

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #: IXC DATE:** June 8, 2022

**TOPIC/TITLE:** Travel Requests

**PRESENTER:** Danny Adkins

**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 Cross Country Team (Renfro Valley KOA Campground, Mt. Vernon, KY); WCHS Football Team (Kentucky Wesleyan College, Owensboro, KY).

**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:** June 6, 2022

**TOPIC/TITLE:** Travel Request/WCHS Cross Country Team/Renfro Valley KOA Campground/  
Mt. Vernon, Kentucky/July 29-August 1, 2022

**PRESENTER:** Ryan Asher 

**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 is required.

**SUMMARY OF MAJOR ELEMENTS:**

Request Board approval for the WCHS Cross Country Team to have a camping/training/team bonding trip to the Renfro Valley KOA Campground in Mr. Vernon, Kentucky, on July 29 through August 1, 2022, per the attached request.

**IMPACT ON RESOURCES:** See attached travel request form.

**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>	Brooke Stickel, Head Cross Country Coach
<b>DATES OF TRIP:</b>	Friday July 29th- Sunday August 1st 2022.
<b>TRIP TO:</b>	A cross country team camping trip to Renfro Valley KOA, 184 KOA Campground Rs. Mt. Vernon, KY
<b>METHOD OF TRANSPORTATION:</b>	Cross Country parents will drive the athletes to and from the camp ground.
<b>ACCOMMODATIONS:</b>	Group Camping sites with camping tents (provided by parents).
<b>EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:</b>	To expose the cross country team to a different training area and start the cross country season with a team-bonding experience to develop team unity. We will also visit Eastern Kentucky University to explore the campus and visit with their Cross Country and Track Coaches.
<b>CONFERENCE AGENDA: SEE ATTACHMENT</b>	Leave Friday, July 29 <sup>th</sup> , in the afternoon, around 3:00 PM from the high school, arrive at Renfro Valley KOA camp ground around 5:00 PM. Athletes will be participating in morning and evening runs, team meals, motivational speakers, nutrition specialists, and a visit to Eastern Kentucky University campus for a team tour. Return back to WCHS on Sunday August 1 <sup>st</sup> around 2:00 PM.
<b>NUMBER OF PARTICIPANTS/SCHOOLS:</b> (If more than one school, attach list of participants and their schools.)	25-30 high school cross country athletes from WCHS (boys and girls combined). I have 2 cross country parents interested in traveling and being chaperones at this point as well as the two cross country coaches. I expect a 1:4 or 1:5 chaperone to athlete ratio.
<b>TOTAL ESTIMATED COST:</b>	Electric Camp-site cost: 5 camp sites (\$55

WOODFORD COUNTY  
BOARD OF EDUCATION

MAY 31 2022

RECEIVED

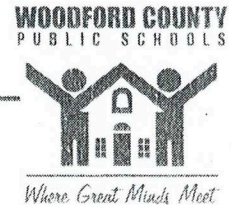
	each per night) for up to 6 people for 2 nights is \$550. Other expenses in case of emergency: \$100, to be deposited back if not used. Camp t-shirts will be around \$300. We will also be purchasing food and supplies through Kroger with the school account, up to \$600. Total: \$1500.
<b>COST INCLUDES:</b>	Camp site rental, camp t-shirts, food.
<b>FUNDING SOURCE:</b>	Cross country school account.
<b>FUND MANAGER RECOMMENDATION:</b>	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended
<b>PRINCIPAL/SUPERVISOR RECOMMENDATION:</b>	<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended
<b>SUPERINTENDENT RECOMMENDATION:</b>	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended





# Woodford County High School

180 Frankfort Street • Versailles, Kentucky 40383  
859-873-5434 • Fax 859-873-7731



May 31, 2022

To Mr. Adkins and Woodford County School Board Members:

My name is Brooke Stickel, and I am the cross country coach for Woodford County. I am filing paperwork for an over-night trip with the girls' and boys' high school cross country teams. The purpose of this trip is to have a team bonding experience at the beginning of the season to prepare both teams for a competitive cross country season. We plan to stay at the Renfro Valley KOA 184 KOA Campground Road Mt Vernon, KY from July 29<sup>th</sup> until August 1<sup>st</sup>. Camp activities will include hiking, swimming, running, informational meetings, and games.

I and Coach Dr. Phil Latham of our cross country team will be the head chaperones, and we have a few WCHS parents lined up to help chaperone. I have the two of us coaches (Dr. Phil Latham, and I), and I anticipate getting one or two more parents to help that weekend as time gets closer. I expect to have a 1:4 or a 1:5 ratio of chaperones to athletes. I am expecting to have 20-30 athletes participate from our team. Team responsibilities will also be dealt out by class. Each class will be responsible for preparing and cleaning up after one meal, and each class will be responsible for certain duties around camp. I am hoping this will also help to teach team responsibility.

We will be sleeping in tents with accommodations close by. I have a list prepared for athletes on what to bring with them and what to leave at home. We plan on setting up the girls' tents on one side of the campsite, boys' tents on the other side, and coaches'/chaperones' tents in the middle. We will be at electric sites, so we will be preparing food with gas and electric appliances and over the camp fire. Our team tent provides shade and shelter for dining and rainy weather. In case of severe weather, there are permanent buildings at the camp grounds for shelter. Dr. Latham and I are trained in CPR and First Aid as well as medication administration. We will have proper forms filled out for any athletes who will be traveling with medications.

We also plan to walk through Eastern Kentucky University at some point during the weekend so the students can see a college campus, in case they are interested in running in college. I will reach out to the track and cross country coach at ECU to see if they want to be involved in an informational meeting.

Food and camp-site rental will be paid through the cross country team account to cover costs of camp site rental and camp T-shirt. I had figured the total cost for the weekend will be \$2000 for the team.

I thank you for your time and consideration for this team bonding trip. I know both teams will benefit from the experience.

Thank you, again,

Brooke Stickel  
Head Cross Country Coach  
Woodford County


## WCHS PURPOSE STATEMENT

WCHS provides all students a rigorous and comprehensive program of studies in a safe and caring environment, preparing them to pursue their life ambitions and contribute to society.

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:** 1 X C **DATE:** June 6, 2022

**TOPIC/TITLE:** Travel Request/WCHS Football Team/Kentucky Wesleyan College/  
Owensboro, Kentucky/July 27-30, 2022

**PRESENTER:** Ryan Asher 

**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 is required.

**SUMMARY OF MAJOR ELEMENTS:**

Request Board approval for the WCHS Football Team to participate in a football training camp to be held at Kentucky Wesleyan College in Owensboro, Kentucky, July 27-30, 2022, per the attached request.

**IMPACT ON RESOURCES:** See attached travel request form.

**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>	Dennis Johnson /Woodford County Football
<b>DATES OF TRIP:</b>	July 27 and returning on July 30th
<b>TRIP TO:</b>	Kentucky Wesleyan College
<b>METHOD OF TRANSPORTATION:</b>	WC Buses
<b>ACCOMMODATIONS:</b>	We will need (2) buses to take us to and from KY Wesleyan.
<b>EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:</b>	KY Wesleyan host a football training Camp for High School Teams around the state.  We will plan to tour the campus and take the kids the Kids to a BBQ restaurant
<b>CONFERENCE AGENDA: SEE ATTACHMENT</b>	We will practice and meet daily while at the camp
<b>NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)</b>	75 Football Players and 12 Coaches
<b>TOTAL ESTIMATED COST:</b>	\$7300    \$250 Deposit by 6/5/22
<b>COST INCLUDES:</b>	Cost included 3 meals a day and lodging on the campus at KY Wesleyan
<b>FUNDING SOURCE:</b>	Woodford Co. Football School Account
<b>FUND MANAGER RECOMMENDATION:</b>	<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <i>CP.</i>
<b>PRINCIPAL/SUPERVISOR RECOMMENDATION:</b>	<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <i>[Signature]</i>
<b>SUPERINTENDENT RECOMMENDATION:</b>	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended

RECEIVED

MAY 25 2022

WOODFORD COUNTY  
BOARD OF EDUCATION