



Title II Charter School PD Agreement  
2020-2021 School Year

**Due Date:**  
**March 26, 2021**  
for FY21

|                          |  |
|--------------------------|--|
| School Name:             |  |
| School Official & Title: |  |

The following document outlines the Charter School PD Fee Agreement for schools electing to receive reimbursement for their professional development activities under Title II, Part A for the 2020-2021 school year. Charter schools who do not make this election may participate in Title II, Part A services provided by Brevard Public Schools at no charge.

**PROGOE NOTATION REQUIRED FOR ALL TITLE II FUNDED TRAININGS**

This training is being paid through Title II, Part A funds. Charter school teachers from the following sites will need to ensure they have principal approval before registering to participate:  
*Emma Jewel, Imagine Schools @ West Melbourne, Odyssey Charter, Odyssey Prep, Palm Bay Academy, Pinecrest, Sculptor and Viera*

The participant fee for this professional development opportunity is \$XXX (amount filled in by resource teacher).

**\*Participants who are a "no show" (never access course) or who withdraw (non-completers) after the course begins will still be charged.**

**PARTICIPATION FORMS**

To enable charter schools to self-monitor expenditures prior to receiving quarterly invoices for Title II funded professional development participation, charter school teachers should get permission from their principal and have the Title II PD Participation Approval Form signed. Resource teachers and trainers will not turn away charter school teachers if they do not have the form, permitting the teacher has signed up in PROGOE or applied appropriately per course application notes, training advertisement, or Leadership Team Memorandum. Note that anyone not signed up by the posted deadline may be turned away due to the number of available seats or materials.

**The charter school will be charged, with or without the approval form.**

**FEE SCHEDULE**

- \$40 per 2 to 4 -hour training
- \$75 per 4.5 to 8 -hour training
- \$250 per Reading Endorsement Class (60 credits)
- \$250 per Gifted Endorsement Class (60 credits)
- \$250 per ESOL Class (60 credits)

Nominal costs for materials are included in the fee structure. Books/binders or additional supplies may require a per item fee in addition to the participation fee.

**EXTRA DUTY AND SUBSTITUTE TEACHER PAY**

The above charter school teachers are not eligible for BPS extra duty or substitute pay. Charter schools may agree to pay their own personnel from their operating funds and choose to deduct if from their Title II allocation. Charter school teachers participating under the District Title II umbrella may receive extra duty pay; however, their school is responsible for the payment and submission of documentation for reimbursement to the Title II office. The same is true for substitute teacher funding.

**REPORTS AND BILLING**

The Title II team will generate reports from resource teacher documentation and ProGOE sign-in sheets to monitor charter school participation. Quarterly invoices shall be provided to applicable charter schools for reconciliation. Schools will be responsible for payment to BPS and may include the expense as part of their monthly reimbursement request under Title II, Part A. Schools who participate in courses outside of their approved School-Level Title II, Part A Plan may have stricter protocols assigned to them to guarantee correct usage of their Title II funds.

**ACCEPTANCE**

Please sign below to indicate acceptance of the Title II professional development terms outlined in this agreement, including the fee structure, billing and payment procedures, and charges for teacher non-attendance and partial completion.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_

|                         |  |       |  |
|-------------------------|--|-------|--|
| <b>For BPS Use Only</b> |  |       |  |
| Received By:            |  | Date: |  |