

## Lapeer Community Schools Administrative Guidelines

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### **3242 - PROFESSIONAL GROWTH REQUIREMENTS**

All professional staff members shall be provided opportunities and be encouraged to improve their professional competence beyond what they may attain through the performance of their assigned duties.

The Superintendent shall provide the staff with opportunities as the budget provides and subject to existing contracts in areas such as the following:

- A. released time and leaves of absence for study;
- B. visits to observe colleagues and other schools;
- C. conferences;
- D. membership in committees of professional educational organizations;
- E. training and classes and workshops offered within the district;
- F. an up-to-date professional library for the professional staff.

The budget of the district shall include, whenever possible, funds to help defray in-service growth expenses of employees.

Determination of in-service growth activities and participants will be made by the Superintendent. Requests to attend such activities out of the District should be submitted at least thirty (30) days prior to each activity.

Employees approved by the superintendent to participate in such development programs will be reimbursed, generally within thirty (30) days, for the costs of registration, travel expenses, and supplies connected with such programs. Employees through their supervisors should inform the superintendent of such programs and their desire to participate therein.

All approvals for attendance and reimbursements will be in accord with existing contracts and these administrative guidelines.

### **Administrator**

The Lapeer Community Schools encourages its administrators to join and participate in professional organizations and to attend conferences which promote their competency and effectiveness in their positions. To the extent possible the Board will provide the funds in the budget to support this in-service program. All conference or convention attendance must be approved by the superintendent. The school district will reimburse the administration for registration and conference fees, mileage, and reasonable lodging and meal expenses.

Requests for conference approval will be subject to the following:

- A. the superintendent may limit attendance as to ensure that adequate administrative supervision is available in all buildings. Whenever possible elementary principals will be approved so as to be able to attend state conferences at least every other year;
- B. whenever possible the superintendent shall stipulate travel guidelines which will reduce mileage costs by requiring car pools and/or use of school vehicles;
- C. there will be no particular limitation placed on conference days per year. Approval will be based on available funds and the value of the conference to the administration and the school district;
- D. approval for attendance at an overnight conference shall be related to the following criteria:
  - 1. the money available for conferences in respect to the total known conference requests;
  - 2. the date the administrator last attended an overnight conference.
- E. whenever possible all requests for conference attendance during the school year should be submitted by October 1st of each school year.

## **Teacher**

Approval of and reimbursement for teacher conference attendance will be subject to the following:

- A. only one mileage reimbursement will be paid for each group of four or less teachers attending a single conference;
- B. all reimbursements will be made for actual costs only and must be substantiated by receipts.

## **Coach**

All requests by coaches to attend athletic-coaching conferences must be approved by the athletic director, the building principal (if a school day absence is involved), and the superintendent. All requests and approvals will be subject to the following:

- A. during a single school year a coach may not attend more than one conference per sport coached;
- B. no more than two teacher-coaches per building may be absent for a school day at one time for conference attendance;
- C. no conference will be approved for a conference site beyond 275 miles from Lapeer;
- D. every effort will be made to limit mileage expenses by requiring group transportation whenever possible;  
Only one mileage will be approved for every four coaches attending. When more than four attend and leave at two different times, two mileages would be approved.
- E. all reimbursements will be made for actual costs only and must be substantiated by receipts.

## **Meal Allowances**

Daily meal allowances shall be based on three meals per day with usual times for meals being 7:00 a.m., noon, and 7:00 p.m. Meal allowances for each fiscal year are based on locality and shall be in accord with the "Maximum Federal Per Diem Rates" as established by the IRS as of July 1st of each year. The first meal allowance occurs with the first normal meal time after the necessary departure time from Lapeer,

and the last occurs with the final usual meal time prior to reasonable return to Lapeer. For a day in which three meals would be allowed, up to the full daily IRS rate is reimbursable even if less than three meals were eaten (subject to proper verification as referenced below). For any necessary determinations of portions of the daily meal allowances, the following guidelines will be observed:

Breakfast 20%; Lunch 30%; Dinner 50%

For conference registrations which include any meals in the registration fee or special program fee, the appropriate amount of the daily allowance shall be deducted.

Verification of meal expenses normally is required. Meal expense in excess of the allowance may be submitted but normally will not be reimbursed except in unique circumstances reviewed with the superintendent prior to the conference and upon evidence that conference circumstances require an exception.