



**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 8th 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 8th 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 8th 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 8th 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 | <u>\$88,660.00</u> (All inclusive: includes air-fare, charter bus; lodging; 2 meals daily) | <u>525/526.00.610.1001.6892.168.0000</u> |
| Transportation | _____ | _____ |
| Meals | <u>\$20.00 (daily lunch)</u> | <u>Self-Pay</u> |
| Lodging | _____ | _____ |
| Substitutes | <u>\$420.00</u> | <u>530.00.100.1001.6105.168.0000</u> |
| TOTAL | <u>\$89,10.00</u> | |

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: Sandi Nigri _____ 7/28/25
Signature Date

APPROVED BY: [Signature] _____ 7/28/25
Principal/Supervisor Date

[Signature] _____ 7/29/25
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): 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> |
|----------------|-------------------------|------------|---|
| 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
[Signature] 7/30/25
 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): 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)

| | <u>APPROXIMATE COST</u> | | <u>BUDGET CODE/DESCRIPTION</u> |
|----------------|-------------------------|------------|--------------------------------|
| 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: Scott Little 8/6/25
Signature Date

Principal/Supervisor Date
Carol Page 8/6/25
Associate Superintendent/Superintendent Date