



# WEST CHICAGO ELEMENTARY SCHOOLS

*Together for Excellence ★ ¡Juntos por la Excelencia!*

312 East Forest Avenue  
West Chicago, IL 60185  
630.293.6000  
[www.wego33.org](http://www.wego33.org)

## Board of Education

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**TO:** Board of Education  
**FROM:** Lea DeLuca, Assistant Superintendent for Teaching and Learning  
Sarah Norton, Director of Partnerships  
**DATE:** 3/19/2025  
**RE:** Staff Conference Attendance

### This memo is:

- Information only.
- Information with a recommendation, and a request for Board consent.
- Information with a recommendation, and a request for Board approval by vote.

Date by which a Board decision is needed: April 9th, 2026

Previous memos on this topic can be found:

- in previous Board packet(s) dated: 2/20/2025
- or attached to this memo

### Basic information:

There are two upcoming national conferences that we would like to send staff and administrators to for professional development. Both of these professional development opportunities, along with associated travel, food, and lodging costs will be fully funded by the Full Service Community School (FSCS) grant. The FSCS grant allocation per year is \$1,000,000.

The first is the AVID Conference, which will be hosted on June 15-17 in Orlando, FL. AVID training for staff aligns with our strategic plan goal #1: Student Growth & Achievement. Advancement Via Individual Determination (AVID), is an educational program designed to support students, especially those from underrepresented backgrounds, in their academic journey towards college and career readiness. These training sessions equip teachers with strategies and resources to help students develop critical thinking skills, improve study habits, and navigate the college application process. AVID training typically covers topics such as inquiry-based learning, collaborative study groups, organization, and college preparatory skills, aiming to create a supportive learning environment that empowers students to achieve academic success and pursue their post-secondary goals. We are seeking approval to send 21 staff to the training.

The second is the 2026 National Community Schools and Family Engagement Conference hosted on May 27th - 29th in Long Beach, CA. The purpose of this conference is to teach staff about the national community school model, how to improve current practices and program offerings, network and connect with other districts that use this model across the country, visit community schools in the Minneapolis community, and receive job-specific, practical professional development. We are seeking to send a maximum of 18 staff and administrators to this conference. This will help D33 grow in its community school model and ensure we continually improve our family engagement strategy.

### Total Estimated Cost:

#### AVID

Tickets \$ x Participants = \$1000 x 21 = \$21,000

Hotels \$ / night x # of nights x # of staff = \$715 x 21 staff = \$15,015

Airfare= \$500 x 21= \$10,500  
Food = \$68 x 4 days x 21= \$5,712  
Ground Transportation = 6 x 5 x \$40 = \$1,200  
**TOTAL \$53,427**

**National Community School and Family Engagement**

Tickets \$850 ea. x 18 staff = \$15,300  
Estimated Cost of Accommodations - 18 x \$350 x 3 nights = \$18,900  
Estimated Cost of Travel- 18 x \$400 (Airfare) + 18 x \$50 x 4days (Ground) = \$10,800  
Estimated Cost of Food - 18 x \$86 x 4days = \$6,200  
**TOTAL \$51,200**

**Background or historical information:**

AVID was implemented at Leman 6 years ago (in 2020). The training provided during that time was virtual due to the pandemic. Last summer, we sent a total of 22 staff members to the AVID Summer Institute training and they were able to incorporate many instructional strategies learned from the training.

D94 also provides AVID programming which has fostered collaboration opportunities. The benefits of the collaboration entail:

- Continuity of Support
- Seamless Implementation
- Shared Goals
- Data Sharing and Tracking
- Professional Development

Overall, the collaboration enhances the effectiveness of the program, promotes student success, and strengthens the educational continuum from middle school through high school and beyond.

District 33 has utilized a Community School model since 2016. The national conference is an integral training opportunity to make sure D33 staff, leadership, and community partner organizations are familiar with best practices for family engagement. District 33 has sent staff and presented at this national conference various times over the past 9 years.

**Previous decisions, actions, or parameters that relate to this topic or issue:**

**Recommendation:**

The Board approves the requested staff attendance at the National AVID and Community Schools and Family Engagement conferences to increase staff professional development to improve overall student academic success.

**Other questions? What else does the Board wish to know?:**