



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

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

**Date:** January 24, 2022

**Re:** Request of Approval for Professional Leave Expenses – Glazier Football Clinic

**Recommendation**

It is recommended that the Board of Education approve the request for estimated professional leave expenses in the amount of \$399 per school as presented for more than six attendees.

**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, the Board of Education is required to approve the expenses by a roll call vote at an open meeting.

The Business Services department has implemented a process where they are notified if there is a desired trip that exceeds the \$5,000 aggregate threshold or has more than six attendees per professional leave trip. In response to the request, a formal memo is drafted and information is presented to the Board of Education for consideration prior to any expenses being incurred by the District.

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
Glazier Football Clinic	Feb 3-5, 2022 and Mar 4-6, 2022.  HILTON CHICAGO/OAK BROOK HILLS RESORT & CONFERENCE CENTER  3500 Midwest Road Oak Brook, IL 60523

Overview and Description of Event
Football coaching clinic with presentations by college and high school coaches on football technique, scheme, and coaching philosophy.

Rationale for Attending Event
The Glazier Clinics are the best local opportunity to study and learn about the sport of football. Coaches have access to numerous presentations each day by experts in the field. This clinic is attended by almost every high school in our part of the state.

Outcomes
Coaches will acquire new ideas and approaches to coaching the game of football. This will generate discussion and collaboration within our staff. In the end, we hope to grow as a football staff by attending the clinics.

Possible Alternatives Considered

	Per Person Cost	Total Cost
<i>Substitute(s) Required?</i>	Yes/No	
<i>Registration:</i>		\$399 per staff
<i>Lodging:</i>		
<i>Meals:</i>		
<i>Vehicle Expense:</i>		

<i>Airfare Expense:</i>		
<i>Other:</i>		
<b>Total Cost</b>		\$399 per staff

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

<b>Employees and Building Attending</b>	
<ul style="list-style-type: none"> <li>● David Schoenwetter - GBS - Feb &amp; March (3 Day Sub)</li> <li>● Matt Johlle - GBS - Feb Only (2 Day Sub)</li> <li>● Zach Walker - GBS - Feb Only (2 Day Sub)</li> <li>● Adam Clendenning - GBS - March Only (1 Day Sub)</li> <li>● Steve Stanicek - GBS (No Sub)</li> <li>● Travis Myers - GBS (No Sub)</li> <li>● David Bajjalieh - GBS (No Sub)</li> <li>● Alan Greenberg - GBS (No Sub)</li> <li>● Jack Franklin GBS (No Sub)</li> <li>● John Klasen - GBS (No Sub)</li> <li>● Bryson Lewis - GBS (No Sub)</li> <li>● Owen Lawlor - GBS (No Sub)</li> <li>● Anthony Griffin - GBS (No Sub)</li> </ul>	<ul style="list-style-type: none"> <li>● Matt Purdy - GBN (No Sub)</li> <li>● Bob Pieper - GBN (No Sub)</li> <li>● Matt Miller- GBN (No Sub)</li> <li>● Brad Hokin - GBN (No Sub)</li> <li>● Scott Williams - GBN (No Sub)</li> <li>● Matt Haggis - GBN (No Sub)</li> <li>● Zach Hinkamp - GBN (No Sub)</li> <li>● Sean Brandt - GBN (No Sub)</li> <li>● Nick Ganas - GBN (No Sub)</li> </ul>

<b>Supervisor Approval</b>
Tom Mietus John Catalano