



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

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

**Date:** December 13, 2021

**Re:** Request of Approval for Professional Leave Expenses – Illinois Track and Cross Country Coaches Clinic

**Recommendation**

It is recommended that the Board of Education approve the request for estimated professional leave expenses in the amount of \$1132 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 the trip has more than six attendees, 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     |
|-------------------------------------------------|---------------------------------|
| Illinois Track and Cross Country Coaches Clinic | January 7 & 8, 2022 Lombard, IL |

| Overview and Description of Event                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| This annual clinic serves as the rules interpretation meeting required by IHSA. This event also includes lead clinicians from both high school and college programs covering all areas of Track and Field. |

| Rationale for Attending Event                                           |
|-------------------------------------------------------------------------|
| Professional development for the entire Track and Field Coaching staff. |

| Outcomes |
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|          |

| Possible Alternatives Considered                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| This clinic is invaluable for our staff. It has been in existence for 50+ years and has the best reputation available in the Midwest. There is not a better option available for our staff, especially for the nominal fee. |

|                                | Per Person Cost                       | Total Cost    |
|--------------------------------|---------------------------------------|---------------|
| <i>Substitute(s) Required?</i> | No sub required                       |               |
| <i>Registration:</i>           | \$100                                 | \$1100        |
| <i>Lodging:</i>                | X                                     | X             |
| <i>Meals:</i>                  | X                                     | X             |
| <i>Vehicle Expense:</i>        | X                                     | X             |
| <i>Airfare Expense:</i>        | X                                     | X             |
| <i>Other:</i>                  | \$32<br>(Hasenstein only HOF Banquet) | \$32          |
| <b>Total Cost</b>              | <b>\$100</b>                          | <b>\$1132</b> |

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

### **Employees and Building Attending**

- Kurt Hasenstein - GBS
- Dan Zapler - GBS
- Jim Lonergan - GBS
- Shawn Schleizer - GBS
- Natalie Kaminiski - GBS
- Maddie Thomas - GBS
- Mary Beth Zerwic - GBS
- Sean Brandt - GBN
- Bryan Musolf - GBN
- Ron Gatchalian - GBN
- Aaron Brown - GBN

### **Supervisor Approval**

- Tom Mietus, Athletic Director, GBS
- John Catalano, Athletic Director, GBN