

Administrative Rule: Using “Professional Development” Allocation

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The District provides administrative staff with a \$3,000.00 annual budget to cover the following:

- Job Specific Clothing
- Tuition
- Conference Expenses
- Work Phone
- Technology Used for Work But Kept at Home

Budget vs Stipend

- This amount is a “budget amount” and is therefore not intended to be fully spent each year nor carried over.

Conference Expenses

- Covered expenses include fuel or mileage, hotel, conference registration, and materials.
- Books and other materials from the conference may also be purchased within reason.
- Expenses for incurred as a result of traveling and attending conferences for other staff professional development will not be included within this budget
 - PLC Workshops when attending with staff (PLC at Work Institute).
 - Traveling/attending with school board to WASB convention and conferences.