



GOVERNING BOARD AGENDA ITEM AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: **October 28, 2025**

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

BACKGROUND:

SCHOOL

Stephanie Hayes, Lindsay Wong, Susie Herman, Kaylee Emans, Shelyse Roberts, Kelly Caruso, and Tammy Osburn request permission to take 76 Harelson 5th grade students to Sea World and San Diego Natural History Museum on February 23-25, 2026 in San Diego, California. Approximate cost of travel is \$43,700.00 and will be paid using Auxiliary and Tax Credit funds. Three school days will be missed, and no substitutes are required.

Daron Cross, Margie Cross, and Mark Brown request permission to take 12 Ironwood Ridge High School Girls Basketball students to Franklin Girls Basketball Classic on December 11-13, 2025 in El Paso, Texas. Approximate cost of travel is \$3,713.06 and will be paid using Auxiliary, Booster Club, Student Activities, and Tax Credit funds. Two school days will be missed, and no substitutes are required.

Shawn Dubiskas, Francisco Lopez, Daniel Rodriguez, and Kimberly Boggie request permission to take 20 Ironwood Ridge High School Wrestling students to Silver High Wrestling Tournament on December 19-20, 2025 in Silver City, New Mexico. Approximate cost of travel is \$4,101.16 and will be paid by the Booster Club. No school days will be missed, and no substitutes required.

STAFF

Albert Malis, Bethany Evans, and Shawn Smith request permission to attend AVID National Conference 2025 on December 11-13, 2025 in San Diego, California. Approximate cost of travel is \$8,095.57 and will be paid using Title I funds. Two school days will be missed, and substitutes are required.

Samantha Doyle, Gabriela Gonzalez, and Hillary Kitay request permission to attend AVID National Conference 2025 on December 11-13, 2025 in San Diego, California. Approximate cost of travel is \$7,225.00 and will be paid using Title I funds. Two school days will be missed, and substitutes are required.

Todd Jaeger requests permission to attend the AASA National Conference on Education on February 10-15, 2026 in Nashville, TN. Approximate cost of travel is \$3214.00 and will be paid using Title II funds for professional development. Four school days will be missed and no substitutes are required.

BUDGET CODE KEY

BUDGET CODE KEY		
525.00.100.1001.6892.107.0000	Auxiliary	Classroom Instruction, Student Expenses, Harelson
526.00.100.1001.6892.107.0000	Tax Credit	Classroom Instruction, Student Expenses, Harelson
525.00.410.2790.6519.107.0000	Auxiliary	Student Transportation, Student Travel, Harelson
526.00.410.2790.6519.107.0000	Tax Credit	Student Transportation, Student Travel, Harelson
525.00.100.2190.6892.107.0000	Auxiliary	Other Student Support Services, Student Expenses, Harelson
526.00.100.2190.6892.107.0000	Tax Credit	Other Student Support Services, Student Expenses, Harelson

525.00.620.1001.6892.280.0000	Auxiliary	Classroom Instruction, Student Expenses, IRHS
850.00.620.2190.6892.280.0000	Student Activities	Other Student Support Services, Student Expenses, IRHS
526.00.610.2190.6892.280.0000	Tax Credit	Other Student Support Services, Student Expenses, IRHS
100.26.100.2210.6360.281.0000	Title I	Improvement of Instruction, Employee Training, AHS
100.26.100.2579.6360.281.0000	Title I	Non-Instructional Training, Employee Training, AHS
100.26.100.2210.6582.281.0000	Title I	Improvement of Instruction, Employee Travel, AHS
100.26.100.2579.6582.281.0000	Title I	Non-Instructional Training, Employee Travel, AHS
100.26.100.2210.6360.111.0000	Title I	Improvement of Instruction, Employee Training, Prince
100.26.100.2579.6360.111.0000	Title I	Non-Instructional Training, Employee Training, Prince
100.26.100.2210.6582.111.0000	Title I	Improvement of Instruction, Employee Travel, Prince
100.26.100.2579.6582.111.0000	Title I	Non-Instructional Training, Employee Travel, Prince
140.26.100.2320.6360.501.0000	Title II	Executive Administration, Employee Registration, Superintendent
140.26.100.2320.6582.501.0000	Title II	Executive Administration, Employee Travel, Superintendent

RECOMMENDATION:

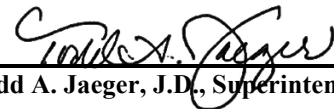
It is the recommendation of the administration that the above travel be approved.

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: October 27, 2025



Todd A. Jaeger, J.D., Superintendent

AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST
Attach Supporting Documentation as Needed
Original Submission

SCHOOL: Winifred Harelson Elementary

ESTIMATED NUMBER OF STUDENTS: 76

NAME OF SCHOOL GROUP/CLUB/ENTITY: 5th

STAFF ADVISOR(S)/CHAPERONES: Stephanie Hayes, Lindsay Wong, Susie Herman, Kaylee Emans, Shelyse Roberts, Kelly Caruso, Tammy Osburn and several other parent chaperones (we will update).

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

ACTIVITY / PURPOSE OF TRAVEL: 5th San Diego Oceanography Science Trip

DESTINATION OF TRAVEL: San Diego, CA

DATES OF TRAVEL: Monday, February 23, 2026 - Wednesday, February 25, 2026

ACADEMIC BENEFITS TO STUDENTS: The students will gain hands-on knowledge about oceanography including the following: the composition, properties, and structures of the ocean's layers and zones, the effects that bodies of water have on the climate of a region, the ways scientists explore the Earth's atmosphere and bodies of water. Students will also learn about the ocean biome and participate in the scientific classification of sea life, as well as participate in the dissection of fish. Students will participate in competitions and complete Student Field Guides throughout.

Arizona State Standards Addressed:

- 5.L3U1.10 Construct an explanation based on evidence that the changes in an environment can affect the development of the traits in a population of organisms.
- 5.L4U3.11 Obtain, evaluate, and communicate evidence about how natural and human-caused changes to habitats or climate can impact populations.
- 5.L4U3.12 Construct an argument based on evidence that inherited characteristics can be affected by behavior and/or environmental conditions.
- 5.E2U1.7 Develop, revise, and use models based on evidence to construct explanations about the movement of the Earth and Moon within our solar system.

Learning Objectives:

- Students will classify and describe the different ocean zones (e.g., Sunlight, Twilight, Midnight, Abyssal) and the types of marine life adapted to live in each zone, explaining how environmental changes affect traits in these populations (5.L3U1.10).
 - Students will learn how gravitational forces from the Moon and Sun influence ocean tides and explain the interconnectedness of Earth's movements with marine ecosystems (5.E2U1.7).
 - Students will investigate the physical and behavioral adaptations of marine animals,
-

- examining how predator-prey relationships, competition, light availability, water temperature, and pressure shape these adaptations (5.L3U1.10, 5.L4U3.11).
- Students will evaluate how natural and human-caused changes, such as climate change and pollution, impact marine habitats and populations. They will propose strategies to reduce human impacts and conserve marine ecosystems (5.L4U3.11).
- Students will compare the ecosystems of kelp forests, tide pools, and the open ocean, identifying traits and adaptations that organisms develop to survive in these diverse habitats (5.L3U1.10).
- Students will understand how inherited traits and environmental factors, such as habitat changes, influence the survival and behavior of marine species (5.L4U3.12).

IDENTIFY WHICH CHARACTERISTICS OF THE PORTRAIT OF GRADUATE ARE SPECIFICALLY RELATED TO THIS EVENT.

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

PROPOSED METHOD OF TRANSPORTATION:

Transportation approval:

Other **Chartered buses through Project Exploration**

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

Based on an estimated 76 passengers

Registration \$16720.00	525/526-00-100-1001-6892-107-0000
Transportation \$12388.00	525/526-00-410-2790-6519-107-0000
Meals \$2584.00	525/526-00-100-2190-6892-107-0000
Lodging \$12008.00	525/526-00-100-2190-6892-107-0000
Substitutes \$0	
TOTAL \$43,700.00	

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 responsible for their own fees and pay the same price as students.**

COST TO EACH STUDENT **\$575**

HOW IS TRAVEL MADE AVAILABLE TO ALL STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Parent fee waivers can be made available through tax credit designations to this trip. This field trip is optional and ungraded.**

FUNDING SOURCE(S): **Parent payments and tax credits**

FUNDRAISING ACTIVITIES PLANNED (If applicable):
None

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

SUBMITTED BY: Lindsay T. Wong 10/15/25
Signature Date

APPROVED BY: Stephanie Hayes 10/16/25
Principal/Supervisor Date

[Signature] 10/17/25
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): Bethany Evans A.J. Malis
Shawn Smith _____

SCHOOL: Amphitheater High School

Department (opt.): AVID

DATE(S): December 11-13, 2025

ACTIVITY/EVENT: AVID National Conference 2025

LOCATION: Manchester Grand Hyatt Hotel San Diego, CA

ABSENCE: # Days 2.5 Sub Required: ☒ Yes ☐ No # of School Days Missed 2

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>\$2460</u>		<u>100.26.100.2210.6360.281.0000</u>
			<u>100.26.100.2579.6360.281.0000</u>
Transportation	<u>\$1650</u>	Mode <u>Airline/Uber</u>	<u>100.26.100.2210.6582.281.0000</u>
		Mode: <u>Driving</u>	<u>100.26.100.2579.6582.281.0000</u>
Rental Car	<u>N/A</u>		
Meals	<u>\$684</u>		<u>100.26.100.2210.6582.281.0000</u>
			<u>100.26.100.2579.6582.281.0000</u>
Lodging	<u>\$2714.57</u>		<u>100.26.100.2210.6582.281.0000</u>
			<u>100.26.100.2579.6582.281.0000</u>
Substitutes	<u>\$560</u>		<u>100.26.100.2213.6105.281.0000</u>
TOTAL	<u>\$8095.57</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: AVID leadership representatives attend National conference

Outcomes and academic benefits to students and staff: In order to start planning/preparing for AHS to move towards being an AVID Site of Distinction

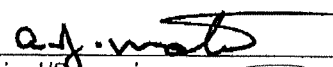
Identify which characteristics of the Portrait of Graduate are specifically related to this request.

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

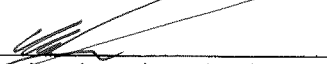
The travel is necessary for the implementation of the project funding the travel.

Submitted by: 
Signature

October 16, 2025
Date


Principal/Supervisor

October 16, 2025
Date


Associate Superintendent/Superintendent

10/12/2025
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): Gabriela Gonzalez Samantha Doyle SCHOOL: Prince Elementary School
Hillary Kitay _____ Department (opt.): AVID

DATE(S): December 11-13, 2025

ACTIVITY/EVENT: AVID National Conference 2025

LOCATION: Manchester Grand Hyatt Hotel San Diego, CA

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$2460</u>	<u>100.26.100.2210.6360.111.0000</u>
		<u>100.26.100.2579.6360.111.0000</u>
Transportation	<u>\$1650</u>	Mode <u>Airline/Uber</u> <u>100.26.100.2210.6582.111.0000</u>
		<u>100.26.100.2579.6582.111.0000</u>
Rental Car	<u>N/A</u>	
Meals	<u>\$615</u>	<u>100.26.100.2210.6582.111.0000</u>
		<u>100.26.100.2579.6582.111.0000</u>
Lodging	<u>\$1,800.00</u>	<u>100.26.100.2210.6582.111.0000</u>
		<u>100.26.100.2579.6582.111.0000</u>
Substitutes	<u>\$700</u>	<u>100.26.100.2213.6105.111.0000</u>
TOTAL	<u>\$7,225.00</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: AVID leadership representatives attend National conference

Outcomes and academic benefits to students and staff: In order to start planning/preparing for Prince to continue our showcase status and move toward being an AVID Site of Distinction

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

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

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

Submitted by: _____

Signature

October 16, 2025

Date

Principal/Supervisor

October 16, 2025

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 Jaeger _____

SCHOOL: District Office

Department (opt.): Superintendent's Office

DATE(S): 2/10/26-2/15/26

ACTIVITY/EVENT: AASA National Conference on Education

LOCATION: Nashville, TN

ABSENCE: # Days 6 Sub Required: ☐ Yes ☒ No

of School Days Missed 4

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 \$1240.00 140.26.100.2320.6360.501.0000

Transportation \$200.00 Mode: Air 140.26.100.2320.6582.501.0000
(airfare provided by conference)

Rental Car \$0

Meals \$418.00 140.26.100.2320.6582.501.0000

Lodging \$1356.00 001.00.100.2320.6582.501.0000

TOTAL \$3214.00

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: Attend and present at the National Conference on Education. Airfare and two nights of hotel covered by conference.

Outcomes and academic benefits to students and staff: Attending one of the largest education conferences in the country will enable learning of the latest issues, best practices in public education, and collaboration with superintendents from Pima County and the rest of the country. Conducting a pre-conference session.

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 checked="" type="checkbox"/> Communication	<input type="checkbox"/> Creative Thinking
<input checked="" 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

_____ Date

Todd A. Jaeger
Associate Superintendent/Superintendent

10/27/25
Date