

Jordan School District

HS Guidelines for Choreography/Music Composition Payments to Current Employees

- 1) The high school principal, working with current advisors where choreography/music composition is requested, will get Administrator of School's approval to proceed with the service request. An email request and response will be sufficient for approval.
- 2) All choreography or music composition will be paid out as a stipend, not hourly.
- 3) A proposed contract must be written up between the school and employee requesting to do the choreography/music composition work and include the following:
 - a. Rationale of why choreography is needed and why an outside vendor would not be more appropriate instructionally and financially.
 - b. Timeline that includes deadlines for expected work completion.
 - c. Acknowledgement that completed choreography/music will become property of the district and may be shared or used by other groups for future use similar to other purchased music.
 - d. Stipend payment amount agreed by both principal and employee. Benefits would also need to be included in determining total expense.
 - e. An out-clause to protect both the employee and the district if deadlines are not being met or other reasons identified why a contract would need to be cancelled.
 - f. All work must be done outside of regular contract time.
- 4) When a high school has chosen to pay a teacher for choreography or music composition rather than purchase already made productions, the school should complete a timesheet for the stipend amount charging 10 E xxx 9800 1040 190. At the end of the month, the Area Administrator of Schools office will prepare an invoice charging the school for the payment and related benefits. At this point, the school has two options:
 - I. Pay with a school check. The school may remit a school check for the invoice amount charging the applicable school checkbook accounts. This is similar to other 9800 payments made each month. **OR**
 - II. Pay with a District journal entry. For the portion of the 9800 invoice applicable to choreography or music composition only, the school may complete a District journal entry form charging (debiting) account 10 E xxx 0050 1090 641 and crediting 10 E xxx 9800 1040 190 for the total amount of wages and benefits associated with the stipend. This effectively allows the school to utilize textbook budget to pay for the stipend. The credit in 9800 will reduce (pay for) the amount normally owed by the school for their 9800 activities. Since the district allows the Principal the opportunity to transfer between their annual allocations, the Principal can easily choose to increase textbook budget by reducing the budget of the Principal's choice. The journal entry MUST:
 - a. Include an excellent description. Please describe who did the work, why the work was done, and the desire of the school to utilize their regular 0050 allocations to pay for the work. For example:
 - i. John Doe composed a choral arrangement for the fall concert. Purchasing a similar arrangement would have cost more money. This journal entry is to pay for the stipend and benefits from the schools textbook budget.
 - b. Have two completed account codes with the total dollar amount covering wages and benefits in the debit account and credit account fields.
 - c. Be signed by the Principal as the requester of the journal entry.
 - d. Be signed by the Area Administrator of Schools as the Director of the program number being debited.
 - e. Have attached to it a copy of the signed contract the teacher and school agreed to before the work was begun and a copy of the email approval from the appropriate Administrator of Schools.
- 5) All work must be completed and finalized prior to any payment being made.