
**SAN MARINO HIGH SCHOOL
MEMORANDUM**

TO: Judy Correnti, Linda de la Torre, Nestor Hidalgo, Richard Chau
FROM: Soomin Chao – Assistant Principal of Curriculum, Instruction, and Guidance
SUBJECT: Extra Assignment Pay – Compensation for College Letter Writing
DATE: February 25, 2020
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 2019-2020 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
Barton, Scott	11	6
Chubbuck, Cynthia	22	17
Davidson, Lisa	30	20
Duan, Kailin	6	1
Ford, Steve	14	9
Graciano, Berta	8	3
Hiranaka, Keiko	8	3
Hsieh, Suehuey	7	2
Leong, Ann	6	1
Linton, Jamie	25	20
Mamdani, Zainab	22	17
McCulloch, Robbin	9	4
Mizrahi, Matthew	7	2
Murphy, Theresa	12	7
Paccone, Peter	46	20

Park, Diane	11	6
Penafuerte, Joseph	11	6
Redmond, Kellie	12	7
Schaedel, Jacqueline	17	12
Silver, Russell	15	10
Slimp, Matthew	12	7
Witzeman, Kerry	28	20
Yano, Eiji	7	2