

**BLUFFVIEW MONTESSORI SCHOOL  
POLICY 407  
MISATO TRIP STAFF AMBASSADOR COMPENSATION**

**I. PURPOSE**

The Board of Directors recognizes that compensation may be granted for certain activities. The Board of Directors believes that any compensation needs to be fair, reasonable, consistent, and non-discriminatory. This policy is in alignment with the verbal participation agreement between Bluffview Montessori School and the Winona International Friendship Association (WIFA)-Misato, Japan Ambassador Trip.

**II. GENERAL STATEMENT OF POLICY**

The Board of Directors has established the following guidelines for staff eligibility for compensation as a Staff Ambassador on the Misato Trip:

1. The employee(s) wishing to receive compensation for chaperoning the Misato trip must submit documentation to the Head of School within a week of receiving notification of approval by the Misato selection committee. The Head of School will submit the documentation for approval by the Bluffview Montessori School Board of Directors at the next scheduled meeting.
2. Employees of Bluffview Montessori School must be employed as .75 FTE or greater.
3. At least one student enrolled at Bluffview Montessori must be an accepted member of the ambassador group.

**III. COMPENSATION**

1. Compensation per approved staff member (up to 2 staff) will be a stipend of \$400 and a maximum of 6 days of paid leave time without using any PLT.
  - a. The BOD will allow no more compensation than that which is equal to two employees each year totaling \$800 in stipends and 12 paid leave days.
    - i. If more than 2 Bluffview staff are selected by the WIFA committee, then the total compensation (\$800 stipend, 12 paid leave days) will be divided equally amongst them, and they will be required to use PLT to cover the remainder of the time or take the time as unpaid leave.