

**ATTENDANCE AT NATIONAL CONFERENCES**

Attendance at any national conference held outside the State of Maine will be determined as follows:

**Principals/Assistant Principals**

- A. The Assistant Superintendent will annually budget a reasonable amount of money to cover a reasonable number of conferences.
- B. First choice will be given to one (1) elementary, one (1) high school, and one (1) middle level administrator.
- C. The same person may not attend two (2) national conferences in one (1) year or attend in two (2) successive years if others wish to be in the conference attendance rotation.

**Director of Special Services; Coordinator of Gifted/Talented/Enrichment Program; Director of Volunteer Program; Director of Food Services; Director of Support Services**

- A. Funds will be budgeted for any national conferences in the following year and such budget item discussed with the Superintendent of Schools at budget time.
- B. Except in unusual circumstance, no more than two (2) persons shall be granted approval to attend national conferences in any fiscal year.
- C. The same person may not attend two (2) national conferences in one (1) year or attend in two (2) successive years if others wish to be in the conference attendance rotation.

**Athletic Director; Music Director; Guidance Director**

- A. Funds for national conferences in the following year will be budgeted and only placed in the budget after approval by the Assistant Superintendent of Schools.
- B. One (1) person shall be allowed to attend a national conference each year from this group if funds are budgeted at the appropriate time.
- C. The same person may not attend two (2) successive years if others wish to be in the conference attendance rotation.

**Teachers**

- A. The Assistant Superintendent of Schools shall annually budget funds for a reasonable number of teachers to attend the National ASCD Conference, or its equivalent.**
- B. Those persons shall be identified by the Assistant Superintendent of Schools using a process related to instructional improvement and staff development. To be eligible for this designation, the recipient must be a full time classroom teacher in MSAD No. 9.**

**Determination of National Conference Priorities**

- A. National conferences which address instructional goals and/or objectives of MSAD No. 9 shall be given the highest priority.**
- B. National conferences which will specifically improve the performance of the attendee upon return shall be accorded the next highest priority.**

**Adopted: September 15, 1988**  
**Revised: November 29, 1994**  
**Reviewed: January 22, 2002**  
**Reviewed: May 4, 2009**