



MERCER COUNTY SCHOOLS

BUILDING TRADITIONS THROUGH EXCELLENCE

Our Mission is to prepare students to excel in a global society by providing rigorous education in academics, arts, and extracurricular opportunities.

PERSONNEL

03.19 AP.21

CERTIFIED PERSONNEL

Professional Meeting Request

Employee's Name Cara Doyle Date of Request 9-19-22

School/Location MCES- Preschool

Name of Conference/Workshop NAEYC Early Childhood Conference

Date(s) of Workshop Nov. 16-19, 2022 Time(s) of Workshop 8am-4:30pm

Rationale for Attendance: Great opportunity for staff to learn the latest practices & research in the early childhood field with the goal to improve practice & develop more skills.

ARE YOU REQUESTING PROFESSIONAL DEVELOPMENT CREDIT? YES ☒ NO

Has the credit been approved by the Professional Development Coordinator/Committee? Yes ☒ No

ARE YOU REQUESTING INSTRUCTIONAL LEADERSHIP CREDIT? YES ☒ NO

Has the credit been approved by Superintendent/designee? Yes ☒ No

WILL YOU BE PARTICIPATING AS A CONSULTANT? YES ☒ NO

If yes, will you be paid for your services? Yes ☒ No

HOW WILL YOU SHARE INFORMATION GAINED WITH COLLEAGUES? Teachers will attend different sessions & then share new information at the monthly team PLC meetings.

Cara Doyle

Principal/ Supervisor Signature

9-19-22

Date

Superintendent/designee's Signature

Date

**** AFTER ATTENDING PROFESSIONAL MEETINGS, PERSONNEL MUST COMPLETE THE TRAVEL EXPENSE VOUCHER, 03.125 AP.22 AND SUBMIT THE COMPLETED VOUCHER AND ALL REQUIRED RECEIPTS TO THE SUPERINTENDENT/DESIGNEE FOR REIMBURSEMENT OF EXPENSES.**

PLEASE STAPLE AGENDA TO THIS REQUEST

I am writing to request permission for the preschool teachers to attend the National Association of the Education of Young Children (NAEYC) Conference in Washington, DC on November 16-19, 2022. Through the preschool partnership grant that we received, we are able to pay for the conference and travel. This is a great opportunity for the teachers to get high quality professional development and at no cost to the district since this is grant money that has to be spent on specific items. We would leave that Tuesday after school and be at the conference the rest of the week. We would attempt to get coverage for the preschool classes those two days so that preschool would continue in our absence. Daycare would remain open for families that whole week. We can even adjust our schedule to leave Wednesday afternoon instead of Tuesday if needed.

This is a great opportunity for staff to learn about the latest practices and research in the early childhood field and hear about practices across the US. Follow up learning from the conference would occur with teachers attending different sessions, then sharing information learned at our future PLC meetings for the whole team, as well as an action plan of classroom practices.

Here's a description about the conference:

You will expand and deepen your early childhood knowledge base, develop skills that improve your professional preparation and practice, and sharpen your ability to use effective, active learning approaches. In addition to sessions on advancing the profession, the Institute also covers many other topics, including the latest in professional development and preparation, systems administration, early learning research, best practices, and much more.

This is our budgeted allocations from the Preschool Partnership grant and have to be spent on these specific items for this school year.

Code	Item	Description	Budgeted
338	Fees & Registration	Costs associated with professional training related to public/private partnerships & early childhood best practices.	\$6,000.00
580	Travel	Travel for regional, state and/or national training opportunities	\$6,000.00

In my research for conference cost, this is the estimated expenses. We could save a little driving (if there is a district vehicle available), but it is a 9 hour drive and would cut into our time at sessions due to leaving after school on that Tuesday afternoon. The teachers have agreed to share three to a room to save money for the opportunity to attend:

Description	Cost	Quantity	Total
Registration	\$345.00	6 Staff	\$2,070.00
Hotel	\$310.00	4 nights x 2 rooms	\$2,480.00
Flight	\$240.00	6 Staff	\$1,440.00
Mileage	\$0.53	575 miles x 2	\$610.00

Please let me know if you have any other questions. We are excited for the opportunity that the grant allows us to attend a national conference.

Thank you for your time in reading.



Schedule at a Glance and Pre-Conference Workshops

Events / Annual Conference / Schedule at a Glance and Pre-Conference Workshops

Check out a quick view of what to expect during this year's Annual Conference.

Check out the 2022 Topic Tracks [here](#).

Tuesday, November 15

- **1:00-7:00 p.m.** Conference Registration
- **All Day** Pre-Conference Workshops

Wednesday, November 16

- **7:00 a.m.-6:00 p.m.** Conference Registration
- **8:15-11:15 a.m.** Sessions
- **12:00 noon-3:00 p.m.** Sessions
- **3:30-5:00 p.m.** Opening Keynote Address
- **5:00-7:00 p.m.** Expo Grand Opening

Thursday, November 17

- **7:00 a.m.-5:00 p.m.** Conference Registration
- **8:00-9:30 a.m.** Sessions
- **10:00 a.m.-6:00 p.m.** Expo
- **10:00-11:30 a.m.** Sessions
- **11:30 a.m.-1:00 p.m.** Lunch Options (\$) in the Expo
- **1:00-2:30 p.m.** Sessions
- **3:00-4:30 p.m.** Sessions
- **4:30-6:00 p.m.** Expo Networking and Research Poster Session

Friday, November 18

- **7:00 a.m.-5:00 p.m.** Conference Registration
- **8:00-9:30 a.m.** Sessions
- **10:00 a.m.-6:00 p.m.** Expo
- **10:00-11:30 a.m.** Sessions
- **11:30 a.m.-1:00 p.m.** Lunch Options (\$) in the Expo
- **12:00 noon-12:45 p.m.** NAEYC Meet the Candidates
- **1:00-2:30 p.m.** NAEYC Annual Business Meeting and Town Hall
- **1:00-2:30 p.m.** Sessions
- **3:00-4:30 p.m.** Sessions
- **4:30-6:00 p.m.** Expo Networking and Poster Session

Saturday, November 19

- **7:00 a.m.-11:00 a.m.** Conference Registration
- **8:00-9:15 a.m.** Sessions
- **9:30-10:45 a.m.** Sessions
- **11:00 a.m.-12:15 p.m.** Sessions