

### **SCHOOL BOARD CONFERENCES, CONVENTIONS, WORKSHOPS**

In recognition of the need for continuing inservice training and development for its members, the Board of Education encourages the participation of all members in meetings and activities of area and state school boards 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 establishes these principles and procedures for its guidance:

1. The Superintendent of Schools will compile, maintain, and distribute to each Board member a calendar listing school board conferences, conventions, and workshops, to help the Board decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.
2. The Board will reimburse conference attendees (Board members) for reasonable and necessary expenses not paid for directly by the district (travel, hotel, meals, registration) upon submission of receipts.
3. Upon request, Board members may be given a reasonable cash advance for anticipated conference expenses. An accounting and documentation of the funds must be made to the Business Office within 14 calendar days of the Board member's return to the district.
4. 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.

Note: Prior policy, Policy Manual, 8320, revised