

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:** VIIC **DATE:** October 13, 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.

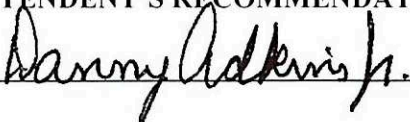
**SUMMARY OF MAJOR ELEMENTS:**

Attached: WCMS FFA Students/Staff (National FFA Convention, Indianapolis, IN, 11/3/23); WCHS FFA Students/Staff (FFA Competition, Murray, KY, 11/16-17/23); WCHS Agriculture Education Students/Staff (Germany and Switzerland, July 2025); WCHS Students/Staff (National FFA Conference, Washington, DC, July 2024); Public Information & Communications Officer (KYSPRA Conference, Louisville, KY, 11/30/23 - 12/1/23); District Technology Integration Specialists, Director of Technology, Chief Academic Officer, Director of Student Achievement, Director of Special Education (FETC 2024 Conference, 1/23-26/23, Orlando, FL); Director of Technology (KASS Conference, 12/3-4/23, Louisville, KY).

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

**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>	Meaghan DeVito
<b>DATES OF TRIP:</b>	11/3/23
<b>TRIP TO:</b>	Indianapolis, IN
<b>METHOD OF TRANSPORTATION:</b>	District Van
<b>ACCOMMODATIONS:</b>	N/A
<b>EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:</b>	<p>Students in FFA for the middle school will be given the opportunity to see FFA members all across the country at National FFA Convention.</p> <p>This trip allows for them to see the impact the organization has on our youth, along with the students getting to partake in leadership workshops with other students.</p>
<b>CONFERENCE AGENDA: SEE ATTACHMENT</b>	Attached
<b>NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)</b>	One adult (myself) Six 8th grade students
<b>TOTAL ESTIMATED COST:</b>	\$350
<b>COST INCLUDES:</b>	Registration - \$280 (\$40/person) Gas - N/A
<b>FUNDING SOURCE:</b>	FFA
<b>FUND MANAGER RECOMMENDATION:</b>	<u>Recommended</u> SM Not Recommended
<b>PRINCIPAL/SUPERVISOR RECOMMENDATION:</b>	<u>Recommended</u> [Signature] Not Recommended [Signature]
<b>SUPERINTENDENT RECOMMENDATION:</b>	Recommended ✓ [Signature] Not Recommended

## AGENDA

November 3rd, 2023

- |                 |  |
|-----------------|--|
| 7:00AM          | Meet students at Woodford bus garage parking lot |
| 9:45-10:00AM    | Arrive at Indianapolis Convention Center         |
| 10:00AM-12:00PM | Explore the Expo Center/Eat lunch                |
| 12:00-3:00PM    | Student/Teacher Workshops                        |
| 3:00-5:00PM     | General Session                                  |
| 5:00PM-5:30PM   | Load van/grab dinner to come home                |
| 8:00PM          | Arrive back to Woodford bus garage               |

## SCHOOL RELATED STUDENT TRIP REQUEST FORM

Group Requesting Trip:	Woodford County FFA
Dates of Trip:	11/16/23-11/17/23
Trip to:	Murray State University
Method of Transportation:	School van or bus
Accommodations:	hotel in Murray
Educational Objective and Curriculum Objective:	Equine Evaluation Vet Science Competition
Trip Highlights:	FFA Competitions and Campus Tour
Number of Students Predicated to Participate:	8+
Number of Chaperones:	2
Name of Individual Dispensing Medications:	Tracy Probst
Total Estimated Cost:	1000
Cost Includes:	room, transportation
Cost to Each Student:	LAVEC will potentially cover
Funding Assistance:	LAVEC
Fund Raisers Incorporated:	n/a
Principal Recommendation:	<input checked="" type="checkbox"/> Recommended <span style="float: right;">RP</span> <input type="checkbox"/> Not Recommended
Superintendent Recommendation:	<input checked="" type="checkbox"/> Recommended <i>Darryl Adolph</i> <input type="checkbox"/> Not Recommended

Reviewed/Revised: 05/19/03

*Tracy Probst*

*Tracy Probst*

**RECEIVED**

**OCT 9 2023**

**WOODFORD COUNTY  
BOARD OF EDUCATION**

## SCHOOL RELATED STUDENT TRIP REQUEST FORM

Group Requesting Trip:	Woodford County Agriculture Education
Dates of Trip:	July 2025
Trip to:	Germany and Switzerland
Method of Transportation:	plane, train, bus
Accommodations:	TBD by EF Tours
Educational Objective and Curriculum Objective:	See Attached
Trip Highlights:	Berlin Wall Brandenburg Gate Urban Farm Freiburg (green city) Black Forest Tour Hofgut Sternen's sustainable facilities Swiss Alps Walking Tour/Hike Entlebuch Biosphere  (full itinerary is attached)
Number of Students Predicated to Participate:	12+
Number of Chaperones:	1 chaperone for every 6 students signed up
Name of Individual Dispensing Medications:	Tracy Probst
Total Estimated Cost:	\$4800
Cost Includes:	flight, lodging, some meals, tour entry fees, 24 hour emergency services, full time tour director, local guides
Cost to Each Student:	\$4800
Funding Assistance:	Vo-Ag, LAVEC if possible
Fund Raisers Incorporated:	<input checked="" type="checkbox"/>
Principal Recommendation:	<input checked="" type="checkbox"/> Recommended <span style="float: right;">RP</span> <input type="checkbox"/> Not Recommended
Superintendent Recommendation:	<input checked="" type="checkbox"/> Recommended <i>Darryl Adley</i> <input type="checkbox"/> Not Recommended

Reviewed/Revised: 05/19/03

**RECEIVED**  
**OCT 9 2023**  
**WOODFORD COUNTY  
BOARD OF EDUCATION**

*Tracy Probst*

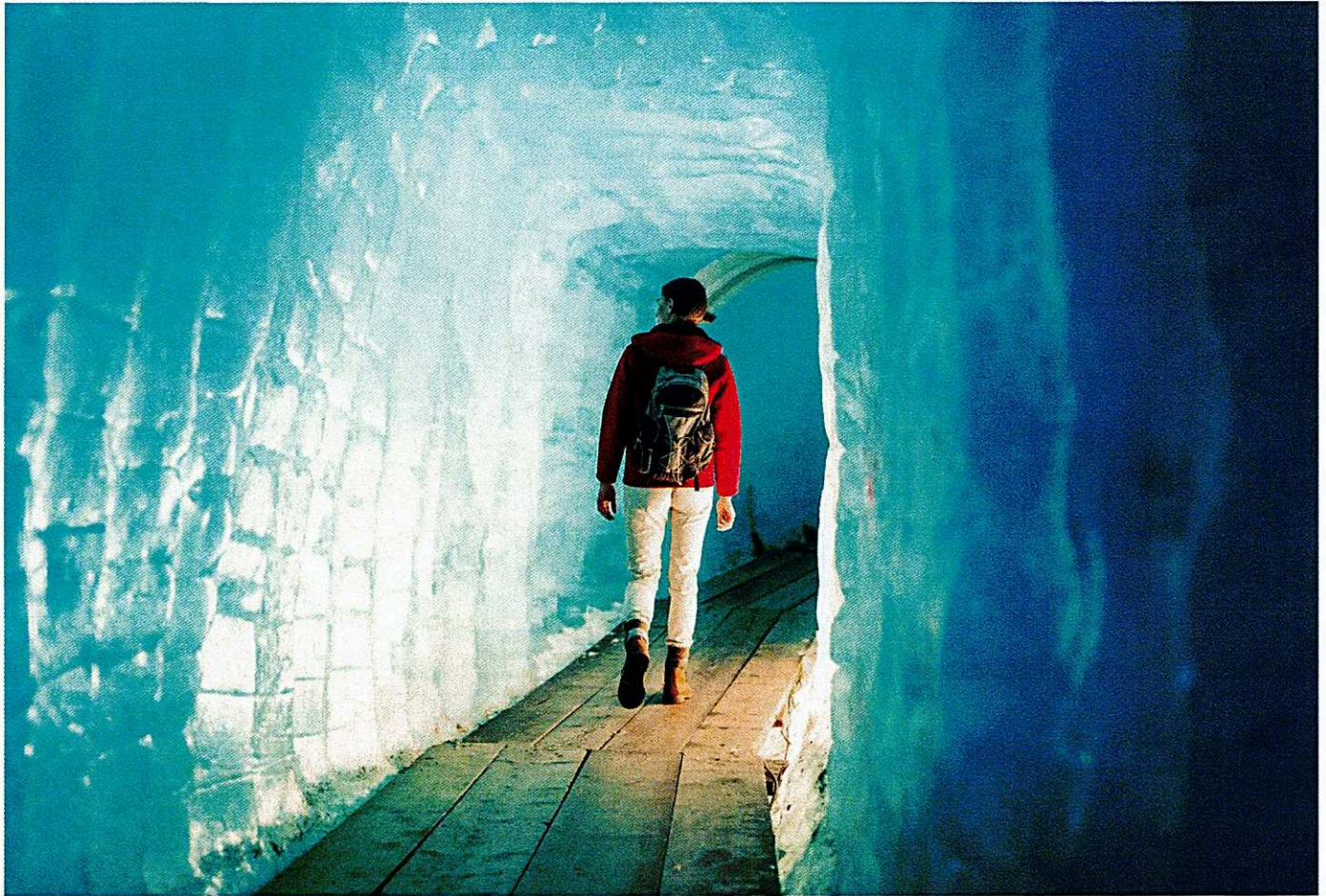
*[Signature]*

9/12/23

9/14/23



EDUCATIONAL  
TOURS



EF STEM

## Sustainable Living in Germany & Switzerland

Recycling. Clean energy. Farms of the future. Germany and Switzerland have been at the forefront of some of the world's most forward-thinking approaches to technology and energy. And it's easy to see why—these countries are a perfect blend of European charm and start-up culture.

Learn about Germany and Switzerland's innovative sustainability efforts by seeing state-of-the-art models of renewable energy, urban farming, and eco-tourism. Be a part of the creative conversation firsthand as you embark on an urban quest in the green city of Freiburg, hike through an Alpine glacier, and discover an underground city in a bunker system in Lucerne.

# Explore a world built on STEM

Science, Technology, Engineering, and Math shape communities across the globe. Our STEM-focused tours showcase the value of diverse ways of thinking and building, while also highlighting the powerful universality of STEM subjects. At EF, we've spent over 55 years witnessing the power of educational travel, and we know how it can transform STEM learners. Each STEM tour challenges travelers to think critically, and helps students develop innovative solutions to global problems.

Explore the sustainable city of Freiburg, Germany with a local environmental expert.



## What to expect on a STEM tour

### EXPERIENTIAL LEARNING

Apply STEM principles by participating in project-based learning that goes well beyond theory.

### INNOVATIVE LOCATIONS

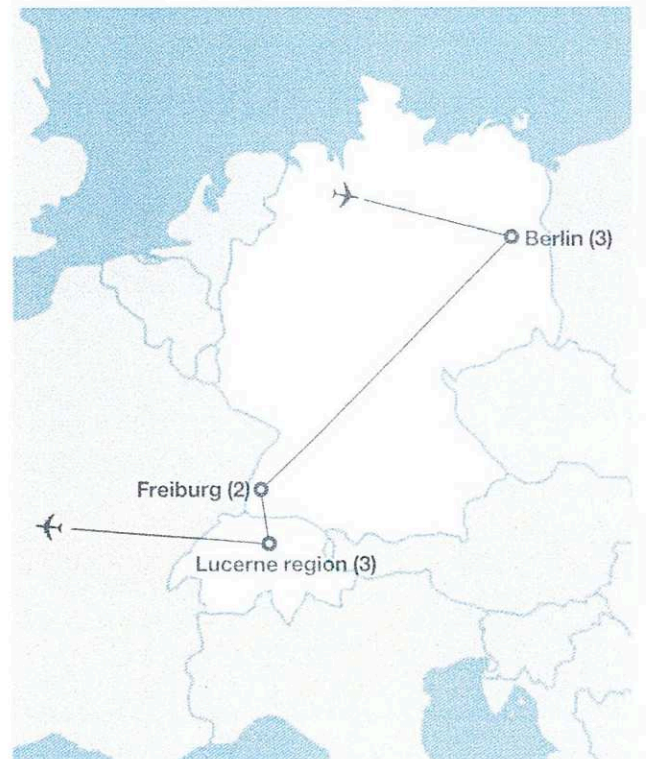
Tour exciting international destinations that host some of the world's most advanced laboratories, universities, and companies, or are simply perfect global "classrooms" to study analytical issues of the day in real life.

### INDUSTRY EXPERTS

Collaborate and learn with scientists, engineers, researchers, and other STEM practitioners in the field.

### YOUR EXPERIENCE INCLUDES

Full-time Tour Director; sightseeing tours; entrance fees for Futurium museum, sustainable development activity, local business visit, urban farming visit, Freiburg environmental sustainability tour, Hofgut Sternen, Swiss glacier, Entlebuch Biosphere, bunker visit; round-trip flights; 8 overnight stays in hotels; breakfast and dinner daily; lunch on Day 7



“Learning must be tied to real-world, relevant experiences in order for students to connect with their education.”

Valerie F., former Science Department Chair



Berlin's Brandenburg Gate was modeled after architectural elements from the Acropolis.



Visit the Black Forest, the backdrop for many of the Brothers Grimm fairytales.

#### Days 1–2: Fly to Germany

Meet your Tour Director at the airport in Berlin, the vibrant capital of reunified Germany. As you stroll the city on a guided tour, you'll see the contrast of old and new—a mix of Baroque buildings, skyscrapers, and quaint cafes where entrepreneurs meet to brainstorm.

#### Day 3: Berlin

Take an expert-led tour of the city, where you'll see the famous Brandenburg Gate and Holocaust Memorial. Then explore the future of people, the environment, and technology at the Futurium museum. You'll also tour one of Berlin's repurposed industrial complexes with an urban planner and try your hand at urban planning yourself.

#### Day 4: Berlin

This morning, exercise your creativity out in the field during your visit to an innovative local company. In the afternoon, learn about city agriculture at a working urban farm.

#### Days 5-6: Freiburg

Travel to the medieval city of Freiburg, now known for having reinvented itself as an eco-friendly community. Explore the city through the eyes of an environmental sustainability expert, as you enjoy a guided interactive experience through Freiburg's eco-districts, which feature green buildings, bike trails, and urban gardens.

#### Day 7: Freiburg | Lucerne region

Start your day with a hike through the picturesque Black Forest. Visit the town of Hofgut Sternen to check out local crafts, like the famous cuckoo clocks, and tour the village's sustainable facilities, including an on-site power plant. For lunch, make your own *flammekueche*, a style of flatbread from the nearby Alsace region.

#### Day 8: Lucerne region

Ride a cable car to the top of the Swiss Alps, where you'll walk through glacial cave, learn about the effects of global warming, and even go snow-tubing. Back on the ground, take a tour of Lucerne. Visit the poignant Lion Monument and the medieval Chapel Bridge, where you can admire the murals overhead.

#### Day 9: Entlebuch | Lucerne region

Hike with an environmental scientist through the Entlebuch Biosphere, a nature reserve and UNESCO World Heritage Site at the foot of the Alps. Then head underground for a tour through a bunker system in Lucerne, outfitted with dormitories, eateries, and even medical facilities.

#### Day 10: Depart for home

Return with global perspectives and a renewed passion for sustainability.



# The world leader in international education

For over 55 years, EF has been working toward one global mission: *Opening the World Through Education*. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration, and global competence.

## **AFFORDABILITY**

Every student should have the opportunity to travel, which is why we're dedicated to providing the lowest prices.

## **INSIGHT**

We believe in experiential learning at the most important sites. Your Tour Director is with you at every step, providing their own perspective and local tips.

## **SAFETY**

We're committed to your safety. With 600+ schools and offices in over 50 countries, EF staff can react quickly and in person wherever you travel.

## **THE EASIEST WAYS TO ENROLL TODAY**

### **Enroll online**

[eftours.com/enroll](https://eftours.com/enroll)

### **Enroll by phone**

800-665-5364

### **Mail your enrollment form**

EF Educational Tours

Two Education Circle

Cambridge, MA 02141



## ***Educational Tours***

### **A District Guide to Educational Travel Abroad:**

Safety & Security

Liability Protection

Affordability

Educational Value

District Involvement in Travel

Prepared by **EF Educational Tours**

*The World Leader in International Education*



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## **Purpose of this Document**

These last several years have brought with them a new set of challenges for school districts across the nation, and we recognize that some districts are in the process of evaluating their relationship with educational student travel. The purpose of this document is to provide district leaders with information about what we understand, based on EF's relationships with thousands of districts around the country, to be your main priorities and considerations around educational student travel.

**Whether or not your district plans to be directly involved in travel moving forward**, we hope this document provides you with the information you need to feel confident in EF as an educational travel provider. Also included are different examples of districts' involvement in travel ranging from a formal selection of approved providers, to supporting travel experiences but not in an official school capacity, to having travel managed at the individual teacher level. With decades of experience working with districts in these different capacities, we hope this insight can be beneficial if or when your district makes decisions around travel.

## **EF's Commitment to Your District in COVID-19 & Beyond**

Since our founding in 1965, EF Education First has led the educational travel industry. Our global presence, focus on safety, and our stability in times like these are some of the main reasons why districts, schools, teachers, and families choose to travel with EF. Unlike many other student travel providers, we are a family-run company focused on the safety of our travelers and delivering on our mission to open the world through education.

Throughout the entirety of the COVID-19 situation, we have continued to look for ways to amend and adjust our policies to be as flexible, transparent, and supportive as we can be with our travelers. We are actively reviewing our policies and want you to be a partner in that conversation.

We remain committed, as we have for over 50 years, to providing students with the opportunity to see the world and experience the life-changing power of educational travel. At EF, we believe in one simple truth - that the world is better when people try to understand one another – and we look forward to helping students and educators live out their dreams of experiencing the world.

The subsequent pages provide an overview of EF's normal operating procedures along with enhancements we have now implemented in response to COVID-19 to provide additional levels of protection for travelers both from a peace of mind and financial standpoint.



## **Safety & Security**

**The safety of our travelers always has been and always will be our first priority.** At no time has that commitment been more important than in the COVID-19 environment. We continue to closely monitor the COVID-19 situation around the world and are working tirelessly to help ensure travelers' safety and to provide flexibility and value as we focus on the future of educational travel. Please visit our website at <https://www.eftours.com/our-covid-response> for the most up-to-date information.

In March 2020, when travel restrictions were put in place by the President, we led the industry in bringing all of our travelers home – thousands of them across the world -- in less than 72 hours. We took this swift and decisive action because we constantly monitor and are guided by the advisories and recommendations of the U.S. State Department and in the instance of the current pandemic, the U.S. Centers for Disease Control and Prevention. We went above and beyond federal, state, and international guidelines to get customers out of harm's way. As soon as travelers were home safely, we turned our focus toward amending policies and creating options that allow as many teachers and students as possible to still travel with us – when they are ready.

**Here are the main ways we are leading the charge on student safety:**

- **Risk Mitigation**
  - EF has a worldwide presence as one of the largest privately held international education companies in the world with over 600 schools and offices in more than 50 countries worldwide, including regional offices dedicated to on-tour support.
    - As the only educational travel company with this level of extensive worldwide presence, EF can provide unparalleled additional support to our groups where needed.
  - **Safety First Program** - The EF Safety First program was created to provide the safest possible tour experience for our customers and takes operational preventative measures to help ensure the safety and welfare of our travelers on all tours. The program is aligned with ISO 31000: Risk Management Guidelines, which allows for proactive and continuous management of risk. Some of the many aspects of the program include:
    - Providing training and safety information about the tours, itineraries, and destinations to staff, customers, and Tour Directors to prepare all parties for their tours and common situations that may arise
    - Monitoring and reacting to news and warnings in real-time using public world news alerts, local knowledge, industry updates, credible third-party alert services, and U.S. Department of State Travel Advisory Levels to make timely decisions on behalf of our customers.
    - Creating and using supplier screening criteria (e.g., for hotels and buses) that are relevant for our customers and are often more detailed than local safety standards



- Maintaining supplier contracts that contain specific safety clauses to reflect our standards
    - Completing supplier safety checks, spot checks, and risk assessments to confirm that our criteria are being met
    - Routinely vetting destinations, itineraries, and activities for a number of safety factors
    - Consulting with World Aware, Overseas Security Advisory Council, and other risk specialists, lawyers, and insurers to make safety-related decisions
  - EF also conducts background checks on all adult travelers 20 years and older at no cost to them or the school/district. More information can be found here: <https://www.eftours.com/help-center/safety/background-checks>.
- **Peace of Mind Program**
  - We understand that plans can change due to unforeseen circumstances. EF provides an exclusive Peace of Mind program to account for such situations. This program is automatically included for all travelers and can be enacted at the group level for any reason, including terrorism, pandemics, or other world events.
  - The Group Leader may choose from the following options:
    - 45 days or more prior to departure:
      - Work with EF to modify the group’s current tour itinerary and dates, or find a new tour and apply all money paid to the new tour
      - Cancel the tour and all travelers will receive a transferable Future Travel Voucher in the amount of all monies paid for the original tour, less the cost of any purchased Travel Protection plan
      - Cancel the tour with applicable fees under the Standard Cancellation Policy
    - Forty-four days or less prior to departure, if any location(s) included in the group’s itinerary is newly designated as a Travel Advisory Level 4 by the U.S. Department of State; or a U.S. federal or state governmental authority has newly imposed a travel ban to the group’s destination, or newly issued an order requiring a self-quarantine for travelers in the group upon arrival to a location on the itinerary or upon return home from a location on the group’s itinerary; the Group Leader or the individual traveler may choose not to depart on the tour as scheduled and will have the same Peace of Mind options set forth above.

Please visit <https://www.eftours.com/help-center/policies/coverage-flexibility/2022-coverage-flexibility> for more details.



- **EF COVID Care Promise**
  - If a traveler is diagnosed with COVID-19 while on tour, EF will provide or arrange for the following, consistent with local requirements, at no additional expense to the traveler throughout the duration of any on-tour hospitalization or quarantine period:
    - Lodging and meals
    - EF representatives available to support the traveler and to coordinate with local authorities on their behalf where necessary
    - Assistance connecting with local health care providers
    - Translation services
    - Communication between the traveler and the traveler’s family back home
    - EF arranged flights home, based on existing itinerary, for the traveler once cleared to return
    - If the diagnosed traveler is a minor, flights for their parent or guardian to join them at the tour location
  - If a traveler or group is not diagnosed with, yet is required to quarantine on account of, COVID-19 while on tour, EF will provide or arrange for the following, consistent with local requirements, at no additional expense to the travelers throughout the duration of any on-tour non-hospitalized quarantine period:
    - Lodging and meals
    - EF representatives available to support the traveler or group and to coordinate with local authorities on their behalf where necessary
    - Assistance connecting with local health care providers
    - Translation services
    - Communication between the traveler or group and their family back home
    - EF arranged flights home for the traveler or group once cleared to return
  
- **Travelers’ Options for Travel Protection Plans**
  - Travelers can choose to enroll in the Global Travel Protection Plan, which we offer because many insurance companies do not provide adequate coverage for people traveling abroad. Designed specifically with EF travelers in mind, this affordable plan provides protection for travelers should something unexpected happen before, en route to or during the tour.
  - ***\*New Global Travel Protection Plan Plus – This is an additional option for individuals who would like to purchase even more travel protection, including the ability to cancel for any reason right up until departure. This plan is available to new travelers enrolling on tour.***
  
- **Risk Free Enrollment Period – available to all new travelers**

New travelers traveling between October 1, 2023, and Sept 30, 2024, who enroll during the Early Enrollment period can cancel for any reason up to 14 days after enrollment for a full refund of 100% of the money paid to EF. To be eligible, the traveler must enroll on a tour at least 110 days prior to the scheduled departure date. Travelers must pay in full or enroll in our Automatic Payment Plan at the time of program enrollment and must remain either paid in full or enrolled in our Automatic



Payment Plan and in good financial standing at the time of cancellation to remain eligible.

Please visit <https://www.eftours.com/help-center/policies/coverage-flexibility#riskfree> for more details.

- **Unparalleled Pre-Tour Preparation & On-Tour Support**
  - Throughout our 55+ years of experience, we have learned from many common and unexpected events around the world and have trained our staff on how to handle them should similar situations affect our travelers.
  - EF maintains Operations Safety & Incident Response Teams in operational hubs around the world.
  - Our US-based Emergency Services & Support Team is available 24/7 for travelers and families.
  - A multi-lingual, professionally-trained tour director accompanies the group start to finish on tour who is prepared to assist in the response to emergency situations that may arise on tour in addition to handling all logistics and providing educational content along the way.
    - In cases of injury or illness to any of our travelers, the Tour Director will connect the affected traveler and a designated adult with local medical professionals, which may include arranging immediate emergency medical care. The Group Leader will contact the traveler's parent to ensure they are aware of the situation and to facilitate continued updates. In the case of hospitalization, the Group leader or a designated adult will accompany any minor at all times. The Tour Director or other local EF staff will also provide additional support as the situation requires. Should a traveler need to be hospitalized for more than 24 hours, EF will make travel arrangements and cover the cost of a parent/guardian's flight to be with the traveler if they wish.
  - Pre-tour training is offered for all new group leaders that helps to ensure a focus on pre-tour preparation for travelers and on-tour safety.

Please visit <https://www.eftours.com/how-it-works/safety> for more information on our commitment to travelers' safety.





## District Liability Protection

Districts across the country have varying levels of formal and informal involvement in their schools' global travel programs. Some choose to vet and approve travel providers and offer a district approval process for tours, while others prefer not to be directly involved in travel. **Either way, the support and liability protection that EF provides to educators, schools, districts, and school boards is the same.**

- **Liability Coverage:**
  - All Group Leaders, schools, and districts who travel with EF are automatically added as Additional Insureds on our \$50 million General Liability Policy, **regardless of whether or not the tour is affiliated with the school.** The policy safeguards Group Leaders, schools and districts for covered claims related to on-tour incidents such as bodily injury or property damage. It also provides a legal defense and covers all legal fees.
  - This coverage is primary and non-contributory.
  - EF can provide a Certificate of Insurance at the district's request to show proof of coverage.
  
- **Release of Liability:**
  - Every traveler is required to accept the conditions found in our Traveler Release & Agreement, **including a clause that provides a general release of liability of the Group Leader, school, district, and school board** regardless of whether or not the tour is affiliated with the school or district.



## **Affordability**

**EF shares your commitment to making travel accessible to as many students as possible and helps to ensure that in some key ways:**

- Dedication to providing the lowest price on the market
- Flexible and practical payment options for families including an automatic payment plan at no additional charge
- The option to plan tours years in advance, which means securing lower prices, spreading payments out into the smallest amounts possible, and therefore increasing access to travel for more families
- \$100,000 in student scholarships awarded annually based on a combination of need and merit
- An individual tour donation page for each enrolled traveler to help with fundraising (100% of funds goes to the traveler's account)

## **Educational Value**

**Our educational philosophy is simple: the best way to help students gain new perspectives and build skills for the future is through experiential learning. EF tours amplify the lessons educators teach in the classroom by enabling hands-on, real-world experiences that open students' minds and help them become more well-rounded. Each student emerges from tour with the EF G<sup>2</sup>PA comprised of our research-backed, travel-based learning outcomes that cover the full spectrum of social-emotional learning.**

- The G<sup>2</sup>PA helps ready students for the real world and serves as a catalyst for ever-expanding growth back home. It is unique for each student because every traveler gains something different on tour, but it is rooted in these four components:
  - Growth mindset
  - Global perspective
  - Personal development
  - Action and impact
- EF is accredited by five prestigious educational associations across the country.
- Through a unique partnership with Southern New Hampshire University, recently named the most innovative university in the country by US News & World Report, EF student travelers may earn 3 college credits for \$215 in conjunction with their travel.
- Educators traveling on student tours may earn up to 45 free hours toward relicensure OR 3 or 6 graduate level credits (\$285/\$450) through Southern New Hampshire University.
- Students also have the opportunity to earn 0.5 high school credit through EF's Personalized Learning Guide by developing a question to investigate on tour and then creating a post-tour project.
- To learn more about EF's educational philosophy, visit <https://www.eftours.com/our-story/educational-approach>, and click on the link to our Educational Impact Report [here](#).



## **Important Considerations around District Involvement in Travel**

We have consulted with numerous districts around the country as they consider their approach to educational student travel and have found that most districts fall into one of the below categories or a combination of the two. Each district's situation is unique, however, and we are always available to individually consult with your leadership team.

- **Some districts find that supporting travel but avoiding having an official district approval process serves the district well in these ways:**
  - The district is able to separate itself from any tour-related issues that might arise including, for example, any financial matters related to travel costs.
  - While the district is included in the traveler's release of liability and covered under EF's general liability protection as mentioned earlier, the district is able to further distance itself from liability related to on-tour bodily injury or property damage.
    - Many districts allow teachers to promote their travel programs in school but have parents sign an additional district waiver further acknowledging that travel is not affiliated with the district.
  - It saves the district the time and effort necessary to develop and administer a travel approval process.
- **Other districts choose to be directly involved with travel.** This approach allows for more district control over travel as it establishes a clear approval process for tours. It can take a number of different forms including but not limited to:
  - Establishing a process for vetting and selecting a list of approved travel providers
  - Choosing one travel provider as the district partner

### **Next Steps**

Most districts agree that opening the world through travel-based learning is a valuable part of students' education and development as global citizens. As an education organization, we are listening to parents and educators like you around the country, and you can be assured that EF has your travelers' safety and the protection of their financial investments front of mind. EF continues to lead the industry in adapting to new travel needs and setting new travel standards, leadership that our competitors continue looking to in times like these. We are rethinking the way tours will operate – everything from bus capacity to hotels to extra safety measures – and will continue to keep traveler safety our number one priority.

We hope that this document further reinforces your confidence in EF as an educational travel provider, and we look forward to showing your students the world.



## SCHOOL RELATED STUDENT TRIP REQUEST FORM

Group Requesting Trip:	WCHS FFA
Dates of Trip:	July, 2024 (Specific dates TBD by National FFA)
Trip to:	Washington Leadership Conference, Washington, DC
Method of Transportation:	Van or Plane
Accommodations:	Provided by National FFA - Hotel
Educational Objective and Curriculum Objective:	Students will gain leadership experience through their involvement in FFA. Students will develop a Service Plan to bring back to their community after networking with students from across the country
Trip Highlights:	WLC (leadership conference), tours at National Monuments
Number of Students Predicated to Participate:	5
Number of Chaperones:	1
Name of Individual Dispensing Medications:	Conner Richardson
Total Estimated Cost:	\$6,000
Cost Includes:	Flights, hotel, food, conference registration, tours, etc.
Cost to Each Student:	\$1,000
Funding Assistance:	FFA
Fund Raisers Incorporated:	FFA Fundraisers
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**

**OCT 9 2023**

**WOODFORD COUNTY  
BOARD OF EDUCATION**

### **Day 3 Theme - WE**

#### **City Visit - Capitol Hill**

- Draw from the experience at Capitol (or surrounding buildings) and Congressional Visits, share the importance of inclusion, diversity and equity.

#### **Session 6: Large Group: Bringing Everyone to the table**

- Define representation and give examples of where adequate and poor examples of representation exist.
- Identify times when they have chosen judgment over curiosity.

#### **Session 7: Community Group: Trust and Encouragement**

- Identify factors that have led to different life experiences.
- Build a team of people to assist with their LTS plans.
- Discuss harmful stereotypes and the value of looking beyond them.
- Cultivate trust-building skills that will help them to encourage their team.

#### **Session 8: Diversity Exhibit and Community Group Reflection**

- Develop greater empathy by learning about each other's experiences.
- Share their commitment to fighting against stereotypes and prejudice.
- Understand why keeping an attitude of curiosity is important to agriculture

### **Day 4 Theme - DO**

#### **City Visit - Arlington National Cemetery**

- Students will explore the beliefs and values of those who have made the ultimate sacrifice
- Students will reflect on their own personal beliefs and values and apply those to their LTS plans

#### **Session 9: Large Group: All About Advocacy**

- Describe the importance of our right to speak.
- Define advocacy and identify eight characteristics of an effective advocate.
- Brainstorm ideas of specific ways they can advocate for their LTS plan.

#### **Session 10: Community Group: Planning For Action**

- Set at least three SMART goals for their LTS plan.
- Identify community partners for their LTS plan.
- Create a timeline for their LTS plan.
- Determine action steps and materials for their LTS plan.
- Outline their LTS plan

#### **Session 11: Large Group: Understanding Needs Globally**

- Listen to needs statistics.
- Articulate the importance of taking action.

### **Day 3 Theme - WE**

#### **City Visit - Capitol Hill**

- Draw from the experience at Capitol (or surrounding buildings) and Congressional Visits, share the importance of inclusion, diversity and equity.

#### **Session 6: Large Group: Bringing Everyone to the table**

- Define representation and give examples of where adequate and poor examples of representation exist.
- Identify times when they have chosen judgment over curiosity.

#### **Session 7: Community Group: Trust and Encouragement**

- Identify factors that have led to different life experiences.
- Build a team of people to assist with their LTS plans.
- Discuss harmful stereotypes and the value of looking beyond them.
- Cultivate trust-building skills that will help them to encourage their team.

#### **Session 8: Diversity Exhibit and Community Group Reflection**

- Develop greater empathy by learning about each other's experiences.
- Share their commitment to fighting against stereotypes and prejudice.
- Understand why keeping an attitude of curiosity is important to agriculture

### **Day 4 Theme - DO**

#### **City Visit - Arlington National Cemetery**

- Students will explore the beliefs and values of those who have made the ultimate sacrifice
- Students will reflect on their own personal beliefs and values and apply those to their LTS plans

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- Outline their LTS plan

#### **Session 11: Large Group: Understanding Needs Globally**

- Listen to needs statistics.
- Articulate the importance of taking action.

## **Day 5 Theme - Serve**

### **Session 12: Community Group:- Take the Chair**

- Explain how service is looking beyond oneself.
- Describe how WLC has changed them as a person.

### **City Visit - National Mall Museums**

- Draw from the experience of being at one of the National Mall Museums (either National Gallery of Art or Smithsonian National Museum of Natural History), give examples of exploring one's beliefs and values

### **Session 13: Large Group: "We WILL" Celebration**

- Provide an answer to the call given during the opening session.
- Describe being a changemaker using the concepts Explore, Encourage, Advocate, and Serve.

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

<b>INDIVIDUAL/STAFF REQUESTING TRIP:</b>	Elaine Bailey, Public Information & Communications Officer
<b>DATES OF TRIP:</b>	November 30 - December 1, 2023
<b>TRIP TO:</b>	Louisville, Kentucky
<b>METHOD OF TRANSPORTATION:</b>	Drive
<b>ACCOMMODATIONS:</b>	Hyatt House Louisville - East (Group rate available for conference attendees)
<b>EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:</b>	School specific public relations, communications, social media marketing, etc. strategies presented and discussed at length.
<b>CONFERENCE AGENDA: SEE ATTACHMENT</b>	2023 conference agenda not yet available. 2022 conference agenda attached for reference.
<b>NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)</b>	1 total - Public Information & Communications Officer
<b>TOTAL ESTIMATED COST:</b>	\$300
<b>COST INCLUDES:</b>	Conference fee, hotel, travel, meals
<b>FUNDING SOURCE:</b>	Public Relations Budget
<b>FUND MANAGER RECOMMENDATION:</b>	<input checked="" type="checkbox"/> Recommended <i>E. Elaine Bailey</i> <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 <i>Darryl Adley</i> <input type="checkbox"/> Not Recommended



**8 - 8:45 am      Registration**

**8:45 am              Conference Welcome**



**Jared Revlett**  
KYSPPRA President

**9 - 9:50 a.m.      Engaging the Hardest to Reach  
Families: Tips for Leaders**



**Nathan Ericson**  
*Regional Sales  
Director ParentSquare*



**Elaine Bailey**  
*Information and  
Communications Officer  
Woodford County Public  
Schools*



**Bob Gibson**  
*Chief Information Officer  
(Retired)  
Woodford County Public  
Schools*

How can you ensure that you connect and engage with each and every family, even those that are hard to reach through regular channels? This session will walk you through identifying who isn't being reached, examining barriers to connection, leveraging technology and key stakeholders, as well as deploying empathy in communications.

**10 - 10:50 am      Reporting on the Front Lines  
of Education**



**Olivia Krauth**  
Reporter  
The Courier-Journal

Olivia Krauth, award-winning education and political reporter with the Courier-Journal, will discuss the importance of reporting what is happening in education across the state, trends that have come and gone throughout the years and how schools can get placement in statewide media coverage. She will also take some time to answer questions from the attendees they may have.

**11 - 11:50 am      The Real Story of Deeper Learning**



**Robb Smith**  
Director of Deeper Learning  
KY Assn. of Educational Cooperatives

Deeper Learning has become a buzzword in the education community. But what does it mean? The Kentucky Association of Educational Cooperatives is at the forefront of the state's commitment to change the learner experience. This session will examine how that change occurs, the tenets of deeper learning, and the real story within the Deeper Learning movement. Find out how communication experts can contribute to the momentum.

12 - 12:50 pm Lunch, Sponsored by



**Digital Solutions to Three Big Communication Issues**

**Patti Koslo**

Territory Manager

Gabbart Communications

In this interactive session, participants will review three major communication challenges, review processes to mitigate, and overall enlighten the audience with communication best practices.

1 - 1:50 pm

**School-Relevant Photography: Technique Tips”**



**Lynn Shaffer**

K-12 Education Consultant

Kentucky Educational Television

Whether you are selfie-challenged or a dSLR PRo, this session will provide you with the techniques to turn any camera into a powerful storytelling tool. Bring your camera, or grab your phone, and sharpen your photography skills.

**2 - 2:50 pm    Creating a District Police Department**



**Bobby Day**  
Laurel County



**Brad Youngman**  
Daviess County



**Steve Sutton**  
Woodford County



**Martin Shafer**  
Fayette County

President Jared Revlett sits down with leaders of district-created police departments from across the state to discuss the ongoing concerns of school safety, the process of creating your own police department in your district, what school communicators can do to improve school safety and more.

**6 pm            Social and Networking Mixer**

Tin Roof  
303 S Limestone, Lexington, KY 40508

**Sponsored by**  **apptegy**

**9 - 9:50 am      United We Share – Storytelling with  
the Kentucky Department of Education**



**Toni Konz Tatman**  
Chief Communications Officer  
Kentucky Department of Education

We are one year into United We Learn, our vision for the future of public education in Kentucky. So what exactly are we talking about and how can you help as a valued school communications professional? Also, KDE will soon embark on a project to highlight how Kentucky is leveraging federal COVID-19 relief funds to improve education for our students. There are so many great examples of how districts and state education agencies are using the federal money to help overcome the unfinished learning brought on by the pandemic. This session will give you ideas on how you can help share the stories behind United We Learn and how can elevate ARP/ESSER stories of impact from your school district.

**10 - 10:50 am      Speed Topics Networking**

In this unique session, we're going to shake things up! You'll start at the table you're at, but you won't finish there! In this "speed dating" type of session, you will rotate around and discuss different School PR related topics with the group you are with. Not only will this allow you to brainstorm new ideas and hear how others would handle certain situations, but it will also give you the opportunity to meet all of the School PR professionals in attendance.

**11 - 11:50 am Chapter Updates/Giveaways**

In the final session of the 2022 Fall Conference, President Jared Revlett will give an update on membership, financials and overall state of the chapter.

During this session, KYSPRA will also be giving away several prizes to attendees, so you won't want to slip out early!

An infographic for KEDC (Kentucky Educational Development Corporation) featuring a central logo and four callout boxes with statistics. The statistics are: 547 SCHOOLS (in a rectangular box), 346,778 STUDENTS (in a speech bubble), 20,950 TEACHERS (next to a photo of a man), and 75 MEMBER DISTRICTS (in a starburst shape). The central logo includes the text "KEDC Kentucky Educational Development Corporation" and the phrase "Proudly Serves" in a cursive font. A woman is sitting on the "EDC" part of the logo.

547  
SCHOOLS

346,778  
STUDENTS

**KEDC**  
Kentucky Educational Development Corporation  
*Proudly Serves*

20,950  
TEACHERS

75  
MEMBER  
DISTRICTS

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

<b>INDIVIDUAL/STAFF REQUESTING TRIP:</b>	Sandy Adams, Meghan Bottom
<b>DATES OF TRIP:</b>	January 23-26, 2023
<b>TRIP TO:</b>	Orlando, FL
<b>METHOD OF TRANSPORTATION:</b>	Plane
<b>ACCOMMODATIONS:</b>	Hotel
<b>EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:</b>	To stay up-to-date on new technology and cutting edge trends in STEM and EdTech  <a href="https://www.fetc.org/whyattend">https://www.fetc.org/whyattend</a>
<b>CONFERENCE AGENDA: SEE ATTACHMENT</b>	<a href="https://www.fetc.org/schedule">https://www.fetc.org/schedule</a>
<b>NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)</b>	1
<b>TOTAL ESTIMATED COST:</b>	\$2000
<b>COST INCLUDES:</b>	Registration, Hotel, Food, & Travel
<b>FUNDING SOURCE:</b>	DLC Grant
<b>FUND MANAGER RECOMMENDATION:</b>	<input checked="" 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 checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended


*[Handwritten signatures and initials in the right margin of the recommendation section]*

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

<b>INDIVIDUAL/STAFF REQUESTING TRIP:</b>	Josh Rayburn, Ryan Asher, Susan Tracy, Tracey Francis
<b>DATES OF TRIP:</b>	January 23-26, 2023
<b>TRIP TO:</b>	Orlando, FL
<b>METHOD OF TRANSPORTATION:</b>	Plane
<b>ACCOMMODATIONS:</b>	Hotel
<b>EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:</b>	To stay up-to-date on new technology and cutting edge trends in STEM and EdTech and to seek out innovative ideas to bring back to the classrooms  <a href="https://www.fetc.org/whyattend">https://www.fetc.org/whyattend</a>
<b>CONFERENCE AGENDA: SEE ATTACHMENT</b>	<a href="https://www.fetc.org/schedule">https://www.fetc.org/schedule</a>
<b>NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)</b>	1
<b>TOTAL ESTIMATED COST:</b>	\$2000
<b>COST INCLUDES:</b>	Registration, Hotel, Food, & Travel
<b>FUNDING SOURCE:</b>	Technology
<b>FUND MANAGER RECOMMENDATION:</b>	<input checked="" 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 checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended



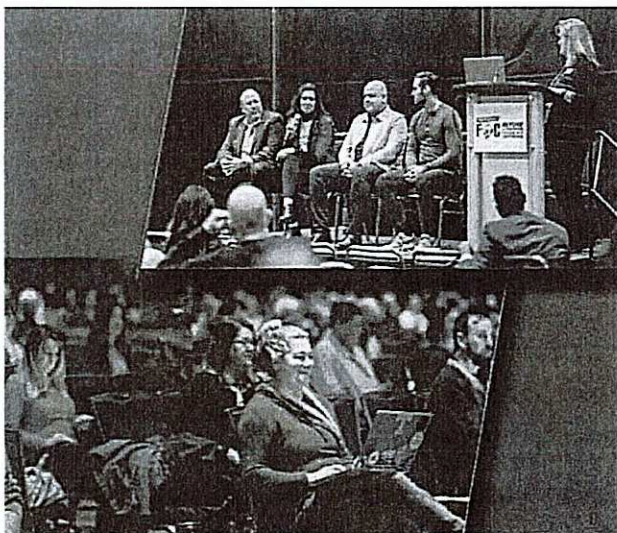
# SKIP AHEAD

**REGISTER NOW** 

## FETC® 2024 Schedule at a Glance

### Tuesday, January 23

Registration	7 a.m. - 6 p.m.
Workshops	8:30 - 10:30 a.m.
Coach Summit/ Cybersecurity Training	
Library Media Specialist Summit / Cybersecurity Training	8:30 a.m. - 12:30 p.m.
Off-Site Field Trips	8:30 a.m. - 2 p.m.
Workshops	11 a.m. - 1 p.m.
Workshops	1:30 - 3:30 p.m.
Mobile Mega Share	
Computer Science Firehose	1:30 - 4:30 p.m.
Workshops	4 - 6 p.m.



### Wednesday, January 24

Registration	7 a.m. - 5:30 p.m.
Workshops	8 - 10 a.m.
Track Orientations	8 - 8:45 a.m.
Concurrent Sessions	9 - 9:45 a.m.
Technology Solution Seminars	10 - 10:45 a.m.
Workshops	11 a.m. - 1 p.m.
Concurrent Sessions	11 - 11:45 a.m.
Concurrent Sessions	12 - 12:45 p.m.
<b>GENERAL SESSION</b> <b>KEYNOTE</b> <b>FUTURE OF LEARNING</b>	1 - 2:30 p.m.
<b>EXPO HALL OPEN -</b> <b>Dedicated Expo Time</b>	2:30 - 5:30 p.m.
Keynote Book Signing in the Meet the Authors Booth	2:30 - 3:30 p.m.
Theater Presentations:	
• Information Technology Theater	
• Emerging Technology Theater	2:45 - 5:30 p.m.
• Esports Theater	
• STEM Theater	
• Pitchfest Theater	
Leadership Round Tables	3 - 4 p.m.
Opening Night Reception	4 - 5:30 p.m.

### Thursday, January 25

Registration	7 a.m. - 5 p.m.
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### Friday, January 26

Registration	7 a.m. - 1 p.m.
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Daniel Fitzpatrick GENERAL SESSION KEYNOTE FUTURE OF TECHNOLOGY	8:30 - 9:30 a.m.
<b>EXPO HALL OPEN</b>	<b>9:30 a.m. - 5:30 p.m.</b>
Dedicated Expo Time	9:30 - 10 a.m.
Coffee Break	9:30 - 10 a.m.
Theater Presentations: <ul style="list-style-type: none"> <li>• Information Technology Theater</li> <li>• Emerging Technology Theater</li> <li>• Esports Theater</li> <li>• STEM Theater</li> <li>• Pitchfest Theater</li> </ul>	9:45 a.m. - 5:30 p.m.
Leadership Round Tables	10 a.m. - 5 p.m.
Workshop	10 a.m. - 12 p.m.
Concurrent Sessions	10 - 10:45 a.m.
Concurrent Sessions	11 - 11:45 a.m.
Lunch in the Expo Hall	11:45 a.m. - 1:30 p.m.
Dedicated Expo Time	12:30 - 2:30 p.m.
Workshops	12:30 - 2:30 p.m.
Concurrent Sessions	1:30 - 2:15 p.m.
Concurrent Sessions	2:30 - 3:15 p.m.
Workshops	3 - 5 p.m.
Concurrent Sessions	3:30 - 4:15 p.m.
Dedicated Expo Time	4:15 - 5:30 p.m.

Workshops	8 - 10 a.m.
<b>EXPO HALL OPEN</b>	<b>8 a.m. - 1 p.m.</b>
Dedicated Expo Time & Coffee Break	8 - 9 a.m.
Theater Presentations: <ul style="list-style-type: none"> <li>• Information Technology Theater</li> <li>• Emerging Technology Theater</li> <li>• Esports Theater</li> <li>• STEM Theater</li> <li>• Pitchfest Theater</li> </ul>	8:15 a.m. - 12:30 p.m.
Leadership Round Tables	9 a.m. - 12 p.m.
Concurrent Sessions	9 - 9:45 a.m.
Concurrent Sessions	10 - 10:45 a.m.
Workshops	10:30 a.m. - 12:30 p.m.
Concurrent Sessions	11 - 11:45 a.m.
Dedicated Expo Time	12 - 1 p.m.
Closing Festivities and Prize Giveaway	12:30 - 1 p.m.
GENERAL SESSION KEYNOTE FUTURE OF TEACHING: TechShare LIVE	1 - 2:30 p.m.



Claim your spot at the education technology event that will help you navigate this school year and beyond!

[SIGN UP NOW](#)



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

<b>INDIVIDUAL/STAFF REQUESTING TRIP:</b>	Josh Rayburn
<b>DATES OF TRIP:</b>	December 3-5, 2023
<b>TRIP TO:</b>	Louisville, KY
<b>METHOD OF TRANSPORTATION:</b>	Vehicle
<b>ACCOMMODATIONS:</b>	Hotel
<b>EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:</b>	To gain knowledge and leadership experience for the KASS aspiring superintendent track.
<b>CONFERENCE AGENDA: SEE ATTACHMENT</b>	<a href="https://www.kysupts.org/2023-annual-conference/">https://www.kysupts.org/2023-annual-conference/</a>
<b>NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)</b>	1
<b>TOTAL ESTIMATED COST:</b>	\$1200
<b>COST INCLUDES:</b>	Non-member registration, hotel, food and travel reimbursement
<b>FUNDING SOURCE:</b>	Superintendent 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

*Danny Adkins Jr.*



# Kentucky Association of School Superintendents

## 2023 KASS Annual Conference

Registration is Open for the KASS Annual Conference  
December 3-5 at the Louisville Marriott Downtown  
Thanks to our Event Sponsor:



Registration <a href="http://events.r20.constantcontact.com/events/details/american-fidelity/event/oidk=a07ejvwspk2c1a41662&amp;llr=9efk56hab">http://events.r20.constantcontact.com/events/details/american-fidelity/event/oidk=a07ejvwspk2c1a41662&amp;llr=9efk56hab</a>	Hotel Reservations <a href="https://book.passkey.com/event/">https://book.passkey.com/event/</a>	Sponsors <a href="#">/home</a>
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We are finalizing plans for an outstanding conference with an impressive slate of professional learning sessions to enhance your leadership skills and knowledge for the benefit of students, schools, and the professionals who serve them. In addition to excellent learning opportunities and information updates, we will be including ample time for networking, fellowship, and some fun too!

The conference will open with a Reception for Attendees on Sunday at 3 PM ET with the Opening General Session kicking off at 4 PM. On Monday, we will continue our focus on leadership for more personalized, deep learning in our schools. We will wrap up the conference on Tuesday morning with a strong focus on leadership for operational excellence, effective governance, and advocacy as we prepare for the 2024 Legislative Session. The conference will adjourn on Tuesday morning no later than 11:30 AM ET.

\*\*\*Once again, we are planning an Aspiring Superintendents component to the conference agenda. We have received excellent feedback from our aspiring superintendent participants over the years and we need to build the talent pipeline for future superintendents in Kentucky! I encourage you to consider bringing someone from your team that is developing as a potential superintendent leader.