



GOVERNING BOARD AGENDA ITEM AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: **January 27, 2026**

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

BACKGROUND:

STAFF

Todd Jaeger, Tassi Call, Matt Munger, Elizabeth Jacome, Julie Valenzuela, Jason Weaver, Heidi Radtke, and Rose Hooton request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$16,781 and will be paid using Title II funds. No school days will be missed, and no substitutes required.

Andrew Szczepaniak and Shay Humphreys request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$5,760 and will be paid using Title I funds. No school days will be missed, and no substitutes required.

Stephanie Hayes and Debbie Emans request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$5,621 and will be paid using Title II funds. No school days will be missed, and no substitutes required.

Mandi Cordell and Cori Friezen request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$4,230 and will be paid using Title II funds. No school days will be missed, and no substitutes required.

Ann McNew and Becky Mooney request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$4,690 and will be paid using Title I funds. No school days will be missed, and no substitutes required.

Nick Balkow requests permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$2,795 and will be paid using Title II funds. No school days will be missed, and no substitutes required.

Joyce Daigle requests permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$2,795 and will be paid using Title II funds. No school days will be missed, and no substitutes required.

Timothy Ripp, Lindsay Inglett, Marisa McConnell, Katrina Perez, Megan Frederiksen, and Jennifer Martinez request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$13,497.55 and will be paid using Title I and Title II funds. No school days will be missed, and no substitutes required.

Lorena Cote, Jessica Jarrett, Devin Busby, Shari Lossou-Lossavi, Ashley Anders, Kristen Alvarez, Michelle Roberts, Melanie Derksen, and Elizabeth Lowe request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$18,675 and will be paid using Title I and Title II funds. No school days will be missed, and no substitutes required.

Samantha Doyle, Gabariella Gonzalez, Taylor Brummels, and Summer Doe request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$11,500 and will be paid using Title I and Title II funds. No school days will be missed, and no substitutes required.

Mamie Spillane, Katie Wray, Carmen Gallegos, Amber Bourg, Amber Wolf, and Melissa Walker request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$12,385 and will be paid using Title I and Title II funds. No school days will be missed, and no substitutes required.

Leighann Reynolds, Yennifer Maytorena, Lourdes Oros, Caroline Rondeau, Michelle Baller, Kim Esposito, Jane Peterson, Sheila Kelly, and Raquel Llamas request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$21,555 and will be paid using Title I and Title II funds. No school days will be missed, and no substitutes required.

Darin Mapes and Melissa Lassers request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$5,806 and will be paid using Title II funds. No school days will be missed, and no substitutes required.

Alison Knight, Judy Ruiz, Brittany Sapyta, Jena Krim, Gustavo Armendariz, and Jennifer Queiruga request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$14,310 and will be paid using Title I and Title II funds. No school days will be missed, and no substitutes required.

Cyra Sadowl, Kate Guymon, Erin Lidbetter David Humphreys, Gene Martinez, and Sarah Bibbey request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$14,490 and will be paid using Title I and Title II funds. No school days will be missed, and no substitutes required.

Kevin Beuthin and Albert Malis request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$5,530 and will be paid using Title II funds. No school days will be missed, and no substitutes required.

Javier Suazo, Liliana Rascon Valdez, Mateo Arredondo, Lisa Padilla, Kimberly Dickinson, Jennifer Hunter, Carolyn Marietta, Sally Conboy, Michele Freitas, Stanley Richardwon, Judith Becker-Rohrer, Wendi Ousley, Angel Willis, Stileda Ross, and Hayley Gotlieb request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$41,475 and will be paid using Title I funds. No school days will be missed, and no substitutes required.

Kathy Sheffield and Christal Rice request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$2,730 and will be paid using Title II funds. No school days will be missed, and no substitutes required.

Angela Wichers, Paul Avila, Christopher Mercillott, Gemma Garcia, Brianna Miller, and Sara Nicholas request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$14,391 and will be paid using Title I funds. No school days will be missed, and no substitutes required.

Todd Jaeger requests permission to attend National School Public Relations Association National Seminar on July 17-23, 2026 in New Orleans, Louisiana. Approximate cost of travel is \$2,942 and will be paid using Title II funds. No school days will be missed.

STUDENTS

Amphitheater School District has a strong tradition of participation in contests of academic challenges, including the National History Bee, Odyssey of the Mind, Academic Decathlon, Future problem Solving and Career and Technical Student organization's (CTSO) national competitions for FCCLA, SkillsUSA, and HOSA. As we have done for the last several years, prior approval is granted without names. Specific information will not be known until the actual events that occur March through June. Approval now allows our schools to begin fundraising.

BUDGET CODE KEY		
140.26.100.2320.6360.501.0000	Title II	Executive Administration, Employee Training, Superintendent
140.26.100.2320.6582.501.0000	Title II	Executive Administration, Employee Travel, Superintendent
140.26.100.2579.6360.510.0000	Title II	Training Non-Instructional, Employee Training, Office of Learning and Instruction
140.26.100.2579.6582.510.0000	Title II	Training Non-Instructional, Employee Travel, Office of Learning and Instruction
100.26.100.2210.6360.106.0000	Title I	Improvement of Instruction, Employee Training, Donaldson
100.26.100.2579.6360.106.0000	Title I	Training Non-Instructional, Employee Training, Donaldson
100.26.100.2210.6582.106.0000	Title I	Improvement of Instruction, Employee Travel, Donaldson
100.26.100.2579.6582.106.0000	Title I	Training Non-Instructional, Employee Travel, Donaldson
140.26.100.2210.6360.107.0000	Title II	Improvement of Instruction, Employee Training, Harelson
140.26.100.2579.6360.107.0000	Title II	Training Non-Instructional, Employee Training, Harelson
140.26.100.2210.6582.107.0000	Title II	Improvement of Instruction, Employee Travel, Harelson
140.26.100.2579.6582.107.0000	Title II	Training Non-Instructional, Employee Travel, Harelson
140.26.100.2210.6360.119.0000	Title II	Improvement of Instruction, Employee Training, Innovation
140.26.100.2579.6360.119.0000	Title II	Training Non-Instructional, Employee Training, Innovation
140.26.100.2210.6582.119.0000	Title II	Improvement of Instruction, Employee Travel, Innovation
140.26.100.2579.6582.119.0000	Title II	Training Non-Instructional, Employee Travel, Innovation
100.26.100.2210.6360.109.0000	Title I	Improvement of Instruction, Employee Training, Keeling
100.26.100.2210.6582.109.0000	Title I	Improvement of Instruction, Employee Travel, Keeling
140.26.100.2579.6360.109.0000	Title II	Training Non-Instructional, Employee Training, Keeling
140.26.100.2579.6582.109.0000	Title II	Training Non-Instructional, Employee Travel, Keeling
140.26.100.2210.6360.109.0000	Title II	Improvement of Instruction, Employee Training, Keeling
140.26.100.2210.6582.109.0000	Title II	Improvement of Instruction, Employee Training, Keeling
140.26.100.2210.6360.116.0000	Title II	Improvement of Instruction, Employee Training, Mesa Verde
140.26.100.2579.6360.116.0000	Title II	Training Non-Instructional, Employee Training, Mesa Verde
100.26.100.2210.6360.116.0000	Title I	Improvement of Instruction, Employee Training, Mesa Verde

140.26.100.2210.6582.116.0000	Title II	Improvement of Instruction, Employee Travel, Mesa Verde
140.26.100.2579.6582.116.0000	Title II	Training Non-Instructional, Employee Travel, Mesa Verde
100.26.100.2210.6582.116.0000	Title I	Improvement of Instruction, Employee Travel, Mesa Verde
100.26.100.2210.6360.110.0000	Title I	Improvement of Instruction, Employee Training, Nash
100.26.100.2579.6360.110.0000	Title I	Training Non-Instructional, Employee Training, Nash
140.26.100.2210.6360.110.0000	Title II	Improvement of Instruction, Employee Training, Nash
140.26.100.2579.6360.110.0000	Title II	Training Non-Instructional, Employee Training, Nash
100.26.100.2210.6582.110.0000	Title I	Improvement of Instruction, Employee Travel, Nash
100.26.100.2579.6582.110.0000	Title I	Training Non-Instructional, Employee Travel, Nash
140.26.100.2210.6582.110.0000	Title II	Improvement of Instruction, Employee Travel, Nash
140.26.100.2579.6582.110.0000	Title II	Training Non-Instructional, Employee Travel, Nash
140.26.100.2210.6360.111.0000	Title II	Improvement of Instruction, Employee Training, Prince
140.26.100.2579.6360.111.0000	Title II	Training Non-Instructional, Employee Training, Prince
100.26.100.2210.6360.111.0000	Title I	Improvement of Instruction, Employee Training, Prince
140.26.100.2210.6582.111.0000	Title II	Improvement of Instruction, Employee Travel, Prince
140.26.100.2579.6582.111.0000	Title II	Training Non-Instructional, Employee Travel, Prince
100.26.100.2210.6582.111.0000	Title I	Improvement of Instruction, Employee Travel, Prince
140.26.100.2210.6360.117.0000	Title II	Improvement of Instruction, Employee Training, Rio Vista
140.26.100.2579.6360.117.0000	Title II	Training Non-Instructional, Employee Training, Rio Vista
100.26.100.2210.6360.117.0000	Title I	Improvement of Instruction, Employee Training, Rio Vista
140.26.100.2210.6582.117.0000	Title II	Improvement of Instruction, Employee Travel, Rio Vista
140.26.100.2579.6582.117.0000	Title II	Training Non-Instructional, Employee Travel, Rio Vista
100.26.100.2210.6582.117.0000	Title I	Improvement of Instruction, Employee Travel, Rio Vista
140.26.100.2210.6360.112.0000	Title II	Improvement of Instruction, Employee Training, Walker
140.26.100.2579.6360.112.0000	Title II	Training Non-Instructional, Employee Training, Walker
100.26.100.2210.6360.112.0000	Title I	Improvement of Instruction, Employee Training, Walker
140.26.100.2210.6582.112.0000	Title II	Improvement of Instruction, Employee Travel, Walker
140.26.100.2579.6582.112.0000	Title II	Training Non-Instructional, Employee Travel, Walker
100.26.100.2210.6582.112.0000	Title I	Improvement of Instruction, Employee Travel Walker
140.26.100.2210.6360.168.0000	Title II	Improvement of Instruction, Employee Training, Wilson
140.26.100.2579.6360.168.0000	Title II	Training Non-Instructional, Employee Training, Wilson
140.26.100.2210.6582.168.0000	Title II	Improvement of Instruction, Employee Travel, Wilson
140.26.100.2579.6582.168.0000	Title II	Training Non-Instructional, Employee Travel, Wilson

140.26.100.2210.6360 108.0000	Title II	Improvement of Instruction, Employee Training, Holaway
140.26.100.2579.6360.108.0000	Title II	Training Non-Instructional, Employee Training, Holaway
100.26.100.2210.6360 108.0000	Title I	Improvement of Instruction, Employee Training, Holaway
140.26.100.2210.6582 108.0000	Title II	Improvement of Instruction, Employee Travel, Holaway
140.26.100.2579.6582 108.0000	Title II	Training Non-Instructional, Employee Travel, Holaway
100.26.100.2210.6582.108.0000	Title I	Improvement of Instruction, Employee Travel Holaway
100.26.100.2210.6360 165.0000	Title I	Improvement of Instruction, Employee Training, La Cima
100.26.100.2579.6360.165.0000	Title I	Training Non-Instructional, Employee Training, La Cima
140.26.100.2210.6360 165.0000	Title II	Improvement of Instruction, Employee Training, La Cima
140.26.100.2579.6360 165.0000	Title II	Training Non-Instructional, Employee Training, La Cima
100.26.100.2210.6582.165.0000	Title I	Improvement of Instruction, Employee Travel La Cima
100.26.100.2579.6582.165.0000	Title I	Training Non-Instructional, Employee Travel La Cima
140.26.100.2210.6360 281.0000	Title II	Improvement of Instruction, Employee Training Amphitheater High School
140.26.100.2579.6360.281.0000	Title II	Training Non-Instructional, Employee Training, Amphitheater High School
140.26.100.2210.6582 281.0000	Title II	Improvement of Instruction, Employee Travel, Amphitheater High School
140.26.100.2579.6582 281.0000	Title II	Training Non-Instructional, Employee Travel, Amphitheater High School
100.26.100.2579.6360.281.0000	Title I	Training Non-Instructional, Employee Training, Amphitheater High School
100.26.100.2210.6360.281.0000	Title I	Improvement of Instruction, Employee Training, Amphitheater High School
100.26.100.2579.6582.281.0000	Title I	Training Non-Instructional, Employee Travel Amphitheater High School
140.26.100.2210.6582 281.0000	Title II	Improvement of Instruction, Employee Travel, Amphitheater High School
140.26.100.2579.6582 281.0000	Title II	Training Non-Instructional, Employee Travel, Amphitheater High School
140.26.100.2210.6360.166.0000	Title II	Improvement of Instruction, Employee Training, Amphitheater Middle School
140.26.100.2579.6360.166.0000	Title II	Training Non-Instructional, Employee Training, Amphitheater Middle School
140.26.100.2210.6582.166.0000	Title II	Improvement of Instruction, Employee Travel, Amphitheater Middle School
140.26.100.2579.6582.166.0000	Title II	Training Non-Instructional, Employee Travel, Amphitheater Middle School
100.26.100.2210.6360 166.0000	Title I	Improvement of Instruction, Employee Training, Amphitheater Middle School
100.26.100.2579.6360 166.0000	Title I	Training Non-Instructional, Employee Training, Amphitheater Middle School

100.26.100.2210.6582.166.0000	Title I	Improvement of Instruction, Employee Travel Amphitheater Middle School
100.26.100.2579.6582.166.0000	Title I	Training Non-Instructional, Employee Travel Amphitheater Middle School

RECOMMENDATION:

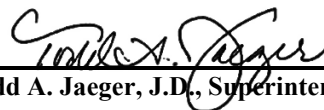
It is the recommendation of the administration that the above travel be approved.

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: January 20, 2026



Todd A. Jaeger, J.D., Superintendent

**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 Tassi Call
Matt Munger Elizabeth Jacome Julie Valenzuela
Jason Weaver Heidi Radtke Rose Hooton

SCHOOL: School / Site
Department (opt.): Office of Learning & Instruction
DATE(S): June 28-July 1, 2026

ACTIVITY/EVENT: AVID Summer Institute 2026

LOCATION: San Diego, California

ABSENCE: # Days 4 Sub Required: ☐ Yes ☐ No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$ 7,693</u>	<u>140.26.100.2579.6360.510.0000</u>
Transportation	<u>\$ 4,160</u> Mode <u>air</u>	<u>140.26.100.2579.6582.510.0000</u>
Meals	<u>\$ 2,128</u>	<u>140.26.100.2579.6582.510.0000</u>
Lodging	<u>\$ 2,800</u>	<u>140.26.100.2579.6582.510.0000</u>
Substitutes	<u> </u>	<u> </u>
TOTAL	<u>\$16,781</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: Participate in AVID Summer Institute professional development.

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation and learn valuable best practice strategies to ensure rigorous implementation toward AVID district-wide.

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

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

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

Submitted by: Mary Thatcher 7/20/26
Signature Date

Principal/Supervisor Tassi Call 7/20/26
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): Andrew Szczepaniak Shay Humphreys SCHOOL: Donaldson

Department (opt.): _____

DATE(S): 6.28.26-7.1.26

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego, California

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$2,198.00</u>	<u>100.26.100.2210.6360.106.0000</u>
		<u>100.26.100.2579.6360.106.0000</u>
Transportation	<u>\$900</u>	Mode <u>Air</u>
		<u>100.26.100.2210.6582.106.0000</u>
		<u>100.26.100.2579.6582.106.0000</u>
Rental Car	_____	_____
Meals	<u>\$862.00</u>	<u>100.26.100.2210.6582.106.0000</u>
		<u>100.26.100.2579.6582.106.0000</u>
Lodging	<u>\$1,800.00</u>	<u>100.26.100.2210.6582.106.0000</u>
		<u>100.26.100.2579.6582.106.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$5,760.00</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 Summer Institute

Outcomes and academic benefits to students and staff: _____

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: Melissa Miller 12.17.25
Signature Date

[Signature] 12.17.25
Principal/Supervisor Date

[Signature] 12/17/25
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): Stephanie Hayes
Debbie Emans

SCHOOL: Harellson Elementary

DATE(S): June 28, 2026-July 1, 2026

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego, CA

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No

of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$2198.00</u>	<u>140.26.100.2210/2579.6360.107.0000</u>
Transportation	<u>\$1091.00</u> Mode <u>Air</u>	<u>140.26.100.2210/2579.6852.107.0000</u>
Rental Car	<u>0</u>	<u>0</u>
Meals	<u>\$532.00</u>	<u>140.26.100.2210/2579.6852.107.0000</u>
Lodging	<u>\$1800.00</u>	<u>140.26.100.2210/2579.6852.107.0000</u>
Substitutes	<u>0</u>	<u>0</u>
TOTAL	<u>\$5621.02</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: To participate in AVID Summer Institute professional learning.

Outcomes and academic benefits to students and staff: AVID educators will be provided with necessary strategies and tools to transform classrooms, empower students, and drive their success while helping students reach their highest potential in college and career readiness.

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

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

1/15/26

Date

Principal/Supervisor

1/15/26

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): Mandi Cordell
Cori Friezen

SCHOOL: Innovation Academy

Department (opt.): _____

DATE(S): 6/29/26 – 7/1/26

ACTIVITY/EVENT: AVID Summer Institute 2026

LOCATION: San Diego, CA

ABSENCE: # Days _____ Sub Required: ☐ Yes ☒ No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$2,198.00</u>	<u>140.26.100.2210.6360.119.0000</u>
Transportation	<u>\$900.00</u> Mode <u>Flight</u>	<u>140.26.100.2210.6582.119.0000</u>
Rental Car	_____	_____
Meals	<u>\$532.00</u>	<u>140.26.100.2210.6582.119.0000</u>
Lodging	<u>\$600.00</u>	<u>140.26.100.2210.6582.119.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$4,230.00</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: AVID Summer Institute 2026

Outcomes and academic benefits to students and staff: Knowledge to support district initiative

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

<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	

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): Ann McNew & Becky Mooney

SCHOOL: Keeling

Department (opt.):

DATE(S): June 28-July 1, 2026

ACTIVITY/EVENT: AVID Summer Institute - PD

LOCATION: San Diego, CA

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No

of School Days Missed: na

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>\$2198 (\$1099pp)</u>		<u>100.26.100.2210.6360.109.0000</u>
Transportation	<u>\$1020 (\$450pp+60pp)</u>	Mode: Air & Taxi	<u>100.26.100.2210.6582.109.0000</u>
Parking	<u>\$40 (\$20pp)</u>	Airport	<u>100.26.100.2210.6582.109.0000</u>
Meals	<u>\$532 (\$266pp)</u>		<u>100.26.100.2210.6582.109.0000</u>
Lodging	<u>\$900</u>		<u>100.26.100.2210.6582.109.0000</u>
TOTAL	<u>\$4,690.00</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: Participation in AVID Summer Institute for Professional Development.

Outcomes and academic benefits to students and staff: Strengthen understanding of AVID implementation on school site and learn best practice strategies to ensure effective implementation of AVID.

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

1/6/26

Date

Principal/Supervisor

1/6/26

Date

Associate Superintendent/Superintendent

1/6/26

rev. 6/1/2022

**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): Nick Balkow

SCHOOL: **Keeling**

Department (opt.):

DATE(S): **June 28-July 1, 2026**

ACTIVITY/EVENT: **AVID Summer Institute - PD**

LOCATION: **San Diego, CA**

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No

of School Days Missed: **na**

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>\$1099pp</u>		<u>140.26.100.2210.6360.109.0000</u>
Transportation	<u>\$450pp+60pp</u>	Mode: Air & Taxi	<u>140.26.100.2210.6582.109.0000</u>
Parking	<u>\$20pp</u>	Airport	<u>140.26.100.2210.6582.109.0000</u>
Meals	<u>\$266pp</u>		<u>140.26.100.2210.6582.109.0000</u>
Lodging	<u>\$900 per room</u>		<u>140.26.100.2210.6582.109.0000</u>
TOTAL	<u>\$2795</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: Participation in AVID Summer Institute for Professional Development.

Outcomes and academic benefits to students and staff: **Strengthen understanding of AVID implementation on school site and learn best practice strategies to ensure effective implementation of AVID.**

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

1/6/26

Date

Principal/Supervisor

1/6/26

Date

Associate Superintendent/Superintendent

1/6/26

Date

rev. 6/1/2022

**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): Joyce Daigle

SCHOOL: Keeling

Department (opt.):

DATE(S): June 28-July 1, 2026

ACTIVITY/EVENT: AVID Summer Institute - PD

LOCATION: San Diego, CA

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No

of School Days Missed: na

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>\$1099pp</u>		<u>140.26.100.2579.6360.109.0000</u>
Transportation	<u>\$450pp+60pp</u>	Mode: Air & Taxi	<u>140.26.100.2579.6582.109.0000</u>
Parking	<u>\$20pp</u>	Airport	<u>140.26.100.2579.6582.109.0000</u>
Meals	<u>\$266pp</u>		<u>140.26.100.2579.6582.109.0000</u>
Lodging	<u>\$900 per room</u>		<u>140.26.100.2579.6582.109.0000</u>
TOTAL	<u>\$2795</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: Participation in AVID Summer Institute for Professional Development.

Outcomes and academic benefits to students and staff: Strengthen understanding of AVID implementation on school site and learn best practice strategies to ensure effective implementation of AVID.

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

1/6/26

Date

Principal/Supervisor

1/6/26

Date

Associate Superintendent/Superintendent

1/6/26

Date

rev. 6/1/2022

**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): Timothy Ripp Lindsay Inglett SCHOOL: Mesa Verde Elementary
Marisa McConnell Katrina Perez Department (opt.): _____
Megan Frederiksen Jennifer Martinez DATE(S): June 28, 2026 – July 1, 2026

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego, CA

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$2198.00</u>	<u>140.26.100.2210/2579.6360.116.0000</u>
	<u>\$4396.00</u>	<u>100.26.100.2210.6360.116.0000</u>
Transportation	<u>\$1091.02</u>	<u>140.26.100.2210/2579.6582.116.0000</u>
	<u>\$1516.53</u>	<u>100.26.100.2210.6582.116.0000</u>
Mode <u>Air</u>		
Rental Car	<u>0</u>	<u>0</u>
Meals	<u>\$532.00</u>	<u>140.26.100.2210/2579.6582.116.0000</u>
	<u>\$1064.00</u>	<u>100.26.100.2210.6582.116.0000</u>
Lodging	<u>\$1800.00</u>	<u>140.26.100.2210/2579.6582.116.0000</u>
	<u>\$900.00</u>	<u>100.26.100.2210.6582.116.0000</u>
Substitutes	<u>0</u>	<u>0</u>
TOTAL	<u>\$13,497.55</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 participate in AVID Summer Institute Professional Development

Outcomes and academic benefits to students and staff: AVID educators will be provided necessary strategies and tools to transform classrooms, empower students and drive their success while helping students reach their highest potential in college and career readiness.

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 type="checkbox"/> Scholarship	

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

Submitted by: Kristin Magdziarz 1/15/26
Signature Date
[Signature] 1/15/26
Principal/Supervisor Date
[Signature] 1/15/26
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): Lorena Cote, Jessica Jarrett, Devin Busby Shari Lossou-Lossavi SCHOOL: Nash
Ashley Anders, Kristen Alvarez Michelle Roberts Department (opt.): _____
Melanie Derksen, Elizabeth Lowe _____ DATE(S): June 29th, - July 1st, 2026

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego, CA

ABSENCE: # Days 0 Sub Required: Yes ☐ No ☒ # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$7693/\$2198</u>	<u>100.26.100.2210/2579.6360.110.0000</u> <u>140.26.100.2210/2579.6360.110.0000</u>
Transportation	<u>\$3150/\$900</u> Mode <u>air/car</u>	<u>100.26.100.2210/2579.6582.110.0000</u> <u>140.26.100.2210/2579.6582.110.0000</u>
Meals	<u>\$1582/\$452</u>	<u>100.26.100.2210/2579.6582.110.0000</u> <u>140.26.100.2210/2579.6582.110.0000</u>
Lodging	<u>\$2100/\$600</u>	<u>100.26.100.2210/2579.6582.110.0000</u> <u>140.26.100.2210/2579.6582.110.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$18,675.00</u>	

Purpose of travel: Participation in AVID Summer Institute Professional Development

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation on their campus and learn valuable best practice strategies to ensure rigorous implementation towards AVID school-wide programs.

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

Submitted by: Susan Campbell 1-6-26
Signature Date
[Signature] 1-6-26
Principal/Supervisor Date
[Signature] 1/6/26
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): Samantha Doyle Gabriella Gonzalez SCHOOL: Prince Elementary School

Taylor Brummels Summer Doe

Department (opt.): _____

DATE(S): 6/28-7/1/2026

ACTIVITY/EVENT: AVID Summer Institute 2026

LOCATION: San Diego, CA

ABSENCE: # Days 4 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	<u>\$2198.00</u>		<u>140.26.100.2210/2579.6360.111.0000</u>
	<u>\$2198.00</u>		<u>100.26.100.2210.6360.111.0000</u>
Transportation	<u>\$1040.00</u>	Mode <u>Air</u>	<u>140.26.100.2210/2579.6582.111.0000</u>
	<u>\$1040.00</u>		<u>100.26.100.2210.6582.111.0000</u>
Meals	<u>\$532.00</u>		<u>140.26.100.2210/2579.6360.111.0000</u>
	<u>\$532.00</u>		<u>100.26.100.2210.6360.111.0000</u>
Lodging	<u>\$1980.00</u>		<u>140.26.100.2210/2579.6360.111.0000</u>
	<u>\$1980.00</u>		<u>100.26.100.2210.6360.111.0000</u>
TOTAL	<u>\$11,500.00</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 AVID Summer Institute

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation and learn valuable best practice strategies to ensure rigorous implementation toward AVID district-wide.

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


<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	<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

**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): Mamie Spillane Katie Wray SCHOOL: Rio Vista Elementary

Carmen Gallegos Amber Bourg

Amber Wolf Melissa Walker

DATE(S): June 28, 2026 to July 1, 2026

ACTIVITY/EVENT: AVID Summer Institute 2026

LOCATION: San Diego, California

ABSENCE: # Days 4 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	<u>\$1099x1=\$1099.00</u>	<u>140.26.100.2210.6360.117.0000</u>
	<u>\$1099x1=\$1099.00</u>	<u>140.26.100.2579.6360.117.0000</u>
	<u>\$1099x4=\$4396.00</u>	<u>100.26.100.2210.6360.117.0000</u>
Transportation	<u>\$450x1=\$450+20=\$470.00</u> Mode <u>Air</u>	<u>140.26.100.2210.6582.117.0000</u>
	<u>\$450x1=\$450+20=\$470.00</u>	<u>140.26.100.2579.6360.117.0000</u>
	<u>\$450x4=\$1800+140=\$1455.00</u>	<u>100.26.100.2210.6582.117.0000</u>
Meals	<u>\$266x1=\$266.00</u>	<u>140.26.100.2210.6360.117.0000</u>
	<u>\$266x1=\$266.00</u>	<u>140.26.100.2579.6360.117.0000</u>
	<u>\$266x4=\$1064.00</u>	<u>100.26.100.2210.6582.117.0000</u>
Lodging	<u>\$300x1=\$300.00</u>	<u>140.26.100.2210.6360.117.0000</u>
	<u>\$300x1=\$300.00</u>	<u>140.26.100.2579.6360.117.0000</u>
	<u>\$300x4=\$1200.00</u>	<u>100.26.100.2210.6582.117.0000</u>
TOTAL	<u>\$12,385.00</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: 2026 AVID Summer

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation on their campus and learn valuable best practice strategies to ensure rigorous implementation toward AVID school wide.

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

<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	

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

Submitted by: [Signature] 12/22/2026
Signature Date

[Signature] 1/13/24
Principal/Supervisor Date

[Signature] 1/14/24
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): Leighann Reynolds Yeniffer Maytorena SCHOOL: Walker ES
Lourdes Oros Caroline Rondeau DATE(S): 06/28/26 – 7/1/26
Michelle Baller Kim Esposito
Jane Peterson Sheila Kelly
Raquel Llamas

ACTIVITY/EVENT: 2026 AVID Summer Institute

LOCATION: San Diego, CA

ABSENCE: # Days: 4 Sub Required: ☐ Yes ☒ No # Of School Days Missed: 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$1,099 x 1 = \$1,099</u>	<u>140.26.100.2579.6360.112.0000</u>
	<u>\$1,099 x 1 = \$1,099</u>	<u>140.26.100.2210.6360.112.0000</u>
	<u>\$1,099 x 7 = \$7,693</u>	<u>100.26.100.2210.6360.112.0000</u>
Transportation	<u>\$450 x 1 = \$450</u>	<u>Mode: Air 140.26.100.2579.6582.112.0000</u>
	<u>\$450 x 1 = \$450</u>	<u>Mode: Air 140.26.100.2210.6582.112.0000</u>
	<u>\$450 x 7 = \$3,150</u>	<u>Mode: Air 100.26.100.2210.6582.112.0000</u>
	<u>\$120 x 1 = \$60</u>	<u>Mode: Uber 140.26.100.2579.6582.112.0000</u>
	<u>\$120 x 1 = \$60</u>	<u>Mode: Uber 140.26.100.2210.6582.112.0000</u>
	<u>\$120 x 7 = \$840</u>	<u>Mode: Uber 100.26.100.2210.6582.112.0000</u>
	<u>\$20 x 1 = \$20</u>	<u>Airport Parking 140.26.100.2579.6582.112.0000</u>
	<u>\$20 x 1 = \$20</u>	<u>Airport Parking 140.26.100.2210.6582.112.0000</u>
	<u>\$20 x 7 = \$140</u>	<u>Airport Parking 100.26.100.2210.6582.112.0000</u>
Meals	<u>\$266 x 1 = \$266</u>	<u>140.26.100.2579.6582.112.0000</u>
	<u>\$266 x 1 = \$266</u>	<u>140.26.100.2210.6582.112.0000</u>
	<u>\$266 x 7 = \$1,862</u>	<u>100.26.100.2210.6582.112.0000</u>
Lodging	<u>\$900 x 1 = \$900</u>	<u>140.26.100.2579.6582.112.0000</u>
	<u>\$900 x 4 = \$3,600</u>	<u>100.26.100.2210.6582.112.0000</u>
Total	<u>\$21,555</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: 2026 AVID Summer Conference

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation on their campus and learn valuable best practice strategies to ensure rigorous implementation toward AVID school-wide.

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

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

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): Darin Mapes Melissa Lassers

SCHOOL: Wilson K-8

Department (opt.): _____

DATE(S): June 28 – July 1, 2026

ACTIVITY/EVENT: AVID Summer Institute Conference

LOCATION: San Diego, CA

ABSENCE: # Days 4 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 \$2,198.00

140.26.100.2210/2579.168.0000

Transportation \$1,720

Mode Airplane/Uber 140.26.100.2210.6582.168.0000

Rental Car _____

Meals \$448.00

140.26.100.2210.6582.168.0000

Lodging \$1,440.00

140.26.100.2210.6582.168.0000

Substitutes _____

TOTAL \$5,806.00

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 AVID Summer Institute Conference

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation on campus and learn best practice strategies to ensure rigorous implementation towards AVID school wide.

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

- | | | |
|---|---|---|
| <input 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 | <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

**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): Alison Knight Judy Ruiz
 Brittany Sapyta Jena Krim
 Gustavo Armendariz Jennifer Queiruga,

SCHOOL: Holaway
DATE(S): June 29th- July 1st, 2026

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego, CA

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No

of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$ 1,099 x 1 = \$ 1,099</u>	<u>140.26.100.2579.6360.108.0000</u>
	<u>\$ 1,099 x 1 = \$ 1,099</u>	<u>140.26.100.2210.6360.108.0000</u>
	<u>\$ 1,099 x 4 = \$ 4,396</u>	<u>100.26.100.2210.6360.108.0000</u>
Transportation	<u>\$ 450 x 1 = \$ 450</u>	Mode: Air <u>140.26.100.2579.6582.108.0000</u>
	<u>\$ 450 x 1 = \$ 450</u>	Mode: Air <u>140.26.100.2210.6582.108.0000</u>
	<u>\$ 450 x 4 = \$ 1,800</u>	Mode: Air <u>100.26.100.2210.6582.108.0000</u>
	<u>\$ 120 x 1 = \$ 60</u>	Mode: Uber <u>140.26.100.2579.6582.108.0000</u>
	<u>\$ 120 x 1 = \$ 60</u>	Mode: Uber <u>140.26.100.2210.6582.108.0000</u>
	<u>\$ 120 x 4 = \$ 480</u>	Mode: Uber <u>100.26.100.2210.6582.108.0000</u>
	<u>\$ 20 x 1 = \$ 20</u>	Airport Parking <u>140.26.100.2579.6582.108.0000</u>
	<u>\$ 20 x 1 = \$ 20</u>	Airport Parking <u>140.26.100.2210.6582.108.0000</u>
	<u>\$ 20 x 4 = \$ 80</u>	Airport Parking <u>100.26.100.2210.6582.108.0000</u>
Meals	<u>\$ 266 x 1 = \$ 266</u>	<u>140.26.100.2579.6582.108.0000</u>
	<u>\$ 266 x 1 = \$ 266</u>	<u>140.26.100.2210.6582.108.0000</u>
	<u>\$ 266 x 4 = \$ 1,064</u>	<u>100.26.100.2210.6582.108.0000</u>
Lodging	<u>\$ 900 x 3 = \$ 2,700</u>	<u>100.26.100.2210.6582.108.0000</u>
TOTAL	<u>\$ 14,310</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: 2026 AVID Summer Conference

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation on their campus and learn valuable best practice strategies to ensure rigorous implementation toward AVID school-wide.

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

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

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

Submitted by:

Signature

Principal/Supervisor

Associate Superintendent/Superintendent

Date

Date

Date

rev. 6/1/2022

**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): Cyra Sadowl, Kate Guymon, Erin Lidbetter SCHOOL: La Cima Middle School
David Humphreys, Gene Martinez, Sarah Bibbey Department (opt.): _____
DATE(S): June 28 – July 1, 2026

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego, CA

ABSENCE: # Days 0 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$4,396/\$2,198</u>	<u>100.24.100.2210/2579.6360.165.0000</u> <u>140.26.100.2210/2579.6360.165.0000</u>
Transportation	<u>\$1,800/\$900</u>	Mode 2 <u>Air/Car</u> <u>100.24.100.2210/2579.6360.165.0000</u> <u>140.26.100.2210/2579.6360.165.0000</u>
Rental Car	_____	_____
Meals	<u>\$1,064/\$532</u>	<u>100.24.100.2210/2579.6360.165.0000</u> <u>140.26.100.2210/2579.6360.165.0000</u>
Lodging	<u>\$1,800/\$1,800</u>	<u>100.24.100.2210/2579.6360.165.0000</u> <u>140.26.100.2210/2579.6360.165.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$14,490.00</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: Participation in AVID Summer Institute Professional Development

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of Avid implementation on their campus and learn valuable best practice strategies to ensure rigorous implementation towards AVID school-wide program To Improve Student Behavior

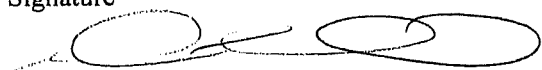
Identify which characteristics of the Portrait of Graduate are specifically related to this request.

<input 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 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



Date

1/20/26

Principal/Supervisor



Date

1/20/26

Associate Superintendent/Superintendent

Date

rev. 6/1/2022

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): Kevin Beuthin, A.J. Malis

SCHOOL: AHS Department (opt.): _____

DATE(S): 06/28/26-07/01/26

ACTIVITY/EVENT: AVID SUMMER INSTITUTE

LOCATION: Grand Hyatt San Diego, 1 Market Pl., San Diego, CA 92101

ABSENCE: Days 4 Sub Required: No

of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$2,198</u>	<u>140.26.100.2210.6360.281.0000</u> <u>140.26.100.2579.6360.281.0000</u>
Transportation	<u>\$1,000</u> Mode <u>Airline</u>	<u>140.26.100.2210.6582.281.0000</u> <u>140.26.100.2579.6582.281.0000</u>
Meals	<u>\$532.00</u>	<u>140.26.100.2210.6582.281.0000</u> <u>140.26.100.2579.6582.281.0000</u>
Lodging	<u>\$1,800.00</u>	<u>140.26.100.2210.6582.281.0000</u> <u>140.26.100.2579.6582.281.0000</u>
TOTAL	<u>\$5,530.00</u>	

(Note: Tax credit contributions are District funds and require a budget code.)

The District will not receive reimbursement from outside sources.

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

Purpose of travel: AVID Summer Institute

Outcomes and academic benefits to students and staff: Teacher participants will receive instruction related to implementation of AVID strategies that benefit AVID school-wide.

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

X	Caring	X	Citizenship	X	Collaboration
X	Communication	X	Creative Thinking	X	Critical Thinking
X	Problem-Solving	X	Scholarship		

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

Submitted by:	<u>Hayley Butcher</u>	<u>1/16/26</u>
	Signature	Date
	<u>Lauffa</u>	<u>1/16/26</u>
	Principal/Supervisor	Date
	<u>[Signature]</u>	<u>1/20/26</u>
	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): Javier Suazo Liliana Rascon Valdez Mateo Arredondo Lisa Padilla SCHOOL: AHS

Kimberly Dickinson Jennifer Hunter Carolyn Marietta

Department (opt.): _____

Sally Conboy Michele Freitas Stanley Richardson Judith Becker-Rohrer

Wendi Ousley Angel Willis Stileda Rose Hayley Gottlieb

DATE(S): 06/28/26-07/01/26

ACTIVITY/EVENT: AVID SUMMER INSTITUTE

LOCATION: Grand Hyatt San Diego, 1 Market Pl., San Diego, CA 92101

ABSENCE: # Days 4 Sub Required: 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	<u>\$16,485.00</u>		<u>100.26.100.2210.6360.281.0000</u>
			<u>100.26.100.2579.6360.281.0000</u>
Transportation	<u>\$7,500.00</u>	Mode <u>Airline</u>	<u>100.26.100.2210.6582.281.0000</u>
			<u>100.26.100.2579.6582.281.0000</u>
Meals	<u>\$3,990.00</u>		<u>100.26.100.2210.6582.281.0000</u>
			<u>100.26.100.2579.6582.281.0000</u>
Lodging	<u>\$13,500.00</u>		<u>100.26.100.2210.6582.281.0000</u>
			<u>100.26.100.2579.6582.281.0000</u>
TOTAL	<u>\$41,475.00</u>		

The District will not receive reimbursement from outside sources.

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

Purpose of travel: AVID Summer Institute

Outcomes and academic benefits to students and staff: Teacher participants will receive instruction related to implementation of AVID strategies that benefit AVID school-wide.

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

X	Caring	X	Citizenship	X	Collaboration
X	Communication	X	Creative Thinking	X	Critical Thinking
X	Problem-Solving	X	Scholarship		

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

Submitted by: Hayley Gottlieb 1/16/26
Signature Date

[Signature] 1/16/26
Principal/Supervisor Date

[Signature] 1/20/26
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): Kathy Sheffield, Christal Rice _____ SCHOOL: AMS

Department (opt.): _____
DATE(S): June 29-July 1, 2026

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego, Ca

ABSENCE: # Days 3 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$2,198.00</u>	<u>140.26.100.2210/2579.6360.166.0000</u>
Transportation	<u>\$940.00</u> Mode _____	<u>140.26.100.2210/2579.6583.166.0000</u>
Meals	<u>\$532.00</u>	<u>140.26.100.2210/2579.6583.166.0000</u>
Lodging	<u>\$600.00</u>	<u>140.26.100.2210/2579.6583.166.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$2,730.00</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: Participation in AVID Summer Institute Professional Development.

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation on their campus and learn valuable best practice strategies to ensure rigorous implementation towards AVID schools-wide program.

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

<input checked="" type="checkbox"/> Caring	<input type="checkbox"/> Citizenship	<input 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

1/15/26
Date

Principal/Supervisor

1/15/26
Date

Associate Superintendent/Superintendent

1/20/26
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): Angela Wichers, Pail Avila, Christopher Mercillott, Gemma Garcia,

Brianna Miller, Sarah Nicholas,

SCHOOL: AMS

Department (opt.): _____

DATE(S): June 29-July 1, 2026

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego, Ca

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	<u>\$4,396/\$1,099</u>		<u>100.26.100.2210/2579.6360.166.0000</u>
Transportation	<u>\$2,300/\$1,540</u>	Mode <u>air</u>	<u>100.26.100.2210/2579.6582.166.0000</u>
Rental Car	_____		_____
Meals	<u>\$1,640/\$1,800</u>		<u>100.26.100.2210/2579.6582.166.0000</u>
Lodging	<u>\$1,800/\$1,800</u>		<u>100.26.100.2210/2579.6582.166.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$14,391</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: Participation in AVID Summer Institute Professional Development.

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation on their campus and learn valuable best practice strategies to ensure rigorous implementation towards AVID schools-wide program.

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

<input checked="" type="checkbox"/> Caring	<input type="checkbox"/> Citizenship	<input 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

1/15/26

Date

Principal/Supervisor

1/15/26

Date

Associate Superintendent/Superintendent

1/20/26

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): 07/17/26-07/23/26

ACTIVITY/EVENT: National School Public Relations Association National Seminar

LOCATION: New Orleans, LA

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

of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$845.00</u>	<u>140.26.100.2320.6360.501.0000</u>
Transportation	<u>\$1000.00</u>	Mode <u>Air</u> <u>140.26.100.2320.6582.501.0000</u>
Rental Car	_____	
Meals	<u>\$297.00</u>	<u>140.26.100.2320.6582.501.0000</u>
Lodging	<u>\$1200.00</u>	<u>140.26.100.2320.6582.501.0000</u>
 TOTAL	 <u>\$2942.00</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: Attend the National School Public Relations Association 2026 National Seminar

Outcomes and academic benefits to students and staff: Presenting Pre-Session Module and Networking with other public relation professionals as well as opportunities to learn about current communication strategies needed to advocate for our schools.

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

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

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

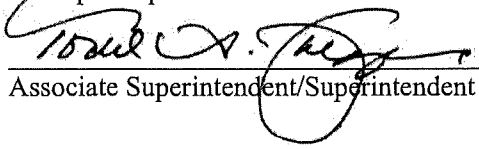
Submitted by: _____

Signature

_____ Date

Principal/Supervisor

_____ Date


Associate Superintendent/Supervisor

01.12.26

Date