

**PROFESSIONAL STAFF AND SUPPORT STAFF  
DEVELOPMENT OPPORTUNITIES**

The Board believes that in-service training for its employees is vital in order for the staff to be better informed and up to date in their respective disciplines.

In keeping with this position, the Board encourages the participation of its staff at appropriate conferences, conventions, seminars, workshops, and in-services.

Teachers and staff wishing to attend an out of district meeting shall indicate their desire to attend and seek approval through their building administrator. Within the fiscal constraints of the budget, building administrators will approve requests to attend if they determine the request to be in the best interest of the district, kids, and instructional program.

Attempts will be made to allow each faculty and/or staff member at least one opportunity for an in-service per year. Again, this is dependent up on budget constraints.

Reimbursement of expenses at meetings will be limited to: registration, transportation at the current negotiated mileage if traveling by automobile, and meals per established guidelines. Every attempt will be made to keep costs at a minimum. If a room is required and approved, reimbursement will be for the actual cost of the room.

**Expenditure Reimbursement Guidelines**

The level of reimbursement for meals will be a based upon State guidelines for breakfast, lunch, dinner. This may also be calculated on a per diem basis, given full day of meeting expenses for meals, e.g., if one meal runs over the allowable amount and another is below the allowable amount.

Meals that are part of the meeting are considered part of the registration and therefore fully covered. Reimbursement for alcoholic beverages is not allowed.

Approved cost of the room is limited to cost of a single room. The staff member will pick up the cost difference between a double and a single if his or her spouse has attended the meeting also.

Cost of shows or entertainment are the sole responsibility of the staff member. The cost of meals for the staff member's spouse are not reimbursable expenses.