

**Oklahoma City Public Schools**  
Office of Federal Programs

**Professional Development (PD) Processes and Stipends**

A great number of professional development activities occur throughout the school year. The following guidance has been created to ensure those activities intended to be supported through federal funds are properly documented.

**What is Professional Development?**

Federal law provides *the purpose of professional development is to provide educators with the knowledge and skills necessary to enable students to succeed in a well-rounded education and meet challenging State academic standards.* Federal funds may only be used to support activities with this purpose at their core. Federal funds may not be used to pay teachers to meet and discuss their day, perform routine work, or otherwise as a means to provide extra-contractual payment for regularly assigned duties or staff meetings. (Section 8002, ESEA)

\*\*The AFT collective bargaining agreement includes provisions for up to three (3) staff meetings per month at all school sites. Site administrators should use these provisions for housekeeping, duty planning, and other items that are not evidence-based means to increase teacher performance in the classroom.\*\*

**Elements of Allowable Activities**

Activities which qualify as PD and are supportable with federal funds must meet certain standards and criteria. Allowable PD is -

- **Sustained** - not stand-alone, 1-day or short term workshops. Short term events may be allowable if they are part of a more comprehensive strategy and identified in the school's needs assessment and a part of the schoolwide and professional development plans.
- **Intensive** - concentrated, rigorous, and thorough. Events should be focused with pre-identified goals and interim evaluations intrinsic to continual progress.
- **Collaborative** - developed and delivered as part of a team approach with a focus on practice-based professional learning community (PLC) such as developed by Richard Dufour.
- **Job-embedded** - the PD occurs during and as a regular part of the workday with direct links to goals identified in the needs assessment and schoolwide plan.
- **Data-Driven** - the determination of activities occurs after an examination of student data and is directly aligned with the school's needs assessment. If there is no data to support the event, the event is not allowed.

- **Classroom-Focused** - activities must be determined to meet student needs and occur, as much as possible, in the classroom. Student learning occurs in the classroom, a teacher's work is in the classroom, practice-based, results-oriented professional learning should occur in the classroom as well.

(Section 8002, ESEA)

### **Allowable PD**

Examples of activities which may be supported with federal funds include activities designed to -

- Improve and increase teachers' knowledge of -
  - Academic subjects;
  - Understanding of how students learn;
  - Ability to analyze student work and achievement from multiple sources;
  - Effective, evidence-based instructional strategies; and,
  - Strategies for improving student academic achievement.
- Allow personalized plans for each educator to address needs identified through observation and feedback.
- Improve classroom management skills.
- Meeting the specific needs of all students (i.e. EL, SpEd, Gifted) from all backgrounds (Homeless, Low-Income) and racial/ethnic groups.
- The effective use of technology in the classroom.
- The use of data and assessments to inform and instruct classroom practice.
- More effectively work with parents and families.

(Section 8002, ESEA)

### **Evaluation**

Professional development activities must be regularly evaluated to determine effectiveness. Such evaluation must occur in the Spring as part of the regular review and continued development of the school's schoolwide and professional development plans.

### **Stipends**

In general, a site or district administrator may burden federal funds with reasonable stipend payments to ensure teacher compensation for attendance at professional development activities. All payments assume work performed above and beyond contractual obligations (i.e. work hours, stipend provision, or workdays). Stipends will not be paid to personnel who are more than ten (10) minutes late to a ninety (90) minute session or to anyone who leaves before the conclusion of the session. In the case of a split, two-part session, a person may miss one part of the session and receive payment for attendance at the other (i.e. two, 90-minute sessions on the same day).

### **Title I Stipends-511**

Title I funds may be used to support eligible stipends to certain personnel who attend professional development activities. Personnel include: Principal, Assistant Principal, Counselor, Library Media Specialist, Remedial Specialist, Teacher, and Instructional Paraprofessional.

### **Title II Stipends-541**

Title II funds may support stipends for the following site personnel, when appropriate: Principal, Assistant Principal, Counselor, Library Media Specialist, Remedial Specialist, Teacher, and Instructional Paraprofessional.

### **Instructional Coaches**

Receipt of an equalized stipend payment requires Instructional Coaches to perform 3-5 hours per week, not inclusive of “prep” time, performing off-contract work at their designated school site. In addition, the stipend also provides for Instructional Coaches to work an additional ten (10) days per year beyond normal contract terms.

*During the regular school year, inclusive of the ten (10) additional days required by receipt of the equalized stipend, Instructional Coaches must receive approval from the Professional Development Director prior to attendance at an activity or work that would result in a stipend payment.*

### **Instructional Coaches at Transformation Schools**

In addition to the above provisions, Instructional Coaches who work at Transformation School sites are eligible to receive a stipend payment for attendance at weekly grade-level meetings and other activities. Such work must be in addition to, and may not count toward, the 3-5 hours per week already required through receipt of their equalized stipend payment.

### **Presentation Preparation**

Staff who utilize personal, off-contract time to prepare or deliver a professional development presentation may be eligible to be paid a stipend for *reasonable* time spent, not to exceed five (5) hours per activity. An activity that requires multiple, distinct meeting dates/times is still considered (1) one activity. All preparation stipends must receive approval from the Federal Programs Office prior to work being performed. There is no guarantee a presentation preparation stipend will be paid. All stipend payments are made at the sole discretion of the Federal Programs Office.

### **Presentation Delivery**

The district negotiated stipend rate is approved by both district administration and the teachers' union. The only rates applicable, for any service, are provided below.

### **Compensatory (Comp) Time**

The negotiated contract includes provisions for compensatory time. When such time is used (i.e. early release on one day in compensation for extended work hours on another day), stipends **will not** be paid. This is paid time off and is treated similarly to vacation, personal business, or sick leave. Administrators are encouraged to not plan professional development on days/times which include paid time off for compensatory time.

### **Contract Hours**

Be cognizant that Federal funds **cannot** be used for payment of time an employee is contractually or otherwise obligated to report to work.

#### **Teachers**

**Elementary and Middle Schools:** 20 minutes before the first regularly scheduled class at that school and may leave 20 minutes after the last regularly scheduled class at that school.

**Middle/High Schools and High Schools:** 25 minutes before the first regularly scheduled class at that school and may leave 15 minutes after the last regularly scheduled class at that school.

#### **Principals**

As part of their conditions of employment, principals are required to report to work 30 minutes before the arrival of teachers and remain until 30 minutes after teachers leave.

### **Stipend Rates**

The following negotiated rates apply for all eligible stipends (professional development, summer school, tutoring, etc):

#### **Support Staff**

Extra Duty: Employee's hourly rate + possible overtime

Professional Development Stipend: Employee's hourly rate + possible overtime

*Be aware. Support staff participation may require overtime payment. Not all support staff are eligible to receive a federally-funded stipend payment.*

#### **Instructional Staff/Library Media Specialists/Counselors/Instructional Coaches**

Extra Duty: \$28 per hour  
Professional Development Stipend: \$28 per hour

Principals/Assistant Principals

Extra Duty: \$32 per hour  
Professional Development Stipend: \$32 per hour

Administrative Interns\*

Extra Duty: \$28\*  
Professional Development Stipend: \$28 per hour\*

\*Administrative interns are covered under the provisions of the teacher's collective bargaining agreement.

**Fiscal Year**

The fiscal year used for federal fund processing is **July 1 to June 30** of each calendar year. No allowances may be provided for the late receipt of required documentation. Please be aware of purchasing and payroll department cutoff dates.

**Registration Costs**

The district may only use federal funds to pay registration costs for individuals who attend professional development events. If someone is unable or does not attend a federally-funded professional development activity, the registration cost will be disallowed and the Chief Financial Officer notified that the cost for absent individuals' registration becomes a general fund expense. Building and department leaders are strongly encouraged to ensure all staff members are willing and able to attend before committing funds for their registration.

**Frontline Tutorial**

Orientation and tutorial video for activity creators:

<https://help.frontlineeducation.com/hc/en-us/articles/360001759527-PLMS-Instructor-Orientatio-n-Insights-Platform>

## **Professional Development Flow Charts**

The following are suggested processes for planning and implementing federally-funded professional development activities.

### **In-Person Activities**

<b>Activity Flow</b>	<b>Approximate Timeline</b>
<ul style="list-style-type: none"><li>● Ensure the activity has been approved and related expenses have been properly budgeted.</li></ul>	At least three weeks before the activity
<ul style="list-style-type: none"><li>● Create the activity in Frontline. The description of the activity should be sufficient to take the place of an agenda. If the activity is not submitted through Frontline, an agenda or description of work performed must be submitted.</li></ul>	At least three weeks before the activity
<ul style="list-style-type: none"><li>● Process any POs/GRs for related expenses (i.e. materials, registration, etc.).</li></ul>	At least three weeks before the activity
<ul style="list-style-type: none"><li>● Print the sign-in sheet(s) and ensure all attendees sign it. Other methods of attendance verification may be acceptable but must be approved prior to the activity.</li></ul>	The day of the activity (or before)
<ul style="list-style-type: none"><li>● Confirm attendance in Frontline and the number of hours for attendees. If Frontline is not used, the person hosting the activity must sign an attendance sheet certifying the persons listed were present.</li></ul>	Immediately after the activity
<ul style="list-style-type: none"><li>● Submit the completed (scanned) sign-in sheet(s) to the hosting department or the Office of Federal Programs via email. If stipends are included, completed stipend sheets must also be submitted.</li></ul>	Immediately after the activity

## Virtual Activities

Activity Flow	Approximate Timeline
<ul style="list-style-type: none"> <li>● Ensure the activity has been approved and related expenses have been properly budgeted.</li> </ul>	At least three weeks before the activity
<ul style="list-style-type: none"> <li>● Create the activity in Frontline. The description of the activity should be sufficient to take the place of an agenda. If the activity is not submitted through Frontline, an agenda or description of work performed must be submitted.</li> </ul>	At least three weeks before the activity
<ul style="list-style-type: none"> <li>● Once the activity is approved in Frontline, create the activity on Zoom as it is the only approved platform for professional development activities.</li> </ul>	At least two weeks before the activity
<ul style="list-style-type: none"> <li>● Process any POs/GRs for related expenses (i.e. materials, registration, etc.).</li> </ul>	At least three weeks before the activity
<ul style="list-style-type: none"> <li>● Confirm attendance in Frontline and number of hours for attendees. If Frontline is not used, the person hosting the activity must sign an attendance sheet certifying the persons listed were present.</li> </ul>	Immediately after the activity
<ul style="list-style-type: none"> <li>● Submit the completed (scanned) sign-in sheets to the hosting department or the Federal Programs Office via email.</li> </ul>	Immediately after the activity
<ul style="list-style-type: none"> <li>● Print the attendance report from Zoom (only hosts may do this) and submit it to the hosting department or the Federal Programs Office via email. If stipends are included, completed stipend sheets must also be submitted.</li> </ul>	Immediately after the activity