

# CTE Supplemental Duties and Supplemental Pay 2010-11



**TEA and USDOE sanctioned CTSO's:** <http://ritter.tea.state.tx.us/cte/CTSOs/index.html>

"The United States Department of Education (USDOE) recognizes the educational programs and philosophies embraced by the following Career and Technical Student Organizations (CTSOs) as being an integral part of career and technical education (CTE) instructional programs. The responsibility for CTE instructional programs and related activities, including CTSOs, rests with state and local education agencies. The USDOE allows states to use Federal Carl D. Perkins funds to provide leadership and support for the CTE student organizations (SEC 124)."

## **USDOE and Texas Recognized CTSO's:**

- Business Professionals of America (BPA)
  - DECA, Texas Association
  - Future Business Leaders of America (FBLA)
  - Family, Career and Community Leaders of America (FCCLA)
  - Health Occupations Students of America (HOSA)
  - SkillsUSA
  - Texas Association of Future Educators (TAFE)
  - Texas FFA Association (FFA)
  - Texas Technology Students Association (TSA)
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## **Supplemental Duty and Supplemental Pay for CTSO Sponsors:**

- The above listed CTSO activities and CTSO sponsors will be funded by the Tyler ISD CTE department.
- All CTSO expenses will require CTE department prior approval.
- CTSO sponsors may receive up to a total of \$4,000.00 per school year.
- There will be a minimum of five students for each CTSO.
- CTSO sponsors are compensated by CTSO, not by chapter.
- CTSO sponsor supplemental pay is provided as follows:

## **Level One: Annual CTSO Sponsor Duties and Supplemental Pay for Level One:**

- **Sponsor is in charge of 16 or more students in a CTSO:** \$1,250.00
- **Sponsor is in charge of 10-15 students in a CTSO:** \$950.00
- **Sponsor is in charge of 5-9 students in a CTSO:** \$575.00
- **Minimum Required Sponsor Activities (sponsor may engage in more activities if needed):**
  - **Student Roster:** provide CTE office with roster of students who have paid their dues to the state/national organization (minimum of 5 students)
  - **Meetings:** schedule of CTSO meetings for the year. Minimum of six meetings (per school year) to be held before or after school only. Minimum of 3 meetings during the fall semester and 3 meetings during the spring semester (more if needed). Sign-in sheet of meetings will be maintained by the sponsor as proof of required meetings.
  - **Competition:** provide competition schedule to CTE office as soon as competitions are posted.
  - **District Competition (non FFA) or Practice Contest (FFA only):** attend and compete at a minimum of one district or practice competition.
  - **Community Service Project:** provide CTE office with schedule of community service projects (minimum of two projects per school year). One community service project successfully completed during fall semester is required. If two service projects are completed during the fall semester, a spring service project is optional. Sign-in sheets for two service projects, per year, will be maintained by the sponsor.
  - **Fundraising Activity:** provide CTE office with documentation of fundraising activity (minimum of one fundraiser per school year.) May be completed during the fall or spring semester.

## **Level One: Continued**

- **Fall Parent Meeting:** hold CTSO fall parent meeting to explain CTSO expectations, solicit parent volunteers for competition travel, and provide instructions to parents on how to register as a TISD volunteer. Ensure your CTSO has ample parent volunteers for competition travel throughout the school year to avoid asking other teachers to chaperone our competitions. Sign in sheet of parent meeting provided to CTE office.

## **Level Two: Annual CTSO Sponsor Duties and Supplemental Pay for Level Two:**

- **Level One must be satisfied in order to participate in Level Two activities**
- **Level Two supplemental pay is in addition to Level One supplemental pay**
- **The maximum total compensation for each CTSO sponsor per year is \$4,000.00**
- **Documentation of CTSO student results submitted to CTE office**
- **Level Two payment is based on competition results for one Regional/County/District competition; one State/Area competition; and one National competition, per below:**
  - **Regional (non-FFA) or County/District (FFA only) Competition:** \$50.00 for each student who wins (1, 2, or 3 place) a CTSO Regional or County/District competition or who advances to the next competition level.\*
  - **State (FFA and non-FFA) or Area Competition (FFA only):** \$100.00 for each student who wins (1, 2, or 3 place) a CTSO State or Area competition or who advances to the next competition level.\*
  - **National Competition (FFA and non-FFA):** \$1,000.00 for each student who wins (1, 2, or 3 place) a CTSO national competition.\*

### **General Information:**

- \*The maximum CTSO sponsor supplemental pay compensation per school year is limited to \$4,000.00 per sponsor even if a sponsor has students who exceed the above listed criteria. Example: if a sponsor has five students who win five national competitions, the sponsor will be compensated a total of \$4,000.00 for the year.
- Documentation of all criteria will be submitted to the CTE office for supplemental pay.

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## **Agriculture Facility Maintenance Supplemental Pay:**

Ag teachers and/or FFA sponsors, who are responsible for Ag facility maintenance (i.e. greenhouse, barn, farm mowing, etc.), will be compensated at the district's current rate of extra duty pay per the following guidelines:

- Ag facility maintenance duties, in which the sponsor is receiving extra duty pay, will not include students.
- Ag facility maintenance compensation will be provided for work on non-school days only (i.e. Saturday, Sunday, school holidays, summer.)
- Ag facility maintenance performed on school days may not be counted for extra duty compensation (i.e. mowing the farm on a school day from 3:30 – 5:30 is excluded from extra duty pay.)
- Documentation of hours, date of service, type of service performed will be submitted to the CTE office.
- Ag teachers or FFA sponsors, providing Ag facility maintenance, may receive supplemental pay upon submitting required documentation to the CTE office.

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## **Summer CTSO Sponsor:**

Sponsors who attend leadership or competitive events with CTSO students during the summer will be compensated at their daily rate of pay for the number of travel days associated with the event; payable upon submission of travel reimbursement paperwork (excludes professional development conferences/workshops). Summer CTSO sponsors will submit estimated summer expenses to CTE Coordinator by March 1. Estimated summer expenses will include all travel expenses and the number of days the sponsor will be compensated at his/her daily rate of pay. A minimum of five students is required for a summer CTSO.

## **NTHS Sponsor:**

Each NTHS (National Technical Honor Society) will have one Lead Sponsor. Assistant Sponsors may be necessary depending on student enrollment. The CTE Coordinator will have the authority to determine how many Assistant Sponsors are needed for each NTHS. Lead Sponsors will delegate duties to Assistant Sponsors. Assistant Sponsors are expected to assist the Lead Sponsor and students with NTHS duties and responsibilities. [www.nths.org](http://www.nths.org)

### **Lead Sponsor supplemental pay \$800 per year payable as follows:**

- January (fall semester): \$400
- June (spring semester): \$400

### **Assistant Sponsor supplemental pay \$400 per year payable as follows:**

- January (fall semester): \$200
- June (spring semester): \$200

### **NTHS documentation of student information may include (but not limited to):**

- Conduct grades
- GPA
- Community Service
- Meetings (sign-in sheets)
- School Attendance

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**All UIL guidelines will be adhered to regarding student travel and competitions.**

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## **Tyler ISD Local Policy Regarding Supplemental Duties and Supplemental Pay ASSIGNMENT AND SCHEDULES DK (LOCAL) – A**

### **SUPPLEMENTAL DUTIES**

“Noncontractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District’s contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.”

*Please note that the Tyler ISD payroll department sets up supplemental pay for supplemental duties as stipends. Payment of a stipend may be made on any schedule – monthly, semi-annually, annually, etc. The payment schedule is determined by the person who submits the stipend request to payroll and may differ from department to department.*