



To: Dr. Mike Riggle
Board of Education

From: Dr. Lauren Fagel
Dr. John Finan

Date: Monday, January 14, 2019

Re: Request of Approval for Professional Leave Expenses: Northwestern University Educational Coaching Network Annual Conference

Recommendation

It is recommended that the Board of Education approve the request for estimated professional leave expenses in the amount of \$7050.00 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 and Location of Event
Northwestern University Educational Coaching Network Annual Conference	April 5, 2019 - 8:30 - 3:30 Evanston, Illinois

Overview and Description of Event
Culturally Responsive Teaching & The Brain: Promoting Authentic Engagement and Rigor Among Culturally and Linguistically Diverse Students. In this workshop by renowned authority, Zaretta Hammond, educators will learn: the four core practices that make culturally responsive teaching different from multicultural education, understand how to use culture as a cognitive scaffold to improve students' thinking skills and build their brain power, the neuroscience behind relational trust as a platform for teaching and learning with diverse students. The workshop follows and expands on the topics presented in her book of the same title.

Rationale for Attending Event
The workshop will provide school staff with a clear definition of culturally responsive teaching, how it works, and an overview of effective culturally responsive teaching practices. This local event allows for staff to learn ways to progress in Glenbrook South's' organizational focus on student identity. Glenbrook South will also conduct a book study on the book Zaretta Hammond authored with over 70 staff members participating.

Outcomes
Staff will receive a framework to help organize practices related to culturally responsive teaching, protocols to support authentic engagement, strategies to make lessons more culturally responsive across content and subject areas.

Possible Alternatives Considered
Zaretta Hammond is a recognized expert on culturally responsive teaching. This event is taking place locally, which provides a unique opportunity for our staff to learn from an expert about a topic of professional learning at Glenbrook South.

	Per Person Cost	Total Cost
<i>Substitute(s) Required?</i>	Yes	
<i>Registration:</i>	225.00	\$6750 (Based on 30 people attending)
<i>Lodging:</i>	N/A	
<i>Meals:</i>	N/A	
<i>Vehicle Expense:</i>	\$10.00	\$300.00
<i>Airfare Expense:</i>	N/A	
<i>Other:</i>	N/A	

Total Cost	\$235.00	\$7050.00
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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)
GBS: <ul style="list-style-type: none"> ● Lauren Fagel - Admin ● Cameron Muir - Admin ● Lara Cummings - Admin ● Marshall Harris - English/Inst Coach ● Tara Katz - English/Inst Coach ● Julie Schaefer - English/Team ● Brigid Moskiates - English/EL ● Annie Kim - English/EL ● Nicole Carmen - English/Team ● Matt Bertke - WL/Inst Coach 	GBS (Continued) <ul style="list-style-type: none"> ● Stephanie Dolce (Wilson) - Sp Ed/Team ● Mark Knoeppel - Sp Ed/Team ● Brian Schmalzer - Math ● Reggie Lara - Soc St/Team ● Emily Ekstrand - Soc St/Team ● Socorro Rogers - Counselor ● Andrea Ball-Ryan - Social Worker ● GBN GBOC <ul style="list-style-type: none"> ● Paal Joshi District <ul style="list-style-type: none"> ● Brad Swanson 11 spaces TBD

Supervisor Approval	Principal/Asst. Sup. Approval
Cameron Muir Ed Solis	Lauren Fagel John Finan