



**FOREST LAKE AREA SCHOOLS
FOREST LAKE, MN 55025**

November 2, 2017

AGENDA ITEM: 10.3

TOPIC: Attendance at Professional Meetings Policy 404

BACKGROUND: It shall be the policy of the School Board to encourage the attendance of teachers and administrators at conferences and similar professional events that will be of definite educational value to the individual and the school district.

PROCESS: The Policy Committee has reviewed this policy. It is being presented to the School Board with the changes noted.

RECOMMENDATION: First reading of this policy.

1. It shall be the policy of the School Board to encourage the attendance of teachers and administrators at ~~such meetings and conferences~~ or similar professional events that will be of definite educational value to the individual and to the School District.
2. All such requests shall be made in writing to the Superintendent, ~~via the building Principal as per Article V, Section 12 of the teacher's master contract~~ or designee, and shall follow the terms of any procedure designated in an applicable collective bargaining agreement.
3. The Superintendent, or his/her delegate representative, shall approve or disapprove of all such requests. ~~All requests will be recommended to the Superintendent through the Educational Growth and Development Council (EGDC).~~
4. ~~A written report of the meeting or conference shall be filed with the Educational Growth and Development Council as per procedural rules developed by the EGDC and approved by the Superintendent~~ staff member who has been approved to use district time or funds to attend such a conference may be required to present information from the conference, formally or informally, to colleagues who may benefit from sharing the information.
5. If any expenses are to be paid by the School Board ~~District~~, they will be paid according to Policy #302.