



District School Board of Pasco County

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638 • 813/794-2000

Heather Fiorentino, Superintendent

www.pasco.k12.fl.us

Charter Schools Department
Nancy C. Scowcroft, Supervisor of Charter Schools
813.794.2408 Fax: 813.794.2152
727.774.2408 TDD: 813.794.2484
352.524.2408 Email: nscowcro@pasco.k12.fl.us

MEMORANDUM # NS/CS-011-08/09

September 30, 2008

To: Charter School Administrators

From: Nancy Scowcroft, Supervisor of Charter Schools

Subject: **2008 – 2009 In-service Stipend Reimbursement Approval Procedures and Form**

The following provides the procedures and 2008-2009 “In-Service Stipend Reimbursement Approval” form for charter schools requesting stipend reimbursement from the District School Board of Pasco County. Stipends are reimbursable to the charter school for their approved employees attending district training **when the training is funded through federal grant dollars. Not all in-service trainings are funded through federal grant dollars.** In-service training can be funded through various sources.

The District School Board of Pasco County receives funding through federal grants as well as other sources to assist in the funding of in-service trainings and stipends. However, it is important to note that not all in-service trainings provide a stipend to district employees and charter school personnel.

To determine if a district in-service training provides a stipend reimbursement to a charter school employee, the charter school administrator must first contact the Supervisor of Charter Schools prior to the in-service. **No stipend can be paid to a charter school employee unless the Supervisor of Charter Schools has approved a stipend reimbursement prior to the in-service.** Approval for a stipend reimbursement will be based solely on the funding source.

Stipend reimbursement can only be paid when the charter school administrator has submitted the “In-Service Stipend Reimbursement Approval” form directly to the Supervisor of Charter Schools a minimum of seven (7) working days prior to the date of the in-service. The Supervisor of Charter Schools will be responsible for approving the stipend reimbursement and will forward the approved form to the appropriate district workshop coordinator. The approved “In-Service Stipend Reimbursement Approval” form will be available on the day of the in-service training for the signature and social security number of the charter school employee.

One (1) “In-Service Stipend Reimbursement Approval” form provides space for the names of six (6) charter school employees. Please do not submit a form for each employee. Please include only one in-service training per form.

Following this procedure will help ensure any unnecessary delay in reimbursement to the charter schools.

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Please remember that submission of the “In-Service Stipend Reimbursement Approval” form does not register a charter school employee for a workshop. All charter school personnel must register for staff development opportunities through the District School Board of Pasco County Avatar on-line system.

Reminder: It is the responsibility of the charter school to pay an approved stipend to their employee. In turn, the district will reimburse the charter school for the amount of the authorized stipend.

Please feel free to contact me at 813-794-2408 if you have any questions.