

Hallsville Independent School District

For the Consideration of the Board of Trustees

Date of Board Meeting: October 26, 2026

Topic: Out of State Travel, Sci-Port

Background and Rationale:

The Gifted & Talented program supports the curriculum and gives students experiences outside the classroom/building. This field trip is in Louisiana, but provides learning opportunities that students cannot get in Texas (within driving distance).

Sci-Port Discovery Center, Shreveport, Louisiana

- Thursday, November 5, 2026
 - 4th Grade G/T - all elementary campuses

Relationship to Strategic Plan: Goal 1: Cultivate an inclusive and high-performing learning environment that guarantees equitable access to rigorous instruction, resulting in measurable academic excellence and future-ready skills for every student. (LIM Academic WIG)

Personnel Affected: n/a

Budget Implications:

- ☐ Include in this year's budget
- ☐ Amendment of this year's budget required
- ☐ Increase in this year's budget required
- ☐ Expenditures required for next year's budget

X N/A - Parents are paying and Campus Activity will supplement

Recommendation:

Approval of field trips to Sci-Port Discovery Center.



Signature
(Person Bringing Information to the Board)



Superintendent's Signature

Date has been rescheduled to November 5, 2026.

Hallsville Independent School District REQUEST TO ATTEND		RTA Must be approved before any funds are committed.
Instructions: A "Request to Attend" form must be submitted for approval any time a staff member plans to be out of the district on school business. Please indicate transportation (mileage), meals, lodging, registration fees, etc. if applicable. Every completed form must include district/campus budget account numbers for travel expenses. All forms require the signature of the immediate supervisor/principal. Forms should be submitted at least 30 days prior to the date of event and before any funds are expended.		
Name/Position: Juban Anda GT Coordinator		Date: 08/12/2026
Campus: D.O. - Administration		
Departure Date: ~~10/21/2026~~	Time: 8:00 AM	Return Date: 10/21/2026 Time: 2:45 PM
Name of Conf/Location: Sci-Port Discovery Center Field Trip		820 Clyde Fant Parkway
Have you attended this conference/training before? No		If yes, when?
Will Substitute be needed: No		If yes, how many days:
Travelling out of state? Yes		(If yes, Board approval is needed)
School vehicle reserved? Yes		Reservation Form HERE
Students Travel Info Total Number of Students <u>22</u>		Students allowed \$12 per meal
Complete number of meals: Breakfasts: <u>0</u> Lunches: <u>0</u> Dinners: <u>0</u> Total Student Cost for Meals: <u>0.00</u>		
I choose meals to be: N/A-Enter 0 in meal fields		
Employee Meals Advanced - W/NO Receipts- \$40 /Day-\$10 Breakfast;\$12 Lunch;\$18 Dinner Meals Reimbursed (at return w/ itemized receipts) \$55 /Day-\$10 Breakfast,\$20 Lunch and\$25 Dinner (Federal Breakfast may not be advanced or reimbursed if funds require reimbursement only) served at hotel for free.		
Complete number of meals: Breakfasts: <u>0</u> Lunches: <u>0</u> Dinners: <u>0</u> Total Cost for Emp Meals: <u>0.00</u>		
Transportation (only if school vehicle is not available) (Mileage for _____ miles)		\$
Rental Car- \$40 a day, unlimited mileage. Mon-Sat Pick-up/drop-off. ***MUST USE over employee reimbursement when cheaper.		\$
Parking - not advanced (can be charged on \$ Travel card)		\$
Hotel Name: (Best value should be considered for the district) List 3 Hotel Options May book hotel after approval		
(1) Hotel Name:	Hotel #1 Total:	Chosen Hotel Total \$
(2) Hotel Name:	Hotel #2 Total:	
(3) Hotel Name:	Hotel #3 Total:	
Registration (attach copy of registration form for the class or conference attending)		\$
Other (Specify) Total cost - \$579.00 (admission and bus)		\$ 579.00
Airfare Name: (Best value should be considered for the district) List 3 Airline Options May Book Flight after approval		
(1) Airline Name:	Airline #1 Total:	Chosen Airline Total \$
(2) Airline Name:	Airline #2 Total:	
(3) Airline Name:	Airline #3 Total:	
Estimated Total		\$ 579.00
Travel Account Number to be used (Required): 199 E 11 6412 00 950 0 21 000		
Person Receiving Check Anda Juban		Date: 08/12/2026
Campus Principal/Supervisor Amy Whittle		Superintendent Approval John Martin
Date: 08/12/2026		Date: 08/14/2026
Travel Notes: Reimbursement Checks will be issued for meals and mileage if applicable upon RETURN of the trip with By attending this training, you should be able to gather information to bring back to your department/campus. How do you plan to share the information with your colleagues and teach them what you learned? Please attach a summary. Please attach an explanation of the reason for travel that is directly linked to campus and district plan, along with the benefits and how it ties into TEKS and classroom instruction		

Field Trip Pricing:

To receive the **School Field Trip rates** below you must have 10 or more students and be considered an educational institution/organization (PK-12th schools, Daycares, Academies, and Homeschool only).

2026-27 School Field Trip Rates					
	General Admission	Combo Rate (General Admission & IMAX® Film)	FilmPort Exhibition**	SnoPort or GamePort Exhibition	IMAX® Documentary Film ONLY
Student	\$10	\$17	Free	\$3	\$8
Teacher/School Staff*	Free*	Free*	Free	\$3	Free*
Non-Staff Chaperone	\$10	\$17	Free	\$3	\$8
* For every 10 students, 1 teacher or school staff person receives free admission. Additional teachers/school staff beyond the 1:10 ratio will be charged the student rate. Documentary Films are traditional/educational films lasting ~60 minutes (such as Superpower Dogs, Pandas, etc.). ** Note: The FilmPort Exhibition has no fee associated with it. However, educators MUST BOOK the exhibition in order to attend it during their field trip.					
<i>Rates good from July, 2026 through May, 2027.</i>					

As of: June 2027