



FLOYD COUNTY BOARD OF EDUCATION
Henry Webb, Superintendent
106 North Front Avenue
Prestonsburg, Kentucky 41653
Telephone (606) 886-2354 Fax (606) 886-8862
www.floyd.kyschools.us

Jeff Stumbo, Chair - District 3
Linda Gearheart, Vice-Chair - District 1
Sherry Robinson, Vice-Chair - District 5
Dr. Chandra Varia, Member - District 2
Rhonda Meade, Member - District 4

Floyd County Board Of Education Issue Paper

Date: 11-3-2016

Action/Discussion Item: RETROACTIVE APPROVAL (contract agreement): BLES 7th & 8th grade certified sponsors/teachers are requesting to attend the Jenny Wiley Theater's performance of the "Elf Jr." through the Jenny Wiley Theater. To attend this performance, the JWT is requiring an agreement to be signed. The agreement is attached.

Applicable Statutes or Regulation: Bd. Policies 05.3 & 05.3 AP.1; 05.31 AP.21; 05.33

Issue: To sign the agreement as outlined in the attached document.

Background: Jenny Wiley Theatre productions are traditionally high quality and allow students a chance to view a live performance with professional actresses and actors. Jenny Wiley Theater has also been very supportive of our school system in the past and has even partnered with our school on school productions.

Budget/Financial Issues: All ticket costs will be paid entirely through student fundraising.

Alternative: To not sign the agreement due to legal issues or non-negotiable standards.

Recommended Action: To sign the agreement, which will in turn reserve seating for our 7th/8th grade students at the Elf, Jr. Performance.

Rationale: This production will expose students to a live performance and will align with the demonstrators and characteristics outlined in our Arts & Humanities/Visual and Performing Arts Program Review. In addition to watching the live performance, teachers will follow up with appropriate in-class activities to further enrich the experience, such as writing, presentations and/or analyses.

Contact Person:

Kris Watkins - 606/478-9751

Joy Adams - 606/478-9751


Principal


Director of Instruction


Superintendent

November 3rd, 2016

Betsy Layne Elementary
C/o John Kidd
256 School Street
Betsy Layne, KY 41605



Dear John:

Jenny Wiley Theatre is pleased to confirm on a tentative basis your ticket reservations as follows:

Function	Date	Time	Location	Total Tickets
Elf Jr.	Nov. 11	12:00 PM	JWT Pikeville 218 Second St. Pikeville, KY	100 Students 7 Teachers

Youth: \$5.00 per person

Teachers: \$0.00 per person

Driver Comp

- Please note: We are unable to reserve parent tickets at this time, should parents wish to attend the performance during your school visit, please have them contact the Box Office at 606-886-9274 for seating availability.

These arrangements are considered tentative pending the return of this letter with your signature, Purchase Order for payment in full (\$500.00) by October 28, and any other requirement as soon as possible (digitally sign and email to tickets@jwtheatre.com). Seats will not be reserved until PO and signed confirmation are returned.

GUARANTEE

The final attendance must be received no later than 2 days prior to your arrival. This number will be considered your guarantee, not subject to reduction, and charges will be made accordingly. If additional tickets are required, based on availability, we will try to accommodate the additional seats as close to your group as possible.

CANCELLATION/WEATHER

In the event of inclement weather on the day of the performance, which includes school closings, we have set aside additional dates to accommodate rescheduling your group. A contact phone number will be required closer to the date to communicate to school personnel on the weather condition in your area, however due to the widespread area we serve the performance may not be cancelled on the scheduled date.

BILLING

Purchase orders may be used for reservations only and must be sent prior to arrival or by the due date with the copy of the signed confirmation. FINAL PAYMENT IS DUE ON OR BEFORE THE SCHEDULED PERFORMANCE DATE. Once final payment has been made the group is responsible for 100% of final guarantee. Based on availability, if additional seats are required after final payment is made, all additional tickets must be paid for at time of addition. Jenny Wiley Theatre's payment options are as follows: Cash, Check, Visa, MasterCard, Discover, American Express, and Apple Pay.

CHECKLIST

- Alerted parents to call the Box Office if they want to come with their child.
- Final attendance number 2 days before the performance
- Alerted students of concessions being available for purchase.
- Sent signed contract to tickets@jwtheatre.com

ADDITIONAL INFORMATION

Please note performance location, the address is 218 Second St, Pikeville KY 41501. Buses will turn onto Division St. from Hambley Blvd. Unload at the corner of Division St. and Second St. Bus Parking is available on Division St. municipal parking. Jenny Wiley Theatre's concessions will be available during the performance. If permitted, the students may purchase items prior to the performance and during intermission, average cost \$5.00 per person. Please plan to arrive at least 30 minutes prior to the start of the performance. Buses will be required to line up on Division St., please remain on your bus until you are given instructions on when to depart. This policy has been set to ensure the safety of students, and to help seat a large number of students in a timely manner. Please dispose of all FOOD, DRINKS and GUM before exiting the bus.

The staff of Jenny Wiley Theatre looks forward to the opportunity of serving you and your students. Please be assured of our complete cooperation in every way to ensure the success of your groups visit. If you have any questions or need additional information, please do not hesitate to contact us at 1-877-CALL-JWT or 606-886-9274. You may also visit us online at www.jwtheatre.com.

Sincerely,

Kayla G. Keathley
Box Office Manager
Jenny Wiley Theatre
tickets@jwtheatre.com
1-877-CALL-JWT

Please sign and return to:
Jenny Wiley Theatre
C/o Kayla G. Keathley, Box Office Manager
218 Second Street
Pikeville, KY 41501

Or digitally sign and email to tickets@jwtheatre.com

Date _____

Agreed and accepted by:
Floyd County Schools

PO # _____

Check Number: _____

Credit Card Number: _____

Expiration Date: ____/____/____

Vcode (3 digit # on back of card) _____

SPECIAL REQUIREMENTS: