

**STAFF DEVELOPMENT**

The Board of Education believes that the success of educational programs and operational goals depends on the professional growth and effectiveness of the entire staff. The Board also recognizes its responsibility to encourage staff development through goal setting, budgetary commitment, and monitoring staff development activities. The Board encourages individual pursuit of staff development experiences. The Superintendent of Schools will have the authority to approve release time and expenses for individual staff members' attendance at training conferences, study councils, inservice courses, workshops, summer study grants, school visitations, professional organizations, etc., within budgetary constraints.

Inservice programs will be conducted under the direction of the Superintendent or other appropriate personnel at least annually. The Superintendent is directed to provide for the selection of subjects pertinent to the curriculum in the schools, and to build from these subject courses for inservice or staff development which will help teachers acquire new methods acceptable to the schools, or to help them to improve techniques already in use. Such programs will also familiarize the teaching staff with the provisions and purposes of the school conduct and discipline policy, to ensure its effective implementation.

Reference: Education Law § 3604(8)  
38 NYCRR Part 80; § 100.2(e)(vii)

Cross-Reference: 5310, Student Discipline

**STAFF DEVELOPMENT REGULATION****Attendance at Conferences**

Since the amount available for attendance at conferences is limited by budgetary considerations, every effort must be made to see that the most productive use is made of those funds.

The merits of each application for conference attendance must be judged primarily upon the basis of its potential for producing improvements in the district's educational services.

In an attempt to relate the expenditure of funds for conference attendance as closely as possible to the needs of the instructional program, these procedures are to be followed:

1. A major portion of the available funds have been set aside in allocations to the various schools. Since the Building Principal and faculty are in the best position to assess the needs of their building and to establish priorities for the expenditure of limited funds, it is the responsibility of the Building Principal to exercise proper budgetary control of these funds and to make recommendations for their expenditure to the Assistant Superintendent for Instruction.
2. A part of the available funds is kept in a District reserve which is administered by the Assistant Superintendent for Instruction. This reserve is used mainly to:
  - a. provide funds for attendance at worthwhile special conferences which are announced too late to be considered in the normal planning at the building level;
  - b. make funds available for sending people to conferences which will support curricular revisions or additions which are being given priority at a particular time; and
  - c. provide funds for conference attendance by personnel who have District-wide responsibilities and are not provided for under a separate budget code.
3. Certain District instructional supervisors have allocations of funds from which they may recommend expenditures for conference attendance on a District-wide basis.
4. Recommendations for conference attendance should originate as follows:
  - a. Most teachers should discuss their requests for conference attendance or suggestions regarding District participation in particular conferences directly with their Building Principal. In most cases, the Principal will be able to give an immediate answer as to whether available funds and established priorities will make it possible to approve the requested attendance. If available buildings funds have been committed and the request merits consideration for possible expenditure from the reserve fund, the Principal shall request this consideration from the Assistant Superintendent for Instruction.

- b. Secondary teachers in departments with instructional supervisors are to present their original requests to the supervisor, who will then forward the request to the Building Principal with the supervisor's recommendation.
5. The Superintendent has delegated to the Assistant Superintendent for Instruction the authority to approve attendance at conferences under the conditions stated in Policy 9280. Requests for conference attendance should normally be received by the Assistant Superintendent for Instruction no later than two (2) weeks prior to the date of the conference. Exceptions to this rule can be made only if notice of the meeting is received less than two (2) weeks prior to its scheduled date.
6. Requests to attend conferences at the individual's own expense must also be judged in the light of their potential effect upon the District's educational program. Since conference attendance at the individual's own expense still involves a substantial impact on the District's educational program in terms of lost instructional time and compensation for substitutes, such attendance can be approved only by the Assistant Superintendent for Instruction.

**Attendance at Conferences: Approval**

The following persons are hereby designated as the people with authority to grant approval to employees for attendance at conferences at District expense, subject to the conditions of Policy 9280 and budgeted amounts available for such expenses:

1. The Assistant Superintendent for Management Services, or designee, for all non-teaching employees; and
2. The Assistant Superintendent for Instruction, or designee, for all certificated employees.

All conference requests by District Office certificated personnel shall require approval by the Superintendent of Schools.