

## **CERTIFIED PERSONNEL CONFERENCE OR CONVENTION ATTENDANCE**

The Board of Education believes that its staff will benefit from attendance at certain conferences and meetings and that all staff should have an opportunity to attend conferences and meetings within the constraints of the district. It is recognized that continued absences, however, have an effect on learning and this must be given consideration in approving conferences and meeting attendance.

### ELIGIBILITY

1. Requests for permission to attend meetings shall be submitted for initial approval to the building administrator. The Superintendent will authorize final approval or disapproval. The staff member will receive a copy of this notice.
2. Requests shall be made three (3) weeks in advance unless waived by the Superintendent.
3. Eligibility to attend meetings in a respective field shall be based upon professional interest and leadership.

### EXPENSES AND REIMBURSEMENT

The payment of the employees expenses incurred in attendance and of salary of substitutes shall be carried in the budget. The expenses to be paid by the district are:

1. Registration fee
2. Transportation
3. Lodging

Reimbursement will be paid after the necessary receipt(s) is/are provided. There will be no advance disbursement of money to any personnel unless the board has received the request and given approval prior to the meeting attended.

### NATIONAL OUT-OF-STATE CONVENTION ATTENDANCE

Professional staff members will be allowed to attend national conferences and conventions, during the school, without loss of pay, subject to the following conditions:

1. The professional staff member will file a written request to attend with his/her principal during the spring preceding the school year in which the conference is to be held. An estimated budget must also be filed so funds can be allocated.
2. The staff member will agree to report to the school what was learned at the conference with invitations available to anyone desiring to attend.
3. Only one (1) representative will be sent to any one (1) conference, unless chaperone responsibilities otherwise warrant.
4. A maximum of one (1) national conference may be attended per department member in any one year. Requests will be incorporated into the annual budgeting process.
5. A staff member attending a national conference will not miss more than three (3) contract days.

#### LEGAL REFERENCE:

Wisconsin Stats. 121.02(1)(b)  
Wisconsin Administrative Code – PI 8.01(2)(b)

#### CROSS REFERENCE:

Exhibit #537 – Pre-Approval for Payment for Staff Development  
Activities Outside of School Hours  
Master Agreement

APPROVED: 01/15/96

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