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**ADMINISTRATIVE PROFESSIONAL DEVELOPMENT REIMBURSEMENT AND STIPEND POLICY**

Sage Oak Charter Schools recognizes the benefit of the ongoing professional development of its leadership team. Those **servicing in a director, assistant director, or lead coordinator** position will be eligible to receive a series of reimbursements and/or stipends for professional development as outlined in this policy.

**Administrative Credential Stipends maximum of \$20,000**

A director, assistant director, or lead coordinator who completes a preliminary administrative credential will be eligible for reimbursement of coursework and an administrative credential stipend not to exceed a total of \$10,000. The employee must submit a proposal and include the name of the institution providing the certification, the cost of the certification, and the duration of time to obtain the certification. The proposal will be reviewed by the leadership advisory council for approval.

The reimbursement and/or stipend will be provided to the employee once the preliminary administrative credential is posted by the California Commission on Teacher Credentialing. A director, assistant director, or lead coordinator may be eligible for a second reimbursement and/or stipend in the amount of \$10,000 upon completion of two additional years of full-time academic service in the same leadership assignment for Sage Oak Charter Schools and demonstration of significant progress towards clearing the administrative services credential.

Once the preliminary administrative credential is completed and posted to the California on Teacher Commission's website, the director/assistant director/lead coordinator may either submit for reimbursement of coursework and/or a stipend. The combined amount of the reimbursement and stipend will total \$10,000. Team members who remain employed in the same leadership assignment for Sage Oak an additional two years may submit for an additional reimbursement and/or stipend that will also total \$10,000, so long as they are on track to clear the credential as determined by the school. All policies regarding reimbursements must be followed and proper documentation submitted.

**Advanced Certification Stipends maximum of \$10,000**

For other types of department/position related certification, the director, assistant director, or lead coordinator may submit a proposal to the executive director and leadership advisory council for consideration. The proposal must include the name of the certification, a summary of the certification, the institution providing the certification, the cost of the certification, and the duration of time to obtain the certification. The proposal will be reviewed by the leadership

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advisory council for relatedness to the position, the department, and overall alignment with the school’s mission and vision statements.

Upon providing verification of completion of the approved certification, the employee will be eligible for reimbursement of coursework and/or stipend amount not to exceed a total of \$5,000. A director, assistant director, or lead coordinator may be eligible for a second reimbursement and/or stipend in the amount of \$5,000 upon completion of two additional years of full-time academic service in the same leadership assignment for Sage Oak Charter Schools and verification of completion of any ongoing requirements to maintain the certification.

The combined amount of the reimbursement of coursework and/or stipend will total \$5,000. The \$5,000 total will be reimbursed/paid as a stipend upon completion of the pre-approved program. Then, if the team member remains working for Sage Oak an additional two years, they may submit for an additional \$5,000 reimbursement/stipend total, at that time so long as they are on track with any required professional development for that certification.

All policies regarding reimbursements must be followed and proper documentation submitted in order to be eligible to receive the professional development reimbursement and stipends.

**Process**

<b>Step 1</b>	The director/assistant director/lead coordinator must submit a written proposal to the executive director and the leadership advisory council prior to beginning the professional development program. The proposal must be approved by the school executive director.
<b>Step 2</b>	If the proposed professional development is approved by the executive director, the director/assistant director/lead coordinator will be required to provide evidence of successfully completing the pre-approved program/training to the school director and HR in order to receive the first reimbursement for coursework and/or stipend installment.

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<p><b>Step 3</b></p>	<p>In order to receive the second reimbursement and/or stipend installment, the director/assistant director/lead coordinator must have been consistently employed in full-time status with Sage Oak Charter School in the same or similar administrative or lead coordinator position as originally held at the time of the initial approval for a total of two full-time academic years.</p> <ul style="list-style-type: none"><li>● Full-time work is considered 100% within one (1) fiscal year (July 1 through June 30) to qualify as one year of employment.</li><li>● Full-time work of less than 100% of a fiscal year can be combined with another partial year of full-time experience to equal one year of employment.</li></ul> <p>The two-year timeframe will be based upon the anniversary date that the service member originally passed or obtained the additional certification.</p>
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The administration reserves the right to suspend this policy at any time if it is determined that the policy would have a negative fiscal impact on the school.