Part 3.3 - Operational Policies – Principal Professional Expenses Policy

1. **Principal Professional Expenses Policy**

A budget for professional expenses and for professional development will be established annually and be included in the budget. Spending within budget occurs at the discretion of the principal except in the case of overseas professional development. All overseas trips for professional development must be approved first by the board of trustees at least one term in advance of the event.

Professional development expenses may include but are not confined to: continuing education, books and periodicals, mentoring, and attendance at professional conferences.

Review schedule: Triennially

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| BoT Meeting Reviewed: | 7 August 2018 |
| BoT Meeting Approved: | 7 August 2018 |
| BOT Chairman: | Tala Page-To'oala |
| Signed by BOT Chairman: |  |
| Date: | 7 August 2018 |