

DEER LAKES SCHOOL DISTRICT

Section: **PROFESSIONAL EMPLOYEES**
Title: **WORKSHOP EXPENSES**

No. 431

Date Adopted: **May 16, 1988**
Date Revised: **April 18, 2011**

431. WORKSHOP EXPENSES

1. Purpose **The Board recognizes the need, and encourages the professional staff members, to participate in programs, workshops, or conferences that will enhance their professional performance to increase student achievement.**

2. Authority **The Board establishes this policy due to the number of educational institutions and facilities in close proximity to the school district.**

3. Delegation of Responsibility **When approval for participation is granted, it is with understanding that specific limits will be placed on various program, workshop, or conference expenses.**
 1. **Staff development requests must be approved by the Board.**
 - a. **Cost (as defined below this policy) of programs, workshops, or conferences under \$200.00 will be at the discretion of the superintendent.**
 - b. **Cost (as defined below this policy) of programs, workshops, or conferences \$200.00 and over will be approved by the Board.**
 - c. **All overnight requests will be approved by the Board even if there is no cost to the district.**
 2. **Since lunch is already the responsibility of the staff member during any normal work day, the same responsibility will exist at workshops. Exceptions to this policy will be those lunches that are part of the workshop fee.**
 3. **For conferences for the teaching staff, the Board will pay for the conference fee or its equivalent. The teaching staff member is responsible for airfare and overnight accommodations.**
 4. **Mileage will be reimbursed for programs, conferences, and workshops.**

4. Definition **Cost shall be defined to include registration fees, materials, and estimated mileage.
Substitute teacher costs and overnight accommodations are excluded.**

5. Guidelines **All program, conference, or workshop attendees will submit a type written post conference report to the Board.**