

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: IX C **DATE:** March 13, 2019

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.

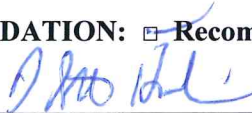
SUMMARY OF MAJOR ELEMENTS:

Attached: EL Teachers (Orlando Mighty Vocabulary Kagan Conference, Orlando, FL); Safe Harbor Staff/Students (Newport Aquarium); Northside Staff/5th Grade (Carter Caves, Olive Hill, KY); Simmons Staff/4th Grade (Louisville Science Center); WCMS Band (Kings Island, Mason, OH); WCHS DECA (DECA Club International Conference, Orlando, FL).

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: March 8, 2019

TOPIC/TITLE: Travel Request/EL Teachers, Sarah Rall & Allison Rehner/Orlando Mighty Vocabulary
Kagan Conference/Orlando, Florida/July 7-10, 2019

PRESENTER: Jimmy Brehm 

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
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- ☒ 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 EL teachers, Sarah Rall and Allison Rehner, to attend the Kagan Mighty Vocabulary Conference to be held in Orlando, Florida, on July 7-10, 2019, per the attached request.

IMPACT ON RESOURCES: See attached form.

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:	Sarah Rall and Allison Rehner
DATES OF TRIP:	July 7th-July 10th
TRIP TO:	Orlando Mighty Vocabulary Kagan Conference
METHOD OF TRANSPORTATION:	Airplane. \$250 per person
ACCOMMODATIONS:	Hilton in Walt Disney World Resort (location of Conference) 3 nights total of \$675.00
EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS	<ul style="list-style-type: none"> -Discover Strategies for students to demonstrate on understanding if word meanings. -Learn vocabulary strategies to make terms stick in students minds. -Develop word knowledge through reading, writing, listening, and speaking.
CONFERENCE AGENDA: SEE ATTACHMENT	
NUMBER OF PARTICIPANTS/SCHOOLS:(If more than one school, attach list of participants and their schools.)	Sarah Rall-WCMS/WCHS Allison Rehner:Northside Elementary
TOTAL ESTIMATED COST:	\$2,500.00
COST INCLUDES:	-Conference fee -Flight

MAR - 7 2019

WOODFORD COUNTY
BOARD OF EDUCATION

	-Food -Taxi -Travel to airport -Hotel
FUNDING SOURCE:	0002124xxxx345E Xxxx-0338 xxxx-0580
FUND MANAGER RECOMMENDATION:	<input checked="" type="checkbox"/> Recommended <i>Sarah Rall</i> <input type="checkbox"/> Not Recommended
PRINCIPAL/SUPERVISOR RECOMMENDATION:	<input checked="" type="checkbox"/> Recommended <i>JB</i> <input type="checkbox"/> Not Recommended
SUPERINTENDENT RECOMMENDATION:	<input checked="" type="checkbox"/> Recommended <i>Not Recommended</i> <input type="checkbox"/> Not Recommended

[Home](#) » [Workshops](#) » [Summer Academy](#) » Mighty Vocabulary

 SHARE

MIGHTY VOCABULARY

Supersize Students' Word Knowledge!

July 8-9, 2019
Grades K-8

Increasing our students' vocabularies impacts nearly all academic subjects. Come update your vocabulary instructional practices to meet today's standards. You will learn engaging, easy-to-implement, classroom-ready structures to expand and refine your students' academic vocabularies. Experience firsthand the power of proven Kagan Structures that promote vocabulary acquisition. We learn research-based methods for active word learning, and ways to implement vocabulary seamlessly into your existing lesson plans. **WS# 27892**

Workshop Registration FEE	\$399
<input type="checkbox"/> Yes! Add the Special Discount Package	\$84

[Click here to download a letter to convince your administrator.](#)

[Click here for information on Accommodations, Travel, Administrators Free, Discounts, Confirmations and Cancellation, Product Display, and CEUs.](#)

[Click here for more information on the Walt Disney World® Resort](#)

HIGHLIGHTS

- Learn easy strategies to make vocabulary words unforgettable
- Structure team conversations to use and practice grade-appropriate words
- Teach students to convey ideas precisely through word choice
- Develop word knowledge through reading, writing, listening, and speaking
- Discover strategies for students to demonstrate an understanding of word meanings
- Make learning vocabulary fun and interactive for your students
- Show your students how to make terms stick in their minds

WATCH THE VIDEO

Participants rave about Kagan's Mighty Vocabulary workshop at the Kagan Summer Academy at the Hilton in the Walt Disney World® Resort in Florida. Come learn how to supersize students' word knowledge at Kagan's Summer Academy.

Hear rave reviews from past participants who learned Kagan Structures to positively impact students' learning. See what the Summer Academy has in store for you. [Click to play.](#)

Kagan is offering Scholarships to its 2019 Summer Academy. You could receive FREE course tuition and course

FREE KAGAN MATERIALS

- Mighty Vocabulary Course Workbook

SPECIAL DISCOUNT PACKAGE

Available only to participants, and only if purchased at the time of registration. Your materials package includes:

1. Vocabulary Learning Cubes Class Set of Eight
2. Three Books: *Vocabulary*, *Match Mine: Language Builder*, and *Mix-N-Match Language Arts*
3. Higher-Level Thinking Question Cards: Vocabulary
4. Poster Projects: Vocabulary

Regular Price \$103. Your Price \$84. Save \$19! Code: CREV2D Free Shipping!

RAVE REVIEWS

"Spot on! I will be able to use all the information immediately as it relates to my curriculum. I feel lucky to have been able to participate! It will make me a better teacher and my students more successful!"

—Amanda Jenner, 4th grade Teacher

"I really enjoyed this workshop. I can use lots of the structures learned in various areas of my curriculum - comprehension, fluency, vocabulary, work study..."

—Staci Stemley, 3rd Grade Teacher

"Wonderful ideas for long-term vocabulary retention and building a cooperative learning environment."

—Skye Richard, 9-12th Grade Teacher

▼ Click for more

materials to this exciting event. Winners may be requested to write a very brief article of their experiences for Kagan Online Magazine. Winners will also be requested to submit a digital image headshot for scholarship promotional purposes. Click here for full scholarship details.

Click Here to receive a FREE 2019 Kagan Summer Academy brochure.

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**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: 1 X C DATE: March 8, 2019

TOPIC/TITLE: Travel Request/Safe Harbor Academy/Newport Aquarium/May 2, 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
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- ☐ 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 Safe Harbor Academy students to visit the Newport Aquarium on May 2, 2019, per the attached request.

IMPACT ON RESOURCES: See attached form.

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended



SCHOOL RELATED STUDENT TRIP REQUEST FORM

Group Requesting Trip:	Safe Harbor Academy
Dates of Trip:	5/2/2019
Trip to:	Newport Aquarium
Method of Transportation:	Bus
Accommodations:	Nurse Attending
Educational Objective and Curriculum Objective:	NGSS, Science Standards
Trip Highlights:	
Number of Students Predicated to Participate:	28
Number of Chaperones:	7
Name of Individual Dispensing Medications:	Nurse
Total Estimated Cost:	\$ 1200
Cost Includes:	Ticket Costs \$427 Bus Transportation \$\$648.12 Nurse Support \$175
Cost to Each Student:	0
Funding Assistance:	Title 1 Approved
Fund Raisers Incorporated:	N/A
Principal Recommendation:	<input checked="" type="checkbox"/> Recommended <i>BKC</i> <input type="checkbox"/> Not Recommended
Superintendent Recommendation:	<input checked="" type="checkbox"/> Recommended <i>[Signature]</i> <input type="checkbox"/> Not Recommended

Reviewed/Revised: 05/19/03

RECEIVED

FEB 20 2019

WOODFORD COUNTY
BOARD OF EDUCATION

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: IX C DATE: March 12, 2019

TOPIC/TITLE: Travel Requests

PRESENTER: Scott Hawkins



ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
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- ☐ 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: Northside 5th Grade Staff/Students (April 18-19, 2019, Carter Caves, Olive Hill, KY).

IMPACT ON RESOURCES: Please see attached documentation.

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:	Staff and 5 th Grade Students
DATES OF TRIP:	April 18-19 2019
TRIP TO:	Carter Caves
METHOD OF TRANSPORTATION:	Bus (Van being used to transport students to STLP)
ACCOMMODATIONS:	Carter Caves Lodge
EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:	R.E.A.C.H. (Recreation, Environment and Cultural History) is a unique overnight educational camp program in which trained naturalists & recreational staff design custom programs to help encourage student interest in nature, history and outdoor activities.
CONFERENCE AGENDA: SEE ATTACHMENT	Summary attached
NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)	61 students, 23 adults
TOTAL ESTIMATED COST:	\$6400 approximately
COST INCLUDES:	Lodging, three meals, activities, travel
FUNDING SOURCE:	Students pay \$87, PTO pays \$1500
FUND MANAGER RECOMMENDATION:	<input checked="" type="checkbox"/> Recommended <i>Carmichael</i> <input type="checkbox"/> Not Recommended
PRINCIPAL/SUPERVISOR RECOMMENDATION:	<input checked="" type="checkbox"/> Recommended <i>Ryan</i> <input type="checkbox"/> Not Recommended
SUPERINTENDENT RECOMMENDATION:	<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <i>Bohler</i>



KENTUCKY STATE PARKS

"the nation's finest"

KENTUCKY DEPARTMENT OF PARKS GROUP CONTRACT

Status: Contract Pending

Park Name: Carter Caves State Resort Park
Park Address: 344 Caveland Drive
Olive Hill, Kentucky 41164

Date Booked: Friday, August 10, 2018
Group Code: 2770

Coordinator: Tina Parsons
Phone: 606-286-4411 opt #2
Fax: 606-286-8165
Email: tinam.parson@ky.gov

This Agreement is made and entered into as of this Friday, August 10, 2018 by and between Carter Caves State Resort Park (hereinafter referred to as "Hotel") and Northside Elem School-REACH ("you", "your", or "Group"). (The Hotel and the Group may be collectively referred to as the "Parties"). Group agrees that the terms of this Agreement are based upon the information provided by Group above.

The Hotel agrees to hold the space and guest rooms listed in this agreement on a first option tentative basis until **Friday, September 21, 2018**. If this agreement is not fully executed (signed & returned) by Group and Hotel by **Friday, September 21, 2018** the Hotel will release the space. If an alternate request is received for same date(s) of contract, the Hotel will notify you and allow forty-eight (48) hours from Hotel notification to return this signed contract/agreement.

If this agreement is not fully executed (signed & returned), including receipt of a non-refundable deposit by **Friday, September 21, 2018** the space and guest rooms requested will be released.

GROUP INFORMATION

Group Name: Northside Elem School-REACH
Representative: Heather Moffett
Address: 500 Northside dr
Midway, KY 40347
Phone: (859) 879-4690
Email: heather.moffett@woodford.kyschools.cu
Arrival: Thursday, April 18, 2019
Departure: Friday, April 19, 2019
Tax Exempt: Exempt Certificate # C00859 (Copy of certificate must be provided.)

As this contract applies to property owned by the Commonwealth of Kentucky, if the non-governmental signatory/group to this agreement fails to disclose/identify/give notice to the Park of any of the following information at the time of contract, this contract shall terminate and any deposit shall be forfeited:

- An event that charges a fee to the public;
- A for-profit event wherein commercial business is being transacted on Department of Parks property;
- An event that requires liability insurance; or
- An event that requires a damage deposit, security or a special use permit.
- Misrepresentation of group name/event/purpose.
- Presentation of ID may be requested as proof of identity of the signing Client.

Such events/groups include, but are not limited to, clubs, fraternities, sororities, public interest or advocacy groups, concerts, running events, tradeshows, etc.

ACCOMMODATIONS & RATES

Accommodations

Date	Rooms
4/18/2019	23-2 Doubles
	2-1 King
	1-1 Queen
Total	26

Lodge Room Package Rates

Package Plan	Room Type	Single Rate	Double Rate
Reach Package	Room-2 Doubles	1 per room- \$99.00	2 per room-\$73.50
Reach Package Room 2 Doubles	Package is based on minimum of 3 per room	\$65.00	

NOTE: Package includes 3 meals per day, lodging, activities and a REACH Camp Zipper Pull. Price per day per person \$65.00 plus any applicable taxes and fees. REACH package can be 1-6 days. State Transient tax of 1% and Carter County Tourism Tax of 3% is not exempt or applicable per night resort fees.

NOTE: Menu and Recreation pages attached for signature.

A fee of \$10.00 per each additional adult after 2 adults in the lodge rooms will be added to the above rates

**Due to the variety of room types, reservations are not guaranteed to be
in the same section of the building or cottage area.**

State Transient Tax of 1% and Carter County Tourism Tax of 3% are added to all accommodations, regardless of group's exempt status; Kentucky Sales Tax of 6% will then be added to those groups not tax exempt.

There will be an applicable resort fee added for each night of your lodge or cottage stay, regardless of group's exempt status . This fee will help maintain and preserve America's most complete state park system with general upkeep and improvements at each park.

Rooms and cottages are available for check-in after 4:00 PM.

Check out time in the cottages is 10:00 a.m. (EST), and 11:00 a.m. (EST) in lodge rooms. Any rooms remaining occupied after check out time may be subject to an additional charge.

If rates for the time period requested by a group are not established at the time this contract is signed, the standard published rates will be applied once they are set by the Department of Parks and will be assumed to be acceptable by the group. It is the responsibility of the group's booking party to confirm future rates.

Room Reservations to be made by:

XX  Rooming List – must be received by Thursday, March 21, 2019.

This list must include the Group Code: 2770, name and "share-withs" of each guest, the type of sleeping room desired, the arrival and departure date of each guest. Requests are noted but are not guaranteed.

Group will automatically guarantee all reservations made by a rooming list. If a guest identified on the list does not check-in, the Group's Master Account will be charged for the first night of all no-shows and cancellations that occur within 48 hours prior to arrival.

Billing/Credit Procedures

Billing for all charges must be established prior to the event with a credit card, full cash deposit or an established Master Account. Paying upon departure without pre-approval is not an approved form of payment.

_____ Credit Card # _____ Expiration Date _____
_____ Check

Master Account

The manner of payment of the Master Account shall be established upon approval of the Group's credit. Group must complete a direct billing application and return to Hotel upon the execution of this Agreement. Direct billing is a privilege and can only be authorized by the Hotel after a credit check has been approved. If Group has been approved for Direct Billing, **Meeting Room: Rooms/Cottages: Meals: Other Incidentals:**, will be billed to the Master Account and will be direct billed to Group and paid as provided within.

Group may also elect to pay the Master Account by credit card. If Group fails to pay any obligations within 30 days of Hotel's invoice date, Hotel is authorized to charge the credit card for all such obligations.

DEPOSIT & BILLING INFORMATION

Hotel requires a non-refundable deposit of all estimated charges in the amount of \$ 500.00 which Hotel must receive by **Friday, September 21, 2018** in order to guarantee a hold on Group's room block and/or meeting space. If Deposit is not received by above date, Hotel will no longer be required to continue to hold the room block or meeting space requested by Group.

The specific deposit and payment terms are outlined in this contract. If any charges are to be billed after departure, arrangements must be pre-approved before the event. **The Group is responsible for providing documentations of tax-exempt status, if applicable, prior to the meeting/event.**

The following individuals have the proper authority to sign for the Master Account and/or act on behalf of and bind the Group pursuant to the terms of the Agreement:

Name: _____

Name: _____

Late Payments

Payment of all invoices are due upon receipt. Invoices remaining unpaid after 30 days of the invoice date will incur an interest charge of the lesser of 18% or the highest amount allowed by law. If the account remains unpaid after 60 days, the Park will initiate collection proceedings. The Group will be responsible for all collection fees, attorney fees or other costs in connection with the Park's attempt to collect all amounts due hereunder. Further, the Park reserves the option to cancel subsequent and future arrangements, agreements or functions, at this location and all others operated by Kentucky State Parks, made by Group without penalty and upon written notice.

Cancellation Policy

Group agrees that if it cancels this Agreement for any reason, the Hotel will suffer damages. The closer in time the cancellation occurs, the greater the damages will be. Therefore, Group agrees to pay Hotel at the time of cancellation a liquidated damages fee, as follows:

If cancellation is....	Group Pays
More than 90 days, less than 120 days prior to arrival date:	Amount equal to 25% of the total anticipated revenue
More than 60 days, less than 90 days prior to arrival date:	Amount equal to 50% of total anticipated revenue
Less than 60 days prior to arrival date:	Amount equal to 100% of total anticipated revenue

Cancellation must be made to the Park's group sales representative signing the contract below. No other cancellation procedures will be accepted. Cancellations will be made in writing or via email to the Park's Group Coordinator above.

Upon signing this Contract, the following person warrants that he/she fully understands the contents of this agreement and is a duly authorized and appointed agent for the meeting/event and is fully empowered to accept the provisions contained in this contract and intend to enter a definite and binding commitment. This Agreement constitutes the entire understanding between the parties and supersedes any previous communications, representation, or agreements, whether written or oral.

If these arrangements meet with your approval, please sign and initial each page, and return to the attention of the Sales Manager. Acceptance will occur upon receipt of an original or facsimile (fax) transmittal of a fully signed original by the hotel.

No handwritten alterations to the terms of this contract will be accepted unless agreed to by all parties and initialed by the Park Manager.

AGREED TO BY:

CLIENT SIGNATURE: *Debra Carnick* DATE: 9.13.18
 (Initial all pages indicating that you have read the Parks Booking Policies and Procedures.)

PARK REPRESENTATIVE: _____ DATE: _____



Carter Caves 18/19

(Room is based on minimum of 3 per room)

Student

\$65.00

\$.81 (Transient Tax)

\$1.95 (Tourism Tax)

\$5.00 (Resort Fee)

Total: \$72.76

Parent

\$65.00

\$.81 (Transient Tax)

\$1.95 (Tourism Tax)

\$5.00 (Resort Fee)

Total: \$72.76

Single Room Rate

\$99.00

\$1.23 (Transient Tax)

\$2.97 (Tourism Tax)

\$5.00 (Resort Fee)

Total: \$108.20 X 3

Double Room Rate

\$73.50

\$.91 (Transient Tax)

\$2.21 (Tourism Tax)

\$5.00 (Resort Fee)

Total: \$81.62

*Based on Trip Tracker's estimate for buses

Total Estimate (2 buses): \$2106.58

Collect from Students: $\$85(\$10 \text{ bus fee}) \times 61 = \5185.00

Collect from parents: $\$85 \times 21 = \1785.00

Total: \$6970.00

61 students X \$72.76 = \$4438.36 (21 rooms)

21 parents X \$72.76 = \$1527.96 (21 rooms/3kids+1parent)

1 Double Room X 81.62 = \$81.62
(Moffett/Praria)

3 Single Room X \$108.20 = \$324.60 (2 bus drivers)

Total: \$6372.54

Buses: \$2106.58

Total Trip: \$8479.12

PTO Donation: \$1500.00

Balance: \$6979.12

-\$6970

Difference (\$9.12)

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: 1 X C DATE: March 8, 2019

TOPIC/TITLE: Travel Request/Simmons/4th Grade/Downtown Louisville/April 25-26, 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
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- ☒ 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 Simmons 4th graders and chaperones to visit museums and Louisville Science Center in downtown Louisville, Kentucky, on April 25-26, 2019, per the attached request.

IMPACT ON RESOURCES: See attached form.

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:	Megen Eaves
DATES OF TRIP:	April 25-26
TRIP TO:	Downtown Louisville
METHOD OF TRANSPORTATION:	Bus
ACCOMMODATIONS:	Louisville Science Center
EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:	SS-4-3.4.1 SS-4-2.1.1 4-LS1-1 4-ESS1-1 4-PS3-4
CONFERENCE AGENDA: SEE ATTACHMENT	
NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)	Approximately 70
TOTAL ESTIMATED COST:	4,900
COST INCLUDES:	3 Museum tours, overnight accommodations, 3 meals, 2 class, and a 4 story movie screening
FUNDING SOURCE:	Student Contribution, FRC
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

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: 1 X C DATE: March 8, 2019

TOPIC/TITLE: Travel Request/WCMS Band/Kings Island Trip-Mason, Ohio/Saturday, May 18, 2019

PRESENTER: Jimmy Brehm 

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☒ ACTION REQUESTED AT THIS MEETING
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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.

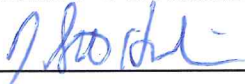
SUMMARY OF MAJOR ELEMENTS:

Request Board approval for the WCMS Band to travel to Kings Island in Mason, Ohio, on Saturday, May 18, 2019, per the attached request.




IMPACT ON RESOURCES: See attached form.

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:	Kelsey Collins
DATES OF TRIP:	5/18/19
TRIP TO:	King's Island
METHOD OF TRANSPORTATION:	School bus
ACCOMMODATIONS:	N/A
EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:	Reward trip for band students grades 6-8
CONFERENCE AGENDA: SEE ATTACHMENT	
NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)	Approximately 150 students/WCMS
TOTAL ESTIMATED COST:	\$35 per student
COST INCLUDES:	Ticket for admission /transportation
FUNDING SOURCE:	School fundraising account
FUND MANAGER RECOMMENDATION:	<input checked="" 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 

FEB 15 2019

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: IX C DATE: March 13, 2019

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.

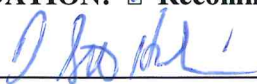
SUMMARY OF MAJOR ELEMENTS:

Attached: WCHS DECA (DECA Club International Conference, Orlando, FL, April 27, 2019 - May 1, 2019).

IMPACT ON RESOURCES: Please see attached documentation.

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:	Heather Schuerman
DATES OF TRIP:	April 27- April ^{MAY 1} 30, 2019
TRIP TO:	Orlando, FL
METHOD OF TRANSPORTATION:	Flight
ACCOMMODATIONS:	Hampton Inn by Hilton Orlando International Drive/Convention Center 8900 Universal Boulevard Orlando, FL 32819
EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:	DECA Club International Conference <ul style="list-style-type: none"> • Career readiness • CTE connections to business, marketing, hospitality & tourism, human resources management, etc. • Students exercise communication skills in real-world professional interactions with industry professionals
CONFERENCE AGENDA: SEE ATTACHMENT	
NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)	3 students 1 advisor
TOTAL ESTIMATED COST:	\$6029.92
COST INCLUDES:	(registration, 2 hotel rooms, flight, meals, travel to and from airport)
FUNDING SOURCE:	Section 7 Monies
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

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