



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: **November 18, 2025**

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

BACKGROUND:

STAFF

Lindsay Linde and Danielle Swartz request permission to attend International Technology and Engineering Educators Association (ITEEA) Conference on March 25-27, 2026 in Virginia Beach, Virginia. Approximate cost of travel is \$4,058.70 and will be paid using Title II funds. Three school days will be missed, and substitutes are required.

| BUDGET CODE KEY | | |
|-------------------------------|----------|---|
| 140.26.100.2210.6360.510.0000 | Title II | Improvement of Instruction, Employee Training, Office of Learning & Instruction |
| 140.26.100.2210.6582.510.0000 | Title II | Improvement of Instruction, Employee Travel, Office of Learning & Instruction |

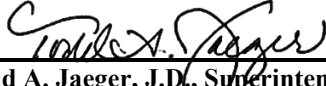
RECOMMENDATION:

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

INITIATED BY:


Matthew Munger
Associate Superintendent for Secondary Education

Date: November 17, 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): Lindsay Linde
Danielle Swartz

SCHOOL: Innovation Academy and Keeling
Department (opt.): Office of Learning & Instruction
DATE(S): March 25-27, 2026

ACTIVITY/EVENT: International Technology and Engineering Educators Association (ITEEA) Conference

LOCATION: Virginia Beach, VA

ABSENCE: # Days 3 Sub Required: ☒ Yes ☐ No # of School Days Missed 3

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

| <u>APPROXIMATE COST</u> | | <u>BUDGET CODE/DESCRIPTION</u> |
|-------------------------|-----------------------------------|--|
| | | (Note: Tax credit contributions are District funds and require a budget code.) |
| Registration | <u>\$1,158.00</u> | <u>140-26-100-2210-6360-510-0000</u> |
| Transportation | <u>\$1,414.00</u> Mode <u>air</u> | <u>140-26-100-2210-6582-510-0000</u> |
| Rental Car | _____ | _____ |
| Meals | <u>\$300.00</u> | <u>140-26-100-2210-6582-510-0000</u> |
| Lodging | <u>\$346.70</u> | <u>140-26-100-2210-6582-510-0000</u> |
| Substitutes | <u>\$840.00</u> | <u>140-26-100-2210-6105-510-0000</u> |
| TOTAL | <u>\$4,058.70</u> | |

The District will ☐ (or) will not ☒ receive reimbursement from outside sources.

Purpose of travel: To attend the International Technology and Engineering Educators Association (ITEEA) Conference.

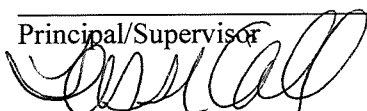
Outcomes and academic benefits to students and staff: The annual ITEEA conference provides an unparalleled opportunity for technology and engineering educators to gain comprehensive professional development and networking experiences. This is a unique opportunity to learn from and share with other technology and engineering STEM education professionals in a variety of formats. Attendance at this conference will benefit all staff and students at Innovation Academy.

Submitted by: _____

Signature

_____ Date

Principal/Supervisor



_____ Date

11/13/25

Associate Superintendent/Superintendent

_____ Date