

**Montebello Unified School District
 Certificated Human Resources
 2017-18 Class Size Stipend
 Request Form**

**Check the box that pertains to your class sizes during this semester.
 In no case shall the total stipend exceed \$700 in any one semester.**

Semester: 1 or 2 (circle one) Special Ed: Yes or No (circle one)

- Class average over by one (1) to three (3) students for more than fifty percent (50%) of a semester.* \$400 stipend
- Class average over by more than three (3) students for more than fifty percent (50%) of a semester.* \$700 stipend

Name (print)	EID #	Site / Grade
Signature	Date	Phone Number
Principal Approval	Date	

Please send form to Virginia Gutierrez - Certificated Human Resources
Semester 1 – Due on or before December 22, 2017
Semester 2 – Due on or before June 15, 2018
Please Note: Forms received after due dates will not be accepted

*Reference:
 MUSD/MTA Contract VIII Class Size
 1) If any Bargaining Unit member maintains a class or classes with an average of over one (1.0) to three (3.0) **above** the average of that grade level for **more than fifty percent (50%)** of any semester, the Bargaining Unit member shall be paid four hundred dollars (\$400).
 2) If a class or classes exceed three (3.0) **above** the average for **more than fifty percent (50%)** of any semester, the Bargaining Unit member shall be paid an additional three hundred dollars (\$300) for a total not to exceed seven hundred dollars (\$700).

FOR HR USE ONLY:

ITS Verification _____ Eligible: Yes _____ No _____

Comments: _____

Board Approval Date _____ Time report sent to payroll _____