

2320	Attendance by Board Members at Conferences, Conventions and Workshops
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The Board believes that continuing in-service training and development are important for its members. The Board, therefore, encourages the participation of all members at appropriate school board conferences, conventions and workshops which are believed to be of benefit to the School District. The power to authorize Board member attendance or newly elected Board member attendance at conferences, conventions, workshops and the like including associated travel expenses is delegated to the President of the Board of Education. However, in order to control both the investment of time and funds necessary to implement this policy, the Board establishes the following guidelines:

- a. The Board will periodically decide which meetings appear to be most likely to produce direct and indirect benefits to the School District.
- b. Funds for participation at such conferences, conventions, workshops and the like will be budgeted for on an annual basis.
- c. Reimbursement to Board members for all actual and necessary registration fees, expenses of travel, meals and lodging, and all necessary tuition fees incurred in connection with attendance at conferences and the like will be in accordance with established regulations for expense reimbursement. No expense or claim form shall be paid unless a travel order or similar document signed by the President is attached to such form, authorizing the claimant to attend the conference.
- d. In accordance with General Municipal Law, the Board, by a majority vote, may authorize a newly elected Board member whose term of office has not yet commenced to attend a conference. Such conference travel shall be for official District business and shall be made utilizing a cost-effective and reasonable method of travel.
- e. When a conference, convention or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

Education Law Section 2118
General Municipal Law Sections 77-b and 77-c

Adoption Date: 07/10/2019