

SCHOOL BOARD CONFERENCES, CONVENTIONS, WORKSHOPS

In recognition of the need for continuing in-service training and development for its members, the Board of Education encourages the participation of all members in meetings and activities of area, state, and national 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 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, and registration).
 - a. All claims for reimbursement must be itemized in writing and supported with original receipts
 1. Each item will be listed separately with a clear description and amount
 2. The total should be clearly shown to be tax exempt
 3. The amount of any tip (15% maximum) must be shown separately
 4. The grand total shall be listed including tip
 5. No alcoholic purchases may be submitted for reimbursement

Acceptable limitations on meal purchases (Not including 15% tip) are as follows:

- Breakfast \$ 10.00
- Lunch \$ 17.50
- Dinner \$ 35.00

3. 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.

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