



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

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

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

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### **BACKGROUND:**

#### **SCHOOL**

Stephanie Hayes, Lindsay Wong, Susie Herman, Kaylee Emans, Shelyse Roberts, Kelly Caruso, and Tammy Osburn request permission to take 76 Harelson 5<sup>th</sup> 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.

#### **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.

| <b>BUDGET CODE<br/>KEY</b>    |            |                                                            |
|-------------------------------|------------|------------------------------------------------------------|
| 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 |
| 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        |

**RECOMMENDATION:**

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

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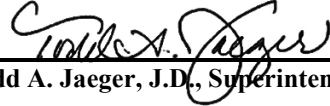
**INITIATED BY:**



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**Matthew Munger**  
Associate Superintendent for Secondary Education

**Date: October 20, 2025**



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**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:** 5<sup>th</sup>

**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           |                                   |
| <b>TOTAL \$43,700.00</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? **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 J. Wong 10/15/25  
Signature Date

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

[Signature] 10/17/25  
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): 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

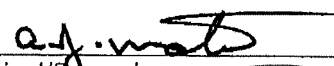
Identify which characteristics of the Portrait of Graduate are specifically related to this request.

|                                                     |                                                       |                                                       |
|-----------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------|
| <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       |                                                       |

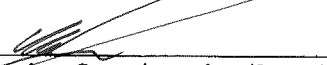
The travel is necessary for the implementation of the project funding the travel.

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