

DEPARTMENT/SUBJECT/GRADE/SCHOOL IMPROVEMENT CHAIR STIPEND Administrative Guidelines

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.

Meeting Documentation (but not exclusive to):

- Agenda
- Minutes
- Sign-in Sheet

End of year report must include (but not exclusive to):

- Goals of the group
- Summary of how goals were met
- Focus for next year (i.e. changes, items to review)
- Any additional information to share