



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: **June 10, 2025**

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

BACKGROUND:

STAFF

Darlene Mansouri requests permission to attend 2026 National ESEA Conference on February 9-13, 2026 in Denver, Colorado. Approximate cost of travel is \$3,538.96 and will be paid using Title I funds. Five school days will be missed, and no substitute is required.

BUDGET CODE KEY		
100.25.100.2579.6360.509.0000	Title I	Training Non-Instructional, Employee Training, State and Federal Programs
100.26.100.2579.6582.509.0000	Title I	Training Non-Instructional, Employee Travel, State and Federal Programs

RECOMMENDATION:

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

INITIATED BY:

Matthew Munger
Associate Superintendent for Secondary Education

Date: June 9 2025

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): Darlene Mansouri

SCHOOL: District Offices

Department (opt.): State & Federal Programs

DATE(S): February 9-13, 2026

ACTIVITY/EVENT: 2026 National ESEA Conference

LOCATION: Denver, Colorado

ABSENCE: # Days 5 Sub Required: ☐ Yes ☒ No

of School Days Missed 5

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$649.00</u>	<u>100.25.100.2579.6360.509.0000</u>
Transportation	<u>\$775.96</u> Mode <u>Air, Shuttle & Parking</u>	<u>100.26.100.2579.6582.509.0000</u>
Rental Car	_____	_____
Meals	<u>\$369.00</u>	<u>100.26.100.2579.6582.509.0000</u>
Lodging	<u>\$1,745.00</u>	<u>100.25.100.2579.6582.509.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$3,538.96</u>	

(Note: Tax credit contributions are District funds and require a budget code.)

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: To attend the 2026 National ESEA Conference (Title I, II, IV Homeless, Private Schools and Equitable Services).

Outcomes and academic benefits to students and staff: A better understanding of the Federal Programs updates and guidelines. Learn changes at the Federal Level for grants and programs requirements.

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

<input type="checkbox"/> Caring	<input type="checkbox"/> Citizenship	<input type="checkbox"/> Collaboration
<input type="checkbox"/> Communication	<input type="checkbox"/> Creative Thinking	<input type="checkbox"/> Critical Thinking
<input type="checkbox"/> Problem-Solving	<input 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/Superintendent

Date