GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: **November 17, 2026**

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

BACKGROUND:

STAFF

Todd Jaeger requests permission to attend Odyssey of the Mind World Finals on May 25-30, 2027 in Lansing, Michigan. Approximate cost of travel is $2,250 and will be paid using Maintenance and Operations funds. No school days will be missed.

Darlene Mansouri requests permission to attend 2027 National ESEA Conference on February 22-26, 2027 in Louisville, Kentucky. Approximate cost of travel is $3,999.00 and will be paid using Title I funds. Four school days will be missed.

Darlene Mansouri requests permission to attend 2027 NAFEPA Conference on March 13-18, 2027 in Washington, D.C. Approximate cost of travel is $3,736.36 and will be paid using Title I funds. Four school days will be missed.

STUDENTS

Ranee Schmuker, Cynthia Jimenez, Jessica Stealey, Rosalee Blair, Wesley Slemp, and LD Gomez request permission to take 55 Canyon del Oro Concert and Jazz Band students to Forum Music Festival Adjudicated Performance on April 22-25, 2027 in San Diego, California. Approximate cost of travel is $34,568.25 and will be paid using Tax Credit and Band Booster funds. Two school days will be missed, and substitutes are required.

BUDGET CODE KEY		
001.00.100.2320.6582.501.0000	M&O	Executive Administration, Employee Travel, Superintendent
100.27.100.2579.6360.509.0000	Title I	Training Non-Instructional, Employee, Employee Training, State & Federal Programs
100.27.100.2579.6582.509.0000	Title I	Training Non-Instructional, Employee, Employee Travel, State & Federal Programs
526.82.610.1001.6892.282.0000	Tax Credit	Classroom Instruction, Student Expenses, CDO
526.82.411.2710.6519.282.0000	Tax Credit	Student Transportation, Student Travel, CDO
526.82.610.2190.6892.282.0000	Tax Credit	Other Student Support Services, Student Expenses, CDO
526.82.100.1001.6105.282.0000	Tax Credit	Classroom Instruction, Substitutes, CDO

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

INITIATED BY:



Matthew Munger **Date: November 3, 2026**
Associate Superintendent for Secondary Education



Todd A. Jaeger, J.D., Superintendent

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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): **Todd Jaeger** _____ SCHOOL: **District Offices**

_____ _____ Department (opt.): **Superintendent's Office**

_____ _____ DATE(S): **5/25/27-5/30/27**

ACTIVITY/EVENT: **Odyssey of the Mind World Finals**

LOCATION: **Lansing, MI**

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

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	$**1000.00**	Mode **air**	**001.00.100.2320.6582.501.0000**
Rental Car	**$335.00**		**001.00.100.2320.6582.501.0000**
Meals	$**385.00**		**001.00.100.2320.6582.501.0000**
Lodging	**$530.00**		**001.00.100.2320.6582.501.0000**
Substitutes	_____		
TOTAL	**$2250.00**		

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 OM World Finals**

Outcomes and academic benefits to students and staff: **The purpose is to support the District teams competing in the OM World Finals. Odyssey of the Mind is an academic competition with robust participation in the district.**

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

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

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

Submitted by: _____ _____
Signature Date

Todd A. Jaeger **10/22/26**
Associate Superintendent/Superintendent Date

rev. 6/1/2022

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 22-26, 2027**

ACTIVITY/EVENT: **2027 National ESEA Conference**

LOCATION: **Louisville, KY**

ABSENCE: # Days **4** Sub Required: ☐Yes ☒No # of School Days Missed **4**

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	**$789.00**		**100.27.100.2579.6360.509.0000**
Transportation	**$800.00**	Mode **Air, Shuttle & Parking**	**100.27.100.2579.6582.509.0000**
Rental Car	____		____
Meals	**$315.00**		**100.27.100.2579.6582.509.0000**
Lodging	**$2,095.00**		**100.27.100.2579.6582.509.0000**
Substitutes	____		____
TOTAL	**$3,999.00**		

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 2027 National ESEA Conference (Empowering voices, building futures).**

Outcomes and academic benefits to students and staff: **This event serves as a vital platform for professional growth, learning, and the exchange of ideas in education and to empower us with knowledge and resources that we need to excel in our field.**

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: Darlene Mansouri 10/26/27
Signature Date

Principal/Supervisor ____
Date

Associate Superintendent/Superintendent 10/26/27
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): **Darlene Mansouri** SCHOOL: **District Offices**

Department (opt.): **State & Federal Programs**

DATE(S): **March 13-18, 2027**

ACTIVITY/EVENT: **2027 NAFEPA Conference – Igniting Pathways for Every Learner**

LOCATION: **Washington, DC**

ABSENCE: # Days **4** Sub Required: ☐Yes ☒No # of School Days Missed **4**

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	**$675.00**	**100.27.100.2579.6360.509.0000**
Transportation	**$945.91**	Mode **Air, Shuttle, Parking** **100.27.100.2579.6582.509.0000**
Rental Car	____	____
Meals	**$382.00**	**100.27.100.2579.6582.509.0000**
Lodging	**$1,733.45**	**100.27.100.2579.6582.509.0000**
Substitutes	____	____
TOTAL	**$3,736.36**	

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 2027 NAFEPA Conference - Igniting Pathways for Every Learner**

Outcomes and academic benefits to students and staff: **The NAFEPA conference provides an opportunity for NAFEPA members to bring a strong, unified voice to Washington, DC. This voice can be shared with other local and state federal program administrators and those in Congress, Capitol Hill, and the educational marketplace. The conference provides a venue for the primary goal of NAFEPA- to continually work toward the improvement of academic achievement for all students.**

NAFEPA provides a number of opportunities for members to develop their capacity to understand the complexities of federal education programs.

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: Darlene Mansouri 10/27/26
Signature Date

Principal/Supervisor Date

Associate Superintendent/Superintendent 10/27/26
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: **Canyon del Oro High School**

ESTIMATED NUMBER OF STUDENTS: 55

NAME OF SCHOOL GROUP/CLUB/ENTITY: **CDO Concert and Jazz Bands**

STAFF ADVISOR(S)/CHAPERONES: **Ranee Schmuker, Cynthia Jimenez, Jessica Stealey, Rosalee Blair, Wesley Slemp, LD Gomez**

ABSENCE: # Days 4 Sub Required: x Yes ☐ No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Forum Music Festival Adjudicated Performance**

DESTINATION OF TRAVEL: **San Diego, CA**

DATES OF TRAVEL: **April 22-25, 2027**

ACADEMIC BENEFITS TO STUDENTS: *Authentic performance opportunity in front of highly qualified judges, with a competitive atmosphere between high schools from across the country. Students will be performing patriotic repertoire that aligns with celebrating and visiting the USS Midway to bring additional context to the pieces. Students will also be studying the immersive soundscapes and how they shape our human emotion, spatial movement and brand nostalgia at Sea World.*

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** x Club Funds
Parent Organization x

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Festival Fees	$3515.00	526.82.610.1001.6892.282.0000
Admin Fees (50%)	$632.50	526.82.610.1001.6892.282.0000
Admin Fees (50%)	$632.50	Band Boosters
Transportation (50%)	$3324.00	526.82.411.2710.6519.282.0000
Transportation (50%)	$3324.00	Band Boosters
Festival organized Meal	$2200.00	Band Boosters
Booster organized Meals	$2000.00	Band Boosters
USS Midway Tix ($45pp)	$2475.00	Band Boosters
Sea World Tix ($90pp)	$4950.00	Band Boosters
Lodging (1night)	$4051.55	526.82.610.2190.6892.282.0000
Lodging (2nights)	$8103.70	Band Boosters
Substitutes (1 day)	$400.00	526.82.100.1001.6105.282.0000
Tax Credit sub-total	*$10,883.05*	
Band Booster sub-total	*$23,685.20*	
TOTAL trip cost	**$34,568.25**	

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 Band Boosters**

COST TO EACH STUDENT $ **650.00**

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

FUNDING SOURCE(S): **CDO Band Booster**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY: _____ Signature Date 10/1/26

APPROVED BY: _____ Principal/Supervisor Date 10/9/26

_____ Associate Superintendent/Superintendent Date 10/19/2026

rev. 6.1.2022