

Final Posting: Monday, January 13th, 2025 at 3:45pm

ORGANIZATIONAL PUBLIC MEETING OF THE AMPHITHEATER GOVERNING BOARD

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

Tuesday, January 14, 2025

6:00 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.

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. 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.

* 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 in the lobby. 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 and Chief Financial Officer.

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

1. **CALL TO ORDER AND SIGNING OF THE VISITOR'S REGISTER**
Ms. Susan Zibrat, Vice-President
2. **PLEDGE OF ALLEGIANCE**
Rillito Center Students
3. **RECOGNITION OF STUDENT ART**
Rillito Center Students
4. **ANNOUNCEMENT OF DATE AND TIME OF THE NEXT SPECIAL GOVERNING BOARD MEETING**
Tuesday, January 28, 2025 at 5:30 p.m. at the Wetmore Center, 701 W. Wetmore Road, Tucson AZ, 85705, in the Leadership and Professional Development Center, SE Entrance and Parking.
5. **ORGANIZATIONAL MEETING**

A. Administration of Oath of Office to Elected and Re-Elected Governing Board Members	3
B. Nomination and Election of Governing Board President and Vice President	4
6. **PUBLIC COMMENT**¹ (30 Minutes Maximum)
7. **CONSENT AGENDA**³

A. Approval of Appointment of Non-Administrative Personnel	6
B. Approval of Personnel Changes	9
C. Approval of Leave(s) of Absence	14
D. Approval of Separation(s) and Termination(s)	16
E. Approval of Stipend for Coaching Volunteers	19
F. Approval of Vouchers Totaling and Not Exceeding Approximately \$5,920,208.02	21
G. Acceptance of Gifts	22
H. Receipt of November 2024 Report on School Auxiliary and Club Balances	24
I. Approval of Arizona Department of Administration School Facilities Division Building Renewal Grants	33
J. Approval of Out of State Travel	52
8. **PUBLIC COMMENT**¹ (30 Minutes Maximum)
9. **BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS**
10. **ADJOURNMENT**

In addition to display at various locations, copies of each agenda are available 24 hours prior to the meeting at www.amphi.com, and at the Wetmore Center, 701 West Wetmore Road, Tucson, AZ 85705. 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 Superintendent's office: (520) 696-5205.

* 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 in the lobby. 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 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: **January 14, 2025**

TITLE: **Administration of Oath of Office to Elected Governing Board Members**

BACKGROUND:

A.R.S. §38-231 requires school district governing board members and employees to take a loyalty oath of office. School district governing board members must take the oath at or before commencement of their term of office. The oath reads as follows:

“I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona; that I will bear true faith and allegiance to the same, and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of the Governing Board for Amphitheater Unified School District No. 10, according to the best of my abilities, so help me God (or so I do affirm).”

A.R.S. §15-426 further requires school district governing board members to execute the oath in writing before a Notary Public and forward it to the Pima County School Superintendent.

In accordance with these laws, re-elected Board members Ms. Vicki Cox Golder and Ms. Deanna Day and newly elected Ms. Patricia Harris subscribed their oath of office before a notary public in December 2024 before their term of office began on January 1, 2025. Their signed and notarized oaths have been forwarded to the Pima County School Superintendent.

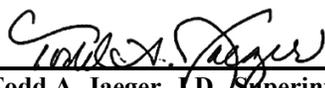
Because their oaths were administered separately outside of a public meeting, the re-elected and newly elected Board members also have the option to take the oath again publically during the January 14, 2025 Governing Board meeting. This agenda item is provided to permit the three elected Board members to take the oath of office during the Board meeting.

RECOMMENDATION:

Ms. Cox Golder, Ms. Day, and Ms. Harris should state the loyalty oath of office required by A.R.S. §38-231, which may be administered by the person of their choosing.

INITIATED BY:

Date: December 23, 2024



Todd A. Jaeger, J.D., Superintendent



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

DATE OF MEETING: January 14, 2025

TITLE: Nomination and Election of Governing Board President and Vice President

BACKGROUND:

Arizona Revised Statutes (“A.R.S.”) § 15-321 requires each school district governing board to hold an organizational meeting between January 1 and January 15 each year. A.R.S. § 15-321(B) mandates that “the governing board shall elect from among the membership of the board a president” at that organizational meeting. The President presides over all meetings of the Amphitheater Governing Board, in accordance with Arizona law and District policies, and performs a number of other key duties on behalf of the Board.

In addition, A.R.S. § 15-321(D) requires school district governing boards to “prescribe rules for its own government.” The Governing Board of Amphitheater Public Schools has established the Amphitheater Policy Manual for this purpose. Policy BDA, entitled “Board Organizational Meeting” identifies the following specific procedures to be followed at the Board’s organizational meeting:

“The meeting shall be called to order by the President of the Board for the preceding year. If that person is not a member of the Board, a temporary president shall be elected and the meeting shall be called to order by the temporary president. The person calling the meeting to order shall preside until a successor is chosen.

The new President of the Board shall take office upon election. The Board shall then elect a Vice President. The Vice President shall take the place of the President in case of a temporary absence”.

This agenda item is provided to permit the Governing Board to satisfy the requirements of A.R.S. § 15-321 and Board Policy 1-103 by electing a President and Vice President from its members. The current President will take all nominations for the election of a new President first. Once the office of President is determined, the selected candidate should assume responsibility for chairing the remainder of the meeting and proceed with the election for Vice President.

Under Roberts Rules of Order, candidates for both offices can be identified through an “open nomination” process during which the Board President calls for nominations from the Board members. Alternatively, Board members may move the nomination of a candidate, but this option requires both a second and a passing vote in order for the nominee to be placed on the slate of candidates and is not suggested.

Nominees may decline their nomination before voting occurs. When it appears that no further nominations are forthcoming, the President may close the floor to further nominations, or it may be closed upon a passing motion to do the same.

Once nominations are completed, Roberts Rules of Order identifies multiple options for conducting the election of officers. The most practicable options applicable to the election of Governing Board officers are described below. All votes must be public for compliance with the Arizona Open Meeting Laws. Any one of the alternative methods below may be used – determined either by the current President or by motion (the latter of which controls in the event of conflict). If a voting method is selected, the President should explain how the matter will proceed prior to the vote being taken. Below is an explanation on Robert’s Rules of Order for each available option for voting:

Acclamation. If there is only one nominee for an office, the chair of the meeting can simply declare the individual is elected, rather than taking a vote, without objection to this approach.

Voice or Other Voting. Absent election by acclamation, a vote of the Board on nominees is required by voice or roll call. Votes should occur in the order that candidates are nominated. Roberts provides that, unless a method of voting is selected upon motion, the chair will decide the method based upon the nature of the election, closeness of the expected vote, and the size of the group.

The chair announces the result of a vote formally, for the record. Until that announcement, Roberts permits any Board member to change their vote.

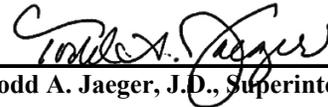
In the event of a tie between nominees, the chair may call for a new vote to determine the tie.

RECOMMENDATION:

The Administration recommends that the Board nominate and elect both a President and a Vice President, through the manner determined by the current President or the Board by motion.

INITIATED BY:

Date: January 6, 2025



Todd A. Jaeger, J.D., Superintendent



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

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

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 January 6, 2025.

RECOMMENDATION:

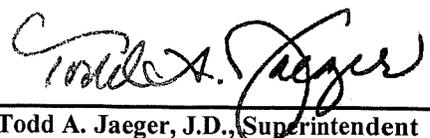
It is the recommendation of the Administration that the appointment(s) be approved as presented.

INITIATED BY:



John Hastings, Director of Human Resources

Date: January 6, 2025



Todd A. Jaeger, J.D., Superintendent

1/14/2025

**GOVERNING BOARD MEETING
APPOINTMENTS**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	LEVEL	EXPERIENCE CREDIT	ADD'L INFO	RECOMMENDED BY	COMMENT
Hromatka	Lyndsey	Social Worker	CT-PR	Mesa Verde Elementary	SOCIAL WOF	10 years	Replacement	Mr. Ripp	
Hromatka	Lyndsey	Social Worker	CT-PR	Holaway Elementary	SOCIAL WOF	10 years	Replacement	Ms. Valentín	
Harris	Herman	Crossing Guard	CL-RET	Nash Elementary	1	5+ years	Replacement	Ms. Jarrett	\$15.91 per hour
Harris	Herman	Campus Monitor	CL-RET	Nash Elementary	1	5+ years	Replacement	Ms. Jarrett	\$15.91 per hour
Cruz	Vicente	Food Service Attendant	CL	Amphi High School	1	5+ years	Replacement	Mr. Greeson	
Erazo Canalas	Victor	Custodian I	CL	Amphi High School	2	0 years	Replacement	Mr. Malis	
Fimbres	Eduardo	Special Education Teaching Assis	CL	Painted Sky Elementary	3	5+ yrs	Replacement	Ms. Papajohn	
Fuentes	Barbara	Custodian I	CL	Painted Sky Elementary	2	0 years	Rehire	Ms. Papajohn	
Hepner	Mark	Bus Driver	CL	Transportation	13	0 years	Replacement	Ms. Frye-George	
Jeppson	Ruth	Bus Driver Trainee	CL	Transportation	1	0 years	Replacement	Ms. Frye-George	
Lee	Megan	Special Education Teaching Assis	CL	Copper Creek Elementary	3	0 years	Replacement	Ms. Hillig	
Lewis	Lula	Bus Driver	CL	Transportation	13	5+ years	Replacement	Ms. Frye-George	
Nobles	Edward	Bus Driver Trainee	CL	Transportation	1	0 years	Replacement	Ms. Frye-George	
Reaska	Christian	Lead Plumber	CL	Facilities Support	15	5+ years	Replacement	Mr. Gill	
Rose	Heather	Elementary School Health Aide	CL	Harelson Elementary	4	5+ years	Replacement	Ms. Hayes	
Salter	Amber	Classroom Aide/Caregiver	CL	Ironwood Ridge High	2	0 years	Replacement	Dr. Jenkins	7
Sands	Alma	Food Service Attendant	CL	Ironwood Ridge High	1	0 years	Replacement	Mr. Greeson	
Campion	Sarah	Student Worker	ASW	CDO High School			Rehire		\$14.35 per hour
Hulbert	Aryana	Student Worker	ASW	Amphi High School			Rehire		\$14.35 per hour
Mitchell	Erin	Student Worker	ASW	CDO High School			Rehire		\$14.35 per hour

*	2023-2024 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

01/14/2025
 GOVERNING BOARD MEETING
 APPOINTMENTS

SUBSTITUTES

LAST NAME	FIRST NAME	TITLE	CT / CL	LOCATION	EFFECTIVE DATE	COMMENT
Berisha	Deanna		CT		12/10/2024	
Brown	Kenneth		CT		12/13/2024	
Cadman	Emily		CT		11/26/2024	
Coffee	Carly		CT		12/16/2024	
Coronado	Zuilma		CT		12/11/2024	
Curtin	Seth		CT		12/13/2024	
Esquer Parada	Ana		CT		12/12/2024	
Flaherty	Margaret		CT		11/26/2024	
Ford	Charita		CT		11/14/2024	
Herber	Agustin		CT		12/11/2024	
Phillips	Amelia		CT		12/16/2024	
Rowe	Elliana		CT		12/12/2024	
Semon	Sarah		CT		12/12/2024	
Sicignano	Sydney		CT		12/16/2024	
Vittoria	Jennifer		CT		12/16/2024	
Whisenhunt	Mariah		CT		12/17/2024	
Fox	Maureen		CL		12/12/2024	
Kindred	Ellen		CL		11/26/2024	

AD Administrative
 PR Professional
 CT Certified
 CL Classified



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

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

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 January 6, 2025.

RECOMMENDATION:

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

INITIATED BY:

John Hastings, Director of Human Resources

Date: January 6, 2025

Todd A. Jaeger, J.D., Superintendent

1/14/2025

**GOVERNING BOARD MEETING
PERSONNEL CHANGES**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Bulisache	Michelle	Teacher - Special Education Resourc	CT	Coronado K-8 School	Added Duty		\$9,976.53	
Cheney	Tara-Jayne	Teacher - Special Education Resourc	CT	Wilson K-8 School	Added Duty		\$9,854.46	
Spencer	Dawna	Teacher - Special Education Resourc	CT	Donaldson Elementary	Added Duty		\$9,953.64	
Atondo-Ballester	Perla	School Health Aide	CL	Wetmore Center	Transfer	N/A		
Sandman	Heidi	Special Education Teaching Assistan	CL	Rio Vista Elementary	Decrease FTE			<0.5 FTE>
Wilson	Hermon	Bus Driver	CL	Transportation	Increase FTE			+0.0625 FTE
Altemara-Arnold	Sara	ADDN - Certified Tutor	ADCT	CDO High School	Addendum			\$30.00 per hour
Ammon	Connie	ADDN - Section 504	ADCT	Coronado K-8 School	Addendum			\$1,500.00
Brandauer	Maria	ADDN - Certified Tutor	ADCT	Copper Creek Elementary	Addendum			\$20.00 per hour
Bratthaer-Heaps	Dawn	ADDN - Section 504	ADCT	Amphi Academy Online	Addendum			\$400.00
Brown	Karen	ADDN - CTE Placement Survey	ADCT	Ironwood Ridge High	Addendum			\$75.00
Brungardt	Elizabeth	ADDN - Section 504	ADCT	Keeling Elementary	Addendum			\$200.00
Bulisache	Michelle	DH - Student Services MS	ADCT	Coronado K-8 School	Addendum			\$1,295.55
Burgin	Samantha	ADDN - Section 504	ADCT	Ironwood Ridge High	Addendum			\$2,250.00
Campbell	Jennifer	ADDN - Section 504	ADCT	Prince Elementary	Addendum			\$150.00
Carter	Beth	ADDN - Section 504	ADCT	Cross Middle School	Addendum			\$2,750.00
Chavez	Justin	Coach - Basketball Assistant MS	ADCT	La Cima Middle School	Addendum			\$1,511.48
Colaiani	Nina	ADDN - Section 504	ADCT	Painted Sky Elementary	Addendum			\$750.00
Dadeppo	Lisa	ADDN - Section 504	ADCT	CDO High School	Addendum			\$2,350.00
Donahue	Brian	Coach - Wrestling Head MS	ADCT	La Cima Middle School	Addendum			\$1,835.37
Edmondson	Heidi	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Esposito	Kimberly	ADDN - Section 504	ADCT	Walker Elementary	Addendum			\$900.00

10

*	2023-2024 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
Garcia	Christopher	ADDN - Section 504	ADCT	Wilson K-8 School	Addendum		\$1,950.00	
Gipson	Lori Jean	ADDN - Certified Tutor	ADCT	Ironwood Ridge High	Addendum		\$30.00 per hour	
Golden	Brandee	ADDN - Certified Staff Trainer	ADCT	CDO High School	Addendum		\$30.00 per hour	
Greene	Hannah	ADDN - Certified Tutor	ADCT	Ironwood Ridge High	Addendum		\$30.00 per hour	
Harvey	Nicholas	ADDN - Certified Tutor	ADCT	Ironwood Ridge High	Addendum		\$30.00 per hour	
Hillig	Kirsten	ADDN - Certified Tutor	ADCT	Copper Creek Elementary	Addendum		\$30.00 per hour	
Hooton	Rose	ADDN - Curriculum Development	ADCT	Wetmore Center	Addendum		\$25.00 per hour	
Hooton	Rose	ADDN - Curriculum Development	ADCT	Wetmore Center	Addendum		\$25.00 per hour	
Huber	Brian	ADDN - Certified Tutor	ADCT	Ironwood Ridge High	Addendum		\$30.00 per hour	
Johnson	Neely	ADDN - Student Council MS	ADCT	La Cima Middle School	Resign Addendum Only			
Kadous	Julissa	ADDN - Section 504	ADCT	Nash Elementary	Addendum		\$100.00	
Langis	Maria	ADDN - Certified Tutor	ADCT	Copper Creek Elementary	Addendum		\$30.00 per hour	
Lantz	Robert	ADDN - Certified Tutor	ADCT	CDO High School	Addendum		\$30.00 per hour	
Lewis	Loralee	ADDN - Section 504	ADCT	Copper Creek Elementary	Addendum		\$300.00	
Lidbetter	Erin	ADDN - Section 504	ADCT	La Cima Middle School	Addendum		\$700.00	
Loehr	Lizabeth	ADDN - Section 504	ADCT	Harelson Elementary	Addendum		\$600.00	
Loverde	Emily	ADDN - Certified Tutor	ADCT	Copper Creek Elementary	Addendum		\$30.00 per hour	
Manno	Theodore	ADDN - CTE Placement Survey	ADCT	Ironwood Ridge High	Addendum		\$175.00	11
Marlatt	Lauren	ADDN - Flex Addenda	ADCT	Coronado K-8 School	Addendum		\$800.00	
Mayhew	Constance	ADDN - Certified Tutor	ADCT	CDO High School	Addendum		\$30.00 per hour	
Meitner	Nickolas	ADDN - CTE Placement Survey	ADCT	CDO High School	Addendum		\$1,150.00	
Michaels	Christina	ADDN - School Support Team	ADCT	La Cima Middle School	Addendum		\$20.00 per hour	
Miller	Zane	ADDN - Certified Tutor	ADCT	Ironwood Ridge High	Addendum		\$30.00 per hour	
Montes	Joey	ADDN - Certified Tutor	ADCT	Ironwood Ridge High	Addendum		\$30.00 per hour	

*	2023-2024 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
Nicley	Camille	ADDN - Certified Tutor	ADCT	CDO High School	Addendum		\$30.00 per hour	
Niles	Melissa	ADDN - Certified Tutor	ADCT	CDO High School	Addendum		\$30.00 per hour	
Obregon	Jose	Coach - Soccer Head - 3rd Season M	ADCT	Wilson K-8 School	Addendum		\$1,835.37	
Ortiz	Monica	ADDN - CTE Placement Survey	ADCT	Amphi High School	Addendum		\$250.00	
Ozgur	Elis	Coach - Basketball Assistant - 3rd Se	ADCT	Wilson K-8 School	Addendum		\$1,511.48	
Parriott	Lisa	ADDN - Section 504	ADCT	CDO High School	Addendum		\$3,600.00	
Petrosky	Krystal	ADDN - Section 504	ADCT	Donaldson Elementary	Addendum		\$300.00	
Queiruga	Jennifer	ADDN - Section 504	ADCT	Amphi Middle School	Addendum		\$350.00	
Quinn	Catherine	ADDN - Certified Tutor	ADCT	Copper Creek Elementary	Addendum		\$30.00 per hour	
Randall	Louisa	ADDN - Assistant Athletic Trainer	ADCT	CDO High School	Addendum		\$1,997.31	
Rodriguez	Michaela	ADDN - Section 504	ADCT	Innovation Academy	Addendum		\$200.00	
Rogers	Alison	ADDN - Certified Tutor	ADCT	CDO High School	Addendum		\$30.00 per hour	
Roseman	Ronny	ADDN - CTE Placement Survey	ADCT	CDO High School	Addendum		\$550.00	
Sawyer	Katheryn	Coach - Soccer Assistant HS	ADCT	Ironwood Ridge High	Addendum		\$2,591.11	
Sawyer	Katheryn	ADDN - Section 504	ADCT	Ironwood Ridge High	Addendum		\$1,100.00	
Shiba	Robert	Coach - Soccer Head MS	ADCT	Cross Middle School	Addendum		\$1,835.37	
Smith	Kimberly	ADDN - Section 504	ADCT	Holaway Elementary	Addendum		\$200.00	
Stine	Laura	ADDN - Section 504	ADCT	Mesa Verde Elementary	Addendum		\$450.00	12
Stott	Bryant	ADDN - Section 504	ADCT	Ironwood Ridge High	Addendum		\$1,250.00	
Todd	Cary	Coach - Soccer Head MS	ADCT	La Cima Middle School	Addendum		\$1,835.37	
Veytia	Andrea	ADDN - School Support Team	ADCT	La Cima Middle School	Addendum		\$20.00 per hour	
Villegas	Veronica	ADDN - Certified Tutor	ADCT	CDO High School	Addendum		\$30.00 per hour	
Walden	Sandra	ADDN - Certified Staff Trainer	ADCT	Nash Elementary	Addendum		\$30.00 per hour	
Walker	Melissa	ADDN - Section 504	ADCT	Rio Vista Elementary	Addendum		\$250.00	

*	2023-2024 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
Willis	John	ADDN - Section 504	ADCT	Amphi High School	Addendum		\$1,800.00	
Yetman	Christopher	ADDN - Certified Tutor	ADCT	CDO High School	Addendum		\$30.00 per hour	
Pinto	Arcilio	ADDN - Extra Hours	ADCL	CDO High School	Added Duty		\$18.42 per hour	
Slaton	Stephanie	Special Events Worker	ADCL	CDO High School	Added Duty		\$14.35 per hour	

*	2023-2024 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: **January 14, 2025**

TITLE: **Approval of Leave(s) of Absence**

BACKGROUND:

Leave(s) of absence will be presented herein and are current as of January 6, 2025.

RECOMMENDATION:

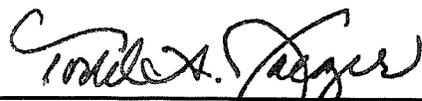
It is the recommendation of the Administration that the leave request(s) be approved as presented.

INITIATED BY:



John Hastings, Director of Human Resources

Date: January 6, 2025



Todd A. Jaeger, J.D., Superintendent

1/14/2025

**GOVERNING BOARD MEETING
LEAVES OF ABSENCE**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	DATES	COMMENT
Rouille	Doreen	Teacher - English	CT	Ironwood Ridge High	12/09/2024	Start
Schneider	Sydney	Teacher - Cross Categorical Classr	CT	Copper Creek Elementary	12/04/2024	Start
Clayton	Darlene	Special Education Teaching Assist	CL	Rillito Center	12/02/2024	End
Kennington	Richard	Automotive Parts Coordinator	CL	Transportation	11/14/2024	Start
Medina	Jazmine	Special Education Teaching Assist	CL	Walker Elementary	11/29/2024	End
Navarro	Jose	Groundskeeper I	CL	Facilities Support	12/13/2024	End
Navarro	Jose	Groundskeeper I	CL	Facilities Support	12/02/2024	Extension
Ochoa	Christine	Transportation Attendant	CL	Transportation	12/02/2024	Start
Ruiz	Rebecca	Human Resource Specialist	CL	Wetmore Center	12/18/2024	Start
Simmons	William	Instructional Technology Specialist	CL	Walker Elementary	12/13/2024	Start
Sonnek	Irma	Attendance Clerk	CL	Amphi High School	12/12/2024	Start
Trimble	Richard	Bus Driver	CL	Transportation	11/13/2024	Start
Weigand	Kristen	School Health Aide	CL	La Cima Middle School	12/05/2024	End

* 2023-2024 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: **January 14, 2025**

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

BACKGROUND:

Separation(s) and termination(s) will be presented herein. Separations are current as of January 6, 2025.

RECOMMENDATION:

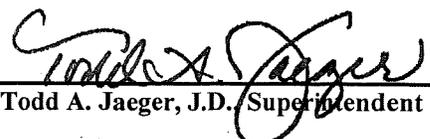
It is the recommendation of the Administration that the resignation(s) or termination(s) be approved as presented.

INITIATED BY:



John Hastings, Director of Human Resources

Date: January 6, 2025



Todd A. Jaeger, J.D. Superintendent

1/14/2025

**GOVERNING BOARD MEETING
SEPARATIONS**

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	EFFECTIVE DATE	REASON	COMMENT
Malley	Michael	Teacher - Special Education	CT	Donaldson Elementary	12/20/2024	Breach of Contract	
Amaya	Karmeen	Registrar - Middle School	CL	La Cima Middle School	12/19/2024	LOA Ended	
Gaspari	Tracey	Registrar - Middle School	CL	Wilson K-8 School	12/20/2024	Resignation	
Glen	Laurie	Bus Driver	CL	Transportation	12/19/2024	Resignation	
Hearld	J Douglas	Maintenance Technician II	CL	Facilities Support	12/20/2024	Resignation	
Krigbaum	Madison	Classroom Aide/Caregiver	CL	Mesa Verde Elementary	11/26/2024	Other	Short term funding
Lee	Dominic	Bus Driver Trainee	CL	Transportation	12/12/2024	Resignation	
Leyva	Lerina	Classroom Aide/Caregiver	CL	Coronado K-8 School	12/06/2024	Resignation	
Loiacono	Scott	Custodian II	CL	Ironwood Ridge High	12/06/2024	Resignation	
Loza	Maria	Custodian I	CL	Amphi High School	12/13/2024	Resignation	
Mosquiera Molina	Lorena	Bus Driver	CL	Transportation	11/26/2024	Resignation	
Ochoa	Adelina	Bus Driver	CL	Transportation	10/31/2024	Dismissal	
Sheppard	Grace	Instructional Technology Spe	CL	Harelson Elementary	12/20/2024	Resignation	
Sheppard	Grace	Campus Monitor	CL	Harelson Elementary	12/20/2024	Resignation	
Thompson	Korie	Transportation Attendant	CL	Transportation	12/06/2024	Resignation	
Tyczynski	Kristine	Special Education Teaching	CL	Rillito Center	12/12/2024	Resignation	
Whitehead	Rachel	Bus Driver Trainee	CL	Transportation	12/05/2024	Dismissal	
Woodfork	Kenneth	Transportation Attendant	CL	Transportation	12/12/2024	Resignation	

17

*	2023-2024 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

**01/14/2025 GOVERNING BOARD MEETING
SEPARATIONS**

Substitutes

LAST NAME	FIRST NAME	TITLE	CT / CL	LOCATION	EFFECTIVE DATE	REASON
Gast	Sharon		CT		12/02/2024	



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

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

TITLE: **Approval of Stipend for Coaching Volunteers**

BACKGROUND:

Coaching volunteer(s) and corresponding stipend(s) will be presented herein and are current as of January 6, 2025.

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:

John Hastings, Director of Human Resources

Date: January 6, 2025

Todd A. Jaeger, J.D., Superintendent

1/14/2025

**GOVERNING BOARD MEETING
COACHING VOLUNTEERS**

LAST NAME	FIRST NAME	POSITION	LOCATION	REASON	AMOUNT/COMMENTS
Brant	Jeffrey	Coach - Wrestling Head MS	Wilson K-8 School	Stipend	\$1,835.37
Cardenas	Mario	Coach - Wrestling Assistant MS	La Cima Middle School	Stipend	\$1,511.48
Chavez Franco	Martin	Coach - Soccer Assistant MS	Cross Middle School	Stipend	\$1,511.48
Clevenger	Benjamin	Coach - Wrestling Head MS	Coronado K-8 School	Stipend	\$1,835.37
Coleman	Justin	Coach - Basketball Head HS	Ironwood Ridge High	Stipend	\$1,770.59
Cox	Christopher	Coach - Baseball Assistant HS	CDO High School	Stipend	\$2,591.11
Dalton-Aragon	Jaron	Coach - Soccer Assistant MS	La Cima Middle School	Stipend	\$1,511.48
Foster	Alyssa	Coach - Soccer Assistant MS	Wilson K-8 School	Stipend	\$1,511.48
Ghonem	Wael	Coach - Soccer Head - 3rd Seaso	Coronado K-8 School	Stipend	\$1,835.37
Hartmann	Dylan	Coach - Wrestling Assistant MS	Coronado K-8 School	Stipend	\$1,511.48
Jacobs	Victor	Coach - Wrestling Assistant MS	Cross Middle School	Stipend	\$1,511.48
Leach	Jonothon	Coach - Wrestling Assistant MS	Wilson K-8 School	Stipend	\$1,511.48
Lopez	Luis	Coach - Wrestling Head MS	Cross Middle School	Stipend	\$1,835.37
Matthews	Jonathan	Coach - Basketball Assistant MS	Cross Middle School	Stipend	\$1,511.48
Montagno	Cody	Coach - Volleyball Assistant HS	CDO High School	Stipend	\$2,591.11
Palmer	Marcus	Coach - Basketball Head MS	Cross Middle School	Stipend	\$1,835.37
Pereira	Ricardo	Coach - Basketball Head MS	La Cima Middle School	Stipend	\$1,835.37
Rodriguez	Kyle	Coach - Wrestling Assistant HS	Amphi High School	Stipend	\$2,591.11
Stracco	Katherine	Coach - Softball Assistant HS	CDO High School	Stipend	\$2,591.11
West	Brittany	Coach - Basketball Head - 3rd Se	Wilson K-8 School	Stipend	\$1,835.37

20

* 2023-2024 School Year



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

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

TITLE: **Approval of Vouchers Totaling and Not Exceeding \$5,920,208.02 (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: January 13, 2025

Todd A. Jaeger, J.D., Superintendent



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

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

TITLE: **Acceptance of Gifts**

BACKGROUND:

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

RECOMMENDATION:

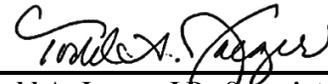
It is the recommendation of the Administration that the above gifts be accepted by the Governing Board.

INITIATED BY:



Scott Little, Chief Financial Officer

Date: December 16, 2024



Todd A. Jaeger, J.D., Superintendent

Gifts and Donations		1/14/2025
2 Table Tennis Tables	Mr & Mrs Swingle	Ironwood Ridge High School
2 Table Tennis Paddles & Balls	Mr & Mrs Swingle	Ironwood Ridge High School
1 Table Tennis Balls (120)	Mr & Mrs Swingle	Ironwood Ridge High School
2 Cornhole Sets	Mr & Mrs Swingle	Ironwood Ridge High School
2 Cornhole Bags	Mr & Mrs Swingle	Ironwood Ridge High School
4 Badminton/Pickleball Standards	Mr & Mrs Swingle	Ironwood Ridge High School
2 Tater Toss	Mr & Mrs Vernmaak	Ironwood Ridge High School
1 Covelico Kids Fitness Dice	Mr & Mrs Vernmaak	Ironwood Ridge High School
1 Hopscotch Ring Game (set)	Mr & Mrs Vernmaak	Ironwood Ridge High School
2 Burlap Potatoe Sacks (set of 12)	Mr & Mrs Vernmaak	Ironwood Ridge High School
1 Exercise Dice	Mr & Mrs Vernmaak	Ironwood Ridge High School
1 Exercise Cards	Mr & Mrs Vernmaak	Ironwood Ridge High School
1 Scoops and Balls (set)	Ms Michelle Jones	Ironwood Ridge High School
5 Tak Raw Ball	Ms Michelle Jones	Ironwood Ridge High School
2 Spoons and Eggs (wooden)	Ms Michelle Jones	Ironwood Ridge High School
4 Franklin Soft Footballs	Ms Michelle Jones	Ironwood Ridge High School
3 Bocce Ball Sets	Ms Michelle Jones	Ironwood Ridge High School
Ck in the amount \$100.04	Kroger	Amphitheater Middle School
100 Screen printed Tshirts	Sunset Embroidery and Screen Print	Rillito Center
Ck in the amount \$155.40	American Online Giving Foundation	Canyon del Oro High School
Ck in the amount \$600.00	Casas Adobes Congregational	Keeling Elementary
Ck in the amount \$200.00	St Mark's United Methodist Women	Nash Elementary
Ck in the amount \$2,086.36	Reytheon Technologies Charity Custodial	Canyon del Oro High School
Ck in the amount \$150.00	Tucson Children's Museum	Walker Elementary
Ck in the amount \$900.00	A Club	Amphitheater High School
Ck in the amount \$400.00	Sabino Canyon Volunteer Naturalists	Prince Elementary



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

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

TITLE: **Receipt of November 2024 Report on School Auxiliary and Club Balances**

BACKGROUND:

Arizona Revised Statutes §§15-1121 and 15-1125 provide for the operation of Student Activity and Auxiliary Operations funds respectively. The Uniform System of Financial Records for Arizona School Districts (USFR) outlines procedures to be followed by school districts in the disbursements of monies from either of these funds. One requirement for the operational compliance is to provide a report to the Governing Board summarizing the transactions for the month.

RECOMMENDATION:

It is the recommendation of the Administration that the Governing Board receive the report of School Auxiliary and Club Balances.

INITIATED BY:

Scott Little, Chief Financial Officer

Date: December 18, 2024

Todd A. Jaeger, J.D., Superintendent

**Amphitheater Public Schools
Summary of Activity for All Schools
Auxiliary Account
For the Month Ending November 30, 2024**

Beginning Balance	\$ 3,349,331.37
Plus Deposits	151,825.55
Less Disbursements	<u>(155,608.96)</u>
Ending Book Balance For All Schools	<u>\$ 3,345,547.96</u>
Outstanding Deposits	(1,020,130.27)
Outstanding Checks	<u>62,934.05</u>
Ending Bank Balance For All Schools	<u>\$ 2,388,351.74</u>

**Amphitheater Public Schools
 Summary of Activity for All Schools
 Student Activity Accounts
 For Month Ending November 30, 2024**

Beginning Balance	\$	794,772.42
Plus Deposits		73,210.80
Less Disbursements		<u>(46,934.36)</u>
Ending Book Balance For All Schools	\$	<u><u>821,048.86</u></u>
Outstanding Deposits		(112,966.43)
Outstanding Checks		<u>12,508.98</u>
Ending Bank Balance For All Schools	\$	<u><u>720,591.41</u></u>

Amphitheater Public School District #10

**Elementary/Middle Schools
Student Activity Account Club Balances
For Month Ending November 30, 2024**

<u>Amphi Middle School</u>	
Student Gov't	4,579.24
AVID	-
Culture Exchange	-
MESA Club	148.06
NJHS	178.52
Odyssey of the Mind	625.80
Science Club	138.07
Sports Academy	-
Yearbook	-
Amphi Middle School Total	\$ 5,669.69
<u>Copper Creek Elementary</u>	
Student Council	4,362.39
Accelerated Reader Club	-
Turquoise Times	32.28
Copper Creek Total	\$ 4,394.67
<u>Coronado K-8 Schools</u>	
Elementary Student Council	4,858.12
Middle School Student Council	4,351.78
Astronomy/Space & Science	221.76
Band	3,951.05
C.H.O.I.C.E.S.	925.74
Chorus	1,319.41
Coronado FCA	42.00
Coronado Musicians Club	1,120.05
Indoor Percussion Club	755.00
Kids Helping Kids	339.13
NEHS	41.00
National Junior Honor Society	4,932.84
Odyssey of the Mind	1,577.35
Orchestra	930.57
Running Club	3,152.56
Wrestlers Club	871.70
Coronado Total	\$ 29,390.06
<u>Cross Middle School</u>	
Student Council	4,386.73
6th Grade Club	282.15
Band Club	1,558.20
Choir Club	2,116.40
Future Problem Solvers	145.00
Guitar Club	2,088.46
Life Skills Exploratory Club	142.96
Math Counts	242.87
Musical Theater Club	1,315.32
NJHS	2,174.53
Orchestra Club	2,624.19
PE Club	3,162.13
Star Club	2,178.57
Tri-M Club	335.31
Web Club	3,684.49
Cross Middle School Total	\$ 26,437.31

Amphitheater Public School District #10

**Elementary/Middle Schools
Student Activity Account Club Balances
For Month Ending November 30, 2024**

<u>Donaldson Elementary</u>	
Student Council	5,392.13
Donaldson Total	\$ 5,392.13
<u>Harelson Elementary</u>	
Student Council	1,904.87
5th Grade Activities	125.36
Track	307.65
Harelson Total	\$ 2,337.88
<u>Holaway Elementary</u>	
Student Council	856.28
Holaway Total	\$ 856.28
<u>Innovation Academy</u>	
Student Council	200.69
Algebra Club	116.52
Entrepreneur Club	280.44
Odyssey of the Mind	7,118.67
Innovation Academy Total	\$ 7,716.32
<u>Keeling Elementary</u>	
Student Council	1,006.71
Keeling Total	\$ 1,006.71
<u>La Cima Middle School</u>	
Student Council	1,274.89
NJHS	1,095.90
La Cima Total	\$ 2,370.79
<u>Mesa Verde Elementary</u>	
Student Council	5,346.31
Mesa Verde Total	\$ 5,346.31
<u>Nash Elementary</u>	
Student Council	1,634.36
Nash Total	\$ 1,634.36
<u>Painted Sky Elementary</u>	
Student Council	3,199.14
Nature Shop	929.20
Orchestra	269.55
Band	704.45
Chorus	653.42
Milers	2,314.75
OM	584.95
Bagel & Books	-
Sign Language	177.00
Algebra	-
Yoga	-
NEHS	388.43
Garden Club	-
Math Club	23.00
Sewing Club	-
Art Club	209.84
Sports Club	120.01
Painted Sky Total	\$ 9,573.74

Amphitheater Public School District #10

**Elementary/Middle Schools
Student Activity Account Club Balances
For Month Ending November 30, 2024**

<u>Prince Elementary</u>	
Student Council	1,174.63
Prince Total	\$ 1,174.63

<u>Rio Vista Elementary</u>	
Student Council	981.94
Rio Vista Total	\$ 981.94

<u>Walker</u>	
Student Council	2,253.85
Fitness Fanatics	1,257.90
Odyssey of the Mind	2,848.80
Walker Total	\$ 6,360.55

<u>Wilson</u>	
Student Council	8,961.89
Algebra Club	473.77
Archery Club	942.67
Art Club	2,906.76
Elementary Student Council	3,480.06
Elementary Choir	954.14
GameMakers	210.00
MS Choir	2,920.92
MS Theater Club	394.64
National Junior Honor Society	1,344.67
Odyssey of the Mind	566.83
Robotics Club	1,078.53
Science Club	60.00
Science Club K-2	-
STEM Club	-
Yearbook Club	1,921.71
Wilson Total	\$ 26,216.59

Total K-8 Club Balances	\$ 136,859.96
--------------------------------	----------------------

Plus: Outstanding Checks	1,053.23
Less: Outstanding Deposits (Inc CC's)	(2,535.00)
NSF Checks/Void/Stale/Account Adj	-
Deposit Error/Adjustments	-

Bank Balance	\$ 135,378.19
---------------------	----------------------

Sweep Account	\$ 135,378.19
	0.00

**Amphi High School
Student Activity Account
Schedule of Club Balances
For the Month Ending November 30, 2024**

1001 Student Council	\$ 19,400.64	1520 Media Club	\$ 1,223.37
1035 Art Club	1,136.01	1560 National Honor Society	372.73
1050 AHS Unified Panthers Club	-	1600 Orchestra Club	1,006.17
1070 Band Club	161.51	1606 Archery Club	2,100.00
1080 Baseball	2,559.14	1620 Mariachi Club	39.00
1085 Golf -Boys	-	1631 Panther Popcorn	5,476.92
1110 Basketball -Girls	2,565.79	1740 ASL Club	2,390.55
1111 Book Club	250.00	1742 PEP Club	-
1113 Drama Club	1,524.31	1744 Auto Skills USA Amphi Chapter	3,141.47
1115 Choir Club	5,868.43	1745 Soccer -Boys	112.82
1120 AVID Club	2,507.71	1770 Softball Club	866.37
1135 Reading Club	-	1780 Spanish Club	1,596.05
1145 AHS Chess Club-GOT	-	1785 AHS Spiritlines	1,538.73
1172 Dance Club	82.46	1790 Cross Country Club -Girls	819.87
1180 Basketball -Boys	10,373.38	1803 HOSA Club	3,355.59
1200 Panther Partners Club	2,724.13	1830 Swim Club	912.89
1223 Creative Writing Club	-	1835 Tennis -Girls	11.72
1226 Early Childhood Club	1,056.66	1840 Tennis -Boys	12.47
1227 Yearbook Club	1,211.34	1850 Tech Theater Club	380.68
1234 FFA Club	2,611.41	1860 Trackers - Track & Field Club	13.38
1235 FFA - Loan Funds	7,160.17	1900 Volleyball -Girls	5,071.23
1245 French Club	2,024.66	1905 Beach Volleyball	3,521.86
1250 FBLA Club	3,435.76	1923 Panther POD	-
1255 A/V Panthers Club	4,108.41	1950 Bookstore Over/Short	0.52
1261 The Game Club	51.00	1965 Astronomy Club	
1265 Equality Club	564.00	1981 Girls Powerlifting	
1275 Girls Golf Club	-	1982 Ukulele Club	
1280 Greenhouse Club	62.70	1983 Amphi Welding Club	
1290 Wrestling	484.45	1984 Scholarship Club	
1300 Football Club	\$1,790.05	1985 National Technical Honor Society Club	
1310 Inter Act Club	1,403.56	1990 Blood Drive Club	
1350 Volleyball -Boys	109.35	1990 Blood Drive Club	
1450 Debate Club	586.14		
1470 Soccer -Girls	116.76		
1480 Link Crew	-		

Amphi HS Total Clubs	<u>\$ 109,894.32</u>
-----------------------------	-----------------------------

Plus: Outstanding Checks	5,222.77
Less: Outstanding Deposits (Inc CC's)	(8,305.68)
NSF Checks/Void/Stale/Account Adj	
Deposit Error/Adjustments	-
Bank Balance	<u>\$ 106,811.41</u>

Sweep Account	\$ 106,811.41
	0.00

**Canyon Del Oro High School
Student Activity Account
Schedule of Club Balances
For the Month Ending November 30, 2024**

1001 Student Government	\$ 48,620.65	1420 IB Club	259.47
1020 Academic Decathlon	9,738.14	1425 Anime Club	-
1031 Black Excellence Student Union	231.50	1470 Soccer -Girls	-
1033 Awareness	15.00	1480 Link Crew	9,440.51
1034 AM Art Club	203.00	1530 Model United Nations	208.84
1050 Special Olympics	472.84	1560 National Honor Society	3,316.53
1070 Band Club	6,555.00	1580 Youth and Government	-
1081 Be Kind /Ben's Bell Club	465.64	1590 Odyssey of the Mind	3,671.72
1083 Biology Club	531.09	1600 Orchestra Club	9.55
1084 Bowling Club	29.44	1650 Psychology Club	28.00
1085 Golf -Boys	15,854.46	1740 Sign Language Club	186.02
1110 Basketball -Girls	4,036.88	1742 Senior Spirit Squad	632.82
1111 Book Club	20.62	1743 Skills USA Construction	8,380.74
1113 Drama Club	10,711.84	1744 Skills USA Autos	21,659.40
1115 Choir	1,985.88	1745 Soccer -Boys	27.60
1118 Engineering Club	558.66	1770 Softball Club	2,245.35
1128 Mountain Bike	-	1780 Spanish Club	616.92
1140 Chemistry Club	372.57	1785 Spiritline/ Pomline	12,261.19
1145 Chess	2,017.38	1786 Stunt & Cheer	13,238.57
1150 Culinary Arts/FCCLA	3,666.55	1790 Cross Country	7,935.56
1155 Catering	12,898.27	1800 HOSA-Future Health Professionals	2,277.31
1172 Dance	9,134.89	1801 Athletic Training After Teaching (ATAT)	-
1180 Basketball -Boys	-	1830 Swim Club	-
1200 DoradoTeam	987.96	1835 Tennis -Girls	4,585.11
1220 Girls Who Code Club	-	1840 Tennis -Boys	1,986.76
1224 Entrepreneurship Club	751.43	1860 Track & Field Club	12,915.66
1225 Environmentalist Club	211.22	1865 TRI-M Club	216.70
1226 Early Childhood	5204.31	1900 Volleyball -Girls Club	-
1227 Yearbook	7999.55	1905 Beach Volleyball	1,706.13
1230 FCA Club	81.61	1911 Poetry Club	-
1245 French Club	126.76	1915 CDO Pickleball Club	211.22
1250 FBLA	1333.52	1916 Podcast Club	-
1254 Fashion Photography	33.00	1917 Clay Club	372.65
1255 Photography Club	1127.72	1918 CDO Newspaper Club	-
1267 LGBTQ+	266.62	1919 Literature Club	-
1270 German Club	394.98	1921 CDO Aeronautics	-
1275 Golf -Girls	6624.58	1922 Mud Club	389.00
1290 Wrestling	9703.41	1923 Skate Club	-
1300 Football Club	15730.51	1940 Decision Point Club	-
1310 Interact	-	1950 Bookstore Over/Short	-
1345 Take-A-Hike Club	-	1989 Taylor Nation (Dorado version)	-
1350 Volleyball -Boys	277.87		

CDO HS Total Clubs	\$ 287,754.68
---------------------------	----------------------

Plus: Outstanding Checks	2,745.98
Less: Outstanding Deposits (Inc CC's)	(30,965.00)
NSF Checks/Void/Stale/Account Adj	-
Deposit Error/Adjustments	-
Bank Balance	\$ 259,535.66

Sweep Account \$	259,535.66
	0.00

**Ironwood Ridge High School
Student Activity Account
Schedule of Club Balances
For the Month Ending November 30, 2024**

1001 Student Government	\$ 23,315.63	1430 Key Club	\$ 532.43
1035 Art Club	1,706.53	1450 Speech & Debate	-
1040 Photography/Skills USA	22,640.77	1470 Soccer -Girls	4,537.29
1050 REP-Relationship, Excellence, Pride	4,035.30	1530 Model United Nations	2,966.37
1055 Fashion Design	-	1560 National Honor Society	1,321.30
1070 Band Club	240.51	1575 PHP-People Helping People	-
1080 Baseball	1,284.47	1595 Japanese	53.74
1085 Golf -Boys	2,898.93	1600 Orchestra Club	3.75
1095 Ridge Audio	1,567.85	1630 Journalism	7,468.88
1110 Basketball -Girls	336.66	1700 Club Green	1,223.36
1113 Drama	663.14	1740 Sign Language	399.00
1115 Choir	6.80	1745 Soccer -Boys	7,523.43
1125 Silver Singers	-	1750 Robotics Club	2,029.68
1128 Cycling Club	-	1755 Sports Medicine-HOSA	100.00
1150 Culinary Arts	1,702.89	1760 Rock & Metal	-
1173 Pomline	2,455.29	1770 Softball Club	831.31
1180 Basketball -Boys	1,448.86	1785 Spiritline/Cheer Club	12,496.26
1203 Pop till you Drop	1,393.99	1790 Cross Country	906.13
1226 Early Childhood	761.98	1800 Sports Medicine Trainers	628.33
1227 Yearbook	76,825.25	1803 Healthcare - HOSA	180.00
1230 FCA-Future Christian Athletes	-	1830 Swim Club	5,795.65
1250 FBLA-Future Business Leaders	-	1835 Tennis -Girls	2,521.83
1256 Film/On the Ridge Design	979.85	1840 Tennis -Boys	6,945.63
1260 Gaming	114.95	1850 Technical Theater Club	78.53
1266 Q Club	399.57	1860 Track & Field Club	-
1275 Golf -Girls	828.32	1900 Volleyball -Girls	34,233.59
1290 Wrestling	2,153.12	1905 Beach Volleyball	6,363.64
1300 Football	28,374.25	1910 S. AZ Veterans Heritage Club	1,229.35
1345 Climbing Club	-		
1350 Volleyball -Boys	10,035.51	1950 Bookstore Over/Short	-

Ironwood Ridge HS Total Clubs	<u>\$ 286,539.90</u>
Plus: Outstanding Checks	3,487.00
Less: Outstanding Deposits (Inc CC's)	(78,092.50)
NSF Checks/Void/Stale/Account Adj	6,931.75
Deposit Error/Adjustments	-
Bank Balance	<u>\$ 218,866.15</u>

Sweep Account \$ 218,866.15
0.00



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

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

TITLE: **Approval of Arizona Department of Administration School Facilities Division
Building Renewal Grants**

BACKGROUND:

The District submitted Building Renewal Grant (BRG) Applications to the Arizona Department of Administration School Facilities Division (SFD) to correct Minimum Adequacy Guideline deficiencies at District locations.

The SFD approved the following BRG Applications with Phase Grant funding to be awarded for each BRG:

- BRG-006622 – IRHS – Fire Alarm System Monitoring POTS to Cellular Conversion – SF280241
- BRG-006633 – LLAB – Fire Alarm System Monitoring POTS to Cellular Conversion- SF281245

The Governing Board is required to approve SFD Terms and Conditions for each BRG Application to accept the awards.

RECOMMENDATION:

It is the recommendation of the Administration that the Governing Board accepts the SFD Building Renewal Grants and authorize the Governing Board President to sign the attached Terms and Conditions.

INITIATED BY:

Richard C. La Nasa, Executive Manager, Operational Support

Date: January 6, 2025

Todd A. Jaeger, J.D., Superintendent

SCHOOL FACILITIES DIVISION

Adopted: December 4, 2008

Modified: November 4, 2009, June 23, 2010, July 11, 2012, October 9, 2013, April 6, 2016, December 8, 2016, October 4, 2017, July 11, 2018, January 8, 2020, May 6, 2020, May 4, 2022, April 5, 2023, November 6, 2024

TERMS AND CONDITIONS FOR ACCEPTANCE OF MONIES FROM BUILDING RENEWAL GRANT FUND

School District:

School:

BRG Project Number

Project Title:

01. PURPOSE OF TERMS AND CONDITIONS

These Terms and Conditions apply to the distribution of monies by the School Facilities Division (SFD, or "Division") from the Building Renewal Grant Fund ("Fund") pursuant to Arizona Revised Statutes, ("A.R.S.") §41-5731, §41-5701, and §41-5702.

These monies are being awarded to the District for the purpose of maintaining the adequacy of existing school facilities owned by school districts that are required to meet the minimum adequacy standards for student capacity and that fall below the minimum school facility guidelines found in A.A.C. Title 7, sections R7-6-101 through R7-6-276. Districts are prohibited from using monies from the Fund awarded pursuant to these Terms and Conditions on any project that is in a building, or part of a building, that is being leased to another entity. All monies used must be in compliance with the statutory requirements found in A.R.S. §41-5731, A.A.C. Title 7 section R7-1-101 through R7-6-276, and the Building Renewal Grant Policy adopted on October 2, 2008 and as subsequently amended, as well as any applicable session law.

02. TERM OF TERMS AND CONDITIONS

The term of these Terms and Conditions shall begin on the initial date of the performance period and shall continue until the project is closed, pursuant to Paragraph 4.2. A project shall be complete within 12 months per A.R.S. §41-5731.

2.1 ABANDONMENT OF THE PROJECT

A Project or phase grant may be considered to be abandoned if the acceptance process, including, the submittal of the purchase order(s) has not been completed by the District within four months of award of funding or the project has had no activity in over a 6 month period. In such an instance, the project or phase grant may be subject to administrative closeout and any monies awarded may be de-obligated from the project or phase grant and returned to the fund.

03. FINANCIAL CONDITIONS

The District will accept a grant from the Fund in accordance with all applicable state statutes and rules, and will expend the funds in compliance with all provisions of such statutes and rules, including but not limited to, the following:

- a. Use of fiscal control and fund accounting procedures as prescribed in the Uniform System of Financial Records, which will ensure proper disbursement of, and accounting for, monies paid to the District from the Fund;
- b. Compliance with the School District Procurement Rules adopted by the Arizona State Board of Education, and the USFR purchasing guidelines;
- c. Compliance with all applicable state, federal, and local codes and laws related to buildings and building access, including permitting requirements of the Department of Environmental Quality for any construction project;
- d. Compliance with any applicable federal, state and local health or safety requirements;
- e. Compliance with any applicable School Facilities Division Performance Specifications;
- f. The SFD will require Design Scope Development meetings with the selected designer before any funding is made available for Construction phase grant. School district non-compliance with these Terms and Conditions may result in the delay of phase grant awards in Procurement and/or Construction;
- g. Professional services deliverables will be submitted to the SFD via activity reports before project and phase grant closeout to verify deliverables were successfully funded by the Building Renewal Grant Program.
- h. Further requests for funds in the form of subsequent phases, change orders, supplemental funding requests, and other requests outside of the project scope as described in the Terms and Conditions may be deemed ineligible upon review by the Division staff. These determinations are appealable as authorized in A.R.S. § 41-5702 (A) (5) (i). Staff will provide guidance and technical assistance to the district in meeting program requirements. The final determination of the SFD or the Board are appealable agency actions as detailed in § 41-5702 (A)(5) (i) and subsection 8. of these Terms and Conditions.
- i. Failure to comply with any term or condition required by this Agreement may result in a delay in the processing of payment applications and change orders.

3.1 UNIFORM SYSTEM OF FINANCIAL RECORDS

The District will maintain records as required by the Uniform System of Financial Records and provide access to those records to the SFD as necessary to perform its duties. The District will cooperate with the SFD or the Auditor General or any of their authorized representatives when audits are conducted as authorized by law. This cooperation includes access without unreasonable restrictions to the District's records and personnel for the purpose of obtaining relevant information.

3.2 SURPLUS FUNDS

If the final cost of the Project or the phase grant is less than the amount awarded by the SFD, the SFD shall de-obligate the remaining monies from the project or phase grant at closeout.

3.3 SCOPE OF WORK / UNFORESEEN CONDITIONS

The District shall notify the SFD if any unforeseen conditions arise during project implementation. The SFD will direct the District on how to proceed. The District must submit an executable Change Order which includes the signature of the District Representative, Architect, and contractor prior to receiving written approval from the Division to proceed. The Change Order is not considered executed until signed by the SFD. The Change Order will also indicate any changes to the contract value, contract schedule, and contract scope. No work shall proceed without a fully executed Change Order. Any work the school district approves prior to the executed change order is the financial responsibility of the school district.

Pursuant to A.R.S. §41-5701.02.1.2., if a school district approves (If the District issues a purchase order or authorizes start of the work) work referenced in a change order before the SFD approves the Change Order, the school district is responsible for the cost and construction of the project ('The Project' is defined for the purposes of the Change Order as the work defined in the Change Order).

3.4 LOCAL FUNDS

If the District intends to supplement the Project or phase grant with additional funds, the District shall provide to the SFD an itemized purchase order signed by a District representative authorized to make the expenditure. The District's purchase order shall clearly indicate the funding source and the amount being committed in each project or phase grant.

Elective upgrades to facilities, excluded spaces in excess of 10%, district administrative spaces, grade configuration updates of facilities, or program changes limited by "built as designed" plans are ineligible for BRG funds, notwithstanding campus-wide and/or multi-building building systems, such as, but not limited to fire alarms, intercoms, central plants, wastewater treatment plants and wells.

3.5 DISBURSED FUNDS

Any work the school district approves prior to receiving an award notice or an executed change order is the financial responsibility of the school district. The District shall return any disbursed monies to the SFD, and reimburse the Fund for monies spent without proper authorization from the SFD within thirty (30) days of being notified by the SFD.

3.6 FUTURE REPAIRS – THIS SECTION SURVIVES THE TERMINATION OF THIS AGREEMENT

To the extent allowed by law, if the District has contributed local funds to pay for an upgrade of the Project beyond that required by the minimum school facilities guidelines; any increase in the cost of a future repair or replacement shall be paid for proportionally according to the original cost

sharing.

04. REPORTING REQUIREMENTS

The District will make reports to the SFD as requested, and will cooperate with any evaluation of the grant and/or project as required by the SFD. All expenditures and projects are subject to audit. All construction and related contracts entered into by the District shall contain a clause that will permit the SFD and/or the District to audit the contract.

4.1 PUBLIC RECORD

Any application, report or plan, including school designs or architectural drawings relating to the funded Project in the possession of the District or its agents or designees is deemed a public record as defined by Arizona law.

4.2 FINANCIAL REPORT AND PROJECT / PHASE GRANT CLOSEOUT

The District shall complete a final financial report in each phase grant before initiating an application for subsequent phase grants. The project closeout shall be completed upon submission of the final project payment request.

The District shall maintain records for five years following the completion of the project, which show:

- a. The amounts received from the Fund;
- b. How the District spent the monies received from the Fund;
- c. The total cost of the project and each phase grant;
- d. The share of the total cost provided from other sources;
- e. A list of all change orders that were approved and denied for each phase grant.

05. INSURANCE REQUIREMENTS

For all construction projects, the District agrees to secure insurance coverage for purposes of general liability, property damage and workers' compensation and secure performance and payment bonds. Projects as a result of weather-related or other insurable incidences shall be initiated by an insurance claim and partnerships reported.

06. AUDIT OF RECORDS

Pursuant to A.R.S. §§ 35-214 and 35-215, the District shall retain and shall contractually require each subcontractor to retain all data, books and other records ("records") relating to these Terms and Conditions for a period of five years after completion of these Terms and Conditions. All records shall be subject to inspection and audit by the State for five years after the termination of

these Terms and Conditions.

07. AVAILABILITY OF FUNDS

Every payment obligation of the State under these Terms and Conditions is conditioned upon the availability of funds allocated for the payment of such obligations. If funds are not allocated and available for the continuance of the Project or phase grant, these Terms and Conditions may be terminated by the State at the end of the period for which funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

08. APPEALABLE AGENCY ACTION

Pursuant to 41-5702 (A)(5) (i) and subsection P, Building Renewal Grant requests are an appealable agency action.

SFD Staff shall notify a school district in writing that the proposed project does not meet eligibility criteria. The written notification shall include documentation to support the staff's determination that the proposed project does not meet the eligibility criteria. The SFD will send written notification to the school district after the final decision that the school district is not eligible. The school district may directly appeal the staff's determination of ineligibility to the director or designee. The school district may directly appeal the director's determination of ineligibility to the board.

A school district may appeal the denial of a request for monies or any other appealable Division action pursuant to title 41, chapter 6, article 10. For the purposes of this subsection, "appealable agency action" has the same meaning prescribed in section 41-1092.

8.1 RESOLUTION OF DISPUTES

The Parties to these Terms and Conditions agree to resolve all disputes arising out of or relating to these Terms and Conditions through arbitration, after exhausting applicable administrative review (pursuant to Title 41, Chapter 6, Article 10), to the extent required by A.R.S. § 12-1518, except as may be required by other applicable statutes.

09. NON-DISCRIMINATION

The Parties shall comply with Executive Order 2023-01. However, Tribal Nations are exempt from the definition of employer for both Federal and State Civil Rights Act.

10. TERMINATION

Each party shall have the right to terminate this Agreement by notifying the other party in writing of the termination at least thirty (30) days prior to the effective date of said termination. If the Agreement is terminated by the - SFD, the District shall be paid for all allowable costs incurred prior to the date of termination, and the cost determined appropriate by the SFD to de-mobilize the contractor from the work site, if applicable.

The payment of costs are subject to audit verification by the SFD or its duly authorized representative.

11. ASSIGNMENT AND DELEGATION

Neither party may assign any rights hereunder without the express, prior written consent of both parties.

12. CANCELLATION FOR CONFLICT OF INTEREST

The parties acknowledge that these Terms and Conditions are subject to the cancellation provisions set forth in A.R.S. §38-511.

13. ENTIRE AGREEMENT

These Terms and Conditions contain the entire understanding of the parties hereto. There are no representations or provisions other than those contained herein. Any amendment or modification of these Terms and Conditions shall be consistent with Section 1 of these Terms and Conditions.

14. APPLICABLE LAW

These Terms and Conditions shall be governed and interpreted by the laws of the State of Arizona.

15. THIRD-PARTY ANTITRUST VIOLATIONS

The District assigns to the State any claim for overcharges resulting from antitrust violations to the extent that such violations concern materials or services supplied by third parties to the District toward fulfillment of these Terms and Conditions.

16. PROGRAM REVIEW AND SITE VISITS

The SFD has the right to make site visits at reasonable intervals for purposes of review of Project accomplishments and management control systems and to provide technical assistance, if required. The District will provide reasonable access to facilities, office space, resources, and assistance for the safety and convenience to the SFD in the performance of their duties. All site visits and evaluations must be performed in a manner that does not unduly interfere with or delay the work.

17. RIGHTS IN DATA, RIGHT TO USE, DUPLICATE AND DISCLOSE

The SFD may duplicate, use, and disclose in any manner and for any purpose whatsoever, within

the limits established by Federal and State laws and regulations, all information relating to these Terms and Conditions.

The District agrees that any negotiations, agreements, and/or contracts between the District and Architect(s) for the design of the Project shall provide that the SFD retains the right to use design documents limited to Site Plan, Exterior Elevations, Floor Plans, models, photographs, and renderings for the following, restricted purposes:

- a) To acknowledge Architects and their school designs successfully funded by the Board;
- b) To create a resource collection of promotional architectural designs for elementary, middle and high schools that will be available to other school districts to use as a school design resource.

It is understood that other school districts cannot use the District's design plans as their own as mandated by Code and Rules under the Arizona State Board of Technical Registration. Artistic representations shall not contain confidential or proprietary information, but shall include professional credit for the architect and engineers of the successful project.

18. FEDERAL IMMIGRATION AND NATIONALITY ACT

By entering into the Contract, the District warrants compliance with the Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees. The District shall obtain statements from its contractors and its subcontractors certifying compliance and shall furnish the statements to the Board upon request. These warranties shall remain in effect through the term of the Terms and Conditions. The District and its contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the U.S. Department of Labor's Immigration and Control Act, for all employees performing work under the Contract. I-9 forms are available for download at USCIS.GOV.

The State may request verification of compliance for any of the District's contractors or subcontractors performing work under these Terms and Conditions. Should the State suspect or find that the District or its contractor or any of its subcontractors are not in compliance, the State may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Terms and Conditions for default, and suspension and/or debarment of the contractor. All costs necessary to verify compliance are the responsibility of the contractor.

19. E-VERIFY REQUIREMENTS PURSUANT TO A.R.S. § 41-4401

19.1 WARRANT COMPLIANCE

The District's contractors must warrant compliance with all Federal immigration laws and regulations relating to employees and warrant its compliance with A.R.S. § 23-214(A). (That subsection reads: After December 31, 2007, each employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-verify program.)

19.2 BREACH OF WARRANTY

A breach of warranty regarding compliance with immigration laws and regulations shall be deemed a material breach of contract and the contractor may be subject to penalties up to and including termination of the contract.

19.3 FAILURE TO COMPLY

Failure to comply with a SFD audit process to randomly verify the employment of contractors and subcontractors shall be deemed a material breach of contract and the contractor may be subject to penalties up to and including termination of the contract.

19.4 INSPECTION

The SFD retains the legal right to inspect the papers of any employee who works on the Project to ensure that the contractor or subcontractor is complying with the warranty under Paragraph 19.1.

20. REIMBURSEMENTS FOR INVESTIGATIONS, ASSESSMENTS, REPAIRS AND REPLACEMENTS.

The SFD may enter into additional agreements with the District that authorize the District to utilize SFD-funded investigations, assessments, repairs or replacements for construction defect litigation. This agreement may require the District to reimburse the SFD an agreed upon amount for the expenses incurred in obtaining those investigations, repairs or replacements if, upon the completion of the legal action, the District receives damages.

21. PROHIBITED BEHAVIOR-BOYCOTT OF ISRAEL

The District warrants that its contractors are not engaged in a boycott of Israel as defined by A.R.S. §35-393.01.

22. FLOW-DOWN REQUIREMENTS

The District shall comply with requirements of applicable Federal, State and local laws, regulations, policy and guidance, and shall flow down the requirements of applicable Federal, State, and local laws, regulations, policy and guidance to contractors and subcontractors at any tier to the extent necessary to ensure compliance with the requirements.

The District shall comply with all laws, statutes, ordinances, rules, codes, and regulations applicable to any school district.

23. CERTIFICATION / AUTHORIZATION

These Terms and Conditions must be signed by the President of the Governing Board, Superintendent and the CFO/Business Manager of the District and certifies that he or she has read these Terms and Conditions and represents and warrants that he or she is duly authorized

to agree and accept and therefore sign these Terms and Conditions on behalf of the District.

BRG Project Number:

Governing Board President (signature)

Date

Name (printed/typed)

School District

Superintendent (signature)

Date

Name (printed/typed)

CFO/Business Manager (signature)

Date

Name (printed/typed)

SCHOOL FACILITIES DIVISION

Adopted: December 4, 2008

Modified: November 4, 2009, June 23, 2010, July 11, 2012, October 9, 2013, April 6, 2016, December 8, 2016, October 4, 2017, July 11, 2018, January 8, 2020, May 6, 2020, May 4, 2022, April 5, 2023, November 6, 2024

TERMS AND CONDITIONS FOR ACCEPTANCE OF MONIES FROM BUILDING RENEWAL GRANT FUND

School District:

School:

BRG Project Number

Project Title:

01. PURPOSE OF TERMS AND CONDITIONS

These Terms and Conditions apply to the distribution of monies by the School Facilities Division (SFD, or "Division") from the Building Renewal Grant Fund ("Fund") pursuant to Arizona Revised Statutes, ("A.R.S.") §41-5731, §41-5701, and §41-5702.

These monies are being awarded to the District for the purpose of maintaining the adequacy of existing school facilities owned by school districts that are required to meet the minimum adequacy standards for student capacity and that fall below the minimum school facility guidelines found in A.A.C. Title 7, sections R7-6-101 through R7-6-276. Districts are prohibited from using monies from the Fund awarded pursuant to these Terms and Conditions on any project that is in a building, or part of a building, that is being leased to another entity. All monies used must be in compliance with the statutory requirements found in A.R.S. §41-5731, A.A.C. Title 7 section R7-1-101 through R7-6-276, and the Building Renewal Grant Policy adopted on October 2, 2008 and as subsequently amended, as well as any applicable session law.

02. TERM OF TERMS AND CONDITIONS

The term of these Terms and Conditions shall begin on the initial date of the performance period and shall continue until the project is closed, pursuant to Paragraph 4.2. A project shall be complete within 12 months per A.R.S. §41-5731.

2.1 ABANDONMENT OF THE PROJECT

A Project or phase grant may be considered to be abandoned if the acceptance process, including, the submittal of the purchase order(s) has not been completed by the District within four months of award of funding or the project has had no activity in over a 6 month period. In such an instance, the project or phase grant may be subject to administrative closeout and any monies awarded may be de-obligated from the project or phase grant and returned to the fund.

03. FINANCIAL CONDITIONS

The District will accept a grant from the Fund in accordance with all applicable state statutes and rules, and will expend the funds in compliance with all provisions of such statutes and rules, including but not limited to, the following:

- a. Use of fiscal control and fund accounting procedures as prescribed in the Uniform System of Financial Records, which will ensure proper disbursement of, and accounting for, monies paid to the District from the Fund;
- b. Compliance with the School District Procurement Rules adopted by the Arizona State Board of Education, and the USFR purchasing guidelines;
- c. Compliance with all applicable state, federal, and local codes and laws related to buildings and building access, including permitting requirements of the Department of Environmental Quality for any construction project;
- d. Compliance with any applicable federal, state and local health or safety requirements;
- e. Compliance with any applicable School Facilities Division Performance Specifications;
- f. The SFD will require Design Scope Development meetings with the selected designer before any funding is made available for Construction phase grant. School district non-compliance with these Terms and Conditions may result in the delay of phase grant awards in Procurement and/or Construction;
- g. Professional services deliverables will be submitted to the SFD via activity reports before project and phase grant closeout to verify deliverables were successfully funded by the Building Renewal Grant Program.
- h. Further requests for funds in the form of subsequent phases, change orders, supplemental funding requests, and other requests outside of the project scope as described in the Terms and Conditions may be deemed ineligible upon review by the Division staff. These determinations are appealable as authorized in A.R.S. § 41-5702 (A) (5) (i). Staff will provide guidance and technical assistance to the district in meeting program requirements. The final determination of the SFD or the Board are appealable agency actions as detailed in § 41-5702 (A)(5) (i) and subsection 8. of these Terms and Conditions.
- i. Failure to comply with any term or condition required by this Agreement may result in a delay in the processing of payment applications and change orders.

3.1 UNIFORM SYSTEM OF FINANCIAL RECORDS

The District will maintain records as required by the Uniform System of Financial Records and provide access to those records to the SFD as necessary to perform its duties. The District will cooperate with the SFD or the Auditor General or any of their authorized representatives when audits are conducted as authorized by law. This cooperation includes access without unreasonable restrictions to the District's records and personnel for the purpose of obtaining relevant information.

3.2 SURPLUS FUNDS

If the final cost of the Project or the phase grant is less than the amount awarded by the SFD, the SFD shall de-obligate the remaining monies from the project or phase grant at closeout.

3.3 SCOPE OF WORK / UNFORESEEN CONDITIONS

The District shall notify the SFD if any unforeseen conditions arise during project implementation. The SFD will direct the District on how to proceed. The District must submit an executable Change Order which includes the signature of the District Representative, Architect, and contractor prior to receiving written approval from the Division to proceed. The Change Order is not considered executed until signed by the SFD. The Change Order will also indicate any changes to the contract value, contract schedule, and contract scope. No work shall proceed without a fully executed Change Order. Any work the school district approves prior to the executed change order is the financial responsibility of the school district.

Pursuant to A.R.S. §41-5701.02.1.2., if a school district approves (If the District issues a purchase order or authorizes start of the work) work referenced in a change order before the SFD approves the Change Order, the school district is responsible for the cost and construction of the project ('The Project' is defined for the purposes of the Change Order as the work defined in the Change Order).

3.4 LOCAL FUNDS

If the District intends to supplement the Project or phase grant with additional funds, the District shall provide to the SFD an itemized purchase order signed by a District representative authorized to make the expenditure. The District's purchase order shall clearly indicate the funding source and the amount being committed in each project or phase grant.

Elective upgrades to facilities, excluded spaces in excess of 10%, district administrative spaces, grade configuration updates of facilities, or program changes limited by "built as designed" plans are ineligible for BRG funds, notwithstanding campus-wide and/or multi-building building systems, such as, but not limited to fire alarms, intercoms, central plants, wastewater treatment plants and wells.

3.5 DISBURSED FUNDS

Any work the school district approves prior to receiving an award notice or an executed change order is the financial responsibility of the school district. The District shall return any disbursed monies to the SFD, and reimburse the Fund for monies spent without proper authorization from the SFD within thirty (30) days of being notified by the SFD.

3.6 FUTURE REPAIRS – THIS SECTION SURVIVES THE TERMINATION OF THIS AGREEMENT

To the extent allowed by law, if the District has contributed local funds to pay for an upgrade of the Project beyond that required by the minimum school facilities guidelines; any increase in the cost of a future repair or replacement shall be paid for proportionally according to the original cost

sharing.

04. REPORTING REQUIREMENTS

The District will make reports to the SFD as requested, and will cooperate with any evaluation of the grant and/or project as required by the SFD. All expenditures and projects are subject to audit. All construction and related contracts entered into by the District shall contain a clause that will permit the SFD and/or the District to audit the contract.

4.1 PUBLIC RECORD

Any application, report or plan, including school designs or architectural drawings relating to the funded Project in the possession of the District or its agents or designees is deemed a public record as defined by Arizona law.

4.2 FINANCIAL REPORT AND PROJECT / PHASE GRANT CLOSEOUT

The District shall complete a final financial report in each phase grant before initiating an application for subsequent phase grants. The project closeout shall be completed upon submission of the final project payment request.

The District shall maintain records for five years following the completion of the project, which show:

- a. The amounts received from the Fund;
- b. How the District spent the monies received from the Fund;
- c. The total cost of the project and each phase grant;
- d. The share of the total cost provided from other sources;
- e. A list of all change orders that were approved and denied for each phase grant.

05. INSURANCE REQUIREMENTS

For all construction projects, the District agrees to secure insurance coverage for purposes of general liability, property damage and workers' compensation and secure performance and payment bonds. Projects as a result of weather-related or other insurable incidences shall be initiated by an insurance claim and partnerships reported.

06. AUDIT OF RECORDS

Pursuant to A.R.S. §§ 35-214 and 35-215, the District shall retain and shall contractually require each subcontractor to retain all data, books and other records ("records") relating to these Terms and Conditions for a period of five years after completion of these Terms and Conditions. All records shall be subject to inspection and audit by the State for five years after the termination of

these Terms and Conditions.

07. AVAILABILITY OF FUNDS

Every payment obligation of the State under these Terms and Conditions is conditioned upon the availability of funds allocated for the payment of such obligations. If funds are not allocated and available for the continuance of the Project or phase grant, these Terms and Conditions may be terminated by the State at the end of the period for which funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

08. APPEALABLE AGENCY ACTION

Pursuant to 41-5702 (A)(5) (i) and subsection P, Building Renewal Grant requests are an appealable agency action.

SFD Staff shall notify a school district in writing that the proposed project does not meet eligibility criteria. The written notification shall include documentation to support the staff's determination that the proposed project does not meet the eligibility criteria. The SFD will send written notification to the school district after the final decision that the school district is not eligible. The school district may directly appeal the staff's determination of ineligibility to the director or designee. The school district may directly appeal the director's determination of ineligibility to the board.

A school district may appeal the denial of a request for monies or any other appealable Division action pursuant to title 41, chapter 6, article 10. For the purposes of this subsection, "appealable agency action" has the same meaning prescribed in section 41-1092.

8.1 RESOLUTION OF DISPUTES

The Parties to these Terms and Conditions agree to resolve all disputes arising out of or relating to these Terms and Conditions through arbitration, after exhausting applicable administrative review (pursuant to Title 41, Chapter 6, Article 10), to the extent required by A.R.S. § 12-1518, except as may be required by other applicable statutes.

09. NON-DISCRIMINATION

The Parties shall comply with Executive Order 2023-01. However, Tribal Nations are exempt from the definition of employer for both Federal and State Civil Rights Act.

10. TERMINATION

Each party shall have the right to terminate this Agreement by notifying the other party in writing of the termination at least thirty (30) days prior to the effective date of said termination. If the Agreement is terminated by the - SFD, the District shall be paid for all allowable costs incurred prior to the date of termination, and the cost determined appropriate by the SFD to de-mobilize the contractor from the work site, if applicable.

The payment of costs are subject to audit verification by the SFD or its duly authorized representative.

11. ASSIGNMENT AND DELEGATION

Neither party may assign any rights hereunder without the express, prior written consent of both parties.

12. CANCELLATION FOR CONFLICT OF INTEREST

The parties acknowledge that these Terms and Conditions are subject to the cancellation provisions set forth in A.R.S. §38-511.

13. ENTIRE AGREEMENT

These Terms and Conditions contain the entire understanding of the parties hereto. There are no representations or provisions other than those contained herein. Any amendment or modification of these Terms and Conditions shall be consistent with Section 1 of these Terms and Conditions.

14. APPLICABLE LAW

These Terms and Conditions shall be governed and interpreted by the laws of the State of Arizona.

15. THIRD-PARTY ANTITRUST VIOLATIONS

The District assigns to the State any claim for overcharges resulting from antitrust violations to the extent that such violations concern materials or services supplied by third parties to the District toward fulfillment of these Terms and Conditions.

16. PROGRAM REVIEW AND SITE VISITS

The SFD has the right to make site visits at reasonable intervals for purposes of review of Project accomplishments and management control systems and to provide technical assistance, if required. The District will provide reasonable access to facilities, office space, resources, and assistance for the safety and convenience to the SFD in the performance of their duties. All site visits and evaluations must be performed in a manner that does not unduly interfere with or delay the work.

17. RIGHTS IN DATA, RIGHT TO USE, DUPLICATE AND DISCLOSE

The SFD may duplicate, use, and disclose in any manner and for any purpose whatsoever, within

the limits established by Federal and State laws and regulations, all information relating to these Terms and Conditions.

The District agrees that any negotiations, agreements, and/or contracts between the District and Architect(s) for the design of the Project shall provide that the SFD retains the right to use design documents limited to Site Plan, Exterior Elevations, Floor Plans, models, photographs, and renderings for the following, restricted purposes:

- a) To acknowledge Architects and their school designs successfully funded by the Board;
- b) To create a resource collection of promotional architectural designs for elementary, middle and high schools that will be available to other school districts to use as a school design resource.

It is understood that other school districts cannot use the District's design plans as their own as mandated by Code and Rules under the Arizona State Board of Technical Registration. Artistic representations shall not contain confidential or proprietary information, but shall include professional credit for the architect and engineers of the successful project.

18. FEDERAL IMMIGRATION AND NATIONALITY ACT

By entering into the Contract, the District warrants compliance with the Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees. The District shall obtain statements from its contractors and its subcontractors certifying compliance and shall furnish the statements to the Board upon request. These warranties shall remain in effect through the term of the Terms and Conditions. The District and its contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the U.S. Department of Labor's Immigration and Control Act, for all employees performing work under the Contract. I-9 forms are available for download at USCIS.GOV.

The State may request verification of compliance for any of the District's contractors or subcontractors performing work under these Terms and Conditions. Should the State suspect or find that the District or its contractor or any of its subcontractors are not in compliance, the State may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Terms and Conditions for default, and suspension and/or debarment of the contractor. All costs necessary to verify compliance are the responsibility of the contractor.

19. E-VERIFY REQUIREMENTS PURSUANT TO A.R.S. § 41-4401

19.1 WARRANT COMPLIANCE

The District's contractors must warrant compliance with all Federal immigration laws and regulations relating to employees and warrant its compliance with A.R.S. § 23-214(A). (That subsection reads: After December 31, 2007, each employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-verify program.)

19.2 BREACH OF WARRANTY

A breach of warranty regarding compliance with immigration laws and regulations shall be deemed a material breach of contract and the contractor may be subject to penalties up to and including termination of the contract.

19.3 FAILURE TO COMPLY

Failure to comply with a SFD audit process to randomly verify the employment of contractors and subcontractors shall be deemed a material breach of contract and the contractor may be subject to penalties up to and including termination of the contract.

19.4 INSPECTION

The SFD retains the legal right to inspect the papers of any employee who works on the Project to ensure that the contractor or subcontractor is complying with the warranty under Paragraph 19.1.

20. REIMBURSEMENTS FOR INVESTIGATIONS, ASSESSMENTS, REPAIRS AND REPLACEMENTS.

The SFD may enter into additional agreements with the District that authorize the District to utilize SFD-funded investigations, assessments, repairs or replacements for construction defect litigation. This agreement may require the District to reimburse the SFD an agreed upon amount for the expenses incurred in obtaining those investigations, repairs or replacements if, upon the completion of the legal action, the District receives damages.

21. PROHIBITED BEHAVIOR-BOYCOTT OF ISRAEL

The District warrants that its contractors are not engaged in a boycott of Israel as defined by A.R.S. §35-393.01.

22. FLOW-DOWN REQUIREMENTS

The District shall comply with requirements of applicable Federal, State and local laws, regulations, policy and guidance, and shall flow down the requirements of applicable Federal, State, and local laws, regulations, policy and guidance to contractors and subcontractors at any tier to the extent necessary to ensure compliance with the requirements.

The District shall comply with all laws, statutes, ordinances, rules, codes, and regulations applicable to any school district.

23. CERTIFICATION / AUTHORIZATION

These Terms and Conditions must be signed by the President of the Governing Board, Superintendent and the CFO/Business Manager of the District and certifies that he or she has read these Terms and Conditions and represents and warrants that he or she is duly authorized

to agree and accept and therefore sign these Terms and Conditions on behalf of the District.

BRG Project Number:

Governing Board President (signature)

Date

Name (printed/typed)

School District

Superintendent (signature)

Date

Name (printed/typed)

CFO/Business Manager (signature)

Date

Name (printed/typed)



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

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

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

BACKGROUND:

STAFF

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

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

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

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

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

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

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

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

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

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

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

STUDENTS

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

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

140.25.100.2210.6582.168.0000	Title II	Improvement of Instruction, Employee Travel, Wilson
530.00.100.2210.6360.168.0000	G & D	Improvement of Instruction, Employee Training, Wilson
530.00.100.2210.6582.168.0000	G & D	Improvement of Instruction, Employee Travel, Wilson
100.25.100.2210.6360.281.0000	Title I	Improvement of Instruction, Employee Training, AHS
100.25.100.2579.6360.281.0000	Title I	Non-Instructional Training, Employee Training, AHS
140.25.100.2210.6360.109.0000	Title II	Improvement of Instruction, Employee Training, Keeling
140.25.100.2210.6582.109.0000	Title II	Improvement of Instruction, Employee Travel, Keeling
100.25.100.2579.6360.509.0000	Title I	Non-Instructional Training, State & Federal Programs
100.25.100.2579.6582.509.0000	Title I	Non-Instructional Training, Employee Travel, State & Federal Programs
140.25.100.2579.6582.510.0000	Title II	Non-Instructional Training, Employee Travel, Office of Learning and Instruction
001.00.100.2310.6582.502.0000	M & O	Governing Board, Employee Travel, Governing Board
100.25.100.2210.6360.166.0000	Title I	Improvement of Instruction, Employee Training, AMS
100.25.100.2579.6360.166.0000	Title I	Non-Instructional Training, Employee Training, AMS
100.25.100.2210.6582.166.0000	Title I	Improvement of Instruction, Employee Travel, AMS
100.25.100.2579.6582.166.0000	Title I	Non-Instructional Training, Employee Travel, AMS
850.00.620.1001.6892.280.0000	Student Activities	Classroom Instruction, Student Expenses, IRHS
850.00.410.2790.6519.280.0000	Student Activities	Student Transportation, Student Travel, IRHS
850.00.620.2190.6892.280.0000	Student Activities	Other Student Support Services, Student Expenses, IRHS

RECOMMENDATION:

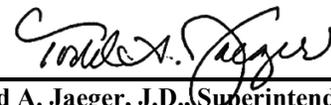
It is the recommendation of the administration that the above travel be approved.

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: January 13, 2025



Todd A. Jaeger, J.D., Superintendent

**AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST**

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

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

ACTIVITY/EVENT: 2025 AVID Summer Institute

LOCATION: San Diego, CA

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$1,050 x 5 = \$5,250</u>	<u>100.25.100.2210.6360.112.0000</u>
	<u>\$1,050 x 2 = \$2,100</u>	<u>140.25.100.2210.6360.112.0000</u>
	<u>\$1,050 x 1 = \$1,050</u>	<u>100.25.100.2579.6360.112.0000</u>
Transportation	<u>\$400 x 5 = \$2,000</u> Mode <u>Air</u>	<u>100.25.100.2210.6582.112.0000</u>
	<u>\$400 x 2 = \$800</u> Mode <u>Air</u>	<u>140.25.100.2210.6582.112.0000</u>
	<u>\$400 x 1 = \$400</u> Mode <u>Air</u>	<u>100.25.100.2579.6582.112.0000</u>
Meals	<u>\$224 x 5 = \$1,120</u>	<u>100.25.100.2210.6582.112.0000</u>
	<u>\$224 x 2 = \$448</u>	<u>140.25.100.2210.6582.112.0000</u>
	<u>\$224 x 1 = \$224</u>	<u>100.25.100.2579.6582.112.0000</u>
Lodging	<u>\$300 x 3 = \$900</u>	<u>100.25.100.2210.6582.112.0000</u>
	<u>\$300 x 1 = \$300</u>	<u>140.25.100.2210.6582.112.0000</u>
	<u>\$300 x 1 = \$300</u>	<u>100.25.100.2579.6582.112.0000</u>
TOTAL	<u>\$14,892</u>	

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

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

Purpose of travel: 2025 Avid Summer Conference

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

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

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

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

Submitted by: Jennifer Lee 12/19/24
 Signature Date
Leighann Reynolds 12/19/24
 Principal/Supervisor Date
Monica 12/19/24
 Associate Superintendent/Superintendent Date

**AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST**

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

EMPLOYEE(S): **Andrew Szczepaniak Kate Guymon** SCHOOL: **Donaldson**
Anita Shay Humphreys Dawna Spencer Ted Wallach Yoko Kaneda Department (opt.): _____
Anastasia Schrimpf Marina Wong DATE(S): **June 15, 2024-June 18, 2024**
 ACTIVITY/EVENT: **AVID Summer Institute 2024**

LOCATION: **San Diego, CA**

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST

BUDGET CODE/DESCRIPTION

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

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

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

Purpose of travel: **Professional Development**

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

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

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

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

Submitted by: *Heather Hill* 12.19.24
 Signature Date

[Signature] 12.19.24
 Principal/Supervisor Date

[Signature] 12/19/24
 Associate Superintendent/Superintendent Date

**AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST**

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

EMPLOYEE(S): Eric Stewart Patricia Stewart
Lindsay Inglett Tim Ripp

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

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

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego, California

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$2100.00</u>		<u>100.25.100.2210.6360.116.0000</u>
	<u>\$1050.00</u>		<u>140.25.100.2210.6360.116.0000</u>
	<u>\$1050.00</u>		<u>140.25.100.2579.6360.116.0000</u>
Transportation	<u>\$1120.00</u>	Mode <u>AIR</u>	<u>100.25.100.2210.6582.116.0000</u>
	<u>\$560.00</u>		<u>140.25.100.2210.6582.116.0000</u>
	<u>\$560.00</u>		<u>140.25.100.2579.6582.116.0000</u>
Rental Car	<u>0</u>		<u>0</u>
Meals	<u>\$448.00</u>		<u>100.25.100.2210.6582.116.0000</u>
	<u>\$224.00</u>		<u>140.25.100.2210.6582.116.0000</u>
	<u>\$224.00</u>		<u>140.25.100.2579.6582.116.0000</u>
Lodging	<u>\$900.00</u>		<u>100.25.100.2210.6582.116.0000</u>
	<u>\$900.00</u>		<u>140.25.100.2210.6582.116.0000</u>
	<u>\$900.00</u>		<u>140.25.100.2210.6582.116.0000</u>
Substitutes	<u>0</u>		<u>0</u>
TOTAL	<u>\$10,036.00</u>		

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

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

Purpose of travel: to participate in AVID Summer Institute Professional Development

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

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

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

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

Submitted by: Dache Pike
Signature

12-20-24
Date

[Signature]
Principal/Supervisor
[Signature]
Associate Superintendent/Superintendent 57

1/6/25
Date
1/6/25
Date

**AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST**

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

EMPLOYEE(S): Danielle Swartz
Michaela Rodrigues

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

ACTIVITY/EVENT: AVID 2025 Summer Institute

LOCATION: San Diego, California

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>	
Registration	<u>\$2,100.00</u>		<u>140.25.100.2210.6360.119.0000</u>
Transportation	<u>\$1,000.00</u>	Mode <u>air</u>	<u>140.25.100.2210.6582.119.0000</u>
Rental Car	_____		_____
Meals	<u>\$ 448.00</u>		<u>140.25.100.2210.6582.119.0000</u>
Lodging	<u>\$ 300.00</u>		<u>140.25.100.2210.6582.119.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$3,848.00</u>		

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

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

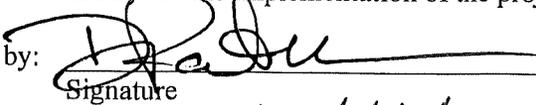
Purpose of travel: **To participate in AVID Summer Institute professional development.**

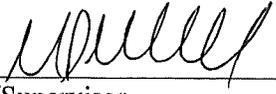
Outcomes and academic benefits to students and staff: **Participants will strengthen their understanding of AVID implementation and learn valuable best practice strategies to ensure rigorous implementation toward AVID district-wide.**

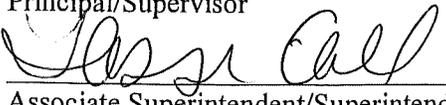
Identify which characteristics of the Portrait of Graduate are specifically related to this request.

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

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

Submitted by:  1.7.25
Signature Date

 1.7.25
Principal/Supervisor Date

 1/7/25
Associate Superintendent/Superintendent Date

**AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST**

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

EMPLOYEE(S): Susan Shoopman Annaliza Hutchins
Emily Steiner

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

ACTIVITY/EVENT: Avid Institute Conference

LOCATION: San Diego, California

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

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

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

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

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

Purpose of travel: Attend Avid Institute Conference

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

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

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

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

Submitted by: Susan Shoopman 1/7/25
Signature Date
Christy [Signature] 1/7/25
Principal/Supervisor Date
[Signature] 1/8/25
Associate Superintendent/Superintendent Date

**AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST**

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

EMPLOYEE(S): Chris Trimble Jonelle Richardson
Hans Smerz Pamela Elslager
Joanne Carlson

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

ACTIVITY/EVENT: Avid Institute Conference

LOCATION: San Diego, CA

ABSENCE: # Days 4 Sub Required: Yes No

of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)
APPROXIMATE COST

BUDGET CODE/DESCRIPTION

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

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

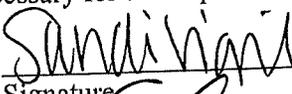
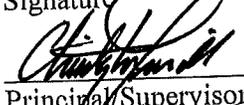
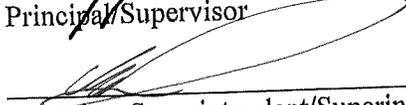
The District will (or) will not receive reimbursement from outside sources.
* PO must be submitted and approved *prior* to travel to qualify for reimbursement.
Purpose of travel: Attend Avid Institute Conference

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

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

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

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

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

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

ACTIVITY/EVENT: AVID Summer Institute, San Diego 1

LOCATION: San Diego, CA, Convention Site TBA

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
		<u>100.25.100.2210.6360.281.0000</u>
Registration	<u>\$17,850</u>	<u>100.25.100.2579.6360.281.0000</u>
		<u>100.25.100.2210.6582.281.0000</u>
Transportation	<u>\$6,800.00</u> Mode <u>Airline</u>	<u>100.25.100.2579.6582.281.0000</u>
Baggage/Uber	<u>NTE: \$2,720.00</u>	<u>100.25.100.2210.6582.281.0000</u>
Airport Parking		<u>100.25.100.2579.6582.281.0000</u>
Meals	<u>NTE: \$3,808.00</u>	
Lodging	<u>\$9,000.00</u>	<u>100.25.100.2210.6582.281.0000</u>
		<u>100.25.100.2579.6582.281.0000</u>
Substitutes	<u>0</u>	
TOTAL	<u>\$40,178.00</u>	

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

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

Purpose of travel: AVID Summer Institute

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

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

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

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

Submitted by: Hayley Gotlieb 61 01/08/25
 Signature Date

MSaffa
Principal/Supervisor

1/8/25
Date

[Signature]
Associate Superintendent/Superintendent

1/8/25
Date

rev. 6/1/2022

AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

EMPLOYEE(S): Darlene Mansouri

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

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

LOCATION: Baltimore City, MD

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 4

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

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

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

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

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

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

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

Principal/Supervisor 64 Date
[Signature] 1/8/2025
Associate Superintendent/Supintendent Date

**AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST**

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

EMPLOYEE(S): Matt Kopec Todd Jaeger

SCHOOL: District Office

Department (opt.): Governing Board

DATE(S): June 15-18, 2025

ACTIVITY/EVENT: AVID 2025 Summer Institute

LOCATION: San Diego, CA

ABSENCE: # Days 3 Sub Required: Yes No

of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST

BUDGET CODE/DESCRIPTION

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

Registration

Transportation \$1100.00

Mode: air

140.25.100.2579.6582.510.0000
001.00.100.2310.6582.502.0000

Rental Car \$400.00

001.00.100.2310.6582.502.0000

Meals \$448.00

140.25.100.2579.6582.510.0000
001.00.100.2310.6582.502.0000

Lodging \$1800.00

140.25.100.2579.6582.510.0000
001.00.100.2310.6582.502.0000

TOTAL \$3748.00

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

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

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

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

Academic Content
 Collaboration
 Critical Thinking

Caring
 Communication
 Problem-Solving

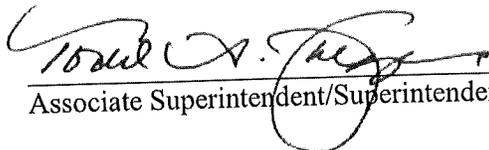
Citizenship
 Creative Thinking

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

Submitted by:

Signature

Date



Associate Superintendent/Superintendent 65

01/13/25

Date

**AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST**

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

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

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego, CA

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

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

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

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

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

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

Submitted by: _____ Date 1/16/25
 Signature _____
 _____ Date 1/16/25
 Principal/Supervisor _____
 _____ Date 1/13/25
 Associate Superintendent/Superintendent _____

AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST

Attach supporting documentation as needed

ORIGINAL SUBMISSION

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL

SCHOOL: **IRONWOOD RIDGE HIGH SCHOOL**

ESTIMATED NUMBER OF STUDENTS: 19

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

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

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

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

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

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

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

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

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

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

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

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

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

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS: _____

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

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

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

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

FUNDING SOURCE(S): Fundraisers and individual family contributions

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

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

SUBMITTED BY: 
Signature

11-19-24
Date

APPROVED BY: 
Principal/Supervisor

11/20/24
Date


Associate-Superintendent/Superintendent

12/11/2024
Date