

## **ATTENDANCE AT PROFESSIONAL MEETINGS**

Adopted: May 19, 1987

Revised: March 13, 2000

Reviewed: November 9, 2020

### **I. PURPOSE**

It is believed that attendance at professional meetings by staff members of the Rocori Area Schools be a stimulating educational experience for the individual and contribute greatly to the educational processes of the school district. The policies outlined herein provide for selection of those staff members to attend professional meetings and define procedures for making application. A professional meeting is defined as a convention, conference, seminar, or workshop, the principal business of which is education.

### **I. DISTRICT STAFF DEVELOPMENT COMMITTEE**

- A. A committee of district wide representatives from various groups including teachers from each site, education assistants, cooks, clerical, custodians, administration, and parents.
- B. The purpose of this committee is to:
  - 1. set district staff development goals.
  - 2. advise district staff development coordinator.
  - 3. approve "Incentive" grant applications.
  - 4. approve individual staff development requests.
  - 5. monitor staff development program.
  - 6. Beginning with the 1999-2000 school year and once every two years, recommend reimbursement rates for expenses and stipends to the Board of Education for approval.

### **II. SITE STAFF DEVELOPMENT COMMITTEE**

- A. A committee of representatives from each site. Each site determines membership numbers and composition.
- B. The purpose of this committee is to:
  - 1. set site staff development goals.
  - 2. approve site development requests by individuals.
  - 3. approve site staff development activities.
  - 4. select representatives to serve on district committee.

### **III. APPLICATION**

- A. An employee wishing to attend a professional meeting on duty time, and/or if registration

or other expenses are to be paid by the district, must complete a Staff Development Request Form.

- B. Each application must be approved by the Site Committee or the District Committee and sent to the District Staff Development Coordinator.

#### **IV. APPROVAL OF APPLICATIONS**

- A. District approval will be given when requests meet district staff development goals and cannot be funded by another source.
- B. Site approval will be given when requests meet site goals and other criteria determined by each site, and are signed by the building principal.
- C. Frequency of absence from the classroom and availability of substitutes may be a factor in the building principal's determining which staff members attend professional meetings.

#### **V. ALLOWABLE EXPENSE REIMBURSEMENT**

Reimbursement for expenses affiliated with attendance at professional meetings shall be at a rate recommended by the District Staff Development Committee and approved by the Board of Education. These expense reimbursement rates will be used at the district and site level for approved staff development activities. All expenses must receive prior approval and requests for reimbursement accompanied by required documentation.

- A. The school district will fully reimburse:
  - 1. Registration fees. (Not including membership/college credit.)
  - 2. Travel: Current IRS mileage allowance.
  - 3. Parking: Full reimbursement
- C. The school district will reimburse the following expenses at Board of Education approved rates:
  - 1. Meal allowance
  - 2. Lodging allowance
- C. The school district shall retain the discretion of reimbursing all necessary and reasonable expenses if attendance is required by the district during contracted days.
- D. Expenses will be reimbursed only if accompanied by appropriate receipts and a copy of the meeting or conference agenda or program.
- E. Consultation and approval of the Superintendent is required for the following expenses:
  - 1. Out-of-state travel
  - 2. Non-automotive travel

## **VI. PAYROLL EXPENDITURES**

Expenditures for voluntary attendance at professional meetings and staff development activities outside of contract days shall be paid for time and expenses at a rate recommended by the District Staff Development Committee and approved by the Board of Education. This rate will be used at the district and site level for approved staff development activities.

- A. Contracted, non-hourly employees will be paid at a rate (stipend) set by the Board of Education based on a recommendation from the District Staff Development Committee.
- B. Hourly employees will be paid at their hourly rate.
- C. The school district will follow all procedures in sections III – V of this policy when administering this section.
- D. The District Staff Development committee will make rate recommendations with consultation of site Staff Development Committees, administration, Director of Academic Programs, Superintendent and Meet and Confer Committee.
- E. At the discretion of the staff member applying for funds, fees and expenses may be approved with stipend or hourly rate waived in instances where funds could not provide for both.

Source: Ind. School District 750

Recommendation for Reimbursement and Pay  
**ATTENDANCE AT PROFESSIONAL MEETINGS**

Board approved: March 26, 2001

Revised: November 9, 2020

Section V, Allowable Expense Reimbursement

- B.1 Meal allowance – up to \$40 per day
- B.2 Lodging allowance – up to \$100 per night

Section VI, Payroll Expenditures

A. Contracted, non-hourly employees shall be paid at the current rate of pay for extended contract as per master agreement and is exclusive of meal breaks. Meal breaks considered working sessions shall be included in this rate.

As per contract in effect

Section VI, Payroll Expenditures

B. Hourly employees will be paid at their hourly rate of pay as specified in their agreement with the District.

Expense Reimbursement and Payroll Expenditures are subject to all terms in  
Policy 6.1, ATTENDANCE AT PROFESSIONAL MEETINGS