



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

**DATE OF MEETING:** June 9, 2026

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

**BACKGROUND:**

**STAFF**

Beth Lake requests permission to attend National Assembly for Family Engagement in Education on October 28-30, 2026 in San Diego, CA. Approximate cost of travel is \$1,118.93 and will be paid using Title II funds. Three school days will be missed, and no substitute is required.

140.27.100.2579.6582.510.0000	Title II	Training Non-Instructional, Employee Travel, Office of Learning and Instruction
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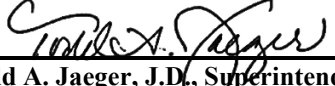
**RECOMMENDATION:**

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

**INITIATED BY:**

  
Matthew Munger  
Associate Superintendent for Secondary Education

Date: May 5, 2026

  
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): Beth Lake \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: School / Site  
 Department (opt.): Office of Learning and Instruction  
 DATE(S): October 28-30, 2026

ACTIVITY/EVENT: National Assembly for Family Engagement in Education

LOCATION: Town and Country Resort, 500 Hotel Circle North, San Diego, CA

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>0.00</u>		<u>140.27.100.2579.6360.510.0000</u>
Transportation	\$ <u>382.00</u>	Mode <u>car</u>	<u>140.27.100.2579.6582.510.0000</u>
Meals	\$ <u>141.00</u>		<u>140.27.100.2579.6582.510.0000</u>
Lodging	\$ <u>595.95</u>		<u>140.27.100.2579.6582.510.0000</u>
Substitutes	_____		_____
<b>TOTAL</b>	<b>\$<u>1,118.95</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: Present and attend National Assembly for Family Engagement in Education Conference.

Outcomes and academic benefits to students and staff: Presenting a session on effective family engagement strategies. Will be able to connect with family engagement educators from across the nation to gain valuable insights & effective strategies to bring into the schools.

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

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

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

Submitted by: Beth Lake \_\_\_\_\_ 5/27/26  
 Signature Date

\_\_\_\_\_  
 Principal/Supervisor Date  
[Signature] 6/1/26  
 Associate Superintendent/Superintendent Date