

## **CONFERENCES, CONVENTIONS, WORKSHOPS**

In recognition of the need for continuing in-service training and development, the Board of Education encourages Board members and staff participation in meetings, professional development, and activities of other educational groups. Board members and staff are encouraged to study and examine materials received from these organizations.

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

1. The Superintendent of Schools will compile and maintain a calendar listing conventions, workshops, and meetings of other educational organizations to help decide which meetings appear to be most promising in terms of producing direct benefits to the school district.
2. The Board shall determine which meetings and conferences are appropriate for Board members and the Superintendent, and which, in their best judgment, will benefit the school district.
3. The Superintendent shall determine which meetings and conferences are appropriate for staff, and which, in his/her best judgment, will benefit the school district.
4. The Superintendent may register and attend educational meetings and conferences deemed "appropriate" by the Board, or allowed in the Superintendent's Contract.
5. The Board will reimburse attendees of educational meetings and events for reasonable and necessary expenses not paid for directly by the district (travel, hotel, meals, registration, etc.) in accordance with Board policy 4.300.
6. Board members and the Superintendent may receive pre-payment for conference attendance in accordance with district regulations and procedures.
7. When any Board member or staff attends a conference, convention, or workshop, the individual will be requested to share information, recommendations, and materials acquired at the event.

Cross-ref: 4.300, Expense Reimbursement

Ref: General Municipal Law §77-b  
Education Law §2118  
*Matter of Mazzeo*, 20 EDR 155 (1980)