



## Administrative Procedure 434

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### 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  
Employment Standards Act

Adopted: November 17, 1998  
Revised: December 15, 2020