

DATE:

June 19, 2023

AGENDA ITEM (ACTION ITEM):

Consider/Approve Reimbursement to Dr. Webb for expenses incurred to attend the Kentucky Association of School Superintendents (KASS) conference in Lexington, KY on June 12-13, 2023.

APPLICABLE BOARD POLICY:

03.125 – Expense Reimbursement

HISTORY/BACKGROUND:

The conference registration was free with membership. Also, Dr. Webb did not need to pay for hotel. Reimbursement is request for out of pocket expenses (meals) incurred while attending the conference and parking. The approved Travel Authorization form is attached.

FISCAL/BUDGETARY IMPACT:

\$25.00 - Superintendent's Travel

RECOMMENDATION:

Approval to reimburse Dr. Webb for expenses incurred to attend the Kentucky Association of School Superintendents (KASS) conference in Lexington, KY on June 12-13, 2023

CONTACT PERSON:

Misty Jones

Principal/Administrator

District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

TRAVEL AUTHORIZATION REQUEST

Employee Name: Henry WebbSchool/Department: CO - SuperintendentGroup sponsoring professional event: KASSType of meeting or purpose of event: ConferenceMeeting attendance dates: 6/12/23 thru 6/13/23Dates you will travel: 6/12/23 and 6/13/23Location of your meeting: Lexington, KYOther employees traveling with you: N/A

1. Estimate all travel expenses, including those paid by Purchase Order.
2. Have your supervisor and grant administrator approve this form.
3. Send this form to Superintendent/Designee for KCBOE approval prior to travel.
4. Complete actual mileage & expenses after travel.

If actual travel is over three (3) days, use additional pages.

Substitute Needed:

☐ No

		Date:	6/12/2023	Date:	6/13/2023	Date:	
		Estimate	Actual	Estimate	Actual	Estimate	Actual
Mileage per/day			0		0		
Mileage Cost @ .53		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Meal rate reimbursement during travel status requires overnight stay. Meals provided at event are not reimbursed. High-rate area meal rates reimbursement paid per policy.	6:30-9:00am	Breakfast \$8	\$8.00	\$0.00	\$8.00	\$0.00	\$
	11:00-2:00pm	Lunch \$10	\$10.00	\$0.00	\$10.00	\$0.00	\$
	5:00-9:00pm	Dinner \$18	\$18.00	\$18.00	\$18.00	\$0.00	\$
Check the box to the right if this expense will be paid with a District PO and the employee will not be reimbursed. Receipts are required.	<input type="checkbox"/>	Airline Tickets	\$	\$0.00	\$	\$0.00	\$
	<input checked="" type="checkbox"/>	Lodging	\$0.00	\$0.00	\$	\$0.00	\$
	<input type="checkbox"/>	Registration Fee	\$0.00	\$0.00	\$	\$0.00	\$
Receipts are required.		Taxi/Uber/Tolls/Pkg	\$	\$7.00	\$	\$0.00	\$
			\$36.00	\$25.00	\$36.00	\$0.00	\$0.00

Funding source: Superintendent's TravelAccount Charged: Org # 0011075Object # 0580Project # **PRIOR TO TRAVEL** Approval of all estimated expenses for this trip

Total Estimate: \$72.00

Supervisor's Signature: [Signature] Date 6/2023

Grant Admin's Signature: _____ Date _____

Supt/Designee Signature: _____ Date _____

If approved, this form will be returned to you so you can use it to request reimbursement of actual expenses paid after your travel.

AFTER TRAVEL Approval of actual expense to be reimbursed to employee

Total expenses paid by employee = reimbursement: \$25.00

(Attach receipts if applicable)

Employee Signature: [Signature] Date 6.19.23

Finance Dept Verification: _____ \$


Requests for reimbursement of the actual expenses you paid must be submitted to the Accounts Payable dept. no later than sixty (60) days after the date of travel.

When

Monday, June 12, 2023 at 11:30 AM EDT

-to-

Tuesday, June 13, 2023 at 11:30 AM EDT

 [Add to Calendar](#)

Where

Lexington Marriott City Center

121 W. Vine St.

Lexington, KY 40507



[Driving Directions](#)

Contact

Dr. Jim Flynn, Executive Director

Kentucky Association of School Superintendents

270-776-0444

jim.flynn@kysupts.org

KASS Summer Superintendents Summit - June 12-13, 2023

The KASS Superintendents Summit provides professional learning, networking and fellowship opportunities for school district CEO's. The Summits emphasize leadership for advocacy to advance policy priorities of Kentucky superintendents. It is imperative that superintendents coalesce around and speak from a common voice in our advocacy for students.

 **You have successfully registered for this event; look for a confirmation email arriving shortly. We look forward to seeing you at the KASS Superintendents Summit!**

 [Share this event on Facebook](#)

 [Tweet that you're attending](#)

Registrant Information

First Name:	Henry
Last Name:	Webb
School District:	Kenton County School District
Email Address:	henry.webb@kenton.kyschools.us
Position/Title:	Superintendent
Badge Name:	Dr. Henry Webb

Payment Information

KASS WILL INVOICE YOU FOR THE TOTAL SHOWN AT THE BOTTOM OF THIS FORM UNLESS YOU HAVE PAID BY CREDIT CARD.

Billing Address:	1055 Eaton Drive
City:	Fort Wright
State:	Kentucky
Zip Code:	41017

Lodging Information

Lodging is available at a discounted rate of \$149/night if booked no later than May 17, 2023. To book your room with the KASS conference rate please click to link or copy and paste the hotel reservation link below into your web browser, visit our website at www.kysupts.org or call the Lexington Marriott City Center at 888-236-2427. Here is the hotel link: <https://www.marriott.com/event-reservations/r-eservation-link.mi?id=1681394248996&key=GRP&app=re-svlink>

Payment Summary

Name	Type	Quantity	Fee	Total
Henry Webb	KASS Members	1	\$0.00	\$0.00
TOTAL:				\$0.00

Receipt

P/S #04	A Payment No.00000375
T/D #01	Ticket No.010487
Entry Time	06/13/2023 (Tue) 7:26
Exit Time	06/13/2023 (Tue) 10:18
Parking Time	2:52
Parking Fee	Rate A \$7.00

Taxable Amount	
Taxable Amount1	\$6.60
TAX(Included)	\$0.40
Tax1	6.00 % \$0.40

MASTERCARD	
Account #	*****2693
Slip #	21818
Auth Code	000007076P
Credit Card Amount	\$7.00
Cash Amount	\$0.00

Total	\$7.00
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Thank You for Your Visit
Please Come Again !

KASS Summer Superintendents Summit

June 12-13, 2023

Lexington Marriott City Center

Event Sponsor - ProtectED

Agenda

Monday, June 12, 2023 - Ballroom (2nd floor of Marriott City Center)

- | | |
|-----------|---|
| 11:30 | Welcome from KASS President, Introduction of Special Guests,
Message from Event Sponsor - <u>ProtectED</u> , and Overview of the Day |
| Lunch | Networking and Fellowship - Sponsored by <u>American Fidelity</u> |
| 12:15 | Session Sponsor - <u>RSA Advisors</u> |
| 12:20 | Segment 1 - Removing Barriers
<i>Facilitated by Dr. Randy Poe</i> |
| 1:20 | Break |
| 1:30 | Segment 2 - Workforce Challenges
<i>Facilitated by the Coalition for Sustaining the Sustaining the
Education Profession</i> |
| 2:30 | Break |
| 2:45 | Segment 3 - Funding Challenges
<i>Facilitated by Mike Borchers and Robbie Fletcher</i> |
| 3:45 | Recap and Wrap with Greg Coker |
| 4:00 | Adjourn Session |
| 4:30-6:30 | President's Reception - Adjacent Ballroom - Enjoy delicious
hors d'oeuvres & an open bar as you network with others in a
relaxing atmosphere. Sponsored by <u>Edmentum</u> |

Tuesday, June 13 - **Ballroom** (2nd floor of Marriott City Center)

- 7:30 Breakfast Buffet Opens - Sponsored by [SSC Education Services](#)
- 8:00 Welcome & Updates
- 8:25 Morning Session Sponsored by [Summit Architects + Engineers](#)
- 8:30 KDE/KBE KUWL Call to Action
- 9:00 Prioritizing the Education Policy Needs for 2024
- 10:00 Break
- 10:15 Organizational Effectiveness to Gain Traction
- 11:15 Recap and Wrap - Interim Schedule and Next Steps
- 11:30 Adjourn

Thank you to our sponsors and preferred partners!

Event Sponsor	ProtectED
Lunch Sponsor	American Fidelity
Session Sponsor	RSA Advisors
Reception Sponsor	Edmentum
Breakfast Sponsor	SSC Education Services
Session Sponsor	Summit Architects + Engineers
Preferred Partner	Benchmark Education
Preferred Partner	Curriculum Associates
Preferred Partner	Apptegy
Preferred Partner	Hough Mifflin Harcourt
Preferred Partner	JR Architects



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