



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

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

**Date:** September 27, 2021

**Re:** Request of Approval for Professional Leave Expenses – Jo Boaler One-Day Session (online)

**Recommendation**

It is recommended that the Board of Education approve the request for estimated professional leave expenses in the amount of \$4760 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, 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. 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
Teaching Heterogeneous Groups: A one-day Intensive	May 2, 2022 (virtual)

Overview and Description of Event
<p>This workshop will examine research-based ways to teach mathematics to groups of students that are heterogenous, or “mixed ability,” a description that fits all classrooms. The session will include:</p> <ul style="list-style-type: none"> <li>● consideration of the different options available to schools and teachers, and the ways they work in classrooms</li> <li>● learning from teachers who work with heterogeneous groups in schools without mathematics “tracks”</li> <li>● videos illustrating successful approaches</li> <li>● interaction with other teachers planning and implementing these approaches</li> </ul>

Rationale for Attending Event
<p>Those attending this workshop will broaden their knowledge of researched-based methods for teaching mathematics classes. The instructional coaches attending will support mathematics classrooms as well as use the knowledge learn to support classrooms in other disciplines.</p>

Outcomes
<p>Teachers will benefit from the sessions attended and bring back new ideas for their classrooms. There will also be learning for the entire school that stems from the shared experiences.</p>

Possible Alternatives Considered
<p>This is the most cost-effective means to participate in this high quality speaker in that it will be a virtual experience. There will be no travel costs for reimbursement.</p>

	Per Person Cost	Total Cost
<i>Substitute(s) Required?</i>	Glenbrook South will need about four	

	subs. I.S. and Instr. Coaches each need coverage for a couple sections.	
<i>Registration: \$595 / person - each gets unique access</i>	8 staff @ \$595	\$4760.00
<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>		\$4760.00

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

<b>Employees and Building Attending</b>	<b>Employees and Building Attending (Continued)</b>
<ul style="list-style-type: none"> <li>● Phil Gartner</li> <li>● Sharon Sheehan</li> <li>● Karly Sachs</li> <li>● Larissa Hanson</li> <li>● Lauren Sutherlin</li> </ul>	<ul style="list-style-type: none"> <li>● Caitlin Reichert</li> <li>● Matt Bertke</li> <li>● Marshall Harris</li> </ul>

<b>Supervisor Approval</b>
Phil Gartner