



Chelsea Public Schools

Office of the Superintendent

City Hall
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Payroll

Paid Professional Development

Professional Development Stipends

Professional Development is generally not compensated unless it is **required** by Chelsea Public Schools or unless funds are available as an attendance incentive and so posted as compensated. When such is the case, stipends are paid in accordance with an applicable collective bargaining agreement or, for employees not so covered, their hourly rate in effect at the time of the training. Additionally, stipends for professional development must be pre-approved by the Assistant Superintendent via a Professional Development Approval Form (PDA). The Assistant Superintendent will provide a funding source on the PDA and will send a copy back to the requester. Any professional development activity that is compensated must take place outside the individual's normal working hours and is subject to any established attendance requirements. The actual time of professional development attendance is submitted to the Assistant Superintendent's office on an approved and initialed timesheet not more than 7 business days from the date of the activity. The approved PDA must be attached to the timesheet at the time of submittal.

Coaches and lead teachers may be paid during the school year for professional development they are receiving under the requirements set forth above and for work they are supporting that is beyond their coaching/lead role. For example, if a math coach participates on a Special Education Leadership Team or the Teacher Appraisal Working Group the additional hourly rate is allowable. These teams are not related to her/his role as a math coach. However, a math coach participating in a Math Leadership Team is not allowed an additional stipend during the school year: this is part of professional expectations.

Administrative staff including members of the Chelsea Administrators Association, are not eligible to receive professional development stipends.

Presenter's Pay

Teachers who are designated as Presenters for approved professional development sessions are paid at the hourly rate designated for Presenters in the Chelsea Teachers' Union collective bargaining agreement. Presenter's pay is normally authorized outside of the regular school-year workday with the following two exceptions:

1. Presenting teachers may receive presenter's pay during a regular school-year workday if they are presenting on one of the three required additional teacher days outside of the 180-day school year. (the first teacher day, the district PD Day, and the last teacher day)
2. Presenting teachers may receive presenter's pay during a regular school-year workday if they are presenting at a school faculty meeting.

Presenters are considered to be participating in required professional development, even if such professional development is not required for the participants. **Presenters are paid only for the hours they present and when such hours have been approved by the Assistant Superintendent via a Professional Development Approval Form (PDA) in advance of the presentation.** Timesheets must be submitted to the Assistant Superintendent's office within 7 days of the presentation and must have the approved PDA attached.

Coaches and lead teachers receive additional compensation and are not eligible to receive presenter's pay during the 180 day school year. However, during the summer as well as the first teacher day, the district wide PD day and the last teacher day, coaches and lead teachers are eligible for presenters pay at the hourly rate at the time of the presentation.

Administrative staff including members of the Chelsea Administrators Association, are not eligible to receive presenter's pay.

Attachments: Professional Development Approval Form

**Professional Development Approval Request
SY 2018-2019**

To: Sarah Kent, Assistant Superintendent

From:

Date: _____

Herewith I request approval for the following professional activity:

Circle one: Professional Development Curriculum Work

Title:

Date(s): _____ **Time:** _____

Description:

Presenter:

Location:

School(s):

Enrollment is voluntary: _____

Attendance is required: _____

PDPs: Yes/No How many? _____

Compensation

(only complete the participant section if you are requesting the professional activity to be deemed a compensated activity within the terms of the Teachers' contract)

		Number	Hrs. per person	Total # of hrs.	Rate	Total
Presenter					\$45.00	
Participants						
	Teachers				\$35.00	
	Paraprofessionals					

Total: \$ _____

Proposed funding source: _____

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For Assistant Superintendent Use Only:

Submit proposals to Sarah Kent, Assistant Superintendent, Central Office.

Approved: _____ Denied: _____

Signature: _____ Date: _____