



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

**From:** Mr. Brad Swanson

**Date:** Monday, July 24, 2017

**Re:** Request of Approval for Professional Leave Expenses - Steelcase University

**Recommendation**

It is recommended that the Board of Education approve the request for estimated professional leave expenses in the amount of \$16,421.00 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 of Event
Steelcase University	September 11, 2017 through September 13, 2017

Description and Location of Event
During the week of September 11, 2017, teachers committed to the initial learning space study and cohort one will engage in a 2 ½ day kick-off experience at Steelcase University in Grand Rapids, MI. The focus of this trip is on active learning, design thinking, and research in neuroscience, creativity, collaboration, and wellness in relation to learning spaces.

Rationale for Attending Event
Foundational professional development for teachers entering the learning space cohort program 2017-2018. Teachers will leave with hands-on professional development in the aforementioned areas from leaders within the field and experience the prototype classrooms developed in August.

	Per Person Cost	Total Cost
<i>Substitute(s) Required?</i>	Yes	
<i>Registration:</i>	\$0.00	\$0.00
<i>Lodging:</i>	\$430.00	\$10,750.00
<i>Meals:</i>	\$0.00	\$0.00
<i>Vehicle Expense:</i>	\$226.84	\$5671.00
<i>Airfare Expense:</i>	\$0.00	\$0.00
<i>Other:</i>	\$0.00	\$0.00
<b>Total Cost</b>	\$656.84	\$16,421.00

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

Employees Attending	Employees Attending (Continued)
<ul style="list-style-type: none"> <li>• Ryan Bretag</li> <li>• Rosanne Williamson</li> </ul>	<ul style="list-style-type: none"> <li>• 23 Teachers TBD</li> </ul>

Supervisor Approval	Principal/Asst. Sup. Approval	Superintendent Approval
Ryan Bretag	Rosanne Williamson	Mike Riggle