

**ENFIELD PUBLIC SCHOOLS**  
**Enfield, Connecticut**

**Personnel – Certified/Non-Certified**

**4131.4**

**Professional Meetings**

**General**

All staff members are encouraged to participate in professional meetings and activities of a type which will enhance their own professional growth and would be of benefit to the school system in general. As a means of encouraging such participation, the Board of Education will include in each annual budget a sum of money to allow for the reimbursement of expenses incurred by staff members attending such meetings.

The responsibility for determining which staff members will be granted time to attend professional meetings and who will receive reimbursement for expenses incurred, shall rest with the Superintendent of Schools.

For purposes of this policy, travel pay, room, board and fees shall be reimbursed at the prevailing rate. (Form 28 - Requisition for Conference) Maximum reimbursement shall be \$750.00 unless exception is made by the Enfield Board of Education.

Supervising Principals may attend National Conferences on a rotating basis at the discretion of the Superintendent of Schools. Other staff members may also attend conferences at the discretion of the Superintendent of Schools.

The Board of Education encourages the attendance of teachers at local and regional meetings appropriate to their particular subject area. Reimbursement for attendance at such meetings cannot be granted unless a teacher is a participant, speaker or committee member of such professional meetings. However, whenever possible, the Superintendent of Schools will be empowered by the Board of Education to grant leave, without loss of pay to teachers recommended for attendance at such meetings by their Building Principals.

**Reporting Seminars/Conferences**

It is expected that every staff member (certified and non-certified) who attends a conference/seminar shall submit to his/her supervisor a 1-2 page summary within seven days of the conference/seminars conclusion. The summary shall contain such particulars as: date(s), place, featured speaker(s), key learning points, applicability to job/district, and a recommendation regarding future attendance (i.e. would this be a session from which others might benefit, or should the district try a different one next time around?)

It is also expected that all summaries be forwarded to Central Office where they will be reviewed and entered into a database for retrieval at a later date. Future decisions about specific conferences/seminars shall be made based on these data.

**Policy Adopted:      April 23, 2019**

## ENFIELD PUBLIC SCHOOLS

### Conference Request – Approval – Reimbursement

#### Part I – Request Approval

- Complete all sections of Part I PRIOR TO attendance. Date submitted \_\_\_\_\_
- Submit to Principal for approval.
- Principal forwards to Pupil Services Director (if applicable)/Academic Officer for approval.
- Form will be returned to complete Part II for reimbursement.

Employee Name \_\_\_\_\_ School \_\_\_\_\_

Conference Name \_\_\_\_\_

Benefits of Attending \_\_\_\_\_

Conference Location \_\_\_\_\_ Date(s) \_\_\_\_\_

Conference Fee \$ _____	Travel/Mileage \$ _____	Other \$ _____	List: _____
Total Amount Requested \$ _____			

Employee Signature \_\_\_\_\_

Substitute Not Needed ☐

Principal Signature \_\_\_\_\_

Principal Approved ☐ Y ☐ N

Substitute Availability ☐ Y ☐ N

Approved ☐ Y ☐ N

Director of Pupil Services (if Applicable) \_\_\_\_\_

Approved ☐ Y ☐ N

Chief Academic Officer \_\_\_\_\_

Approved ☐ Y ☐ N

(District Office use only) Amount Approved \_\_\_\_\_ Form Returned \_\_\_\_\_ Date \_\_\_\_\_

#### Part II – Reimbursement

- Following attendance at conference, forward this document to the Business Office for reimbursement.
- Attach the following documents.

☐ Proof of Payment (confirmation of payment, cancelled check, paid receipt)

☐ Proof of Attendance (Certificate of Completion, attendance verification)

☐ Map Quest driving directions from and to home school

*I hereby certify that this expense is correct and was incurred in the performance of my duties.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Total Requested \$ \_\_\_\_\_

Principal/Supervisor Approval \_\_\_\_\_ Date \_\_\_\_\_

Approved ☐ Y ☐ N Account # \_\_\_\_\_ Amount Reimbursed \$ \_\_\_\_\_

Deputy Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

**ENFIELD PUBLIC SCHOOLS**  
Enfield, Connecticut

**Teacher Report on Conference or Workshop Attended\***

Name of Teacher: \_\_\_\_\_ School: \_\_\_\_\_

Name of Conference/Workshop: \_\_\_\_\_

Date of Conference/Workshop: \_\_\_\_\_

**A. Critique of Workshop: \_\_\_\_\_**

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**B. Specific Suggestions to the Enfield Public School Staff for Further Study and/or Discussion:**

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\* Suggested format for teacher report on attendance at conference