



To: Dr. Charles Johns
Board of Education

From: Dr. Jennifer Pearson

Date: September 12, 2022

Re: Request of Approval for Professional Leave Expenses - Illinois Alliance of Administrators in Special Education (IAASE)

Recommendation

It is recommended that the Board of Education approve the request for estimated professional leave expenses in the amount of \$4285.93 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, 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
IAASE 23rd Annual Fall Conference	10/21/22-10/22/22 Tinley Park, IL

Overview and Description of Event
IAASE is the largest CASE (Council for Administrators in Special Education) unit in the country and the largest statewide organization of special education administrators. This conference features timely topics of interest to IAASE members, special education directors and supervisors, and regular education administrators.

Rationale for Attending Event
The mission of the IAASE is to provide leadership related to special education by delivering: impactful advocacy for students and families, guidance for improving student outcomes, progressive professional development, effective legislative advocacy, dynamic networking opportunities, and statewide guidance on policy development.

Outcomes
<ul style="list-style-type: none"> ● Remain current on best practices in Special Education ● Updated Legal considerations in provision of services

Possible Alternatives Considered
Local administrative teams meet to discuss practices. There is a Directors group that meets regularly within the NorthShore Area. There is a Department Chair group that meets quarterly within the NorthShore area. IAASE is the largest statewide organization to support administrators in Special Education.

	Per Person Cost	Total Cost
<i>Substitute(s) Required?</i>	Yes , for some. See below.	
<i>Registration:</i>	\$325	\$3575
<i>Lodging:</i>	0	0
<i>Meals:</i>	0	0

<i>Vehicle Expense:</i>	\$64.63	\$710.93
<i>Airfare Expense:</i>	0	0
<i>Other:</i>		
Total Cost	\$389.63	\$4285.93

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"> ● Mark Dec, GBS (Sub) ● Julie Feeney, GBS (Sub) ● Stacey Wolfe, GBS ● Riaz Gillani, GBS (Sub) ● Doug Strong, GBOC ● Jennifer Pearson, District ● Renee Cheung, District 	<ul style="list-style-type: none"> ● Pearl Lee, GBN (Friday only, no sub needed) ● Dimitra Balaskas, GBN (Sub) ● Megan Vaccarello, GBN (Thursday only, sub needed) ● Amy Hague, GBS

Supervisor Approval
Kathy French Stacey Wolfe Doug Strong Jennifer Pearson Rosanne Williamson