

**2015-
2016**

Tucson Unified School
District

[301 PAY FOR PERFORMANCE PLAN]

Submitted by: 301 District & TEA Joint Task Force

Tucson Unified School District Classroom Site Fund Plan
2015-2016 School Year

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Preface

Please note according to ARS 15-977, 301 pay for performance funds must be distributed based upon specific elements listed in statute, "Beginning in 2014-2015, individual teacher performance as measured by the teacher's performance classification pursuant to section 15-203, subsection A, paragraph 38, shall be a component of the district's portion of the forty percent allocation for teacher compensation based on performance and employment related expenses." the law states that teacher ratings on the newly required teacher evaluation system must be factored into the 301 pay for performance stipend beginning in 2014-2015.

A.R.S. §15-977 Classroom Site Fund

...

B. A school district governing board must adopt a performance based compensation system at a public hearing to allocate funding from the classroom site fund pursuant to subsection A of this section. Beginning in school year 2014-2015, individual teacher performance as measured by the teacher's performance classification pursuant to section 15-203, subsection A, paragraph 38 shall be a component of the school district's portion of the forty per cent allocation for teacher compensation based on performance and employment related expenses.

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.
2. Individual teacher performance as measured by the teacher's performance classification pursuant to section 15-203, subsection A, paragraph 38. Beginning in school year 2014-2015, the individual teacher performance component shall account for thirty-three per cent of the forty per cent allocation for teacher compensation based on performance and employment related expenses. This will remain in effect for school year 2015-2016.
3. Measures of academic progress toward the academic standards adopted by the state board of education.
4. Other measures of academic progress.
5. Dropout or graduation rates.
6. Attendance rates.
7. Ratings of school quality by parents.
8. Ratings of school quality by students.
9. The input of teachers and administrators.
10. Approval of the performance based compensation system based on an affirmative vote of at least seventy per cent of the teachers eligible to participate in the performance based compensation system.
11. An appeals process for teachers who have been denied performance based compensation.
12. Regular evaluation for effectiveness, which shall comply by fiscal year 2014-2015 with section 15-203, subsection A, paragraph 38.

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I. Implementation Plan

Proposed Budget for the Classroom Site Fund:

- A. Twenty percent of the total classroom site fund will fund teacher base compensation on the salary schedule per Arizona Revised Statute 15.977.
- B. Forty percent of the total classroom site fund will fund menu items according to the following:
 1. In addition to the current funding on the salary schedule, 20% of additional money received in **2015-2016** over the amount received in **2014-2015** will be allocated for increasing the salary schedule.
 2. \$700 for Wednesday staff development - on salary schedule and in bi-weekly paycheck.
- C. Forty percent of the total classroom site fund will fund the Performance Based Plan. Major components include (see Pay for Performance Plan for details):
 1. No less than \$650/individual if the individual meets performance goals for 2015-2016.
 2. A \$3,000 stipend for each National Board Certified (NBPTS) teacher is paid in a lump sum at the end of the school year.
 3. A \$700 stipend for one elected school council facilitator at each site is paid in a lump sum at the end of the school year. (*See plan for detailed explanation.*)
- D. In accordance with Consensus Article 30-8e, "all Proposition 301/Classroom Site Fund increases anticipated by this provision are contingent upon receipt of funding or legislative authorization to spend. Any increase realized during the term of this agreement may be decreased for subsequent years if the level of funding received by the district or if expenditures authorized by the legislature for these components of Proposition 301/Classroom Site Fund are not maintained or are decreased, or if the MBU does not qualify or successfully participate in a plan implementing the component."

II. Eligibility

1. Eligible staff members include all staff members who meet all of the criteria listed below:
 - a. Staff member must possess a current teaching certificate.
 - b. Staff member must be paid on a TUSD certified salary schedule for the year the plan is in place. Contract time will include any time during which a teacher performed his/her duties pursuant to a letter of intent to hire or contract if that teacher is subsequently assigned to a position eligible for pay for performance.
 - c. Staff member must be able to participate fully in the professional learning community described in this document.
 - d. Staff member is assigned to a specific school site or sites. (not serving a central office function)
 - e. Staff member has been employed and worked in our District and paid on a teacher contract for more than one semester. Staff on leave of absence

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for more than one semester, would not qualify. Staff hired after November 1, 2016 would not qualify for 301 until the following school year. For the purpose of this plan only, one semester is defined as greater than 90 days that students are in school and met the PLC requirements.

f. An employee who is on a retiree contract working in the same assignment for at least one semester is also eligible, unless the retired employee is a “leased employee” who is contracted through ESI (PREO). Per statute, only our direct employees are eligible.

Note: For the purpose of this plan and last year’s plan, a staff member does not have to provide instruction for 50% or more of their regular work day as was required in our previous year’s plan. These criteria may include: department chairs, itinerant teachers, social workers, counselors, speech and language pathologists, OTs, and PTs provided they meet criteria (a- e) above. Criteria (a – f) above excludes: principals, Child Find staff and other centralized staff members, LSCs, and nurses.

2. Stipend Amounts

The amount of the stipend paid to an employee will be determined by their contract terms as follows:

0.75-1.0 OR GREATER	100%
0.51-0.74	75%
0.25-0.50	50%
0.24 OR LESS	25%

These stipend percentages above will be applied to the Site Based Goals portion of the 301 Pay for Performance Goals. All other stipends are described in Section II.

III. Pay for Performance Plan

A. School Council Facilitators

1. Each school will be allocated one school council facilitator position.

The Facilitator shall be elected by the school council from among its membership by the end of the first quarter. The Facilitator shall:

- Preside at school council meetings and activities;
- Be the spokesperson of the school council at all appropriate functions;
- Develop school council meeting agendas in collaboration with the principal;
- Be responsible for the maintenance of school council records (e.g. agendas, minutes, school policy decisions);
- Work with the Principal in the planning of Wednesday staff development sessions, coordinating school committees, implementing school and District goals, analyzing data, and monitoring student achievement results.

2. Compensation for school council facilitation will be given only as follows:

- a. Certified: \$700 stipend. This stipend is in addition to the one of no less

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than \$650 earned for being a member of the faculty who has successfully met performance goals.

B. National Board Certification

1. Any employee who earns a certificate from the National Board for Professional Teaching Standards (NBPTS) and has worked on the certified salary schedule for at least one semester of the SY 2014-2015, shall receive a \$3,000 stipend each year for the life of the certificate. Service in the TUSD/TEA National Board Certification Mentor/Facilitator Program, per Article 29 of the Consensus Agreement, also may result in an extra duty stipend.

C. Wednesday Site Staff Development Assurances

1. Seven hundred dollars for acknowledgement of professional work during Wednesday site staff development sessions will be paid out of the Menu Fund.
2. Activities will keep within 7.5-hour workday. See Articles 9 and 19 of the current Consensus Agreement for clarification.
3. The purpose of Wednesday site staff development includes designing, developing and achieving site goals and/or supporting performance goals.
4. School staff, with the assistance and approval of the school council, will develop the structure and Plan for **site** Staff Development Wednesdays focused on the School Accountability Plan/Arizona School Improvement Plan and site and/or performance goals. Wednesday site staff development sessions shall be used for planning and implementing curriculum and instructional programs to meet goals/objectives of all school plans, which may include: the School Accountability Plan/Arizona School Improvement Plan, reviewing student work and progress, and evaluating results. TUSD may provide direction to underperforming and failing schools to focus staff development on the mandates from AZ LEARNS.
5. Itinerant teachers must select a school for purposes of staff development and attend the Wednesday in-services at that site. Itinerant teachers will work with their assigned evaluator to create a plan to demonstrate implementation; this plan will follow all aforementioned timelines. Departments such as G.A.T.E. may meet at as a department for Staff Development Wednesdays.
6. On Wednesdays prior to a Thursday holiday, early release of students will occur. Teachers will be permitted to leave at the same time as the students unless state testing mandates a full day. No staff development sessions will be scheduled.

D. Site Based Plan (see section IV)

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IV. Development and Implementation of the Site Plan

A. Purpose

PLCs will create a school-wide system that provides training, lesson planning, differentiation strategies and assessments that promote student achievement. The PLC is composed of collaborative teams whose members work interdependently to achieve common goals. It is difficult to overstate the importance of collaborative teams. A PLC realizes that all of its efforts in these areas - shared mission, vision, **values**, and goals; collaborative teams; collective inquiry; action orientation; and continuous improvement and assessment are the basis to increase teacher performance and student achievement.

B. Plan Components

There are two components to the site based goals. Eligible staff, who chooses to participate, are eligible for both stipend components and must participate in the PLC component of the plan to qualify for both stipends. Staff may opt out by submitting an opt out form (Exhibit A) to his/her principal no later than September 25, 2015. Staff whom opt out will not receive any 301 performance pay for SY 2015-2016.

1. 301 Professional Learning Community (PLC) Work (see Exhibit C for PLC Framework and Protocols)

301 professional learning community (PLC) work will be worth approximately 2/3rds of the pay for performance stipend, and will call upon teachers at all levels and across all subject areas to improve student achievement. PLCs will focus on strategies, differentiation, planning and targeting students to increase performance. Student performance will be assessed in the 33% student growth data portion of the teacher evaluation.

301 Requirements: As outlined in Exhibit C, the PLC Framework is composed of 4 pillars: Vision, Mission, Values, and Goals. The school's vision and mission statements are due to leadership by August 28, 2015. The school's value pillar, "collective commitments" is due to leadership by September 25, 2015

Attendance: All 301 PLCs will meet, at a minimum, five hours during the year to plan, report on progress, review data and monitor and adjust the plan. These 301 PLC meetings may be a part of a larger PLC plan at the school level, but for these five hours total, the 301 PLC work must focus upon the support being provided to increase student achievement. For 3/5ths of that time (3 hours), PLCs will be allocated at least three Wednesday staff development days.

Should a PLC member miss a 301 PLC meeting, he/she shall make up the time as determined by the 301 PLC. At the completion of the PLC work by February 24 all 301 PLC members must sign the PLC verification form (Exhibit D) validating that the work of the 301 PLC was equally distributed and conducted. If ½ or more of the members in the

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individual's 301 PLC do not agree that a PLC member met the criteria, that individual's name shall not be included on the 301 PLC end of the year stipend pay form. That individual would then be ineligible for both the 301 PLC component (approximately 2/3rds) and the teacher classification component (approximately 1/3). Sign in sheets for each meeting will be kept by each 301 PLC and submitted to the principal along with Exhibit D, the End of Year 301 PLC Verification. The PLC Verification sheet will be generated centrally and sent to the site at the beginning of February. Any 301 PLC member who missed 2 1/2 or more hours is ineligible for both the 301 PLC component of the 301 pay for performance money (approximately 2/3) and teacher classification component (approximately 1/3).

Note: The minimum number of 301 PLC hours will have to be conducted by February 24, 2016. The 301 PLC Verification (Exhibit D) is due to each school's assistant superintendent by March 2, 2016 for payment in May 2016. 301 PLC sign in sheets must be reviewed by the principal and filed at the school for review as needed.

2. Teacher Evaluation Classification

Teacher evaluation classification component stipend will be based on 33% of the total classroom site fund. The teacher evaluation classification component will be based on the 2015-16 teacher evaluation classification rating that includes the student growth. The stipend allocation is based on the following classifications:

Ineffective	\$0
Developing (for the first year)	1/2x
Effective	x
Highly Effective	1/2x+x

EXAMPLE ONLY: If x=\$400.00, then:

Ineffective	\$0
Developing (for the first year)	\$200
Effective	\$400
Highly Effective	\$600

a. Pay for Performance Stipend Payout Timelines

- i. School Council Facilitators will be paid in May 2016. Facilitators must have performed these responsibilities for greater than one semester to be paid this stipend. No partial payments will be made.
- ii. National Board Certified Teachers will be paid in May 2016. These teachers must have taught in our District for greater than one semester to be paid this stipend. No partial payments will be made.
- iii. Wednesday staff development payment is embedded in the salary schedule. (See individual teacher contracts.)

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- iv. Site Based Goals will be paid in two parts. The PLC portion of the work will be paid in May 2016. The teacher evaluation classification portion will be paid before the end of December 2016. Eligible staff in 2015-2016 who separate from the District before the payout in the first semester of 2016-2017 school year, will be paid the stipend, regardless of his/her separation.

b. Appeals Process

- i. Any faculty member may submit an individual appeal form (Exhibit F) if it has been determined by the 301 PLC that the individual did not perform his/her responsibilities as assumed within the 301 PLC and that individual has not been listed as a fully participating member of the 301 PLC on Exhibit D. This appeal shall be made in writing and given to the principal for consideration by the due date indicated on Exhibit F. The principal will then make a recommendation to the assistant superintendent who will review the written appeal and decide whether or not to add that individual member's name to the 301 PLC End of Year Verification (Exhibit D). The decision of the assistant superintendent is final.
- ii. Any teacher may submit an appeal of their evaluation classification as determined in the district teacher evaluation process.

301/CLASSROOM SITE FUND (CSF) PAY FOR PERFORMANCE OPT-OUT SELECTION

DUE TO SITE ADMINISTRATOR ON OR BEFORE SEPTEMBER 25, 2015

Name	School site
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My signature below indicates that I have elected to opt-out of participation in the District's 301/Classroom Site Fund (CSF) opportunity for the school year 2015-2016.

I understand that by opting out, I will not be eligible to receive 301/CSF performance pay for either the PLC portion of the plan or the student performance portion. I further understand that this opt-out only pertains to the PLC meetings held during off-contract time and not to meetings held during Wednesday Staff Development, as these meetings are held during contract time.

Signature	Date
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Tucson Unified School District's PLC Framework

MISSION PILLAR	VISION PILLAR	VALUES PILLAR	GOALS PILLAR
Why Do We Exist?	What Must We Become?	How Must We Behave?	Which Steps When?
Define Fundamental Purpose	Describe Compelling Future	Collective Commitments	Targets and Timelines
Clarify Priorities. Create Focus.	Gives School Direction	Guides Individual Behaviors	Establish Incremental Steps

Requirements:

Vision statement due to Elementary or Secondary Leadership by August 28, 2015.

Mission Statement due to Elementary or Secondary Leadership by August 28, 2015

Value, “collective commitments” due to Elementary or Secondary Leadership by September 24, 2015.

Goals will be part of the PLC work. The goals will be included in the PLC evidence that is provided to site administrators with exhibit D.



TUSD Classroom Site Fund 2015-2016
Exhibit D - End of Year 301 PLC Verification

	Employee ID	Print Name	Signature	YES	NO
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

My signature on this above chart varies that I have met the qualifications
for the PLC participation part of the 301 Goal

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	X														
2		X													
3			X												
4				X											
5					X										
6						X									
7							X								
8								X							
9									X						
10										X					
11											X				
12												X			
13													X		
14														X	
15															X

My initials verify that I agree this team member has participated in more than 50%
and has met the PLC's obligation.

Site Administrator Signature

Date

* attach all sign-in sheets

School Year 2014-2015

Exhibit F – Individual Appeals Form

APPEALS FORM (INDIVIDUAL)

Submitted to: _____

Submitted by: _____

School/Home Site: _____

Submitted on: _____

You are completing this form because the PLC of which you are a member indicated that you did not complete your individual obligations to the PLC.

You must submit this form to the appropriate level Assistant Superintendent’s office (Elem., Middle or High) no later than by the close of the business day on **Friday, April 1, 2016**. Both your signature and your principal’s are required. The Assistant Superintendent will review this form and determine if your name should be added to the list of employees receiving the stipend. The decision of the Assistant Superintendent is final.

You may submit a statement and documentation with this form providing evidence that you did indeed attend the required number of PLC meetings, and that you completed the actions assigned to you as a member of the PLC.

You will receive written notice of the decision of your appeal no later than **Friday, April 15, 2016**. There is no further appeal beyond the process described herein.

Employee Signature_____
Date-----
Principal’s recommendation and rationale:

_____ I recommend approval of this appeal.

_____ I recommend denial of this appeal.

Rationale (may be provided here or attached):

*The principal’s recommendation is submitted to the Assistant Superintendent, who shall make the final decision. The decision of the Assistant Superintendent shall be final and no further appeal is possible.

TEA/TUSD 2015-16 301 Plan Ratification

Ratification April 15 -April 29, 2015:

The process for the ratification procedure:

- 1) Must be completed during a staff development Wednesday
- 2) Principal and AR taking a staff vote by ballot and tallying the votes together
- 3) The votes can be any type of ballot indicating approval or not
- 4) **Only eligible 301 teachers/staff** may vote, if an eligible teacher is **absent** they are required to vote upon return to work
- 5) Principal should save the ballots and send the results both to Richard Foster (301 Committee Facilitator) and Frances Banales (TEA) once your results are final
- 6) Send it to us in this format:

School Name	# of Teachers Eligible	"YES"	"NO"

The focus of the 301 plan is to **continue to develop PLCs** in the district. Research shows that PLCs add value to instruction, teacher retention and student achievement. **PLC component is approximately 2/3rds of plan.**

The Teacher Evaluation Classifications component is now required by AZ State Law beginning 2014-15 school year. Per state law the teacher evaluation rating will be approximately 1/3 of the plan.

301 Plan Changes:

- 1) Continue PLCs but emphasizes that 3 must be on staff development time.
- 2) Gives examples of what the PLC can focus on but are not limited to.
- 3) The teacher evaluation will include the student achievement data. There will be no "list" of students to target. The PLC group and individual teachers determine how they will work to increase student growth and increase teacher performance.**
- 4) Student achievement will be determined by the teacher evaluation process/classification. This component is required by AZ state law.**
- 5) The distribution of the 1/3 teacher evaluation portion will be distributed based on each teacher's evaluation classification.**

Ineffective	\$0
Developing (for the first year)	1/2x
Effective	1x
Highly Effective	1 1/2xx

EXAMPLE ONLY: If x=\$400.00, then:

Ineffective	\$0
Developing (for the first year)	\$200
Effective	\$400
Highly Effective	\$600