Collaborative Work
Expense Categories 2016-2017

REIMBURSABLE EXPENSES

• Professional Development
  o The following will be reimbursed as professional development costs:
    ▪ Purchase of supplies to display data or for data team meetings or to implement ACL in classrooms (journals, data notebooks, etc.)
      Note: Not more than 5% of your grant may be expended for these materials.
    ▪ Mileage and fees for CW training at a RPDC or other location that is being provided by an RPDC staff person.

• Staff Time
  o 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.
  o 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.
  o 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
  o 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-REIMBURSABLE EXPENSES

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