

# PROPOSITION 301 PERFORMANCE PAY PLAN FISCAL YEAR 2011-2012



## San Carlos Unified School District No. 20

### **301 PERFORMANCE BASED PAY PLAN for SY 11-12**

1. Approximately \$350,000 is in the pool of funds to be utilized in School Year 2011-2012.
2. \$500 goes to base; 40% goes to M & O activities; 40% is distributed based on a performance plan. Only teachers may access the 301 funds. Certified support staff may not.
3. The 20% is distributed through regular payroll and is included in the salary schedule. Actual allocation is based on months eligible and sales tax collections.
4. Certified counselors, and certificated librarians are not eligible staff. Administrators, emergency substitutes and teachers in year round assignments and classified staff are not eligible. Mentor teachers are not eligible for performance pay.
5. The M & O 40% has historically been distributed to staff as a salary schedule augmentation for work on school improvement activities and as determined by the building principal. This augmentation continued for SY 09/10, and is dependent upon additional duties/responsibilities related to completion of the School Improvement Plan. Commencing in 2010-2011, the augmentation will be for activities related to the school improvement plan and approved by the principal. Time sheets document activity and hours may be turned in monthly once the principal receives approval of the plan from the superintendent.
6. The 40% performance pay plan requires:
  - a. Participants to establish two goals related to student outcomes. Goals may be a group or building wide goal. Goals must be set collaboratively with building principals (designee) and approved by the Federal Programs Director. Goals must pertain to improvement of student outcomes in one or more of the following areas and the school must achieve a minimum ranking of D in 2011-2012 and C in 2012-2013:
    - 1) Dropout rate reduction
    - 2) On time graduation rate increase
    - 3) School or district academic performance:
      - Improvement on AIMs tests in math and reading; or
      - Increase in one area; or
      - Reduction in Falls Far Below
    - 4) Student attendance rates average 95% - annual average attendance
  - b. Each participant must complete required staff in-service readings or activity (related to TAP) or submit a professional development goal approved by the principal.
  - c. In the event a staff member is denied whole or part of the 301 performance funds the 301 committee will designate a five member appeal committee (three teachers and two administrators) to hear the appeal and review documentation. The appeals committee will be made up of teachers and administrators from school sites other than the appealing employee's school site. Teacher appeal must clearly indicate how they meet the criteria for 301 funds.
  - d. 70 percent eligible teacher approval and Governing Board approval have been attained for this plan. Changes to the plan based on annual evaluation of a positive impact on student learning will require approval of the eligible teacher pool and the Governing Board. Only changes to the adopted plan will require approval in the future. The San Carlos Unified School District No. 20 Governing Board established a passing (D or above) level for a building in order for the staff to receive 301 performance pay.

# San Carlos Unified School District

## Performance Pay Program

### Supplement

In accordance with the requirements of Proposition 301 as passed by the voters of Arizona on November 7, 2000, and amended by the Arizona Legislature during the spring 2001 and fall 2005, the San Carlos Unified School District has created a Performance Pay Program for its eligible teachers.

The San Carlos Unified School District's Performance Pay Program is designed to encourage teachers to strive towards enhanced student academic growth/achievement as well as the attainment of other professional goals.

**Eligibility** – “Teacher” is defined as anyone who holds a valid Arizona certificate issued by Arizona Department of Education, is paid via the teacher or speech/language pathologist salary schedules, and is a certified position that provides services/direct instruction to students, with the exception of psychologist. All teachers in the district who meet this definition are eligible for performance pay with the exception of those teachers that teach for less than one full semester and those teachers on special assignment (Dean of Students, ATLAS, and Coach)

Any teacher evaluated as “unsatisfactory” or “needs improvement” in two or more professional areas and placed on an improvement plan at any time during the school year, will forfeit his/her eligibility for full performance pay during that time period. If a teacher successfully meets all requirements stipulated in their improvement plan before the completion of that school year, the teacher will be eligible for a proportionate amount of performance pay based upon the number of days they were not on an improvement plan. For example, a teacher is on an improvement plan for 62 out of the 186 contract days, they will be eligible for 66.7% (124 days not on the improvement plan divided by 186 contract days times 100) of their 301 monies.

If a teacher resigns during the school year for any reason other than an unforeseen circumstance, performance pay will be cancelled. An unforeseen circumstance would be one in which the teacher has no control over and the Governing Board approves the resignation (examples include extended illness or extended family illness, moving out of the area and away from reasonable commuting distance due to spouse transfer/employment) In this case the teacher would be eligible for performance pay based on the percentage of goal completion at the time of the unforeseen circumstance. The method of measuring that percentage of goal completion will be a collaborative decision between the teacher and administration.

**Application** – Eligible teachers may “opt in” to the Performance Pay Program by completing the Smart Goal form for each goal and submitting it to the building principal. One goal will be based upon student academic achievement/growth; one goal will be based on other measures identified by the SCUSD Governing Board; and, one based upon professional development/growth. Note: Grade level, department, team, or whole site teachers may voluntarily decide to create a group/school wide goal. The building principal or assigned department head/approved supervisor must approve the goals and the criteria for measuring form and keep a copy. No later than the teacher's last contract day, the principal and teacher will each initial the Smart Goal form verifying the extent of completion of the teacher's goals.

**Performance Pay Stipends** – Of the total amount of money received from the State for performance pay, 100% will be used to award teachers their earned stipend. Total amount available to be earned by all eligible teachers will be determined by February 1. This total number of staff will be divided into the money received from the State for performance pay. This will determine the value of each final stipend. Accomplishment of each performance goal will be worth 2/5 of the individual performance stipend (1 to 2 goals = 4/5), and the in-service requirement/goal will be worth 1/5 of the stipend. Funds remaining from staff not completing 100% of their goals will be added to the following year total amount of funds available.

Stipends for performance pay will be given to each teacher at the end of each school year, or no later than, or as soon thereafter as possible as the goal accomplishment is verified to the superintendent by the building principal.

It is important to note that performance pay amounts that are available to teachers may vary from year to year. Monies generated by the State of Arizona for performance pay are revenue driven, and may increase or decrease according to the receipt of revenue. Monies not distributed become part of the 301 pool in following year.

**A. Performance Pay for Individual Goals**

Eligible teachers will not have to compete against one another for performance pay stipends. Stipends for individual goals will be determined at the end of each school year. All money available for individual performance pay will be awarded each year based on the number of eligible staff, the number of goals accomplished, and the amount of funding available.

- A part-time teacher has the opportunity to earn a proportional share based on that teacher's FTE (full time equivalent). For example, of a teacher works 4 hours daily (.5 FTE), that teacher would be eligible for 50% stipend. If a teacher works 2 hours daily (.25 FTE), that teacher would be eligible for 25% stipend, etc.
  - A greater than .5 FTE, but less than 1.0 FTE would create two goals worth their proportionate stipend share. One goal would be based upon academic achievement/growth; one goal based on other areas determined by the Governing Board, and the other goal would be based upon professional development/growth.
  - A .5 FTE or less employee would create two goals worth their proportionate share. By default, this goal would alternate years between 1) a student academic achievement/growth goal and a professional development/growth goal and 2) the other goal areas established by the Governing Board and a professional development/growth goal. If this year's goal was based upon student academic achievement/growth and professional development goal, the next year's goal would be based upon one of the Goal area's established by the Governing Board and a professional development/growth goal. The following year, their goal would again be focused upon student achievement/growth.
  - A .5 FTE or less employee may voluntarily choose to have their goal be focused on student academic achievement/growth consecutive years.

## **B. Performance Pay for Group/School Wide Goal**

Eligible teachers will not have to compete against one another for performance pay stipends. In group/school wide goals, teachers will work with other teachers towards a common goal. If a group of teachers chooses to participate in a group/school wide goal, their group goal will be worth 2/5 or 40 percent of the stipend available for each teacher. Partial or prorated stipends can still be earned if participation in a group/school wide goal and the goal is not 100% complete.

Note: If the group/school wide goals are based upon student academic achievement/growth, each teacher participating would also create an individual professional development/growth goal. If the group/school wide goal is based upon professional development/growth, each teacher participating would also create an individual student academic achievement/growth.

**Goals** – Goals for performance pay purposes must be challenging, yet attainable. They must be measurable and the measurement criteria must be identified and agreed upon before the teacher and principal sign the SMART goal form. The school staff is only eligible for performance pay if the school is ranked D or above.

Setting individual goals will be collaborative process between the teachers and principal or assigned department head/approved supervisor. Setting group/school wide goals will be a collaborative process between the principal or assigned department head/approved supervisor and those teachers who voluntarily opted for a group/school wide goal. All goals for performance pay must be identified and agreed upon no later than January 30 in 2012. In the event that unforeseen circumstances prevent a goal form being undertaken, a readjustment of a goal may be necessary. All goals will be reviewed by the School/District Improvement Director who will authorize final approval of academic achievement goals.

**Appeals Process** – If a teacher and principal do not agree on the percentage of the goal(s) completion or on any other part of the performance pay process, the teacher may appeal to the superintendent. The Superintendent will establish a review committee of two administrators and three teachers from schools other than the one served by the appealing teacher. If a teacher and committee do not agree on the percentage of the goal(s) completion or on any other part of the performance pay process, the teacher may appeal via Governing Board Policy GBK (Staff Grievances). If appealed to the Governing Board, the Superintendent will present for the committee the reasons for denial. The appealing teacher will present evidence of goal completion to both the appeals committee and to the Governing Board as appropriate.

**Evaluation** – A committee comprised of regular classroom teachers, a teacher representing the special areas, personnel director, curriculum administrator, principal, business manager, and the superintendent will undertake a regular evaluation of the Performance Pay Program. Adjustment may be made to any area of the Performance Pay Program, as needed. Given this plan was approved by over 70 percent of the eligible teachers, changes will require a 70 percent approval. The evaluation will be conducted no later than August 30 of a calendar year and distribution of the plan will occur NLT September of a given calendar year.

**Individual Goal Categories\*** – For individual performance pay, teachers will select two separate goals, at least one of which must be from category 1 to 4 (academic achievement or growth) and one for staff development related to

1. Academic achievement (AIMs and Terra/Nova may be used only as group/grade/school level goal)
  - Criterion Reference Test
  - Dibbles
  - Running Records or Charts
  - Portfolios
  - Accelerated Reader
  - Gates-MacGinitie
  - Accelerated Math/Star Test
  - Pre/Post Tests (criterion reference)
  - District Writing Assessments
2. Academic growth (AIMs and Terra/Nova may be used only as group/grade/school level goal)
  - Criterion Reference Test
  - Running Records or Charts
  - Portfolios
  - Accelerated Reader
  - Star Test
  - Gates-MacGinitie
  - Accelerated Math/Star Test
  - Pre/Post Tests (criterion reference)
  - District Writing Assessments
3. Parent involvement/ communication
  - Parent Contacts
    - Phone logs
    - Sign-in sheets
    - Parent contracts
  - Daily/weekly assignment sheets (w/parent signatures)
  - E-mail
  - Parent satisfaction surveys
4. Implement new programs/instructional Strategies
  - Such as Reading or Math Adoptions or specific teacher-created programs or strategies.
5. Professional growth (20 documented clock hours, summer work acceptable if Goal established prior to end of a school year for the next school year)
  - Workshops
  - Relevant Classes
  - In-service Professional Readings
  - Committees
6. Implement new programs/instructional strategies to address the following:
  - Decrease dropout rates
  - Increase graduation rates
  - Increase attendance rates
7. Other as approved by principal and district administrator.

***\* Certified employees such as counselors and librarians will choose goals from categories 3-6***

**Group or School Wide Categories** – For group/school wide performance pay, schools will select one goal from categories 1 and 2 or from categories 3, 4 and 5. If the group/school wide goal is out of categories 1 and 2, teacher's individual goal must come out of categories 3, 4, or 5 and visa versa.

1. Academic achievement
  - Criterion Reference Test
  - Running Records
  - Portfolios
  - Accelerated Reader
  - Star Test
  - Gate-MacGinitie
  - Accelerated Math
  - Pre/Post Tests (criterion reference)
  - District Writing Assessments
2. Academic growth
  - Criterion Reference Test
  - Running Records
  - Portfolios
  - Accelerated Reader
  - Star Test
  - Gate-MacGinitie
  - Accelerated Math
  - Pre/Post Tests (criterion reference)
  - District Writing Assessments
3. Parent involvement/communication
4. Weekly newsletters
5. Other as approved by principal and district administrator