

Expenses directly related to the District Administrator's professional development activities may be paid for or reimbursed by the District to the extent and in the manner provided by applicable District expense procedures, including all procedures that relate to (1) obtaining approval for specific activities, costs, and any work time away from the District; and (2) the submission of complete and timely documentation of qualified expenses.

The District Administrator is required to obtain advance approval directly from the Board of Education for any proposed professional development activity, and for the estimated related expenses, when both of the following apply:

1. The activity will either occur on one or more working days at a location outside of the District or involve District payment or reimbursement of related expenses, and
2. Any one or more of the following applies:
  - a. The proposed activity involves an absence from work in the District for the equivalent of three (3) or more work days in any 10-day period;
  - b. The proposed activity involves out-of-state travel;
  - c. The proposed activity is a course offered by an institution of higher education for which full or partial tuition reimbursement is requested;
  - d. A reasonable estimate of the total District cost of the proposed activity (including all associated expenses) exceeds \$500; or
  - e. The funds specifically budgeted for administrator professional development in the applicable fiscal year have been exhausted.

Specific activities and estimated expenses that are sufficiently detailed within the District Administrator's annual professional development proposal (and any amendments thereto) are sufficiently approved for purposes of these procedures if the Board has approved the proposal. In regard to other proposed professional development activities that will occur on one or more working days at a location outside of the District and/or that will involve District payment or reimbursement of related expenses, the District Administrator may request advance authorization from the Board of Education. The Board of Education may provide such advance authorization provided that:

1. The District Administrator makes a request that identifies the activity, the work time required for the activity, and a reasonable estimate of all expenses that the administrator anticipates to be paid or reimbursed by the District;
2. The Board of Education finds the proposed activity and estimated expenses to be reasonable and not in conflict with any Board policy, expense reimbursement procedure, or Board decision; and
3. The Board of Education concludes that he/she is otherwise comfortable exercising this discretionary approval authority on behalf of the Board.

For any professional development activity for which direct Board pre-approval is not expressly

required under these procedures, if the District Administrator engages in a professional development activity that was not authorized in advance by the Board of Education and if he/she incurs any cost or expense that he/she intends the District to pay or reimburse, the District Administrator does so at the risk that the Board may determine, at its discretion, that such payment or reimbursement is to be denied or rescinded.