

Intradistrict Communication

DATE: September 16, 2021
TO: High and Middle School Principals
FROM: Chris Richards-Khong, Staff Assistant Administrator
SUBJECT: Cognia Accreditation Fees

In order to accommodate your accreditation needs, the district office covers your annual cost (Improvement Network Fee) of \$1200. In addition to the annual fee, on the year you have your site visit, the district will pay your Accreditation Engagement Review (external review) fee of \$1100-1400 and will make available for reimbursement the following:

Personnel Costs	\$1,000
(To be used to pay personnel for preparation, site presentations, substitutes, etc.)	
Budget Code: 10 E ___ 8706 2213 131 – Teacher Inservice Rate	
Budget Code: 10 E ___ 8706 1073 132 – Substitutes	
Budget Code: 10 E ___ 8706 1084 165 – Assistants	
Site Presentation Costs	\$ 300
(DVD's, opening and closing meetings, thumb drives, etc.)	
Budget Code: 10 E ___ 8706 1090 610	
Outside Team Visit Expenses	\$ 500
(Mileage, per diem, hotels, etc.)	
Budget Code: 10 E ___ 8706 1090 583	

Total available funds for site visit \$1,800

If submitting an NPO or Pcard for any site visit reimbursement, please include copies of receipts and checks and submit them to Chris Richards-Khong, Staff Assistant Administrator. For more information contact: Chris Westra @ 801-567-8657 or Chris Richards-Khong @ 801-567-8158.