

COMMITTEE MEETINGS And SCHOOL IMPROVEMENT TEAM MEETINGS

1. Participants must have verified attendance at $\frac{3}{4}$ of the scheduled committee meetings, but not less than six meetings, to be eligible for SB-CEUs (no mixing and matching of committee meetings). If nine meetings are scheduled, seven meetings must be attended. If eight meetings are scheduled, six must be attended, etc. Participants can earn only 3.0 SB-CEUs per school year, no matter how many different school committees in which they participate.
2. Attendance must be verified and signed by the committee chairperson for each meeting. The chairperson must submit to the SB-CEU coordinator, no later than 30 calendar days from the end date of the training, the complete packet of sign in/out (with original signatures of participants) and meeting agendas.
3. Three (3.0) SB-CEUs are available per school year for participants meeting the aforementioned criteria.
4. The program approval file must include the approved program approval application or email, agenda for each meeting, verification signed by the committee chairperson (for school committees) or for the school improvement team, the verification is signed by the committee chairperson or the building principal, and the SB-CEU sponsor verification.

SB-CEU Coordinators can use either sign-in/out sheets for committee attendance or minutes of meetings as verification of attendance. The coordinator must keep the original documentation in the SB-CEU record. School personnel keep the copies.

The aforementioned activities can also be used by administrators to meet the continuing employment requirement.

A maximum of 9.0 S-CEUs earned in these activities in a five-year renewal period can be used toward certificate renewal.