

Professional Development Conference/Meeting Requests

All staff requests for professional leave to attend a conference or workshop will follow the procedure described here. This procedure is designed in order to accomplish several challenges:

- Support key strategic priorities of the district.
- Establish priorities for use in considering applications when there are insufficient funds to accept all requests.
- Gain the most from the money we spend by assuring that knowledge gained is knowledge shared with others.
- Clarify and hold attendees accountable for post-conference expectations.

Professional Development Priorities of Cecil County Public Schools

1. Eliminate achievement gaps in student subgroups.
2. Provide highly qualified staff in every classroom.
3. Provide differentiated instruction to meet diverse student needs.
4. Facilitate collaborative, inclusive instruction.
5. Successfully launch new programs with appropriately trained staff.

Priority consideration is given to...

- Conferences that clearly support CCPS strategic priorities.
- Applicants who have a clear opportunity and reasonable plan to share what they have learned.
- Administrative requests for conference attendance by a teacher, such as: PIP support, preparation for Advanced Placement, or other credentialed course, etc.
- Officers or organizers of the agency that sponsors the conference.
- Accepted presenters at conferences.

Expense Control

General guidelines to consider in requesting funds:

- For state or local events, support generally will not exceed \$150 in registration and/or associated expenses. Requests that exceed \$150 will be considered on a case by case basis.
- Travel costs based on a careful selection of coach fare or current rate for mileage.
- Requests for overnight accommodations and meal reimbursement will be determined based on conference timelines.
- When more than one individual is attending a meeting/conference, car pooling will be an expectation and travel reimbursement may not be approved for all participants.

Application and Approval Procedure

School-based applicants must submit an application for leave and/or funds to your building principal at least 10 days prior to the conference date.

Signature Queue: Participant
Principal
Instructional Coordinator or Director
Executive Director
Associate Superintendent

Central-office based applicants must submit an application for leave and/or funds to your Instructional Coordinator or Director at least 10 days prior to the conference date.

Signature Queue: Participant
Instructional Coordinator or Director
Executive Director
Associate Superintendent