



**To:** Dr. Charles Johns  
Board of Education

**From:** Dr. Barbara Georges  
Mr. Jason Markey  
Dr. Rosanne Williamson  
Mr. Brad Swanson

**Date:** April 10, 2023

**Re:** Request of Approval for Professional Leave Expenses – Educational Coaching Conference: Looking Back and Moving Forward

**Recommendation**

It is recommended that the Board of Education approve the request for estimated professional leave expenses in the amount of \$3,300 as presented.

**Background**

In keeping with Board Policy 6040, the Board of Education has established a maximum allowable amount for prepaid expenses and reimbursement for travel, meal and lodging expenses to an amount not to exceed \$5,000 aggregate or have more than six attendees per professional leave trip. In the event that a trip's expenses exceed the per trip aggregate cost or has more than six attendees, the Board of Education is required to approve the expenses by a roll call vote at an open meeting.

Attached is a professional leave opportunity summary that is being submitted for consideration.

## Request of Approval for Professional Leave Expenses

Name of Event	Dates and Location of Event
Educational Coaching Conference: Looking Back and Moving Forward	Evanston, IL April 26, 2023

Overview and Description of Event
<p>The 2023 Educational Coaching Conference will bring together instructional coaches, administrators, and teachers from across the midwest to discuss leadership in curriculum and instruction. Attendees will spend the day as a team working together to continue to build the Glenbrook Instructional Coaching Program.</p>

Rationale for Attending Event
<p>Sharon Thomas, Senior Consultant with the Instructional Coaching Group and Co-Author of <i>The Instructional Playbook</i> and <i>Evaluating Instructional Coaching</i>, will lead the day so that all participants will understand the Seven Success Factors for Instructional Coaching based Jim Knight's <i>Definitive Guide to Instructional Coaching</i>, which is the current model used by GBN and GBS coaching teams.</p>

Dissemination Plan
<p>This particular conference gathers school leaders from across the midwest and is unique in its opportunity for administrators and instructional coaches to discuss and share their practices with others within the same roles.</p> <p>Our instructional coaching and administrative teams continue to build their own knowledge to enhance the instructional coaching programs at GBS and GBN. As the district builds its instructional coaching program, this provides the opportunity for collaboration around research-based instructional practices in real time for the benefit of the district. The specific dissemination plan for the P.D. will be the continued work at the ILT meetings at both schools. With more knowledge of the interactions between strategies, processes, and ways to interact with teachers around their professional development, the expected outcome from attending this professional conference is improved student learning across the schools.</p>

Possible Alternatives Considered
None

	<b>Per Person Cost</b>	<b>Total Cost</b>
<i>Substitute(s) Required?</i>	For some attendees.	
<i>Registration:</i>	\$300	\$3,300
<i>Lodging:</i>	N/A	N/A
<i>Meals:</i>	N/A	N/A
<i>Vehicle Expense:</i>	N/A	N/A
<i>Airfare Expense:</i>	N/A	N/A
<i>Other: Mileage/train/parking estimate</i>	N/A	N/A
<b>Total Cost</b>	\$300	\$3,300

Please indicate N/A in an expense category if it is not applicable to this trip.

\*Related Substitute Costs: 7 Hours @ \$28.50/Hour = \$199.50

<b>Employees and Building Attending</b>	<b>Employees and Building Attending (Continued)</b>
<ul style="list-style-type: none"> <li>● Ed Solis - GBN</li> <li>● Cameron Muir - GBS</li> <li>● Ryan Bretag - District</li> <li>● Jennifer Pearson - District</li> <li>● Josh Stanton - GBS</li> </ul>	<ul style="list-style-type: none"> <li>● Sharon Sheehan - GBS</li> <li>● Robert LeBlanc - GBN</li> <li>● Kerry Galson - GBN</li> <li>● Marshall Harris - GBS</li> <li>● Caitlin Reichert - GBS</li> <li>● Matthew Bertke - GBS</li> </ul>