

ACTIVITY STIPEND REQUEST

School District #5 (*approved Oct, 2010*)

The stipend index establishes the rate of compensation an employee would receive for their contribution to an activity outside of the regular workday. These activities include MHSAs sanctioned activities, or extension of existing MHSAs activities or curricular programs that culminate in a public performance (product) or a local, state, or national competition. The stipend committee does not deal with positions that are already paid at an hourly rate. The committee will consider modification of any existing stipend and any new proposed stipend to be placed on the stipend index.

Although the rate of pay for an activity position has been listed on the stipend index, the district maintains the right to hire, or not hire, personnel to fill a position. Additional coach requests should be addressed to the administration through their Activities Directors.

The process for submitting a request to the stipend committee is as follows:

1. Requests must be submitted before March 1
2. Complete this 2 page form attaching any supporting/explanatory materials (if needed)
3. One copy of the request should be submitted to a KEA officer/stipend committee member, and one to the building Activities Director/building administrator

Positive recommendations from the committee will be forwarded to the negotiations team (if in a negotiations year) or the school board (on non-negotiations year). Accepted adjustment to the stipend index will begin the following budget year.

The members of the Stipend Committee include 1 member representing music, performing arts and speech; 1 member representing female sports; 1 member representing male sports; 2 other members representing Kalispell Education Association; 1 School District #5 board member; 2 high school activity directors ; 1 junior high school activities director; and 1 administrator from central office appointed by the superintendent of schools.

This request is for (check one) _____ **stipend modification**, or _____ **addition of a stipend position**

Activity _____ Date of request _____

Name of individual making the request _____

Please share with us the make up of your activity. Feel free to attach information if you need more space:

Number of participants _____ Is this a cut or no cut activity _____

Is this a team or individual sport/activity _____

What is the length of season? _____

How often do they meet during the season? (Daily, bi-weekly, weekly, etc.) _____

How long is the usual practice time? _____

Where does/will this activity meet? _____

How many public events are held? _____

Does this activity have travel or overnight trips? (please explain)

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What are the physical rigors of coach/advisor?

How many assistant(s)/supervisors are there? _____

Are there off season demands? (if yes please explain)

Please describe the liability or inherent danger for the district as a part of this activity and to the individual advisor/coach. _____

Are there equipment and/or inventory responsibilities? (please explain)

Your request is to _____

If this is a request for a modification, please explain in rational detail what has changed since the original placement in the stipend index to warrant your request for modification.

If this is a request for a new position, please explain the “transcendence factor” - as in - will the position outlast the current person in charge _____

Is there a comparable activity stipend to the position you are proposing, one that has similar attributes as described above? _____ If yes what position? _____

Explain the budgetary implications for this new position (i.e., equipment, travel, lodging, food, etc):