



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: **July 29, 2025**

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

BACKGROUND:

SCHOOL

Shannon Haskins, Michelle Akins, Chris Gutierrez, Tara Deeb, Selah Delgado, Brianna McQuown, Charles Hess, Karen Edmiston, Leah Noreng, Amy Schultz, and Angela Sieminski request permission to take 90 Cross 8th grade students to Washington, D.C. and New York City, NY on March 9-17, 2025. Approximate cost is \$283,970.00 and will be paid using Auxiliary and Tax Credit funds. Five school days will be issued, and substitutes are required.

Darin Mapes, Emily Steiner, Matthew Peru, Pamela Elslager, Melissa Lassers, Alex Smith, and Monique Lopez request permission to take 70 Wilson 7th grade students to Catalina Island, California on February 5-8, 2026. Approximate cost is \$50,190.00 and will be paid using Auxiliary, Tax Credit and Gifts & Donations funds. One school day will be missed, and substitutes are required.

Bill Lang, Jerry Azares, Cheryl Wojdyla, Tyler Low, and Courtney Landers request permission to take 16 Ironwood Ridge Women's Varsity Volleyball students to Hawaii Island Labor Day Classic Volleyball Tournament in Hilo, Hawaii on August 27-September 1, 2025. Approximate cost of travel is \$30,760.89 and will be paid using Tax Credit, and Student Activities funds. Three school days will be missed, and substitutes are required.

BUDGET CODE KEY		
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
526.00.610.2190.6892.167.0000	Tax Credit	Student Support Services, Student Expenses, Cross
525.00.610.2190.6892.167.0000	Auxiliary	Student Support Services, Student Expenses, Cross
525.00.100.1001.6105.167.0000	Auxiliary	Classroom Instruction, Substitutes, Cross
525.00.100.1001.6892.168.0000	Auxiliary	Classroom Instruction, Student Expenses, Wilson
526.00.100.1001.6892.168.0000	Tax Credit	Classroom Instruction, Student Expenses, Wilson
530.00.100.1001.6105.168.0000	G & D	Classroom Instruction, Substitutes, Wilson
526.00.620.1001.6892.280.0000	Tax Credit	Classroom Instruction, Student Expenses, IRHS
850.00.620.1001.6892.280.0000	Student Activities	Classroom Instruction, Student Expenses, IRHS
526.00.410.2710.6519.280.0000	Tax Credit	Student Transportation, Student Travel, IRHS
850.00.410.2710.6519.280.0000	Student Activities	Student Transportation, Student Travel, IRHS
526.00.620.2190.6892.280.0000	Tax Credit	Other Student Support Services, Student Expenses, IRHS
850.00.620.2190.6892.280.0000	Student Activities	Other Student Support Services, Student Expenses, IRHS
526.00.100.1001.6105.280.0000	Tax Credit	Classroom Instruction, Substitutes, IRHS
850.00.100.1001.6105.280.0000	Student Activities	Classroom Instruction, Substitutes, IRHS

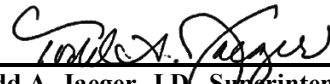
RECOMMENDATION:

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

INITIATED BY:

Matthew Munger
Associate Superintendent for Secondary Education

Date: July 28, 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: Select School/Site

ESTIMATED NUMBER OF STUDENTS: 90

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

STAFF ADVISOR(S)/CHAPERONES: Shannon Haskins, Michelle Alkins, Chris Guitierrez, Tara Deeb, Selah Delgado, Brianna McQuown, Charles Hess, Karen Edmiston, Leah Noreng, Amy Schultz, Angela Sieminski

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 9, 2025-March 17, 2025

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>525.00.100.1001.6113.167.000</u>
TOTAL	<u>\$283,970.00 See attached quote for additional breakdown of costs</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? (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: \$ 3020.96

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

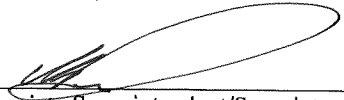
FUNDRAISING ACTIVITIES PLANNED (If applicable):

rev. 6.1.2022

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

SUBMITTED BY: Shannon Haskins - By phone/Email 6/16/25
Signature Date

APPROVED BY:  6/16/25
Principal/Supervisor Date

 7/9/2025
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: Wilson K-8

ESTIMATED NUMBER OF STUDENTS: 70

NAME OF SCHOOL GROUP/CLUB/ENTITY: Wilson 7th Grade Catalina Island

STAFF ADVISOR(S)/CHAPERONES: Darin Mapes, Emily Steiner, Matthew Peru, Pamela Elslager, Melissa Lassers, Alex Smith, Monique Lopez

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 7th Grade students will travel to Catalina Island Marine Institute to study Marine Biology through hands on labs and activities. Students participate in group/peer collaboration and learning experiences about all aspects of Marine Biology. They will learn about and think critically about how the oceans affect the biosphere. Students will interact with marine life in the unique marine ecosystem around Catalina Island through up close personal observations through kayaking and snorkeling along with other unique learning experiences.

DESTINATION OF TRAVEL: Catalina Island, CA

DATES OF TRAVEL: February 5-8, 2026

ACADEMIC BENEFITS TO STUDENTS: Increased knowledge of Marine Biology through engagements of science standards, along with positive interactions among peers through collaboration, teamwork, problem solving and critical thinking.

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 Charter transportation.

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	<u>\$ 49,350</u>	<u>525/526.00.100.1001.6892.168.0000</u>
<u>(ALL INCLUSIVE TRIP; REGISTRATION, HOTEL, TRANSPORTATION, MEALS)</u>		
Transportation	<u> </u>	<u> </u>
Meals	<u> </u>	<u> </u>
Lodging	<u> </u>	<u> </u>
Substitutes	<u>\$ 840.00</u>	<u>530.00.100.1001.6155.168.0000</u>
TOTAL	<u>\$ 50,190.00</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? **4 Complimentary; Self-Pay**

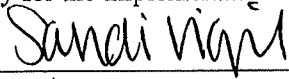
COST TO EACH STUDENT **\$ 705.00**

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


FUNDING SOURCE(S): **Students/Parents**

FUNDRAISING ACTIVITIES PLANNED (If applicable): **None**

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

SUBMITTED BY:  7/10/25
Signature Date

APPROVED BY:  7/10/25
Principal/Supervisor Date

 7/16/2025
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: Ironwood Ridge High School

ESTIMATED NUMBER OF STUDENTS: 16

NAME OF SCHOOL GROUP/CLUB/ENTITY: Women's Varsity Volleyball Team

STAFF ADVISOR(S): Bill Lang, Jerry Azares, Cheryl Wojdyla, Tyler Low, Courtney Landers

ABSENCE; # Days 5 Sub Required: ☒ Yes ☐ No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Kamehameha Schools Labor Day Volleyball Classic

DESTINATION OF TRAVEL: Kea'au, Hawaii

DATES OF TRAVEL: August 27, 2025 to September 1, 2025 (Competition is August 28-30)

ACADEMIC BENEFITS TO STUDENTS: This trip is an athletic competition for the Varsity Volleyball Team. This invitational and related travel create a unique high school experience and is a reward for the team's athletic and academic performance. These student-athletes perform on and off the court. Historically, players with low grades are not allowed to attend.

Athletic activities such as this support the academic mission of the school, where studies have shown that student-athletes involved in such events tend to have a higher grade-point average, lower dropout rate, and fewer discipline problems than traditional 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 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 Charter/American Airlines; Enterprise Rental Vans (in Hawaii)

Are expenses paid from any of the following accounts? Auxiliary _____ Tax Credits ☒ Club Funds ☒
Parent Organization N/A

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	\$ <u>700.00</u>	<u>526/850-00-620-1001-6892-280-0000</u>
Transportation	\$ <u>2,289.00</u>	Mode <u>Charter Bus</u> <u>526/850-00-410-2710-6519-280-0000</u>
Transportation	\$ <u>13,106.13</u>	Mode <u>Airfare</u> <u>526/850-00-620-2190-6892-280-0000</u>
Rental Car	\$ <u>2,176.36</u>	<u>526/850-00-410-2710-6519-280-0000</u>
Meals	\$ <u>2,975.00</u>	<u>526/850-00-620-2190-6892-280-0000</u>
Lodging	\$ <u>8,914.40</u>	<u>526/850-00-620-2190-6892-280-0000</u>
Substitutes	\$ <u>600.00</u>	<u>526/850-00-100-1001-6105-280-0000</u>
TOTAL	\$ <u>30,760.89</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? **The trip budget includes all expenses, apart from the airline tickets on our group reservation. The coaches/chaperones will pay for their own ticket.**

COST TO EACH STUDENT: **\$ 550 (This includes airfare and charter to Sky Harbor Airport)**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **The entire trip is paid for using student club funds. The only cost to the students will be their own airline ticket. The coaching staff has secured alumni families that may donate to assist in this cost for those in financial need.**

FUNDING SOURCE(S): **Families, Student Club Fundraising Activities, and Tax Credit Donations**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Volleyball Camps/Clinics, Volleyball Sponsorships, Concessions

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

SUBMITTED BY: _____

Signature

7/22/2025
Date

APPROVED BY: _____

Principal/Supervisor

7-22-25
Date

Associate Superintendent/Superintendent

7/23/2025
Date