

**FIRST READING: 05/05/2010
04/15/2024**

ADOPTED: 04/20/2011

REVISED:

Professional Staff Development Opportunities

A program of in-service training will be established to provide an opportunity for the continuous professional and technical growth of the professional staff.

Staff members will become knowledgeable regarding new developments and changes in their specialized fields, and will utilize new and improved methods in practice.

It shall be the responsibility of the Superintendent to implement appropriate staff development training and activities.

Funding is available for teachers to engage in professional improvement activities that will enhance their teaching skills and provide a better learning environment for students.

To that end, this policy and corresponding regulations are intended to address matters related to teacher professional improvement that are not directly stated in the pertinent collective bargaining agreement. The board recognizes that the collective bargaining agreement will take precedence over any provision of this policy that may be contrary to the language of the collective bargaining agreement.

Lodging/Travel Expenses

The District will only pay lodging/travel expenses for workshops, seminars and conferences that require traveling from the school with pre approval through a Purchase Order.

The rate for mileage reimbursement to and from workshops, seminars and conferences will be the standard IRS rate.

The per diem rate for meals not included in a workshop can be found in policy DKC.

Receipts must be provided for reimbursement up to the maximum amount and must be itemized. Alcoholic beverages will not be reimbursed.

All efforts should be made when attending seminars, workshops or conferences to select those in New Hampshire or contiguous states. When travel outside of the region is necessary, additional justification of the positive impact attending this conference will have upon the District may be required. Exceptions would be presenting at a national conference, or receiving an award or recognition at a national conference. In any case, attendance at any workshop, seminar or conference requires the approval of the Superintendent.

Equipment Ownership and Possession

When an approved workshop, seminar or conference includes any "gift" or provision of technology equipment, that equipment becomes and remains the property of the School District and should be reported for inventory to the Technology Coordinator. "Technology equipment" means, but is not limited to, computers, tablets, cell phones, smart phones, iPads, iPod Touches, laptop computers, desktop computers and/or any other similar device or apparatus.

Although the equipment is on "permanent loan" to the teacher, it is expected that the equipment will be located at the school during school working hours.

In the event that an employee leaves the District and is in possession of technology equipment that is the property of the District purchased with grant funds, the item shall remain at the District.

In no event may a teacher attend a like or similar course or workshop that had been previously attended without the direct authorization of the Superintendent. If permission is granted due to the changed content of the course or workshop and a second piece of technology equipment is obtained, the first piece of technology equipment shall be returned from loan for distribution in the school.

Appeals

The Superintendent shall exercise judgment under the provisions of this policy and said judgment shall be subject to direct appeal to the School Board. The School Board's decision shall be final and not subject to grievance, unless specifically authorized by the pertinent collective bargaining agreement.