



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

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

**Date:** May 9, 2022

**Re:** Request of Approval for Professional Leave Expenses - National Council of Teachers of Mathematics Annual (National) Conference September 28, 2022 - October, 1, 2022, LA Convention Center, Los Angeles, CA

### **Recommendation**

It is recommended that the Board of Education approve the request for estimated professional leave expenses in the amount of \$13,160 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 and Location of Event
National Council of Teachers of Mathematics Annual National Conference	September 29 -October 1 LA Convention Center, Los Angeles, CA

Overview and Description of Event
<p>The annual NCTM conference is one of the largest and most comprehensive mathematics professional development conferences. This 3-day event brings together thousands of educators to share the most current knowledge, ideas, research, and expertise in mathematics education. The conference offers an opportunity for educators to rejuvenate their teaching strategies and collaborate with some of the leaders in mathematics education. Attendees can choose from over several hundred presentations by researchers and practitioners, receive classroom-ready resources, interact with well-known speakers, share teaching strategies and solutions with peers, and discover the latest teaching products and services.</p>

Rationale for Attending Event
<p>Teachers have the opportunity to connect with other mathematics educators from around the country and learn about current trends and issues in mathematics education. They will seek to gain more knowledge in content and pedagogy by attending a number of peer-reviewed breakout sessions conducted by other educators and professionals in the field of mathematics. These sessions provide resources for teachers to bring back to their teacher teams, classes, and students.</p>

Outcomes
<p>Teachers who attend the national conference bring back resources and ideas to enhance curriculum and instruction in our courses. They also make meaningful connections with other professionals who become resources for materials, lessons, and opportunities for our students. An emphasis on mathematics standards and CORE throughout the conference benefit our teachers in aligning our curriculum with state and national guidelines.</p>

Possible Alternatives Considered
<p>This is a primary professional development event for the national organization. Other opportunities for professional learning provided by NCTM (such as webinars) do not have the same impact in terms of scale and variety of presentations, nor the opportunity to collaborate with other teachers.</p>

	<b>Per Person Est. Cost</b>	<b>Total Est. Cost</b>
<i>Substitute(s) Required?</i>	Teachers will depart Wednesday afternoon and will need substitutes for Thursday and Friday. GBN will need 3-4 subs, per day, and plans to send 4 teachers. GBS will need 3-4 subs, per day, and plans to send 4 teachers.	
<i>Registration:</i>	\$345	\$2,760
<i>Lodging:</i>	\$750	\$6000 (room sharing will occur for most participants and will bring down this cost significantly)
<i>Meals:</i>	n/a	n/a
<i>Vehicle Expense:</i>	n/a	n/a
<i>Airfare Expense:</i>	\$450	\$3,600
<i>Other: (mileage/train/parking estimate)</i>	\$100	\$800 (this includes transport to/from airports - ride sharing will bring down this cost)
<b>Total Cost</b>	\$1,645	\$13,160

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

<b>Employees Attending</b>	<b>Employees Attending (Continued)</b>
Glenbrook South: <ul style="list-style-type: none"> <li>● Esther Bowen</li> <li>● Larissa Hanson</li> <li>● John O'Malley</li> <li>● Karly Sachs</li> </ul>	Glenbrook North: <ul style="list-style-type: none"> <li>● Dina Houmpavlis</li> <li>● John Krickl</li> <li>● Rhoda McInerney</li> <li>● Scott Knapp</li> </ul>

<b>Supervisor(s) Approval</b>
Phil Gartner and Maria Vasilopoulos