

**Monroe 2-Orleans BOCES Policy**  
**Series 5000 – Personnel**  
**Policy #5210 – PROFESSIONAL GROWTH/STAFF DEVELOPMENT**

It is the policy of the board that attention be given to in-service, pre-service, and other staff development programs which are believed to be of benefit to BOCES. The District Superintendent, in consultation with the appropriate administrative staff and/or teacher committees, is directed to arrange in-service programs and other staff development opportunities which will provide for the selection of subjects pertinent to the curriculum in the schools. These programs are designed to build from these subjects, those topics or courses for in-service or staff development which will help employees acquire new methods of performing their job responsibilities or help staff improve on those techniques which are already being used in the schools, with the object of improving professional competencies.

It is recommended that administration develop meaningful in-service and/or staff development programs which will achieve the following:

- a) Contribute to the instructional program of the schools;
- b) Contribute to improved education for students;
- c) Achieve state mandates;
- d) Enhance the professional competencies and/or instructional abilities of staff members.

The Board, therefore, encourages all employees to improve their competencies beyond that which they may obtain through the regular performance of their assigned duties. Opportunities should be provided for:

- a) Planned in-service programs, courses, seminars, and workshops offered both within BOCES and outside the organization.
- b) Visits to other classrooms and schools, as well as attendance at professional meetings, for the purpose of improving instruction and/or educational services.
- c) Orientation/re-orientation of staff members to program and/or organizational changes as well as BOCES expectations.

Attendance at such professional development programs must be directly linked to the duties and responsibilities comprising the job description of the employee.

Members of the staff are also encouraged to continue their formal education as well as to attend their respective work-related workshops, conferences and meetings.

Funds for participating at such conferences, conventions, and other similar professional development programs will be budgeted for by the Board on an annual basis. Reimbursement to BOCES staff for all actual and necessary registration fees, expenses of travel, meals and lodging, and all necessary tuition fees incurred in connection with attendance at conferences and the like will be in accordance with established regulations for conference attendance and expense reimbursement, provided that such attendance has received prior authorization and appropriate receipts have been provided, where applicable, for expenses incurred.

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The Board recognizes that some conferences are held in high cost cities and that some conferences have designated certain hotels as conference hotels. The board believes that:

- In the interest of efficiency, the employee should stay in conference hotels that provide quick and ready access to convention and meeting halls and other conference events.
- The employee should not be required to subsidize the cost of his or her attendance at the conference.
- The BOCES will pay for one completed phone call home up to fifteen minutes on a cellular phone or if necessary to use a non-cell phone up to \$10.00 for each night the employee is away from home on BOCES business. This applies to staff who have elected the option of not using the BOCES cellular phone for personal use. Additional calls may be allowed in extenuating circumstances where documentation is provided.
- A means of travel within and around a convention city when the employee is in that city for an extended period of time as long as such travel does not interfere with the employee participating in the conference schedule shall be considered an expense of the employee's attendance at the conference.

The BOCES will not reimburse the following types of expenses:

- Those of a purely personal nature.
- Sales or other taxes from which the BOCES is exempt unless those taxes are paid on meal purchases.
- Alcoholic beverages

Employees who use their personal vehicles for approved conference travel will be reimbursed at the IRS mileage rate in effect on the date of travel, less applicable commute miles.

Employees attending conferences and traveling on other BOCES business are representatives of the BOCES and are expected to conduct themselves in a professional and appropriate manner.

The District Superintendent or his/her designee has authority to approve release time and expense for staff members' attendance at professional training conferences, study councils, in-service courses, workshops, summer study grants, school visitations, professional organizations and the like within budgetary constraints.

A Request for Conference Attendance form must be submitted by the employee and approved by the designated administrator(s) and District Superintendent prior to the employee's attendance at such conference or other professional development program.

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For purposes of this policy, members of the BOCES Board and other non-employees authorized to travel and attend conferences on behalf of the BOCES shall be covered as if they were employees.

Education Law Section 1604(27)  
General Municipal Law Section 77-b and 77-c  
See also Policy 1560

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