



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: August 11, 2026

TITLE: Approval of Out of State Travel

BACKGROUND:

STUDENTS

Toru Tagawa, Meagan Cook, Korey Toensing, Amy Dionise, and Grace Ratje request permission to take 40 Canyon del Oro Orchestra Club students to Forum Music Festival in Santa Clarita, California on March 25-27, 2027. Approximate cost of travel is \$33,900, and will be paid using Tax Credit and Auxiliary funds. Two school days will be missed, and substitutes are required.

Christian Hill, Isabel Jacobson, Darin Mapes, Susan Shoopman, Alex Smith, Heidi Wolf, Monique Lopez, Emily Steiner, and Matthew Peru request permission to take 80 Wilson Middle School Band, Orchestra, Choir students to Music in the Parks Festival Competition on April 23-24, 2027 in Santa Ana, California. One school day will be missed, and substitutes are required.

Scott Little requests permission to attend Arizona Risk Retention Trust Meeting with Regulators in Charleston, South Carolina on November 2-4, 2026. All travel expenses are being paid by the Trust. Three school days will be missed, and no substitute is required.

BUDGET CODE KEY		
526.00.610.1001.6892.282.0000	Tax Credit	Classroom Instruction, Student Expenses, CDO
525.00.610.2190.6892.282.0000	Auxiliary	Other Student Support Services, Student Expenses, CDO
526.00.410.2710.6519.282.0000	Tax Credit	Student Transportation, Student Travel, CDO
526.00.100.1001.6105.282.0000	Tax Credit	Classroom Instruction, Substitutes, CDO
525.00.610.1001.6892.168.0000	Auxiliary	Classroom Instruction, Student Expenses, Wilson
525.00.100.1001.6105.168.0000	Auxiliary	Classroom Instruction, Substitutes, Wilson

RECOMMENDATION:

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

INITIATED BY:

Matthew Munger
Associate Superintendent for Secondary Education

Date: August 10, 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: **Canyon del Oro High School**

ESTIMATED NUMBER OF STUDENTS: **40**

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Orchestra Club**

STAFF ADVISOR(S)/CHAPERONES: **Toru Tagawa, Meagan Cook, Korey Toensing, Amy Dionise,
Grace Ratje**

ABSENCE: # Days **3** Sub Required: ☒ Yes ☐ No # of School Days Missed **2**

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Performing at the Forum Music Festival**

DESTINATION OF TRAVEL: **Santa Clarita, CA**

DATES OF TRAVEL: **March 25, 2027 - March 27, 2027**

ACADEMIC BENEFITS TO STUDENTS: **Students will be able to perform for adjudicators and
compete for rating and they will be able to receive comments to improve their playing. Students
will be attending the LA Philharmonic's concert performing**

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 **Mountain View 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	<u>\$3500</u>	<u>526.00.610.1001.6892.282.0000</u>
Universal Studio	<u>\$6000</u>	<u>CDO Orchestra Booster Club</u>
Concert Tickets for LA Phil	<u>\$4000</u>	<u>525.00.610.2190.6892.282.0000</u>
Transportation	<u>\$4000</u>	<u>526.00.410.2710.6519.282.0000</u>
	<u>\$4000</u>	<u>CDO Orchestra Booster Club</u>
Meals	<u>\$2000</u>	<u>CDO Orchestra Booster Club</u>
Lodging	<u>\$5000</u>	<u>525.00.610.2190.6892.282.0000</u>
	<u>\$5000</u>	<u>CDO Orchestra Booster Club</u>
Substitutes	<u>\$400</u>	<u>526.00.100.1001.6113.282.0000</u>
TOTAL	<u>\$33,900</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? CDO Orchestra Booster Club

COST TO EACH STUDENT \$ 800

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

FUNDING SOURCE(S): CDO Orchestra Tax Credit, CDO Orchestra Booster Club

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY:  6/24/20
Signature Date

APPROVED BY:  6/24/20
Principal/Supervisor Date

 6/29/2020
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: Wilson K-8

ESTIMATED NUMBER OF STUDENTS: 80

NAME OF SCHOOL GROUP/CLUB/ENTITY: Wilson Middle School Band, Orchestra, Choir

STAFF ADVISOR(S)/CHAPERONES: Christian Hill, Isabel Jacobson, Darin Mapes, Susan Shoopman, Alex Smith, Heidi Wolf, Monique Lopez, Emily Steiner, Matthew Peru

ABSENCE: # Days 2 Sub Required: ☒ Yes ☐ No # of School Days Missed 1

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

DESTINATION OF TRAVEL: Santa Ana, California

DATES OF TRAVEL: April 23-24, 2026

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

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

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

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Charter Busses

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$ 60,100.00</u> (all inclusive, hotel, transportation, admission fees)	<u>525.00.610.1001.6892.168.0000</u>
Transportation		
Meals	<u>Breakfast Complimentary at hotel. Students to pay on their own for lunch and dinner</u>	
Lodging		
Substitutes	<u>\$ 280.00</u>	<u>525.00.100.1001.6105.168.0000</u>
TOTAL	\$ 60,380.00	

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? Self-Pay

COST TO EACH STUDENT \$ \$ 595 plus Students must pay for (2) lunches and dinners

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

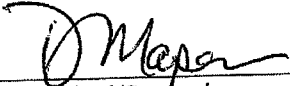
FUNDING SOURCE(S) Parent Donations, Fundraising

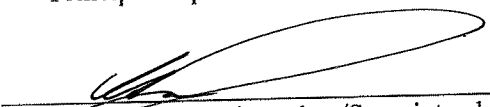
FUNDRAISING ACTIVITIES PLANNED (If applicable):

MOD pizza fundraisers

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

SUBMITTED BY: Christian E. Hill July 13, 2026
Signature Date

APPROVED BY:  July 13, 2026
Principal/Supervisor Date

 July 22, 2026
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): Scott Little _____

SCHOOL: Wetmore

Department (opt.): Finance

DATE(S): November 2-4, 2026

ACTIVITY/EVENT: Arizona Risk Retention Trust – Meeting with Regulators _____

LOCATION: Charleston, SC

ABSENCE: # Days 3 Sub Required: ☐ Yes ☒ No

of School Days Missed 3

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	_____	_____
Transportation	_____	Mode _____
Rental Car	_____	_____
Meals	_____	_____
Lodging	_____	_____
Substitutes	_____	_____
TOTAL	<u>0</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: Arizona Risk Retention Trust – Meeting with Regulators

Outcomes and academic benefits to students and staff: NA

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

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

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

Submitted by: _____

Signature

8/7/26
Date

Principal/Supervisor

_____ Date

Associate Superintendent/ Superintendent

8/7/26
Date