



**To:** Dr. Mike Riggle  
Board of Education

**From:** Dr. Lauren Fagel  
Dr. John Finan

**Date:** October 22, 2018

**Re:** Request of Approval for Professional Leave Expenses - National Association of School Psychologists (NASP) 2019 Annual Convention

**Recommendation**

It is recommended that the Board of Education approve the request for estimated professional leave expenses in the amount of \$6624 as presented. Federal Grant dollars will be used to cover the cost of this convention.

**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            |
|--|--|
| National Association of School Psychologists (NASP) 2019 Annual Convention | February 26–March 1, 2019, Atlanta, GA |

| Overview and Description of Event  |
|--|
| <p>This 4-day conference provides the most up-to-date, evidence-based psychological practices. There are over 1,200 different sessions and events that provide skills and strategies to improve the quality of services students receive. Hundreds of exhibitors will be available for psychologists to focus on learning about the latest and most effective products, services, training, and best practices to improve their skills. In addition, psychologists will have the opportunity to converse and consult with leaders in the profession.</p> |

| Rationale for Attending Event   |
|---|
| <p>The National Association of School Psychologists provides the most current trends and expectations of best practice in school psychology. Additionally, for licensure, school psychologists must obtain 75 hours of CPD every three years, with 10 hours coming from NASP- or APA-approved providers, and with 3 hours in the category of ethics or legal regulation in school psychology. This conference offers NASP-approved credits and ethics training.</p> <p>Finally, two of the attendees (Kimberly Larsen and Jennifer Pearson) have been accepted as presenters at this conference. The other two psychologists are representatives for their buildings to bring back information from sessions to other district psychologists.</p> |

| Outcomes   |
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| <p>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. Attendance at sessions will help address student wellness and mental health initiatives. Participants will learn strategies and techniques that will provide a new approach for specific cases. Staff will have an opportunity to collaborate with professionals from around the nation to learn what is working in their schools and see innovative products and services offered by top education companies.</p> |

| Possible Alternatives Considered   |
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| <p>There is no direct substitute for this conference. It is the largest annual gathering for school psychologists. It features educational sessions, poster presentations, and state and federal level board meeting on innovative programs, emerging trends, current research on effective practices for school psychologists. 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.</p> |

|                                | Per Person Cost | Total Cost |
|--------------------------------|-----------------|------------|
| <i>Substitute(s) Required?</i> | No              |            |
| <i>Registration:</i>           | \$300           | \$1200     |
| <i>Additional Workshops</i>    | \$120           | \$720      |
| <i>Lodging:</i>                | \$876           | \$3504     |
| <i>Meals:</i>                  | n/a             | n/a        |
| <i>Vehicle Expense:</i>        | n/a             | n/a        |
| <i>Airfare Expense:</i>        | \$300           | \$1200     |
| <i>Other: Parking</i>          | n/a             | n/a        |
| <b>Total Cost</b>              | \$1596          | \$6624*    |

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

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"> <li>● Kimberly Larsen (GBS/Presenter)</li> <li>● Jennifer Pearson (District/Presenter)</li> <li>● GBN Psychologist</li> <li>● GBS Psychologist</li> </ul> |  |

| Supervisor Approval                                |
|--|
| Lara Cummings<br>Eric Etherton<br>Jennifer Pearson |