



GOVERNING BOARD AGENDA ITEM AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: August 25, 2026

TITLE: Approval of Out of State Travel

BACKGROUND:

STAFF

Tassi Call and Julie Valenzuela request permission to attend AVID National Conference 2026 on December 9-12, 2026 in Atlanta, Georgia. Approximate cost of travel is \$4,972 and will be paid using Title II funds. Three school days will be missed, and no substitutes are required.

STUDENTS

Alexandria Vaughn, Abigail Gritis, Jennifer Iadevia, Amanda Campion, Ben Randall, Brenda Mendez, Bryan Scofield, Jason Quay, Jennifer Hogan-Lizarraga, James Murphy, and Kristofer Knapp request permission to take 82 Cross Middle School 7th graders to Catalina Island Marine Institute on February 21-25, 2027 in Catalina Island, California. Approximate cost of travel is \$52,805 and will be paid from Auxiliary and Tax Credit funds. Three school days will be missed, and substitutes are required.

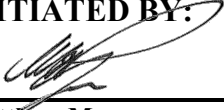
Caitlin Grosse, Brianna Miller, Paul Avila, and Jonathan Malone request permission to take 40 Amphitheater Middle School 7th graders to Catalina Island Marine Institute on March 3-6, 2027 in Catalina Island, California. Approximate cost of travel is \$23,297.20 and will be paid using Schottenstein, Auxiliary, Tax Credit, and Title I funds. Three school days will be missed, and substitutes are required.

BUDGET CODE KEY		
140.27.100.2579.6360.510.0000	Title II	Non-Instructional Training, Employee Training, Office of Learning and Instruction
140.27.100.2579.6582.510.0000	Title II	Non-Instructional Training, Employee Travel, Office of Learning and Instruction
525.00.610.1001.6892.167.0000	Auxiliary	Classroom Instruction, Student Expenses, Cross
525.00.410.2710.6519.167.0000	Auxiliary	Student Transportation, Student Travel, Cross
525.00.100.1001.6105.167.0000	Auxiliary	Classroom Instruction, Substitutes, Cross
526.00.100.1001.6105.167.0000	Tax Credit	Classroom Instruction, Substitutes, Cross
533.00.100.1001.6892.166.0000	Schottenstein	Classroom Instruction, Student Expenses, AMS
525.00.610.1001.6892.166.0000	Auxiliary	Classroom Instruction, Student Expenses, AMS
526.00.610.1001.6892.166.0000	Tax Credit	Classroom Instruction, Student Expenses, AMS
533.00.410.2710.6519.166.0000	Schottenstein	Student Transportation, Student Travel, AMS
525.00.410.2710.6519.166.0000	Auxiliary	Student Transportation, Student Travel, AMS
526.00.410.2710.6519.166.0000	Tax Credit	Student Transportation, Student Travel, AMS
533.00.100.2190.6892.166.0000	Schottenstein	Other Student Services, Student Expenses, AMS
525.00.100.2190.6892.166.0000	Auxiliary	Other Student Services, Student Expenses, AMS
526.00.100.2190.6892.166.0000	Tax Credit	Other Student Services, Student Expenses, AMS
100.27.100.1001.6105.166.0000	Title I	Classroom Instruction, Substitutes, AMS
525.00.100.1001.6105.166.0000	Auxiliary	Classroom Instruction, Substitutes, AMS
526.00.100.1001.6105.166.0000	Tax Credit	Classroom Instruction, Substitutes, AMS

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 17, 2026



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): Tassi Call Julie Valenzuela

SCHOOL: School / Site

Department (opt.): Office of Learning & Instruction

DATE(S): December 9-12, 2026

ACTIVITY/EVENT: AVID National Conference 2026

LOCATION: Atlanta, Georgia

ABSENCE: # Days 4 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>0</u>		<u>140.26.100.2579.6360.510.0000</u>
Transportation	\$ <u>2,640</u>	Mode <u>air</u>	<u>140.26.100.2579.6582.510.0000</u>
Meals	\$ <u>532</u>		<u>140.26.100.2579.6582.510.0000</u>
Lodging	\$ <u>1,800</u>		<u>140.26.100.2579.6582.510.0000</u>
TOTAL	\$ <u>4,972</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: Participate and present at AVID NATCON professional development.

Outcomes and academic benefits to students and staff: Participants will share strategies, innovations, research and best practices that elevate teaching, strengthen systems, and change lives.

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

☒ Caring	☒ Citizenship	☒ Collaboration
☒ Communication	☒ Creative Thinking	☒ Critical Thinking
☒ Problem-Solving	☒ Scholarship	

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

Submitted by: Mary Thatcher 8/4/26
Signature Date

Principal/Supervisor	Date
<u>[Signature]</u>	<u>8/4/26</u>
Associate Superintendent/Supintendent	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: Lawrence W. Cross Middle School

ESTIMATED NUMBER OF STUDENTS: 82

NAME OF SCHOOL GROUP/CLUB/ENTITY: Cross Middle School 7th Grade Science Department

STAFF ADVISOR(S)/CHAPERONES: Alexandria Vaughn (sponsor), Abigail Gritis (teacher), (Parent Chaperones) Jennifer Iadevaia, Amanda Campion, Ben Randall, Brenda Mendez, Bryan Scofield, Jason Quay, Jennnifer Hogan-Lizarraga, James Murphy, Kristofer Knapp

ABSENCE: # Days 4 Sub Required: ☒ Yes ☐ No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Catalina Marine Institute 7th Grade Field Trip

DESTINATION OF TRAVEL: Catalina Island Marine Institute, Catalina Island California

DATES OF TRAVEL: February 21, 2027-February 25, 2027

ACADEMIC BENEFITS TO STUDENTS: Students will snorkel, participate in marine biology labs, learn about marine stewardship, participate in team building and cooperative learning games. The second line item under registration includes an invoice for the custom CIMI sweatshirts to be included in the price of the trip.

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

- | | | |
|---|---|---|
| ☒ Academic Content | ☐ Caring | ☒ Citizenship |
| ☒ Collaboration | ☐ Communication | ☒ Creative Thinking |
| ☒ Critical Thinking | ☒ Problem-Solving | |

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Charter Bus Mountain View.

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	\$33,415 (Registration)	525.00.610.1001.6892.167.0000
	\$3,800 (Sweatshirts)	_____
Transportation	\$13,340	525.00.410.2710.6519.167.0000
	_____	_____
Meals	Included	_____
	_____	_____
Lodging	Included	_____
	_____	_____
Substitutes	\$2,250	525/526.00.100.1001.6105.167.0000
TOTAL	\$52,805	

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? 2 staff members are paid to attend the field trip, this includes Mrs. Vaughn, Ms. Gritis, other chaperones attending the trip pay full tuition.

COST TO EACH STUDENT \$ 640.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Financial assistance is made available to those students who require it, up to 50% of the total cost of the trip.

FUNDING SOURCE(S): Funded by students/parents.

FUNDRAISING ACTIVITIES PLANNED (If applicable):

None

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

SUBMITTED BY: _____
Signature

08/04/2026
Date

APPROVED BY: _____
Principal/Supervisor

8-10-26
Date

Associate Superintendent/Superintendent

8/11/2026
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: Amphi Middle School

ESTIMATED NUMBER OF STUDENTS: 40

NAME OF SCHOOL GROUP/CLUB/ENTITY: Project Catalina

STAFF ADVISOR(S)/CHAPERONES: Caitlin Grosse, Brianna Miller, Paul Avila, Jonathan Malone.

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Trip to Catalina Island Marine Institute (CIMI)

DESTINATION OF TRAVEL: Catalina Island, California

DATES OF TRAVEL: 3/3/2026-3/06/2026

ACADEMIC BENEFITS TO STUDENTS: Extension of science curriculum, topics include marine biology, oceanography, astronomy, ecology, biodiversity, data collection and data analysis.

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

☐ Academic Content	☐ Caring	X ☐ Citizenship
☐ Collaboration	X ☐ Communication	X ☐ Creative Thinking
X ☐ Critical Thinking	X ☐ Problem-Solving	

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

X ☐ Other Charter Bus

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$10,660.00</u>	<u>533/525/526.66.100.1001.6892.166.0000</u>
Transportation	<u>\$8,537.20</u>	<u>533/525/526.66.410.2710.6519.166.0000</u>
Meals	<u>\$300.00</u>	<u>533/525/526.66.100.2190.6892.166.0000</u>
Lodging	<u>\$2,00.00</u>	<u>533/525/526.66.100.2190.6892.166.0000</u>
Substitutes	<u>\$1,800.00</u>	<u>100/ 525/526.00/66.100.1001.6105.166.0000</u>
TOTAL	<u>\$23,297.20</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? Include in student cost

COST TO EACH STUDENT \$ 550.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Scholarship are made available to those students who need them.

FUNDING SOURCE(S): Tax Credit Donations, Schottenstein Trust and Auxiliary

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY: Ana Vega 8/14/26
Signature Date

APPROVED BY: Angela Wichers 8/14/26
Principal/Supervisor Date

Associate Superintendent/Supintendent

8/17/2026
Date