Stipend and Supplemental Agreements Manual

Mission Statement

"The Webster Groves School District community is committed to academic and personal success for every student."

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Stipend and Supplement Overview

Webster Groves School District offers sports, clubs/activities to students that are academically and interest based. All clubs/activities are required to follow building based procedures established by the building principal. The purpose of the requirements is to provide equity in stipend compensation to all staff while providing both staff and students with opportunities to share their gifts and talents.

The sports, stipend and supplements that are offered in Webster Groves School District will fit in the following categories:

	Primary Stipend/Supplement	**Secondary Stipend**
Definition	Annual sports, clubs, events, etc. that are established/required by the building level administration. Primary Stipends and Supplements may receive leadership, direction, and support from the school and the district.	Authorized for the purpose of granting a place within the school for students to meet during non-instructional time. Student clubs are requested and/or led by students with the support of a district employee.
Examples	Sports Student Council Boyz 2 Men Math Club Performance Band Performance Chorus National Honor Society	K-Pop Random Acts of Kindness SeaPerch Stock Market Game Computer Games Board Game Club
Adult Supervision	The Building Principal will annually designate faculty members as advisors of Primary Stipends and Supplements. Faculty advisors organize and direct the purpose and activities of the Stipends and Supplements.	The Building Principal will ensure that a school approved faculty supervisor is present at the meeting and activities of Student Clubs held during non-instructional time at the school.

PRIMARY						
Supplementals						
Coaches				Tournaments	Arts	School Groups	Supervision
Fall	Football Head Varsity Coach	Winter	Boys Basketball Head Varsity Coach	Scholar Bowl - HS	Vocal Music Director - HS	Student Council - HS	Weight room Supervision Fall
	Football Asst. Varsity Coach		Boys Basketball Asst. Varsity Coach	Chess Team - HS	Lead Band Director - HS	Echo Newspaper - HS	Weight room Supervision Winter
	Football Asst. Varsity Coach		Boys Basketball Head JV Coach	Robotics - HS	Band Director - HS	Yearbook - HS	Weight room Supervision Spring
	Football Asst. Varsity Coach		Boys Basketball Asst. Coach	Robotics Asst. - HS	Asst. Band Director - HS	Yearbook - asst.	Additional Admin Supervision - WGHS (7)
	Football Asst. Varsity Coach		Boys Basketball Head Fresh. Coach	7th Grade Book Battle - HX	Theater Director - HS	DECA (2) - HS	Additional Admin Supervision - WGSD
	Football Asst. Varsity Coach		Girls Basketball Head Varsity Coach	8th Grade Book Battle - HX	Orchestra Director - HS	National Honor Soc. - HS	Bus 5 Monitor - STE
	Football JV Coach		Girls Basketball Asst. Varsity Coach	SeaPerch - HX	8th Grade Wind Ensemble - HX	Pep Club - HS	8th Grade Running Club - HX
	Football JV Coach		Girls Basketball Head JV Coach	Robotics - ER	8th Grade Jazz Band - HX	Step Team Sponsor(s) - HS	7th Grade Running Club - HX
	Football Freshmen Coach		Girls Basketball Asst. JV Coach		The School Play - HX	Class of 2020 - HS	Basketball Workouts - HX
	Football Freshmen Coach		Girls Basketball C-Team Coach		7th Grade Jazz Band - HX	Class of 2020 - HS	Volleyball - HX
	Boys Soccer Head Varsity Coach		Girls Swimming Head Coach		7th Grade Wind Ensemble - HX	Class of 2021 - HS	ASA Director - HX
	Boys Soccer Asst. Varsity Coach		Girls Swimming Asst. Coach		A-Capella - HX	Class of 2021 - HS	
	Boys Soccer Head JV Coach		Girls Diving		Hixson Honors Orchestra - HX	Class of 2022 - HS	
	Boys Soccer Head Fresh. Coach		Wrestling Head Coach		ASA Director - HX	Class of 2022 - HS	
	Field Hockey Head Varsity Coach		Wrestling Asst. Coach		WGHS Acapella Lead - HS	Class of 2023 - HS	
	Field Hockey Varsity Assistant		Wrestling Asst. Coach		WGHS Acapella Assistant - HS	Class of 2023 - HS	
	Field Hockey JV Coach		Wrestling Asst. Coach		Accompianist - HS	Student Council-HX	
	Softball Head Varsity Coach	Spring	Baseball Head Varsity Coach		Fine Arts Production	BOYZ 2 MEN-HX	
	Softball Asst. Varsity Coach		Baseball Asst. Varsity Coach		Auditorium Manager - HS	Yearbook - HX	
	Softball Asst. Varsity Coach		Baseball Head JV Coach			Hype - HU	
	Softball JV Head Coach		Baseball Asst. JV Coach			Step/Dance team - HX	
	Softball JV Asst. Coach		Baseball Head Fresh. Coach			Harmonies - HU	
	Softball JV Asst. Coach		Baseball Asst. Fresh. Coach				
	Softball C-Team Coach		Boys Golf Head Coach				
	Girls Volleyball Head Varsity Coach		Boys Golf JV Coach				
	Girls Volleyball Asst. Varsity Coach		Girls Lacrosse Head Varsity Coach				
	Girls Volleyball Head JV Coach		Girls Lacrosse Asst. Coach				
	Girls Volleyball Head Fresh. Coach		Girls Lacrosse Asst. Coach				
	Girls Cross Country Head Varsity Coach		Girls Soccer Head Varsity Coach				
	Girls Cross Country Asst. Varsity Coach		Girls Soccer Asst. Varsity Coach				
	Boys Cross Country Head Varsity Coach		Girls Soccer JV Coach				
	Boys Cross Country Asst. Coach		Boys Tennis Head Coach				
	Boys Cross Country Asst. Coach		Boys Tennis Asst. Coach				
	Boys Swimming Head Coach		Boys Track Head Coach				
	Boys Swimming Assistant		Boys Track Asst. Coach				
	Boys Swimming Diving		Boys Track Asst. Coach				
	Girls Golf Head Coach		Boys Track Asst. Coach				
	Girls Golf JV Coach		Girls Track Head Coach				
	Girls Tennis Head Coach		Girls Track Asst. Coach				
	Girls Tennis Asst. Coach		Girls Track Asst. Coach				
	Cheerleading Head Coach		Girls Track Asst. Coach				
F/W	Cheerleading Assistant/JV		Boys Volleyball Head Varsity Coach				
	Dance Team Head Coach		Boys Volleyball Asst. Varsity Coach				
			Boys Volleyball Head JV Coach				
			Certified Athletic Trainer F, W, S				

			SECONDARY	
Stipends			Stipends	
Leadership	Camp	Salary Based	Student Groups	
Dept. Chair: Business - HS	Band Camp Nurse-HS	Announcers	Treble Makers - AV	Book Club - HS
Dept. Chair: FACS - HS	Camp Wyman Nurse	Concession Stand	Spotlight - AV	Branch Creative Writing Club - HS
Dept. Chair: Guidance - HS	Band Camp Staff (5)	Score Board	Read Write Run - BR	Caverns - HS
Dept. Chair: Ind. Tech - HS	Camp Wyman Facilitators (4) - STE	Gate Supervision	Bulldog Fitness - BR	Climbing Club - HS
Dept. Chair: Fine Arts - HS	Camp Wyman Teachers (20) - STE	Ticket Sellers	Bristol Bravos - BR	Cycling Club - HS
Dept. Chair: PE - HS	Band Camp Facilitators (2) - STE	Gifted Coordinator (25 x daily) - WGSD	Soaring Singer - CL	Dungeon & Dragons - HS
Asst. A.D. - HS		Chelsea Center Cordinator (30 x daily) - WGHS	Voices with Vision - HU	Economics Club - HS
Future Leaders Director - HS		Librarians (10 days x $110) - HS	Music Makers Choir - ER	Environmental Club - HS
Future Leaders - HS		Counselor (10 x days) - HS	Percussion Club - ER	FCCLA - HS
Colleague Group - HS		Counselor (2x days) - HS	Running Club - ER	Feminist Coalition - HS
Scholarship/Senior Awards - HS		Counselor (10 x days) - HS	Drama Club - ER	Fishing Club - HS
Thrive (23 x 8 hrs x daily) - WGHS		Counselor (10 x days) - HS	American History Club - STE	French NHS - HS
Team Leader (6)		Counselor (10 x days) - HS	Archery Club - STE (2)	German National Honor Society - HS
Department Chairs (9) HX		Chelsea Center Advising Spec. (25 x 4 hrs x daily) - WGHS	Art Club - STE	GSA (Gender Sexuality Alliance) - HS
Department Chair ELA - STE		Counselor (10 x days) - HS $	Book Battle - STE (2)	Hi-Step - HS
Department Chair Math - STE		Counselor (10 x days) - HS	Golf Club - STE	History in Action Club - HS
Department Chair American Histiry- STE		Counselor (3 x daily) - HX	Heart and Soul - STE	Improv Club - HS
Department Chair Science - STE		Counselor (3 x daily) - HX	Math Club - STE	Interact Club - HS
Webster Challenge		Counselor (3 x daily) - HX	Steger/Givens Running Club - STE	International Club - HS
		Educational Leader Intern (20 x daily) - BR	Yearbook Club - STE	Junior Classical League/Latin Club - HS
		Curriculum Coord. - AFC (20 x daily) - WAFC	Student Council - STE (2)	Lumberjack Club - HS
		FACE Engagment Coordinator (20 x daily) - WAFC	Tabletop Gaming - STE	Mindful Eating Club - HS
		Edu. Leader Intern/Science Coor. (25 x daily) - ER	Meme Club - STE	PBIS Student Group - HS
		Math Curr. Coord. (30 days @ daily rate) $	Anime Club - STE	Philosophy Club - HS
		Comm. Arts Curr. Coord. (30 days @ daily rate)	KPOP - HX	Reel Film Club - HS
		New Teacher Coordinator ($40/hourly) - ESUP	Random Acts of Kindness - HX	Sign Language Club - HS
		PE/Health Coordinator ($40/hourly) - ESUP	Board Game Club - HX	Social Justice Club - HS
		Equity in Education ($40/hourly) - ESUP (3)	Computer Games - HX	Spanish Club - HS
		Art Coordinator ($40/hourly) - ESUP	Math Club - HX	STAR - HS
		Music Coordinator ($40/hourly) - ESUP	Stock Market Game - HX	Steam-Punk Club - HS
		Social Justice ($40/hourly) - ESUP (2)	Write It Out - HX	Tea Club - HS
		K-5 Social Studies Coord. ($40/hourly) - ESUP	Spanish Club - HX	Vegetarian and Vegan Club - HS
		Social Studies Coordinator ($40/hourly) - ESUP	A+ Tutoring - HX	Video Game Club - HS
		Libray Media Specialist - ESUP $2000	Gay/Straight Alliance (GSA) - HX	
			Philosophy Club - HX	
			German Club - HX	
			Model UN - HX	
			Robotics - HX	
			Chess Club - HX	
			Amnesty International -HS	
			Anime Club - HS	
			Art Club - HS	
			Athletic Training Club - HS	
			Best Buddies - HS	
			Black Student Union - HS	
			Board Game Club - HS	

Payment Categories

Stipend
A fixed payment for additional work which is beyond the scope of regular contractual duties or beyond duties which are expected of non-contractual employees.

Timeframe: May span the entire school year or annual District sponsored events

Types of positions: Department Chair, Admin Supervision, Band Camp, Clubs, Student Groups, Tournaments, 6th Grade Camp, Professional Development.

Types of events: Teachers' participation in curriculum development, professional development and related work if the work is done after school hours such as evenings, weekends or during summer.

Supplement
A variable payment for additional earnings(s) beyond the scope of regular duties or beyond which are expected of non-contractual employees; including direct supervision of students, performances during weekends, special events including those off school grounds.

Timeframe: Will span a season or consist of multiple events during the school year

Types of positions: Coaches, Directors, Arts, School Groups

Types of events: Annual long and/or short term goals/outcomes

Compensation Agreement
Designed to pay individuals who do not receive earnings for other positions within the district (non-district employees)

Timeframe: Varies

Types of positions: Varies

Types of events: Varies

Blended Rates (Hourly Workers)
Pay rate used when calculating overtime pay.

Timeframe: Will span a season or consist of multiple events during the school year

Types of positions: Announcers, Scoreboard, Gate Supervision, Ticket Sellers

Types of events: Varies

Pay Schedule	
Current Pay Schedule **1)** District employee: split up over 24 pay periods **2)** Non – District employee: receive 2 payments; half at beginning and half at end. **a.** Fall: end of September and end of October **b.** Winter: end of November and end of February **c.** Spring: end of March and end of April	**Human Resources Recommendation** 1) Supplements/Stipends – receive 2 payments; half at the midpoint and remaining at the end of activity. 2) Sports – Paid out in 2 installments a. Fall: end of September and End of October b. Winter: end of November and end of February c. Spring: end of March and end of April 3) Compensation Agreements - receive 2 payments; half at the midpoint of completing activity and half at the end of activity.

Primary Stipend/Supplement Requirements

Groups	Category	Requirements
Primary Supplement	Coaches Tournaments Arts School Groups	1. There should be a minimum of 5 students participating during each meeting. 2. Club/activity spanning the duration of the entire school year. 3. Minimum number of plan time and student contact hours is required.
Primary Stipend	Supervision Leadership Salary Based Camp Salary Based	1. Facilitated by a certified individual. 2. The duration can span the entire school year or offered for a semester. 3. There are set objectives that details the departments' desired achievements. 4. Part-Time work that is centered around school sponsored events and/or games. 5. The tasks should be completed outside of the school day.

Secondary Stipend Requirements - Student Groups

The compensation granted to a WGSD employee when facilitating a club/activity will be determined using the following four (4) categories. All stipends are determined based upon the individual's participation for the duration of the club/activity.

1) Engagement Level

Tiers	Level 1	Level 2
Engagement	Supervision - Student led and requested - Providing a space for students to facilitate club and/or activity	Facilitating - Teacher led and/or co-led with students - Actively engaged with students providing instructions, guidance, etc.)

2) Number of Students Participating (Semester or Annual)

Tiers	Level 1	Level 2	Level 3
HS Student(s)	5 - 10	11 - 29	30 +
HX & ELEM. Student(s)	5 – 10	11 – 19	20 +

3) Student Contact Hours

Annual Tiers	Level 1	Level 2	Level 3
HS Student Contact Hours	9 - 18 hrs.	19 - 39 hrs.	40+
HX & ELEM. Student Contact Hours	6 - 12 hrs.	13 - 24 hrs.	25 +

Semester Tiers	Level 1	Level 2	Level 3
HS Student Contact Hours	4.5 - 9 hrs.	9.5 – 19.5 hrs.	20+
HX & ELEM. Student Contact Hours	3 - 6 hrs.	6.5 - 12 hrs.	12.5+

4) Community Involvement

Annual	Level 1 WGSD, St. Louis or MO	Level 2 WGSD, St. Louis or MO	Level 3 WGSD, St. Louis or MO
Number of Community Events	3	4-5	6+

Semester	Level 1 WGSD, St. Louis or MO	Level 2 WGSD, St. Louis or MO	Level 3 WGSD, St. Louis or MO
Number of Community Events	1	2	3

Supervision Value is 50% of Facilitation

Number of Students Participating Threshold

	Level 1	Level 2	Level 3
Facilitation Participation Level Value	$120.00	$180.00	$240.00
Supervision Participation Level Value	$60.00	$90.00	$120.00

Student Contact Hours Threshold

ANNUAL	Level 1	Level 2	Level 3
Facilitation Participation Level Value	$120.00	$180.00	$240.00
Supervision Participation Level Value	$60.00	$90.00	$120.00
SEMESTER	Level 1	Level 2	Level 3
Facilitation Participation Level Value	$60.00	$90.00	$120.00
Supervision Participation Level Value	$30.00	$45.00	$60.00

Annual Community Involvement Threshold – Minimum Three (3) Community Based Events per Year

	Level 1	Level 2	Level 3
ANNUAL	WGSD, St. Louis or MO	WGSD, St. Louis or MO	WGSD, St. Louis or MO
Facilitation Participation Level Value	$120.00	$180.00	$240.00

Semester Community Involvement Threshold – Minimum One (1) Community Based Event per Year

	Level 1	Level 2	Level 3
SEMESTER	WGSD, St. Louis or MO	WGSD, St. Louis or MO	WGSD, St. Louis or MO
Facilitation Participation Level Value	$60.00	$90.00	$120.00

Supplemental Primary Flat Rate of $200.00 Applied? _____

Total Amount _____

Deadlines

Groups	Category	Submission Deadline (Request Form)	HR Approval	Verification Deadline	Payment Issued	Evaluation Deadline
Primary Supplements	Tournaments Arts School Groups	Semester 1 – May 1st of the preceding school year	Semester 1 – May 15th or the preceding school year	1st Semester – December 10th 2nd Semester – May 10th	1st Payment – Late December 2nd Payment – Late May	Semester 1 – January 31st Semester 2 – End of May 15th
Primary Stipends	Supervision Leadership Camp Salary Based	Semester 1 – May 1st of the preceding school year	Semester 1 – May 15th or the preceding school year	1st Semester – December 10th 2nd Semester – May 10th	1st Payment – Late December 2nd Payment – Late May	Semester 1 – January 31st Semester 2 – End of May 15th
Secondary Stipend	Student Groups	Semester 1 – September 1st or last day of the work week) Semester 2 – January 31st or last day of the work week)	Semester 1 – September 15th or last day of the work week Semester 2 – February 15th or last day of the work week	May 10th	1st Payment – Late December 2nd Payment – Late May	Semester 2 – End of May 15th

WGSD Stipend/Supplemental Initiation Process

Employee

Primary Supplements (Coaches, Tournaments, Arts, School Groups)

Primary Stipends (Supervision, Leadership, Salary Based, Camp)

Secondary Stipends (Student Groups)

Complete Section A of the Primary Supplement Initiation Form

Complete Section A of the Primary Stipend Initiation Form

Complete Section A of the Secondary Stipend Initiation Form

Forward form to Building Admin. for the completion of Section B

Forward form to HR, by Building Administrator, for the completion of Section C by:

Primary Supplement/Stipend
May 1st of the preceding school year

Secondary Stipend
Semester 1 - Sept. 1st or the last day of the work week
Semester 2 - Jan. 31st or the last day of the work week.

Human Resources Approved by:

Primary Supplement/Stipend
May 15th of the preceding school year

Secondary Stipend
Semester 1 - Sept. 15th or the last day of the work week
Semester 2 - Feb. 15th or the last day of the work week.

Board Approved in:

Primary Supplement/Stipend
June

Secondary Stipend
Semester 1 - September
Semester 2 - February

Letter of Agreement Issued

Primary Supplement Initiation Form

We are excited to hear that you are interested in setting up a learning space for students to share their gifts and talents.
This form should be completed when requesting a stipend/supplement for activities that fall under the following categories:

Primary Supplements	
- Arts	- School Groups
- Coaches	- Tournaments

Please note the following points:

1. Once you have completed the employee portion of this document, please forward to your building administrator.
2. Please provide thorough and detailed responses to ensure full consideration of your request.
3. Each building is allocated a budget per school year. Depending upon building-based funding, the club/activity may or may not be compensated.

In order for the proposed club/activity to be taken into consideration, the following requirements must be met:

1. There should be a minimum of 5 students participating during each meeting.
2. Plan time, contact hours, etc. will be required.
3. Principals require this be an annual program.

Section A: Employee

Name: _____

Your Building: _____ School Year: _____

Title of Proposed Club or Activity: _____

Description of Proposed Club or Activity (Please indicate any and all pertinent information):

_____

_____

_____

Who is eligible to participate? (Please include all grade levels, school, and eligibility requirements).

_____

_____

How frequently will this club or activity meet? (Mark only one)

____ Once a week ___ Once every other week ____ Once per month ____Other: Please specify_____

What day(s) of the week: _____

What is the duration of this club or activity? _____Semester _____Year

Approximately how many students will be involved on a regular basis? _____

Will there be offsite performances, event, etc.? _____Yes _____No _____Maybe

(Please forward this document to your building administrator.)

Section B: Administrator

Does this club/activity meet the requirements? _____ Yes _____ No

Do you approve this club/activity? _____ Yes _____ No

Is this club/activity within your building budget? _____ Yes _____ No

Would you consider this stipend/supplement agreement as a one-year request? _____ Yes _____ No

Would you consider this stipend/supplemental as an annual school request? _____ Yes _____ No

Notes/Comments: _____

_____

_____

_____

Principal Signature: _____ Date: _____

(Please forward this document to the Human Resources Department)

Section C: HR Department

Does this club/activity meet the requirements? _____ Yes _____ No

Is the club/activity within your building budget? _____ Yes _____ No

Stipend Amount: _____

Notes/Comments: _____

_____

_____

_____

Reviewed By: _____ Date: _____

Primary Stipend Initiation Form

This form should be completed when requesting a stipend/supplement for that fall under the following categories:

Primary Stipend	
- Supervision	- Salary Based
- Leadership	- Camp

Please note the following points:

1. Once you have completed the employee portion of this document, please forward to your building administrator.
2. Please provide thorough and detailed responses to ensure full consideration of your request.
3. Each building is allocated a budget per school year. Depending upon building-based funding, the club/activity may or may not be compensated.

In order for the proposed club/activity to be taken into consideration, 3 of the 5 the requirements must be met:

1. The club/activity is to be facilitated by a certified individual.
2. There are set objectives that detail the departments' desired achievements.
3. Plan time, contact hours, etc. will be required.
4. Principals require this be an annual program.

Section A: Employee

Name: _____

Your Building: _____ School Year: _____

Title of Proposed Club or Activity: _____

Description of Proposed Club or Activity (Please indicate any and all pertinent information):

_____

_____

_____

_____

Who is eligible to participate? (Please include all grade levels, school, and eligibility requirements, if applicable.

_____

_____

How frequently will this club or activity meet? (Mark only one)

____ Once a week ___ Once every other week ____ Once per month ____Other: Please specify_____

What day(s) of the week: _____

What is the duration of this club or activity? _____Semester _____Year

Approximately how many students will be involved on a regular basis? (If applicable) _____

(Please forward this document to your building administrator.)

Section B: Administrator

Does this club/activity meet the requirements? _____ Yes _____ No

Do you approve this club/activity? _____ Yes _____ No

Is this club/activity within your building budget? _____ Yes _____ No

Would you consider this stipend/supplement agreement as a one-year request? _____ Yes _____ No

Would you consider this stipend/supplemental as an annual school request? _____ Yes _____ No

Notes/Comments: _____

_____

_____

_____

Principal Signature: _____ Date: _____

(Please forward this document to the Human Resources Department)

Section C: HR Department

Does this club/activity meet the requirements? _____ Yes _____ No

Is the club/activity within your building budget? _____ Yes _____ No

Stipend Amount: _____

Notes/Comments: _____

_____

_____

_____

_

Reviewed By: _____ Date: _____

Secondary Stipend Initiation Form

We are excited to hear that you are interested in setting up a learning space for students to share their gifts and talents. This form should be completed when requesting a stipend/supplement for activities that fall under the following categories:

Secondary Stipends
- Student Groups

Please note the following points:

1. Once you have completed the employee portion of this document, please forward to your building administrator.
2. Please provide thorough and detailed responses to ensure full consideration of your request.
3. Each building is allocated a budget per school year. Depending upon building-based funding, the club/activity may or may not be compensated.

In order for the proposed club/activity to be taken into consideration, the minimum requirements listed on the Secondary Stipend Student Group Requirements document are required.

Section A: Employee

Name: _____

Your Building: _____ School Year: _____

Title of Proposed Club or Activity: _____

Description of Proposed Club or Activity (Please indicate any and all pertinent information):

_____

_____

_____

_____

Who is eligible to participate? (Please include all grade levels, school, and eligibility requirements).

_____

_____

How frequently will this club or activity meet? (Mark only one)

____ Once a week ___ Once every other week ____ Once per month ____Other: Please specify_____

What day(s) of the week: _____

What is the duration of this club or activity? _____Semester _____Year

Approximately how many students will be involved on a regular basis? _____

Will there be offsite performances, event, etc.? _____Yes _____No _____Maybe

Number of community events _____

Name of community events _____

(Please forward this document to your building administrator.)

Section B: Administrator

Does this club/activity meet the requirements? _____ Yes _____ No

Do you approve this club/activity? _____ Yes _____ No

Is this club/activity within your building budget? _____ Yes _____ No

Can you confirm the amount of community events the employee listed? _____ Yes _____ No

Would you consider this stipend/supplement agreement as a one-year request? _____ Yes _____ No

Would you consider this stipend/supplemental as an annual school request? _____ Yes _____ No

Notes/Comments: _____

_____

_____

_____

Principal Signature: _____ Date: _____

(Please forward this document to the Human Resources Department)

Section C: HR Department

Does this club/activity meet the requirements? _____ Yes _____ No

Is the club/activity within your building budget? _____ Yes _____ No

Stipend Amount: _____

Notes/Comments: _____

_____

_____

_____

Reviewed By: _____ Date: _____

Employment Recommendation Form (Sports)

This form should be completed when hiring a coach for a sports activity.

Candidates Interviewed:

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Interview Team:

Name: _____

Name: _____

Name: _____

Name: _____

New Hire: _____

Activity: _____ Season: _____

Expected Start Date: _____ Suggested Salary: _____

Current Employee at WGSD: ☐ No ☐ Yes

Previous Employee of the District: ☐ No ☐ Yes, when _____

Application Completed: ☐ No ☐ Yes

Submitted By: _____ Date: _____

Principal Signature: _____ Date: _____

To be completed by Human Resources:

Stipend Amount: _____ Start Date: _____

Reviewed By: _____ Date: _____

Primary Supplement Evaluation

Employee Name: _____ Club/Activity: _____

The completion of the form is intended for employees sponsoring a club and/or activity that falls in one of the following categories: Tournaments, Arts and School Groups

Ratings indicate: 5 – At all times 4 – Almost Always 3 – Somewhat 2 – Not Often 1 – Not At All

N/A (Not Rated) – for use in instances when you are unable to make a judgment, due to lack of information on the topic)

	5	4	3	2	1	N/A
Enthusiasm						
For working with the students and staff.						
For the activity/sport/task						
Communication						
Clear and timely.						
Administration						
Care and supervision of students and/or staff						
Practices/meetings are organized.						
In compliance with the mission.						
Recordkeeping (includes attendance roster, etc.) completed in a timely fashion.						
Performance						
Appearance(s) was kid friendly and organized.						

Additional Comments:

_____

_____

_____

_____

Building Administrator: _____ Date:_____

Overall Evaluation: _____ Satisfactory _____ Unsatisfactory _____ Needs Improvements

Recommend Reassignment in position: _____ Yes _____ No

WGHS Department Chair Evaluation

Employee Name: _____ Date: _____

Ratings indicate: 5 – At all times 4 – Almost Always 3 – Somewhat 2 – Not Often 1 – Not At All

N/A (Not Rated) – for use in instances when you are unable to make a judgment, due to lack of information on the topic)

Interpersonal and Public Relations						
	5	4	3	2	1	N/A
Uses effective problem solving and mediation/conflict resolution strategies with faculty and staff.						
Communicates effectively between/among department, administration and staff.						
Serves as an advisor to the principal on policy and procedure matters.						
Interpersonal Leadership						
Assist mentors and new department members.						
Supports pedagogy and instruction of classroom teachers through modeling and feedback.						
Curriculum						
Work with universities on the development and implementation of dual credit courses.						
Coordinates Curriculum						
Managerial Tasks						
Create department master schedule.						
Develop and monitor department budget and materials.						

Additional Comments:

_____

_____

_____

_____

_____

COACH EVALUATION

Coach Name: _____ Date: _____

Sport: _____ **Level:** ____Varsity ____ J.V. ____ Freshman ____ Assistant ____ Head

5 – At all times 4 – Almost Always 3 – Somewhat 2 – Not Often 1 – Not At All

1	Teams' performance reflects enthusiasm, motivation, and sportsmanship.	
2	Maintains effective individual and team discipline at practice.	
3	Praises athletics for positive performances and offer corrective feedback in a constructive way.	
4	Communicates effectively with athletics and parents.	
5	Establishes and maintains good rapport with faculty, administration and coaching staff.	
6	Conducts self in a professional and sportsmanlike manner at all times.	
7	Cooperates with head coach regarding team philosophies, guidelines, and player expectations.	
8	Teaches the fundamental philosophy, skills and knowledge essentials of the sport.	
9	The coach communicates goals and expectations for season.	
10	Keeps commitments and is punctual.	
11.	Support team as well as individual accomplishments.	
Compete if a Head coach is being evaluated.		
12.	Does the coach report activities effectively to the Activities Director?	
13	Do the athletics/team show a pattern of improvement throughout the year/training cycle?	
14.	Has the team (if applicable) met its performance goals for the year?	
Total Score		

Additional Comments:

_____

_____

_____ _____

Coaches' Signature Evaluator's Signature

Recommendation for Activities Director:

70 - 47	Satisfactory	To be recommended for continued assignment
46 - 23	Needs Improvement	To be recommended for re-assignment with a plan for improvement in suggested areas.
22 - 0	Unsatisfactory	Not to be recommended for continued assignment

Webster Groves School District

STUDENT-ATHLETE SURVEY

Thank you for taking the time to fill out this end of the season survey. Your feedback will assist in identifying areas of strength, as well as areas that need improvement; both will give us direction as we prepare for future seasons. Survey results will be appropriately shared with members of the athletic staff.

Sport: _____ **Level:** ___Varsity ___ J.V. ___ Freshman **Date:** _____

	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree
The coach clearly communicated with athletes about expectations, roles and standards for team/program.				
The coach communicated practice times, schedules and changes in a timely manner.				
The coach makes sure positive and constructive comments are present.				
The coach makes the athletes feel like valued members of the team.				
The coach taught lessons through sport that the athletes may use beyond athletics.				
The coach encourages and promotes participation in multiple sports and other activities.				
The coach is knowledgeable of the sport. Coach is confident in teaching skills and developing strategies.				
The coach utilizes team and individual goals in our program to help motivate the athletes to achieve success.				
The coach runs organized and effective practices that prepares player for games.				
The coach helped players develop their individual skills.				
The coach is a positive role model.				
Players on the team are respected by the coach.				

What were the "best" parts of your experience on this team?

What could be changed in the future to improve the experience for the athletes on this team?

PARENT ATHLETE SURVEY

Thank you for taking the time to fill out this end of the season survey. Your feedback will assist in identifying areas of strength, as well as areas that need improvement; both will give us direction as we prepare for future seasons. Survey results will be appropriately shared with members of the athletic staff. Please submit one form per student, per season

This form can be returned via email to collins.jerry@wgmail.org or mailed to Jerry Collins' attention: 102 Selma Ave., Webster Groves, MO. 63119

Sport: _____ **Level:** ___Varsity ___ J.V. ___ Freshman **Date:** _____

FACILITIES	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree
The uniforms and warm-ups were comparable to those of our opponents.				

HEAD COACH	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree
The coach/adviser has adequate knowledge of the rules, skills, and strategies the team needed to develop competitively.				
The coach helped individuals develop their fullest potential.				
The coach kept other aspects of student's life in perspective with athletic/activity requirements.				
Information from the coach (es) to the team was clear and understandable.				

PRACTICES	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree
Practices were effectively structured to enhance individual skill development.				
Practices were well organized and challenging.				

SCHEDULING	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree
The schedules were easy to follow and effectively communicated.				

OVERALL	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree
As a parent, I feel this season has been a positive experience.				

ADDITIONAL COMMENTS:

_____

_____

_____

_____

HX Department Leader Evaluation

Employee Name: _____ Date: _____

Ratings indicate: 5 – At all times 4 – Almost Always 3 – Somewhat 2 – Not Often 1 – Not At All

N/A (Not Rated) – for use in instances when you are unable to make a judgment, due to lack of information on the topic)

Department						
	5	4	3	2	1	N/A
Plans, develops, and organizes staff development learning opportunities during department meetings that are aligned with the school and District goals, recommending they attend workshops, read current articles, observe master teachers, etc.						
Communicates building expectations with department and holds teachers within department accountable to meeting these expectations (i.e. field trips, collection of money, responsibility of all students, etc.)						
Uses data for reflection and improved practices.						
Supports the implementation of a guaranteed and viable curriculum.						
Organizes an effort to ensure that the curriculum is consistent among all members of the department.						
Encourages and provides a forum for teachers to share their procedures for assessments, such as, tuning protocols.						
Creates and expends department budget.						
Creates agendas, leads monthly meetings with department, and is responsible for minutes. These meetings will address "nuts and bolts" as well as address key learning strategies and staff development opportunities.						

Additional Comments:

_____

_____

_____

_____

_____

HX Team Leader Evaluation

Employee Name: _____ Date: _____

Ratings indicate: 5 – At all times 4 – Almost Always 3 – Somewhat 2 – Not Often 1 – Not At All

N/A (Not Rated) – for use in instances when you are unable to make a judgment, due to lack of information on the topic)

Instructional Leadership						
	5	4	3	2	1	N/A
Provides support for the mentoring and induction of new staff member on team.						
Supports instructional coaches regarding the analysis of date and the development of strategies for academic achievement of individual students.						
Participates in professional development opportunities at the building, district and state/national level that support that effectiveness of the team.						
Building Leadership						
Attends and contributes to building leadership meetings.						
Promotes collaboration and cooperation throughout the school community.						
Team Management/Communication						
Responds to requests for information in a timely manner.						
Acts as a consultant to the principal regarding team needs and concerns.						
Maintains open communication with the building administrations.						
Provides leadership in establishing team goals and involves all team member in discussions.						
Solves problems and resolves conflicts that emerge on the team.						
Delegates and ensures the tools designed for team and student/parent communication are maintained (e.g. website) and updated in a timely manner.						
Team Management/Communication						
Keep and updates the team calendar of events, projects and deadlines.						

Additional Comments:

_____

_____

_____

_____

_____

Student Survey

Club/Activity Name: _____ Date: _____

	 YES	 NO	 I DON'T KNOW
I was engaged in the activities planned during this club/activity.			
I would participate in the club/activity again if given the opportunity.			
I feel safe while participating in the club/activity.			
My teacher explained and was fair with the rules and policies.			
I enjoyed the club/activity.			

Comments

_____

_____

_____

_____

_____

Season/Semester Evaluation Structure (Primary Supplement and Stipends)

1) Pre-Season/Semester
    a. Individual Sport Season Meeting with Activities Director and Human Resources; individual or group; meet with leadership supervisors, any staff receiving a stipend and/or supplement.
        i. Clearly outline expectation for the season or year.
        ii. Coaches and Athlete Handbook reviewed or school handbook with job description, if applicable.
        iii. Training all coaches/staff on the evaluation process
2) During Season/Semester
    a. Walk Through by Director of Activities/Administrator
        i. Minimum 3 per season/semester year depending on length of season
            1. Minimum 5 minutes in total length
        ii. Record Notes
        iii. Use notes for final Evaluation
3) Closing
    a. Provide Post Season Evaluation/Surveys for Review

Groups	Category	Survey/Evaluation Documents Needed
Primary Supplements	Coaches	Coach Evaluation Student-Athlete Survey Parent Athlete Survey
Primary Supplements	Tournaments Arts School Groups	Primary Supplement Evaluation
Primary Stipends	Supervision Leadership Camp Salary Based	HS Department Chair Evaluation HX Department Leader Evaluation HX Team Leader Evaluation
Secondary Stipends	Student Groups	Student Survey

Coaching Evaluations Structure

1) Head Coaches
    a. Activities Director
    b. Student Survey
    c. Parent Survey

2) Assistant & Evaluation JV Coaches
    a. Head Coach completes evaluation
        i. Reviews evaluation with each assistant coach(es) individually
    b. Student Survey

3) Primary Stipends and Secondary Stipends
    a. Administrator

Primary Supplement Deadlines – Coaches

Season	Sport	Start of Season (Estimated)	Submission Deadline	Pay Schedule (Non-Employees)	Evaluation Deadline
Fall	Cross County Field Hockey (Girls) Football Golf (Girls) Soccer (Boys) Softball (Girls) Swimming (Boys) Tennis (Girls) Volleyball (Girls)	August 9th	July 1st	End September/ End October	End of November
Fall/Winter	Cheerleading Dance	August 9th	July 1st	End September/ End October	End of March
Winter	Basketball Swimming (Girls) Wrestling	November 1st	October 1st	End November/ End February	End of March
Spring	Baseball (Boys) Golf (Boys) Lacrosse (Girls) Soccer (Girls) Tennis (Boys) Track Volleyball (Boys)	March 1st	February 1st	End March/ End April	End of May

Stipend/Supplement Verification

The Webster Groves School District requires highly qualified employees to accomplish its educational mission and must offer competitive compensation to attract and maintain experienced professional staff in the district. The Board directs the superintendent or designee to annually research regional and statewide trends in employee compensation and consult with district employees to prepare competitive salary schedules and salary recommendations for the Board to consider, within the constraints of the district's finances.

This Stipend/Supplement Form will provide the employee an opportunity to detail the work they complete as additional duties beyond the regular school day. Here are some points to consider:

1. Stipend/Supplemental agreements must be recommended by the building administrator, approved by Human Resources and the Board of Education annually.
2. Each building is allocated a budget per school year. Depending upon factors, such as building based funding, not all stipend/supplement agreements will be compensated.
3. The stipend/supplemental agreement work must be performed outside of the school day.
4. The stipend/supplemental agreement issued must have a purpose, rationale, and be fulfilled by the employee.

In review of your current stipend/supplemental agreement(s), there are requirements that must be met for approval. Please complete the section below and then forward this form to your building principal.

Employee Section

Name: _____

Your Building: _____ School Year: _____

Title of Stipend/Supplemental: _____

Description of Stipend/Supplemental Agreement (Please indicate all pertinent information and provide supporting documentation, as needed):

_____

_____

_____

_____

Discuss the frequency and time spent outside of the school day to complete these additional duties.

_____

_____

Is there anything else you would like to share?

_____

_____

(Please forward this document you building administrator.)

Administrator Section

Please provide a rationale for requesting or not requesting this Stipend/Supplemental agreement:

_____

_____

_____

_____

In your opinion, what would be the timeframe needed in order to complete these additional duties?

_____

_____

Would you consider this stipend/supplemental agreement as an one year request? _____ Yes _____ No

Would you consider this stipend/supplemental as an annual/ongoing school request? _____ Yes _____ No

Is this stipend/supplement within your building budget? _____ Yes _____ No

Is there anything else you would like to share?

_____

_____

_____

Principal Signature: _____ Date: _____

(Please forward this document to the Human Resources Department)

HR Department Section

Does this stipend/supplement meet the requirements? _____ Yes _____ No

Is the stipend/supplement approved? _____ Yes _____ No

Stipend Amount: _____

Notes/Comments: _____

_____

_____

_____

Reviewed By: _____ Date: _____

Date

Name
Address
City, State. Zip Code

Re: Stipend/Supplemental Agreements for (School Year)

Dear *Employee Name*:

Annually, a team of Webster Groves School District employees gather to research regional and statewide trends in employee compensation and consult to prepare competitive salary schedules and salary recommendations for the Board's consideration, within the constraints of the district's finances. In order for recommendations to be approved, agreements must be endorsed by the building administrator, recommended by the Human Resources department and performed outside of the school day.

This purpose of this letter is to inform you that after reviewing of the current needs of the students in your building and the stipend/supplemental budget, the following agreement(s) have been discontinued:

- *List stipends*

WGSD appreciates all of your hard work throughout the years and look forward to having your continuous support in creating thriving spaces for students to engage in their interest and talents.

If you have any question and/or concerns, please do not hesitate to contact me at 314-918-4002.

Respectfully,

Sandy Wiley Skinner
Assistant Superintendent of Human Resources