

## Personnel

### Professional Meetings

#### General Policy Statement

Attendance at professional meetings can have significant long-term value both to staff members who attend and to the schools in which they work. Fully recognizing this, the Superintendent or designee shall establish procedures that will allow as many employees as possible to participate in professional meetings without disrupting the instructional program or exceeding budget allocations.

#### Approval of Attendance at Professional Meetings

Attendance at professional meetings shall be approved by the Principal and the Superintendent at her discretion. Requests shall be submitted on the form "Request to Attend Professional Meeting" and shall be presented at least two weeks in advance of the date of the meeting. (Administrative staff members shall present the request directly to the Superintendent.)

#### Selection and Reports

A basic criterion for selection of staff members to attend professional meetings shall be that benefits will accrue either directly or indirectly to the staff member and to the District. A report of the meeting may be required.

#### Teachers

Attendance by teachers at educational conferences and workshops is encouraged; however this policy does not infer that the District will pay for time spent, costs or expenses associated with such attendance. Approval of such attendance at such conferences or workshops is required by the supervisor when attendance occurs during the work day.

#### Local Conferences

If a conference is held locally, every effort will be made to allow interested teachers to attend, provided that substitutes can be obtained and arrangements can be made by Principals for the handling of classes. In ordinary circumstances, expenses for meals in connection with local conferences or workshops will not be reimbursed.

#### Teaching Experience Limitation

One year of teaching in the District shall be required before attendance at professional meetings is allowed on the State level, except at the discretion of the Superintendent.

#### State Conferences

Attendance at State professional conferences shall be approved by the Superintendent at his or her discretion.

#### Official Representative

The Superintendent shall be the official representative of the District and shall attend national, regional, and State meetings which he or she deems necessary to attend. The Superintendent shall make the Board aware of his or her planned absence from the District

Administrative Personnel

Administrative personnel may be asked to attend meetings of their national and State organizations and such other meetings as directed by the Superintendent.

Administrative Personnel and Principals

Administrative personnel and Principals may request approval of the Superintendent to attend regional, State, and national meetings which do not disrupt the educational program or the budget.

APPROVED: