



August 2, 1994

**ADMINISTRATIVE MEMORANDUM NUMBER FORTY-ONE**  
**SCHOOL ADMINISTRATOR PROFESSIONAL DEVELOPMENT**

For the purpose of promoting effective development, renewal and inservice training for administrative staff having line authority directly with the schools in Granite School District, the following two programs have been developed.

**A. Annual Conference Budget**

1. An annual amount up to \$350 will be established for each building administrator (defined as principals, and assistant principals) to be used toward approved conferences.
2. Administrators will be encouraged to attend conferences and workshops which will be beneficial for their own professional growth and the goals of Granite School District. They may select from either in-state or out-of-state conferences.
3. Requests to attend any conference or workshop must be submitted in writing to the appropriate administrator in school services for approval prior to the departure.
4. Reimbursement will be made according to Administrative Memo #15.
5. The allocation of \$350 may be accrued up to a maximum of \$1,400 (\$350 per year) to facilitate inservice to locations either distant or costly. There may need to be a limit set for the maximum numbers of administrators approved for travel during any given period of time.

**B. Selected Conference Budget**

1. In addition to the funds to finance the program listed above, an additional \$7,000 will be established to provide opportunities for administrators, on individual request, to attend an alternative conference which is fully funded from this account. This selected conference program will have the following guidelines:
  - a. A Selected Conference Committee, consisting of the presidents of the elementary, junior and senior high principals' associations (or their designee), and the president of the Granite Association of School

Administrators will screen the requests and make recommendations to the Deputy Superintendent as to who may attend a selected conference, and the amount of money to be allocated for this conference.

- b. Applications for the selected conferences are to be submitted on the appropriate conference form by September 15 whenever possible. Selection of administrators to attend will be based on the rationale from the applicant of potential professional growth which relates to district goals. No roster or rotation schedule will be used in the selection process. Meetings, scheduled as needed during the school year, will be held by the committee to review the status of each of the requests approved and up-dated as necessary.
- c. Estimates of conference costs are to be submitted with the application request. Administrators may request expense money in advance for selected conferences. The procedure will require a record of receipts to be submitted at the end of the conference to justify expenditures.
- d. Administrators who attend selected conferences will be expected to share their experiences as requested by the administration.

Any variation from these guidelines must have school services approval prior to attendance at any conference in order to receive funding. The Granite Board of Education realizes the value of keeping the school administrators current with the latest advances in the field of education and learning theory.

/s/

Loren G. Burton  
Superintendent

Last Revision - August 23, 1993