

## **ADMINISTRATIVE STAFF DEVELOPMENT LEAVE**

### **PROFESSIONAL GROWTH LEAVE**

One half of the total of all full-time administrators, other than the superintendent, may attend a region or national educational conference or convention each fiscal year with prior approval by the superintendent. Expenses to these meetings will be paid by the district according to rates established in the district's travel policy.

Rotation of the slots will be based on the following criteria:

1. Administrative seniority shall prevail if requests exceed the number of slots available.
2. Administrators will not be eligible for attendance at such regional or national meetings more often than once every two years.
3. In the event that an administrator has been approved for attendance at a national meeting and is unable to attend because of a personal or school emergency, that slot will remain open to him or her the following year and will not count against that year's total.

In the event that an administrator attends a national or regional meeting and does not sign a tendered contract to work in the Todd County School District the succeed year, a reimbursement of seventy-five percent (75%) of all expenses incurred for such attendance shall be reimbursed to the district. Such payment shall be in the form of cash or deducted from remaining payroll checks.

Exceptions to the above penalty clause shall include failure to sign tendered contract for reasons of health, movement out of the district by spouse, or extenuating circumstances beyond the control of the administrator with the latter subject to approval by the superintendent.

### **DISTRICT GROWTH LEAVE**

There will be instances when school administration deems it beneficial to the Todd County School District that administrator's attendance at conferences/workshops is necessary. These conferences/workshops may be local, state, regional, or national.

Most of these instances will be covered by supplemental funding, i.e., Chapter 1, Title V, Title VII, etc. District Growth Leave is distinguished from professional growth leave because it is initiated by school district.

## MEMBERSHIPS

Annual membership dues for all full-time administrators to the School Administrators of South Dakota organization shall be paid by the school district.

Annual membership dues for one national educational organization will be paid by the district after the administrator has first paid said dues for one year.

CONTRACT REFS.: Administrators' Organization Agreement

ADOPTED: April 18, 1983

REVISED: March 14, 1994

REVIEWED: August 24, 2015