

April 15, 2011

To: PTO Executive Board  
Ruben Peña, Principal

From: Annette Phillips – PTO Treasurer  
Martha Henrikson, Assistant Principal

Cc: Liz Monson

RE: **Staff Stipends from HMS PTO**

This will document the guidelines for the stipends that the HMS PTO pays at the beginning of the school year to teachers, staff, aides and head custodian so that they can be paid on a consistent basis from year to year. While the PTO Corresponding Secretary handles the distribution of the payments, the PTO relies on the principal or assistant principal to provide the staff list and review the proposed payments based on each person's job and full time/part time status. This policy has been reviewed and approved by Ruben Peña and Martha Henrikson.

### **HMS PTO Staff Stipend Guideline**

**The PTO provides an annual stipend to teachers and staff at the beginning of the school year to help fund necessary teaching and office supplies.**

**Full-time teachers, full-time teacher equivalents (such as social workers and other certificated staff) and the principal and assistant principal will each receive \$50.**

**Part-time teachers (half-time or less at HMS), instructional aides and office support staff (including the nurse) will receive \$25. A part-time principal (half-time or less at HMS) will also receive \$25. The head custodian will receive \$25.**

**No stipend is paid to non-head custodial staff or any cafeteria staff, or to non-district employees.**