

Intradistrict Communication

DATE: April 18, 2017
TO: Principals and District Administrators
FROM: Dr. Anthony Godfrey, Associate Superintendent of Schools
SUBJECT: Stipend for Department Chair and Team Leaders

Stipends for Department Chair and Team Leaders will be paid during the May 2017 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 multiple time sheet roster should be submitted to the office of your Administrator of Schools by May 2, 2017. 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

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