

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: VIII C DATE: November 18, 2024

TOPIC/TITLE: Approve Travel Requests

PRESENTER: Administrators

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.

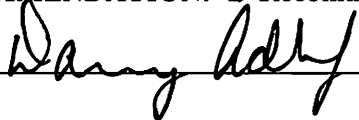
SUMMARY OF MAJOR ELEMENTS:

Attached: WCHS: Softball, Softball team and chaperones (Fort Walton Beach, FL 03/29/25-04/04/25); WCHS Varsity Baseball Spring Break Trip, Baseball team and chaperones (Destin, FL 03/30/25-04/04/25); Early Childhood Regional Collaborative, Preschool Director (Tampa, FL 4/21/25-4/25/25); KASBO Spring Conference, CFO, CIO, Finance Team, District Bookkeepers (Louisville, KY 05/06/25-05/09/25); Tyler Connect Conference, CFO and Finance Team (San Antonio, TX 05/11/25-05/14/25).

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**

INDIVIDUAL/STAFF REQUESTING TRIP:	Les Anderson WCHS Softball
DATES OF TRIP:	03/29/2025-04/04/2025
TRIP TO:	Fort Walton beach
METHOD OF TRANSPORTATION:	Parents
ACCOMMODATIONS:	Destin Resort
EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:	Softball tournament
CONFERENCE AGENDA: SEE ATTACHMENT	<u>Will be done later</u>
NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)	Students- 30 Adults- 5
TOTAL ESTIMATED COST:	\$13000
COST INCLUDES:	Hotel and playing fees
FUNDING SOURCE:	WCHS softball
FUND MANAGER RECOMMENDATION:	<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <i>Jessica C. Greathouse</i>
PRINCIPAL/SUPERVISOR RECOMMENDATION:	<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <i>Amanda Best</i>

	<i>Ryan Asher</i>
SUPERINTENDENT RECOMMENDATION:	<input checked="checked" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <i>Dany Chop</i>

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

INDIVIDUAL/STAFF REQUESTING TRIP:	Barry Hartley Varsity Baseball Spring Break Trip
DATES OF TRIP:	03/30/2025-04/04/2025
TRIP TO:	180 Frankfort St. Destin Florida
METHOD OF TRANSPORTATION:	Parent Transportation
ACCOMMODATIONS:	None
EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:	Baseball training/games
CONFERENCE AGENDA: SEE ATTACHMENT	<u>TBD</u>
NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)	Students- 35 Adults- 15
TOTAL ESTIMATED COST:	\$\$20,000
COST INCLUDES:	Trip Fees Hotel Entry Fees- games
FUNDING SOURCE:	Baseball
FUND MANAGER RECOMMENDATION:	<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <i>Jessica Greathouse</i>
PRINCIPAL/SUPERVISOR RECOMMENDATION:	<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended

	<i>Amanda Best</i> <i>Ryan Asher</i>
SUPERINTENDENT RECOMMENDATION:	<input checked="checked" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <i>Dany Ady</i>

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

Kim Johnson

INDIVIDUAL/STAFF REQUESTING TRIP:	Kim Johnson
DATES OF TRIP:	April 21-25, 2025
TRIP TO:	Tampa FL
METHOD OF TRANSPORTATION:	Plane
ACCOMMODATIONS:	Marriott Water Street Hotel, Tampa FL
EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:	As part of my role, I participate as the Woodford Co representative to the Early Childhood Regional Collaborative called First 5 Bluegrass. This group of professionals focuses on increasing school readiness in each of our 4 counties/districts. As part of the grant, the group received from the state, there is money set aside to seek professional development for the members. The collaborative will vote to send attendees to the conference at the next meeting. Registration is Dec 4 and always sells out within 3 days.
CONFERENCE AGENDA: SEE ATTACHMENT	Attached
NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)	Kim Johnson, Preschool director
TOTAL ESTIMATED COST:	\$0
COST INCLUDES:	No cost to the district, all costs are covered by First 5 Bluegrass
FUNDING SOURCE:	First 5 Bluegrass
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
SUPERINTENDENT RECOMMENDATION:	<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <i>Dany Adry</i>



NTI
2025



*going above and beyond
to support children and families*

Conference Justification Toolkit

April 21 - 25, 2025

Tampa, Florida

National Training Institute on Effective Practices: Addressing Challenging Behavior

Introduction

The National Center for Pyramid Model Innovations (NCPMI) and the Pyramid Model Consortium (PMC) are pleased to bring you this unique and inspiring professional development experience. NTI's format is designed to provide an in-depth learning experience built around the Pyramid Model. The Pyramid Model for Promoting Social-Emotional Competence in Infants and Young Children provides a multi-tiered system of support for promoting young children's healthy social, emotional, and behavioral development. The Institute brings together experts from around the country who skillfully present three-hour workshops offering practical, ready-to-use information on systems and practices for promoting the social-emotional development of young children. It is an unparalleled opportunity to increase your skills, build a network of colleagues, and become part of a growing professional community who use the Pyramid Model.

Purpose

The National Training Institute on Effective Practices aims to provide professionals with an in-depth, intensive learning experience around the Pyramid Model framework for addressing the social and emotional development and challenging behavior of young children.

Who Should Attend?

We encourage anyone interested in learning more about the Pyramid Model framework, learning new strategies, building state and program systems, and hearing about new research to attend. Individuals who may benefit and have attended previous the Institute include administrators, consultants/trainers, program implementation coaches, practitioner coaches, behavior specialists, higher education faculty, researchers, teachers, child care staff, program administrators/directors, state program administrators, early interventionists, and infant early childhood mental health specialists.

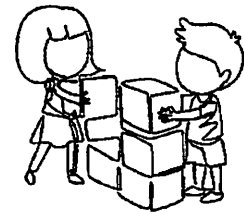
Age groups our attendees serve:



0-3



3-5



5-8

Format

Topics and speakers have been chosen carefully to provide NTI participants with a high-quality learning experience related to promoting the social and emotional competence of young children, addressing challenging behavior, improving systems and practices, and building systems of care. The conference offers both in-depth training workshops and shorter tool-kit sessions.

- **In-Depth Workshops**

A variety of three-hour sessions are offered on Wednesday and Thursday morning and afternoon. Participants do not need to sign up in advance and choose which sessions to attend.

- **Toolkit Sessions**

These are brief sessions (60 minutes) that are focused on one practice, strategy, or element of implementation. We offer three rounds of our toolkit sessions on Friday morning. These sessions offer NTI participants a variety of choices for learning focused content. They are designed to offer information relevant for coaches, administrators, practitioners, and leadership teams.

Program

NTI session offerings are typically finalized in January and published by early February. In the meantime, if you need to see a representative sample of the types of sessions and topics covered, you can view a [sample program](#) on the conference website.

Agenda At-a-Glance

Monday April 21	Tuesday April 22	Wednesday April 23	Thursday April 24	Friday April 25
Registration Open 7:30 am – 7:00 pm	Registration Open 7:30 am – 6:00 pm	Registration Open 7:30 am – 4:30 pm	Registration Open 7:30 am – 4:30 pm	Registration Open 7:30 am – 12:30 pm
Pre-Conf. Breakfast 7:30 am – 8:30 am	Pre-Conf. Breakfast 7:30 am – 8:30 am	Breakfast 7:30 am – 8:30 am	Breakfast 7:30 am – 8:30 am	Breakfast 7:30 am – 8:30 am
Pre-Conf. Workshops 8:30 am – 12:00 pm	Pre-Conf. Workshops 8:30 am – 12:00 pm	Morning Sessions 8:30 am – 11:30 am	Morning Sessions 8:30 am – 11:30 am	Toolkit 1 8:30 am – 9:30 am
Pre-Conf. Lunch 12:00 pm – 1:00 pm	Pre-Conf. Lunch 12:00 pm – 1:00 pm	Lunch 11:30 am – 1:00 pm	Lunch 11:30 am – 1:00 pm	Toolkit 2 9:50 am – 10:50 am
Pre-Conf. Workshops 1:00 pm – 5:00 pm (end times vary)	Pre-Conf. Workshops 1:00 pm – 3:30 pm	Afternoon Sessions 1:00 pm – 4:00 pm	Afternoon Sessions 1:00 pm – 4:00 pm	Toolkit 3 11:10 am – 12:10 pm
	Keynote Session 4:00 pm – 5:30 pm			

*Schedule subject to change

Exhibitor Area

The exhibitor area will be open daily, Tuesday-Friday, with access to NTI sponsors, exhibitors, and the opportunity to network!

Registration Rates

Conference Fee

Conference Admission \$595

NTI session offerings are normally finalized in January and published by early February. In the meantime, if you need to see a representative sample of the types of sessions and topics covered, you can view a [sample program](#) on the conference website.

What's included?

- Keynote presentation on Tuesday afternoon
- Three days of informative, and in-depth Pyramid Model inspired 3-hour and toolkit sessions
- Meals (Breakfast, Wednesday-Friday; Lunch, Wednesday-Thursday)
- Event app access for help planning your sessions, connect with attendees, and viewing session handouts

What's not included?

- Pre-conference workshops
- Hotel and transportation fees
- CEU credits*

Pre-Conference Workshops

Pre-conference workshops are offered at an additional cost. Pre-conference workshops are **one or two days** in duration and offered on Monday and Tuesday, before the conference begins.

- 1-Day Workshops: \$265 (limit 2 per person)
- 2-Day Workshops: \$399 each (limit 1 per person)

What's included?

- Workshop materials
- Breakfast and lunch on the day of the workshop

- NTI Conference Admission
- Hotel and transportation fees
- CEU credits*

What's not included?

Pre-conference workshop topics and more information will be available November 1, when registration opens, on the Pre-Conference page of the conference website.

Past workshop topics have included:

- **1-Day Workshops**
 - Prevent-Teach Reinforce for Young Children: A Model for Addressing Challenging Behavior (PTR-YC)
 - Practice-Based Coaching: Supporting Practitioners' Use of Effective Practices (PBC)
- **2-Day Workshops**
 - Using the Behavior Incident Report System within Preschool Programs (BIRS)
 - Teaching Pyramid Infant-Toddler Observation Scale (TPITOS) Reliability Training
 - Teaching Pyramid Observation Tool (TPOT) for Preschool Classrooms Reliability Training

Contact Us

Additional questions can be sent to nti@usf.edu, please allow us 48 hours to reply.

* Due to the low demand, NCPMI is not providing CEUs for NTI. Participants who are interested in CEU credits will need to contact their licensing agency to find out if you can apply for CEUs directly with them.

Location and Accommodations

Hotel

This year's conference will be held at the Tampa Marriott Water Street Hotel in Tampa, Florida, a redesigned waterfront hotel conveniently located in downtown Tampa, close to the Tampa Riverwalk Florida Aquarium, Amalie Arena, and Sparkman Wharf. The hotel provides relaxing and inviting spaces including a stylish rooftop pool bar, five unique food and beverage outlets, including a 65-seat Starbucks®, Garrison Tavern, and a featured indoor/outdoor restaurant and bar, the Anchor and Brine. Plus, don't miss a workout during your stay and enjoy the hotel's state-of-the-art Fitness Center, open 24/7.

Tampa Marriott Water Street Hotel
505 Water Street, Tampa, FL 33602
www.marriott.com

- NTI Group Rate: \$265
 - Per night, single, or double occupancy. Price does not include 13.5% tax or \$1.95 TMD City Fee.
- NTI Group Code: NTI
 - Rate is valid through March 21, 2025, or until room block is full
- Making your hotel reservation:
 - hotel reservations open when registration opens
 - reservation link will be available on the [NTI hotel page](#)
 - hotel questions, contact the hotel at 1-888-789-3090

Parking

Both self-parking and valet parking are available.

- **Self-parking** is available but is not affiliated with the hotel. Pam Iorio Garage: hourly rate, \$15 max daily (no in/out privileges). May have black-out dates or increased rates due to events at Amalie Arena or Convention Center.
- **Valet parking:** let the valet parking department know that you are part of the NTI conference to receive a discount, valet parking rates are as follows: Day parking is \$30 less 35% conference discount. Overnight parking is \$45 less, 35% conference discount.

Check-In/Check-Out

- Check-in: 4:00 PM
- Check-out: 11:00 AM

Early check-in/late check-out: The Marriott Water Street Hotel makes every effort to accommodate guest check-in/check-out times. However, due to the high volume of hotel guests during the conference, early check-ins or late check-outs may not be available. In these cases, the hotel will be happy to store your luggage at the hotel Bell Stand.

Need late check-in? Please make sure to call ahead so the hotel will know to hold your room for late check-in.

Airports

Tampa International Airport (TIA) is approximately 20 minutes from the hotel and the most convenient airport to use. Visit their website at <http://www.tampaairport.com>.

- **Shuttle service:** Blue One Transportation provides a group discounted rate to NTI attendees to and from TIA to the Tampa Marriott Water Street. Group code: NTI2025. The rate is \$15 pp each way. Call (813) 282-7351 from baggage claim at TIA once you've collected your luggage on arrival to Tampa, or from the hotel for your return trip to the airport.

St. Petersburg/Clearwater International Airport services several airlines. Driving time to or from the Tampa Marriott Water Street Hotel is approximately 20 minutes. Visit their website at <http://www.fly2pie.com>.

Writing a Justification Letter

Provide your supervisor with an email or letter proposal that highlights the multiple benefits of your NTI 2025 attendance. Discuss the educational value, networking opportunities, and exposure for your position in your organization. Focus on how attending the NTI conference will increase your Pyramid Model practice and implementation knowledge and enable you to better support your program or state system, colleagues, children, and families, as well as the potential to advance your team's objectives.

Sample Letter

Dear <Supervisor's Name>,

The National Training Institute on Effective Practices: Addressing Challenging Behavior (NTI), brings together over 1,000 early childhood professionals at all levels to enhance their knowledge and skills on the Pyramid Model for Promoting Social-Emotional Competence in Infants and Young Children (Pyramid Model). I would like to attend this in-person event, from <Monday April 21st OR Tuesday April 22nd> through Friday April 25th, 2025, to learn best practices, increase my knowledge of Pyramid Model practices and participate in a variety of opportunities that will enhance my skills to provide high-quality, inclusive services for the young children and families in our community.

By attending the conference, I will gain valuable knowledge that I will be able to implement as soon as I get back to work. I'll also be able to select sessions that best inform and support my work while making connections with and learning from the experiences of other professionals, from my profession and other professions, who are serving in programs just like ours throughout the world.

NTI provides opportunities for me to:

- Attend sessions focused on the critical knowledge and skills that I need to help the young children I serve be successful as I support our program to offer quality, inclusive services.
- Connect with other professionals serving young children with disabilities and their families, with whom I can exchange ideas, skills, resources, and practices.
- Collect strategies, insights, and resources that I can bring back and share with our team to improve our services.

To meet my professional development goals, I am seeking approval for expenses during the conference as detailed below:

- Conference registration:
- Pre-conference workshop costs:
- Hotel/travel expenses:
- Other related expenses:
- **Total estimated conference cost:** <insert total cost here>

The chance to connect with Pyramid Model professionals, and exposure to new ideas from leaders in the field, make my participation at NTI a valuable investment for our team.

Thank you in advance for your consideration.

Sincerely,

<Your full name here>

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

INDIVIDUAL/STAFF REQUESTING TRIP:	Shane Smith Finance Team
DATES OF TRIP:	May 6-9, 2025
TRIP TO:	KASBO Spring 2025 Conference
METHOD OF TRANSPORTATION:	Personal vehicle
ACCOMMODATIONS:	Galt House, Louisville, KY
EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:	Spring Conference KDE/Munis updates Munis Training Networking
CONFERENCE AGENDA: SEE ATTACHMENT	TBD
NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)	9
TOTAL ESTIMATED COST:	\$1480 per person
COST INCLUDES:	Conference registration, hotel accommodations, per diem, mileage, parking
FUNDING SOURCE:	General Fund
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


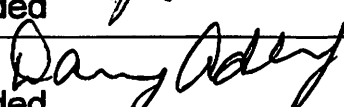
**WOODFORD COUNTY SCHOOLS
OUT OF STATE OR OVERNIGHT
TRAVEL REQUEST**

INDIVIDUAL/STAFF REQUESTING TRIP:	LISA SLAMA
DATES OF TRIP:	MAY 6-9, 2025
TRIP TO:	KASBO SPRING CONFERENCE
METHOD OF TRANSPORTATION:	PERSONAL VEHICLE
ACCOMMODATIONS:	GALT HOUSE LOUISVILLE, KY
EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:	SPRING CONFERENCE KDE/MUNIS UPDATES MUNIS TRAINING /NETWORKING
CONFERENCE AGENDA: SEE ATTACHMENT	TBD
NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)	ONE
TOTAL ESTIMATED COST:	\$1480 PER PERSON
COST INCLUDES:	CONFERENCE REGISTRATION, HOTEL ACCOMMODATIONS, PERDIEM, MILEAGE, PARKING
FUNDING SOURCE:	GENERAL FUND
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

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

INDIVIDUAL/STAFF REQUESTING TRIP:	Julie Doane
DATES OF TRIP:	May 6-9, 2025
TRIP TO:	KASBO Spring 2025 Conference
METHOD OF TRANSPORTATION:	Personal Vehicle
ACCOMMODATIONS:	Galt House, Louisville, KY
EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:	Spring Conference KDE/Munis Updates Munis Training/Networking
CONFERENCE AGENDA: SEE ATTACHMENT	TBD
NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)	One
TOTAL ESTIMATED COST:	\$1480 per person
COST INCLUDES:	Conference Registration, Hotel Accomodations, Per Diem, Mileage, Parking
FUNDING SOURCE:	General Fund
FUND MANAGER RECOMMENDATION:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended
PRINCIPAL/SUPERVISOR RECOMMENDATION:	<input checked="" type="checkbox"/> Recommended <i>ABest 11-6-24</i> <input type="checkbox"/> Not Recommended
SUPERINTENDENT RECOMMENDATION:	<input checked="" type="checkbox"/> Recommended <i>Dany Adley</i> <input type="checkbox"/> Not Recommended

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

INDIVIDUAL/STAFF REQUESTING TRIP:	Dana McGowan
DATES OF TRIP:	May 6-9 2025
TRIP TO:	Kasbo Spring 2025 Conference
METHOD OF TRANSPORTATION:	Personal vehicle
ACCOMMODATIONS:	Galt House, Louisville KY
EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:	Spring Conference KDE/MUNIS updates Munis training/ networkin
CONFERENCE AGENDA: SEE ATTACHMENT	TBD
NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)	One
TOTAL ESTIMATED COST:	\$1480 per person
COST INCLUDES:	Conference registration hotel accommodations, per diem, mileage, parking
FUNDING SOURCE:	General Fund
FUND MANAGER RECOMMENDATION:	<input 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



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

INDIVIDUAL/STAFF REQUESTING TRIP:	Linzi Said
DATES OF TRIP:	May 6-9, 2025
TRIP TO:	KASBO Spring 2025 Conference
METHOD OF TRANSPORTATION:	personal vehicle
ACCOMMODATIONS:	Galt House, Louisville, KY
EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:	Spring Conference KDE/ Munis Updates/ Munis Training/ Networking
CONFERENCE AGENDA: SEE ATTACHMENT	TBD
NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)	1
TOTAL ESTIMATED COST:	\$1,480.00 per person
COST INCLUDES:	Conference registration, hotel accommodations, per diem, mileage, parking
FUNDING SOURCE:	General Fund
FUND MANAGER RECOMMENDATION:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended
PRINCIPAL/SUPERVISOR RECOMMENDATION:	<input checked="" type="checkbox"/> Recommended <i>RJW</i> <input type="checkbox"/> Not Recommended
SUPERINTENDENT RECOMMENDATION:	<input checked="" type="checkbox"/> Recommended <i>Darryl</i> <input type="checkbox"/> Not Recommended

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

INDIVIDUAL/STAFF REQUESTING TRIP:	Samantha Vertrees
DATES OF TRIP:	05/06-05/09/25
TRIP TO:	KASBO
METHOD OF TRANSPORTATION:	Personal Vehicle
ACCOMMODATIONS:	Galt House
EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:	Spring Conference KDE/MUNIS Updates MUNIS Training/Networking
CONFERENCE AGENDA: SEE ATTACHMENT	TBD
NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)	One
TOTAL ESTIMATED COST:	\$1480 per person
COST INCLUDES:	Conference registration, hotel accommodations, per diem, mileage, parking
FUNDING SOURCE:	General Fund
FUND MANAGER RECOMMENDATION:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended
PRINCIPAL/SUPERVISOR RECOMMENDATION:	<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <i>[Signature]</i>
SUPERINTENDENT RECOMMENDATION:	<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <i>[Signature]</i>

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

INDIVIDUAL/STAFF REQUESTING TRIP:	Jessica Carmickle
DATES OF TRIP:	May 6-9, 2025
TRIP TO:	KASBO Spring Conference
METHOD OF TRANSPORTATION:	Personal vehicle
ACCOMMODATIONS:	Galt House, Louisville KY
EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:	Spring Conference KDE/ Munis Updates Munis Training/Networking
CONFERENCE AGENDA: SEE ATTACHMENT	TBD
NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)	One
TOTAL ESTIMATED COST:	\$1480 per person
COST INCLUDES:	Conference registration, hotel accommodations, per diem, mileage, parking
FUNDING SOURCE:	
FUND MANAGER RECOMMENDATION:	<input 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

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

INDIVIDUAL/STAFF REQUESTING TRIP:	Ashley Sullivan
DATES OF TRIP:	May 6-9, 2025
TRIP TO:	KASBO Spring 2025 Conference
METHOD OF TRANSPORTATION:	Personal vehicle
ACCOMMODATIONS:	Galt House, Louisville, KY
EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:	Spring Conference KDE/Munis updates Munis Training Networking
CONFERENCE AGENDA: SEE ATTACHMENT	TBD
NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)	One
TOTAL ESTIMATED COST:	\$1480 per person
COST INCLUDES:	Conference Registration, hotel accommodations, per diem, mileage, parking
FUNDING SOURCE:	General Fund
FUND MANAGER RECOMMENDATION:	<input 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

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

INDIVIDUAL/STAFF REQUESTING TRIP:	Josh Rayburn
DATES OF TRIP:	May 6-9, 2025
TRIP TO:	KASBO Spring 2025 Conference
METHOD OF TRANSPORTATION:	Personal vehicle
ACCOMMODATIONS:	Galt House, Louisville, KY
EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:	Spring Conference KDE/Munis updates Make presentations Munis training Networking
CONFERENCE AGENDA: SEE ATTACHMENT	TBD
NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)	1
TOTAL ESTIMATED COST:	\$1480
COST INCLUDES:	Conference registration, hotel accommodations, per diem, mileage, parking
FUNDING SOURCE:	General Fund
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

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

INDIVIDUAL/STAFF REQUESTING TRIP:	Shane Smith Finance Team
DATES OF TRIP:	May 11-14, 2025
TRIP TO:	Tyler Connect Conference
METHOD OF TRANSPORTATION:	Airline, uber
ACCOMMODATIONS:	Marriot Hotel, San Antonio, Tx
EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:	Munis Training Learn about new software updates and changing processes Networking
CONFERENCE AGENDA: SEE ATTACHMENT	TBD
NUMBER OF PARTICIPANTS/SCHOOLS: (If more than one school, attach list of participants and their schools.)	8
TOTAL ESTIMATED COST:	\$2920 per person
COST INCLUDES:	Conference registration, airfare, hotel accommodations, per diem, uber
FUNDING SOURCE:	General Fund
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