

## ADMINISTRATOR DEVELOPMENT OPPORTUNITIES

The Board feels that professional growth of administrative staff members that is aligned to Board goals is desirable and necessary to maintain competence in school administration. Therefore, the Board encourages administrative staff members to attend educational meetings, conferences and workshops that are aligned to Board goals in order to become aware of changes in education that may affect District policies and programs. Attendance of such meetings must be approved by the district administrator. The district administrator will inform the Board.

Administrators may attend a national conference that aligns with Board goals once every three years. The District will pay for the cost of conference registration, transportation, lodging and meals. The administrator must receive approval from the district administrator to attend the conference before making any arrangements. Upon return, the administrator is required to provide a presentation to the admin team about key learnings and also provide a summary to the Board. The order of rotation for attending a national conference will be:

- Year 1: PES Principal, PJH/HS Principal, Superintendent
- Year 2: Director of C & I, Director of Pupil Services, PJH/HS Assistant Principal
- Year 3: Director of Building & Grounds, Business Manager

School administrators shall be reimbursed for expenses incurred in the performance of their duties either within or outside the District. Reimbursement shall be in accordance with established procedures and within current budgetary limitations.

LEGAL REF.: 118.24(5) - Wisconsin Statutes  
 121.02(1)(b) – Wisconsin Statutes  
 PI 8.01(2)(b) – Wisconsin Administrative Code

CROSS REF.: 222 – Administrator’s Contract  
 231 – District Administrator Job Description  
 537 – Professional Staff Development Opportunities  
 671.1 – Expense Reimbursements

**APPROVED:** March 26, 1985  
 September 21, 2009  
 October 20, 2014  
**OCTOBER 19, 2020**