

STIPENDS 21/22

Reason for Stipend	Amount	Frequency
<p><b>Added Duty: Independent Study Student</b> – This stipend is for teachers that are not primarily an Independent Study Teacher, but have been asked to teach a small caseload of independent study students. This usually lasts about five weeks per student per course, and includes meeting with the student once per week, grading assignments, sending emails to parent and student once per week, and validating attendance.</p>	<p>\$50 per student per semester course at completion</p>	<p>At the completion of the individual student semester course. In order to receive this stipend, you must submit the stipend form once the student completes the class within eight weeks. (This gives three weeks grace period for student to complete the course.)</p> <p>Note: All stipends for the end of school year must be submitted by the last day of school to account properly for the correct school year.</p>
<p><b>Added Duty: Chaperone Per Diem</b> – This per diem is a cash or check payment at the time of working the event as a chaperone. Only exempt salaried employees are eligible and only after the mandatory quarterly chaperone event requirement has been fulfilled.</p>	<p>\$25 per event</p>	<p>Prior to the day of the event, the employee needs to complete the per diem form and turn it in to Encore’s controller. The check will be given to the employee on the day of the event and should be used for incidentals related to chaperoning the event.</p>
<p><b>Added Duty: Cosplay Team Advisor</b> – This stipend is for operating the Cosplay team including membership drive during team rush, monthly meetings, quarterly events, and at least one fundraiser per semester</p>	<p>\$300 per year</p>	<p>Complete the stipend form and supply a membership list and calendar of events for the semester within two weeks of the start of the semester. Revised membership lists and events should also be supplied at the end of the semester.</p>
<p><b>Added Duty: Cell Phone Stipend</b> – This is for administrators and administrative managers that are required to use their cell phone outside of regular business hours and weekend. The person that receives this stipend uses their personal cell phone for at least 30% of usage. The cell phone is critical to two way communication.</p>	<p>\$350 per year</p>	<p>You must be an administrator or administrative manager that is not sedentary within the confines of the desk and need to work outside of regular work hours. To receive this stipend, forms are completed directly through human resources.</p>
<p><b>Added Duty: Media Team Advisor</b> – This stipend is for operating the Media team including membership drive during team rush, monthly meetings, quarterly events, and at least one fundraiser per semester. They operate daily radio station at least three days</p>	<p>\$500 per year</p>	<p>Complete the stipend form and supply a membership list and calendar of events for the semester within two weeks of the start of the semester. Revised membership lists and events should also be supplied at the end of the semester.</p>

per week, covers all after school events and edits the video to air on YouTube. They also produce the daily announcements. Media Team is also responsible for providing the sound for the outside stage during rallies.		
<b>Added Duty: Hip Hop Team Advisor</b> – This stipend is for operating the competition hip hop team including annual tryouts during team rush, weekly after school rehearsals, at least three competitions, and at least one fundraiser per semester.	\$500 per year	Complete the stipend form and supply a membership list and calendar of events for the semester within two weeks of the start of the semester. Revised membership lists and events should also be supplied at the end of the semester.
<b>Added Duty: Junior High Dance Team Advisor</b> – This stipend is for operating the competition junior high dance team including annual tryouts during team rush, weekly after school rehearsals, at least three competitions, and at least one fundraiser per semester.	\$500 per year	Complete the stipend form and supply a membership list and calendar of events for the semester within two weeks of the start of the semester. Revised membership lists and events should also be supplied at the end of the semester.
<b>Added Duty: Junior Varsity Dance Team Advisor</b> – This stipend is for operating the competition junior varsity dance team including annual tryouts during team rush, weekly after school rehearsals, at least three competitions, and at least one fundraiser per semester.	\$500 per year	Complete the stipend form and supply a membership list and calendar of events for the semester within two weeks of the start of the semester. Revised membership lists and events should also be supplied at the end of the semester.
<b>Added Duty: Varsity Dance Team Advisor</b> – This stipend is for operating the competition varsity dance team including annual tryouts during team rush, weekly after school rehearsals, at least three competitions, and at least one fundraiser per semester.	\$500 per year	Complete the stipend form and supply a membership list and calendar of events for the semester within two weeks of the start of the semester. Revised membership lists and events should also be supplied at the end of the semester.
<b>Added Duty: Cheer Team Advisor</b> – This stipend is for operating the competition cheer team including annual tryouts during team rush, weekly after school rehearsals, at least three competitions, and at least one fundraiser per semester.	\$500 per year	Complete the stipend form and supply a membership list and calendar of events for the semester within two weeks of the start of the semester. Revised membership lists and events should also be supplied at the end of the semester.
<b>Added Duty: Theatre Team Advisor</b> – This stipend is for operating the competition theatre team including annual tryouts during team rush,	\$500 per year	Complete the stipend form and supply a membership list and calendar of events for the semester within two weeks of the start of the semester. Revised

weekly after school rehearsals, at least three competitions, and at least one fundraiser per semester.		membership lists and events should also be supplied at the end of the semester.
<b>Added Duty: Mock Trial</b> – This stipend is for operating the competition mock trial after school practices and competitions. Mock Trial is also a class within the regular curriculum school day.	\$250 per year	Complete the stipend form and supply a membership list and calendar of events for the semester within two weeks of the start of the semester. Revised membership lists and events should also be supplied at the end of the semester.
<b>Added Duty: Freshman Class Advisor</b> – This stipend is for meeting with Freshman at least once per quarter. They are responsible for creating and operating one fundraiser per semester and one special event per year. The goal is to raise money for senior year, which costs about \$40,000. The Freshman Advisor has to meet with all of the students in this class, not just the ESG.	\$250 per year	Complete the stipend form and supply a calendar of events for the semester within two weeks of the start of the semester. Revised events should also be supplied at the end of the semester.
<b>Added Duty: Sophomore Class Advisor</b> – This stipend is for meeting with Sophomore at least once per quarter. They are responsible for creating and operating one fundraiser per semester and two special events per year. The goal is to raise money for senior year, which costs about \$40,000. The Sophomore Advisor has to meet with all of the students in this class, not just the ESG.	\$300 per year	Complete the stipend form and supply a calendar of events for the semester within two weeks of the start of the semester. Revised events should also be supplied at the end of the semester.
<b>Added Duty: Junior Class Advisor</b> – This stipend is for meeting with Junior at least once per month. They are responsible for creating and operating two fundraisers per semester and prom. The goal is to raise money for senior year, which costs about \$40,000. The Junior Advisor has to meet with all of the students in this class, not just the ESG.	\$500 per year	Complete the stipend form and supply a calendar of events for the semester within two weeks of the start of the semester. Revised events should also be supplied at the end of the semester.
<b>Added Duty: Senior Class Advisor</b> – This stipend is for meeting with Seniors at least once per month. They are responsible for creating and operating two fundraisers per semester and	\$800 per year	Complete the stipend form and supply a calendar of events for the semester within two weeks of the start of the semester. Revised events should also be supplied at the end of the semester.

<p>prom. They oversee senior activities. The Senior Advisor has to meet with all of the students in this class, not just the ESG.</p>		
<p><b>Added Duty: Assistant Senior Class Advisor</b> – This stipend is for helping to meet with Seniors at least once per month. They are responsible for creating and operating two fundraisers per semester and prom. They help oversee senior activities. The Assistant Senior Advisor has to meet with all of the students in this class, not just the ESG.</p>	<p>\$300 per year</p>	<p>Complete the stipend form and supply a calendar of events for the semester within two weeks of the start of the semester. Revised events should also be supplied at the end of the semester.</p>
<p><b>Added Duty: Department Chair</b> – This stipend requires the chair to:</p> <ul style="list-style-type: none"> <li>• Create a list of teachers in department</li> <li>• At the beginning of each school year, host a training to go over grading policies</li> <li>• Collect signed attendance every Friday from their department.</li> <li>• Confirm that all people in their department have updated their gradebooks every other week.</li> <li>• Must complete a 90 day review at the beginning of the year for all new employees in their department</li> <li>• Must complete a review of all employees in their department prior to spring break, starting second semester.</li> <li>• Meet with team at least once per month to provide a TLC to their department</li> <li>• Meet with their team at least once per quarter to go over benchmark data and smart goals for the department</li> <li>• Meet with team in the second semester to update A-G courses for College Board</li> </ul>	<p>\$500 per semester</p>	<p>Complete the stipend form and complete the checklist for the semester within two days before the last day of the semester. Revised events should also be supplied at the end of the semester.</p>

<ul style="list-style-type: none"> <li>• Collect monthly information from the department for newsletter blog by the first of each month</li> <li>• Meet once per month with COO to discuss needs in the department.</li> <li>• Master Teacher completion</li> <li>• Pacing plans</li> <li>• Emergency sub plans</li> </ul>		
<p><b>Added Duty: CTE / CTI Mentor</b> – This stipend is for credentialed CTE teachers that are acting as CTE coaches for teachers working to clear their credentials.</p> <ul style="list-style-type: none"> <li>• Provide feedback at least one per quarter regarding TPE</li> <li>• Coach candidates each semester using mentor observation form</li> <li>• Use feedback log to complete monthly meetings/observations</li> <li>• Provide logs to program coordinator at the end of each semester</li> <li>• Mentor and assist with help regarding pacing plans, grading, and classroom management</li> <li>• Weekly contact with candidate for support</li> <li>• Complete orientation with candidates.</li> </ul>	<p>\$300 per semester per candidate</p>	<p>Administration will assign you as a CTE Mentor once you have a cleared credential. A stipend form needs to be completed for each semester to receive the stipend.</p>
<p><b>Added Duty: Data Committee</b></p> <ul style="list-style-type: none"> <li>• Works with the entire team to disaggregate data from annual state testing and quarterly benchmarks.</li> <li>• Create charts to share with departments so SMART goals can be created</li> <li>• Create a presentation and present to the School Board at least quarterly</li> </ul>	<p>\$50 per month</p>	<p>Complete the stipend form. The Data Committee should consist of no more than six people, all academic credentialed teachers.</p>

<ul style="list-style-type: none"> <li>• Help define global goals based on overall data and subgroup data.</li> </ul>		
<p><b>Added Duty: Safety Committee</b></p> <ul style="list-style-type: none"> <li>• Works with the COO to create the annual safety plan according to the state guidelines</li> <li>• Presents the Safety Plan to the School Board once a year</li> <li>• Makes sure that the Safety plan is added to the website upon completion.</li> <li>• Meets quarterly.</li> </ul>	<p>\$100 per year</p>	<p>In general, this person will be the staff liaison. In the event that the liaison is unable to complete the duties, a teacher will fill this duty.</p> <p>Complete the stipend form and complete the checklist for the semester within two days before the last day of the semester. Revised events should also be supplied at the end of the semester.</p>
<p><b>Added Duty: LCAP Committee</b></p> <ul style="list-style-type: none"> <li>• Reviews data from the Data Committee</li> <li>• Works with a small selection of parents, students, and administration to help come up with three global goals for the year and then to create specific nuances within the goals</li> <li>• Review progress of working toward LCAP goals</li> <li>• Create a presentation and present to the School Board at least quarterly</li> <li>• Help define global goals based on overall data and subgroup data.</li> </ul>	<p>\$50 per month</p>	<p>Complete the stipend form. The LCAP Committee should consist of no more than six people, all academic credentialed teachers.</p>
<p><b>Added Duty: ELAC Committee</b></p> <ul style="list-style-type: none"> <li>• Reviews data from the Data Committee for English Learners</li> <li>• Works with a small selection of parents, students, and administration to help come up with three EL goals for the year and then to create specific nuances within the goals</li> <li>• Review progress of working toward LCAP goals and EL goals</li> <li>• Create a presentation and present to the School Board at least quarterly</li> </ul>	<p>\$100 per year</p>	<p>Complete the stipend form and complete the checklist for the semester within two days before the last day of the semester. Revised events should also be supplied at the end of the semester.</p>

<ul style="list-style-type: none"> <li>• Help define global goals based on overall data and subgroup data.</li> </ul>		
<p><b>Added Duty: Staff Liaison</b></p> <ul style="list-style-type: none"> <li>• Holds a staff meeting once per quarter to discuss questions, comments, concerns and ideas</li> <li>• Makes themselves available for staff members to discuss questions, comments, concerns, and ideas</li> <li>• Reports monthly to the School Board.</li> <li>• Offers to help represent or act as witness in meetings at the request of staff members.</li> </ul>	<p>\$500 per year</p>	<p>This position is elected every year by the staff. Complete the stipend form and complete the checklist for the semester within two days before the last day of the second semester.</p>