



ADMINISTRATIVE STAFF – PROFESSIONAL DEVELOPMENT

Background

The District expects administrative staff to keep abreast of trends and developments in educational administration.

Accordingly, administrative staff attending professional development conferences, conventions, workshops, and seminars shall have related expenses paid by the District subject to budgeted amounts, approvals, and **Administrative Procedure 513 - Travel Expenses**.

Procedures

1. Administrative staff professional development budgets will be established through the budget process.
2. Conference attendance is subject to budget allocations and the supervisor's approval.
3. All expenditures in excess of the individual's established professional development budget must be pre-approved by the appropriate supervisor.

Reference: Sections 17, 18, 20, 22, 65, 85 *School Act*

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