

CLARK-SHAWNEE LOCAL SCHOOL DISTRICT
Clark County, Ohio

BOARD OF EDUCATION MEETING
June 27, 2024
Clark-Shawnee Administrative Office
7:00 P.M.
Regular Board Meeting

AGENDA

I. OPENING

A. Call to Order

B. Roll Call ___DeHart ___Galbreath ___Garrett ___Page ___Pierce

C. Pledge of Allegiance

D. Acceptance of Agenda

Motion by:

___Mr. DeHart ___Mr. Galbreath ___Mrs. Garrett ___Dr. Page ___Mrs. Pierce

Second by:

___Mr. DeHart ___Mr. Galbreath ___Mrs. Garrett ___Dr. Page ___Mrs. Pierce

Roll Call:

___Mr. DeHart ___Mr. Galbreath ___Mrs. Garrett ___Dr. Page ___Mrs. Pierce

E. Presentation By Auditor of State

II. REQUEST AND CONCERNS OF THE GENERAL PUBLIC

Reminders Concerning Public Participation

The Board welcomes and encourages the public to communicate with the Board on educational issues and school matters of community interest. The Board values public comment on such matters and seeks to provide the public with a meaningful opportunity to express points relative to such matters. Please note that the purpose of public participation is to give the public an opportunity to provide such comments, but the purpose is not for the Board to respond to any such comments. The Board will take all comments that are of an appropriate nature relative to educational issues and school matters of community interest under advisement and will respond in a manner the Board deems appropriate.

Please be advised that public participation may not be repetitive, obscene, and/or comments that constitute a true threat. Any such comments may be interrupted, warned, or terminated by the Board's presiding officer, and the Board's presiding officer may seek removal of any participant who does not observe reasonable decorum.

Also please be advised that public participation may not exceed three (3) minutes in length per participant. If you have a comment and/or question after the public participation period has closed, please submit your comment/question to the board in writing. Individuals desiring to participate in the public participation period must register on the sign-in sheet prior to the start of the meeting.

III. ROUNDTABLE

F. Career Technology Center Update

Mr. Ben Galbreath will provide an update to the Board of Education regarding activities of the Springfield-Clark Career Technology Center.

G. Tax Incentive Review Council Update

Mr. David DeHart will provide an update to the Board of Education regarding the Tax Incentive Review Council.

H. Superintendent Update

Mr. Brian Kuhn, Superintendent, will provide an update to the Board of Education.

Administrative Reports/Action Items

The following items have been reviewed by the board members prior to the meeting. Discussion will be limited, but board action is required.

IV. TREASURER'S REPORT

ACCEPTANCE OF CONSENT CALENDAR – FINANCIAL

Action by the Board of Education in "Acceptance of Consent Calendar" at this point of the agenda means that items I through R are accepted by one single motion unless a member of the board or the Superintendent requests that any such item be removed from the "Consent Calendar" and voted upon separately.

Motion by:

___Mr. DeHart ___Mr. Galbreath ___Mrs. Garrett ___Dr. Page ___Mrs. Pierce

Second by:

___Mr. DeHart ___Mr. Galbreath ___Mrs. Garrett ___Dr. Page ___Mrs. Pierce

- I. Signing of the Minutes of the Previous Meeting**
- J. Treasurer's Report and Condition of the Funds**
- K. Monthly Bills and Allowance of those that are in Order**
- L. Modification of Appropriations**
- M. Advances and Transfers**

Mr. Thomas Faulkner, Treasurer, is requesting permission to transfer \$20,491.74 from Title IV, 584-9024 to Title I, 572-9024.

Mr. Thomas Faulkner, Treasurer, is requesting permission to advance the Athletic Fund 300 9599 from the General Fund 001 0000 up to the amount of \$100,000 - advance to be repaid in July 2024.

Recommendation: To approve the above requests.

N. Temporary Appropriations

A board resolution adopting temporary appropriations will be necessary to allow the treasurer to write checks during fiscal year 2025. Final appropriations must be on file with the Auditor of Clark County by October 1, 2024.

BE IT RESOLVED, that the temporary appropriations for the fiscal year 2025 be established at one hundred percent (100%) of the 2024 final appropriations at the fund level.

Recommendation: To adopt the above resolution.

O. Investment of Funds

Mr. Tom Faulkner, Treasurer, requests authority to invest board funds at the rates most beneficial to the school district.

Recommendation: To authorize the treasurer to invest board funds.

P. Authorization to Pay Bills

Mr. Tom Faulkner, Treasurer requests authorization to use the treasurer's discretion in paying bills before a board meeting when such payment will allow the board to take advantage of a discount or when delay of payment will result in outstanding checks at the end of the month. All such invoices will be approved by the local superintendent.

Recommendation: To authorize the treasurer to pay bills before a board meeting.

Q. Service Fund

Annual board approval is needed to establish a service fund for travel expenses for members of the board of education or their representatives when on official school business. Authorization to establish the fund for FY25 in the amount of \$7,500.00 per O.R.C. section 3315.15.

Recommendation: To approve a service fund for \$7,500.00.

R. Acceptance of Donations

Acceptance of a \$1888.66 donation from the Shawnee Orchestra Boosters.

Acceptance of the following donations from the Shawnee ES PTO:

- \$2,000 from Dodgeball Tournament Proceeds
- \$2,500 for School Supplies
- \$1,280 for a Sixth Grade Field Trip

Recommendation: To approve the above donations.

Roll Call:

___Mr. DeHart ___Mr. Galbreath ___Mrs. Garrett ___Dr. Page ___Mrs. Pierce

V. LOCAL SUPERINTENDENT’S REPORT

ACCEPTANCE OF CONSENT CALENDAR – PERSONNEL

Action by the Board of Education in “Acceptance of Consent Calendar” at this point of the agenda means that items S through U are accepted by one single motion unless a member of the board or the Superintendent requests that any such item be removed from the “Consent Calendar” and voted upon separately

Motion by:

___Mr. DeHart ___Mr. Galbreath ___Mrs. Garrett ___Dr. Page ___Mrs. Pierce

Second by:

___Mr. DeHart ___Mr. Galbreath ___Mrs. Garrett ___Dr. Page ___Mrs. Pierce

S. Resignations

Certified Staff

Mr. Kevin Finch, Intervention Specialist at Shawnee Elementary, has submitted a letter of resignation effective at the end of the current contract year.

Support Staff

Ms Cynthia Duffy, Clinic Aide a Shawnee ES, has submitted a letter of resignation effective at the end of the current contract year.

Ms Kirstin Whitt, ILP Aide at Shawnee MS/HS, has submitted a letter of resignation effective at the end of the current contract year.

Mr. Eli Wicker, Aide at Shawnee MS/HS, has submitted a letter of resignation at the end of the current contract year.

T. Employment

Administrative

Mr. Kevin Finch as Assistant Special Education Director for the 2024-2025 school year on a two-year contract effective August 1, 2024 through July 31, 2026.

Certified Additional Duty

Mrs. Elizabeth Avery as Volleyball, Varsity Head Coach for the 2024-2025 school year.

Mrs Cynthia Barnes as Cheerleading, High School Basketball for the 2024-2025 school year.

Mr. John Campbell as Basketball, Varsity Head Girls Coach for the 2024-2025 school year.

Mr. Jeffrey Collins as Cross Country, High School Coach for the 2024-2025 school year.

Mr. Kristopher Doggett as Football, Varsity Assistant Coach for the 2024-2025 school year.

Mr. Christopher McGuire as Basketball, Varsity Head Boys Coach for the 2024-2025 school year.

Mr. Richard Meeks as Weight Room Monitor [Summer] for the 2023-2024 school year.

Mr. Richard Meeks as Football, Varsity Head Coach for the 2024-2025 school year.

Mr. Chad Mossing as Summer School Coordinator for the 2023-2024 school year.

Mr. Robert Delong as Football, Varsity Co-Assistant Coach for the 2024-2025 school year.

Mr. Rex Plymale as Football, Varsity Co-Assistant Coach for the 2024-2025 school year.

Mr. Brian Stevens as Football, Varsity Co-Assistant Coach for the 2024-2025 school year

Mr. Jonathan Stewart as Football, Varsity Co-Assistant Coach for the 2024-2025 school year

Mr. Thomas Thompson as Football, Varsity Co-Assistant Coach for the 2024-2025 school year.

Mr. Matthew Warrington as Football, Varsity Assistant Coach for the 2024-2025 school year.

Recommendation: To employ the above individuals provided all statutory requirements are met, i.e. certification, background checks, etc. and recommendations are found to be satisfactory.

Additional Duty Support Staff

The following supplemental positions for the pupil activity programs in the Clark-Shawnee Local School District were first offered to those employees of the District who are licensed individuals and no such employee applied and was qualified to fill the position such that the position was accepted by any such employee. The Board then advertised the position as available to any licensed individual who is qualified to fill it and who is not employed by the Board, and no such person has applied for and accepted the position. Thus, the Board resolved to employ the following non-licensed individuals to fill the following supplemental position.

Ms Mattylyn Blevins as Cheerleading, Middle School Football Coach for the 2024-2025 school year.

Mr. David Brucker as Football, Middle School Assistant Coach for the 2024-2025 school year.

Mr. Marc Coppess as Football, Middle School Assistant Coach for the 2024-2025 school year.

Mr. John Earles as Football, Middle School Head Coach for the 2024-2025 school year.

Mr. Mike Gannon as Soccer, High School Head Girls Coach for the 2024-2025 school year.

Mr. Logan Griffith as Cross County, Middle School Coach for the 2024-2025 school year.

Ms Kaylee Houseman as Soccer, High School Assistant Girls Coach for the 2024-2025 school year.

Mrs. Mallory Krouse as Cheerleading, High School Football Coach for the 2024-2025 school year.

Mr. Jody Massie as Soccer, High School Head Boys Coach for the 2024-2025 school year.

Mr. Doug Rastatter as Cross Country, High School Assistant Coach for the 2024-2025 school year.

Mr. John Charles Williams as Football, Middle School Assistant Coach for the 2024-2025 school year.

Recommendation: To employ the above individuals provided all statutory requirements are met, i.e. certification, background checks, etc. and recommendations are found to be satisfactory.

Additional Duty Volunteer

Mrs. Sara Lee as Cross Country, Middle School Volunteer Coach for the 2024-2025 school year.

Recommendation: To employ the above individuals provided all statutory requirements are met, i.e. certification, background checks, etc. and recommendations are found to be satisfactory.

Nonrenewal of Supplemental Contract for the 2024-2025 School Year

Mr. Richard Meeks
Mr. Chad Mossing

Weight Room Monitor
Summer School Coordinator

Recommendation: To non-renew the above supplemental contracts for the 2023-2024 school year.

U. Contract Amendments

Mr. Brian Kuhn, Superintendent, is recommending approval to amend the following employee contracts from salaried to hourly, effective August 1, 2024, to maintain compliance with Department of Labor regulations.

- Miss Jenna Potts (Hourly Rate: \$24.81/hour at 8 hours per day)
- Mrs. Deborah Boysel (Hourly Rate: \$28.67/hour at 7.5 hours per day)

Mr. Brian Kuhn, Superintendent, is recommending approval to amend the contract of Mrs. Kelly Blazer, Physical Therapist, to include STRS Pick-up effective September 1, 2024.

Recommendation: To amend the above employee contracts.

Roll Call:

___Mr. DeHart ___Mr. Galbreath ___Mrs. Garrett ___Dr. Page ___Mrs. Pierce

ACCEPTANCE OF CONSENT CALENDAR – RESOLUTIONS/MISCELLANEOUS

Action by the Board of Education in “Acceptance of Consent Calendar” at this point of the agenda means that items V through Z are accepted by one single motion unless a member of the board or the Superintendent requests that any such item be removed from the “Consent Calendar” and voted upon separately.

Motion by:

___Mr. DeHart ___Mr. Galbreath ___Mrs. Garrett ___Dr. Page ___Mrs. Pierce

Second by:

___Mr. DeHart ___Mr. Galbreath ___Mrs. Garrett ___Dr. Page ___Mrs. Pierce

V. Authorization to Approve FMLA Requests

Authorize the Superintendent to approve FMLA Requests as submitted to the district.

Recommendation: Authorize the Superintendent to approve FMLA Requests as submitted to the district.

W. Approval of Student Wellness and Success & Disadvantaged Pupil Impact Aid Funding Plans

Mr. Brian Kuhn, Superintendent, is recommending approval of the Student Wellness and Success & Disadvantaged Pupil Impact Aid Funding Plans. [Reference Exhibit A]

Recommendation: To approve the Student Wellness and Success & Disadvantaged Pupil Impact Aid Funding Plans

X. Approval of Non-Curricular Club

Mr. Chad Mossing, Shawnee HS Principal, is requesting approval of the Shawnee Walking Club for the 2024-2025 school year.

Recommendation: To approve the above Non-Curricular Club for the 2024-2025 school year.

Y. Approval of 8th Grade Trip to Washington D.C.

Mr. Adam Billet, MS Principal, is requesting approval of the 8th Grade Trip to Washington D.C. to take place May 13-16, 2025 at an estimated cost of \$965.00 per student. [Reference Exhibit B]

Recommendation: To approve the above request.

Z. Resolution of Intent Not to Provide Career-Technical Education in Grades 7 and 8

WHEREAS Ohio Revised Code Section 3313.90(A) requires each city, local, and exempted village school district to provide for students in grades seven through twelve career-technical education by means of establishing and maintaining a program, by being a member of a joint vocational school district (JVSD), or by contracting with a JVSD or another school district; and

WHEREAS division (B) of Section 3313.90 provides that a board of education may adopt a resolution not to provide career-technical education to students enrolled in both grades seven and eight and will receive a waiver from the Ohio Department of Education so long as said resolution is filed by September 30 of that particular school year;

NOW THEREFORE BE IT, AND IT IS, HEREBY RESOLVED that, while the Clark-Shawnee Local Board of Education recognizes the importance of providing adequate training for students to enter their selected occupations, the Board hereby adopts this resolution notifying the Ohio Department of Education of its intent not to offer career-technical education for students enrolled in both grades seven and eight during the 2023-2024 school year; and

BE IT FURTHER RESOLVED that the Clark-Shawnee Local Board of Education respectfully requests that the Ohio Department of Education issue the waiver required by Ohio Revised Code Section 3313.90(B) and

BE IT FURTHER RESOLVED that the Treasurer is hereby directed to certify and submit a copy of this resolution to the Ohio Department of Education at the earliest opportunity so as to ensure its receipt by the Department on a date which is in no event later than the 30th day of September, 2024.

Recommendation: To approve the above resolution.

Roll Call:

Mr. DeHart **Mr. Galbreath** **Mrs. Garrett** **Dr. Page** **Mrs. Pierce**

AA. Discussion of HB 250

BB. Discussion of CTC's Ohio Drone Program

CC. Report Section

- Meeting Minutes
- Financial Data
- Discipline Data
- Resignations
- Exhibit A: Student Wellness and Success & Disadvantaged Pupil Impact Aid Funding Plans
- Exhibit B: 2024-2025 8th Grade Washington DC Trip Plan Proposal

Mr. Brian Kuhn
Superintendent
June 27, 2024

Clark-Shawnee Local School District Student Wellness and Success Funds and Disadvantaged Pupil Impact Aid Funding

Student Wellness and Success Funding

Initiative	Action Step	Allocation
Mental Health Services	Provide Guidance Counselors to support our students.	\$216,567.01 (Current SWSF restricted funds)
	Provide a Mental Health Therapist to support our students	

FY24 – SWSF Annual Allocation - \$216,567.01

Disadvantaged Pupil Impact Aid

Initiative	Action Step	Allocation
Mental Health Services	Provide Guidance Counselors to support our students.	\$70,830.71 (Current DPIA restricted funds)
	Provide a Mental Health Therapist to support our students	
Dropout Prevention	Provide credit recovery options to students in grades 7-12.	\$140,042.79 (Current DPIA restricted funds)

DPIA Annual Allocation - \$210,873.50

**Clark-Shawnee Local School District
Student Wellness and Success Funds and
Disadvantaged Pupil Impact Aid Funding**

Signature Page

Community Partner:

Clark County Educational Services Center

DANIEL E. BENNETT Superintendent

Printed Name/Title

[Signature]

Signature

6-17-2024

Date

Clark-Shawnee Local Representative:

Brian Kuhn, Superintendent

Printed Name/Title

Brian Kuhn

Signature

6/17/2024

Date



TUESDAY, MAY 13 - FRIDAY, MAY 16, 2025

Shawnee Middle School Washington DC Expedition 2025

Highlights:

- Explore the heart of **Capitol Hill**, home to the U.S. Capitol Building, the Supreme Court and the Library of Congress.
- Stop to take a picture at the **White House**.
- Pay your respects at **Arlington National Cemetery**, and witness the Changing of the Guard at the Tomb of the Unknown Soldier.
- Follow the events of Lincoln's assassination at **Ford's Theatre**.
- Nourish your knowledge through the amazing exhibits of the **Smithsonian Museums** on the National Mall.
- Experience the **US Holocaust Memorial Museum**, a living memorial to the Holocaust.
- Visit **Mount Vernon**, George and Martha Washington's beautiful home and plantation.
- Marvel at D.C.'s must-see **memorials**: Lincoln, Jefferson, World War II, Martin Luther King Jr., and Iwo Jima to name a few.
...and more!

Your Academic Expeditions trip includes:

- Professional General Liability and Errors and Omissions Insurance Policy (\$10,000,000)
- Deluxe motor coach transportation with driver and all transfers
- Premium hotel accommodations for all nights of the trip and a private professional hotel night time security
- All meals
- Custom designed itinerary
- Full-time professional Academic Expeditions Tour Educator
- Entrance fees to all program sites and day/evening activities
- Travel Protection Plan providing coverage for Cancellation, Interruption, Missed Connection, Travel Delay, Accident & Sickness Medical Expense, Evacuation, and Baggage Loss/Delay
- Upon registering, families will also have the option to purchase two Pre-trip Cancellation upgrades detailed on the registration page.

*Price for Adult in Double Occupancy: \$1,165/person; Adult in Single: \$1,440/person, based on a group of 40+ travelers per coach.

\$100 deposit due when registering.

Remaining balance due in monthly installments with final payment due 3/13/25.

For Trip Information and Registration Portal:
Go to www.academicexpeditions.com and click on "GO TO MY TRIP"
Enter your Tour Code: **shawneedc2025**



If you have any questions for the leaders from your school, please do not hesitate to contact:

Mr. Stevens (Group Leader): brian.stevens@cslocal.org

For questions regarding registration, payments or insurance:

Elaine Elliott (Finance Director, Academic Expeditions):
eelliott@aedetravel.com or (917) 828-4392



2025 Academic Expeditions Group Travel Agreement (GTA)

Group: Shawnee Middle School



Program: Shawnee Middle School DC trip
Dates: May 13-16, 2024
10% Deposit Due: Upon registration (\$100 deposit)
3 Payments Due: 6 months, 4 months, and 2 months prior to the trip

Receipt of deposit and online registration will confirm space and contracted pricing listed here. After registration deadline, contracted pricing may change due to increase in costs associated with airfare, lodging, or other associated costs. Please contact Academic Expeditions, Inc. for updated pricing if contract has expired.

Contracted prices are based on group size of 40 or more paying participants per motor coach (55 passengers max). If the final number of paying participants totals less than the published tier price, the itinerary will be renegotiated, or trip costs increased accordingly.

Number of Paying Participants per Motor Coach	40 - 44	45 - 49
Student Quad Occupancy	\$965	\$920
Adult Double Occupancy	\$1,165	\$1,120
Adult Single Occupancy	\$1,440	\$1,395
Faculty / Group Leaders per 10 Paying Participants (based on Occupancy)	\$0	\$0

90 participants

Price is all inclusive and includes (Academic Expeditions, Inc. agrees to provide each of the following goods and services for the duration of the tour to each participant traveling with your group):

- Professional General Liability and Errors and Omissions Insurance Policy (\$10,000,000)
- Roundtrip air between departure city and destination cities (Washington, DC)
- Deluxe motor coach transportation with driver and all transfers for all days of the trip
- Premium hotel accommodations for all nights of the trip
- Private professional hotel nighttime security for all hotel nights
- Full-time professional Academic Expeditions tour educator per motor coach for all days of the trip
- All supplemental guiding services
- All meals (Breakfast, Lunch, & Dinner)
- Custom designed itinerary
- All taxes
- Driver gratuities included; Tour Director / Guide not included. Additional gratuity for exceptional service is always appreciated.
- Entrance fees to all program sites and day/evening activities
- 24 Hour emergency access number
- Personalized laser engraved luggage tag and name badges with lanyards
- Complete tour participant accounting including electronic online registration and payment with credit card without additional fees
- Travel Protection Base Plan provided by Academic Expeditions includes coverage for Trip Interruption, Missed Connection, Travel Delay, Accident & Sickness Medical Expense, Evacuation, and Baggage Loss/Delay
- Upon registering, families will also have the option to purchase two Pre-trip Cancellation upgrades:
 - Option 1) Trip Cancellation for qualifying, documented reasons for a full refund, or
 - Option 2) Cancel for Any Reason (CFAR) – includes Option 1, plus cancel up to 48 hours prior to departure and receive 75% of the payments not already refunded by Academic Expeditions cancellation terms.

In addition, Academic Expeditions provides the following to the overall group and/or group leader (not made public to registrants):

- One complimentary traveler/teacher for every 10 paying travelers, based on Double Occupancy.



SHAWNEE MIDDLE SCHOOL

Washington, DC Expedition
 Tuesday, May 13 – Friday, May 16, 2025

Day 1 Tuesday, May 13, 2025	Day 2 Wednesday, May 14, 2025	Day 3 Thursday, May 15, 2025	Day 4 Friday, May 16, 2025
<p>5:00am – Gunther Coaches arrive at the school and load luggage.</p> <p>Depart 5:30am – Depart Shawnee Middle School 1675 East Possum Rd., Springfield, OH</p> <p>Rest Stop at OH I70 Belmont Rest Area Eastbound Access at Mile Marker 210 (Approx. 2hr 30min travel time)</p> <p>Lunch Rest Stop at Breezewood Travel Plaza \$15 stipend (Approx. 3hr travel time)</p> <p>Arrive 3:00pm – Estimated Arrival</p> <p>Meet Guides</p> <p>White House Photo Opportunity</p> <p>Smithsonian: American History or Natural History</p> <p>Dinner 6:00pm – Nighthawk Pizza</p> <p>Evening Night Memorials to include WWII; Lincoln; Vietnam & Korean</p> <p>Hotel Embassy Suites Dulles 44610 Waxpool Road Dulles, VA 20147</p> <p>Private Night Security</p>	<p>Breakfast 7:00am – Full American at hotel</p> <p>Morning US Capitol Tour Library of Congress (Pending) Supreme Court Picture Stop House of Representatives Gallery (pending) Washington Monument (pending)</p> <p>Lunch Lunch (\$15 stipend)</p> <p>Afternoon United States Holocaust Memorial Museum Reservation pending African American History and Culture Museum</p> <p>Dinner & Evening Washington Nationals or Baltimore Orioles Baseball Game (Dependent on Schedule) -OR- Dave and Busters</p> <p>Hotel Embassy Suites Dulles 44610 Waxpool Road Dulles, VA 20147</p> <p>Private Night Security</p>	<p>Breakfast 7:30am – Full American at hotel</p> <p>Morning Arlington National Cemetery (Kennedy Family Gravesites, Lee House, Tomb of the Unknown Soldiers) Wreath Laying Ceremony (Pending) Iwo Jima: Marine Corps Memorial Air Force & 9/11 Pentagon Memorials</p> <p>Lunch Lunch (\$15 stipend)</p> <p>Afternoon National Archives 2:30pm – Mount Vernon Home of George and Martha Washington Mt. Vernon Mansion Time Reservation pending</p> <p>Dinner 5:45pm – Fish Market or similar</p> <p>Evening 7:30pm - Ghost Tour of Old Town Alexandria</p> <p>Hotel Embassy Suites Dulles 44610 Waxpool Road Dulles, VA 20147</p> <p>Private Night Security</p>	<p>Breakfast 7:30am – Full American at hotel</p> <p>Morning Tidal Basin Walk to include: MLK; FDR & Jefferson Memorials Ford's Theatre, Peterson House & Education Center (pending) 11:30am – Depart for Shawnee</p> <p>Lunch 12:30pm – Chick-Fil-A Preorder 5501 Urbana Pike, Frederick, MD</p> <p>New Stanton Travel Plaza - Milepost 77.6 724 New Stanton Plaza Road, Hunker, PA (Approx. 2hr 45min travel time)</p> <p>Dinner (Approx. 2hr 30min travel time) 6:45pm – Jimmy John's Box Dinner 1167 Brandywine Blvd, Zanesville, OH</p> <p>Rest Stop at I-70 Licking Rest Area Westbound Access at Mile Marker 130 (Approx. 30min travel time)</p> <p>Arrive (Approx. 1hr 15min travel time) 9:30pm – Return to Shawnee Middle School</p> <p>NOTE: Itinerary details subject to change. This itinerary was last revised on 5/8/24 2:28 PM</p>

- Airfare:** Airline flight deviations and any subsequent changes affecting prior pricing may affect the original quoted trip price and may result in a higher trip price or adapted itinerary than previously offered. Academic Expeditions reserves the right to adjust originally quoted trip pricing based upon any future flight and subsequent price deviations.
- Once airfare has been ticketed through Academic Expeditions, tickets are nonrefundable and forfeited in the event of cancellation. Any cancellations will be subject to the cancellation fees stated above plus any extra costs associated with the cost of airfare. Any deviations, extensions, or requests different from the group incurring additional costs will be the responsibility of the contracting organization and/or participant.
- Hotel & Services:** All hotel and services included in our offer are subject to availability when the reservations are made. Should we be unable to confirm the hotels listed in our offer, we will attempt to secure space at a similar hotel of equal standard and budget. In the event that a similar hotel is not available, a supplement may be charged if a higher category hotel is available. All services will be requested with the receipt of final payment. Any cancellations will be subject to the cancellation fees stated above plus any extra costs associated with hotel contractual obligations.
- Bus Transportation:** Buses used for transfer, sightseeing, and touring have a maximum capacity of 55 passengers unless otherwise stated. For larger groups or groups with an excess of baggage, two or more busses may be required. Participants will only be allowed 1 piece of luggage within airline specifications with a max of 50lbs. All extra costs associated with luggage overage or airline fees will be the responsibility of the participant.
- Surcharges:** Academic Expeditions reserves the right to adapt the itinerary or pass on any future airline and/or motor coach fuel surcharges and cost increases that are added on to our contractual pricing from our vendors at any time up until trip departure.
- Substitutions:** A letter of cancellation and substitution must be submitted in writing to this office. All substitutions are subject to an administrative fee of \$50. All other monies are refundable. Please note this excludes certain airfare restrictions in which there are no substitutions once individuals have been ticketed or costs involved with ticket changes exist.
- Bag Fee Policy:** Unless otherwise stated, trip price does not include checked baggage fees imposed by airlines.
- Please:** You are welcome to call our central office at +1 917.608.4177 M-F from 9:00am to 5:00pm Eastern Time with any inquiries. Payments, contracts, and registration forms can be mailed to us at:

Academic Expeditions, Inc.
PO Box 7661
Charlottesville, Virginia 22906 USA

KNOWING AND VOLUNTARY EXECUTION

I have carefully read and fully understand the contents and legal ramifications of this agreement as well as the conditions as stated under the heading "Terms and Conditions", especially noting those regarding cancellation and refund policies, limitation of liability, and responsibility borne by trip participants. I understand this is a legally binding and enforceable contract and agree to it of my own free will.

Signed: _____ Print: _____ Title: _____

Date: _____ Representing: _____ (School Name)

Signed: _____ Print: _____ Title: _____

Date: _____ Representing: **Academic Expeditions, Inc.**