

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #: IX C DATE:** November 6, 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.

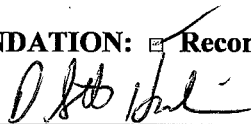
**SUMMARY OF MAJOR ELEMENTS:**

Attached: WCHS Academic Team (Northmont High School Rowdy Raider Invitational, Clayton, OH); WCHS Baseball Team (Round Robin Tournament, Clearwater, FL); WCHS Chamber/Concert Orchestras (Perform in Live Recording Studio Performing/Recording Soundtrack for Disney Film, Orlando, FL); Chief Academic Officer (Cognia Conference, Indianapolis, IN).

**IMPACT ON RESOURCES:** Please see attached documentation.

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

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



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**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:** 1 X C **DATE:** November 4, 2019

**TOPIC/TITLE:** Travel Request/WCHS Academic Team/Northmont High School/Rowdy Raider  
Invitational/Clayton, Ohio/December 6-7, 2019

**PRESENTER:** Jimmy Brehm



**ORIGIN:**

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

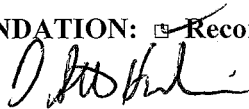
Request Board approval for the WCHS Academic Team to compete in the Northmont High School Rowdy Raider Invitational in Clayton, Ohio, on December 6-7, 2019, per the attached travel request form.

**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**

<b>INDIVIDUAL/STAFF REQUESTING TRIP:</b>	Ken Tonks
<b>DATES OF TRIP:</b>	December 6-7, 2019
<b>TRIP TO:</b>	Northmont High School Rowdy Raider Invitational
<b>METHOD OF TRANSPORTATION:</b>	Parent Drivers
<b>ACCOMMODATIONS:</b>	4 Hotel Rooms
<b>EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:</b>	NAQT Quizbowl competition against nationally ranked opponents to improve team ranking/skill
<b>CONFERENCE AGENDA: SEE ATTACHMENT</b>	
<b>NUMBER OF PARTICIPANTS/SCHOOLS:</b> (If more than one school, attach list of participants and their schools.)	8 students; 2 teachers
<b>TOTAL ESTIMATED COST:</b>	\$700
<b>COST INCLUDES:</b>	4 hotel rooms
<b>FUNDING SOURCE:</b>	Academic Team School Activity Fund
<b>FUND MANAGER RECOMMENDATION:</b>	<input checked="" type="checkbox"/> Recommended <i>Patterson</i> <input type="checkbox"/> Not Recommended
<b>PRINCIPAL/SUPERVISOR RECOMMENDATION:</b>	<input checked="" type="checkbox"/> Recommended <i>[Signature]</i> <input type="checkbox"/> Not Recommended
<b>SUPERINTENDENT RECOMMENDATION:</b>	<input checked="" type="checkbox"/> Recommended <i>[Signature]</i> <input type="checkbox"/> Not Recommended


OCT 25 2019  
WOODFORD COUNTY  
BOARD OF EDUCATION



**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:** 1 X C **DATE:** November 4, 2019

**TOPIC/TITLE:** Travel Request/WCHS Baseball Team/Spring Break Round Robin Tournament/  
Clearwater, Florida/March 29-April 3, 2020

**PRESENTER:** Jimmy Brehm 

**ORIGIN:**

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

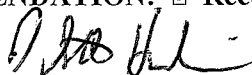
**SUMMARY OF MAJOR ELEMENTS:**

Request Board approval for the WCHS Baseball Team to compete in a round robin tournament to be held in Clearwater, Florida, during spring break, March 29-April 3, 2020, per the attached travel request form.

**IMPACT ON RESOURCES:** N/A

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

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





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

<b>INDIVIDUAL/STAFF REQUESTING TRIP:</b>	Paul Patterson
<b>DATES OF TRIP:</b>	March 29-April 3, 2020
<b>TRIP TO:</b>	Clearwater, FL
<b>METHOD OF TRANSPORTATION:</b>	Ground Personal Parent Vehicles
<b>ACCOMMODATIONS:</b>	Hotel
<b>EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:</b>	Spring Break Trip for the Baseball Team. Round Robin Tournament Format
<b>CONFERENCE AGENDA: SEE ATTACHMENT</b>	
<b>NUMBER OF PARTICIPANTS/SCHOOLS:</b> (If more than one school, attach list of participants and their schools.)	30-35 WCHS Students
<b>TOTAL ESTIMATED COST:</b>	\$650/player
<b>COST INCLUDES:</b>	Room and Board, Food, Games and Umpire Fees
<b>FUNDING SOURCE:</b>	Fundraising
<b>FUND MANAGER RECOMMENDATION:</b>	Recommended Not Recommended
<b>PRINCIPAL/SUPERVISOR RECOMMENDATION:</b>	Recommended Not Recommended
<b>SUPERINTENDENT RECOMMENDATION:</b>	Recommended Not Recommended

OCT 30 2019  
WOODFORD COUNTY  
BOARD OF EDUCATION


Reviewed/Revised: 05/19/03



**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:** 1 X **C DATE:** November 4, 2019

**TOPIC/TITLE:** Travel Request/WCHS Chamber & Concert Orchestras/Disney World Wokshop/  
Orlando, Florida/Fall Break 2020

**PRESENTER:** Jimmy Brehm 

**ORIGIN:**

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☒ ACTION REQUESTED AT THIS MEETING
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- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☒ BOARD OF EDUCATION POLICY
- ☐ OTHER:

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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 WCHS Chamber & Concert Orchestras to participate in a Disney workshop and visit the parks during fall break 2020 per the attached travel request form.

**IMPACT ON RESOURCES:** N/A

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

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



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# SCHOOL RELATED STUDENT TRIP REQUEST FORM

Group Requesting Trip:	WCHS Chamber/Concert Orchestras
Dates of Trip:	October 3-8
Trip to:	Disney World, Orlando Florida
Method of Transportation:	Charter Buses
Accommodations:	Three Nights Hotel
Educational Objective and Curriculum Objective:	Performance in live recording studio performing and recording soundtrack for Disney Film
Trip Highlights:	Disney Recording Studio at Disney Hollywood Studios, Magic Kingdom, Universal Studios and Island of Adventure
Number of Students Predicated to Participate:	40-60
Number of Chaperones:	3 possibly more
Name of Individual Dispensing Medications:	Greg Marsee
Total Estimated Cost:	\$50000 to 75000 estimage
Cost Includes:	Travel, meals, lodging, park admission, workshop
Cost to Each Student:	\$1250
Funding Assistance:	\$300 per student
Fund Raisers Incorporated:	Century resource and Kentucky Chocolate
Principal Recommendation:	<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended
Superintendent Recommendation:	<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended

Reviewed/Revised: 05/19/03

RECEIVED  
NOV - 1 2019  
WOODFORD COUNTY  
BOARD OF EDUCATION



Greg Marsee

WCHS Orchestras

Date: October 14<sup>th</sup>, 2019

Purpose: Request for Permission for High School Orchestra Disney Trip

Members of the Woodford County Board of Education;

Woodford County Public Schools made the decision to create an orchestra program district wide in the April of 2011. Since then, our students have continuously shown their school pride and represented Woodford County at the highest levels of distinction. We are quickly approaching our 10<sup>th</sup> year in our school district. As a reward and educational experience, I would like permission to organize a student trip to Disney World in Florida.

This trip would be during the fall break of 2020. It would include travel via tour bus, lodging, meals, park entrance as well as an orchestra workshop. The workshop will include a day in the "Disney Recording Studio" where students of the WCHS Orchestra will work with a professional director working up a medley of "Disney Classic" works. Once rehearsed to the director's satisfaction, sound engineers for Disney will record the orchestra and set the music to a chosen Disney film. When finished, the orchestra will be given a DVD of the movie with the soundtrack provided by WCHS Orchestra. This would be an amazing opportunity for students considering music performance as a career path.

Attached you will find an itemized proposal from Taylor Tours. They have an excellent reputation for safety. The date on the proposal is flexible as I am aware we have not yet set your calendar for 2020/2021 School year. Approximate cost for the trip will be \$1250 per student. Fundraising efforts will decrease the cost substantially. We are hoping that students will only need to pay out of pocket around \$900.

Please do not hesitate to contact me if you have any questions regarding this proposal. Thank you for your consideration.

Sincerley,

Greg Marsee

WCPS Director of Orchestras

[Greg.marsee@woodford.kyschools.us](mailto:Greg.marsee@woodford.kyschools.us)

Cell: 859-753-5388



Proposal I  
Orlando Adventure  
October 3 - 8, 2020

**INCLUDED IN YOUR TOUR PACKAGE:**

**ESCORT**

- Experienced Taylor Tours Travel Director Will Accompany the Group

**ACCOMMODATIONS**

- Three Nights Hotel Accommodations in Orlando
- Room Occupancy is Five to a Room for Students and as Selected by Adults

**MEALS**

- \$10.00 Cash for Fast Food Dinner Enroute
- Breakfast at Rainforest Cafe
- \$15.00 Meal Card for Lunch at Disney Park
- \$15.00 Meal Card for Dinner at Disney Park
- Breakfast in Hotel
- \$30.00 Meal Card for Lunch or Dinner at Disney Park
- Breakfast at the Hotel
- \$30.00 Meal Card for Lunch and Dinner at Disney Park
- Breakfast at the Hotel
- Universal Meal Voucher for Lunch
- Universal Meal Voucher for Dinner
- Full American Buffet Breakfast Enroute Home

**ADMISSION FEES**

- Disney Performing Arts Onstage Three-Day Park Hopper Ticket that includes the following:  
Hollywood Studios, Magic Kingdom, Animal Kingdom and EPCOT  
Performance in a Disney Park as selected (**Based on Acceptance**)
- Disney Workshop (**Priced Separately**) – 2020 pricing is \$34.00 per paying student with a 20 paying student minimum
- One Day/Two Park Ticket to Universal Studios and Islands of Adventure

TT further agrees to provide the following additional goods and services:

- Private Security at the Hotel
- Special Tour Booklet for Each Traveling Member
- Luggage Tags
- Trip Departure Briefing
- Performance in the Magic Kingdom; EPCOT; or Hollywood Studios as selected (Based on Acceptance)
- All Planning and Operational Costs
- SYTA Consumer Protection Plan
- \$1,000,000.00 Professional Liability and Errors and Omissions Policy
- Emergency Medical Insurance Policy
- All Taxes and Gratuities
- **Two Complimentary Packages** Based on Single Accommodations Included In Price



**SUGGESTED SCHEDULE**  
*Schedule May Change Depending Upon Performance*

**Day One, Saturday, October 3:**

Depart Afternoon  
\$10.00 Cash for Fast Food Dinner Enroute  
Travel Overnight

**Day Two, Sunday, October 4:**

Breakfast at Rainforest Café  
Animal Kingdom  
\$15.00 Meal Card for Lunch  
Hotel Check-in  
EPCOT  
\$15.00 Meal Card for Dinner  
Return to Hotel

**Day Three, Monday, October 5:**

Breakfast at Hotel  
Workshop (Priced Separate)  
Hollywood Studios  
\$30.00 Meal Card for Lunch and Dinner  
Return to Hotel

**Day Four, Tuesday, October 6:**

Breakfast at the Hotel  
Magic Kingdom  
Performance (Based on Acceptance)  
\$30.00 Meal Card for Lunch and Dinner  
Return to Hotel

**Day Five, Wednesday, October 7:**

Breakfast at Hotel  
Check-out  
Universal Studios and Islands of Adventure  
Universal Meal Voucher for Lunch  
Universal Meal Voucher for Dinner  
Travel Home

**Day Six, Thursday, October 8:**

Buffet Breakfast Enroute  
"Home Sweet Home"





**TOUR PACKAGE PRICING**  
 (Tour Package, Transportation and Workshop are separate costs)  
**THIS PROPOSAL IS VALID UNTIL October 18, 2019**  
 All Prices Based on Availability at Time of Booking  
**NO BOOKINGS MADE UNTIL DEPOSIT AND SIGNED CONTRACT IS RECEIVED**

150	125	100	PAYING TRAVELING MEMBERS
\$828.00 .....	\$834.00 .....	\$842.00 .....	PER PERSON IN QUINT OCCUPANCY
\$853.00 .....	\$858.00 .....	\$867.00 .....	PER PERSON IN QUAD OCCUPANCY
\$894.00 .....	\$900.00 .....	\$908.00 .....	PER PERSON IN TRIPLE OCCUPANCY
\$976.00 .....	\$982.00 .....	\$990.00 .....	PER PERSON IN DOUBLE OCCUPANCY
\$1,222.00 .....	\$1,228.00 .....	\$1,236.00 .....	PER PERSON IN SINGLE OCCUPANCY

Students are to be Five to a Room. Chaperones are as Selected (Quad, Triple, Double, Single).  
 Price is based upon 100, 125 or 150 paying tour members. If numbers change, the final per person price will be adjusted according to the final number of paying tour members.

Disney Chaperone Pricing is Based on the Ratio of one for every performing member.

Example 65 students = 65 chaperones.

\* Please note: Chaperones above this ratio will be charged gate price for the Disney Ticket.

**TRANSPORTATION PRICING**

- \* 56-passenger motor coach equipped with restroom, DVD and VHS Players at a cost of:  
**Lakefront - \$11,393.00 per coach**  
**Wise - \$13,729.00 per coach**  
 (All Prices includes all driver's expenses, taxes, tolls parking and gratuities)
- \* Motorcoach companies reserve the right to re-quote if deposits are not paid to guarantee rates. Motorcoach companies reserve the right to charge a fuel surcharge in the event of rising fuel prices.
- \* **Please Note: Tour Package, Workshop and Transportation are separate costs.**

**THE TOUR COST DOES NOT INCLUDE** transportation beyond group arrangement per the itinerary, baggage handling, meals unless listed in the tour conditions, items or services of a personal nature such as: snacks, laundry, room service, phone calls, souvenirs, etc.; any item or service not mentioned specifically in the tour conditions.

Price breakdown with bus cost. We price the bus separate from the package because the number on a bus can change the price a lot. However, your package price doesn't change as much.

Bus price of \$11,393.00 per bus times 2 buses is \$22,786. Divide that by 100 paying travelers and the price for the bus per person is \$227.86. Add that to the package for 100 travelers of \$842.00 and the total is \$1069.86.

We can take direct payments from travelers via credit card payment. The above package price includes credit card payment. You may discount this **package** amount by 5% or \$42.01 pp if you pay through your boosters directly by check for the 100 traveler price.





## PAYMENT SCHEDULE

DEPOSIT .....	\$1,200.00 is necessary to confirm.	
	<i>Please note: This is a non/refundable deposit.</i>	
SECOND PAYMENT .....	December 6, 2019.....	\$100.00 per person
THIRD PAYMENT.....	February 7, 2020 .....	\$100.00 per person
FOURTH PAYMENT .....	May 8, 2020.....	\$100.00 per person
<b>ROOMING LIST</b> .....	Due 60 Days Prior to Departure-----	August 4, 2020
<b>BALANCE</b> .....	Due 45 Days Prior to Departure-----	August 19, 2020

## CANCELLATION POLICY

All cancellations must be made in writing. Cancellations of individual trips will be refunded in full if received 60 days or more prior to departure, subject however to the terms and conditions herein set forth. A \$75.00 administrative fee will be charged per each individual cancellation if occurring 59 days – 46 days prior to departure plus any unrecoverable fees. **No refunds for cancellations 45 days or less prior to departure.** Replacements (that is, one or more individuals going in place of a like number of previously registered individuals) may be made without charge. Please note that the initial \$1,200.00 is non-refundable, however it will apply toward the final billing. If an individual cancellation affects the number of quint, quad, triple, or other multiple rates, a fee will be charged to cover any additional charges as a result thereof. If any individual or group cancellation occurs at any time and as a result thereof, additional charges are imposed upon Taylor Tours, or if Taylor Tours is unable to obtain either a full or partial refund from any supplier because of such cancellation, all such matters will be charged to the individual or group canceling. Unused or partially used components of any tour package are non-refundable.

**Please Note: Tour Pricing, Workshop and Transportation are separate costs.**






**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:** 1 X C **DATE:** November 13, 2019

**TOPIC/TITLE:** Travel Request/Jimmy Brehm/Cognia Conference/Indianapolis, Indiana/  
December 1-3, 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 required for overnight and out of state travel.

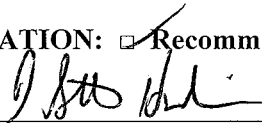
**SUMMARY OF MAJOR ELEMENTS:**

Request Board approval for Jimmy Brehm to present at the Cognia (formerly AdvancED) Conference to be held in Indianapolis, Indiana, on December 1-3, 2019, with all expenses except mileage and possibly a meal to be paid by Cognia per the attached request.

**IMPACT ON RESOURCES:**

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

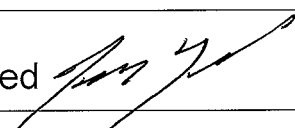
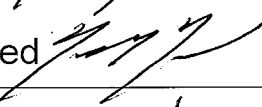
**SUPERINTENDENT'S RECOMMENDATION:** ☒ Recommended ☐ Not Recommended



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

<b>INDIVIDUAL/STAFF REQUESTING TRIP:</b>	Jimmy Brehm
<b>DATES OF TRIP:</b>	December 1-3, 2019
<b>TRIP TO:</b>	Indianapolis, Indiana
<b>METHOD OF TRANSPORTATION:</b>	Car
<b>ACCOMMODATIONS:</b>	Hotel
<b>EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:</b>	Cognia (formerly AdvancED) has asked me to present at their Indiana conference on how we use eleot to drive Continuous Improvement and on how we structure our CDIP process. They are paying all expenses except for me driving there and back, and I possibly would need to pay for my own dinner.
<b>CONFERENCE AGENDA: SEE ATTACHMENT</b>	
<b>NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)</b>	1
<b>TOTAL ESTIMATED COST:</b>	\$175.00
<b>COST INCLUDES:</b>	Mileage and possible one meal
<b>FUNDING SOURCE:</b>	C & I budget
<b>FUND MANAGER RECOMMENDATION:</b>	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended 
<b>PRINCIPAL/SUPERVISOR RECOMMENDATION:</b>	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended 
<b>SUPERINTENDENT RECOMMENDATION:</b>	<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended 