

**SCHOOL BOARD CONFERENCES, CONVENTIONS, WORKSHOPS**

The South Colonie Board of Education places a high priority on the importance of a planned and continuing program of in-service education for its members. The central purpose of the in-service program is to enhance the quality and effectiveness of public school governance in South Colonie.

The Board shall plan specific in-service activities designed to assist school board members in their efforts to improve their skills as members of a policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the educational activities of the local school; and to deepen their insights into the nature of leadership in a modern democratic society.

Funds shall be budgeted annually to support this program. Individual school board members shall be reimbursed for out-of-pocket costs incurred through participation in approved activities. These expenses will include, at a minimum, transportation, meals and lodging, conference registration and fees as well as other approved incidental expenses. The school board shall retain the authority to approve or disapprove the participation of members in planned activities.

The Board regards the following as the type of activities and services appropriate:

1. New York State School Boards Association, National School Boards Association, and other state and regional conferences of school board members and Superintendents;
2. Subscriptions to publications addressed to the concerns of school boards members.

The Superintendent of Schools will develop guidelines for attendance at school board conferences, conventions, and workshops.

Cross-Reference: Policy 6830, Expense Reimbursement

Revised: December 11, 2007

**SCHOOL BOARD CONFERENCES, CONVENTIONS, WORKSHOPS REGULATION**

As part of the development opportunities available to its members, the Board of Education may encourage the participation of its members at appropriate school board conferences, workshops and conventions. State law authorizes attendance and reimbursements for expenses.

A calendar of conferences, conventions, and workshops will be maintained by the Board and Superintendent and distributed to the Board in a timely manner. The Board will periodically decide which meetings appear to be most promising in terms of producing benefits and select those in which it will participate. Consideration will be given to distance, cost, time away from the district, and relevance to current Board of Education initiatives.

Board members will be reimbursed for expenses upon submission of such expenses in accordance with Board policy reimbursement procedures. The following will be approved at a minimum:

1. Transportation expenses will include eligible reimbursable expenses as they pertain to the use of common carriers (trains, buses, airplanes); personal vehicles; rental vehicles, parking and toll expenses; taxi and bus fares; and expenses to/from transportation terminals.
2. Meals and lodging expenses will include statements on and conditions for the reimbursement of expenses for which receipts are provided and/or the determination of a reasonable rate for reimbursement of unreceipted expenses according to Board policy.
3. Conference and seminars will include guidelines in accordance with general municipal law for all District officers and employees for prior approval of conference attendance. The Board members will complete a registration form with the secretary to the Superintendent.

The Board of Education may use the school district credit card for registration and travel or have the District prepay these charges, or the Board members may claim reimbursement.

The required forms and procedures for reimbursement will be filed including receipts in accordance with the District's business policies.

When a conference, convention or workshop is not attended by the full Board, those who do participate will report back to the full Board by a memo or an oral report, as appropriate.

Cross-Reference: Policy 6830, Expense Reimbursement

Issued: April 21, 1999

Revised: December 11, 2007