

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: VIIC **DATE:** September 18, 2023

TOPIC/TITLE: Travel Requests

PRESENTER: Administrator

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: Director of Special Education and Special Education Teachers (Kentucky Exceptional Children's Conference, 11/18-21/23, Louisville, KY); District SIS Coordinator and WCHS Attendance Data Technician/IC Clerk (2023 Kentucky Interchange Conf., 12/13-15/23, Louisville, KY); Director of Special Education and Coordinator of District-Wide Programs, SERTAC/CKEC Retreat, 10/26-27/23, Danville, KY); Coordinator of District-Wide Programs and Community Education Program Manager (FRYSCKy Institute 2023, 11/8-10/23, Louisville, KY); WCHS Students/Staff (JEA/NSPA Conf., 11/1-5/23, Boston, MA); Chief Financial Officer and Financial Services Staff (Fall 2023 KASBO Conf., 11/14-17/23 Lexington, KY).

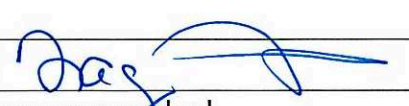

IMPACT ON RESOURCES: Please see attached documentation.

TIMETABLE FOR FURTHER REVIEW OR ACTION:


SUPERINTENDENT'S RECOMMENDATION: Recommended Not Recommended

Danny Adkins Jr.

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

INDIVIDUAL/STAFF REQUESTING TRIP:	TRACEY FRANCIS
DATES OF TRIP:	NOV.18-21, 2023
TRIP TO:	KY EXCEPTIONAL CHILDREN'S CONFERENCE AT THE GALT HOUSE
METHOD OF TRANSPORTATION:	DRIVE
ACCOMMODATIONS:	THE GALT HOUSE, LOUISVILLE, KY
EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:	TO BRING EDUCATORS TO ONE PLACE FOR INTENSE LEARNING AND PROFESSIONAL GROWTH.
CONFERENCE AGENDA: SEE ATTACHMENT	
NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)	6 PARTICIPANTS; TRACEY FRANCIS (DIRECTOR OF SPECIAL EDUCATION), MARQUIS ESTILL, COURTNEY GALE-HAWKINS, LEAH OSBORNE, TIFFANY HARRIS, AMANDA SHEPARD
TOTAL ESTIMATED COST:	\$2000
COST INCLUDES:	HOTEL, PARKING, TRAVEL EXPENSES, REGISTRATION
FUNDING SOURCE:	SPED 
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 SCHOOLS
OUT OF STATE OR OVERNIGHT
TRAVEL REQUEST**

INDIVIDUAL/STAFF REQUESTING TRIP:	LaShannon Stratton, District SIS Coordinator Dana Hash, HS IC Clerk
DATES OF TRIP:	December 13-15, 2023
TRIP TO:	Louisville, KY
METHOD OF TRANSPORTATION:	Car
ACCOMMODATIONS:	Omni Hotel 400 S 2nd Street Louisville, KY 40202
EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:	2023 Kentucky Interchange Conference -Presented by KDE and Infinite Campus Training, collaborating and networking for all things Infinite Campus
CONFERENCE AGENDA: SEE ATTACHMENT	
NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)	2
TOTAL ESTIMATED COST:	\$1,760
COST INCLUDES:	Registration, per diem, mileage, parking, and hotel accommodations
FUNDING SOURCE:	9170 
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:**

- Recommended
- Not Recommended

Danny Adkins Jr.

KY Interchange 2023

Session Titles

Below is a list of currently planned session titles for the 2023 schedule. Additional titles may be added, and these may change slightly. Some sessions will be offered multiple times.

Don't Lose Your Dough	Check your Households Clean up the Dirt with Data Health Check	Don't Lose Data! Records Transfer
Academic Plan to Succeed	Custom Forms	Tips & Tricks for Teachers
Tips & Tricks for AdHoc	Day in the Life of an Attendance Clerk	Creating Academic Pathways
SQL Queries: Why Get Trained on the Back End	SIS Admin Part 1 User Security and More	Campus Community and Communication & Data Standards
How to Use Academic Planning for Scheduling	Data and Money: An Overview of Data Points that Generate Funding	OLR Customization Make it Your Own
SQL Queries	How to use Academic Planning for Scheduling	Transcript and Kees
A Day in Life of a Counselor Part 1	A Day in Life of a Counselor Part 2	A Day in the Life of a Teacher
504 Plans Roundtable	Custom Contact Log	Standards
The New Look of Infinite Campus: A District Perspective	SIS Admin Part 2: Streamline Your Course Maintenance	Ad-hoc Beginners, Taking the Fear out of Ad-hoc Reporting
What's New in Scheduling?	Schedule Prep	Schedule Build Report and Loads

Elementary Scheduling	Data Validation & Certification & Data Health Check	The New Look & Custom Tool Placement
Academic Planning for Elementary	Advanced Ad Hoc- Part 1: Functions and Logical Expressions	Advanced Ad Hoc Part 2: Pivot Reports
Advanced Custom Form Processes	Are you Utilizing all the Features of the Grading Window?	Assessment Center and Importing
Campus Release Year in Review and What's New	Tools to Combat Learning Loss	Why You Should Use Grad/Academic Planning in Middle and Elementary School
Campus Workflow: Events and Actions	Advanced Attendance and Appointments with Digital Hall Passes	Campus Learning Roundtable
SPED Form Changes	Premium Product Roundtable	SIS Roundtable
Assessments - Part 2 Score Import Wizard	Campus Payments	Messenger 2.0
School Store and Public School Store	New Staff Infinite Campus Training Made Easy	Campus Learning Overview and New Updates
Keeping your Curriculum Organized with Campus Learning	Progress Monitor	OLR Customization and Processing
KDE Updates		

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

INDIVIDUAL/STAFF REQUESTING TRIP:	Kim Johnson and Tracey Francis
DATES OF TRIP:	10/26/2023-10/27/2023
TRIP TO:	Danville, KY
METHOD OF TRANSPORTATION:	Car
ACCOMMODATIONS:	Holiday Inn Express (Danville KY)
EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:	The SERTAC for our county, CKEC, has a special education retreat for directors and assistants in October each year. The retreat is focused on specialized learning for directors/asst. directors in the field of special education. The event is 2 days and an overnight stay is offered for those that want to stay overnight, instead of driving.
CONFERENCE AGENDA: SEE ATTACHMENT	Thursday/Friday: DoSE meeting and training sponsored by CKEC
NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)	2 participants, Kim Johnson and Tracey Francis, District staff (Asst. Director and Director of Special Education)
TOTAL ESTIMATED COST:	\$80
COST INCLUDES:	Mileage for each participant from their homes to Danville, KY hotel office
FUNDING SOURCE:	Travel funds from Preschool and Special Education
FUND MANAGER RECOMMENDATION:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <i>Tracey J</i>
PRINCIPAL/SUPERVISOR RECOMMENDATION:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <i>RS</i>
SUPERINTENDENT RECOMMENDATION:	<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <i>Danny Adams</i>

AUG 30 2023

Reviewed/Revised: 05/19/03

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

INDIVIDUAL/STAFF REQUESTING TRIP:	Kim Johnson and Ashley Sullivan
DATES OF TRIP:	November 8-10, 2023
TRIP TO:	Louisville, KY
METHOD OF TRANSPORTATION:	Ground
ACCOMMODATIONS:	Marriott Louisville Downtown
EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:	As the Community Education Director and ETC Program Manager, this conference is for FRYSCs and Community Education staff. This Annual Conference will provide training geared for Community Education programs and Directors.
CONFERENCE AGENDA: SEE ATTACHMENT	See the additional agenda attached
NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)	1 Program: Community Education 2 Participants: Kim Johnson and Ashley Sullivan
TOTAL ESTIMATED COST:	\$1300 total
COST INCLUDES:	Conference registrations (2 people) 2 hotel nights Mileage, parking, and meals
FUNDING SOURCE:	Community Education funds (911X)
FUND MANAGER RECOMMENDATION:	<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <i>Kim Johnson</i>
PRINCIPAL/SUPERVISOR RECOMMENDATION:	<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <i>Kim Johnson</i>
SUPERINTENDENT RECOMMENDATION:	<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <i>Danny Adkins</i>

WOODFORD COUNTY BOARD OF EDUCATION
SEP - 5 2023
RECEIVED

AGENDA

November 8-10, 2023

Marriott Downtown Hotel • Louisville

DAY 1: WEDNESDAY, NOVEMBER 8, 2023

8:00 am

Registration Opens

9:00 am – 10:30 am

Exhibit Set-up

11:00 am – 5:15 pm

Exhibits Open

11:00 am – 12:45 pm

Greet the Exhibitors

1:00 pm – 2:15 pm

Opening Session with Keynote Speaker, Lisa Smartt

2:30 pm - 3:45 pm

Workshop Series A

4:00 pm – 5:15 pm

Workshop Series B

5:15 pm - 6:15 pm

KCEA General Membership Meeting

Evening

Free Time to Explore Louisville & Hangout w/ Friends

DAY 2: THURSDAY, NOVEMBER 9, 2023

6:30 am - 7:00 am

Gettin' FRYSCkY in the A.M.

•Run, Walk, Cartwheel•

•Cardio Drumming•

•Yoga•

7:30 am – 8:15 am

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

INDIVIDUAL/STAFF REQUESTING TRIP:	Dan Ruff
DATES OF TRIP:	Nov. 1-5, 2023
TRIP TO:	Boston
METHOD OF TRANSPORTATION:	Plane
ACCOMMODATIONS:	Best Western
EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:	Students will be attending the JEA/NSPA conference for student journalism. Students from Yearbook, the Jacket Journal, and the Channel 4 Media team will be attending. This is the largest student journalism conference in the world, and it will be the third time the journalism group as attended.
CONFERENCE AGENDA: SEE ATTACHMENT	
NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)	20-30 students from Woodford County High School. These would be Yearbook, Jacket Journal, and Media students.
TOTAL ESTIMATED COST:	\$1200
COST INCLUDES:	Flights, hotel, conferences, and two dinner meals.
FUNDING SOURCE:	Students
FUND MANAGER RECOMMENDATION:	<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <i>W. Patterson 9/13/23</i>
PRINCIPAL/SUPERVISOR RECOMMENDATION:	<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <i>Z. [Signature] 9-13-23</i>
SUPERINTENDENT RECOMMENDATION:	<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <i>Danny Adk</i>

SEP 13 2023

WOODFORD COUNTY
BOARD OF EDUCATION



Fall National High School Journalism Convention • Nov. 2-5, 2023 • Boston

Tentative schedule

Thursday • Friday • Saturday • Sunday



Thursday, Nov. 2

8:30 a.m. to 5 p.m.

Pre-convention workshops and JEA Outreach Academy

8:30 a.m. to 3 p.m.

JEA board meeting

1 to 7 p.m.

Convention check-in

Desks for JEA National Student Media Contests and NSPA Best of Show open
Trade show

6:15 p.m.

First-time attendee orientation for advisers

7 to 9 p.m.

Opening ceremony & awards

Keynote speaker

9 to 10:30 p.m.

Adviser kickoff reception

Midnight curfew

NSPA
NATIONAL SCHOLASTIC
PRESS ASSOCIATION

jea.

#NHSJC • @NHSJC

Friday, Nov. 3

Saturday, Nov. 4

7:30 a.m. to 5 p.m.

Adviser hospitality

8 a.m. to 4 p.m.

Convention check-in

Trade show

8 a.m.

JEA membership meeting

8 a.m.

Several JEA NSMC broadcast contests begin

8 to 10:30 a.m.

JEA NSMC contest desk open

9 a.m. to 3:30 p.m.

Breakout sessions

9 to 11 a.m.

Break with a Pro

Noon to 3:30 p.m.

NSPA on-site critiques

1 p.m.

NSPA Best of Show deadline

3:30 to 6 p.m.

JEA certification testing

4 to 6 p.m.

JEA National Student Media Contests

6 p.m.

JEA NSMC judging and dinner

8 to 10 p.m.

Student Swap Shops

8 to 10 p.m.

Student entertainment

Midnight curfew

7:30 a.m. to noon

Adviser hospitality

8 a.m. to 2:30 p.m.

Breakout sessions

8 a.m. to 1 p.m.

Convention check-in

9 to 11 a.m.

NSPA on-site critiques

Noon to 2:20 p.m.

Adviser recognition luncheon

3:30 to 6 p.m.

NSPA awards ceremony

Individual Awards

Pacemaker finalists honored and winners announced in Broadcast,

Newspaper/Newsmagazine & Specialty Magazine

Best of Show

Midnight curfew

Sunday, Nov. 5

8:30 to 10:30 a.m.

JEA awards ceremony

National Student Media Contests

National Journalism Quiz Bowl

Journalism Education Association • staff@jea.org • 705-532-6337

National Scholastic Press Association • info@scholasticpress.org • 612-200-9254

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

INDIVIDUAL/STAFF REQUESTING TRIP:	Shane Smith
DATES OF TRIP:	Nov 14-17, 2023
TRIP TO:	Lexington, KY
METHOD OF TRANSPORTATION:	Personal car
ACCOMMODATIONS:	Marriott Griffin Gate Lexington, KY
EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:	Finance and Munis updates and trainings, networking, evening team-building activities
CONFERENCE AGENDA: SEE ATTACHMENT	
NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)	12-Shane Smith, Penny Bennett, Anita Mize, Linda Clifton, Katy Wilson, Katie Slone, Teresa Grigsby, Sara Martin, Jessie Rayburn, Stacie Byrns, Linzi Said, Emily Porter
TOTAL ESTIMATED COST:	5000.00
COST INCLUDES:	Hotel accommodations and travel
FUNDING SOURCE:	GF
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 <i>Danny Adk</i>

[Handwritten Signature]



PORTRAIT
of a
LEARNER

Mize, Anita <anita.mize@woodford.kyschools.us>

Registration confirmed for Fall 2023 KASBO Conference

1 message

Joy Campbell <joymcampbell@outlook.com>
Reply-To: joymcampbell@outlook.com
To: Anita Mize <anita.mize@woodford.kyschools.us>

Wed, Sep 13, 2023 at 8:32 AM

Dear Anita,

Your registration has been confirmed. Please save this email for future reference.

Event: Fall 2023 KASBO Conference

Attending: Anita Mize

Number in Party: 1

Time: 1:00 PM

Date: November 14, 2023

Confirmation Number: VNNGMVQ89N5

Registration Information

Anita Mize

Life Member

Questions

After Hours event?

YES

Thursday breakfast?

YES

Thursday lunch?

YES

Friday breakfast?

YES

What type of course credit do you prefer?

KDE Finance hours

Sessions

November 15, 2023

- 9:30 AM - 11:30 AM PC-2- Ready Form-Pre Conference-Specialized Area
- 1:00 PM - 1:50 PM 1DLE-Getting Up to Speed With 1099 Manager- Specialized Area
- 2:05 PM - 2:55 PM 2D-Construction Projects - From Beginning to End- Business Management Services
- 3:30 PM - 4:20 PM 3CDD-Balancing the Books: Fund 2 Clean Up For Success- Accounting
- 4:30 PM - 5:30 PM VDLE-Cybersecurity and Your District

November 16, 2023

- 8:10 AM - 9:00 AM 4D-GMAP Basics- Specialized Area
- 9:10 AM - 10:00 AM 5TER-Chart of Accounts- Accounting
- 11:00 AM - 11:50 AM 6AB-Is There a Policy for That?- Business Law
- 1:15 PM - 2:05 PM 7TER-Ready Forms- Specialized Area
- 3:00 PM - 3:50 PM 8C-Beyond Plastic- Finance
- 4:00 PM - 4:50 PM 9GH-Managing the Budget Process: A Practical Guide- Accounting

November 17, 2023

- 8:30 AM - 9:20 AM 10TER-School Report Card-Specialized Area
- 9:30 AM - 10:20 AM 11GH-Improve Efficiency and Control with Budget Rollups- Accounting
- 10:30 AM - 11:20 AM 12AB-General Session

View or modify your registration

