



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: **June 24, 2025**

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

BACKGROUND:

STAFF

Todd Jaeger, Deanna Day, and Matthew Kopec request permission to attend National Association for Gifted Children National Conference on November 12-16, 2025 in Pittsburgh, PA. Approximate cost of travel is \$9,088.50 and will be paid using Maintenance and Operations funds.

BUDGET CODE KEY		
001.00.100.2310.6360.502.0000	M & O	Governing Board, Employee Training, Governing Board
001.00.100.2320.6360.501.0000	M & O	Executive Administration, Employee Training, Superintendent
001.00.100.2310.6582.502.0000	M & O	Governing Board, Employee Travel, Governing Board
001.00.100.2320.6582.501.0000	M & O	Executive Administration, Employee Travel, Superintendent

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 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): Todd A. Jaeger Deanna Day

SCHOOL: District Offices

Matthew Kopec _____

Department (opt.): Sup's Office/Gov. Board

DATE(S): 11/12/25-11/16/25

ACTIVITY/EVENT: National Association for Gifted Children National Conference

LOCATION: Pittsburgh, PA

ABSENCE: # Days 5 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>
Registration	<u>\$1647.00</u>	<u>001.00.100.2310/2320.6360.501/502.0000</u>
Transportation	<u>\$2100.00</u> Mode <u>air</u>	<u>001.00.100. 2310/2320.6582.501/502.0000</u>
Rental Car	<u>\$400.00</u>	<u>001.00.100. 2310/2320.6582.501.0000</u>
Meals	<u>\$945.00</u>	<u>001.00.100. 2310/2320.6582.501/502.0000</u>
Lodging	<u>\$3000.00</u>	<u>001.00.100. 2310/2320.6582.501/502.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$9088.50</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: Attend the NAGC Conference

Outcomes and academic benefits to students and staff: The conference offers an opportunity to learn about best practices, classroom strategies, and explore other issues that affect gifted students and teachers.

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 type="checkbox"/> Communication	<input 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.

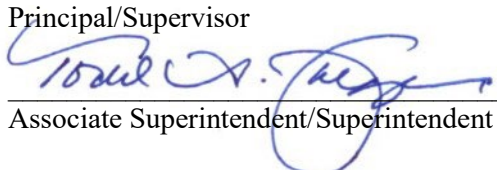
Submitted by: _____

Signature

_____ Date

Principal/Supervisor

_____ Date


Associate Superintendent/Superintendent

6/19/25

_____ Date