



GOVERNING BOARD AGENDA ITEM AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: September 9, 2025

TITLE: Approval of Out of State Travel

BACKGROUND: **SCHOOL**

Alexandria Vaughn, Abigail Gritis, Chris Taylor, Lindsay Lopez, Michelle Hindman, Victoria Temple-Norris, Ethnee Taylor, Tara Deeb, Charls Hess, Amy Schultz, and Brianna Rodriguez request permission to take 89 Cross 7th grade students to Catalina Island Marine Institute on February 15-19, 2026 in Catalina Island, California. Approximate cost of travel is \$51,805 and will be paid using Auxiliary and Tax Credit funds. Four school days will be missed, and substitutes are required.

Christian Hill, Isabel Jacobson, Darin Mapes, Misty Little, Joi Nielson, Andrea Viitala, Matthew Gilbert, Mark McElhinney, Marsha Anderson, Kerry Garza, Marsha Hendricks, Falaah Falih, Mules Mioduski, John Turnbull, Oscar Romero, Amy Jones, Michelle Petty, Heather Carter, Ashley McCalley, Allison Johnson, and Freddy Sanchez request permission to take 80 Wilson band, orchestra, and choir students to Music in the Parks Festival Competition in Anaheim, California on April 24-25, 2026. Approximate cost of travel is \$55,855 and will be paid using Auxiliary funds. One school day will be missed, and substitutes are required.

STAFF

Nathan Ayers requests permission to attend National Association for Gifted Children (NAGC) Annual Convention on November 13-16, 2025 in Pittsburgh, Pennsylvania. Approximate cost of travel is \$2,114 and will be paid using Title II funds. Two school days will be missed, and a substitute is required.

Todd Jaeger, Deanna Day, Vicki Cox Golder, Susan Zibrat, and Michael Gemma request permission to attend Innovative Schools Summit on February 24 – March 1, 2026 in New York, New York. Approximate cost of travel is \$16,873.25 and will be paid using Maintenance and Operations funds. Two school days will be missed, and no substitutes are required.

BUDGET CODE KEY		
525.00.610.1001.6892.167.0000	Auxiliary	Classroom Instruction, Student Expenses, Cross
525.00.410.2710.6519.167.0000	Auxiliary	Student Transportation, Student Travel, Cross
525.00.100.1001.6105.167.0000	Auxiliary	Auxiliary Cross
526.00.100.1001.6105.167.0000	Tax Credit	Classroom Instruction, Substitutes, Cross
525.00.610.1001.6892.168.0000	Auxiliary	Classroom Instruction, Student Expenses, Wilson
525.00.100.1001.6105.168.0000	Auxiliary	Classroom Instruction, Substitutes, Wilson
140.26.100.2210.6360.510.0000	Title II	Improvement of Instruction, Employee Training, Office of Learning & Instruction
140.26.100.2210.6582.510.0000	Title II	Improvement of Instruction, Employee Travel, Office of Learning & Instruction
140.26.100.2210.6105.510.0000	Title II	Improvement of Instruction, Substitutes, Office of Learning & Instruction
001.00.100.2320.6360.501.0000	M & O	Executive Administration, Employee Training, Superintendent
001.00.100.2310.6360.502.0000	M & O	Governing Board, Employee Training, Governing Board
001.00.100.2320.6582.501.0000	M & O	Executive Administration, Employee Travel, Superintendent
001.00.100.2310.6582.502.0000	M & O	Governing Board, Employee Travel, Governing Board

RECOMMENDATION:

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

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: September 8, 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: Lawrence W. Cross Middle School

ESTIMATED NUMBER OF STUDENTS: 89

NAME OF SCHOOL GROUP/CLUB/ENTITY: Cross Middle School 7th Grade Science Department

STAFF ADVISOR(S)/CHAPERONES: Alexandria Vaughn (sponsor), Abigail Gritis, Chris Taylor, Lindsay Lopez, Michelle Hindman, Victoria Temple-Norris, Ethnee Taylor, Tara Deeb, Charles Hess, Amy Schultz, Brianna Rodriguez

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Catalina Marine Institute 7th Grade Field Trip

DESTINATION OF TRAVEL: Catalina Island Marine Institute, Catalina Island California

DATES OF TRAVEL: February 15 2026-February 19, 2026

ACADEMIC BENEFITS TO STUDENTS: Students will snorkel, participate in marine biology labs, learn about marine stewardship, participate in team building and cooperative learning games.

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 checked="" type="checkbox"/> Citizenship
<input checked="" type="checkbox"/> Collaboration	<input 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, Inc... (520) 292-1183 (charter bus company)

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>\$36,960</u>	<u>525.00.610.1001.6892.167.0000</u>
Transportation	<u>\$12,595</u>	<u>525.00.410.2710.6519.167.0000</u>
Meals	Included	
Lodging	<u>Included</u>	
Substitutes	<u>\$2,250</u>	<u>525/526.00.100.1001.6105.167.0000</u>
TOTAL	<u>\$51,805</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? 3 staff members are paid to attend the field trip, this includes Mrs. Vaughn, Ms. Gritis, Mr. Taylor, other chaperones attending the trip pay full tuition.

COST TO EACH STUDENT \$ 640.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Financial assistance is made available to those students who require it, up to 50% of the total cost of the trip.

FUNDING SOURCE(S): Funded by students/parents.


FUNDRAISING ACTIVITIES PLANNED (If applicable):

None


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

SUBMITTED BY: _____
Signature

8. 11-25
Date

APPROVED BY: 
Principal/Supervisor

8-11-25
Date


Associate Superintendent/Superintendent

8/27/2025
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: Wilson K-8

ESTIMATED NUMBER OF STUDENTS: 80

NAME OF SCHOOL GROUP/CLUB/ENTITY: Middle school band, orchestra and choir

STAFF ADVISOR(S)/CHAPERONES: Christian Hill, Isabel Jacobson, Darin Mapes, Misty Little, Joi Nielson, Andrea Viitala, Matthew Gilbert, Mark McElhinney, Marsha Anderson, Kerry Garza, Marsha Hendricks, Falaah Falihi, Myles Mioduski, John Turnbull, Oscar Romero, Amy Jones, Michelle Petty, and Heather Carter, Ashley McCalley, Allison Johnson and Freddy Sanchez.

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Music in the Parks Festival Competition

DESTINATION OF TRAVEL: Anaheim, CA

DATES OF TRAVEL: April 24-April 25, 2026.

ACADEMIC BENEFITS TO STUDENTS: Wilson students will compete for a festival competition and receive ratings, awards and comments on how to improve their performance skills

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: _____

☒ Charter Busses

Are expenses paid from any of the following accounts? Auxiliary Yes Tax Credits No Club Funds No
Parent Organization No

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$ 49,900</u> (all inclusive, hotel, transportation, admission fees)	<u>525.00.610.1001.6892.168.0000</u>
Transportation		
Meals	<u>Breakfast Complimentary at hotel. Students to pay on their own for lunch and dinner</u>	
Lodging	_____	_____
Substitutes	<u>\$ 280.00</u>	<u>525.00.100.1001.6105.168.0000</u>
TOTAL	\$ 55,855.00	

WILL THE DISTRICT RECEIVE REIMBURSEMENT?

IF SO, SOURCE & AMOUNTS:

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

HOW ARE CHAPERONE EXPENSES PAID? Self Pay

COST TO EACH STUDENT \$ \$ 499 plus Students must pay for (2) lunches and dinners

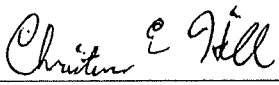
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Scholarships

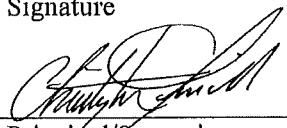
FUNDING SOURCE(S) Parent Donations, Fundraising

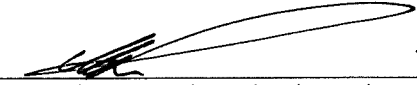
FUNDRAISING ACTIVITIES PLANNED (If applicable):

MOD pizza fundraisers

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

SUBMITTED BY: Christian E. Hill  8/11/2025
Signature Date

APPROVED BY:  8/12/25
Principal/Supervisor Date

 8/22/2025
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): Nathan Ayers _____

SCHOOL: District Offices

Department (opt.): Office of Learning and Instruction

DATE(S): November 13-16, 2025

ACTIVITY/EVENT: National Association for Gifted Children (NAGC) Annual Convention

LOCATION: Pittsburgh, PA

ABSENCE: # Days 4 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>\$ 519.00</u>		<u>140.26.100.2210.6360.510.0000</u>
Transportation	<u>\$ 550.00</u>	Mode <u>air</u>	<u>140.26.100.2210.6582.510.0000</u>
Meals	<u>\$ 245.00</u>		<u>140.26.100.2210.6582.510.0000</u>
Lodging	<u>\$ 800.00</u>		<u>140.26.100.2210.6582.510.0000</u>
Substitutes	<u>\$ 280.00</u>		<u>140.26.100.2210.6105.510.0000</u>
TOTAL	<u>\$2,114.00</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: To attend the National Association for Gifted Children Annual Convention.

Outcomes and academic benefits to students and staff: It is a great time to collaborate with researchers and fellow practitioners alike. It gives a unique perspective on gifted education and helps us to understand what is happening on a national scale rather than just within or own state.

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	

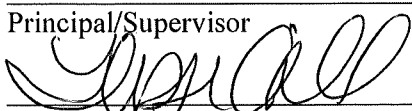
The travel is necessary for the implementation of the project funding the travel.

Submitted by: _____

Signature

Date

Principal/Supervisor



Date

8/25/25

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): Todd Jaeger SCHOOL: District Office
Deanna Day Vicki Cox Golder Department (opt.): _____
Susan Zibrat Michael Gemma DATE(S): 2/24/26-3/1/26

ACTIVITY/EVENT: Innovative Schools Summit

LOCATION: Marriot Marquis, 1535 Broadway, New York, NY 10036

ABSENCE: # Days 6 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>\$2600.00</u>	<u>001.00.100.2320/2310.6360.501/502.0000</u>
Transportation	<u>\$4500.00</u> Mode <u>air</u>	<u>001.00.100. 2320/2310.6582.501/502.0000</u>
Rental Car	_____	_____
Meals	<u>\$2255.00</u>	<u>001.00.100. 2320/2310.6582.501/502.0000</u>
Lodging	<u>\$7518.25</u>	<u>001.00.100. 2320/2310.6582.501/502.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$16873.25</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: Attend the Innovative Schools Summit in New York, NY

Outcomes and academic benefits to students and staff: Attendees are able to participate in sessions on each of the following topics: Innovative Teaching Strategies, Wired Differently/Trauma Informed Schools, At-Risk Students, and Innovative School Leadership Forum.

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 checked="" type="checkbox"/> Problem-Solving	

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

Submitted by: _____

Signature

9-2-25
Date

Associate Superintendent/Superintendent

Date