

Pataula Charter Academy and Spring Creek Charter Academy Federally Funded Stipends Policy and Procedure

Purpose:

The purpose of this policy is to provide guidelines for school officials for granting Federally funded stipends should the school be awarded Federal funds for the purpose of stipend expenditure.

Definitions:

Stipend - the funds awarded by an LEA to certified personnel and paraprofessionals for having successfully completed learning opportunities that have occurred at any time during the fiscal year outside of the employee's normal contract/work hours.

Allowable Funds – expenditures that are permissible by the guidelines of the funding source.

Knowledge, Skills, Practices, and Dispositions – the critical components addressed in Professional learning:

1. Knowledge: What one learns and understands.
2. Skills: What one is able to do.
3. Practices: What one implements routinely.
4. Dispositions: What one values and is willing to do.

Policy Statement:

PCA and SCCA shall, in accordance with 2 C.F.R. Part 200 Subpart E 200.403(c) and SBOE Rue 160-3-3-.04, maintain and adhere to the required guidelines and procedures for granting Federally funded stipends. The CFO and Superintendent will be responsible for the development and maintenance of the required procedures under said guidelines.

Guidelines for Granting Federally Funded Stipends:

1. All stipends must be pre-approved by the Superintendent/Federal Programs Director before the expense is incurred.
2. The Superintendent/Federal Programs Director will determine allowability of the stipend before approval based on the following guidelines:
 - a. There are allowable funds in the Federal Program from which the stipend will be paid,
 - b. There is evidence that the knowledge, skills, practices, and dispositions gained from the professional learning activity are aligned to an approved individual plan, a school initiative and/or product, and/or specific goals related to the Federal Program from which the stipend will be paid,
 - c. There is research-based evidence that the knowledge, skills, practices, and dispositions developed through participation in or facilitation of the professional learning have been implemented/demonstrated in the classroom/work setting with success,
 - d. Participation occurs beyond regular contract hours, days, or school year.

Legal Ref: 2 C.F.R. Part 200 Subpart E 200.403(c) and SBOE Rule 160-3-3-.04

Adopted: 11/16/15

Amended: 3/18/19