

- CERTIFIED PERSONNEL -

Professional Meetings

DEFINITION

Professional meeting shall refer to any meeting that is not included in the school/District professional development plan and that relates to the condition, improvement and/or operation of the schools or any meeting held by a professional education organization, which specifically addresses job efficiency, safety or performance.

AUTHORIZATION TO ATTEND

Employees shall obtain prior authorization to attend professional meetings as specified by council policy and District procedures. The requesting employee shall submit a written application to attend the meeting, with or without pay and/or expense reimbursement, to the Principal/immediate supervisor, who shall forward approved requests to the Superintendent/designee.

Approval of the Superintendent/designee shall be contingent on:

1. Whether the meeting meets the definition established by this policy;
2. Skills required by the employee's job description or goals of his/her growth plan; and
3. Availability of funds and substitutes.

EXPENSES

Expenses for school-based employees to attend professional meetings, including the cost of substitutes, shall be paid from the school's allocated funds, except when attendance is requested or required by the Superintendent/designee.

REFERENCES:

KRS 156.190, KRS 156.095, KRS 160.345, KRS 160.410
702 KAR 003:246

RELATED POLICIES:

03.125
03.19

Adopted/Amended: 09/08/1997

Order #: 2-D