

MEMORANDUM

DATE: October 20, 2026

TO: Bridgman Public Schools Board of Education

FROM: John Truesdell, F.C. Reed Middle School Principal

SUBJECT: Out-of-State, Overnight Professional Development Request

Michelle Foxworthy, Grade 6 Social Studies and English Language Arts teacher at F.C. Reed Middle School, has requested approval to attend the National Council for the Social Studies (NCSS) Annual Conference in Chicago, Illinois, December 4–6, 2026.

The NCSS Annual Conference provides educators with opportunities to explore research-based instructional practices, innovative teaching strategies, and emerging trends in social studies education. Mrs. Foxworthy's participation will support the continued growth of our middle school social studies program by strengthening instructional practices related to historical inquiry, civic engagement, critical thinking, and disciplinary literacy. Additionally, the conference will provide opportunities to collaborate with educators from across the country and identify instructional resources and strategies that can be shared with colleagues at F.C. Reed Middle School.

Attendance will require Mrs. Foxworthy to travel out of state and stay overnight at a hotel near the conference venue in Chicago (December 3 - 6, 2026). Funding for conference registration, travel, lodging, and associated expenses has already been allocated and approved within the 2026–2027 F.C. Reed Middle School Staff Professional Development budget. No additional district funding is being requested.

Board approval is respectfully requested to authorize Mrs. Foxworthy's out-of-state travel and overnight accommodations for this professional development opportunity.

Your partner in education,

John Truesdell
Principal, F.C. Reed Middle School