

Intradistrict Communication

DATE: April 18, 2024
TO: Principals and District Administrators
FROM: Brad Sorensen, Administrator of Schools
SUBJECT: Stipend for Department Chairs and Team Leaders

Stipends for Department Chairs and Team Leaders will be paid in May.

- 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 timesheet roster should be submitted to the Payroll Department by May 2, 2024. All Department Chairs or Team Leaders will be paid out of the same program number from which their salary is paid. Each roster 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

10 xxx 7551 2216 131 (Special Education)