



**To:** Dr. Charles Johns  
Board of Education  
**From:** Dr. Jennifer Pearson  
**Date:** July 29, 2019

**Re:** Request of Approval for Professional Leave Expenses - 2019 Division on Career Development and Transition International Conference

**Recommendation**

It is recommended that the Board of Education approve the request for estimated professional leave expenses in the amount of \$7160 as presented.

**Background**

In keeping with Board Policy 2060, 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 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
2019 DCDT International Conference	Wednesday, October 23 - Friday October 25, 2019 Seattle, Washington

### **Overview and Description of Event**

This 3-day conference provides a host of information on best-practices in transition and networking opportunities to improve the quality of and access to career/vocational and transition services, increase the participation of education in career development and transition goals, and influence policies affecting career development and transition for persons with disabilities. There are over 100 sessions offered by nationally known presenters on a range of topics including; Increasing Post School Outcomes and Graduation Rates, Inclusive Higher Education for Students with Intellectual Disabilities, Teaching Students to Advocate for their Accommodations, Self determination for Students with Disabilities, and more.

### **Rationale for Attending Event**

The team will increase efforts to improve the quality of and access to career/vocational and transition services, increase the participation of education in career development and transition goals, and influence policies affecting career development and transition for persons with disabilities. It is a unique conference that combines both presenters from universities and schools to close the gap between research and practice.

### **Outcomes**

The team will expand their expertise through collaboration with counterparts by attending sessions, creating additional professional contacts to continue strengthening their skills in addition to improving our district programs. The team will return to GBN, GBS, GBOC, and Transition and share information with other staff members. Additionally, the team will use the information to evaluate current curriculum and instructional practices and potential changes in practices to further improve the outcomes for our students.

### **Possible Alternatives Considered**

There is no direct substitute for this high level of research-based international conference. The DCDT conference is highly specialized featuring educational sessions, poster presentations, and state and federal level board meeting on innovative programs, emerging trends, current research on effective practices to improve post-school outcomes for young adults with disabilities. There is a state-level conference; however, that conference does not provide the breadth and depth of information in the field. It also does not host well-recognized national and international presenters who bring a larger scope of knowledge.

	<b>Per Person Cost</b>	<b>Total Cost</b>
<i>Substitute(s) Required?</i>	Yes - for 3 teachers	
<i>Registration:</i>	\$375	\$1875
<i>Lodging:</i>	\$717	\$3585
<i>Meals:</i>	n/a	n/a
<i>Vehicle Expense:</i>	n/a	n/a
<i>Airfare Expense:</i>	\$300	\$1500
<i>Other: Airport Transfers</i>	\$40	\$200
<b>Total Cost</b>	\$1432	\$7160*

**\*The nature of this conference allows us to use Federal Grant dollars for staff attendance and accompanying costs.**

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>● Mardi Scott (GBN/Transition Teacher)</li> <li>● Silas Dick (GBOC/Transition Psychologist)</li> <li>● Jennifer Pearson (District)</li> </ul>	<ul style="list-style-type: none"> <li>● Julie McDermott (GBOC/Transition Teacher)</li> <li>● Dan Carpenter (GBS/Transition Teacher)</li> </ul>

<b>Supervisor Approval</b>
Kathy French Stacey Wolfe Doug Strong