

NKEA Compensation Schedule
Guidelines for Student-Centered Activities
(Approved June 20, 2006)

The focus for student-centered activities is as follows:

- Meets student needs,
- Is flexible and accountable,
- Provides equity among buildings
- Allows site-based decision making

With these criteria in mind, the following guidelines and stipend schedule have been designed to compensate certificated staff for events above and beyond their contractual school day assignment.

Guidelines:

- Each school will be allocated the same number of stipends as outlined on the stipend schedule.
- The activities drafted at each school can be individualized to meet that school's needs.
- Each advisor who completes an activity will submit "Co-curricular Advisor's Activity Report" to principal/SLT by 6/30/06.
- All activities will be reviewed/evaluated on a yearly basis by the School Leadership Team or designated representatives.
- Individuals performing Student Activities Level D will have a yearly evaluation of their job performance by a building Administrator. Continuation in a Level D Activity is contingent upon satisfactory evaluations.
- All NKEA members who desire to be considered for a stipend must complete an application and/or a proposal for an activity.
- Proposals for activities will be submitted to the building Administrator for review by the School Leadership Team.
- All members will have an equal opportunity to apply for positions and/or activities on a yearly basis.
- All positions will require a new application for the following year or the cycle of an activity or position.
- No position will be promised beyond a one-year term or cycle of an activity or position.
- There is no limit on the number of stipends an NKEA member can apply for as long as equal opportunity to apply for all positions has been afforded to all NKEA members.
- Unfilled positions may be reassigned to another approved activity.
- Number of hours, and students served by an activity, should be considered by the School Leadership Team when recommending these stipends.
- An individual will be placed on the stipend schedule based on their previous level of experience in a particular category or position.

Co-Curricular Stipends Guidelines for Process and Timeline

Weeks 1 and 2 of the Process

- Distribute stipend paperwork to staff. **Paperwork includes application, stipend criteria, and process and timeline procedure.**
- Paperwork will also be posted in the staff workroom. Send email to staff regarding deadlines.
- This is also a good time to educate new staff about the stipend process.

Week 3

- School Leadership Team meet application deadline to collate and rank applications. Criteria for ranking applications are:
 1. How does request address building SLIP Goals?
 2. Projected number of students directly participating.
 3. Hours of direct student contact
 4. Number of hours outside the school day needed to facilitate this request (how many hours outside of your regular work day to get the job done).
 5. How does request address specific building program needs?
- SLT reviews stipend requests.

Week 4

- Final decisions made by School Leadership Team or designated representatives, and communicated to staff.

End of School Year:

- Submit Co-curricular Activity Advisor's Report to Principal/SLT by June 30.
- Principal/School Leadership Team reviews and evaluates activities for year.

Co-curricular Activity Proposal

Applicant name: _____

Stipend level: _____ Step: _____ Amount: _____

Name of Activity: _____

Time program meets: _____ Day(s) program meets: _____

Weeks program meets: _____

Objective and brief description of activity: _____

How does this stipend address building SLIP goals or your instructional goals?: _____

Number of students participating: _____

Number of hours outside the school day for preparation or planning: _____

Number of hours of direct student contact time: _____

Location of activity: _____

(*Remember, a facility form is required for ALL before and after school activities.)

Budget/material needs: _____

Ways you plan to fund budget/material needs: _____

(Note: Building Budget may not be available for budget/materials needs.)

Co-Curricular Activity Advisor's Report

Name: _____

Activity Title: _____

Number of students started with: _____ Number of students ended with: _____

Hours used for prep/planning: _____ Hours of direct student contact: _____

Brief description of the objective(s) and how they were met: _____

What activity(ies) was particularly successful? _____

Brief description of any goals that were not met and why: _____

Do you recommend this activity continue next school year? _____

Additional comments: _____

Note: Submit Advisor Report to Principal/School Leadership Team by June 30.
