

# Intradistrict Communication

DATE: April 20, 2016  
TO: Principals and District Administrators  
FROM: Anthony Godfrey, Ed.D., Associate Superintendent  
SUBJECT: Stipend for Department Chair and Team Leaders

---

Stipends for Department Chair and Team Leaders will be paid during the May 2016 payroll.

- Elementary Schools may pay \$300 for 8 Team Leaders.
- Middle Schools may pay \$500 for 12 Department Chairs or Team Leaders.
- High Schools may pay \$500 for 16 Department Chairs or Team Leaders.

A time sheet for each employee receiving the stipend should be submitted to the office of your Administrator of Schools by May 6, 2016. All Team Leaders or Department Chairs will be paid out of the same program number from which their salary is paid. In most cases, this will be 0050. Each time sheet should be clearly marked “Stipend for Department Chair” or “Stipend for Team Leader.”

Kauri Sue, River’s Edge, South Valley, and JATC will be paid as middle schools. If a school houses an additional special education program (cluster program or preschool program), the school will have an additional team leader allocation.

Budget Code

10 xxx xxxx 2216 131