



To: Dr. Mike Riggle
Board of Education

From: Mr. Brad Swanson

Date: Monday, July 24, 2017

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 \$7,855.00 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
Teaching Learning Coaching Conference	September 26, 2017 through September 28, 2017

Description and Location of Event
The 2017 Teaching Learning Coaching Conference will bring together instructional coaches, administrators, and teachers from across the globe to discuss the core truth – It's All About the Kids. The conference will take place in Indianapolis, Indiana.

Rationale for Attending Event
More than 30 education 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.

	Per Person Cost	Total Cost
<i>Substitute(s) Required?</i>	Yes	
<i>Registration:</i>	\$748.00	\$3,740.00
<i>Lodging:</i>	\$675.00	\$3,375.00
<i>Meals:</i>	\$0.00	\$0.00
<i>Vehicle Expense:</i>	\$250.00	\$500.00
<i>Airfare Expense:</i>	\$0.00	\$0.00
<i>Other:</i>	\$120.00	\$240.00
Total Cost	\$1,793.00	\$7,855.00

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"> ● Matt Bertke ● Marshall Harris ● Cameron Muir 	<ul style="list-style-type: none"> ● Sharon Sheehan ● Tara Katz

Supervisor Approval	Principal/Asst. Sup. Approval	Superintendent Approval
Cameron Muir	Lauren Fagel	Mike Riggle