

Internal Operations

**SUBJECT: ATTENDANCE BY BOARD MEMBERS AT CONFERENCES,
CONVENTIONS AND WORKSHOPS**

In recognition of the need for continuing in-service training and development for its members, the Board of Education encourages the participation of all members in meetings and activities of area, state, and national school board associations, as well as in the activities of other educational groups. Board members are encouraged to study and examine materials received from these organizations as well as publications and tapes available in the Board's own library.

In order to control both the investment of time and funds necessary to implement this policy, the Board established these principles and procedures for its guidance:

- a) The Superintendent of Schools will compile, maintain, and distribute to each Board member a calendar listing conventions, and workshops, to help the Board decide which meetings appear to be most promising in terms of producing direct benefits to the School District.
- b) The Board shall determine which meetings and conferences are appropriate and which, in their best judgment, will benefit the School District. Among those conferences at which attendance may be considered are those of the New York State School Boards Association, the National School Boards Association and other national, state and regional conferences of School Board members and superintendents.
- c) The majority of the Board shall authorize attendance at conferences by Board members.
- d) The Board will reimburse conference attendees for reasonable and necessary expenses not paid for directly by the district (travel, hotel, meals, registration) in accordance with Board Policy #6161.
- e) Board members and the Superintendent may receive cash advances and/or pre-payment for conference attendance in accordance with district regulations and procedures.
- f) When any Board member attends a conference, convention, or workshop, the member 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

NOTE: Refer also to Policy #6161 -- Expense Reimbursement

Adopted: 5/9/06