

**SCHOOL BOARD CONFERENCES, CONVENTIONS,
SEMINARS AND WORKSHOPS**

The Board of Education is committed to the continuing development of its knowledge of public education and its skills in effective decision making and high performance leadership of the District. The Board encourages the participation of all members in meetings and activities of local, state and National School Board Associations, as well as in activities of other educational groups. Board Members are expected to periodically review materials received from these organizations, particularly from those in which the Board and District is a member, as well as publications and other media available in District resources.

In order to effectively manage the investment of time and funds in providing these educational opportunities, the following protocols will be maintained.

- a. The Board Development Committee will ensure that each Board Member receives information and registration forms for School Board conferences, conventions, workshops or seminars on a timely basis. This includes a list of recommended meetings for Board member representation for Board consideration in September of each school year.
- b. The Board Development Committee will maintain an ongoing record of Board Member requests and attendance at any school-related conference, convention, workshop, Webinar, or seminar. Requests can be approved only if anticipated expenses are consistent with the Board budget for conference and meeting attendance.
- c. The District will reimburse conference attendees for reasonable and necessary expenses unless such expenses (travel, lodging, meals and registration) have been paid directly by the District. Board members will follow all current District procedures for reimbursement of expenses.
- d. Board Members attending an approved conference, convention, seminar or workshop will submit a written executive summary report to the Board of Education within two weeks after conference completion. The report should include a brief summary of sessions attended, educational or governance information of note, recommendations, any meeting materials or publications of potential interest to Board Members and any significant networking experiences.
- e. The Board will maintain a central archive or library for all acquired education materials such as meeting summaries, educational reports, books, publications, CDs or website references for review or sign-out by individual Board Members. The Development Committee will annually review these resources and remove items no longer of value.

Adopted: June 21, 2006

Reaffirmed: December 6, 2006

Revised: June 2, 2010