



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

DATE OF MEETING: August 26, 2025

TITLE: Approval of Out of State Travel

BACKGROUND:

STAFF

Lindi Arnold requests permission to attend IB Social and Cultural Training Workshop on October 10-13, 2025 in Los Angeles, California. Approximate cost of travel is \$2,385.00 and will be paid using Student Activities, and Maintenance and Operations funds. Two school days will be missed, and a substitute is required.

Darlene Mansouri requests permission to attend Managing Federal Grants Under the Current Administration 2025 Fall Forum on December 2-6, 2025 in New Orleans, Louisiana. Approximate cost of travel is \$3,653.03 and will be paid using Title I funds. Four school days will be missed, and no substitutes are required.

Tassi Call requests permission to attend National Association of Counties (NACo) on September 29, 2025 in Cleveland, Ohio. Travel costs are being paid by NACo. One school day will be missed, and no substitutes are required.

BUDGET CODE KEY		
001.00.100.2210.6360.282.0000	M & O	Improvement of Instruction, Employee Training, CDO
001.00.100.2210.6582.282.0000	M & O	Improvement of Instruction, Employee Travel, CDO
850.00.100.1001.6105.282.0000	Student Activities	Classroom Instruction, Substitutes, CDO
100.26.100.2579.6360.509.0000	Title I	Non-Instructional Training, Employee Training, State & Federal Programs
100.26.100.2579.6582.509.0000	Title I	Non-Instructional Training, Employee Travel, State & Federal Programs

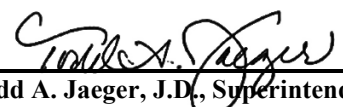
RECOMMENDATION:

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

INITIATED BY:


Matthew Munger
Associate Superintendent for Secondary Education

Date: August 19, 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): Lindi Arnold _____

SCHOOL: CDO High School

Department (opt.): IB Dept

DATE(S): Oct 10-13, 2025

ACTIVITY/EVENT: IB Social and Cultural Training Workshop

LOCATION: Los Angeles Airport Marriott Hotel, Los Angeles, CA

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$900.00</u>	<u>001-00-100-2210-6360-282-0000</u>
Transportation	<u>\$489.00</u>	Mode <u>airlines</u> <u>001-00-100-2210-6582-282-0000</u>
Rental Car	_____	_____
Meals	<u>\$206.00</u>	<u>001-00-100-2210-6582-282-0000</u>
Lodging	<u>\$650.00</u>	<u>001-00-100-2210-6582-282-0000</u>
Substitutes	<u>\$140.00</u>	<u>850-00-100-1001-6105-282-0000</u>
TOTAL	<u>\$2385.00</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: IB Training

Outcomes and academic benefits to students and staff: Developing expertise in delivering an IB Programme course

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

<input checked="" 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 checked="" 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

8/13/25
Date

Principal/Supervisor

8/13/25
Date

Associate Superintendent/Superintendent

8/13/25
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): December 2-6, 2025

ACTIVITY/EVENT: Managing Federal Grants Under the Current Administration 2025 Fall Forum

LOCATION: New Orleans, LA

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$1,260.00</u>	<u>100.26.100.2579.6360.509.0000</u>
Transportation	<u>\$655.00</u>	Mode <u>Air, Shuttle, Parking</u> <u>100.26.100.2579.6582.509.0000</u>
Rental Car	_____	_____
Meals	<u>\$287.00</u>	<u>100.26.100.2579.6582.509.0000</u>
Lodging	<u>\$1,451.03</u>	<u>100.26.100.2579.6582.509.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$3,653.03</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: To attend the 2025 Fall Forum Managing Federal Grants Conference.

Outcomes and academic benefits to students and staff: To learn about substantial new control over federal grantmaking. To gain the information and resources on how to review each discretionary grant to ensure that expenditures are "consistent with agency priorities and the national interest," advance the President's priorities, and not promote or encourage consideration of race, gender identity, or other hot-bottom political issues.

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: _____

Signature

Date

Principal/Supervisor

Date

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): Tassi Call _____

SCHOOL: District Offices

Department (opt.): Office of Learning & Instruction

DATE(S): September 29, 2025

ACTIVITY/EVENT: National Association of Counties (NACo)

LOCATION: Cleveland, OH

ABSENCE: # Days 1 Sub Required: ☐ Yes ☒ No

of School Days Missed 1

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 \$0

Paid by Vendor

Transportation \$0

Mode _____

Paid by Vendor

Meals \$0

Paid by Vendor

Lodging \$0

Paid by Vendor

Substitutes _____

TOTAL \$0

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 National Association of Counties (NACo).

Outcomes and academic benefits to students and staff: The team will be working to understand and address the critical gaps in access to high-quality, affordable childcare in our region.

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 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