

**COMMONWEALTH CHARTER
ACADEMY**

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: FLEXIBLE EXECUTIVE EXPENSE
PAYMENTS

ADOPTED: September 16, 2017

REVISED:

<p>24 P.S. § 17-1716-A</p>	<p style="text-align: center;">302.1 FLEXIBLE EXECUTIVE EXPENSE PAYMENTS</p> <p>§ 1. <u>Purpose</u></p> <p>The Board, in addition to placing the primary responsibility and authority for the administration of the Commonwealth Charter Academy in the Chief Executive Officer and the Chief Operations Officer, also expects these individuals to be the primary public representatives of CCA. The Board understands and expects that these chief administrative officers will, in carrying out their duties as public representatives of CCA, incur expenses for individual memberships, professional consulting fees, professional enrichment activities and relationship-building functions and engagements beyond those types of expenses that are customarily reimbursed to administrative personnel on an item-by-item basis. Therefore, the Board, with the professional advice and guidance of a recognized professional compensation consultant, has determined that it is in the best interests of CCA that it authorize the payment of an annual stipend to the Chief Executive Officer and to the Chief Operations Officer, in addition to their base compensation, in order to allow them to better fulfill their obligations as the principal public representatives of CCA, without imposing additional unreasonable financial burdens on their individual resources.</p> <p>§ 2. <u>Authority</u></p> <p>The Board hereby authorizes the adoption of an annual Board resolution, no later than the regularly-scheduled September Board meeting each year, establishing the flat-rate amounts to be paid as individual stipends to the Chief Executive Officer and to the Chief Operations Officer of CCA, to enable them to better carry out their obligations as the principal public representatives of CCA. Any amounts for such stipends shall be paid in a single lump-sum payment, subject to all applicable tax withholding and reporting requirements.</p>
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§3. Procedure

In advance of the adoption of the annual resolution by the Board under the authority of this policy, the Chief Executive Officer and the Chief Operations Officer shall consult with the Board President, the board solicitor and the Board's professional compensation consultant in order to prepare a recommendation regarding the amount of the stipend to be paid, based upon the types and amounts of the anticipated expenses that each chief administrative officer expects to incur in furtherance of her/his obligations to CCA during the ensuing year.