



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

DATE OF MEETING: **May 12, 2026**

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

BACKGROUND:

STAFF

Michelle Valenzuela 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 \$3,770 and will be paid using Maintenance and Operations funds. No school days will be missed, and no substitutes are required.

Joyce Daigle and Madisyn McDole request permission to attend 2026 FullScale Symposium on October 7-10, 2026 in Indianapolis, Indiana. Approximate cost of travel is \$5,482.60 and will be paid using Title II funds. No school days will be missed, and no substitutes are required.

STUDENTS

Michael Smith, Bob Jones, Deb Jones, RoseMarie Smith, Brittany Merrill, and Ashley Ray request permission to take 40 Ironwood Ridge Cross Country Team students to Mt. Carmel Cross Country Invitation on October 2-4, 2026 in San Diego, California. Approximate cost of travel is \$13,800 and will be paid using Booster Club and Gifts and Donations funds. One school day will be missed, and substitutes are required.

BUDGET CODE KEY		
001.00.100.2579.6360.503.0000	M&O	Training Non-Instructional, Employee Training, Communications
001.00.100.2579.6582.503.0000	M&O	Training Non-Instructional, Employee Travel, Communications
140.26.100.2210.6360.510.0000	Title II	Improvement of Instruction, Employee Training, Office of Learning and Instruction
140.26.100.2210.6582.510.0000	Title II	Improvement of Instruction, Employee Travel, Office of Learning and Instruction
530.00.610.1001.6105.280.0000	G&D	Classroom Instruction, 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 5, 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): Michelle Valenzuela _____

SCHOOL: District Office
 Department (opt.): Communications Department
 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>
		<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>	
Registration	<u>\$1170.00</u>		<u>001.00.100.2579.6360.503.0000</u>
Transportation	<u>\$1000.00</u>	Mode <u>Air</u>	<u>001.00.100.2579.6582.503.0000</u>
Rental Car	_____		
Meals	<u>\$350.00</u>		<u>001.00.100.2579.6582.503.0000</u>
Lodging	<u>\$1250.00</u>		<u>001.00.100.2579.6582.503.0000</u>
TOTAL	<u>\$3770.00</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: Attend the National School Public Relations Association 2026 National Seminar

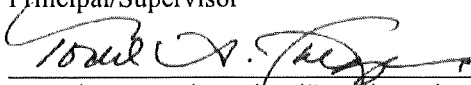
Outcomes and academic benefits to students and staff: Networking with other public relation professionals as well as opportunities to learn about current communication strategies needed to advocate for our schools.

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/Superintendent 01.21.26
 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): Joyce Daigle Madisyn McDole

SCHOOL: Keeling

Department (opt.): _____

DATE(S): October 7-10, 2026

ACTIVITY/EVENT: 2026 FullScale Symposium

LOCATION: Indiana Convention Center, 100 S Capitol Ave, Indianapolis, Indiana

ABSENCE: # Days 4 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	<u>\$1,600.00</u>		<u>140.26.100.2210.6360.510.0000</u>
Transportation	<u>\$2,200.00</u>	Mode <u>air</u>	<u>140.26.100.2210.6582.510.0000</u>
Meals	<u>\$ 350.00</u>		<u>140.26.100.2210.6582.510.0000</u>
Lodging	<u>\$ 912.60</u>		<u>140.26.100.2210.6582.510.0000</u>
Substitutes	<u>\$ 420.00</u>		<u>140.26.100.2210.6105.510.0000</u>
TOTAL	<u>\$5,482.60</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: **Employees will present and attend the symposium which aims to teach educators about next generation learning models and best practices to further success of students in public education.**

Outcomes and academic benefits to students and staff: **Employees will lead a presentation: Architects of Agency: Linking Educator Efficacy to Learner-Led Success on the use of Personalized Learning. Employees will also attend sessions to learn best practices for personalized learning and student agency.**

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

- | | | |
|---|---|---|
| <input checked="" 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: _____

Signature

_____ Date

Principal/Supervisor

Date



Associate Superintendent/Supervisor

7/30/26

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: 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, Deb Jones, RoseMarie Smith, 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 2nd, 2026 – October 4th, 2026

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 Booster</u>
Transportation	<u>\$7,000</u>	<u>Paid by Booster</u>
Meals	<u> </u>	<u> </u>
Lodging	<u>\$6,000</u>	<u>Paid by Booster</u>
Substitutes	<u>\$300</u>	<u>530.00.610.3400.6105.280.0000</u>
TOTAL	<u>\$13,800</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 \$ 400 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
Signature

4/23/26
Date

APPROVED BY: [Signature]
Principal/Supervisor

APR 18 2026
Date

[Signature]
Associate Superintendent/Supintendent

4/20/2026
Date