

## ADMINISTRATION

A. Generally

The board will annually budget for the attendance of the administrative staff to such conventions, conferences, and institutes as are recommended by the superintendent in accordance with the following:

B. Superintendent

He may attend all conventions or meetings which may prove beneficial to him and the school division.

C. Other Personnel

Staff members may attend conferences and conventions after obtaining approval of the superintendent or his designee.

D. Expenses

Reimbursement of reasonable expenses will be made on the basis of submission of request listing costs incurred.

Adopted by School Board: June 5, 1973

Revised by School Board: September 17, 1974