



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

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**DATE OF MEETING:** August 26, 2025

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

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### **BACKGROUND:**

#### **SCHOOL**

Nathan Ayers, Sarah Lortie, Chris Mercillott, and Kathy Sheffield request permission to take 40 8<sup>th</sup> grade Amphitheater Middle School Science Club students to Disneyland Resort on April 22-25, 2026 in Anaheim, California. Approximate cost of travel is \$31,722.40 and will be paid using Student Activities, Auxiliary, and Schottenstein Trust funds. Three school days will be missed, and substitutes are required.

Bill Lang, Courtney Landers, Tyler Low, Dan Bartley, and Jerry Azares request permission to take 16 Ironwood Ridge Women's Varsity Volleyball students to Durango Fall Classic on September 18-21, 2025 in Las Vegas, Nevada. Approximate cost of travel is \$8,465.07 and will be paid using Tax Credit and Student Auxiliary funds. Two school days will be missed, and substitutes are required.

Kellie Higgins, Caitlin Grosse, Paul Avila, and Jonathan Malone request permission to take 40 Amphitheater Middle School students to Catalina Island Marine Institute on March 3-6, 2026. Approximate cost of travel is \$21,238.80 and will be paid using Auxiliary funds. Four school days will be missed, and substitutes are required.

Chris Yetman and Lindi Arnold request permission to take 20 Canyon del Oro Academic Decathlon Team students to Rockwall Academic Decathlon Scrimmage in Rockwall, Texas on October 23-26, 2025. Approximate cost of travel is \$14,100.00 and will be paid using Tax Credit and Student Activities funds. Two school days will be missed, and substitutes are required.

#### **STAFF**

Lindi Arnold requests permission to attend IB Social and Cultural Training Workshop on October 10-13, 2025 in Los Angeles, California. Approximate cost of travel is \$2,385.00 and will be paid using Student Activities, and Maintenance and Operations funds. Two school days will be missed, and a substitute is required.

Darlene Mansouri requests permission to attend Managing Federal Grants Under the Current Administration 2025 Fall Forum on December 2-6, 2025 in New Orleans, Louisiana. Approximate cost of travel is \$3,653.03 and will be paid using Title I funds. Four school days will be missed, and no substitutes are required.

Tassi Call requests permission to attend National Association of Counties (NACo) on September 29, 2025 in Cleveland, Ohio. Travel costs are being paid by NACo. One school day will be missed, and no substitute is required.

Heidi Radtke requests permission to attend Waterford's 2025 Early Learning Summit on October 5-7, 2025 in Salt Lake City, Utah. Travel costs are being paid by Waterford. No school days will be missed, and no substitute is required.

BUDGET CODE KEY		
850.00.100.1001.6892.166.0000	Student Activities	Classroom Instruction, Student Expenses, AMS
525.00.100.1001.6892.166.0000	Auxiliary	Classroom Instruction, Student Expenses, AMS
533.00.100.1001.6892.166.0000	Schottenstein Trust	Classroom Instruction, Student Expenses, AMS
850.00.410.2710.6519.166.0000	Student Activities	Student Transportation, Student Travel, AMS
525.00.410.2710.6519.166.0000	Auxiliary	Student Transportation, Student Travel, AMS
533.00.410.2710.6519.166.0000	Schottenstein Trust	Student Transportation, Student Travel, AMS
850.00.100.2190.6892.166.0000	Student Activities	Other Student Support Services, Student Expenses, AMS
525.00.100.2190.6892.166.0000	Auxiliary	Other Student Support Services, Student Expenses, AMS
533.00.100.2190.6892.166.0000	Schottenstein Trust	Other Student Support Services, Student Expenses, AMS
850.00.100.1001.6105.166.0000	Student Activities	Classroom Instruction, Substitutes, AMS
525.00.100.1001.6105.166.0000	Auxiliary	Classroom Instruction, Substitutes, AMS
533.00.100.1001.6105.166.0000	Schottenstein Trust	Classroom Instruction, Substitutes, AMS
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
526.00.100.2190.6892.280.0000	Tax Credit	Other Student Support Services, Student Expenses, IRHS
850.00.100.2190.6892.280.0000	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
526.00.410.2710.6519.282.0000	Tax Credit	Student Transportation, Student Travel, CDO
850.00.410.2710.6519.282.0000	Student Activities	Student Transportation, Student Travel, 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
001.00.100.2210.6360.282.0000	M & O	Improvement of Instruction, Employee Training, CDO
001.00.100.2210.6582.282.0000	M & O	Improvement of Instruction, Employee Travel, CDO
850.00.100.1001.6105.282.0000	Student Activities	Classroom Instruction, Substitutes, CDO
100.26.100.2579.6360.509.0000	Title I	Non-Instructional Training, Employee Training, State & Federal Programs
100.26.100.2579.6582.509.0000	Title I	Non-Instructional Training, Employee Travel, State & Federal Programs

### RECOMMENDATION:

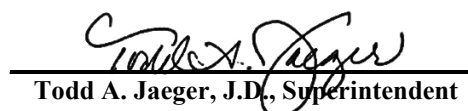
It is the recommendation of the administration that the above travel be approved.

INITIATED BY:



**Matthew Munger**  
Associate Superintendent for Secondary Education

Date: August 25, 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: Amphi Middle School

ESTIMATED NUMBER OF STUDENTS: 40

NAME OF SCHOOL GROUP/CLUB/ENTITY: 8<sup>th</sup> Grade Science Club

STAFF ADVISOR(S)/CHAPERONES: Nathan Ayers, Sarah Lortie, Chris Mercillott, Kathy Sheffield

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 8<sup>th</sup> Grade Science Trip to Disneyland

DESTINATION OF TRAVEL: Disneyland Resort, Anaheim, California

DATES OF TRAVEL: Wednesday, April 22 – Saturday, April 25

ACADEMIC BENEFITS TO STUDENTS: Students will be taking part in STEM activities hosted by Disney Imagination Campus which will include lessons on the Physics of Rides as well as the technology used to bring magic to the parks. Students will have the opportunity to use the Scientific Method to creatively brainstorm new guest experiences and rides. Students will use Newton's 3 Laws of Motion and various methods of energy transfer to create their prototypes for Disney. These classes relate directly to AZ State Science Standards 8.P4U1.3 and 8.P4U2.5 and will add a hands on, practical application to content students have learned throughout the year.

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

- |   |   |   |
|---|---|---|
| <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 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 Yes Tax Credits \_\_\_\_\_ Club Funds Yes  
Parent Organization \_\_\_\_\_

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

	APPROX. COST	BUDGET CODE
Registration	<u>\$15,600 – Disneyland Tickets</u>	<u>850/525/533.00.100.1001.6892.166.0000</u>
Transportation	<u>\$5537 – Mountain View Tours</u>	<u>850/525/533.00.410.2710.6519.166.0000</u>
Meals	<u>\$5500 – Disneyland Meal Cards</u>	<u>850/525/533.00.100.2190.6892.166.0000</u>
Lodging	<u>\$3825.40 – Super 8 Anaheim Disneyland Drive</u>	<u>850/525/533.00.100.2190.6892.166.0000</u>
Substitutes	<u>\$1260</u>	<u>850/525/533.00.100.1001.6105.166.0000</u>
<b>TOTAL</b>	<b><u>\$31,722.40</u></b>	

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? **Included in Student Tuition**

COST TO EACH STUDENT \$ **793**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Scholarships may be available based upon club funds**

FUNDING SOURCE(S): **Club Funds, Fundraisers, Schottenstein Trust**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

**Concession Stands @ Athletics and Dances, Candy Cane Sales, Restaurant Fundraisers**

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: **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, Courtney Landers, Tyler Low, Dan Bartley, Jerry Azares**

ABSENCE: # Days **3** Sub Required: ☒ Yes ☐ No # of School Days Missed **2**

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Durango Fall Classic**

DESTINATION OF TRAVEL: **Las Vegas, Nevada**

DATES OF TRAVEL: **September 18-21, 2025 (Competition is September 19-20)**

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 **Enterprise Rental Vans (District Corporate Account)**

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>0.00</u> Mode _____	_____
Rental Car	\$ <u>645.81</u>	<u>526/850-00-410-2710-6519-280-0000</u>
Fuel, Parking	\$ <u>375.00</u>	<u>526/850-00-410-2710-6519-280-0000</u>
Meals	\$ <u>2,500.00</u>	<u>526/850-00-620-2190-6892-280-0000</u>
Lodging	\$ <u>3,844.26</u>	<u>526/850-00-620-2190-6892-280-0000</u>
Substitutes	\$ <u>400.00</u>	<u>526/850-00-100-1001-6105-280-0000</u>
TOTAL	\$ <u>8,465.07</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.**

COST TO EACH STUDENT: **\$ 0.00**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **The entire trip is paid for by using club funds and tax credit donations.**

FUNDING SOURCE(S): **Student Families, 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

8/19/2025  
Date

APPROVED BY: \_\_\_\_\_

Principal/Supervisor

8-19-25  
Date

Associate Superintendent/Superintendent

8/21/2025  
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: Amphi Middle School

ESTIMATED NUMBER OF STUDENTS: 40

NAME OF SCHOOL GROUP/CLUB/ENTITY: Project Catalina

STAFF ADVISOR(S)/CHAPERONES: Kellie Higgins, Caitlin Grosse, 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.

<input type="checkbox"/> Caring	<input type="checkbox"/> Citizenship	X <input type="checkbox"/> Collaboration
<input type="checkbox"/> Communication	X <input type="checkbox"/> Creative Thinking	X <input type="checkbox"/> Critical Thinking
X <input type="checkbox"/> Problem-Solving	X <input type="checkbox"/> Scholarship	

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

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

X ☐ Other Charter Bus

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

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

	APPROX. COST	BUDGET CODE
Registration	<u>\$9573.00</u>	<u>525.25.100.1001.6892.166.0000</u>
Transportation	<u>\$7,565.80</u>	<u>525.00.410.2710.6519.166.0000</u>
Meals	<u>\$300.00</u>	<u>525.25.100.2190.6892.166.0000</u>
Lodging	<u>\$2,000</u>	<u>525.25.100.2190.6892.166.0000</u>
Substitutes	<u>\$1,800.00</u>	<u>525.25.100.1001.6105.166.0000</u>
<b>TOTAL</b>	<b><u>\$21,238.80</u></b>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? Yes

IF SO, SOURCE & AMOUNTS: Student tuition and Tax credit donations

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

HOW ARE CHAPERONE EXPENSES PAID? Included in student cost

COST TO EACH STUDENT \$ 675.00

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

FUNDING SOURCE(S): Tax Credit Donations

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

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

ESTIMATED NUMBER OF STUDENTS: 20

NAME OF SCHOOL GROUP/CLUB/ENTITY: CDO Academic Decathlon Team

STAFF ADVISOR(S)/CHAPERONES: Chris Yetman, Lindi Arnold

ABSENCE: # Days 4 Sub Required: ☒ Yes ☐ No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Rockwall Academic Decathlon Scrimmage

DESTINATION OF TRAVEL: Rockwall High School, 901 W. Yellow Jacket Ln, Rockwall, TX 75087

DATES OF TRAVEL: October 23 – 26, 2025

ACADEMIC BENEFITS TO STUDENTS: Academic Competition, Time Management, etc.

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 Parent transport, Commercial Airline, Hosting school school bus

Are expenses paid from any of the following accounts? Auxiliary \_\_\_\_\_ Tax Credits Yes Club Funds Yes  
Parent Organization Maybe

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

	APPROX. COST	BUDGET CODE
Registration	<u>0.00</u>	<u>          </u>
		<u>          </u>
	<u>\$9000.00</u>	<u>526-00-410-2710-6519-282-0000</u>
Transportation	<u>\$9000.00</u>	<u>850-00-410-2710-6519-282-0000</u>
	<u>\$500.00</u>	<u>526-00-610-2190-6892-282-0000</u>
Meals	<u>\$500.00</u>	<u>850-00-610-2190-6892-282-0000</u>
	<u>\$4000.00</u>	<u>526-00-610-2190-6892-282-0000</u>
Lodging	<u>\$4000.00</u>	<u>850-00-610-2190-6892-282-0000</u>
	<u>\$600.00</u>	<u>850-00-100-1001-6113-282-0000</u>
Substitutes		
<b>TOTAL</b>	<b><u>\$14100.00</u></b>	

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? Club Funds

COST TO EACH STUDENT \$ \$500

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Club and Tax Credit Funds

FUNDING SOURCE(S): Club Funds and Tax Credit donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Chocolate Sales, Dine-Out Nights

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

SUBMITTED BY:           

Signature

8/15/25

Date

APPROVED BY:           

Principal/Supervisor

            
Date

            
Associate Superintendent/Superintendent

8/22/2025  
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): Lindi Arnold \_\_\_\_\_

SCHOOL: CDO High School

Department (opt.): IB Dept

DATE(S): Oct 10-13, 2025

ACTIVITY/EVENT: IB Social and Cultural Training Workshop

LOCATION: Los Angeles Airport Marriott Hotel, Los Angeles, CA

ABSENCE: # Days 1 Sub Required: ☒ Yes ☐ No # of School Days Missed 1

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$900.00</u>	<u>001-00-100-2210-6360-282-0000</u>
Transportation	<u>\$489.00</u>	Mode <u>airlines</u> <u>001-00-100-2210-6582-282-0000</u>
Rental Car	_____	_____
Meals	<u>\$206.00</u>	<u>001-00-100-2210-6582-282-0000</u>
Lodging	<u>\$650.00</u>	<u>001-00-100-2210-6582-282-0000</u>
Substitutes	<u>\$140.00</u>	<u>850-00-100-1001-6105-282-0000</u>
TOTAL	<u>\$2385.00</u>	

(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: IB Training

Outcomes and academic benefits to students and staff: Developing expertise in delivering an IB Programme course

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 checked="" 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

8/13/25  
Date

Principal/Supervisor

8/13/25  
Date

Associate Superintendent/Supintendent

8/13/25  
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): Tassi Call \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL: District Offices

Department (opt.): Office of Learning & Instruction

DATE(S): September 29, 2025

ACTIVITY/EVENT: National Association of Counties (NACo)

LOCATION: Cleveland, OH

ABSENCE: # Days 1 Sub Required: ☐ Yes ☒ No

# of School Days Missed 1

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 \$0

Paid by Vendor

Transportation \$0

Mode \_\_\_\_\_

Paid by Vendor

Meals \$0

Paid by Vendor

Lodging \$0

Paid by Vendor

Substitutes \_\_\_\_\_

\_\_\_\_\_

TOTAL \$0

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 National Association of Counties (NACo).

Outcomes and academic benefits to students and staff: The team will be working to understand and address the critical gaps in access to high-quality, affordable childcare in our region.

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

<input checked="" 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 type="checkbox"/> Scholarship	

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

Submitted by: \_\_\_\_\_

Signature

Date

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): Heidi Radtke \_\_\_\_\_

SCHOOL: District Offices

Department (opt.): Curriculum and Assessment

DATE(S): October 5-7, 2025

ACTIVITY/EVENT: Waterford 2025 Early Learning Summit

LOCATION: Salt Lake City, Utah

ABSENCE: # Days 3 Sub Required: ☐ Yes ☒ No

# of School Days Missed 0

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 \$0

Paid by Vendor

Transportation \$0

Mode \_\_\_\_\_

Paid by Vendor

Meals \$0

Paid by Vendor

Lodging \$0

Paid by Vendor

Substitutes \_\_\_\_\_

\_\_\_\_\_

TOTAL \$0

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 Waterford's 2025 Early Learning Summit.

Outcomes and academic benefits to students and staff: At the Waterford Learning Summit I will gain a deeper understanding of the Waterford platform and new features that will enhance Kindergarten instruction and promote personalized learning. Learning more about specific reports and which reports will provide teachers the most useful data about their learners will be a focus. Finally, strategies that will make usage of the program easier for our students will also be useful.

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

Date

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date