

2017-
2018

Tucson Unified School District

DRAFT

[301 PAY FOR PERFORMANCE PLAN]

Submitted by: 301 District & TEA Joint Task Force

Tucson Unified School District Classroom Site Fund Plan
2017-2018 School Year **DRAFT**

TABLE OF CONTENTS
CLASSROOM SITE FUND PLAN (301) 2017-2018

1. Implementation Plan	4
2. Eligibility	5
3. Pay for Performance Plan	6
4. Site Plans	7
5. Stipend Payouts	9
6. Appeals Process	9
7. Opt-Out Form	Exhibit A
8. PLC Framework	Exhibit B
9. Individual Appeal form	Exhibit C
10. Memorandum of Agreement between TUSD and TEA	Exhibit D
11. Governing Board Policy GCO: Evaluation of Certificated Staff Members	Exhibit E

Tucson Unified School District Classroom Site Fund Plan

2017-2018 School Year **DRAFT**

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 each pursuant school year.
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.

Tucson Unified School District Classroom Site Fund Plan
2017-2018 School Year **DRAFT**

I. Implementation Plan

Proposed Budget for the Classroom Site Fund:

- A. Twenty percent of the total classroom site fund (Fund 11) will fund teacher base compensation on the salary schedule per Arizona Revised Statute 15.977.
- B. Forty percent of the total classroom site fund (Fund 13) 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 **2017-2018** over the amount received in **2016-2017** 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 (Fund 12) 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 2017-2018.
 - 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 29-12, "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."
- E. Formula to determine amount for 301 eligible 1.0 FTE.

Expected 301 Revenue from the State	XXXXXXXX
Fund 11 (20%) embedded in TDR-A Supplemental Base	XXXXXXXX
Fund 13 (40%) embedded in TDR-A Supplemental Menu	XXXXXXXX
Fund 12 (40%) Pay for Performance Plan	XXXXXXXX

Fund 12: Pay for Performance Plan

Fund 12	XXXXXXXX
Minus 20% Benefits (divide total by 1.20)	XXXXXXXX
Working balance	XXXXXXXX
Minus #NBCT x \$3000	XXXXXXXX
Balance	XXXXXXXX
Minus Site Council Facilitators 89 x \$700	XXXXXXXX

Tucson Unified School District Classroom Site Fund Plan
2017-2018 School Year **DRAFT**

Balance	XXXXXXXXXX
Divided by # 301 eligible FTE (for 2017-18 use 2650 FTE)	XXXXXXXXXX
Amount per eligible 301 1.0 FTE	XXXXXXXXXX
Two-third Amount of the Eligible 1.0 FTE (1 st payment)	XXXXXXXXXX
One-third Amount of the Eligible 1.0 FTE (2 nd Payment)	XXXXXXXXXX

F. If any funds remain in Fund 12 of the Classroom Site Fund after the Pay for Performance Stipends identified in Article IV are fully paid, TUSD may retain up to five percent (5%) of the state’s pay for performance allocation to TUSD for the 2017-2018 budget year to address potential 301 claims/appeals for SY 2017-2018 and distribute monies left from that five percent through the 2017-2018 301 Plan. Any money remaining from the 2017-2018 Fund 12 in excess of that five percent (5%) shall be distributed no later than the end of December 2018, on a pro rata basis, using each participant’s 2017-2018 teacher evaluation classification.

II. Eligibility

1. Eligible TUSD 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 TDR-A for the year the plan is in place (a “leased employee” is not eligible, per statute). The staff members “grandfathered” to participate in the Fund 12 301 Pay for Performance Plan pursuant to paragraph 9 of the Memorandum of Agreement between TUSD and TEA approved by the Governing Board on December 13, 2016 (Exhibit D) are exempt from the TDR-A salary schedule requirement as long as they meet all of the following criteria:

- Grandfathered staff member must have held a valid Arizona teacher certificate throughout the 2016-2017 school year and must maintain a valid Arizona teaching certificate for the duration of the 2017-2018 school year.
- Grandfathered staff member must have participated in the 2016-2017 301 (Fund 12) Pay for Performance Plan.
- Grandfathered staff member must satisfy all remaining criteria for eligibility under the 2017-2018 301 (Fund 12) Pay for Performance Plan.
- Grandfathered staff member must meet with his or her administrator in August 2017 to prepare a written plan, signed by both the staff member and the administrator, that permits the staff member to provide direct instruction (“Direct Instruction Plan”) to students in addition to the staff member’s applicable job description. This direct instruction must occur during the staff member’s paid contract time, and the staff member is not eligible for Consensus Agreement Article 29 Added Duty or Extra Duty payment for time spent providing direct instruction under the Direct Instruction Plan.
- Grandfathered staff member must submit the signed Direct Instruction Plan together with written confirmation from his or her administrator that the Direct Instruction Plan was fully executed to the office of Professional Development by the verification date set forth in IV(B) as part of his or her PLC verification process for payment eligibility under this Plan.

c. Contract time will include any time during which a teacher performed

Tucson Unified School District Classroom Site Fund Plan 2017-2018 School Year **DRAFT**

his/her duties pursuant to a letter of intent to hire or contract if that teacher is subsequently assigned to a position eligible for 301 Pay for Performance.

d. Staff member must be able to participate fully in the professional learning community described in this document.

e. Staff member is assigned to a specific school site or sites, not serving a central office function. Itinerant teachers must declare a single home site to be evaluated and attend professional learning communities.

f. Staff member has been employed and worked in our District and paid on a salary schedule TDR-A for greater than 90 student contact days. Staff on leave of absence for more than 90 student contact days, would not qualify. Staff hired after November 1, 2017 would not qualify for 301 Pay for Performance until the following school year.

Note: These criteria (a- f) applies to the “grandfathered” persons addressed above. Criteria (a – f) above excludes: Principals, Child Find staff and other centralized staff members paid on TDR-B salary schedule, MTSS Facilitators, and nurses.

2. Stipend Amounts

The amount of the stipend paid to an employee will be determined by their contract terms FTE as of November 2, 2017 and pro-rata accordingly.

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

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:

- a. Preside at school council meetings and activities; minimally once a quarter.
- b. Be the spokesperson of the school council at all appropriate functions;
- c. Develop school council meeting agendas in collaboration with the principal;
- d. Be responsible for the maintenance of school council records (e.g. agendas, minutes, school policy decisions);
- e. Turn in a minimum of 1 agenda / minutes per quarter (a total of 4/year)
- f. 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 than \$650 earned for being a member of the faculty who has successfully met performance goals.

Tucson Unified School District Classroom Site Fund Plan 2017-2018 School Year **DRAFT**

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 greater than 90 student contact days of the SY 2017-2018, 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. National Board Certified Teachers must meet all eligibility above with the exception of being assigned to a specific site.

C. Wednesday Site Staff Development Assurances

1. Activities will keep within 7.5-hour workday. See Articles 9 and 19 of the current Consensus Agreement for clarification.
2. The purpose of Wednesday site staff development includes designing, developing and achieving site goals and/or supporting performance goals.
3. 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/ and site and/or performance goals. Professional Learning Communities are the basis for Wednesday site staff development sessions. 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, 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.
4. 301 Pay for Performance eligible 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.
5. 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 Plan (see section IV)

IV. Development and Implementation of the Site Plan

A. Purpose

PLCs are an expectation of the culture and climate our district believes in to move learning and instruction forward. Teachers collaborate on a continuous basis to perfect their craft and improve student achievement.

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.

Tucson Unified School District Classroom Site Fund Plan 2017-2018 School Year **DRAFT**

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 22, 2017. Staff whom opt out will not receive any 301 performance pay for SY 2017-2018.

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 B, the PLC Framework is comprised of 4 pillars: Vision, Mission, Values, and Goals. The school's vision and mission statements are due to leadership by October 5, 2017. The school's value pillar, "collective commitments" is due to leadership by October 5, 2017.

Attendance: All 301 PLCs will meet, at a minimum, seven 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 seven hours total, the 301 PLC work must focus upon the support being provided to increase student achievement.

Should a PLC member miss a PLC, he/she shall make up the time as determined by the PLC. At the completion of the PLC work the administrator will verify eligibility via the PLC verification form provided by the district by March 8. Individuals who are deemed ineligible would not receive 301 Fund 12 Pay for Performance. Sign in sheets and agendas for each PLC will be kept by each PLC and submitted to the principal. The PLC Verification sheet will be generated centrally and sent to the site at the beginning of February.

Note: The minimum number of PLC hours will have to be completed by March 8, 2018. However, an eligible person may have until the end of the year to obtain the 90 days if they have completed the PLC requirement prior to the verification date above. Payment will be delayed past May 2018 for any eligible person exercising this option.

The PLC Verification Form is due to the office of Professional Development by March 14, 2018 for payment in May 2018. PLC sign in sheets must be reviewed by the principal and filed at the school for review as needed.

2. Teacher Evaluation Classification

Tucson Unified School District Classroom Site Fund Plan
2017-2018 School Year **DRAFT**

Teacher evaluation classification component stipend will be based on 33% of the total classroom site fund (Fund 12). The teacher evaluation classification component will be based on the 2016-17 teacher evaluation classification rating that includes the student growth. The teacher evaluation classification rating and is outlined in Governing Policy GCO: Evaluating Certificated Staff Members (Exhibit E) The stipend allocation is based on the following classifications:

Ineffective	\$0
Developing	.5 times X
Effective	.75 times X
Highly Effective	1 times X

EXAMPLE ONLY: If x=\$800.00, then:

Ineffective (46 points or fewer)	\$0
Developing (47 – 60 points)	\$400
Effective (61-78 points)	\$600
Highly Effective (79-100 points)	\$800

C. Pay for Performance Stipend Payout Timelines

- i. School Council Facilitators will be paid by the end of May 2018. Facilitators must have performed these responsibilities for greater than 90 student contact days to be paid this stipend. No partial payments will be made.
- ii. National Board Certified Teachers will be paid by May 2018. These teachers must have taught in our District for greater than 90 student contact days to be paid this stipend. No partial payments will be made.
- iii. Wednesday staff development payment is embedded in the TDR-A salary schedule. (See individual teacher contracts.)
- iv. Site Based Goals will be paid in two parts. The PLC portion of the work will be paid in May 2018. The teacher evaluation classification portion will be paid before the end of October 2018. Eligible staff in 2017-2018 who separate from the District before the payout in the first semester of 2017-2018 school year, and meet the criteria set forth in section II, Eligibility, will be paid the stipend, regardless of his/her separation.

D. Appeals Process

- v. Any faculty member may submit an individual appeal for his/her 301 eligibility by emailing the Professional Development Department (Exhibit C).
- vi. Any teacher may submit an appeal of their evaluation classification as determined in the district teacher evaluation process (contact Human Resources to appeal evaluation classification).