

Fitzgerald Public Schools
Department/Subject/Grade/School Improvement Chair Stipend Form
(FEA Appendices A-6, A-7 Positions)

As stated in the Administrative Guideline:

1. Stipends are paid per chair position. In the instance that more than one staff member share responsibilities, the total payment will be divided equally between those sharing the position.
2. Chairs must complete and submit agendas, meeting minutes, sign-in sheets and end of year report by June 1 of each school year to their building administrator. Chairs must complete and submit each component in order for payment to be processed.

Name of Chair: _____ Duty Held: _____

Building Assignment: _____ School Year Date: _____

Check off the documentation that is submitted:

- Meeting Agendas
- Meeting Minutes
- Meeting Sign In Sheets
- Other _____

Description of the Department/Subject/Grade/School Improvement Goal(s):

Summary of how the goal(s) were met:
