN	MON	TUES	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '23

SUN	MON	TUES	WED	THU	FRI	SAT
				1	2	3
				4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March '23

SUN	MON	TUES	WED	THU	FRI	SAT
				1	2	3
				4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April '23

SUN	MON	TUES	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May '23

SUN	MON	TUES	WED	THU	FRI	SAT
		1	2	3	4	5
		6				
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June '23

SUN	MON	TUES	WED	THU	FRI	SAT
				1	2	3
				4		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

School Holidays	
September 5	Labor Day
October 10 - 14	Fall Intersession
November 11	Veterans Day
November 24 - 25	Thanksgiving
Dec 20 - Jan 2	Winter Break
January 16	Martin Luther King Day
February 23 - 24	Rodeo Break
March 13 - 17	Spring Intersession

	School Days
	School Holidays (district offices open)
	District Holidays
	Teacher Planning Day
	All/Returning Teachers Planning Days
	New Teacher Planning Days

Grading Periods			
1st	Aug 4 - Oct 7	46	days
2nd	Oct 17 - Dec 16	42	days
3rd	Jan 3 - Mar 10	46	days
4th	Mar 20 - May 18	44	days
	Total	178	days

Important Dates for Staff	
July 4	Independence Day (celebrated)
July 27	New Teachers First Day
Aug 1	Returning Teachers First Day
Dec 22-26, 30-Jan 2	Winter Holidays
March 15 - 17	Spring Break
May 29	Memorial Day

AMPHITHEATER PUBLIC SCHOOLS CALENDAR 2023-2024 SCHOOL YEAR

July '23

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August '23

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September '23

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '23

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '23

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '23

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January '24

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February '24

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March '24

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April '24

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May '24

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June '24

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

School Holidays	
September 4	Labor Day
October 9 - 13	Fall Break
November 10	Veterans Day
November 23 - 24	Thanksgiving
Dec 25 - Jan 5	Winter Break
January 15	Martin Luther King Day
February 22 - 23	Rodeo Break
March 18 - 22	Spring Break

- School Days
- School Holidays (district offices open)
- District Holidays
- Teacher Planning Day
- All/Returning Teachers Planning Days
- New Teacher Planning Days

Grading Periods			
1st	Aug 3 - Oct 6	46	days
2nd	Oct 16 - Dec 21	46	days
3rd	Jan 8 - Mar 15	47	days
4th	Mar 25 - May 16	39	days
Total		178	days

Important Dates for Staff	
July 4	Independence Day (celebrated)
July 26	New Teachers First Day
July 31	Returning Teachers First Day
Dec 25-27, Jan 1-2	Winter Holidays
March 20 - 22	Spring Break
May 27	Memorial Day

AMPHITHEATER PUBLIC SCHOOLS CALENDAR 2023-2024 SCHOOL YEAR

July '23

SUN	MON	TUES	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August '23

SUN	MON	TUES	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September '23

SUN	MON	TUES	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '23

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '23

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '23

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January '24

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February '24

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March '24

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April '24

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May '24

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June '24

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

School Holidays	
September 4	Labor Day
October 9 - 13	Fall Break
November 10	Veterans Day (observed)
November 23 - 24	Thanksgiving
Dec 25 - Jan 5	Winter Break
January 15	Martin Luther King Day
February 22 - 23	Rodeo Break
March 11 - 15	Spring Break

	School Days
	School Holidays (district offices open)
	District Holidays
	Teacher Planning Day
	All/Returning Teachers Planning Days
	New Teacher Planning Days

Grading Periods			
1st	Aug 3 - Oct 6	46	days
2nd	Oct 16 - Dec 21	46	days
3rd	Jan 8 - Mar 8	42	days
4th	Mar 18 - May 16	44	days
Total		178	days

Important Dates for Staff	
July 4	Independence Day (celebrated)
July 26	New Teachers First Day
July 31	Returning Teachers First Day
Dec 25-27, Jan 1-2	Winter Holidays
March 11 - 15	Spring Break
May 27	Memorial Day



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

DATE OF MEETING: **February 22, 2022**

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

BACKGROUND:

STAFF

Curt Simpson from Transportation requests permission to attend Tyler Connect 2022 in Indianapolis, Indiana, May 15-18, 2022. Approximate cost of travel is \$2,458.00 and will be paid using Maintenance and Operations funds.

Jena Krim from Holaway requests permission to attend AVID Summer Institute in San Diego, California, June 26-29, 2022. Approximate cost of travel is \$2,456.50 and will be paid using Title 1 funds. No school days will be missed and no substitutes are required.

Michael McConnell, Mandi Cordell, Ashlyn Lehwald, Rachelle Ferris from Innovation, and Tassi Call from Wetmore request permission to attend International Technology & Engineering Educators Association National Conference in Orlando, Florida, March 9-12, 2022. Approximate cost of travel is \$11,501.58 and will be paid using Results-Based funds. Three school days will be missed and substitutes are required.

Christy Sullivan, Rowdy Frederiksen, Jennifer Letts, Laura Esquibel, Tassi Call, and Michael McConnell from Wetmore request permission to attend National Association of Elementary School Principals (NAESP) in Louisville, Kentucky, July 14-17, 2022. Approximate cost of travel is \$12,754.82 and will be paid using Title II funds. No school days will be missed.

Todd Jaeger, and Matthew Kopec from Wetmore request permission to attend AVID Summer Institute in Denver, Colorado, June 15-18, 2022. Approximate cost of travel is \$3,160.00 and will be paid using Maintenance and Operations funds.

Norma Frye-George, and Andrew Miller from Transportation request permission to attend Arizona Association of School Business Officials (AASBO) Conference in Laughlin, Nevada, April 5-8, 2022. Approximate cost of travel is \$1,380.00 and will be paid using Maintenance and Operations funds.

STUDENTS

Lee Street, and Emery Thomure request permission to take 11 Gallery Club and Entrepreneurship Club students from Canyon Del Oro High School to Portland, Oregon, April 27-May 1, 2022. Approximate cost of travel is \$7,343.00 and will be paid using Student Activities, Tax Credit, and CTE funds. Three school days will be missed and substitutes are required.

Chris and Elethia Yetman request permission to take 9 Academic Decathlon students from Canyon Del Oro High School to Payson, Arizona, April 27-May 1, 2022. Approximate cost of travel is \$5,400.00 and will be paid using Tax Credit and Student Activities funds. Two school days will be missed and substitutes are required.

BUDGET CODE KEY		
001.00.100.2579.6360.528.0000	M & O	Training-Non Instructional Staff, Registration, Transportation
001.00.100.2579.6582.528.0000	M & O	Training-Non Instructional Staff, Staff Travel, Transportation
100.22.100.2210.6360.108.0000	Title 1	Improvement of Instruction, Registration, Holaway
100.22.100.2210.6582.108.0000	Title 1	Improvement of Instruction, Staff Travel, Holaway
457.00.100.2210.6360.119.0000	Results-Based	Improvement of Instruction, Registration, Innovation
457.00.100.2210.6582.119.0000	Results-Based	Improvement of Instruction, Staff Travel, Innovation
140.22.100.2210.6360.119.0000	Title II	Improvement of Instruction, Registration, Innovation
140.22.100.2210.6360.106.0000	Title II	Improvement of Instruction, Registration, Donaldson
140.22.100.2210.6360.108.0000	Title II	Improvement of Instruction, Registration, Holaway
140.22.100.2210.6360.514.0000	Title II	Improvement of Instruction, Registration, School Operations
140.22.100.2210.6360.168.0000	Title II	Improvement of Instruction, Registration, Wilson
140.22.100.2210.6360.110.0000	Title II	Improvement of Instruction, Registration, Nash
140.22.100.2210.6582.119.0000	Title II	Improvement of Instruction, Staff Travel, Innovation
140.22.100.2210.6582.106.0000	Title II	Improvement of Instruction, Staff Travel, Donaldson
140.22.100.2210.6582.108.0000	Title II	Improvement of Instruction, Staff Travel, Holaway
140.22.100.2210.6582.514.0000	Title II	Improvement of Instruction, Staff Travel, School Operations
140.22.100.2210.6582.168.0000	Title II	Improvement of Instruction, Staff Travel, Wilson
140.22.100.2210.6582.110.0000	Title II	Improvement of Instruction, Staff Travel, Nash
001.00.100.2579.6360.501.0000	M & O	Training Non-Instructional Staff, Registration, Superintendent
001.00.100.2579.6360.502.0000	M & O	Training Non-Instructional Staff, Registration, Governing Board
001.00.100.2579.6582.501.0000	M & O	Training Non-Instructional Staff, Staff Travel, Superintendent
001.00.100.2579.6582.502.0000	M & O	Training Non-Instructional Staff, Staff Travel, Governing Board
400.22.460.2790.6519.282.0000	CTE Priority	Student Transportation, Student Travel, CDO
850.00.610.2790.6519.282.0000	Student Activities	Student Transportation, Student Travel, CDO
850.00.610.2190.6892.282.0000	Student Activities	Other Student Support Services, Student Expenses, CDO
260.22.323.2190.6582.282.0000	CTE Basic	Other Student Support Services, Staff Travel, CDO
001.00.100.2579.6360.528.0000	M & O	Training Non-Instructional Staff, Registration, Transportation
001.00.100.2579.6582.528.0000	M & O	Training Non-Instructional Staff, Staff Travel, Transportation

RECOMMENDATION:

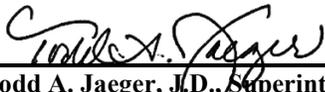
It is the recommendation of the administration that the above travel be approved.

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: February 18, 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): Curt Simpson _____

SCHOOL: District Offices
 Department (opt.): Transportation
 DATE(S): 5/15-18/2022

ACTIVITY/EVENT: Tyler Connect 2022

LOCATION: Indianapolis, IN

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>1099.00</u>		<u>001.00.100.2579.6360.528.0000</u>
Transportation	<u>535.00</u>	Mode <u>Air</u>	<u>001.00.100.2579.6582.528.0000</u>
Rental Car	_____		_____
Meals	<u>137.00</u>		<u>001.00.100.2579.6582.528.0000</u>
Lodging	<u>687.00</u>		<u>001.00.100.2579.6582.528.0000</u>
Substitutes	_____		_____
TOTAL	<u>2458.00</u>		

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

Purpose of travel: To learn how to improve productivity and transportation services by getting the most out of Versatrans and explore the use of Traversa.

Outcomes and academic benefits to students and staff: I will be able to learn and interact from and with Tyler Technologies staff, network with industry peers to exchange ideas, insights, best practices and solutions to make better use of our technology investment in my daily work.

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

Submitted by: Curt R. Simpson _____ 2/01/22
 Signature Date

[Signature] _____ 2/01/22
 Principal/Supervisor Date

[Signature] _____ 2/2/22
 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): Jena Krim _____

SCHOOL: Holaway
 Department (opt.): _____
 DATE(S): 6/26/22-6/29/22

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)

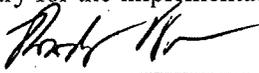
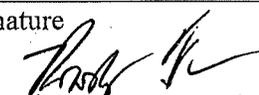
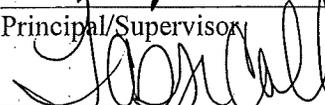
<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
(Note: Tax credit contributions are District funds and require a budget code.)		
Registration	<u>\$875.00</u>	<u>100.22.100.2210.6360.108</u>
Transportation	<u>\$618.00</u> Mode <u>air</u>	<u>100.22.100.2210.6582.108</u>
Rental Car	_____	_____
Meals	<u>\$213.50</u>	<u>100.22.100.2210.6582.108</u>
Lodging	<u>\$750.00</u>	<u>100.22.100.2210.6582.108</u>
Substitutes	_____	_____
TOTAL	<u>\$2,456.50</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 toward AVID school-wide.

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

Submitted by:  2/2/22
 Signature Date
 2/2/22
 Principal/Supervisor Date
 80 
 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): Tassi Call SCHOOL: Innovation
Michael McConnell Mandi Cordell Department (opt.): School Operations
Ashlyn Lehwald Rachelle Ferris DATE(S): March 9-March 12, 2022

ACTIVITY/EVENT: International Technology & Engineering Educators Association (ITEEA) National Conf.
 LOCATION: Orlando Florida

ABSENCE: # Days 4 Sub Required: Yes # of School Days Missed 3

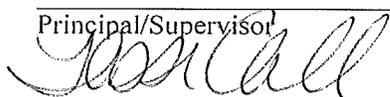
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$2,475.00</u>	<u>457-00-100-2210-6360-119-0000</u>
Transportation	<u>\$4,500.00</u> Mode <u>air</u>	<u>457-00-100-2210-6582-119-0000</u>
Rental Car		_____
Meals	<u>\$980.00</u>	<u>457-00-100-2210-6582-119-0000</u>
Lodging	<u>\$3,126.58</u>	<u>457-00-100-2210-6582-119-0000</u>
Substitutes	<u>\$420.00</u>	<u>457-00-100-2210-6113-119-0000</u>
TOTAL	<u>\$11,501.58</u>	

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

Purpose of travel: The annual ITEEA conference provides an unparalleled opportunity for technology and engineering educators to gain comprehensive professional development and networking experiences. This is a unique opportunity to learn from and share with other technology and engineering STEM education professionals in a variety of formats. Attendance at this conference will benefit all staff and students at Innovation. Additionally, the learning will be imbedded in the summer district PD that Innovation teachers lead.

Submitted by:  2/7/2022
 Signature Date

 2/7/22
 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): Christy Sullivan Rowdy Frederiksen SCHOOL: District Offices
J.J. Letts Laura Esquivel Department (opt.): School Operations
Tassi Call Michael McConnell DATE(S): July 14-17, 2022

ACTIVITY/EVENT: NAESP - National Association of Elementary School Principals

LOCATION: Louisville, KY

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 budget code.)
Registration	<u>\$5,105.00</u>		<u>140-22-100-2210-6360-119/106/108/514/168/110-0000</u>
Transportation	<u>\$4,500.00</u>	Mode <u>air</u>	<u>140-22-100-2210-6582-119/106/108/514/168/110-0000</u>
Rental Car	_____		_____
Meals	<u>\$1,071.00</u>		<u>140-22-100-2210-6582-119/106/108/514/168/110-0000</u>
Lodging	<u>\$2,078.82</u>		<u>140-22-100-2210-6582-119/106/108/514/168/110-0000</u>
Substitutes	_____		_____
TOTAL	<u>\$12,754.82</u>		

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

Purpose of travel: To attend the 2022 Annual Conference of NAESP (National Association of Elementary School Principals).

Outcomes and academic benefits to students and staff: Elementary principals will hear nationally known speakers. They will attend sessions on improving elementary schools and establishing programs to increase student learning.

Submitted by: _____
 Signature Date

Principal/Supervisor _____ Date
2/16/22
 Associate Superintendent/Supervisor _____ Date
 82

**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): Todd Jaeger Matthew Kopec

SCHOOL: District Offices

Department (opt.): Superintendent

DATE(S): 6/15/22-6/18/22

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: Denver, Colorado

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.)
Registration	<u>\$398.00</u>	<u>001.00.100.2579.6360.501/502.0000</u>
Transportation	<u>\$500.00</u> Mode <u>Air</u>	<u>001.00.100.2579.6582.501/502.0000</u>
Rental Car	_____	_____
Meals	<u>\$462.00</u>	<u>001.00.100.2579.6582.501/502.0000</u>
Lodging	<u>\$1800.00</u>	<u>001.00.100.2579.6582.501/502.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$3160.00</u>	

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

Purpose of travel: Attend the 2022 AVID Summer Institute and the One-Day District Leadership training.

Outcomes and academic benefits to students and staff: This conference will allow District administration to become better acquainted with AVID principles and learn strategies for improved implementation and development in the District's AVID schools.

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

Submitted by:

Signature _____ Date _____

Principal/Supervisor _____ Date _____

Associate Superintendent/Supervisor _____ 83 _____ Date 2-15-22

**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): Norma Frye -George _____ SCHOOL: District Offices
Andrew Miller _____ Department (opt.): Transportation
 _____ DATE(S): 4/5/22-4/8/22

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

LOCATION: Laughlin , Nevada

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>720.00</u>	<u>001.00.100.2579.6360.528.0000</u>
Transportation	<u>507.00</u> Mode <u>District</u>	<u>001.00.100.2579.6582.528.0000</u>
Rental Car	_____	_____
Meals	<u>153.00</u>	<u>001.00.100.2579.6582.528.0000</u>
Lodging	<u>Included</u>	<u>001.00.100.2579.6582.528.0000</u>
Substitutes	_____	_____
TOTAL	<u>1380.00</u>	

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

Purpose of travel: Updates in Transportation. New laws and regulations within AZ public schools.

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

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

Submitted by: 2/17/2022
 Signature Date
 2/17/22
 Principal/Supervisor Date
 2/17/22
 Associate Superintendent/Supervisor 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: **11**

NAME OF SCHOOL GROUP/CLUB/ENTITY: **The Gallery Club & The Entrepreneurship Club**

STAFF ADVISOR(S)/CHAPERONES: **Lee Street, Emery Thomure**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Photographic field trip to Portland, Oregon**

DESTINATION OF TRAVEL: **Portland, Oregon**

DATES OF TRAVEL: **April 27, 2022 - May 1, 2022**

ACADEMIC BENEFITS TO STUDENTS: **Field trips enrich and expand the curriculum, strengthen observation skills by immersing children into (Hands-on) sensory activities and increase children's knowledge in a particular subject area and/or expanding children's awareness of their own communities. Everyone you speak with has a field trip memory.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other **Air Travel to get there and two rented vehicles from Enterprise Car rental when we get there.**

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	_____	_____
	\$475.00	400.22.460.2790.6519.282.0000
Transportation	\$3409.00	850.00.610.2790.6519.282.0000
	student paid	850.00.610.2190.6892.282.0000
Meals	\$504.00	260.22.323.2190.6582.282.0000
	\$2,115.00	850.00.610.2190.6892.282.0000
Lodging	_____	_____

Substitutes \$840.00 400.22.323.2190.6113.282.0000
TOTAL \$7,343.00

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

HOW ARE CHAPERONE EXPENSES PAID? **CTE, Tax Credit, Club Funds**

COST TO EACH STUDENT \$ **Food**

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

FUNDING SOURCE(S): **The Noble Street Gallery (Monthly Shows)**

FUNDRAISING ACTIVITIES PLANNED (If applicable):
The Noble Street Gallery (Monthly Shows)

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

SUBMITTED BY: LSG 2/14/22
Signature Date

APPROVED BY: Tara Bulley 2/15/22
Principal/Supervisor Date

[Signature] 2/16/22
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: CDO

ESTIMATED NUMBER OF STUDENTS: 9

NAME OF SCHOOL GROUP/CLUB/ENTITY: Academic Decathlon

STAFF ADVISOR(S)/CHAPERONES: Chris and Elethia Yetman

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Academic Decathlon Retreat

DESTINATION OF TRAVEL: Payson, Arizona

DATES OF TRAVEL: April 27 - May 1, 2022

ACADEMIC BENEFITS TO STUDENTS: Academic Preparations

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: CDO van

Other Rental Vehicle

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$0</u>	_____
Transportation	<u>\$800</u>	<u>526.00.410.2710.6515.282.0000</u> <u>526.00.410.2790.6519.282.0000</u>
Meals	<u>\$1500</u>	<u>850.00.610.1001.6892.282.0000</u>
Lodging	<u>\$2500</u>	<u>850.00.610.1001.6892.282.0000</u>
Substitutes	<u>\$600</u>	<u>850.00.610.1001.6113.282.0000</u>

TOTAL \$5400.00

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

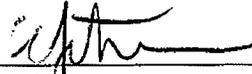
HOW ARE CHAPERONE EXPENSES PAID? Club funds, personal donations

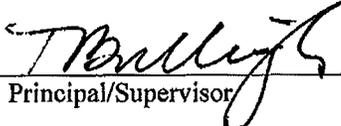
COST TO EACH STUDENT \$ 100

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Club funds, donations

FUNDING SOURCE(S): N/A

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Bake Sale/Candy Sale

SUBMITTED BY:  02/11/22
Signature Date

APPROVED BY:  2/11/22
Principal/Supervisor Date

 2/16/22
Associate Superintendent/Superintendent Date