

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

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

**Date:** September 25, 2017

**Re:** Request of Approval for Professional Leave Expenses - 2017 Division on Career Development and Transition International Conference

**Recommendation**

It is recommended that the Board of Education approve the request for estimated professional leave expenses in the amount of \$6388 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
2017 DCDT International Conference	Thursday, October 12 - Saturday October 14, 2017 Milwaukee, WI

Overview and Description of Event
<p>This 3-day conference provides a host of information on best-practices in transition and networking opportunities to improve the quality of and access to career/vocational and transition services, increase the participation of education in career development and transition goals, and influence policies affecting career development and transition for persons with disabilities. There are over 100 sessions offered by nationally known presenters on a range of topics including; Increasing Post School Outcomes and Graduation Rates, Inclusive Higher Education for Students with Intellectual Disabilities, Teaching Students to Advocate for their Accommodations, Self determination for Students with Disabilities, and more.</p>

Rationale for Attending Event
<p>The team will increase efforts to improve the quality of and access to career/vocational and transition services, increase the participation of education in career development and transition goals, and influence policies affecting career development and transition for persons with disabilities. It is a unique conference that combines both presenters from universities and schools to close the gap between research and practice.</p>

Outcomes
<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. The team will return to GBN, GBS, GBOC, and Transition and share information with other staff members. Additionally, the team will use the information to evaluate current curriculum and instructional practices and potential changes in practices to further improve the outcomes for our students.</p>

Possible Alternatives Considered
<p>There is no direct substitute for this high level of research-based international conference. The DCDT conference is highly specialized featuring educational sessions, poster presentations, and state and federal level board meeting on innovative programs, emerging trends, current research on effective practices to improve post-school outcomes for young adults with disabilities. 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>

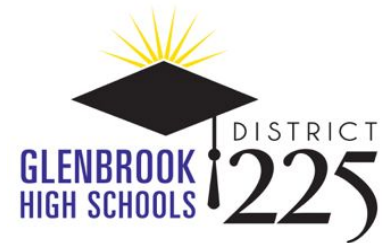
	Per Person Cost	Total Cost
<i>Substitute(s) Required?</i>	Yes - for 5 teachers	
<i>Registration:</i>	\$350	\$3500
<i>Lodging:</i>	\$159	\$1590
<i>Meals:</i>	n/a	n/a
<i>Vehicle Expense:</i>	\$78	\$858
<i>Airfare Expense:</i>	n/a	n/a
<i>Other: Parking</i>	\$40	\$440
<b>Total Cost</b>	\$627	\$6388*

\*The nature of this conference allows us to use Federal Grant dollars for 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>● Emily Porter (GBS)</li> <li>● Julie Smith (GBS)</li> <li>● Caitlin Reichert (GBS)</li> <li>● Meg Ahlgrim (GBS)</li> <li>● Stephanie Dolce (GBS)</li> </ul>	<ul style="list-style-type: none"> <li>● Lisa Steffey (GBN)</li> <li>● Mardi Scott (GBN)</li> <li>● Ron Gatchalian (GBN)</li> <li>● Julie McDermott (GBOC)</li> <li>● Silas Dick (GBOC)</li> <li>● Jennifer Pearson (District)</li> </ul>

Supervisor Approval
Kathy French Stacey Wolfe Doug Strong



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

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

**Date:** September 25, 2017

**Re:** Request of Approval for Professional Leave Expenses - National Association of Biology Teachers Convention

**Recommendation**

It is recommended that the Board of Education approve the request for estimated professional leave expenses in the amount of \$5172 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 Association of Biology Teachers Convention	November 9-12, 2017 (Thursday - Sunday) St. Louis, MO

Description of Event
<p>The National Association of Biology Teachers national convention is the premier learning conference in the world for teachers of biology. Attracting presenters and attendees from across the globe, this conference allows biology educators to keep in step with the latest advances in biotechnology and genetics while remaining grounded in the solid pedagogy of research-based classroom practices. We have six of our own among those who will be leading sessions as well as learning from experts from around the world.</p>

Rationale for Attending Event
<p>With the departmental vision of learning, experimenting, and sharing our work as professional educators, six of our biology teachers have proposed sessions to present at this conference. All sessions have been accepted. In addition to providing an avenue for our teachers to share the effective strategies and techniques for teaching biology used here in District 225, these conferences are rich opportunities of learning as well. Teachers will bring back many new ideas, experiment with cutting edge technologies in the field of biology education, and learn how educators from across the country are teaching both introductory and advanced biology courses.</p>

Outcomes
<p>As developments in biotechnology continue to evolve, the biology teaching team will learn about cutting edge technologies that have been previously outside of the realm of use in the high school classroom but are now accessible to the high school audience. They will gain exposure and expertise in bringing some of these back to our students at Glenbrook South.</p> <p>Instructional strategies and tools that are most effective in the biology classroom will be shared and experimented with at this conference. We believe that the best of these will be brought back to GBS to be shared with colleagues and implemented in our classrooms.</p> <p>As our department vision is for us to be learners, experimenters, and sharers of our craft, we also see this conference as an opportunity for our teachers to share their own strategies and expertise with others from around the country and world. We too then receive valuable peer feedback from colleagues who attend these sessions. The six teachers attending have one or more sessions that they will lead.</p>

Possible Alternatives Considered
<p>We have taken advantage of presenting at and attending the National Science Teachers Association (NSTA) national convention in years past. In addition, the NABT conference is specific to Biology and provides opportunities for biology teachers to share their craft and learn from other biology educators from across the country.</p>

	Per Person Cost	Total Cost
<i>Substitute(s) Required?</i>	Yes (2 day/teacher). We will be able to share subs, however.	
<i>Registration:</i>	\$225	\$1,350
<i>Lodging:</i>	\$317	\$1,902
<i>Meals:</i>	n/a	n/a
<i>Vehicle Expense:</i>	\$20	\$120
<i>Airfare Expense:</i>	\$300	\$1800
<i>Other:</i>	\$0	\$0
<b>Total Cost</b>	\$862	\$5,172

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>● Chris Hilvert (GBS)</li> <li>● Michael LeDuc (GBS)</li> <li>● Erin McBride (GBS)</li> </ul>	<ul style="list-style-type: none"> <li>● Mary Ann Ericksen (GBS)</li> <li>● Lisa Pavic (GBS)</li> <li>● Marianne Gudmundsson (GBS)</li> </ul>

Supervisor Approval
Jeff Rylander