

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: VIIC **DATE:** June 3, 2024

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: WCHS Senior Trip, WCPS Staff and Students (New York City 4/8/25-4/12/25); WCMS 8th Grde Trip, WCPS Staff and Students (Chicago, Illinois 4/16/24-4/18/24); Kentucky Organization of Superintendents' Administrative Assistants (KOSAA) Conference, Administrative Assistant to Superintendent (Louisville, Kentucky 2/20/24-2/21/24); KOSSA Conference, Administrative Assistant to Superintendent (Bowling Green, Kentucky 7/18/24-7/19/24); KSBA Winter Symposium, School Board Members and Superintendent (Louisville, Kentucky 12/5/24/12/7/24); KSBA Annual Conference, School Board Members and Superintendent (Louisville, Kentucky 2/20/25-2/23/25); Kentucky Association of School Superintendents (KASS), Superintendent (Louisville, Kentucky 12/5/24-12/8/24).

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**

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|--|---|
| INDIVIDUAL/STAFF REQUESTING TRIP: | Tracy Probst and Scott Ellis |
| DATES OF TRIP: | Apr 8 - Apr 12 |
| TRIP TO: | New York City |
| METHOD OF TRANSPORTATION: | Motor Coach |
| ACCOMMODATIONS: | Hotel – downtown NYC |
| EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS: | Senior Trip |
| CONFERENCE AGENDA: SEE ATTACHMENT | |
| NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.) | 47 (42 students and 5 faculty) |
| TOTAL ESTIMATED COST: | \$54,600.00 (~ \$1300 per student) |
| COST INCLUDES: | Meals, Broadway Show, Tours, Travel, and Accommodations |
| FUNDING SOURCE: | Senior Trip |
| 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 |

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MAY 8 2024

WOODFORD COUNTY
BOARD OF EDUCATION

Tracy Probst

[Signature]

Ray [Signature]

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

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| INDIVIDUAL/STAFF REQUESTING TRIP: | Katherine Hemlepp |
| DATES OF TRIP: | April 16-18, 2025 |
| TRIP TO: | Chicago, Illinois |
| METHOD OF TRANSPORTATION: | Charter Bus |
| ACCOMMODATIONS: | Embassy Suites Hotel Lombard, Illinois |
| EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS: | Our goal is to expose students to real-life connections between the classroom and history, science, the arts, and culture. Students have the opportunity to develop their skills to apply core concepts to what they encounter throughout their lives, such as, various perspectives and careers. AH-0801.4.2, AH-08-1.4.1, SS-08-5.1.1, 3.4.1, 2.1.1, SC-08.1.1.2, 3.4.3, 4.6.2 |
| CONFERENCE AGENDA: SEE ATTACHMENT | |
| NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.) | WCMS - 150+ 8th grade students WCMS - 15-17 chaperones |
| TOTAL ESTIMATED COST: | \$131,250 ; \$875 per student |
| COST INCLUDES: | 15-17 chaperones, 4 charter buses, hotel (suites of 5), two hot breakfasts, 3 lunches, 3 dinners, all tickets and entrance fees (see attached itinerary) |
| FUNDING SOURCE: | Catalog fundraiser Woodford Apparel donations Community partnerships with businesses |
| FUND MANAGER RECOMMENDATION: | <input checked="" type="checkbox"/> Recommended <i>SM</i> <input type="checkbox"/> Not Recommended |
| PRINCIPAL/SUPERVISOR RECOMMENDATION: | <input checked="" type="checkbox"/> Recommended <i>GM</i> <i>RJA</i> <input type="checkbox"/> Not Recommended |

Reviewed Revised: 05 19 03

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WOODFORD COUNTY
BOARD OF EDUCATION

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| SUPERINTENDENT RECOMMENDATION: | <input checked="" type="checkbox"/> Recommended | <i>Dary Ady</i> |
| | <input type="checkbox"/> Not Recommended | |

MARTIN TOURS
Lexington, Ky

TOUR: CHICAGO
GROUP: Woodford Middle School--
DATE: April 16-18, 2025

Trip Price rooming 5 to a room: \$875 per person
Deposit of \$100 per person due December 1st, 2024.

WEDNESDAY APRIL 16th, 2025

| | |
|--------------|---|
| 9:00 AM edt | Buses arrive for loading at Woodford County Middle School |
| | (100 School house rd. Versailles, Ky.) |
| 9:30 AM edt | Depart for Chicago (rest stops en route) |
| 12:30 PM edt | Arrive at the Greenwood Mall for Lunch (each passenger receives \$15 for lunch) |
| 1:30 PM edt | Leave for Chicago. (rest stops en route) |
| 3:30 PM cdt | Arrive in Chicago at the Lincoln Park Zoo |
| 5:30 PM | Dinner at Connies Pizza |
| 7:30 PM | Visit the SkyDeck for great views of the city. |
| 9:30 PM | Check into the Embassy Suites, Lombard. |

THURSDAY APRIL 17th, 2025

| | |
|----------------|--|
| 6:30 – 7:30 AM | Breakfast at the Hotel (included) |
| 7:45 AM | Depart for downtown |
| 9:30 AM | Wrigley Field Tour . |
| 11:00 AM | Visit the Shedd Aquarium (lunch included \$20 each or voucher) |
| 1:00 PM | Depart for Blue Man |
| 2:00 PM | Blue Man show time |
| 4:00 PM | Visit the Lincoln Park Zoo |
| 6:30 PM | Spirit Dinner/Dance Cruise boarding. |
| 7 – 9:30 PM | Dinner/ Dance Cruise |
| 10:30 PM | Arrive at the Hotel |

FRIDAY APRIL 18th, 2025

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|---------------------|--|
| 7:00 AM | Breakfast at the hotel. (included) |
| 8:30 AM | Check -out & Depart for Downtown |
| 9:30 AM | Visit the Museum of Science & Industry (lunch included \$20 per person, or voucher) |
| 12:30 PM cdt | Depart for Home: rest stops along the way |
| 7:30 PM edt | Arrive at Woodford Middle School |

THANKS FOR TRAVELING WITH MARTIN TOURS!!!!!!!!!!!!

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

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|--|---|
| INDIVIDUAL/STAFF REQUESTING TRIP: | Jessie Rayburn |
| DATES OF TRIP: | 2/20/25-2/21/25 |
| TRIP TO: | KOSAA Conference Louisville, Kentucky |
| METHOD OF TRANSPORTATION: | Personal Vehicle |
| ACCOMMODATIONS: | Galt House or other Hotel if needed |
| EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS: | Professional Development for Superintendent Administrative Assistants |
| CONFERENCE AGENDA: SEE ATTACHMENT | Current year not available-last years attached |
| NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.) | 1 |
| TOTAL ESTIMATED COST: | \$595 |
| COST INCLUDES: | Registration, Hotel, Meals, Mileage, Parking |
| FUNDING SOURCE: | Superintendent's Office |
| 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 |

Day

MARCH 1, 2024

8:30 A.M. Registration in front of Archibald Ballroom – (3rd Floor in the West Tower)

MORNING – Archibald Ballroom

9:00 A.M.

Welcome

Kerri Schelling, KSBA Executive Director
Karen Byrd, KSBA President, Board of Directors
KSBA Staff Introductions, Katrina Kinman
Bo Matthews, Superintendent, Barren County

President's Report
President Stephanie Spence, Barren County

Table Introductions

Recognition of New/Retiring Members

Reports:

- *Program Planning Committee & Recognition of Sponsors*
Jennifer Graves, President-Elect, Chair
- *Professional Assistants Academy Presentations*
Renee Fardo, Becky Egan, and Pam Kouns
- *Nominating Committee*
Tracie Crawford, Morgan Jones, and Amber Perkins

Presentation/Approval of 2024 Officers and Directors
(to take office after meeting ends)

9:30 A.M. Customer Service in Education
Jessica Phillips, Deco Architects, Inc.

10:30 A.M. DOOR PRIZES & BREAK

10:45 A.M. School Safety Session
Dan Orman, KCSS

11:45 A.M.

- A Word from our Co-Sponsor – American Fidelity
- KOSAA KUP Award

Katrina Kinman, Director of Policy Services, KSBA & Rebecca Combs, American Fidelity

- President Announcements

12:00 P.M. Lunch (Cochran Ballroom beside the Archibald Ballroom)

AFTERNOON –Archibald Ballroom

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|------------------|---|
| 1:00 P.M. | Is There a Policy for That? Ben Kinderis, KSBA, Policy Consultant |
| 2:00 P.M. | Round Table Topics & SBDM eMeeting KSBA Policy Staff |

POST MEETING OPTIONS

You are cordially invited to visit the exhibits in Exhibit Hall of the Galt House East Tower.

2024 Officers & Directors

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|---|--|
| President – Jennifer Graves, Paris Ind. | President-Elect – Maggie Allen, Floyd Co. |
| First Region Onda Sheridan, Calloway Co. | Second Region Amber Minton, Daviness Co. |
| Third Region Samantha Shelton, Allen Co. | Fourth Region Kim Hood, Marion Co. |
| Fifth Region Corinda Toy, Scott Co. | Eastern KY North Trish Cox, Morgan Co. |
| Central Kentucky Morgan Jones, Fayette Co. | Eastern KY South Tina Adkins, Pike Co. |
| Middle Cumberland Brittany Talbott, Clinton Co. | Northern KY Lisa Hans, Dayton Ind. |
| Upper KY River Sheretta Haddix, Breathitt Co. | Upper Cumberland Amber Perkins, Laurel Co. |

The KOSAA membership has established the following goals:

1. To provide an avenue for training and activities to address common needs, specifically those related to communication skills and legal compliance issues;
2. To support individuals new to the position;
3. To establish a recognition process (Professional Assistants Academy) to encourage professional growth and renewal; and
4. To develop communication tools to encourage sharing of quality information.

In support of these goals, members gather at least twice each year to pursue professional development and enjoy peer support and camaraderie.

KSBA App Password: PublicEd1

NEXT MEETING:

KSBA Summer Leadership Institute, **July 19, 2024**, Holiday Inn University Plaza, Bowling Green, KY

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

| | |
|---|---|
| INDIVIDUAL/STAFF REQUESTING TRIP: | Board Members & Superintendent |
| DATES OF TRIP: | 12/5/24-12/7/24 |
| TRIP TO: | KSBA Winter Symposium Louisville, Kentucky |
| METHOD OF TRANSPORTATION: | Personal Vehicle |
| ACCOMMODATIONS: | Hotel |
| EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS: | Professional Development |
| CONFERENCE AGENDA: SEE ATTACHMENT | Not yet Available |
| NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.) | 6 |
| TOTAL ESTIMATED COST: | \$1,000 per person |
| COST INCLUDES: | Hotel, Registration, Food, Mileage, Parking |
| FUNDING SOURCE: | Board Activities/Superintendent's Office |
| 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 |

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

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|--|---|
| INDIVIDUAL/STAFF REQUESTING TRIP: | Board Members & Superintendent |
| DATES OF TRIP: | 2/20/25-2/23/25 |
| TRIP TO: | KSBA Annual Conference Louisville, Kentucky |
| METHOD OF TRANSPORTATION: | Personal Vehicle |
| ACCOMMODATIONS: | Galt House or other Hotel if needed |
| EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS: | Professional Development |
| CONFERENCE AGENDA: SEE ATTACHMENT | Current year not available |
| NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.) | 6 |
| TOTAL ESTIMATED COST: | \$1,200 per person |
| COST INCLUDES: | Registration, Hotel, Meals, Mileage, Parking |
| FUNDING SOURCE: | Board Activities/Superintendent's Office |
| 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 |

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

| | |
|--|---|
| INDIVIDUAL/STAFF REQUESTING TRIP: | Superintendent |
| DATES OF TRIP: | 12/5/24-12/8/24 |
| TRIP TO: | KASS Winter Conference- Louisville, Kentucky |
| METHOD OF TRANSPORTATION: | Personal Vehicle |
| ACCOMMODATIONS: | Louisville Marriott East or other Hotel if needed |
| EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS: | Professional Development |
| CONFERENCE AGENDA: SEE ATTACHMENT | Current year not available |
| NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.) | 1 |
| TOTAL ESTIMATED COST: | \$1,200 per person |
| COST INCLUDES: | Registration, Hotel, Meals, Mileage, Parking |
| FUNDING SOURCE: | Superintendent's Office |
| 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 |
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Day

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

| | |
|--|---|
| INDIVIDUAL/STAFF REQUESTING TRIP: | Jessie Rayburn |
| DATES OF TRIP: | 7/18/24-7/19/24 |
| TRIP TO: | KOSAA Conference Bowling Green, Kentucky |
| METHOD OF TRANSPORTATION: | Personal Vehicle |
| ACCOMMODATIONS: | Hotel to be Determined |
| EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS: | Professional Development for Superintendent Administrative Assistants |
| CONFERENCE AGENDA: SEE ATTACHMENT | See Attached |
| NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.) | 1 |
| TOTAL ESTIMATED COST: | \$595 |
| COST INCLUDES: | Registration, Hotel, Meals, Mileage, Parking |
| FUNDING SOURCE: | Superintendent's Office |
| 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 |

Jessie Rayburn

KOSAA SUMMER MEETING AGENDA - 7/19/24

8:30 AM - 9:00 AM Welcome & Reports

9:00 AM - 12:00 PM Morning Session includes: Legislative Process and Annual Policy and Procedure Update

12:00 PM - 1:00 PM Lunch - Notify Kim Barker (kim.barker@ksba.org) AT LEAST TEN (10) DAYS prior to the date of the conference if you need special accommodations due to a food allergy.

1:00 PM - 3:00 PM Afternoon Session includes: eMeeting and Round Tables