

**PILOT PROJECT STIPEND**  
**February 14, 2017-June 30, 2018**  
**MEMORANDUM OF UNDERSTANDING**

**Between the**

**BOARD OF EDUCATION of the SHAKER HEIGHTS CITY SCHOOL DISTRICT**

**and the**

**SHAKER HEIGHTS TEACHERS' ASSOCIATION**

The Board of Education of the Shaker Heights City School District (the “Board”) and the Shaker Heights Teachers’ Association (the “SHTA”) have previously entered into a collective bargaining agreement effective January 1, 2015 through December 31, 2017, known as the *Agreement between the Board of Education of the Shaker Heights City School District and Shaker Heights Teachers’ Association* (the “CBA”).

This Memorandum of Understanding (“MOU”) between the Board and the SHTA allows for a pilot Curriculum and Instruction Leadership Council (CILC) project stipend. The following information is for the CILC, its sub councils and its work teams only.

The outcome of the CILC is to provide a systematic process to raise student achievement through improvements in the written, taught, and assessed curriculum.

<b>Role</b>	<b>Project Stipend<sup>1</sup></b>	<b>Expectations</b>	<b>Notes</b>
Curriculum and Instruction Leadership Council (CILC) Member and Co-Chair of a Sub-Council	\$1500.00 <sup>2</sup>	Co-chairs are expected to participate in Leadership Council meetings, perform the scope of work and attend sub-council meetings to earn the stipend.	Co-chairs are not eligible for the sub-council member stipend
Member of a Sub-council	\$500 <sup>3</sup>	Sub-council members are expected to attend all sub-council meetings and perform the scope of work to earn the stipend. The stipend will be paid in 3 installments	Co-Chairs of the 5 Sub-Councils are not eligible for the Sub-Council Member (\$500) Project Stipend

<sup>1</sup> Project Stipends will be based upon objective parameters, including but not limited to time commitment, complexity, scope of work and level of responsibility of the project.

<sup>2</sup> Project Stipends will not be paid for meetings or work completed during the Teacher or the Support Teacher Day. A CILC member who participates in a work team(s) may not earn more than \$1,000 in additional stipends, for a grand total not to exceed \$1,500.

<sup>3</sup> Project Stipends will not be paid for meetings or work completed during the Teacher or the Support Teacher Day.

		before June 30, 2018.	
Work Team Member per Project	\$300-\$1000 <sup>4</sup>	Work team members are expected to complete the work by the project deadline designated by a sub-council.	If specific work teams are needed to complete the scope of work of the sub-councils, the sub-council Co-Chairs may submit a request for a work team to the Director of Curriculum and Instruction and she would evaluate it using the following rubric that details the criteria of time commitment, complexity, number of team members, scope of work and level of responsibility of the project <sup>5</sup>

**Work Teams**

It is the expectation of the CILC and its sub-councils to complete its scope of work with the members in the various councils, however there may be a specific project that may require the formation of work team(s). Work Team projects have a specific beginning date and a specific end date. The purpose of a work team is to use teacher content experts to complete curriculum specific work that is aligned to the strategic plan goals to raise student achievement.

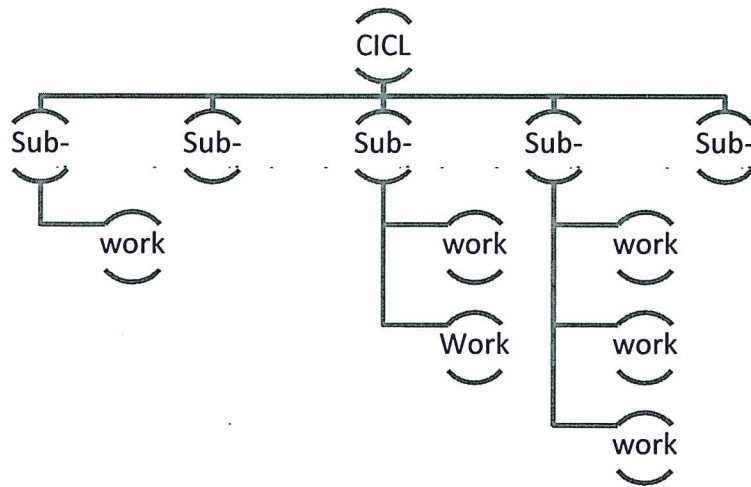
For example, the *5-12 Written Curriculum Council (IB Standard C2: Written Curriculum)* determines that due to College Board changes in the AP French Language and Culture course, the syllabus needs to be revised. There are no French teachers on the 5-12 Written Curriculum Council. The Co-Chairs of the 5-12 Written Curriculum Council would then submit a request for a work team to the Director of Curriculum and Instruction. This request would be evaluated to determine if the work is aligned to the strategic plan and then determine compensation using the *Work Team Project Stipend Rubric*.

Sub-councils may not need any work teams or sub-councils may need several work teams. The following graphic is an example of how work teams may look.

---

<sup>4</sup> Project Stipends will not be paid for meetings or work completed during the Teacher or the Support Teacher Day.

<sup>5</sup> A member of the a sub-council who participates in a work team(s) may not earn more than \$1,000 in additional stipends, for a grand total not to exceed \$1,500.



**Work Team Project Stipend Rubric**

<u>Stipend</u>	<u>Number of team members</u>	<u>Time commitment</u>	<u>Scope of work/complexity</u>	<u>Level of responsibility</u>
\$300-\$400	2-15	Approximately 15-20 hours of work for each team member after the Teacher/Support Teacher Day	It may be related to completion of a current initiative or a brief review of tasks to align to strategic plan and/or state content standards/district policy	Tasks will require all members to participate during this time with no follow up responsibilities.
\$500-\$600	2-15	Approximately 25-30 hours of work for each team member after the Teacher/Support Teacher Day	Work will require a very small amount of research and meetings to complete task and align to strategic plan and/or state content standards/district policy	Tasks will require all members to participate with limited follow up responsibilities.
\$700-\$800	5-7	Approximately 30-35 hours of work for each team member after the Teacher/Support	Work will require some research and meetings to complete task and align to strategic	All members completing tasks related to project. Some follow up required i.e. -

		Teacher Day.	plan and/or state content standards/district policy	meetings, documents, reporting out.
\$900-\$1000	3-5	Approximately, 35-40 hours of work for each team member after the Teacher/Support Teacher Day.	Intensive work/ research requiring meetings/feedback to complete task and align to strategic plan and/or state content standards/district policy	All members completing highly detailed tasks related to initiative/project. Communication and follow up meetings will occur over a longer period of time (i.e. - reporting to the district/BOE/community groups)

**BOARD OF EDUCATION OF THE SHAKER HEIGHTS CITY SCHOOL DISTRICT**

By [Signature] Board President 2/14/17  
 Name Title Date

By [Signature] Superintendent 2/14/17  
 Name Title Date  
Bryan C. Christman Treasurer 2/14/17

**SHAKER HEIGHTS TEACHERS' ASSOCIATION**

By [Signature] President 2/24/17  
 Name Title Date