

**- 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.

**SUPERINTENDENT TO AUTHORIZE**

The Superintendent may authorize personnel to attend professional meetings. Such absence shall be granted with pay and expense reimbursement and without reduction to other leave benefits.

**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. This request shall state the purpose for the visit/meeting, date and time, duration away from duties, anticipated expenses, and whether a substitute will be needed.

.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.

Applications for leave to attend other professional meetings without pay or reimbursement may be made to the Superintendent who shall consider the request on an individual basis.

**REIMBURSEMENT**

Once permission is granted, the Superintendent shall authorize reimbursement of the employee for actual expenses incurred, provided the employee completes necessary travel and expense voucher forms.

When necessary, a substitute shall be provided for the employee.

**REPORT TO STAFF**

~~Those who make visitations or attend professional meetings shall prepare an appropriate report for concerned members of the staff.~~

**Professional Meetings**

**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: 11/10/1997  
Order #: 45