

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: IX C DATE: July 12, 2018

TOPIC/TITLE: Travel Requests

PRESENTER: Scott Hawkins

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☐ ACTION REQUESTED AT THIS MEETING
- ☒ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☒ BOARD OF EDUCATION POLICY
- ☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

BACKGROUND INFORMATION:

As per Board policy the attached travel requests must be approved by the Board.

SUMMARY OF MAJOR ELEMENTS:

Attached: Director of Student Achievement (Council for Accreditation of Educator Preparation-CAEP site visit training, Kansas City, MO); WCHS Senior Class/Chaperones (Senior Trip, New York City, NY); WCHS Marching Band (Bands of America Grand Nationals, Indianapolis, IN).

IMPACT ON RESOURCES: Please see attached documentation.

TIMETABLE FOR FURTHER REVIEW OR ACTION:


SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended



**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: 1 X C DATE: July 2, 2018

TOPIC/TITLE: Travel Request/Martha Jones/Council for the Accreditation of Educator Preparation (CAEP) Site Visit Training/Kansas City, Missouri/July 16-20, 2018

PRESENTER: Jimmy Brehm 

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☒ ACTION REQUESTED AT THIS MEETING
- ☒ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☒ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☒ BOARD OF EDUCATION POLICY
- ☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☒ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

BACKGROUND INFORMATION:

Per Board policy - prior approval for overnight and out of state travel.

SUMMARY OF MAJOR ELEMENTS:

Request Board approval of professional leave for Martha Jones to attend a Council for the Accreditation of Educator Preparation (CAEP) Site Visit Training in Kansas City, Missouri on July 16-20, 2018, per the attached request.


IMPACT ON RESOURCES: N/A

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ **Recommended** ☐ **Not Recommended**



**WOODFORD COUNTY SCHOOLS
OUT OF STATE OR OVERNIGHT
TRAVEL REQUEST**

| | |
|--|---|
| INDIVIDUAL/STAFF REQUESTING TRIP: | Martha Jones |
| DATES OF TRIP: | July 16-July 20, 2018 |
| TRIP TO: | Kansas City, Missouri |
| METHOD OF TRANSPORTATION: | Air |
| ACCOMMODATIONS: | Westin Kansas City at Crown Center 1 East Pershing Road Kansas City, Missouri |
| EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS: | CAEP advances equity and excellence in educator preparation through evidence-based accreditation that assures quality and supports continuous improvements to strengthen P-12 student learning. |
| CONFERENCE AGENDA: SEE ATTACHMENT | |
| NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.) | 1 |
| TOTAL ESTIMATED COST: | \$100 |
| COST INCLUDES: | Airfare/hotel/transportation/food |
| FUNDING SOURCE: | CAEP is funding trip, with the exception of meals |
| FUND MANAGER RECOMMENDATION: | <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended |
| PRINCIPAL/SUPERVISOR RECOMMENDATION: | <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended |
| SUPERINTENDENT RECOMMENDATION: | <input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended  |

Martha Jones

From: Gary Railsback <gary.railsback@caepnet.org>
Sent: Thursday, June 14, 2018 5:20 PM
To: Gary Railsback
Cc: Lauren Alexander; West, Blake [NEA]
Subject: CAEP Site Visitor Training

Good afternoon

We are counting the days down here at CAEP for our National Site Visitor Training that is scheduled for July 16-19 in Kansas City. You should have already received an official invitation from CAEP and hopefully you have returned the RSVP. I do have a couple of announcements for you as a P12 educator in coming to the conference.

1. Monday evening July 16 starting at 6 pm – NEA will be hosting a dinner and welcome dinner at the conference hotel. So you should make plans to arrive by 5 pm to check in and attend this dinner. Blake West, our NEA liaison will be hosting the dinner.
2. Tuesday morning July 17 - 8:30 – 12 we will be hosting an Orientation session for P12 educators about higher education accreditation. Last year we got feedback from the P12 attendees at the training that the language in the training was overwhelming to those of you coming from P12. In fact my wife, a high school math teacher confirmed this to me. So the morning session will be for P12 teachers only.
3. Tuesday 1 pm – the National Site visitor training starts where you will be joined by about 70 other trainees and 20-30 new leads for the site visits. The training concludes on Thursday at 2 pm.
4. Prior to purchasing your ticket through our travel agency we need you to do two things:
 - a. Review the Materials in the Canvas Learning Management System (LMS) and take the two quizzes. The first quiz has already been completed by a number of you and the second quiz will be available tomorrow, Friday June 15.
 - b. Permission from your building principal or district administrator. Last summer we trained a number of P12 teachers and then when we assigned them to site teams their building principal or district administrator wouldn't approve their leave. NEA reimburses your district for the substitute salary so it doesn't cost your district anything, nor does it cost you. So if you can gain permission to attend one site visit probably next spring. Site visits usually start on Sunday and end on a Tuesday. This will help immensely so that CAEP doesn't pay for travel expenses to train you and then you not be able to attend a site visit. Once you get this letter or email you can upload to Canvas in the folder labeled "P12 Letter of approval".
 - c. Once you have done both of these tasks then you will receive travel documents about the airfare. You should complete these by June 22 so that you can meet the deadlines below.

Here are the **Important Deadlines:**

June 22 – Opening day for booking travel via CAEP's travel agency Gant.

July 1 – Last day to finalize travel reservations

If you have questions about anything of this don't hesitate to contact Lauren Alexander (laurenalexander@caepnet.org) and she will assist you with questions.

I look forward to seeing you in Kansas City July 16.

Gary Railsback, PhD

Vice President

Council for the Accreditation of Educator Preparation

1140 19th Street NW

Washington, DC

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: 1 X C DATE: July 10, 2018

TOPIC/TITLE: Travel Request/WCHS Senior Class and Chaperones/New York City/April 9-13, 2019

PRESENTER: Jimmy Brehm

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☒ ACTION REQUESTED AT THIS MEETING
- ☒ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☒ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☒ BOARD OF EDUCATION POLICY
- ☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☒ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

BACKGROUND INFORMATION:

Per board policy - prior approval for overnight and out of state travel.


SUMMARY OF MAJOR ELEMENTS:

Request Board approval for participating WCHS Senior Class members and chaperones to visit New York City on April 9-13, 2019 per the attached request.

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended



**WOODFORD COUNTY SCHOOLS
OUT OF STATE OR OVERNIGHT
TRAVEL REQUEST**

| | |
|---|---|
| INDIVIDUAL/STAFF REQUESTING TRIP: | Scott Ellis |
| DATES OF TRIP: | April 9 - 13 |
| TRIP TO: | New York City |
| METHOD OF TRANSPORTATION: | Motor Coach |
| ACCOMMODATIONS: | Hotel – downtown NYC |
| EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS: | Senior Trip |
| CONFERENCE AGENDA: SEE ATTACHMENT | |
| NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.) | 47 (42 students and 5 faculty) |
| TOTAL ESTIMATED COST: | \$52,500.00 (~ \$1250 per student) |
| COST INCLUDES: | Meals, Broadway Show, Tours, and Accommodations |
| FUNDING SOURCE: | Senior Trip |
| FUND MANAGER RECOMMENDATION: | <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended |
| PRINCIPAL/SUPERVISOR RECOMMENDATION: | <input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended |
| SUPERINTENDENT RECOMMENDATION: | <input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended |

JUN 19 2018

Reviewed/Revised: 05/19/03

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: 1 X C DATE: July 10, 2018

TOPIC/TITLE: Travel Request/WCHS Marching Band/Bands of America Grand Nationals/
Indianapolis, Indiana/November 7-10, 2018

PRESENTER: Jimmy Brehm

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☒ ACTION REQUESTED AT THIS MEETING
- ☒ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☒ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☒ BOARD OF EDUCATION POLICY
- ☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☒ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

BACKGROUND INFORMATION:

Per Board policy - prior approval for overnight and out of state travel and collection of student fees.

SUMMARY OF MAJOR ELEMENTS:

Request Board approval for the WCHS Marching Band to travel to Indianapolis, Indiana, on November 7-10, 2018, to compete in the Bands of America Grand Nationals at Lucas Oil Stadium per the attached student trip request form.



IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended



SCHOOL RELATED STUDENT TRIP REQUEST FORM

| | |
|--|---|
| GROUP REQUESTING TRIP: | WCHS Marching Band |
| DATES OF TRIP: | November 7-10, 2018 |
| TRIP TO: | Indianapolis, IN for Bands of America Grand Nationals at Lucas Oil Stadium |
| METHOD OF TRANSPORTATION: | Charter buses |
| ACCOMMODATIONS: | Hampton Inn, Indianapolis South |
| EDUCATIONAL OBJECTIVE AND CURRICULUM OBJECTIVE: | Final contest of season, first time WCHS would appear at National Championships or any Bands of America event |
| TRIP HIGHLIGHTS: | Opportunity to compete at BOA National Championships, to see bands from all over the country that perform at the highest levels; feedback from world class adjudicators, opportunity to see and explore downtown Indianapolis |
| NUMBER OF STUDENTS PREDICTED TO PARTICIPATE: | 70-80 |
| NUMBER OF CHAPERONES: | 8-10 |
| NAME OF INDIVIDUAL DISPENSING MEDICATIONS: | Michael Collins Kelsey Collins |
| TOTAL ESTIMATED COST: | \$12,500 |
| COST INCLUDES: | Entry fees, lodging & transportation costs |
| COST TO EACH STUDENT: | Included in band fees |
| FUNDING ASSISTANCE: | WC Band Boosters |
| FUND RAISERS INCORPORATED: | Band fees |
| PRINCIPAL RECOMMENDATION: |  |
| SUPERINTENDENT RECOMMENDATION: |  |

RECEIVED

JUL - 9 2018

WOODFORD COUNTY
BOARD OF EDUCATION

Reviewed/Revised: 05/19/03