

SECTION: PROFESSIONAL EMPLOYEES

TITLE: ATTENDANCE AT  
CONFERENCES, WORKSHOPS,  
MEETINGS, AND VISITATIONS

ADOPTED: October 17, 2000

REVISED:

<p>1. Purpose</p> <p>2. Guidelines</p>	<p style="text-align: center;">431.1. ATTENDANCE AT CONFERENCES, WORKSHOPS, MEETINGS, AND VISITATIONS</p> <p>It is the policy of the District to permit staff members to attend conventions, conferences, meetings, and to visit other school systems which do not require overnight accommodations when such attendance is in the best interest of the District.</p> <p>All requests to attend conferences, meetings, and/or visitations must be made to the building principal/supervisor for approval.</p> <p>The District shall reimburse employees for actual authorized expenses incurred on the District's behalf. Such expenses must be reasonable in circumstance and must be necessary and incidental to the performance of District business. Employees shall submit the "Preliminary Cost Estimate &amp; Approval for Attendance at Professional Conferences" form prior to attending the conference and the "Travel/Miscellaneous Expense Account" form with receipts attached at the conclusion of the conference. No alcoholic beverage receipts will be accepted.</p> <p><u>Overnight Conferences</u></p> <p>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 conferences and/or workshops. All overnight conferences must be pre-approved by the Board.</p> <p>The Superintendent shall obtain Board approval prior to any employee attending a conference or workshop which requires overnight accommodations except wherein said employee is attending a conference or workshop called by the Secretary of Education or by any other official having jurisdiction over the public schools of the State of Pennsylvania.</p> <p>School employees shall be reimbursed for necessary expenses incurred in the attendance of such conferences and/or workshops as approved by the Board. These expenses are to be within limits set by the budget and are to be approved in advance.</p>
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#### 431.1. ATTENDANCE AT CONFERENCES, WORKSHOPS

Employees shall submit the "Preliminary Cost Estimate and Approval for Attendance at Professional Conferences" form prior to attendance. At the conclusion of the conference the "Travel/Miscellaneous Expense Account" form, with receipts attached, must be submitted. No alcoholic beverage receipts will be accepted.

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

It is the intent of the Board to give all employees, over a period of years, the opportunity for professional growth through the attendance at conferences and/or workshops.

##### National Conferences

National conferences (as defined below) will be considered by the Board contingent upon the following restrictions:

1. the conference is recommended by the Superintendent;
2. attendance at the conference will enable the individual to address an identified District goal or provide the individual with the opportunity to improve upon a documented weakness;
3. the selected conference is at the closest possible location; and
4. an individual will not be permitted to attend more than one national conference every two (2) years.

For the purpose of this policy, national conferences are defined as conferences held in states other than the following: New York, Massachusetts, Rhode Island, New Jersey, Delaware, Maryland, and Virginia.

Special consideration will be given to those individuals requesting permission to attend a national conference at no expense to the district.