

## Cost structure for professional development

This cost framework provides a method of organizing information in terms of six cost elements. Collecting information on professional development costs using this framework will ensure that all studies are comparable.

COST ELEMENT	INGREDIENT	HOW COST IS CALCULATED
<b>TEACHER TIME</b>	<p><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 Planning time used for professional development</p> <p><b>Time outside the regular contract:</b> Time after school, on weekends or for summer institutes Released time provided by substitutes</p>	<p>Teachers' hourly salary times the number of student-free hours used for professional development</p> <p>The cost of the portion of the salary of the person used to cover the teacher's class during planning time used for professional development</p> <p>The stipends or additional pay based on the hourly rate that teachers receive to compensate them for their time Substitutes' wages</p>
<b>TRAINING AND COACHING</b>	<p><b>Training</b> Salaries for district trainers Outside consultants who provide training; may be part of Comprehensive School Reform Demonstration program</p> <p><b>Coaching</b> Salaries for district coaches including on-site facilitators Outside consultants who provide coaching; may be part of Comprehensive School Reform Demonstration program</p>	<p>Sum of trainer salaries Consultant fees or comprehensive school design contract fees</p> <p>Sum of coach and facilitator salaries Consultant fees or comprehensive school design contract fees</p>
<b>ADMINISTRATION OF PROFESSIONAL DEVELOPMENT</b>	Salaries for district or school level administrators of professional development programs	Salary for administrators times the proportion of their time spent administering professional development
<b>MATERIALS, EQUIPMENT, AND FACILITIES USED FOR PROFESSIONAL DEVELOPMENT</b>	<p><b>Materials</b></p> <p><b>Equipment</b></p> <p><b>Facilities</b></p>	<p>Cost of materials, including required materials for implementing Comprehensive School Reform Demonstration programs</p> <p>Cost of equipment needed for activities</p> <p>Rental or other costs for facilities used</p>
<b>TRAVEL AND TRANSPORTATION</b>	<p><b>Travel</b></p> <p><b>Transportation</b></p>	<p>Costs of travel to off-site activities</p> <p>Costs of transportation within the district</p>
<b>TUITION AND CONFERENCE FEES</b>	<p><b>Tuition</b></p> <p><b>Conference fees</b></p>	<p>Tuition payments or reimbursement for university-based professional development</p> <p>Fees for professional conferences</p>

**SOURCE:** "A Cost Framework for Professional Development," by Allan Odden, Sarah Archibald, Mark Fermanich, and H. Alix Gallagher, prepared for the Consortium for Policy Research in Education, Wisconsin Center for Education Research, University of Wisconsin-Madison.