
**SAN MARINO HIGH SCHOOL
MEMORANDUM**

TO: Judy Correnti, Julie Boucher, Nestor Hidalgo, Richard Chau
FROM: Soomin Chao – Assistant Principal of Curriculum, Instruction, and Guidance
SUBJECT: Extra Assignment Pay – Compensation for College Letter Writing
DATE: March 25, 2019
CC: Issaic Gates

According to the SMTA contract, teachers who write college recommendations for more than five (5) and up to twenty-five (25) different students shall be paid one hours pay per student at the Special Projects rate. Below is a list of teachers who wrote more than five (5) college letters for seniors for the 2018-2019 school year. Please take the necessary steps to secure Board approval and notify payroll so proper checks can be issued.

| Teacher | Number of Letters Written | Number of Hours to be Paid |
|--------------------|---------------------------|----------------------------|
| Alderman, Tammi | 8 | 3 |
| Barton, Scott | 19 | 14 |
| Chubbuck, Cynthia | 22 | 17 |
| Cobos, Margarita | 10 | 5 |
| Cornelison, Robert | 9 | 4 |
| Davidson, Lisa | 30 | 25 |
| Ford, Steve | 17 | 12 |
| Gayl, Andrew | 17 | 12 |
| Graciano, Berta | 9 | 4 |
| Hernandez, Amanda | 18 | 13 |
| Hsieh, Suehuey | 6 | 1 |
| Lee, Daniel | 10 | 5 |
| Linton, Jamie | 16 | 11 |
| Mizrahi, Matthew | 11 | 6 |
| Murphy, Theresa | 6 | 1 |

| | | |
|----------------------|----|----|
| Paccone, Peter | 33 | 25 |
| Penafuerte, Joseph | 7 | 2 |
| Redmond, Kellie | 9 | 4 |
| Rushing, Courtney | 7 | 2 |
| Schaedel, Jacqueline | 16 | 11 |
| Silver, Russell | 17 | 12 |
| Slimp, Matthew | 13 | 8 |
| Witzeman, Kerry | 26 | 21 |
| Yano, Eiji | 12 | 7 |