

***Job Related Expenses***

Historically, the Board of Education has encouraged professional staff members to participate in workshops, seminars and professional meeting in order that the School District be kept up to date on new developments in education, changing mandates and regulations, and professional growth is provided for the individuals employed by the Board. This would also apply to Board members so that they may wisely develop new policies to meet their legal responsibilities in these rapidly changing times. However, in order to limit the expenses associated with job-related travel, certain controls are necessary.

Members of the professional staff may attend professional meetings at District expense when, in the judgment of the Superintendent, both the staff member and the school system will be benefited. Such members shall be required to submit a written report of the conference to the office of the Assistant Superintendent for Personnel. The opportunity to attend at District expense shall be rotated so as to promote professional development throughout the staff and remain within the budgetary allotment. Such attendance shall be considered particularly desirable when important information can be acquired effectively only by attending, when the staff member is appearing on the program, or when professional recognition is being accorded to the staff member.

There are two types of conferences which may be attended by professional personnel:

1. The one day conference, which does not necessitate overnight absence from the school system; this may be approved by the Superintendent of Schools.
2. A conference for an extended period of time; this requires approval by the Board of Education after the initial application is approved by the administrator and Associate Superintendent of Schools.

The availability of funds in addition to the value of the conference shall determine attendance. Request for attendance must be made on the proper form and presented to the Associate Superintendent thirty (30) days prior to the meeting of the Board of Education at which it will be presented. Personnel contemplating conference attendance and travel reimbursement should check with the building principal and the Associate Superintendent of Schools prior to making application.