

**Salmon River Central School District  
Office of Instruction  
Stipend Approval Form - Extension  
(jointly filled out by teacher and administration)  
(To be completed at least ten (10) days prior to activity)**

Name: \_\_\_\_\_

Work to be Performed (be specific): \_\_\_\_\_

Proposed Dates: \_\_\_\_\_

Location: \_\_\_\_\_

**Category:** (check one – see descriptions on reverse)

	<b>Stipend</b>
Extension of Normal Duties	1/200 <sup>th</sup>
Required Professional Development (Out of District)	1/200 <sup>th</sup>

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\* No payment will be made for work done prior to final approval \***

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Ass't. Supt. for Curriculum & Instruction

\_\_\_\_\_  
School Business Executive

\_\_\_\_\_  
Superintendent of Schools

\*\*\*\*\*

**For office use only:**

Total hours/days \_\_\_\_\_ x rate per hour/day \_\_\_\_\_ = Total \$ \_\_\_\_\_

## **Definitions/Stipend Amounts**

*This list of definitions is intended to cover days and hours when school is not in session.*

### **Curriculum Development & Planning**

Creation of curriculum lessons, units, projects or courses of study to be presented to students undertaking regularly planned instruction. Planning to implement curriculum, including identification and coordination of resources. (Ex. Implementation of Writer's Workshop). *(Established annually by the Board of Education)*

### **Program Development/Planning**

Creation of, or planning for implementation of programs implemented which will benefit students, and/or support instructional and institutional practices, procedures and policies, including orientation planning. *(Established annually by the Board of Education)*

### **Grant Related Activities/School Improvement/Parent Engagement**

Activities and professional development that fall under the auspices of grant and/or school improvement plans (workshops, parent engagement activities, orientations, Regents Preparation Sessions, family literacy nights, academic showcase evenings), etc. *(\$35 per hour)*

### **Required Professional Development (In-District)**

Participation in training workshops, conferences and programs required by the district, offered beyond the bounds of the contractual day/year. *(\$35 per hour for actual time at the event and actual travel time. However, no payment for anything occurring on Saturday or Sunday.)*

### **Voluntary Conferences**

*No stipend will be paid.*