

PROFESSIONAL STAFF DEVELOPMENT CONFERENCES

- I. All members of the professional staff are urged to continue the development of their competency and professional perspective. The Board of Education recognizes this need and will assist staff in their continuing professional development.
- II. Requests for attendance at local, county, state and national conferences will be considered within the framework of the following guidelines:
 1. The District will retain substitutes to replace the teacher.
 2. The District will cover reasonable, applicable expenses pursuant to Policy 4700, Expense Reimbursements (Employees).
 3. No funds will be authorized in advance of the conference.
 4. Designation of conference funds shall be through the appropriate department/grade level budget.
 5. The substance of the conference must relate to the district's assignment of the applicable staff member(s).
 6. Staff members may be considered for conference attendance once per year. The Superintendent may make exceptions where she/he deems appropriate, applicable and/or necessary.
- III. The Superintendent of Schools is authorized to approve staff conferences and required to submit a quarterly report of approved conferences to the Board of Education.

Waterville Central School District

Cross Ref: 4700, Expense Reimbursements (Employees)

Adopted: 05/25/88

Readopted: 08/12/97

Revised: 01/26/16