

Collaborative Work Expense Categories 2016-2017

REIMBERSABLE EXPENSES

- **Professional Development**
 - 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**
 - **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.