



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

**DATE OF MEETING:** August 12, 2025

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

**BACKGROUND:**

**SCHOOL**

Susan Shoopman, Jose Obregon, Sharon Silvas, and Kristen McCain request permission to take 50 Wilson 8<sup>th</sup> grade students to Washington, DC and Mr. Vernon, Virginia on March 5-8, 2026. Approximate cost of travel is \$89,100.00 and will be paid using Auxiliary and Tax Credit funds. Two school days will be missed, and substitutes are required.

**STAFF**

Heidi Edmondson, Rose Hooten, and Lindsay Lopez request permission to attend AZ Emerging Leaders Cohort, KnowledgeWorks in Cincinnati, Ohio on September 23-25, 2025. Approximate cost of travel is \$2,580.00 and will be paid using Title II, and Gifts and Donations funds. Three school days will be missed, and no substitutes are required.

Scott Little requests permission to meet with Insurance Regulators in South Carolina on October 27-29, 2025. Travel expenses will be paid for by Arizona School Risk Retention Trust. Three school days will be missed, and no substitutes are required.

BUDGET CODE KEY		
525.00.610.1001.6892.168.0000	Auxiliary	Classroom Instruction, Student Expenses, Wilson
526.00.610.1001.6892.168.0000	Tax Credit	Classroom Instruction, Student Expenses, Wilson
530.00.100.1001.6105.168.0000	G & D	Classroom Instruction, Substitutes, Wilson
530.25.100.2210.6582.510.0000	G & D	Improvement of Instruction, Employee Travel, Office of Learning and Instruction
530.25.100.2210.6582.280.0000	G & D	Improvement of Instruction, Employee Travel, IRHS
530.25.100.2210.6582.167.0000	G & D	Improvement of Instruction, Employee Travel, Cross
140.25.100.2210.6582.510.0000	Title II	Improvement of Instruction, Employee Travel, Office of Learning and Instruction
140.25.100.2210.6582.280.0000	Title II	Improvement of Instruction, Employee Travel, IRHS
140.25.100.2210.6582.167.0000	Title II	Improvement of Instruction, Employee Travel, Cross

**RECOMMENDATION:**

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

**INITIATED BY:**

**Matthew Munger**  
Associate Superintendent for Secondary Education

**Date: August 11, 2025**

  
**Todd A. Jaeger, J.D., 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: Wilson K-8

ESTIMATED NUMBER OF STUDENTS: 50

NAME OF SCHOOL GROUP/CLUB/ENTITY: Wilson 8<sup>th</sup> Grade

STAFF ADVISOR(S)/CHAPERONES: Susan Shoopman, Jose Obregon, Sharon Silvas, Kristen McCain

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: The purpose of the trip is to visit national and historical sites that our 8<sup>th</sup> grade students have learned about within their history and civics curriculum. Tax credit money will be used to pay travel expenses.

DESTINATION OF TRAVEL: Washington DC and Mt. Vernon, Virginia

DATES OF TRAVEL: March 5, 2026 – March 8, 2026

ACADEMIC BENEFITS TO STUDENTS: The 8<sup>th</sup> grade social studies curriculum focuses on Civics and Government, including Civil Rights, Structures of Government, Civic Responsibilities, Economics, Human Rights, and Cycles of Conflict. This trip will highlight a number of key sites in Washington, D.C. and Mt. Vernon that will support that instruction: tours of the White House, U.S. Capitol, Supreme Court, Library of Congress, Ford's Theater, National Archives, Arlington National Cemetery, Washington Monument, National Mall, Tidal Basin, Lincoln Memorial, WW II Memorial, Vietnam Veterans Memorial, Korean War Memorial, Marine Corps War Memorial (Iwo Jima), 9/11 Pentagon Memorial, Mt. Vernon, Holocaust Museum, National Museum of Natural History, and National Museum of American History. Wilson students will also participate in a Wreath Laying Ceremony at Arlington National Cemetery.

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

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

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: \_\_\_\_\_

☒ Other Domestic airline and charter buses as provided by travel company as part of the package.

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

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

	APPROX. COST	BUDGET CODE
Registration	\$88,660.00 (All inclusive: includes air-fare, charter bus; lodging; 2 meals daily)	525/526.00.610.1001.6892.168.0000
Transportation	_____	_____
Meals	\$20.00 (daily lunch)	Self-Pay
Lodging	_____	_____
Substitutes	\$420.00	530.00.100.1001.6105.168.0000
<b>TOTAL</b>	<b>\$89,10.00</b>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS: N/A

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

HOW ARE CHAPERONE EXPENSES PAID? (4) Staff Chaperone travel, lodging and meal expenses are paid as part of the total package. Parent chaperones will pay for all cost of the trip on their own.

COST TO EACH STUDENT \$ 1,477.67

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? We will be making financial assistance available to student in need based upon money available and the depth of need.

FUNDING SOURCE(S): Student families and tax credit

FUNDRAISING ACTIVITIES PLANNED (If applicable):

N/A

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

SUBMITTED BY:	<u>Sandi Nigri</u> Signature	<u>7/28/25</u> Date
APPROVED BY:	<u>[Signature]</u> Principal/Supervisor	<u>7/28/25</u> Date
	<u>[Signature]</u> Associate Superintendent/Supintendent	<u>7/29/25</u> 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): Heidi Edmondson Rose Hooten SCHOOL: District Offices  
Lindsay Lopez \_\_\_\_\_ Department (opt.): \_\_\_\_\_  
\_\_\_\_\_ DATE(S): September 23-25, 2025

ACTIVITY/EVENT: AZ Emerging Leaders Cohort, KnowledgeWorks

LOCATION: Cincinnati, OH

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

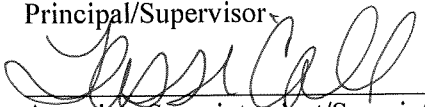
	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u> (Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>0</u>	<u>Paid by KnowledgeWorks</u>
Transportation	<u>\$2,250.00</u> Mode _____	<u>530-25-100-2210-6582-510/280/167/0000</u> (KnowledgeWorks will reimburse this amount)
Rental Car	_____	_____
Meals	<u>\$330.00</u>	<u>140-25-100-2210-6582-510/280/167-0000</u>
Lodging	<u>0</u>	<u>Paid by KnowledgeWorks</u>
Substitutes	_____	_____
TOTAL	<u>\$2,580.00</u>	

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

Purpose of travel: To attend KnowledgeWorks, AZ Emerging Leaders Cohort

Outcomes and academic benefits to students and staff: Leadership development opportunity

Submitted by: \_\_\_\_\_  
Signature Date

Principal/Supervisor \_\_\_\_\_ Date 7/30/25  
 \_\_\_\_\_  
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): Scott Little

SCHOOL: School / Site Wetmore

Department (opt.): Finance

DATE(S): 10/27/25 – 10/29/2025

ACTIVITY/EVENT: Meet with Insurance Regulators

LOCATION: South Carolina

ABSENCE: # Days 3 Sub Required: ☐ Yes X ☒ No

# of School Days Missed 3

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	_____	Mode _____
Rental Car	_____	_____
Meals	_____	_____
Lodging	_____	_____
Substitutes	_____	_____
TOTAL	<u>0</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: \_\_\_\_\_ Volunteer Work as part of Board member duties for the AZ School Risk Retention Trust

Outcomes and academic benefits to students and staff: NA

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

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

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

Submitted by: \_\_\_\_\_

Signature

8/6/25  
Date

\_\_\_\_\_  
Principal/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Superintendent/Superintendent

8/6/25  
Date