

Approved on: 9-15-16

BLUFFVIEW MONTESSORI SCHOOL RESOURCE REINVESTMENT STIPEND PROCEDURE

A resource reinvestment stipend may be considered based on the formula designed for such purpose after the annual audit is complete.

The total amount allocated will be based on a specified amount of the net gained from the prior school year when final financials are known that does not include the expense of a resource reinvestment that may have been paid in that year. This might not be known until November or until the audit is final. The amount is based on a net that deducts all deficits from that year in all funds, any restricted donations, and/or other restricted reserves.

The board of directors determines how much of the net should be put in savings and how much may be allocated toward paying returning staff a resource reinvestment stipend. The total will include stipends paid to staff and all employer payroll liability costs of Federal FICA and retirement. The board of directors will also determine if the net is too small to distribute as a resource reinvestment stipend.

A resource reinvestment stipend will be given proportionally to returning staff based on each employee's FTE in the prior year. The stipend formula will also factor in each employee's position when considering their "share" of the net. (Licensed educators 1.0, 12 month employees .75, all other employees .5)

A resource reinvestment stipend will be paid to those employees that have:

- worked a full year at the school,
- completed their service days in the prior school year,
- returned as an employee for the new school year student service days, and
- remain employed at the time the stipend is paid out.

All returning employees working at the time of the resource reinvestment stipend will receive the stipend regardless if their hours or position have changed from the prior year.

Note: The Board of Director's initial plan for deciding the net amount necessary in the fund balance, in order to allocate money for the staff resource reinvestment stipend, would be 30%.