North Kitsap School District
NKAAA Professional Development

Prior approval from building administrator must be obtained when an employee plans to attend training to improve professional skills.

1. Complete this form and submit to the Teaching and Learning Administrative Assistant for fund availability verification. Approved forms will be returned via email.
2. When approval is complete and you receive the authorized account code, please coordinated with your building's Office Manager or ASB Secretary to use the building's purchasing card to register for the event.

****** Office Manager/ASB Secretary: Please note if any costs are being paid with purchasing card that the T&L Admin Assistant will need copies of all receipts******

Conference/Training Title - Description

Employee Name: _____ **Sport:** _____

Building: _____

Date(s): _____

Time: From _____ to _____

Location: _____

Estimated costs (registration, lodging, materials) _____

_____

Will you need a sub? _____ **Hours Requested:** _____

_____ _____
Athletic Director Date

_____ _____
District Athletic Director Date

For Office Use
Account Code _____

Sub Code _____

NKAAA COLLECTIVE BARGAINING AGREEMENT (SEPTEMBER 1, 2025 - AUGUST 31, 2028) Article III, Section 6

6.2 The district shall pay funds totaling $150.00 per full stipend position to pay for Head and Assistant Coaches to attend clinics, workshops, and to help defray other costs associated with clinic/workshop attendance. Professional growth money may also be spent on educational materials, pending school athletic coordinator's approval. Members may accrue Professional Growth funds for a maximum of two years and may not exceed a total of $450.00.

6.3 Upon written agreement, professional growth funds may be shared between members with Athletic Coordinator's approval.