



Professional Learning Activities (PLA) Stipend Guidelines (PRD-G004)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 Details district's guidelines for stipend payments for both school- and district-level professional learning activities for which instructor(s) and/or participants are compensated through stipend payment.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Level Directors
- 2.2 Program Fund Account Manager as Appropriate
- 2.3 Directors of Curriculum and Instruction
- 2.4 Professional Development Coordinator
- 2.5 Building-level Administrators

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Academic Officer
- 3.2 Chief Human Resources Officer
- 3.3 Chief Financial Officer

4.0 DEFINITIONS:

- 4.1 Professional Learning Activity (PLA) – Activities designed to improve knowledge, skill, attitude, and/or behavior for individual job performance and proficiency. PLAs can be on the school- or district-level, can occur during school hours (training) or outside of school hours (in-service or stipend), and can be of a direct training nature (i.e., PLCs or JiTTs) or an indirect training nature (i.e., curriculum development, benchmarking, unit vetting, collaborative planning), the results of which are both work product and professional growth.
- 4.2 Stipend – monetary compensation provided to district staff for participation PLAs occurring outside of school hours.
- 4.3 Professional Learning Activities Network (PLAN) – The district's professional learning management system and source for managing and tracking school- and district-level PLAs, including course development, enrollment, attendance, class evaluation, monitoring, record-keeping, and reporting.
- 4.4 Training Day – A full day of training is six hours in length; a half-day of training is three hours.

5.0 STIPEND GUIDELINES:

- 5.1 Principals - \$200 for full day; \$100 for half-day
- 5.2 Assistant Principals - \$175 for full day; \$87.50 for half-day



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5.3 Certified Staff

5.3.1 participating in district or district-sponsored PLAs - \$150 for full day; \$75 for half-day

5.3.2 participating in school or district level work (i.e., lesson planning, collaboration, curriculum and benchmarking, unit vetting, etc.) - \$30 per hour

5.3.3 serving as instructors/presenters for district or district-sponsored PLAs or facilitators for school or district level work (See 5.3.2 above).

5.3.3.1 For a new learning activity, instructors/presenters will be compensated at a rate of one-hour prep time for each hour of instruction/presentation. For example, for a six-hour PLA determined to be a 'new learning activity,' the instructor/presenter will receive a stipend payment of \$360 (6 hours of instruction/presentation x \$30 per hour + 6 hours of prep time x \$30 per hour = \$360).

5.3.3.2 For a recurring learning activity (one in which the planning has been done by someone else, like a CCT, or a session in which changes to content have to be made between sessions, like a PLC), instructors/presenters will be compensated at a rate of 1/3 hour prep time for each hour of instruction/presentation. For example, for a six-hour PLA determined to be a 'recurring learning activity,' the instructor/presenter will receive a stipend payment of \$240 (6 hours of instruction/presentation x \$30 + 6 hours of prep time x \$10 = \$240).

5.3.3.3 For a repeated learning activity (an activity for which prep time has previously been paid as either a new or recurring activity OR an activity in which someone else has done the prep work), instructors/presenters will be paid \$30 per hour.

5.3.3.4 The individual(s) responsible for the direct oversight of the content of the professional learning activity will make the determination as to whether an activity is 'new,' 'recurring,' or 'repeated.'

5.4 Classified Staff

5.4.1 participating in district or district-sponsored PLAs - \$90 for fully day; \$45 for half-day

5.4.2 participating in school-or district-level work (i.e., lesson planning, collaboration, curriculum and benchmarking, unit vetting, etc.) - \$16.00 per hour

5.4.3 serving as instructors/presenters for district or district-sponsored PLAs or facilitators for school- or district-level work (See 5.4.2 above).



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- 5.4.3.1 For a new learning activity, instructors/presenters will be compensated at a rate of one-hour prep time for each hour of instruction/presentation. For example, for a six-hour PLA determined to be a 'new learning activity,' the instructor/presenter will receive a stipend payment of \$192 (6 hours of instruction/presentation x \$16 + 6 hours of prep time x \$16 = \$192).
- 5.4.3.2 For a recurring learning activity, (one in which the planning has been done by someone else, like the PD coordinator, or a session in which changes to content have to be made between sessions, like a PLC), instructors/presenters will be compensated at a rate of 1/3 hour prep time for each hour of instruction/presentation. For example, for a six-hour PLA determined to be a 'recurring learning activity,' the instructor/presenter will receive a stipend payment of \$128 (6 hours of instruction/presentation x \$16 + 6 hours of prep time x \$5.33 = \$128).
- 5.4.3.3 For a repeated learning activity (an activity for which prep time has previously been paid as either a new or recurring activity OR an activity in which someone else has done the prep work), instructors/presenters will be paid \$16 per hour.
- 5.4.3.4 The individual(s) responsible for the direct oversight of the content of the professional learning activity will make the determination as to whether an activity is 'new,' 'recurring,' or 'repeated.'

6.0 EXCEPTIONS:

- 6.1 Daily stipend rate cannot be less than what is stipulated in these guidelines.
- 6.2 Individuals responsible for PLAs for which stipends are to be paid may, with sufficient justification, request an increase to the daily stipend rate through their respective supervisor to the appropriate Program Funding Coordinator.
- 6.3 Individuals receiving a stipend payment may not receive in-service credit for simultaneously attending/participating in the same PLA.

7.0 RECORD RETENTION

- 7.1 Individuals responsible for PLAs for which stipend payments are awarded are responsible for maintaining appropriate records of stipend payment as required by related procedures.
- 7.2 To allow for appropriate recordkeeping regarding participating in district PLAs, activities for which stipend payments are made should be published to the district's Professional Learning Activities Network (PLAN) catalogue.

***** End of Guidelines *****