

## Stipend Guidelines 2020

- One lump sum to be paid at the end of the school year.
- **Total hours limit: 20 hours per teacher max** (This guarantees an equitable base rate for every teacher).
- **All clubs will remain virtual** until schools are allowed to intermix cohorts because it has been determined that is safe.
- All clubs will **need to take place during non-work hours.**
- ***Stipend Proposal Form* submissions to hold a stipend club during 2<sup>nd</sup> semester need to be submitted by February 1<sup>st</sup>** (see form attached). **Please email a copy of your completed *Stipend Proposal Form*, to Ms. Nancy. Be sure to copy Chris Brandt and Jo Pike in that initial email.**
- **All clubs should be concluded before the end of April** (this allows for payroll paperwork & make up sessions).
- **Attendance needs to be kept for each session** and submitted to Ms. Nancy weekly (this is proof the club met and it protects teachers from liability issues).
- In case a teacher needs to cancel a session, please note: **all cancelled sessions must be made up prior to 14 days before the district's calendar identified last day for elementary students.** Attendance must be documented for any and all make up sessions.
- The main purpose of stipend clubs is to give children enrichment opportunities and experiences they wouldn't normally have during the regular school day. It is important that, as much as possible, we actively seek out opportunities for all learners to access.

Along with the *Stipend Proposal Form*, stipend teachers must also provide a communication/info letter\* that explains the following to students and their families:

- What the club will be about
- Age/class level range it will service
- Dates/Times the clubs will meet
- Maximum number of students allowed to enroll
- Any other important information

\*The communication/info letter should be shared with all teachers who service the age/class level students the club is designed for, so they can pass this opportunity along to ALL students. The info letter could also be published in the Columbia newsletter in order to reach a wider audience.