



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

DATE OF MEETING: **July 14, 2026**

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

BACKGROUND:

STUDENTS

Darin Mapes, Emily Steiner, Matthew Peru, Pamela Elslager, Melissa Lassers, Alex Smith, Monique Lopez, Heidi Wolf and Susan Shoopman request permission to take 90 7th grade Wilson students to Catalina Island, California on February 11-14, 2027. Approximate cost of travel is \$75,855.00 and will be paid using Auxiliary, Tax Credit, and Gifts and Donations funds. Two school days will be missed, and substitutes are required.

Susan Shoopman, Jose Obregon, Sharon Silvas, Kristen McCain, Darin Mapes, Danielle Swisher, and Pamela Elslager request permission to take 65 8th grade Wilson students to Washington, D.C. and Mt. Vernon, Virginia on March 4-7, 2027. Approximate cost of travel is \$98,340.00 and will be paid using Auxiliary, Tax Credit, and Gifts and Donations funds. Two school days will be missed, and substitutes are required.

BUDGET CODE KEY		
525.00.610.1001.6892.168.0000	Auxiliary	Classroom Instruction, Student Expenses, Wilson
526.00.610.1001.6892.168.0000	Tax Credit	Classroom Instruction, Student Expenses, Wilson
530.00.100.1001.6155.168.0000	Gifts & Donations	Classroom Instruction, Substitutes, Wilson

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 13, 2026

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: Wilson K-8

ESTIMATED NUMBER OF STUDENTS: 90

NAME OF SCHOOL GROUP/CLUB/ENTITY: Wilson 7th Grade Catalina Island

STAFF ADVISOR(S)/CHAPERONES: Darin Mapes, Emily Steiner, Matthew Peru, Pamela Elslager, Melissa Lassers, Alex Smith, Monique Lopez, Heidi Wolf, Susan Shoopman

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 7th Grade students will travel to Catalina Island Marine Institute to study Marine Biology through hands on labs and activities. Students participate in group/peer collaboration and learning experiences about all aspects of Marine Biology. They will learn about and think critically about how the oceans affect the biosphere. Students will interact with marine life in the unique marine ecosystem around Catalina Island through up close personal observations through kayaking and snorkeling along with other unique learning experiences.

DESTINATION OF TRAVEL: Catalina Island, CA

DATES OF TRAVEL: February 11-14, 2027

ACADEMIC BENEFITS TO STUDENTS: Increased knowledge of Marine Biology through engagements of science standards, along with positive interactions among peers through collaboration, teamwork, problem solving and critical thinking.

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

- | | | |
|---|---|---|
| ☒ Academic Content | ☒ Caring | ☒ Citizenship |
| ☒ Collaboration | ☒ Communication | ☒ Creative Thinking |
| ☒ Critical Thinking | ☒ Problem-Solving | |

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Charter transportation.

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 \$ 75015.00 525/526.00.610.1001.6892.168.0000
(ALL INCLUSIVE TRIP; REGISTRATION, HOTEL, TRANSPORTATION, MEALS)

Transportation

Meals

Lodging

Substitutes

TOTAL

\$ 75855.00

530.00.100.1001.6155.168.0000

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? 4 Complimentary; Self-Pay

COST TO EACH STUDENT \$ 755.00

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

FUNDING SOURCE(S): Students/Parents

FUNDRAISING ACTIVITIES PLANNED (If applicable): None

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

SUBMITTED BY:

Signature _____

7/9/24
Date

APPROVED BY:

Principal/Supervisor

7/9/26
Date

Associate Superintendent/Superintendent

7/9/24
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: 65

NAME OF SCHOOL GROUP/CLUB/ENTITY: Wilson 8th Grade

STAFF ADVISOR(S)/CHAPERONES: Susan Shoopman, Jose Obregon, Sharon Silvas, Kristen McCain,
Darin Mapes, Danielle Swisher, Pam Elslager

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: The purpose of the trip is to visit national and historical sites that our 8th grade students have learned about within their history and civics curriculum. Tax credit money will be used to pay travel expenses.

DESTINATION OF TRAVEL: Washington DC and Mt. Vernon, Virginia

DATES OF TRAVEL: March 4, 2027 – March 7, 2027

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. and Mt. Vernon that will support that instruction: tours of the White House, U.S. Capitol, Supreme Court, Library of Congress, Ford's Theater, National Archives, Arlington National Cemetery, Washington Monument, National Mall, Tidal Basin, Lincoln Memorial, WW II Memorial, Vietnam Veterans Memorial, Korean War Memorial, Marine Corps War Memorial (Iwo Jima), 9/11 Pentagon Memorial, Mt. Vernon, Holocaust Museum, National Museum of Natural History, and National Museum of American History. Wilson students will also participate in a Wreath Laying Ceremony at Arlington National Cemetery.

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

- | | | |
|---|---|---|
| ☒ Academic Content | ☐ Caring | ☒ Citizenship |
| ☐ Collaboration | ☒ Communication | ☐ Creative Thinking |
| ☒ Critical Thinking | ☐ Problem-Solving | |

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Domestic airline and charter buses as provided by 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	BUDGET CODE
Registration	<u>\$97,5000.00</u> (All inclusive: includes air-fare, charter bus; lodging; 2 meals daily)	<u>525/526.00.610.1001.6892.168.0000</u>
Transportation	<u> </u>	<u> </u>
Meals	<u>\$20.00 (daily lunch)</u>	<u>Self-Pay</u>
Lodging	<u> </u>	<u> </u>
Substitutes	<u>\$840.00</u>	<u>530.00.100.1001.6105.168.0000</u>
TOTAL	<u>\$98,340.00</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? (4) Staff Chaperone travel, lodging and meal expenses are paid as part of the total package. Parent chaperones will pay for all cost of the trip on their own.

COST TO EACH STUDENT \$ 1,500.00

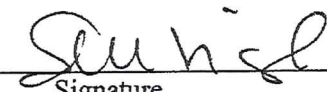
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? We will be making financial assistance available to student in need based upon money available and the depth of need.

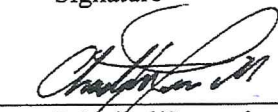
FUNDING SOURCE(S): Student families and tax credit

FUNDRAISING ACTIVITIES PLANNED (If applicable):

N/A

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

SUBMITTED BY:  7/9/26
Signature Date

APPROVED BY:  7/9/26
Principal/Supervisor Date

 7/9/26
Associate Superintendent/Supintendent Date