

**PROFESSIONAL DEVELOPMENT/FIELD TRIP
APPROVAL DUE DATES
School Year 2023-2024**

- ALL PROFESSIONAL DEVELOPMENT WORKSHOPS MUST BE APPROVED BY THE SUPERINTENDENT PRIOR TO REGISTRATION BY STAFF MEMBERS.
- WORKSHOPS THAT EXCEED \$150 FOR REGISTRATION AND RELATED EXPENSES MUST ALSO BE BOARD APPROVED PRIOR TO REGISTRATION.
- APPLICATIONS MUST BE RECEIVED NO LATER THAN THE DUE DATES LISTED BELOW TO OBTAIN REQUIRED APPROVAL. TO AVOID DELAY, BE SURE THAT REQUESTS ARE COMPLETED IN THEIR ENTIRETY.

For workshops/field trips and related travel between:	Must be received by the Chief Academic Officer and/or Assistant Superintendent	For Caucus Meeting Date	Board Meeting Date
January 24 – February 27	January 4, 2024	January 18, 2024	January 23, 2024
February 27 – March 26	February 8, 2024	NO CAUCUS	February 27, 2024
March 26 – April 30	March 7, 2024	March 21, 2024	March 26, 2024
May 1 – May 21	April 11, 2024	April 25, 2024	April 30, 2024
May 22 – June 18	May 2, 2024	NO CAUCUS	May 21, 2024
June 19 – July 23	May 30, 2024	NO CAUCUS	June 18, 2024
July 24 – August 20	July 3, 2024	NO CAUCUS	July 23, 2024
August 21 – September 24	August 1, 2024	NO CAUCUS	August 20, 2024
September 25 – October 29	September 5, 2024	September 19, 2024	September 24, 2024
October 30 – November 19	October 10, 2024	NO CAUCUS	October 29, 2024
November 20 – December 17	October 31, 2024	NO CAUCUS	November 19, 2024
December 18 – January 30	November 27, 2024	NO CAUCUS	December 17, 2024

Note: Staff members will NOT be reimbursed nor will they receive professional development hours for attendance at workshops for which prior approval has not been received.