

# POLICY

1999

2320

Internal Operations

## **SUBJECT: ATTENDANCE BY BOARD MEMBERS AT CONFERENCES, CONVENTIONS AND WORKSHOPS**

In keeping with the stated position on the need for continuing inservice training and development for its members, the Board encourages the participation of all members at appropriate school board conferences, workshops and conventions. However, in order to control both the investment of time and funds, necessary to implement this policy, the Board establishes the following principles:

- a) A calendar of school Board conferences, conventions and workshops shall be maintained by the Superintendent. The Board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the School District. At least annually, the Board will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.
- b) Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the Board will designate which of its members would be the most appropriate to participate at a given meeting.
- c) Reimbursement to Board members for their travel expenses will be in accordance with the regulations established by the Board for travel reimbursements.
- d) When a conference, convention or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

The authorization for Board members to attend a conference, convention, workshop and the like shall be by Board resolution adopted prior to such attendance. However, the Board, in its discretion, may delegate the power to authorize attendance at such conferences to the President of the Board of Education.

Where authorization has been delegated to the President of the Board, no expense or claim form shall be paid unless a travel order or similar document signed by the President is attached to such form, authorizing the claimant to attend the conference.

General Municipal Law Section 77-b and 77-c  
Education Law Section 2118

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