



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

**DATE OF MEETING:** January 13, 2026

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

### **BACKGROUND:**

#### **STAFF**

Darlene Mansouri requests permission to attend 2026 NAFEPA Conference on March 14-19, 2026 in Washington, DC. Approximate cost of travel is \$4,028.13 and will be paid using Title II funds. Four school days will be missed, and no substitutes are required.

Richard Diaz requests permission to attend Cyber.org ED Con 26 Conference on June 15-18, 2026 in Reno, Nevada. Approximate cost of travel is \$1,477.55 and will be paid using Joint Technical Education funds. No school days will be missed, and no substitute is required.

#### **STUDENTS**

Erik Wolf, Zane Miller, Lori Gipson, and Priscilla Molina request permission to take 30 Ironwood Ridge Model United Nations students to National High School Model United Nations on March 12-17, 2026 in New York City, New York. Approximate cost of travel is \$53,177.00 and will be paid using Student Activities and Tax Credit funds. Four school days will be missed, and substitutes are required.

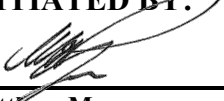
<b>BUDGET CODE KEY</b>		
140.26.100.2579.6360.509.0000	Title II	Training Non-Instructional, Employee Training, State & Federal Programs
140.26.100.2579.6582.509.0000	Title II	Training Non-Instructional, Employee Travel, State & Federal Programs
596.00.361.2210.6360.281.0000	JTED	Improvement of Instruction, Employee Training, AHS
596.00.361.2210.6582.281.0000	JTED	Improvement of Instruction, Employee Travel, AHS
850.00.610.1001.6892.280.0000	Student Activities	Classroom Instruction, Student Expenses, IRHS
526.00.610.1001.6892.280.0000	Tax Credit	Classroom Instruction, Student Expenses, IRHS
850.00.410.2710.6519.280.0000	Student Activities	Student Transportation, Student Travel, IRHS
526.00.410.2710.6519.280.0000	Tax Credit	Student Transportation, Student Travel, IRHS
850.00.610.2190.6892.280.0000	Student Activities	Other Student Support Services, Student Expenses, IRHS
526.00.610.2190.6892.280.0000	Tax Credit	Other Student Support Services, Student Expenses, IRHS
850.00.610.1001.6105.280.0000	Student Activities	Classroom Instruction, Substitutes, IRHS

**RECOMMENDATION:**

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

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**INITIATED BY:**



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**Matthew Munger**  
Associate Superintendent for Secondary Education

**Date: January 12, 2026**



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**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): March 14-19, 2026

ACTIVITY/EVENT: 2026 NAFEPA Conference – Federal Education Programming

LOCATION: Washington, DC

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

# of School Days Missed 2

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 \$870.00

140.26.100.2579.6360.509.0000

Transportation \$1049.57

Mode Air, Shuttle, Parking 140.26.100.2579.6582.509.0000

Rental Car \_\_\_\_\_

Meals \$451.00

100.26.100.2579.6582.509.0000

Lodging \$1,657.56

140.26.100.2579.6582.509.0000

Substitutes \_\_\_\_\_

TOTAL \$4,028.13

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 NAFEPA Conference - Federal Education Programming

Outcomes and academic benefits to students and staff: To learn about Re-envisioning opportunities for all. The NAFEPA Conference will provide a valuable platform for federal education program administrators, schools and district leaders, state education agencies, and other professionals to share expertise, explore federal program policies, learn about evidence-based practices for program effectiveness and continuous improvement, and build meaningful connections. Plus pre-session on Federal Updates.

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

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

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

Submitted by: *Darlene Mansouri* 1/6/24  
Signature Date

Principal/Supervisor

Date

*[Signature]*  
Associate Superintendent/Supintendent

1/6/24  
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): Richard Diaz

SCHOOL: AHS

Department (opt.): CTE

DATE(S): June 15, 2026, to June 18, 2026

ACTIVITY/EVENT: Cyber.org ED Con 26 Conference

LOCATION: Grand Sierra Resort and Casino, East 2nd Street, Reno, NV.

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No # of School Days Missed None

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>\$77.55</u>		<u>596.00.361.2210.6360.281.0000</u>
Transportation	<u>\$600.00</u>	Mode <u>Airfare</u>	<u>596.00.361.2210.6582.281.0000</u>
Rental Car	<u>N/A</u>		
Meals	<u>300.00</u>		<u>596.00.361.2210.6582.281.0000</u>
Lodging	<u>\$500.00</u>		<u>596.00.361.2210.6582.281.0000</u>
Substitutes	<u>N/A</u>		
TOTAL	<u>\$1,477.55</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: **Attendees will gain practical, ready-to-use lessons developed by CYBER.ORG curriculum experts, explore free, high-quality resources from industry leaders, and hear directly from other K-12 educators who are actively teaching both foundational and advanced cybersecurity and AI concepts.**

Outcomes and academic benefits to students and staff: **Teacher will learn different ways to teach cybersecurity skills and lessons.**

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

<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	<input type="checkbox"/> Scholarship	

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

Submitted by: Richard Diaz 1/8/26  
Signature Date

[Signature]  
Principal/Supervisor

1/8/2026  
Date

[Signature]  
Associate Superintendent/Superintendent

1/9/2026  
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: IRHS

ESTIMATED NUMBER OF STUDENTS: 30

NAME OF SCHOOL GROUP/CLUB/ENTITY: Ironwood Ridge Model United Nations

STAFF ADVISOR(S)/CHAPERONES: IRMUN Sponsor: Erik Wolf; additional staff chaperones: Zane Miller and Lori Gipson; additional chaperone: Priscilla Molina

ABSENCE: # Days 6 Sub Required: ☒ Yes ☐ No # of School Days Missed Two for each staff member.

ACTIVITY / EVENT / PURPOSE OF TRAVEL: National High School Model United Nations (NHSMUN)

DESTINATION OF TRAVEL: New York City, New York

DATES OF TRAVEL: 3/12/26 – 3/17/26 (flight on the 12<sup>th</sup> and a late flight on the 16<sup>th</sup> into Phoenix Sky Harbor, followed by return drive to Tucson meaning the trip officially ends in the early hours of the 17<sup>th</sup>.)

ACADEMIC BENEFITS TO STUDENTS: Model United Nations is an opportunity for students to debate real-world issues with others from all over the country and occasionally, other nations. They have to research extensively so as to properly represent their assigned country as an UN ambassador and then take part in writing all-encompassing resolutions to problems that plague the international community.

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:

☒ Air Transport

Transportation approval:

Are expenses paid from any of the following accounts? Auxiliary \_\_\_\_\_ Tax Credits X Club Funds X  
Parent Organization X

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

	APPROX. COST	BUDGET CODE
Registration	<u>\$8,489.00</u>	<u>850/526-00-610.1001.6892.280.0000</u>
Transportation	<u>\$18,150.00</u>	<u>850/526-00-410-2710-6519-280-0000</u>
Meals	<u>\$4,950.00</u>	<u>850/526-00-610-2190-6892-280-0000</u>
Lodging	<u>\$20,448.00</u>	<u>850/526-00-610-2190-6892-280-0000</u>
Substitutes	<u>\$1,140.00</u>	<u>850-00-610-1001-6105-280-0000</u>
<b>TOTAL</b>	<b><u>\$53,177.00</u></b>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **None needed.**

IF SO, SOURCE & AMOUNTS: **N/A**

\* PO must be submitted and approved **prior** to travel to qualify for reimbursement.

HOW ARE CHAPERONE EXPENSES PAID? **Tax credits; chaperones can also contribute to the fundraising efforts for the event which will be deposited in the club account.**

COST TO EACH STUDENT **\$ 0**

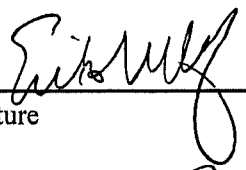
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **There will be extensive fundraising opportunities after the trip is approved. Additionally, students will be encouraged to seek out tax credits from family and friends. Those who are more fortunate will likely contribute more to compensate for those who are less fortunate. Even so, there will be ample opportunities for those who struggle financially to help fundraise for his/her respective portion.**


FUNDING SOURCE(S): **Club funds and tax credits.**


FUNDRAISING ACTIVITIES PLANNED (If applicable):

**Car washes, movie night, and restaurant nights to name a few.**

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

SUBMITTED BY:  12/15/25  
Signature Date

APPROVED BY:  12-15-25 Date  
Principal Supervisor

 1/12/26  
Associate Superintendent/Superintendent Date