



To: Board of Education

From: Mr. Cameron Muir
Dr. Lauren Fagel

Date: Monday, June 24, 2019

Re: Request of Approval for Professional Leave Expenses - Teaching, Learning, Coaching Conference

Recommendation

It is recommended that the Board of Education approve the request for estimated professional leave expenses in the amount of \$7,085 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, meals 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 by Mr. Muir and Dr. Fagel for consideration.

Request of Approval for Professional Leave Expenses

| Name of Event | Dates and Location of Event |
|---|---|
| Teaching, Learning, Coaching Conference | Overland Park, Kansas October 6-8, 2019 |

| Overview and Description of Event |
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| The 2019 Teaching, Learning, Coaching Conference will bring together instructional coaches, administrators, and teachers from across the globe to discuss instructional coaching, teaching, and learning. |

| Rationale for Attending Event |
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| More than 30 educational experts and practitioners will lead keynote presentations and learning sessions focused on high-impact teaching strategies, proven instructional coaching practices, and system change strategies for creating high-performance schools. |

| Outcomes |
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| <p>At the 2019 Teaching, Learning, Coaching Conference, educators will use Knight’s extensive research base to explore their roles as both a teacher and a learner and examine the impact they have on students through the lens of self-improvement and growth. This event will provide an interactive venue for educators to share best practices; make connections; discuss trends, needs, and breakthroughs; and visualize the future of schools that are committed to a shared goal of excellent instruction, every day, for every student. This particular conference gathers instructional coaches from across North America and is unique in its opportunity for instructional coaches to discuss and share their practices with others within the same roles.</p> <p>The conference will assist our instructional coaching team when working with teachers on their own specific and unique professional development plan. The interactions and sharing of practices with other instructional coaches will enhance what we presently do and will help inform new ways of working with our own staff.</p> <p>Our instructional coaching team continues to build its own knowledge in order to enhance the instructional coaching program at GBS. 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 school.</p> |

Possible Alternatives Considered

There are other professional learning experiences offered by various agencies that relate to instructional coaching, but are not specific to it. These include national organizations such as Learning Forward and the Association for Supervision and Curriculum Development, but these organizations rarely support conferences solely dedicated to instructional coaching and the needs specific to this role.

| | Per Person Cost | Total Cost |
|---------------------------------------|------------------------|-------------------|
| <i>Substitute(s) Required?</i> | Yes | |
| <i>Registration:</i> | 699 | 3,495 |
| <i>Lodging:</i> | 328 | 1,640 |
| <i>Meals:</i> | N/A | N/A |
| <i>Vehicle Expense: At conference</i> | 40 | 200 |
| <i>Airfare Expense:</i> | 310 | 1550 |
| <i>Other: Taxi to and from O'hare</i> | 40 | 200 |
| Total Cost | 1417 | 7,085 |

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

| Employees and Building Attending | Employees and Building Attending (Continued) |
|---|---|
| <ul style="list-style-type: none"> ● Matthew Bertke - GBS ● Lauren Fagel - GBS ● Marshall Harris - GBS ● Cameron Muir - GBS ● Caitlin Reichert - GBS | |

| Supervisor Approval | Principal/Asst. Sup. Approval | Superintendent Approval |
|----------------------------|--------------------------------------|--------------------------------|
| Insert | Insert | Insert |