



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: June 25, 2024

TITLE: Approval of Out of State Travel

BACKGROUND:

STAFF

Mary Beth Santillan, and Daryana Perez request permission to attend National Association for the Education of Homeless Children and Youth Annual Conference 2024 on November 15-19, 2024 in Orlando, Florida. Approximate cost of travel is \$4,610.54 and will be paid using McKinney Vento and ARP funds. Three school days will be missed, and no substitutes are required.

Darlene Mansouri requests permission to attend 2025 National ESEA Conference on February 18-23, 2025 in Austin, Texas. Approximate cost of travel is \$3,461.95 and will be paid using Title I funds. Two school days will be missed, and no substitutes are required.

Table with 3 columns: Budget Code, Key, and Description. Rows include ARP, McKinney Vento, and Title I funding sources for training 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 12, 2024

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): Mary Beth Santillan Daryana Perez

SCHOOL: District Offices

Department (opt.): McKinney Vento

DATE(S): Nov. 15 to Nov. 19, 2024

ACTIVITY/EVENT: National Association for the Education of Homeless Children and Youth Annual Conference 2024

LOCATION: Orlando, Florida

ABSENCE: # Days 5 Sub Required:  Yes  No # of School Days Missed

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>\$2,400.00</u>	<u>282.22.147.2579.6360.509.0000</u>
Transportation	<u>\$ 892.00</u> Mode <u>Air</u>	<u>280.25.147.2579.6582.509.0000</u>
Transportation	<u>\$ 40.00</u> <u>Airport-Hotel-Airport</u>	<u>280.25.147.2579.6582.509.0000</u>
Meals	<u>\$ 531.00</u>	<u>280.25.147.2579.6582.509.0000</u>
Lodging	<u>\$ 747.54</u>	<u>280.24.147.2579.6582.509.0000</u>
Substitutes	_____	
<b>TOTAL</b>	<b><u>\$ 4,610.54</u></b>	

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: National Association for the Education of Homeless Children and Youth Annual Conference 2024.

Outcomes and academic benefits to students and staff: To implement new strategies and techniques for working with Homeless Children and Youth students and their families to ensure academic success.

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

- |   |   |   |
|---|---|---|
| <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 |   |

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

Submitted by: *Warlene Mansouri*  
Signature

6/10/2024  
Date

\_\_\_\_\_  
Principal/Supervisor

*[Signature]*  
Associate Superintendent/Superintendent

\_\_\_\_\_  
Date

6/11/2024  
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): February 18 -23, 2025

ACTIVITY/EVENT: 2025 National ESEA Conference

LOCATION: Austin, Texas

ABSENCE: # Days 6 Sub Required:  Yes  No # of School Days Missed 4

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$649</u>		<u>100.24.100.2579.6360.509.0000</u>
Transportation	<u>\$605.95</u>	Mode <u>Air, Shuttle &amp; Parking,</u>	<u>100.25.2579.6582.509.0000</u>
Rental Car	_____		_____
Meals	<u>\$297</u>		<u>100.25.100.2579.6582.509.0000</u>
Lodging	<u>\$1,910</u>		<u>100.24.100.2579.6582.509.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$3,461.95</u>		

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

Purpose of travel: To attend the 2025 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.

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

Submitted by: Darlene Mansouri 6/10/24  
Signature Date

\_\_\_\_\_  
Principal/Supervisor Date

[Signature] 6/11/2025  
Associate Superintendent/Superintendent Date