

## A Cost Structure for Professional Development

Cost Element	Ingredient	How Cost Is Calculated
Teacher Time Used for Professional Development	<b>Time Within the Regular Contract</b>	
	When students are not present before or after school or on scheduled inservice days, half days, or early release days	Teachers' hourly salary times the number of student-free hours used for professional development
	Planning time	The cost of the portion of the salary of the person used to cover the teachers' class during planning time used for professional development
	<b>Time Outside the Regular Day/Year</b>	
	Time after school, on weekends, or for summer institutes	The stipends or additional pay based on the hourly rate that teachers receive to compensate them for their time
	Release time provided by substitutes	Substitute wages
Training and Coaching	<b>Training</b>	
	Salaries for district trainers	Sum of trainer salaries
	Outside consultants who provide training; may be part of comprehensive school reform design (CSRSD)	Consultant fees or comprehensive school design contract fees
	<b>Coaching</b>	
	Salaries for district coaches including on-site facilitators	Sum of coach and facilitator salaries
	Outside consultants who provide coaching; may be part of CSRSD	Consultant fees or comprehensive school design contract fees
Administration of Professional Development	Salaries for district or school-level administrators of professional development programs	Salary for administrators times the proportion of their time spent administering professional development programs
Materials, Equipment, and Facilities Used for Professional Development	<b>Materials</b>	
		Materials for professional development, including the cost of classroom materials required for CSRSDs
	<b>Equipment</b>	
		Equipment needed for professional development activities
	<b>Facilities</b>	
		Rental or other costs for facilities used for professional development
Travel and Transportation for Professional Development	<b>Travel</b>	
		Costs of travel to off-site professional development activities
	<b>Transportation</b>	
		Costs of transportation within the district for professional development
Tuition and Conference Fees	<b>Tuition</b>	
		Tuition payments or reimbursement for university-based professional development
	<b>Conference Fees</b>	
		Fees for conferences related to professional development

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Note. Rice (2001) has created a similar cost framework for teacher preparation and professional development.