

PROFESSIONAL STAFF TRAINING, WORKSHOPS & CONFERENCES

The Brodhead Board of Education endorses the principle of permitting teachers and administrators to attend professional meetings and seminars, visit model or innovative learning situations, or take part in teacher exchange programs. The purpose of such meetings, visits, or exchanges is not only to help promote professional growth and development of the staff member, but also to help serve as a catalyst for promoting continued improvement of the instructional program of the entire School District of Brodhead. To accomplish this purpose, professional staff members may be required to complete a brief evaluation sheet on the visit, or make a presentation to other staff.

Naturally, funds are limited and therefore certain guidelines must be established in an effort to allow as much participation as possible.

Employees wishing to attend a conference, meeting or convention of a professional nature shall submit a request to their immediate supervisor. The request should state the purpose for attendance at the conference, and any information necessary to evaluate its value. The immediate supervisor will confer with the employee and review the inservice budget before taking action on the request. The immediate supervisor shall approve or reject the application and provide a copy of this decision to the employee.

The following guidelines shall be used by administration in approving attendance at professional meetings, conferences, or conventions or in making visits to other School Districts:

1. Application should be made, using the proper District form, to the appropriate administrator at least five (5) days prior to the date of the meeting or visit. This should include a cost estimate for the activity. Administrators may waive the five (5) day request period in extenuating circumstances.
 2. Attendance in general will be limited to meetings or visits within a distance of 300 miles. Exceptions may be considered if the administration feels a strong need to have representation at a meeting of greater distance.
 3. Usually attendance will be limited to one representative from a given department or grade level, unless the meetings are held within 100 miles and the meeting or conference is deemed especially important to warrant additional participation.
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4. Administrators are encouraged to develop a rotation so that all staff members have the opportunity and encouragement to attend professional growth activities. No one group or individual staff member should be seen as monopolizing these opportunities or avoiding their professional responsibilities for self-improvement.

5. Reimbursement for expenses will be based upon completion and submission of an official expense form. Reimbursement will be for only those expenses receiving prior approval by the administrator in charge, and documented after completion of the activity. Expenses will be reimbursed within the limits established by Board policy or labor agreements.

LEGAL REF: WI. ST. 121.02 (2)

Approved: _____
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