



# Collaborative Work Expense Categories 2015-2016

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## REIMBERSABLE EXPENSES

- **Professional Development**
  - The following **will** be reimbursed as professional development costs:
    - Resource books to support implementation of an area in which staff have received PD. (*ex. Hattie's Visible Learning for Teachers, Common Formative Assessment, Data-based Decision-making*). **Note: Not more than 5% of your grant may be expended for resource materials.**
    - Mileage and fees for CW training at a RPDC or other location that is being provided by an RPDC staff person.
- **Staff Time**
  - **Substitute Costs** – Payment, including salary and benefits, for a substitute teacher to allow a classroom teacher (including special subject teachers) to be released to participate in professional development activities related to the collaborative work.
  - **Extended Teacher Contracts** – Payment, including salary and benefits, to extend the contract of a professional staff member to attend PD &/or work on a collaborative project activity, formative assessment development, data team work, data organization, preparation for data team meetings.
  - **Stipends for Out of Contract Work** – Payment, including salary and benefits, to reimburse a professional staff member for work out of contract time on activities related to the collaborative work (development of formative assessments, data team participation, etc).
- **Other**
  - Costs other than those described above for which the district seeks reimbursement must be submitted to the Office of Special Education program contact for approval **PRIOR** to the expense being obligated. Failure to seek and obtain prior approval will result in denial for reimbursement of the cost

## NON-REIMBERSABLE EXPENSES

- **The following will NOT be reimbursed as professional development costs:**
  - Attendance at State/National Conferences
  - Fees/dues for professional organizations
  - SW-PBS/PLC/RTI program costs/fees
  - Student/staff incentives/awards
  - Food
  - Technology (laptops, tablet computers, eReaders, Smart Boards, projectors, etc.)
  - Curriculum work or training (i.e., ELA/Writing/Math, Common Core, SLO training, Digital Library training).
  - Books/materials/resources that do not meet the above guidelines
  - PD providers from anywhere other than the RPDC.
  - Teacher and/or student materials/supplies, incentives, etc.