

# **Mammoth-San Manuel Unified School District's**

## **Performance-Based Pay Plan**

**2012-2013**

**301 Committee Members  
2012-2013 School Year**

**Vicki Miles, Jr. /Sr. High School, Chairperson**

**Diane Ronning, Jr. /Sr. High School**

**Yvonne Maestas, Mammoth STEM School**

**Annette Reidhead, First Avenue Elementary  
School**

“Base pay” is the regular salary amount determined by the teacher’s contract which states the dollar amount for “base pay.” Performance pay for teachers is compensation that is separate from “base pay.”

Performance pay is not guaranteed when a teacher signs a teaching contract. To be eligible for performance pay, a recipient is required to meet the criteria specified in the description of the District’s Performance Pay Plan. Only that criterion is rewarded, regardless of other things that a teacher may do that are noteworthy.

Performance pay must be viewed as “variable pay” or “pay at-risk.” The amount of money that a teacher may earn will fluctuate from one year to the next, depending on the money that is generated by the increase in the tax rate, the number of students and teachers in the district, and whether or not the teacher meets all of the eligibility requirements described in this document.

Proposition 301 provides additional money for teacher compensation for a twenty year period, beginning with SY 2001-2002. A portion of this money can only be disbursed to teachers if a school district has a Performance Pay Plan in place. Designing and implementing a Performance Pay Plan is a lengthy and involved process, made even more challenging by the development of additional criteria of SB1074 which went into effect August, 12, 2005. The Arizona State Performance-Based Compensation Bill requires that school boards:

A. Must adopt a performance based compensation system at a public hearing to allocate funding from the Classroom Site Fund.

B. A performance based compensation system shall include teacher professional development programs that are aligned with the elements of the performance based compensation system.

C. A school district Governing Board shall vote on a performance based compensation system that includes the following elements:

1. School district performance and school performance.  
Will be addressed in school site plan.
2. Measures of academic progress toward the academic standards adopted by the State Board of Education.  
Will be addressed in school site plan.
3. Other measures of academic progress.  
Will be addressed in school site plan.
4. Dropout or graduation rates.  
Will be addressed in school site plan.
5. Attendance rates.  
Will be addressed in school site plan.
6. Ratings of school quality by parents.  
Will be addressed in school site plan.
7. Ratings of school quality by students.  
Will be addressed in school site plan.

8. Input of teachers and administrators.  
Teachers will participate in the development and implementation of their site's plan with administrators through a comprehensive consensus-building process
9. Approval of the performance based compensation system is based on an affirmative vote of at least 70% of the teachers eligible to participate.
10. Appeals process for teachers denied performance based compensation is addressed in the district plan on page 8.
11. Regular evaluation for effectiveness.  
301 site representatives will meet with principals periodically to evaluate the district plan's effectiveness. The 301 committee will meet to discuss results.
12. Professional development that is aligned with the elements of the performance based compensation system. (see page 5 bullet 3)
13. 301 fund disbursement is determined by the district office in conjunction with the state according to Arizona Revised Statutes ("A.R.S.") § 15-977 (*see Ariz. Att'y Gen. Op. 198-006, at 2n.2*). (40% on teacher compensation increases based on performance, 20% for teacher base salary increases, and 40% on maintenance and operation purposes as prescribed in subsection H.)
14. Classroom performance  
Will be addressed in school site plan.

D. A school board may modify the above elements and consider additional elements when adopting a performance based compensation system; however, the school board must adopt any modifications or additional elements and specify the criteria used at a public meeting.

E. School districts are required to develop an assessment plan for their performance based compensation system and submit the assessment plan and a copy of the adopted performance based compensation system to the Arizona Department of Education by December 31 each year (through December 31, 2009).

The Performance Pay Plan is based on the following guiding principles:

- Participate in district efforts to improve instruction and enhance student achievement in their school.
- Cooperate and collaborate with teachers at their school and throughout the district.
- Participate in professional development that is aligned to each site's improvement plan.
- Continue professional development that is curriculum-embedded, intensive, and research-based.

- Participate in collecting and analyzing data that will determine the target area for improvement at their school.
- All certified employees at a site should be involved in selecting goals for that site that are appropriate for their unique learning community.

In recent years, Mammoth San Manuel School District has made steady progress in many areas as we strive for excellence. Teachers in the Mammoth-San Manuel Unified School District have done a tremendous amount of work to align curriculum with the Arizona Academic Standards and will continue to make updates as needed. Mammoth-San Manuel teachers are working hard and improving the instruction that is provided in classrooms throughout the district.

## **PERFORMANCE PAY PLAN**

Teacher performance can be measured in countless ways. Dedicated teachers contribute to the education of students in many different ways, **but performance pay will only be earned by participating in the plan as outlined in this document.**

**It is imperative that every teacher assumes the responsibility to understand the requirements outlined in their site's Performance Pay Plan. Once the PPP is developed and approved by 70% of the teachers at the site, participation in the requirements as stated in the plan must take place to be eligible for any performance pay for the school year.**

### **August and September**

At the building level, a leadership team will oversee the selection of an academic area to be targeted by the instructional staff at that building. All available student achievement data will be analyzed to determine an area to target for improvement.

***The area targeted for improvement must coincide with the current Arizona Academic Standards. The goal statement must include current score(s) to be used for analysis from AIMS or DAPS, other measures of academic progress, and other measures of school/district performance.***

All teachers employed at a building should be involved in designing and implementing their site's Performance Pay Plan in some way. Each and every teacher who is eligible for performance pay should contribute to the process and share in the responsibility to accomplish the student achievement goal. **Teachers must participate in the PPP.**

**Performance pay will NOT be prorated based on weighting various portions of the Performance Pay Plan**

### **October 15 Submit Site Plan**

Each site's Performance Pay Plan(s) must be *developed and submitted* to the 301 committee on or before **October 15** of each school year. The 301 committee will review each plan in an effort to insure equity throughout the district and compliance with the established guidelines stated in the Performance Pay Plan. If changes to a site's Performance Pay Plan(s) are recommended, the site should make every effort to fix its plan(s) as quickly as possible. Performance Plans need to be approved by the 301 committee by **December 1** to qualify its participants for PPP payment for the current school year. **If a site chooses to make significant changes in its Performance Pay Plan *after* it has been approved by the 301 Committee, a revised plan with rationale for the changes must be submitted for approval as soon as possible.**

### **May 1 Submit Exit Report**

On or before May 1, each site must submit an exit report to the 301 committee addressing all items in the Performance Pay Plan for the current school year. If any portion of the Plan was not completed, the summary must contain an explanation of the changes that were made and the reasons for non-completion of that portion. All data obtained after May 1 shall be included in the following school year's goals. Site administrators will be notified by **May 15** of their site's eligibility for Performance-Based Pay and administrators will notify teachers who are not eligible for Performance-Based Pay.

### **Underperforming or Failing Schools**

In the event a District school is designated "underperforming" or "failing" by the Arizona Department of Education or the U.S. Department of Education, the Improvement Plan required by the Agency responsible will become that school's Performance Pay Plan. All criteria required by the Agency must be included in the plan. Teachers at the school will be eligible for performance pay if, and only if, they participate in the development and implementation of the Improvement Plan.

### **Disbursement and Carryover Amounts**

In the event of an appeal, the apportioned amount from that teacher will be held pending the outcome of the appeal. If the appeal is successful, the apportioned amount will be awarded to the teacher. If the appeal is denied, the apportioned amount will be distributed to eligible teachers the following year. Any year where no appeals are in process and no expenses have been accrued, 100% of the performance based pay money received by the district in a fiscal year, will be distributed to eligible teachers.

## **ELIGIBILITY FOR PERFORMANCE PAY**

A professional educator is in a unique position to positively influence student achievement in the school setting. The professional educator who is fulfilling the primary responsibilities of a teacher is someone who:

- is knowledgeable about the district's curriculum.
- plans thoroughly to prepare engaging learning opportunities.
- implements carefully designed lessons.
- establishes a learning community within the school that encourages students to learn and explore new horizons.
- interacts with students in a way that makes them feel valued as individuals.
- instills an interest in life-long learning.

### **Performance pay will be allocated according to the following guidelines:**

- One level of performance pay compensation for eligible, full-time teachers will be determined by dividing the total fiscal year revenue received by the District for the PBP Portion of the Classroom Site Fund by the number of teachers (FTE) who are eligible (*see page 9 for Disbursement and Carryover Amounts*). A teacher who is employed under a full-time teaching contract and who meets the definition of "teacher" according to Arizona Revised Statutes ("A.R.S.") § 15-977 (*see Ariz. Att'y Gen. Op. 198-006, at 2n.2*) will receive a full portion of the performance pay allotment if all other criteria are met.
- Teachers must participate in the development and implementation of the Performance Pay Plan and provide instruction on a regular basis to receive the maximum amount of PBP allocated per teacher.
- Teachers who work less than full-time will have their PBP prorated, proportionate to the amount of time employed under a teaching contract.
- Teachers with Emergency Certificates are eligible for PBP.
- Contracted employees through companies such as ESI are not eligible for the district's performance pay.
- Substitute teachers are not eligible for PBP.
- Teachers on loan outside the District and teachers on full-time release from their teaching assignment are not eligible for performance pay from the Classroom Site Fund for the duration of the loan or leave.

- Teachers on administrative leave pending the outcome of a legal matter shall receive PBP money for the duration of the paid administrative leave.
- Teachers who are on an Improvement Plan for any portion of the school year are not eligible for PBP for that school year unless the improvement plan stipulations have been met by the stated date, that same school year, as determined by the principal implementing the improvement plan.
- Participation in the implementation of the Performance Pay Plan is required in order to be eligible for performance pay. Itinerant teachers must select a school at which to participate in the PPP in order to be eligible for performance-based compensation.
- Performance pay will not be prorated based on weighting various portions of a site's Performance Pay Plan.

The 301 Committee will continue to address additional issues concerning eligibility for performance-based compensation as they arise. When this occurs, the Team will examine the circumstances and administrators involved and make a decision based on the guiding principles stated previously.

### **Appeals Process**

If a teacher does not receive their full performance based pay allocation, the teacher can appeal by submitting a letter to the 301 Committee describing the rationale for appealing the decision within 5 school days of notification of ineligibility. The letter must be submitted to the chairperson of the 301 Committee. The letter of appeal will be reviewed by the entire 301 committee at the next regularly scheduled meeting. This meeting will take place no later than September 1 of the subsequent school year. At that time, the members of the committee will review the issues raised in the letter. A majority vote of those present for the discussion of the appeal will determine the course of action to be followed. A letter explaining the outcome of the review will be sent to the teacher within ten working days following the meeting at which the review was conducted. Copies of the letter will also be sent to MSM Administration. **The decision reached by the members of the 301 committee is final.**

### **TIMELINES FOR PAYMENT OF PERFORMANCE-BASED PAY**

301 fund disbursements are determined by the district office in conjunction with the state according to Arizona Revised Statutes ("A.R.S.") § 15-977 (*see Ariz. Att'y Gen. Op. 198-006, at 2n.2*). (40% on teacher compensation increases based on performance, 20% for teacher base salary increases, and 40% on maintenance and operation purposes as prescribed in subsection H.) For scheduled time of disbursement of funds, contact the District Office.



## **Guidelines for Prorating PBP**

All prorating performance pay for teachers who were employed for less than full time for the entire school year are to be calculated based on the amount of time under a teaching contract compared to a full-time teaching contract. For example, a teacher who is employed on a half time contract for the entire year and a teacher who was employed for one semester on a full-time contract would each receive  $\frac{1}{2}$  of the total amount of money received by a full-time teacher for the entire school year. Once the amount available for the entire year for each full-time, fully eligible teacher is determined, the amount paid to an individual teacher during the course of the year will be proportionate to the number of teacher workdays employed under a teaching contract.

Prorating of performance pay will not be made based on weighting various portions of a site's Performance Pay Plan. Teachers must participate in their site's Plan as described in the Plan if it was approved by a majority vote of the teachers eligible at that site to receive any performance pay.

## **Composition of the 301 Committee**

Maintaining interactive communication between the members of the 301 committee and all stakeholders is of utmost importance. Therefore, the 301 committee will continue to be comprised of a representative from each school in the District. To allow for some continuity on the 301 committee, representatives will be elected for a one-year term and the Chairperson serve for a two-year term.

First Avenue Elementary School (1)  
Mammoth Elementary STEM School (1)  
San Manuel Junior/Senior High School (1/1)

Teachers at a newly opened district school will elect a representative to the 301 committee as soon as possible after the beginning of the school year.

## **Guidelines for Election to the 301 Committee**

- A representative must be eligible to receive performance pay under the current district plan.
- A representative must be elected by a SIMPLE majority vote of the teachers eligible to receive performance pay at the site represented .
- There will be only one 301 committee representative per school.
- If a teacher's contract status changes during the course of his/her term, the teachers eligible for performance pay at that site have the option to elect another representative or choose to have the current representative continue.
- All terms are for school years, beginning in the fall of the year after election.

- A representative may be elected to consecutive terms.
- In the event a committee member resigns during the term for which he/she was elected, another eligible representative from the affected site will be elected to fulfill the remainder of the term.
- A representative must be willing to work cooperatively with all stakeholders and be willing to devote a great deal of time to the responsibilities outlined in the next section.
- An election must have two nominees to be valid.

### **Responsibilities of 301 Committee members**

- Attend PBP Team meetings
- Assist with the development of Performance Pay Plan(s) at their site, making sure that all certificated teachers are involved in some aspect of the plan. This should be clearly noted in the plan.
- Review each site's Performance Pay Plan(s) for compliance with established guidelines
- Communicate the requirements of the Site's Performance Pay Plan to all eligible teachers
- Monitor the teachers' vote to approve the site's Performance Pay Plan
- Monitor the implementation of the site's Performance Pay Plan(s)
- Assist with the evaluation of the site's Performance Pay Plan(s)
- Monitor expenditures from the performance pay section of the Classroom Site Fund
- Develop MSM's Performance Pay Plan for subsequent years, with input from all affected groups
- Maintain interactive communication with all affected groups
- Address needs, issues, and problem areas as they arise
- Report results and recommendations to District Administration and the Governing Board
- Conduct election of next one year term committee member before the end of each school year

**It is important to remember that this plan has been designed on the basis of current wording in legislation. It is possible that future Attorney General opinions, legislative action, or mandates from the State Department of Education may require changes in the plan. The 301 committee will continue to follow legislative action and make every effort to maintain a plan for MSM that meets all requirements.**

***If a change in the PBP Plan is necessary, a 70% – approval vote will be required.***

Official 2012-2013  
301 District Performance Pay Plan  
Voting Ballot

\_\_\_\_ Yes, I do accept this plan

\_\_\_\_ No, I do not accept this plan