



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

DATE OF MEETING: July 9, 2024

TITLE: Approval of Out of State Travel

BACKGROUND:

STUDENTS

Shannon Haskins, Lindsay Lopez, Chris Gutierrez, Lisa DaDeppo, Brianna McQuown, Lilianne Wright, Eric Pierpont, Casey Heyer, and Cassandra Cillitto request permission to take 90 Cross Middle School 8th Grade students to Washington, D.C. and New York City, NY on March 10-18, 2025. Approximate cost of travel is \$253,360 and will be paid using Auxiliary and Tax Credit funds. Five school days will be missed, and substitutes are required.

Lauren Marlatt, Kay Lewis, Andrea Fyock, Erika Sparlin, and Jeremy Hayes request permission to take 50 Coronado 7th grade students to Catalina Island Marine Institute in Toyon Bay, California on February 16-20, 2025. Approximate cost of travel is \$27,350.50 and will be paid using Auxiliary and Tax Credit funds. Three school days will be missed, and substitutes are required.


Lauren Marlatt, Rebecca Green, Andrea Fyock, Kay Lewis, Jeremy Hayes, and Erika Sparlin request permission to take 50 Coronado 8th grade students to Grand Canyon, Page, and Sunset Crater, AZ on April 24-25, 2025. Approximate cost of travel is \$28,200 and will be paid using Auxiliary and Tax Credit funds. Two school days will be missed, and substitutes are required.

BUDGET CODE KEY		
525.00.610.1001.6892.167.0000	Auxiliary	Classroom Instruction, Student Travel, Cross
526.00.610.1001.6892.167.0000	Tax Credit	Classroom Instruction, Student Travel, Cross
525.00.100.1001.6113.167.0000	Auxiliary	Classroom Instruction, Substitutes, Cross
525.00.100.1001.6892.115.0000	Auxiliary	Classroom Instruction, Student Travel, Coronado
526.00.100.1001.6892.115.0000	Tax Credit	Classroom Instruction, Student Travel, Coronado
525.00.410.2710.6519.115.0000	Auxiliary	Student Transportation, Student Travel, Coronado
526.00.410.2710.6519.115.0000	Tax Credit	Student Transportation, Student Travel, Coronado
525.00.100.1001.6113.115.0000	Auxiliary	Classroom Instruction, Substitutes, Coronado

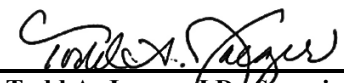
RECOMMENDATION:

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

INITIATED BY:


Matthew Munger
Associate Superintendent for Secondary Education

Date: July 8, 2024


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: Cross Middle

ESTIMATED NUMBER OF STUDENTS: 90

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

STAFF ADVISOR(S)/CHAPERONES: Shannon Haskins, Lindsay Lopez, Chris Guitierrez, Lisa DaDeppo, Brianna McQuown, Lillianne Wright, Eric Pierpont, Casey Heyer, Cassandra Cillitto

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: To visit national and historic sites in conjunction with the 8th grade history and civics curriculum, as well as science, and music curriculum. Tax Credit money will be used to pay travel expenses. The competitive component will include an educational scavenger hunt in each city and an essay contest to determine which students will participate in the laying of a wreath at the Tomb of the Unknown Soldier.

DESTINATION OF TRAVEL: Washington, D.C.; New York City

DATES OF TRAVEL: March 10, 2024-March 18, 2025

ACADEMIC BENEFITS TO STUDENTS:

The 8th grade social studies curriculum focuses on Civics and Government, including Civil Rights, Structures of Government, Civic Responsibilities, Economics, Human Rights, and Cycles of Conflict. This trip will highlight a number of key sites in Washington, D.C. that will support that instruction: tours of the US Capitol, the US Supreme Court, Embassy Row, Arlington National Cemetery, National Museum of African American History and Culture, the Marine Corp War Memorial, National Archives, the Smithsonian Museum of American History, and the Holocaust Museum. Students will also spend time in New York City, which will highlight areas of the curriculum and include visits to Ellis Island, the United Nations, Wall Street, Tenement Housing Museum, and 9/11 Memorial Museum.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Domestic airline and charter buses as provided by the travel company as part of the package

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROX. COST

\$252,800.00

BUDGET CODE

525/526.00.610.1001.6892.167.0000

Registration	<u>Activities, fees, (incl. 10 self-paid chaperones)</u>	<u>525.00.610.1001.6892.167.0000</u>
	\$ 75,840	
Transportation	<u>Air and charter bus</u>	<u>526.00.610.1001.6892.167.0000</u>
	\$101,120.00	
Meals	<u>Dinners included</u>	<u>525.00.610.1001.6892.167.0000</u>
	\$25,280.00	
Lodging	<u>Hotel stays in DC and NY</u>	<u>525.00.610.1001.6892.167.0000</u>
	\$50,560.00	<u>526.00.610.1001.6892.167.0000</u>
Substitutes	\$560.00	<u>525.00.100.1001.6113.167</u>
TOTAL	<u>\$253,360.00</u>	<u>See attached quote for additional breakdown of costs</u>

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No
 IF SO, SOURCE & AMOUNTS: N/A

HOW ARE CHAPERONE EXPENSES PAID? **(4) Staff Chaperone travel, lodging, and meal expenses are paid as part of the total package.. Parent chaperones will pay for all cost of trip on their own.**

COST TO EACH STUDENT \$ **\$2492.00**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **We will be making financial assistance available to students in need based upon money available and the depth of need. (See fundraising below)**

FUNDING SOURCE(S): **Student families, fundraising activities, tax credit**

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Restaurant night fundraisers, letter writing for sponsorship from local companies, shirt sales, tax credit donations.

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

SUBMITTED BY: Shamyan Hester _____ Date _____
 Signature

APPROVED BY: [Signature] _____ Date 6/26/24
 Principal/Supervisor

[Signature] _____ Date 6/27/24
 Associate Superintendent/Superintendent

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**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: Coronado K-8

ESTIMATED NUMBER OF STUDENTS: 50

NAME OF SCHOOL GROUP/CLUB/ENTITY: Coronado 7th Grade / Science Department

STAFF ADVISOR(S)/CHAPERONES: Lauren Marlatt (coordinator) Chaperones: Lauren Marlatt, Kay Lewis, Andrea Fyock, Erika Sparlin, and Jeremy Hayes

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Field trip to study Oceanography and Marine Biology

DESTINATION OF TRAVEL: Catalina Island Marine Institute (CIMI), Toyon Bay, CA

DATES OF TRAVEL: February 16-20, 2025

ACADEMIC BENEFITS TO STUDENTS: The students will be participating in Catalina Island Marine Institute's three-day camp. Students will complete labs and activities aligned with the Arizona Science Standards adopted in October of 2018. Students will have a reinforcement of the content learned in class. Students will compete in a Science Olympics when we return to assess their learning.

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

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Academic Content | <input checked="" type="checkbox"/> Caring | <input checked="" type="checkbox"/> Citizenship |
| <input checked="" type="checkbox"/> Collaboration | <input checked="" type="checkbox"/> Communication | <input checked="" type="checkbox"/> Creative Thinking |
| <input checked="" type="checkbox"/> Critical Thinking | <input checked="" type="checkbox"/> Problem-Solving | |

PROPOSED METHOD OF TRANSPORTATION:

- District-owned vehicles
Transportation approval: _____
 Other: Mountain View Tours

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	\$ 19,500.00	525/526.00.100.1001.6892.115.0000
Transportation	\$ 6,050.50	525/526.00.410.2710.6519.115.0000
Meals	Included	-----
Lodging	Included	-----
Substitutes	\$ 1,800.00	525.00.100.1001.6113.115.0000
TOTAL	\$ 27,350.50	
	=====	

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 free based on enrollment of students.


COST TO EACH STUDENT: \$500.00

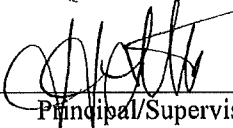
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? We are working on fundraising in a variety of ways. We will apply for a grant to supplement the needed funds for the scholarship. We have asked the students to tell us how much they can afford and have a fundraising goal to make sure that all eligible students have a means of attending.

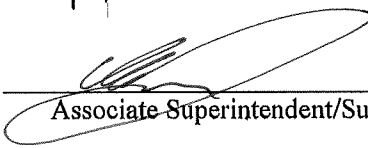
FUNDING SOURCE(S): The parents/guardians will pay for most of the trip. Other funding will come from tax credits, scholarships, and fundraising.

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY:  6-25-25
Signature Date

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

 7.27.24
Associate Superintendent/Superintendent Date

**AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST**

Attach supporting documentation as needed

ORIGINAL SUBMISSION

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL

SCHOOL: Coronado K-8

ESTIMATED NUMBER OF STUDENTS: 50

NAME OF SCHOOL GROUP/CLUB/ENTITY: Coronado 8th Grade / Science Department

STAFF ADVISOR(S)/CHAPERONES: Lauren Marlatt (coordinator) Chaperones: Lauren Marlatt, Rebecca Green, Andrea Fyock, Kay Lewis, Jeremy Hayes and Erlka Sparlin

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Field trip to study Earth Science and Environmental Science.

DESTINATION OF TRAVEL: Grand Canyon, Page and Sunset Crater, AZ

DATES OF TRAVEL: April 24-25, 2025

ACADEMIC BENEFITS TO STUDENTS: The students will be participating in a guided tour of several areas in Arizona that relate to the Arizona Science Standards adopted in October 2018. Students will have a reinforcement of the content learned in class. Students will take pictures of the land features visited and then will submit their pictures to a competition for science content.

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

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Academic Content | <input checked="" type="checkbox"/> Caring | <input checked="" type="checkbox"/> Citizenship |
| <input checked="" type="checkbox"/> Collaboration | <input checked="" type="checkbox"/> Communication | <input checked="" type="checkbox"/> Creative Thinking |
| <input checked="" type="checkbox"/> Critical Thinking | <input checked="" type="checkbox"/> Problem-Solving | |

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other: Charter Bus - provided by the travel company Gray Line Tour Bus

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	\$ 26,400.00	525/526.00.100.1001.6892.115.0000
Transportation	Included	-----
Meals	Included	-----
Lodging	Included	-----
Substitutes	\$ 1,800.00	525.00.100.1001.6113.115.0000
TOTAL	<u>\$ 28,200.00</u> =====	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS:

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

HOW ARE CHAPERONE EXPENSES PAID? Chaperones are free based on enrollment of students.


COST TO EACH STUDENT: \$525.00

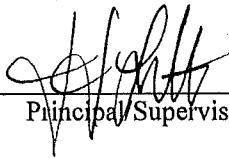
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? We are working on fundraising in a variety of ways. We have tax credit money in our account from a previous refund that will first be used to pay for the students who are selected and cannot attend. The remainder will be used to bring the per-student cost down. We also have been invited to write a grant from Saddlebrooke to help bring the per-student cost down. We have asked the students to tell us how much they can afford and have a fundraising goal to make sure that all eligible students have a means of attending.


FUNDING SOURCE(S): The parents/guardians will pay for most of the trip. Other funding will come from tax credits, scholarships, and fundraising.

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY:  6/25/25
Signature Date

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

 7.2.2024
Associate Superintendent/Superintendent Date