

**Sample Coding for Instructional Staff Training**

**Definition:** *Activities associated with the professional development and training of instructional personnel, student support personnel and school administrators. These include activities such as in-service training (including teacher mentors and in-service coordinators/staff development chairs), workshops, conferences, demonstrations, courses for college credit (tuition reimbursement) and other activities (such as teacher certification committees) related to the ongoing growth and development of instructional personnel. The incremental costs associated with providing substitute teachers in the classroom (while regular teachers attend training) should also be included in this code. All costs should be charged to this code regardless of whether training services are provided internally or purchased from external vendors.*

|                | Fund | Program | Function | Object | Cost Center | Description  |
|----------------|------|---------|----------|--------|-------------|--|
| Elementary K-8 | 1000 | 0000    | 2213     | 1040   | 010-190     | Director of Professional Development salary  |
|                | 1000 | 0000    | 2213     | 2040   | 010-190     | Director of Professional Development benefits, excluding retirement/tuition          |
|                | 1000 | 0000    | 2213     | 2340   | 010-190     | Director retirement  |
|                | 1000 | 0000    | 2213     | 2540   | 010-190     | Director tuition   |
|                | 1000 | 0000    | 2213     | 1180   | 010-190     | Secretary, Office of Professional Development  |
|                | 1000 | 0000    | 2213     | 2080   | 010-190     | Secretary, Office of Professional Development benefits, excluding retirement/tuition |
|                | 1000 | 0000    | 2213     | 2380   | 010-190     | Secretary retirement   |
|                | 1000 | 0000    | 2213     | 2580   | 010-190     | Secretary tuition  |
|                | 1000 | 0000    | 2213     | 1230   | 010-190     | Substitute salaries  |
|                | 1000 | 0000    | 2213     | 2030   | 010-190     | Substitute benefits  |
|                | 1000 | 0000    | 2213     | 1500   | 010-190     | Stipends   |
|                | 1000 | 0000    | 2213     | 2000   | 010-190     | Stipend benefits, excluding retirement   |
|                | 1000 | 0000    | 2213     | 2300   | 010-190     | Stipend retirement   |
|                | 1000 | 0000    | 2213     | 2510   | 010-190     | Tuition reimbursement - teachers   |
|                | 1000 | 0000    | 2213     | 2520   | 010-190     | Tuition reimbursement - Ed Techs   |
|                | 1000 | 0000    | 2213     | 3000   | 010-190     | Purchased Professional Services  |
|                | 1000 | 0000    | 2213     | 3300   | 010-190     | Employee Training/Development  |
|                | 1000 | 0000    | 2213     | 5000   | 010-190     | Other purchased services   |
|                | 1000 | 0000    | 2213     | 5810   | 010-190     | Employee Travel for Professional Development   |
|                | 1000 | 0000    | 2213     | 6000   | 010-190     | Other Supplies (not delineated in 6000 range below)                                  |
|                | 1000 | 0000    | 2213     | 6100   | 010-190     | Training Supplies  |
|                | 1000 | 0000    | 2213     | 6400   | 010-190     | Books  |
|                | 1000 | 0000    | 2213     | 8000   | 010-190     | Miscellaneous  |
|                | 1000 | 0000    | 2213     | 9000   | 010-190     | Other Items  |
| Secondary 9-12 | 1000 | 0000    | 2213     | 1040   | 300-380     | Director of Professional Development salary  |
|                | 1000 | 0000    | 2213     | 2040   | 300-380     | Director of Professional Development benefits, excluding retirement/tuition          |
|                | 1000 | 0000    | 2213     | 2340   | 300-380     | Director retirement  |
|                | 1000 | 0000    | 2213     | 2540   | 300-380     | Director tuition   |
|                | 1000 | 0000    | 2213     | 1180   | 300-380     | Secretary, Office of Professional Development  |
|                | 1000 | 0000    | 2213     | 2080   | 300-380     | Secretary, Office of Professional Development benefits, excluding retirement/tuition |
|                | 1000 | 0000    | 2213     | 2380   | 300-380     | Secretary retirement   |
|                | 1000 | 0000    | 2213     | 2580   | 300-380     | Secretary tuition  |
|                | 1000 | 0000    | 2213     | 1230   | 300-380     | Substitute salaries  |
|                | 1000 | 0000    | 2213     | 2030   | 300-380     | Substitute benefits  |
|                | 1000 | 0000    | 2213     | 1500   | 300-380     | Stipends to Department heads/teacher leaders if applicable for staff training        |
|                | 1000 | 0000    | 2213     | 2000   | 300-380     | Stipend benefits, excluding retirement   |
|                | 1000 | 0000    | 2213     | 2300   | 300-380     | Stipend retirement   |
|                | 1000 | 0000    | 2213     | 2510   | 300-380     | Tuition reimbursement - teachers   |
|                | 1000 | 0000    | 2213     | 2520   | 300-380     | Tuition reimbursement - Ed Techs   |
|                | 1000 | 0000    | 2213     | 3000   | 300-380     | Purchased Professional Services  |
|                | 1000 | 0000    | 2213     | 3300   | 300-380     | Employee Training/Development  |
|                | 1000 | 0000    | 2213     | 5000   | 300-380     | Other purchased services   |
|                | 1000 | 0000    | 2213     | 5810   | 300-380     | Employee Travel for Professional Development   |
|                | 1000 | 0000    | 2213     | 6000   | 300-380     | Other Supplies (not delineated in 6000 range below)                                  |
|                | 1000 | 0000    | 2213     | 6100   | 300-380     | Training Supplies  |
|                | 1000 | 0000    | 2213     | 6400   | 300-380     | Books  |
|                | 1000 | 0000    | 2213     | 8000   | 300-380     | Miscellaneous  |
|                | 1000 | 0000    | 2213     | 9000   | 300-380     | Contingency  |