



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

**DATE OF MEETING:**        **June 23, 2026**

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

**BACKGROUND:**

**STAFF**

Jacob Cypert requests permission to attend American School Counselor Association Conference on July 10-14, 2026 in New Orleans, Louisiana. Approximate cost of travel is \$3,064.00 and will be paid using Title II funds. No school days will be missed, and no substitutes required.

**STUDENTS**

Shannon Haskins, Shelly Akins, Chris Gutierrez, Jeremy Spruce, Tina Bosey, Kim McDole, Donny Vigil, Renee Lustenberger, and Amanda Campion request permission to take 80 Cross Middle School 8<sup>th</sup> grade students to Washington D.C. and New York City, NY on March 6-17, 2027. Approximate cost of travel is \$283,970.00 and will be paid by Auxiliary and Tax Credit funds. Five school days will be missed, and substitutes are required.

<b>BUDGET CODE KEY</b>		
140.26.100.2579.6360.280.0000	M&O	Training Non-Instructional, Employee Training, Ironwood Ridge
140.26.100.2579.6582.280.0000	M&O	Training Non-Instructional, Employee Travel, Ironwood Ridge
525.00.610.1001.6892.167.0000	Auxiliary	Classroom Instruction, Student Expenses, Cross
526.00.610.1001.6892.167.0000	Tax Credit	Classroom Instruction, Student Expenses, Cross
525.00.610.2190.6892.167.0000	Auxiliary	Other Student Support Services, Student Expenses, Cross
526.00.610.2190.6892.167.0000	Tax Credit	Other Student Support Services, Student Expenses, Cross
525.00.100.1001.6105.167.0000	Auxiliary	Classroom Instruction, Substitutes, 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: June 22, 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): Jacob Cypert \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: IRHS  
 Department (opt.): Counseling  
 DATE(S): 7/10/26-7/14/26

ACTIVITY/EVENT: American School Counselor Association Conference

LOCATION: New Orleans Ernest N. Morial Convention Center, 900 Convention Center Blvd, New Orleans, LA

ABSENCE: # Days 5 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>\$749.00</u>		<u>140.26.100.2579.6360.280.0000</u>
Transportation	<u>\$1,000.00</u>	Mode <u>flight</u>	<u>140.26.100.2579.6582.280.0000</u>
Meals	<u>\$315.00</u>		<u>140.26.100.2579.6582.280.0000</u>
Lodging	<u>\$1,000.00</u>		<u>140.26.100.2579.6582.280.0000</u>
Substitutes	<u>N/A</u>		_____
<b>TOTAL</b>	<b><u>\$3,064.00</u></b>		

(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: to attend the ASCA conference

Outcomes and academic benefits to students and staff: This is the premier event for in-depth school-counseling-related educational sessions. This conference will allow me to attend four days' worth of breakout sessions, general sessions and networking events, allowing me to enhance my school counseling knowledge, improve my school counseling program and network with other school counselors to discover best practices in the field.

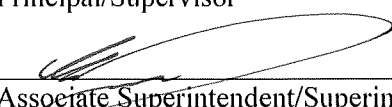
Identify which characteristics of the Portrait of Graduate are specifically related to this request.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Academic Content         | <input type="checkbox"/> Caring                     | <input type="checkbox"/> Citizenship       |
| <input 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 |  |

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

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

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

  
 Associate Superintendent/Superintendent Date 8/15/2026

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: Cross Middle School

ESTIMATED NUMBER OF STUDENTS: 80

NAME OF SCHOOL GROUP/CLUB/ENTITY: Cross Middle School 8<sup>th</sup> Grade

STAFF ADVISOR(S)/CHAPERONES: Shannon Haskins, Shelly Akins, Chris Gutierrez, Jeremy Spruce, Tina Bosey, Kim McDole, Donny Vigil, Renee Lustenberger, Amanda Campion

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: To visit national and historic sites in conjunction with the 8th grade history and civics curriculum, as well as science, and music curriculum. Tax Credit money will be used to pay travel expenses.

DESTINATION OF TRAVEL: Washington, D.C.; New York City

DATES OF TRAVEL: March 6-17, 2027

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. that will support that instruction: tours of the US Capitol, the US Supreme Court, Embassy Row, Arlington National Cemetery, National Museum of African American History and Culture, the Marine Corp War Memorial, National Archives, the Smithsonian Museum of American History, and the Holocaust Museum. Students will also spend time in New York City, which will highlight areas of the curriculum and include visits to Ellis Island, the United Nations, Wall Street, Tenement Housing Museum, and 9/11 Memorial Museum.

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

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Caring                   | <input checked="" 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 type="checkbox"/> Problem-Solving          | <input checked="" type="checkbox"/> Scholarship |   |

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Domestic airline and charter buses as provided by the 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
	<u>Activities, fees, (incl. 13 self-paid chaperones)</u>	<u>525.00.610.1001.6892.167.0000</u>
Registration	<u>\$283,970.00</u>	<u>526.00.610.1001.6892.167.0000</u>
	<u>Air and charter bus</u>	<u>526.00.610.2190.6892.167.0000</u>
Transportation	<u>\$120,196.00</u>	_____
	<u>Dinners included</u>	<u>525.00.610.2190.6892.167.0000</u>
Meals	<u>\$25,280.00</u>	_____
	<u>Hotel stays in DC and NY</u>	<u>525.00.610.2190.6892.167.0000</u>
Lodging	<u>\$50,560.00</u>	<u>526.00.610.2190.6892.167.0000</u>
Substitutes	<u>\$140.00 x 4 days=\$560.00</u>	<u>525.00.100.1001.6105.167.0000</u>
<b>TOTAL</b>	<b><u>\$283,970.00</u></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? (7) Staff Chaperone travel, lodging, and meal expenses are paid as part of the total package.. Parent chaperones will pay for all cost of trip on their own.

COST TO EACH STUDENT: \$ 3210.00

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

FUNDING SOURCE(S): Student families, fundraising activities, tax credit

FUNDRAISING ACTIVITIES PLANNED (If applicable):

\_\_\_\_\_

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

