



GOVERNING BOARD AGENDA ITEM AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: December 9, 2025

TITLE: Approval of Out of State Travel

BACKGROUND:

STUDENTS

Lauren Marlatt, Kay Lewis, Andrea Fyock, Erika Sparlin and Jeremy Hayes request permission to take 50 Coronado 7th grade students to Catalina Island Marine Institute on February 16-19, 2025 in Toyon Bay, California. Approximate cost of travel is \$27,350.50 and will be paid using Auxiliary and Tax Credit funds. Three school days will be missed, and substitutes are required.

Madison Tweedy and Whitney Vincent request permission to take 14 Ironwood Ridge High School Pom Line students to Dance Team Union Nationals Dance Competition on February 4-10, 2026 in Orlando, Florida. Approximate cost of travel is \$24,906.23 and will be paid by Boosters and by students. Five school days will be missed, and no substitutes are required.

Veronica Soto, Keara McCombs, and Sabrina See request permission to take 15 Canyon del Oro High School Stunt and Cheer students to USA Cheer Nationals on February 19-23, 2026 in Garden Grove, California. Approximate cost of travel is \$10,652.61 and will be paid using Student Activities and Tax Credit funds. Three school days will be missed, and no substitutes are required.

STAFF

Todd Jaeger requests permission to attend LRP's National Institute on Legal Issues of Educating Individuals with Disabilities on April 25-29, 2025 in New Orleans, Louisiana. Approximate cost of travel is \$5,488.64 and will be paid using Title II funds. Three school days will be missed, and no substitute is required.

BUDGET CODE KEY		
525.00.610.1001.6892.115.0000	Auxiliary	Classroom Instruction, Student Expenses, Coronado K-8
526.00.610.1001.6892.115.0000	Tax Credit	Improvement of Instruction, Student Expenses, Coronado K-8
525.00.410.2710.6519.115.0000	Auxiliary	Student Transportation, Student Travel, Coronado K-8
526.00.410.2710.6519.115.0000	Tax Credit	Student Transportation, Student Travel, Coronado K-8
525.00.100.1001.6105.115.0000	Auxiliary	Classroom Instruction, Substitutes, Coronado K-8
850.00.610.1001.6892.282.0000	Student Activities	Classroom Instruction, Student Expenses, CDO
526.00.610.2190.6892.282.0000	Tax Credit	Other Student Support Services, Student Expenses, CDO
850.00.610.2190.6892.282.0000	Student Activities	Other Student Support Services, Student Expenses, CDO
140.26.100.2320.6360.501.0000	Title II	Executive Administration, Employee Training, Superintendent
140.26.100.2320.6582.501.0000	Title II	Executive Administration, Employee Travel, Superintendent

RECOMMENDATION:

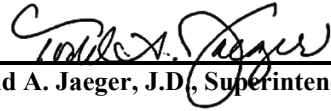
It is the recommendation of the administration that the above travel be approved.

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: December 2, 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: Coronado K-8

ESTIMATED NUMBER OF STUDENTS: 50

NAME OF SCHOOL GROUP/CLUB/ENTITY: Coronado 7th Grade / Science Department

STAFF ADVISOR(S)/CHAPERONES: Lauren Marlatt (coordinator) Chaperones: Lauren Marlatt, Kay Lewis,
Andrea Fyock, Erika Sparlin, and Jeremy Hayes

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Field trip to study Oceanography and Marine Biology

DESTINATION OF TRAVEL: Catalina Island Marine Institute (CIMI), Toyon Bay, CA

DATES OF TRAVEL: February 16-20, 2025

ACADEMIC BENEFITS TO STUDENTS: The students will be participating in Catalina Island Marine Institute's three-day camp. Students will complete labs and activities aligned with the Arizona Science Standards adopted in October of 2018. Students will have a reinforcement of the content learned in class. Students will compete in a Science Olympics when we return to assess their learning.

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

<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	

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other: Mountain View Tours

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

Parent Organization _____

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	\$ 19,500.00	525/526.00.610.1001.6892.115.0000
Transportation	\$ 6,050.50	525/526.00.410.2710.6519.115.0000
Meals	Included	-----
Lodging	Included	-----
Substitutes	\$ 1,800.00	525.00.100.1001.6105.115.0000
TOTAL	<u>\$ 27,350.50</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? Chaperones are free based on enrollment of students.

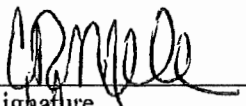
COST TO EACH STUDENT: \$500.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? We are working on fundraising in a variety of ways. We will apply for a grant to supplement the needed funds for the scholarship. We have asked the students to tell us how much they can afford and have a fundraising goal to make sure that all eligible students have a means of attending.

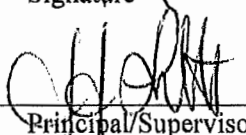
FUNDING SOURCE(S): The parents/guardians will pay for most of the trip. Other funding will come from tax credits, scholarships, and fundraising.

FUNDRAISING ACTIVITIES PLANNED (If applicable):

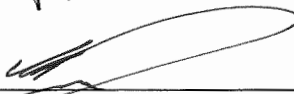
The travel is necessary for the implementation of the project funding the travel.

SUBMITTED BY: 
Signature

Date

APPROVED BY: 
Principal/Supervisor

10/28/25
Date


Associate Superintendent/Superintendent

11/18/2025
Date

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

Attach supporting documentation as needed

ORIGINAL SUBMISSION

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

SCHOOL: Ironwood Ridge High School

ESTIMATED NUMBER OF STUDENTS: 14

NAME OF SCHOOL GROUP/CLUB/ENTITY: IRHS Pomline

STAFF ADVISOR(S)/CHAPERONES: Madison Tweedy, Whitney Vincent, and Whitney Vincent

ABSENCE: # Days 7 Sub Required: ☐ ☒ No # of School Days Missed 5

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Dance Team Union Nationals Dance Competition

DESTINATION OF TRAVEL: Orlando, FL

DATES OF TRAVEL: February 4-10, 2026

ACADEMIC BENEFITS TO STUDENTS: College Recruitment, Exposure, and Scholarships

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

- | | | |
|---|---|---|
| <input type="checkbox"/> Academic Content | <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 type="checkbox"/> Problem-Solving | |

PROPOSED METHOD OF TRANSPORTATION:

- ☐ District-owned vehicles
Transportation approval: _____
☒ Other American Airline

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROX. COST

BUDGET CODE

rev. 6.1.2022

Registration	<u>\$8,700.00</u>	<u>Paid by boosters and self pay</u>
Transportation	<u>\$7,380.48</u>	<u>Paid by Boosters and self-pay</u>
Meals	<u>\$3,500.00</u>	<u>Paid by boosters and self pay</u>
Lodging	<u>\$5,325.75</u>	<u>Paid by booster and self pay</u>
Substitutes	<u>0</u>	
TOTAL	<u>\$24,906.23</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS: 0

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

HOW ARE CHAPERONE EXPENSES PAID? Chaperones are the Pomline Coach: Madison Tweedy and a pomline parents: Whitney Vincent and Lindsey Oswald. Payment from boosters and out of pocket

COST TO EACH STUDENT \$ \$1,779.02

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Booster Fundraisers

FUNDING SOURCE(S): Booster Fundraisers

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Banner Sponsorship, Calendar Donations, Car Wash Sales, Restaurant Dinners, Kendra Scott Give Back, Future Pommie Clinic

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

SUBMITTED BY: _____

Signature

Date

APPROVED BY: _____

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date

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

Attach supporting documentation as needed

ORIGINAL SUBMISSION

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

SCHOOL: CDO High School

ESTIMATED NUMBER OF STUDENTS: 15

NAME OF SCHOOL GROUP/CLUB/ENTITY: CDO Stunt & Cheer

STAFF ADVISOR(S)/CHAPERONES: Veronica Soto, Keara McCombs, Sabrina See

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: USA Cheer Nationals

DESTINATION OF TRAVEL: 11747 S Harbor Blvd, Garden Grove, CA 92840

DATES OF TRAVEL: 2/19/26-2/23/26

ACADEMIC BENEFITS TO STUDENTS: ____

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

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

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: ____

☒ Other Parent/Guardian transportation

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$2685.00</u>	<u>850.00.610.1001.6892.282.0000</u>
Transportation	<u> </u>	<u> </u>
Meals	<u>\$600.00</u>	<u>526.00.610.2190.6892.282.0000</u>
Lodging	<u>\$7367.61</u>	<u>850.00.610.2190.6892.282.0000</u>
Substitutes	<u> </u>	<u> </u>
TOTAL	<u>\$10,652.61</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? **n/a**

COST TO EACH STUDENT \$ \$728.00

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

FUNDING SOURCE(S): Club, Tax Credit and Booster Club

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Popcorn & Cookie Sales, Spirit Clinic, Boosters Credits, Textathon

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

SUBMITTED BY:

Signature _____

11/19/25
Date

APPROVED BY:

Principal/Supervisor

Date _____

Associate Superintendent/Superintendent

Date _____

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

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

EMPLOYEE(S): Todd A. Jaeger, J.D. _____

SCHOOL: District Offices

Department (opt.): Superintendent's Office

DATE(S): 4/25/26-4/29/26

ACTIVITY/EVENT: LRP's National Institute on Legal Issues of Educating Individuals with Disabilities

LOCATION: New Orleans, LA

ABSENCE: # Days 5 Sub Required: ☐ Yes ☒ 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	<u>\$2875.00</u>		<u>140.26.100.2320.6360.501.0000</u>
Transportation	<u>\$600.00</u>	Mode <u>Air</u>	<u>140.26.100.2320.6582.501.0000</u>
Rental Car	<u>\$331.00</u>		<u>001.00.100.2320.6582.501.0000</u>
Meals	<u>\$315.00</u>		<u>140.26.100.2320.6582.501.0000</u>
Lodging	<u>\$1367.64</u>		<u>140.26.100.2320.6582.501.0000</u>
Substitutes			
TOTAL	<u>\$5488.64</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: Attending the LRP National Institute on Legal Issues of Educating Individuals with Disabilities.

Outcomes and academic benefits to students and staff: The conference offers sessions on compliance and implementation strategies in the areas of IDEA, Section 504, Behavior Management and Special Education Law.

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

<input checked="" type="checkbox"/> Academic Content	<input type="checkbox"/> Caring	<input type="checkbox"/> Citizenship
<input checked="" type="checkbox"/> Collaboration	<input type="checkbox"/> Communication	<input 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.

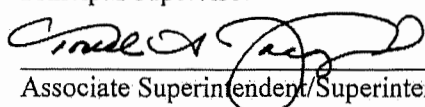
Submitted by: _____

Signature

_____ Date

Principal/Supervisor

_____ Date


Associate Superintendent/Supintendent

12-1-25
Date