

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: IX C DATE: December 4, 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.

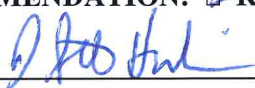
SUMMARY OF MAJOR ELEMENTS:

Attached: Chief Operating Office and Transportation Director (Tyler Technologies Connect Conference, Orlando, FL); WCMS Music Teachers (Kagan Winter Music Academy, Las Vegas, NV); WCHS Academic Team (SHATEYAHRONYA Quiz Bowl, Delaware, OH); Director of Student Achievement (CAEP Accreditation Visit, Rochester, MI); Public Information/Communications Officer (Family Engagement in Education: Creating Effective Home and School Partnerships for Student Success, Cambridge MA).

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 #: **DATE:** November 26, 2019

TOPIC/TITLE: Out of State Travel

PRESENTER: Amy M. Smith *just*

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:

Board approval is required for all out-of-state travel.

SUMMARY OF MAJOR ELEMENTS:

Approval is requested for Chief Operating Officer and Transportation Director to attend the annual Tyler Technologies Connect Conference in Orlando, FL on April 26-29, 2020. The event will provide professional development sessions for the MUNIS, Versatran and Triptracker programs used by the district.


IMPACT ON RESOURCES: Included in departmental budget.

TIMETABLE FOR FURTHER REVIEW OR ACTION: N/A

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended

[Signature]


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

| | |
|---|--|
| INDIVIDUAL/STAFF REQUESTING TRIP: | Amy M. Smith & Kay Penn |
| DATES OF TRIP: | 4/25/20 - 4/29/20 |
| TRIP TO: | Orlando, FL |
| METHOD OF TRANSPORTATION: | Air |
| ACCOMMODATIONS: | TBA Orlando, FL |
| EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS: | Attending prior Tyler Technologies conferences has proven to provide valuable professional development that directly enhances the effectiveness and efficiencies of our finance and transportation departments with the use of MUNIS and our routing software Versatran and new Triptracker software |
| CONFERENCE AGENDA: SEE ATTACHMENT | |
| NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.) | 1 |
| TOTAL ESTIMATED COST: | \$2200 |
| COST INCLUDES: | Air travel, taxi, hotel, meals |
| FUNDING SOURCE: | Finance & Transportation Department Budget |
| FUND MANAGER RECOMMENDATION: | <input checked="" 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: November 27, 2019

TOPIC/TITLE: Travel Request/WCMS/Kelsey Collins, Alyssa Sturgill, Greg Marsee/Kagan
Winter Music Academy/Las Vegas, Nevada/February 13-15, 2020

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.

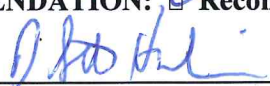
SUMMARY OF MAJOR ELEMENTS:

Request Board approval for WCMS teachers, Kelsey Collins, Alyssa Sturgill, and Greg Marsee, to attend the Kagan Winter Music Academy to be held in Las Vegas, Nevada, on February 14-15, 2020, (travel date February 13) per the attached request.

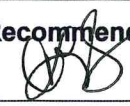
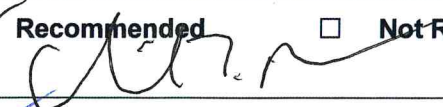

IMPACT ON RESOURCES: See attached form

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended




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

| | |
|--|---|
| INDIVIDUAL/STAFF REQUESTING TRIP: | Kelsey Collins, Alyssa Sturgill, Greg Marsee |
| DATES OF TRIP: | 2/13/20 - 2/15/20 |
| TRIP TO: | Las Vegas, NV |
| METHOD OF TRANSPORTATION: | Air |
| ACCOMMODATIONS: | Rio All-Suite Hotel & Casino 3700 West Flamingo Road Las Vegas, NV 89103 (location of conference) |
| EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS: | Kagan Winter Music Academy - "Kagan Structures to Orchestra Learning for All!" This conference provides a professional development opportunity specifically tailored to all music teachers. The purpose is to be given the tools to successfully incorporate Kagan structures into our non-conventional classrooms on a daily basis, and as a result providing more students the opportunity to use higher level questioning and thinking skills in an environment unlike their core classes. |
| CONFERENCE AGENDA: SEE ATTACHMENT | February 14-15, 8:30 - 4:30 pm. Specific agenda for both days has not yet been released. |
| NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.) | 3; Woodford County Middle School |
| TOTAL ESTIMATED COST: | \$3,500 |
| COST INCLUDES: | Roundtrip airfare, two nights in a hotel, and conference registration for all three participants. |
| FUNDING SOURCE: | Woodford County Middle School |
| 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  |

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: 1 X C DATE: December 4, 2019

TOPIC/TITLE: Travel Request/WCHS Academic Team/Olentangy Berlin High School/
SHATEYAHRONYA Tournament/Delaware, Ohio/January 10-11, 2020

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 the WCHS Academic Team to compete in the SHATEYAHRONYA Tournament at Olentangy Berlin High School in Delaware, Ohio, on January 10-11, 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 OR OVERNIGHT
TRAVEL REQUEST**

| | |
|---|---|
| INDIVIDUAL/STAFF REQUESTING TRIP: | Ken Tonks |
| DATES OF TRIP: | January 10-11, 2020 |
| TRIP TO: | Olentangy Berlin High School SHATEYAHRONYA Tournament 3140 Berlin Station Rd, Delaware, OH 43015 |
| METHOD OF TRANSPORTATION: | Parent Drivers |
| ACCOMMODATIONS: | 4 Hotel Rooms |
| EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS: | NAQT Quizbowl competition against nationally ranked opponents to improve team ranking/skill |
| CONFERENCE AGENDA: SEE ATTACHMENT | |
| NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.) | 8 students; 2 teachers |
| TOTAL ESTIMATED COST: | \$800 |
| COST INCLUDES: | 4 hotel rooms |
| FUNDING SOURCE: | Academic Team School Activity Fund |
| 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  |

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: 1 X C DATE: December 4, 2019

TOPIC/TITLE: Travel Request/Martha Jones/CAEP Accreditation Visit/Rochester, Michigan/
March 29-31, 2020

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.

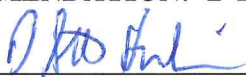
SUMMARY OF MAJOR ELEMENTS:

Request Board approval for Martha Jones to serve on the Council for the Accreditation of Educator Preparation (CAEP) team overseeing teacher licensure program at Oakland University in Rochester, Michigan, on March 29-31, 2020, with all expenses paid by CAEP per the attached request.

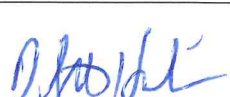
IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended




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

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|--|---|
| INDIVIDUAL/STAFF REQUESTING TRIP: | Martha Jones |
| DATES OF TRIP: | March 29-31, 2020 |
| TRIP TO: | Rochester, Michigan |
| METHOD OF TRANSPORTATION: | Flying |
| ACCOMMODATIONS: | Hotel |
| EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS: | CAEP (Council for the Accreditation of Educator Preparation) Accreditation Visit, Oakland University, serving as P-12 administrator overseeing University's teacher licensure program |
| CONFERENCE AGENDA: SEE ATTACHMENT | Site visit, interviews, exit report |
| NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.) | 1 |
| TOTAL ESTIMATED COST: | \$3000 fully funded by CAEP |
| COST INCLUDES: | Flight, airport parking, airport transfers, hotel, food |
| FUNDING SOURCE: | No cost to district. Fully funded by CAEP |
| 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 #: **DATE:** November 26, 2019

TOPIC/TITLE: Travel/Elaine Bailey/Family Engagement in Education: Creating Effective Home and School Partnerships for Student Success/Harvard University/ July 20-23, 2020 (travel date July 19)

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, out of state travel by staff members must be approved.

SUMMARY OF MAJOR ELEMENTS:

We are requesting Board approval for the Information & Communications Officer to attend the Family Engagement in Education course at Harvard University. The course will be July 20-23, 2020, with a travel day on the 19th. This four-day institute convenes educators and school leaders from around the world who delve into research on family engagement and learn how to align family engagement initiatives with standards-based reform. The course will allow the communications position to grow into the expressed need to increase family and community engagement. The communicated focus being on;

- Latest research on family engagement
- Systemic, integrated family engagement; as opposed to random acts of engagement
- Exploration of the infrastructure, roles, and skills required to sustain an effective engagement strategy
- Defining and measuring outcomes and to evaluate practice related to family and community engagement

IMPACT ON RESOURCES: \$3,500 federal funds (Title I & IV) reserved for family and community engagement

TIMETABLE FOR FURTHER REVIEW OR ACTION:

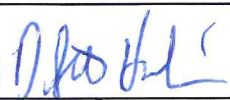
SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended

☐ Not Recommended



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

| | |
|---|---|
| INDIVIDUAL/STAFF REQUESTING TRIP: | Elaine Bailey, Information & Communications Officer |
| DATES OF TRIP: | 7/19/20 - 7/23/20 |
| TRIP TO: | Cambridge, MA |
| METHOD OF TRANSPORTATION: | Flying |
| ACCOMMODATIONS: | Hotel |
| EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS: | <p>To attend Harvard University Family Engagement in Education course on July 20-23, 2020.</p> <p>The goal is to delve into research on family engagement and learn how to align family engagement initiatives with standards-based reform. The course will allow the communications position to grow into the expressed need to increase family and community engagement. The communicated focus being on:</p> <ul style="list-style-type: none"> ·Latest research on family engagement ·Systemic, integrated family engagement; as opposed to random acts of engagement ·Exploration of the infrastructure, roles, and skills required to sustain an effective engagement strategy ·Defining and measuring outcomes and to evaluate practice related to family and community engagement |
| CONFERENCE AGENDA: SEE ATTACHMENT | Overview and program details attached |
| NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.) | 1 |
| TOTAL ESTIMATED COST: | \$3,500 |
| COST INCLUDES: | <p>Tuition</p> <p>Airfare</p> <p>Hotel</p> <p>Food</p> |

| | |
|---|---|
| FUNDING SOURCE: | Federal Funds (Title I & IV) reserved for family and community engagement |
| 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  |

 (<https://www.facebook.com/ProfessionalEducationHGSE>)
Professional Education
 (<https://www.linkedin.com/company/2690440/>)

 (https://twitter.com/hgse_profed)

Family Engagement in Education: Creating Effective Home and School Partnerships for Student Success

DATES:

7/20/20 - 7/23/20

TUITION:

\$2,795 per person

FACULTY CHAIR(S):

Karen L. Mapp

Contact Us (<mailto:ppe@gse.harvard.edu?subject=Family%20Engagement%20in%20Education%20Inquiry>)

Request More Information (<https://www.gse.harvard.edu/ppe/family-engagement-education-interest-form>)



ON CAMPUS

PRIORITY APPLICATION DEADLINE:

Monday, June 8, 2020

*Early application, in advance of the priority deadline, is strongly recommended as applications are reviewed on a rolling basis. Once the priority deadline has passed, we will accept and review applications as space is available through the final deadline of **Monday, June 29, 2020**.*

Apply (<https://hpe.radiusbycampusmgmt.com/ssc/aform/I8lB8JzM0k0kx67078Kl.ssc>)

Design family engagement practices that are directly connected to student learning. Increase your capacity to engage staff, families, and your community to improve student outcomes.

"Parent participation is the leading predictor that supports students' academic success, regardless of race, socioeconomic status, ethnicity, or cultural background." – Karen Mapp, Faculty Chair

Overview

Family engagement is critically important to student achievement, but while most educators recognize its importance, they need opportunities to develop particular skills, knowledge, and dispositions to effectively integrate families into the life of the school.

Family Engagement in Education prepares educators to create a school culture that honors and respects the knowledge that families bring to the learning process. With guidance from Harvard faculty and district and community leaders, participants study best practices in family engagement and identify strategies they can use to promote student learning and improve educational outcomes for all.

Program Details

This four-day institute convenes educators and school leaders from around the world who delve into research on family engagement and learn how to align family engagement initiatives with standards-based reform. You will participate in plenary sessions and small working groups where you can dig deeper into topics relevant to your interests or community. Topics discussed in past institutes have included home visits, outreach to fathers, balancing privilege and power, race in family engagement, and finding sustainable funding for family engagement.

Objectives

- Understand what the latest research on family engagement means for your school
- Understand what systemic, integrated family engagement looks like, as opposed to random acts of engagement
- Explore the infrastructure, roles, and skills required to sustain an effective engagement strategy
- Learn how to define and measure outcomes and to evaluate practice

"The most significant improvement in our work in the Manchester Public Schools stemmed from our new found understanding that family engagement is not a separate aspect of education, but a way to more effectively leverage student growth."

Scott Ratchford, Ph.D., Director of Family and Community Partnership, Manchester Public Schools
Family Engagement in Education 2016 participant