

# **SAN CARLOS UNIFIED SCHOOL DISTRICT NO. 20**

**Proposed**



**Proposed Plan for 2014-2015**

**Proposed -- PROPOSITION 301 PERFORMANCE PAY PLAN  
SCSS - FISCAL YEAR 2014-2015**

*Classroom Site Fund Committee: Dave Hankin, Felicidad Bula-ay, Anthony Gatewood,  
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## **301 PERFORMANCE BASED PAY PLAN for School Year 2014-2015**

1. Currently, there is a pool of rollover funds, to be utilized in School Year 2014-2015, which is to be added into the overall pool for this school.
2. 20% goes to the base; 40% goes to M & O activities; 40% is distributed based on a performance plan.
3. The 20% is distributed through regular payroll and is included in the salary schedule. Actual allocation is based on months eligible.
4. Certified teachers constitute the eligible staff. Administrators, emergency substitutes and teachers in year- round assignments and classified staff are not eligible.

### **I. 40 % M and O Portion**

**The 40% M & O portion** 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 is dependent upon additional duties/responsibilities related to completion of the School Improvement Plan. Continuing in 2014-2015, the augmentation will be for activities related to the school improvement plan and approved by the principal. For school year 2014-15, secondary staff will have at least \$1000 available for School Improvement activities, depending on funding available.

All rollover funds and future funds in the 40% M & O category are to be made available for eligible teachers to earn this year via a combination of regular attendance, parent / teacher contacts, and unpaid committee work or other school-approved school improvement related activities.

#### **A. Teacher attendance will count for 30% of the 40% M & O money available.**

- Those teachers that are absent for 0-5 days would receive all of the 20%, while those who miss 6-10 days would receive half of their allotment. Those who miss more than the ten (10) days would receive no extra money. Absent days are to be those we take for illness, bereavement, etc. that are not school-sponsored activities. All days we are not at school but are taking part in administratively-approved conferences, trainings and workshops and other school approved activities would be excused. Payment will be at the end of the 2014-2015 school year when funds are available to be distributed.

#### **B. Eligible teachers will receive 30% of the 40% M & O money for meeting the following criteria:**

- “The parents/guardians of 60% our students’ parents/guardians will be contacted at least once per trimester.”

In an effort to benefit all parties involved, these contacts are intended to be informative and constructive, concerning a student’s academic progress, social, or others needs in our schools.

These properly documented contacts would be expected to follow the principal’s stated criteria, in conjunction with the Classroom Site Committee and would be subject to administrative review / verification for confirmation of payment to qualifying teachers.

#### **C. The remaining 40% of the 40% M & O Money will be available for:**

- 40 hours of (A) teacher time given to unpaid committee work, or (B) other school-approved school improvement related activities taking place outside of the regular 7:30am – 4:00pm school day, during the entire school year, 30 hours if starting from November 17<sup>th</sup>, 2014.

The former (A) could include unpaid work done on one or more than one committee served on during the 2014-15 school year, while the latter (B) would be for school improvement related work, verified by school administration. These activities would include time for student-led conferences, attendance at Parent Nights, Saturday professional Proposed Classroom Site Fund Plan for School Year 2014-2015 -- San Carlos Secondary School

development training, chaperoning dances, class concession activities, etc., as approved by the building principal. Activities from group A can be combined with those from group B to reach the 40 hours.

There are 5 general categories, with limits as to the number of hours that can be earned in each category.

- 1) Committee Work (unpaid) – up to 4 hours per day, up to 16 hours total
- 2) Dances and Class Concessions – up to 4 hours per event, up to 16 hours total
- 3) Student-Led Conferences / Parent Nights -- up to 4 hours per event, up to 16 hours total
- 4) Professional Development (unpaid) – up to 8 hours per event, up to 16 hours total
- 5) Field Trips and Other Student-Centered Activities - to 8 hours per event, up to 16 hours total

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Once the 40 hours have been reached, eligible teachers would receive 100% of this portion of funds.

Once 30+ hours have been reached, eligible teachers would receive 75% of this portion of funds.

Once 20+ hours have been reached, eligible teachers would receive 50% of this portion of funds.

Once 10+ hours have been reached, eligible teachers would receive 25% of this portion of funds.

If employee has under 10 hours earned, no portion of this section of the Menu money will be earned.

Time and Effort logs are to be filled out referencing the specific dates and hours served and submitted to the building principal for verification. All fund recipients would be required to be Board approved. Individuals will clock in and clock out each day, via time clock fingerprint, or other administrator directed method in order to verify attendance and receive payment. This money would be paid at the end of the 2014-2015 school year as a lump sum.

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## II. 40% Performance Pay Portion

### **The 40% Performance Pay plan requires:**

Participants to establish a goal related to school outcomes. Goals may be a group or building wide goal. An individual outcome component is also required. Goals must be set collaboratively with building principals (designee) and approved by the Federal Programs Director.

- A. Thus, the first part of our SCSS proposal for the 2014-2015 school year, our **school goal**, is that **one half (1/2) of the 40% Performance Pay portion** will be based on certified teachers meeting the stated district goal below.

“Increase the District’s State threshold score from the current 90 points to a score of 95 or higher by the end of the 2014-2015 school year.” This is as a sign of our continued commitment to reach compliance with the State.

If the District’s score increases to a 91 or 92, all eligible staff would receive one third (1/3) of the funds.

If the District’s score increases to a 93 or 94, all eligible staff would receive two thirds (2/3) of the funds.

If the District’s score increases to a 95 or higher, all eligible staff would receive 100 % of the funds.

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\*\* Ultimately, the goal is to reach/ exceed the 100 point mark in the 2015-2016 school year, which would allow the San Carlos Unified School District to reach a “C” status with the State.

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While AIMS has been the tool to measure student growth over the past several years, we have now moved forward into the Common Core era. The upcoming Arizona standardized test is to be “AZ MERIT”, and will be given in the spring of 2015. This first year assessment will used to norm the exam for future classes of students to take. As such, it will not be used by the State to assess students during the 2014-2015 school year.

B. Thus, given the lack of a state-mandated assessment for this school year, the remaining **one half (1/2) of the 40% Performance Pay portion** will be based on certified teachers meeting the **individual goal** stated below.

**“Increase overall student scores from the August / September 2014 Schoolnet benchmark tests to the final school year 2014-2015 Schoolnet assessment by an amount showing reasonable growth when compared to the original baseline scores.”**

These benchmarks would be subject-specific for each teacher in Schoolnet. For classes that do not have an associated benchmark test, a district-approved pre and post assessment will be used to measure student growth and thus the eligibility for this portion of the performance pay that teachers may earn.

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In the event a staff member is denied whole or part of the 301 performance funds the Classroom Site Fund 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.

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.

## Classroom Site Fund – 2014-2015 -- Breakdown of Funds Available

	Activities Required	Payment
<b>20% -- Classroom Site Funds</b>	Certified Teacher	Built Into District Base Salary Schedule
<b>40% -- Maintenance &amp; Operation ( M and O )</b>		
* 30% of 40% -- Teacher Attendance	0-5 days absent -- 100% 6-10 days absent -- 50% 10+ days absent -- 0%	Payment made at end of 2014-2015 school year
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* 30% of 40% -- Parent Contacts	The parents/guardians of 60% of our students will be contacted at least once per trimester.	Payment made at end of 2014-2015 school year
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* 40% of 40% -- School Improvement Activities	40 Hours of School Improvement Activities outside regular day	40 Hours or more – 100% of allotment
1) Committee Work - Unpaid	Up to 4 hours each per event/day; 16 hours total for this category	30 Hours or more – 75% of allotment
2) Student-Led Conferences / Parent Nights		20 hours or more – 50% of allotment
3) Dances & Class Concessions		10 hours or more – 25% of allotment
4) Field Trips & Other Student-Centered Activities	Up to 8 hours per day; 16 hours total for this category	< 10 hours – 0% of allotment
5) Professional Development – Unpaid		Payment made at end of 2014-2015 school year
<b>40% -- Performance Pay</b>		
50% of the 40% -- School Goal	Increase District's Threshold Score from current 90 points to a score of 95 points or higher.	If District Score increases to:  91/92 -- receipt of 1/3 funds 93/94 -- receipt of 2/3 funds 95 + -- receipt of all funds in this category
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50% of the 40% -- Individual Goal	Increase overall student subject scores from the August/September 2014 Schoolnet benchmark to the final 2014-2015 Schoolnet assessment. If no applicable benchmark, a district-approved pre and post assessment will be used to measure student growth.	Payment made at end of 2014-2015 school year

San Carlos Unified School District  
2014-2015 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, and meets all requirements as defined by Arizona Revised Statute.

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.

**Performance Pay** – Of the total amount of money received from the State for performance pay, 100% will be used to award teachers their earned portion. 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 will be divided by the total number of eligible staff members. This will determine the value of each final stipend. Funds remaining from staff not completing 100% of their goals will be added to the following year total amount of funds available.

Monies for performance pay will be given to each teacher at the end of each school year, or no later than June 30<sup>th</sup>, 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.

**A. Performance Pay for Individual Goals**

Eligible teachers will not have to compete against one another for performance pay. Monies 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.

- Each eligible teacher has an opportunity to earn the full stipend by completing 100% of his/her goals.
- 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% performance pay. If a teacher works 2 hours daily (.25 FTE), that teacher would be eligible for 25%.

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## **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.

Setting individual goals will be a 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 December of 2014 and by October 31<sup>th</sup> in following years. In the event that unforeseen circumstances prevent a goal from 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 in September of a given calendar year.