

333-AR. WORKSHOP-CONFERENCE ATTENDANCE GUIDELINES

Workshops-Conferences-Conventions

These guidelines shall provide for a uniform system of handling requests, assure the safety and wellbeing of the individuals on the trip, and provide a fair and equal opportunity for all employees to attend.

Procedures:

1. The Superintendent may authorize in-service training, seminars or professional meetings for one (1) or two (2) day meetings only.
2. All conventions and workshops beyond two (2) days require prior School Board approval.
3. All approvals will be subject to review on the basis of value to the employee and availability of funds.
4. All approved requests will appear as information items at the next regular Board meeting.
5. All conventions and seminars will be followed by a written report by the participants to the Board of School Directors.
6. All employees will be reimbursed for room and board to a reasonable level.
7. Expenses beyond room and board will only be reimbursed when properly documented receipts are submitted to the business office.
8. No request will be considered unless submitted on the proper form.

State and National Convention Attendance Procedures:

All School Board Members, Administrators, K-12 Faculty and district coaches may attend State or National Conferences/Conventions under the following guidelines:

- a. Staff members should usually not be approved for more than two (2) State or National Conventions over a four (4) year period. Those two conferences may be scheduled any time within the four (4) year period, i.e., both in the first year, one (1) each for first two (2) years, one (1) every other year, etc.
- b. Due to the nature of the job assignment, certain personnel may need to attend

yearly conferences to perform the functions of the position. Examples include, but are not limited to, the state attendance conference, transportation conference, Federal Programs Conference, Keystone State Reading Conference, PETE & C Conference (state technology conference).

- c. Special consideration of exceptions to these guidelines may be granted by the Board to other employees who become officers of state organizations, or who are scheduled to receive special recognitions or awards during the conference/convention.

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