

FILE: CBE

MEDFORD AREA PUBLIC SCHOOL DISTRICT

**DATE ADOPTED: October 16, 1979 FILE SECTOR: GENERAL SCHOOL
DATE REVISED: December 20, 2001 ADMINISTRATION
DATE REVISED: September 19, 2002 POLICY TITLE: ADMINISTRATIVE STAFF
DATE REVISED: March 17, 2003 DEVELOPMENT
DATE REVISED: July 15, 2004 OPPORTUNITIES
DATE REVISED: August 17, 2006
DATE REVISED: June 22, 2011
DATE REVISED: September 15, 2016**

The district administrator shall stay current with educational trends. The district administrator shall attend such national, state and local professional meetings as may be necessary to keep the schools in contact with the best recent educational thought and practice. The district administrator shall be entitled to reimbursement for expenses incurred in attending such meetings.

Similarly, administrators other than the district administrator may, upon authorization from the school board or district administrator, attend conventions, seminars and similar events for the purpose of promoting and stimulating their professional growth and for improving the schools of the district. In accord with any separate policy or regulation regarding expenses, reasonable expenses for such approved attendance shall be reimbursed by the district.

**CROSS REFERENCE: CBE-R, DLC and GCLB
LEGAL REFERENCE: Sections 118.24(5) and 121.02(1)(b), Wis. Stats.; PI 8.01(2)(b),
 Wisconsin Administrative Code**

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: September 19, 1991	FILE SECTOR: GENERAL SCHOOL ADMINISTRATION
DATE REVISED: October 18, 1994	
DATE REVISED: November 19, 1998	POLICY TITLE: ADMINISTRATIVE STAFF DEVELOPMENT OPPORTUNITIES
DATE REVISED: October 21, 1999	
DATE REVISED: December 20, 2001	
DATE REVISED: September 19, 2002	
DATE REVISED: March 17, 2003	
DATE REVISED: July 15, 2004	
DATE REVISED: August 17, 2006	
DATE REVISED: June 22, 2011	
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RULE GOVERNING ATTENDANCE AT A NATIONAL CONVENTION

In order to be eligible for attendance at a national convention the following rules exist:

- The administrator must be an administrator in the Medford Area School District for at least two years. He/she would be eligible for convention attendance in the third, fourth or fifth year, (depending upon rotation cycle) and every third year thereafter.
- The district administrator would rule on who is eligible each year and rotate the eligibility as follows:

Year A	2016-2017	Director of Special Education and Student Services MAMS Principal Technology Administrator
Year B	2017-2018	Director of Curriculum & Instruction District Administrator MASH Principal SES Elementary Principal
Year C	2018-2019	Director of Business Services MAES Elementary Principal MAMS Assistant Principal MASH Assistant Principal
Year D	2019-2020	Director of Special Education and Student Services MAMS Principal Technology Administrator
Year E	2020-2021	Director of Curriculum & Instruction District Administrator MASH Principal SES Elementary Principal
Year F	2021-2022	Director of Business Services MAES Elementary Principal MAMS Assistant Principal MASH Assistant Principal

- No more than four administrators (not including district administrator) may attend a National Convention during any given year.
- Administrators must attend the convention of their association. Exceptions to this can be made by the district administrator and conveyed to the board of education.
- An administrator not performing well or exhibiting evidence of leaving the district may be denied or deferred in their rotation.
- An outline of the convention along with anticipated expenses must be given to the district administrator who (if it is approved) will provide the board with the information.
- A meal allowance of \$40.00 per day for each full day of attendance will be provided by the district.
- The district administrator is eligible for national convention attendance every other year.

CROSS REFERENCE: DLC and GCLB
LEGAL REFERENCE: