

ADMINISTRATOR-PROFESSIONAL DEVELOPMENT

All District Administrators are eligible to attend one national or regional meeting on an every-other-year basis. The initial rotation schedule and any further rotation needs (e.g., two new employees in one year) will be determined by a lottery. Expenses will be reimbursed according to the District's policy on expense reimbursement and the procedure outlined below. A maximum total of \$1,500 will be allocated to cover the direct and allowable expenses. Attendance at state meetings will be dependent upon budgetary constraints. In addition, the Superintendent may approve attendance at additional conferences or conventions if deemed in the best interest of the District.

Individuals considering candidacy for positions that would require their attendance annually at national or regional conferences/conventions should clear their candidacy, prior to announcing their candidacy, with the Superintendent. To the extent available, the District will try to accommodate administrators who are elected to serve in state, regional, or national positions that may require their attendance at national meetings. However, any compensation or expense reimbursement received from the organization that they elected to represent will be deducted from the maximum allocation of \$1,500.

Reviewed: 02/01/07, 01/09/12, 12/11/17, 02/08/21