Title: **Conferences, Meetings, Workshops**
Code: 444
Book: Policy Manual
Section: 400 Professional Employees

Purpose

All employees shall be encouraged to develop increased competence beyond that which they may attain through the performance of their assigned duties by attending professional conference, meetings, and/or workshops.

Authority

The Superintendent shall be authorized to approve, within limits set by the budget, requests by employees to attend meetings, conventions, and/or workshops which do not require overnight accommodations.

School employees shall be reimbursed for necessary expenses incurred in the attendance of such conferences, workshops, and/or meetings which shall include but not be limited to transportation, registration, and luncheon expenses. Employees shall submit a detailed expense account with receipts attached. These expenses are to be within limits set by the budget and are to be approved in advance by the Superintendent.

School employees shall be required to submit a written report on the subjects discussed at the meeting and/or workshop and how that information will affect their performance.

The district's compliance with continuing professional development plans, as required by law and Department of Education guidelines, shall be according to the following.[1]

The Board will approve the recommended plan based on:

- the appropriateness of the plan to effectively meet the educational needs of the district and district long range plans;
- the utilization of established learning research;
- the financial resources appropriated for staff development; and
- the correlation and coordination with existing and continuing district-wide staff development programs.

The plan must be submitted to the Board for approval at least sixty (60) days prior to the submission date established by the Department of Education.

This requirement is necessary to assure adequate time for the Board's review and final approval.

If the committee fails to submit a plan, the Board reserves the right to submit its own plan to protect subsidy reimbursement and provide continuity in staff development activities.

A cover letter will be attached to the staff development plan upon submission which will include this policy statement and the method used to select the teachers and administrators serving on the committee.

The Superintendent will develop procedures and guidelines for the operation of the committee, implementation of the plan and appropriate recordkeeping.

Adopted: **October 21, 1981**

Legal References:

- 1. 24 P.S. 1205.1