

**REPORT TO BOARD ON CONFERENCES, MEETINGS AND WORKSHOP  
ATTENDANCE**

Periodically, but no less than every quarter (three months) the Monterey County Superintendent of Schools or a designated staff member will present a written report to the Board showing all conferences, meetings, or workshops attended by a staff member in which the expenses of attendance, including travel reimbursement, exceeded five hundred dollars (\$500.00).

The report shall contain the following information in brief form:

- A. Name of attendee
- B. Location of conference, meeting or workshop and date/dates of attendance
- C. Description or purpose of conference, meeting or workshop
- D. Cost of attendance.

Adopted: 6/07/89

Revised: 1/20/93; 7/99; 10/02/02; 04/03/13