

Pittsfield School District

**PROFESSIONAL DEVELOPMENT**

A program of professional development will be established the continuous professional and technical growth of the school staff.

Through the program of professional development, staff members will become increasingly knowledgeable regarding new developments and changes in their specialized fields and will utilize new and improved methods of practice.

Expense Reimbursement. Expenses associated with professional development activities must be approved prior to the activity if the staff member anticipated making an expense reimbursement request of the district.

Mileage reimbursement to and from professional development activities will be paid at the standard IRS rate upon submission of request by the staff member. Meal and lodging reimbursement will be paid at the rate established by the district for meals and at the rate approved in advance for lodging. Other expenses will be considered on a case-by-case basis.

Receipts must be provided for reimbursement; cost items must be itemized. Alcoholic beverages will not be reimbursed.

Equipment Ownership and Possession. When an approved professional development activity includes in its cost any gift or provision of technology equipment, that equipment becomes and remains the property of the district. "Equipment" means, but is not limited to, computers, tablets, cell phones, smart phones, iPads, and/or any similar device.

Appeals. Supervisors and the superintendent of schools shall exercise judgment under the provisions of this policy and said judgment shall be subject to appeal to the School Board. The School Board's decision shall be final and not subject to grievance unless specifically authorized by the collective bargaining agreement.

Adopted: December 9, 1981  
Reviewed: October 15, 1982  
Reconsidered: August 13, 1998  
Amended: August 27, 2006  
Amended: September 4, 2014  
Amended: September 6, 2018