

**FILE: CBE**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

<b>DATE ADOPTED:</b> October 16, 1979	<b>FILE SECTOR:</b> GENERAL SCHOOL
<b>DATE REVISED:</b> December 20, 2001	<b>ADMINISTRATION</b>
<b>DATE REVISED:</b> September 19, 2002	<b>POLICY TITLE: ADMINISTRATIVE STAFF</b>
<b>DATE REVISED:</b> March 17, 2003	<b>DEVELOPMENT</b>
<b>DATE REVISED:</b> July 15, 2004	<b>OPPORTUNITIES</b>
<b>DATE REVISED:</b> August 17, 2006	
<b>DATE REVISED:</b> June 22, 2011	
<b>DATE REVISED:</b> September 15, 2016	
<b>DATE REVISED:</b> September 26, 2022	

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 accordance 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 GCLA  
**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  
 DATE REVISED: October 18, 1994  
 DATE REVISED: November 19, 1998  
 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  
 DATE REVISED: September 15, 2016  
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FILE SECTOR: GENERAL SCHOOL  
 ADMINISTRATION  
 POLICY TITLE: ADMINISTRATIVE STAFF  
 DEVELOPMENT  
 OPPORTUNITIES

## 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 Public School District for at least two years. They 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	<b>2022-2023</b>	Director of Special Education and Student Services MAMS Principal Technology Administrator
Year B	<b>2023-2024</b>	Director of Curriculum & Instruction District Administrator MASH Principal Elementary Assistant Principal
Year C	<b>2024-2025</b>	Director of Business Services Elementary Principal MAMS Assistant Principal MASH Assistant Principal
Year D	<b>2022-2023</b>	Director of Special Education and Student Services MAMS Principal Technology Administrator
Year E	<b>2023-2024</b>	Director of Curriculum & Instruction District Administrator MASH Principal Elementary Assistant Principal
Year F	<b>2024-2025</b>	Director of Business Services 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 \$75.00 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 GCLA**  
**LEGAL REFERENCE:**