



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

DATE OF MEETING: May 27, 2025

TITLE: Approval of Out of State Travel

BACKGROUND:

STUDENTS

Stephen Whetherhult and Kelly Payne request permission to take 12 Canyon Del Oro HOSA students to HOSA International Leadership Conference in Nashville, Tennessee on June 17-22, 2025. Approximate cost of travel is \$16,604.00 and will be paid using JTED, Student Activities, and Tax Credit funds. No school days will be missed, and no substitutes required.

Josh Ronstadt and Krista McEuen request permission to take 1 Canyon del Oro Construction student to SkillsUSA National Competition in Atlanta, Georgia on June 23-28, 2025. Approximate cost of travel is \$6,250.00 and will be paid using Tax Credit and Student Activities funds. No school days will be missed, and no substitutes required.

Michael Smith, Bob Jones, RoseMarie Smith, Tom Taylor, Brittany Merrill, and Ashley Ray request permission to take 40 Ironwood Ridge Cross Country students to Mt. Carmel Cross Country Invitational in San Diego, California on October 3-5, 2025. Approximate cost of travel is \$12,300.00 and will be paid using Booster and Gifts and Donations funds. One school day will be missed, and substitutes are required.

BUDGET CODE KEY		
596.00.362.2190.6892.282.0000	JTED	Student Support Services, Student Expenses, CDO
850.00.610.2190.6892.282.0000	Student Activities	Student Support Services, Student Expenses, CDO
526.00.610.1001.6892.282.0000	Tax Credit	Classroom Instruction, Student Expenses, CDO
526.00.610.2190.6892.282.0000	Tax Credit	Student Support Services, Student Expenses, CDO
530.00.610.3400.6105.280.0000	G & D	Bookstore Operations, Substitutes, IRHS

RECOMMENDATION:

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

INITIATED BY:

Matthew Munger
Associate Superintendent for Secondary Education

Date: May 19 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: CDO

ESTIMATED NUMBER OF STUDENTS: 12

NAME OF SCHOOL GROUP/CLUB/ENTITY: HOSA

STAFF ADVISOR(S)/CHAPERONES: Stephen Whetherhult (Advisor)/Kelly Payne(parent)

ABSENCE: # Days 6 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: HOSA International Leadership Conference

DESTINATION OF TRAVEL: Gaylord Opryland Resort and Convention Center – 2800 Opryland Dr. Nashville, TN 37214

DATES OF TRAVEL: 6/17/2025 – 6/22/2025

ACADEMIC BENEFITS TO STUDENTS: Compete at the International level, Network with peers and Industry professionals from around the world, attend workshops and the HOSA expo for industry exposure and experience.

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 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 flight

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
	<u>\$1,650.00</u>	<u>596.00.362.2190.6892.282.0000</u>
Registration	<u>\$300.00</u>	<u>596.00.362.2190.6892.282.0000</u>
	<u>\$6,432.00</u>	<u>850/526.00.610.2190.6892.282.0000</u>
Transportation	<u>\$1,072.00</u>	<u>850/526.00.610.2190.6892.282.0000</u>
	<u>Self-paid</u>	<u>850/526.00.610.2190.6892.282.0000</u>
Meals	<u>\$900.00</u>	<u>850/526.00.610.2190.6892.282.0000</u>
	<u>\$3,750.00</u>	<u>850/526.00.610.2190.6892.282.0000</u>
Lodging	<u>\$2,500.00</u>	<u>850/526.00.610.2190.6892.282.0000</u>
Substitutes	<u>N/A</u>	<u>_____</u>
TOTAL	<u>16,604.00</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? Club, tax credit

COST TO EACH STUDENT \$ 300.00

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

FUNDING SOURCE(S): club, tax credit

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Barnes and Noble, Victory Fundraising

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

SUBMITTED BY: [Signature] 5/19/25
Signature Date

APPROVED BY: Tara Bulgh 5/19/25
Principal/Supervisor Date

Associate Superintendent/Superintendent Date 5/6/20

AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST

Attach supporting documentation as needed

ORIGINAL SUBMISSION

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

SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 1

NAME OF SCHOOL GROUP/CLUB/ENTITY: CDO Construction

STAFF ADVISOR(S)/CHAPERONES: Josh Ronstadt, Krista McEuen (parent)

ABSENCE: Days 6 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: SkillsUSA National Competition in Atlanta GA

DESTINATION OF TRAVEL: 285 Andrew Young International Blvd NW, Atlanta GA 30313

DATES OF TRAVEL: 06/23/2025-06/28/2025

ACADEMIC BENEFITS TO STUDENTS: Student competition in National event (Masonry) to represent Arizona

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

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Academic Content | <input type="checkbox"/> Caring | <input type="checkbox"/> Citizenship |
| <input checked="" type="checkbox"/> Collaboration | <input checked="" type="checkbox"/> Communication | <input 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: airline
☒ Other: airline

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

rev. 6.1.2022

AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST

Attach supporting documentation as needed

ORIGINAL SUBMISSION

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

SCHOOL: Ironwood Ridge High School

ESTIMATED NUMBER OF STUDENTS: 40

NAME OF SCHOOL GROUP/CLUB/ENTITY: Boys and Girls Cross Country Teams

STAFF ADVISOR(S)/CHAPERONES: Michael Smith, Bob Jones, RoseMarie Smith, Tom Taylor, Brittany Merrill, Ashley Ray

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Mt. Carmel Cross Country Invitational / To seek out greater competition that we cannot find locally. By seeking greater competition we hop to build our program and support our efforts of Chasing Excellence.

DESTINATION OF TRAVEL: Morley Field – San Diego, CA

DATES OF TRAVEL: October 3rd, 2025 – October 5th, 2025

ACADEMIC BENEFITS TO STUDENTS: Students will be able to experience competition at a higher level which will set them up for greater success later in our season. Students will be able to run faster than they ever have as well as reflect upon how the greater competition helped them to achieve this..

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 Coach Bus

Are expenses paid from any of the following accounts? Auxiliary _____ Tax Credits _____ Club Funds _____
Parent Organization Yes, Ironwood Ridge Track & Field Cross Country Booster Club

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$500</u>	<u>Paid by Boosters</u>
Transportation	<u>\$6,000</u>	<u>Paid by Boosters</u>
Meals	<u> </u>	<u> </u>
Lodging	<u>\$5,500</u>	<u>Paid by Boosters</u>
Substitutes	\$300.00	<u>530.00.610.3400.6105.280.0000</u>
TOTAL	<u>\$12,300</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? **n/a**

COST TO EACH STUDENT \$ **350 or less**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Fundraising options and scholarship opportunities if needed**

FUNDING SOURCE(S): **IRTFCC Booster Club**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Hosting Invitationals and Victory Fundraising

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

SUBMITTED BY: M. Smith 5/2/25
Signature Date

APPROVED BY: [Signature] 5-8-25
Principal/Supervisor Date

[Signature] 5/13/2025
Associate Superintendent/Superintendent Date