

Flagstaff Unified School District No.1
Classroom Site Fund:
A.R.S. § 15-977 Fiscal Year 2017

Revised 5/18/16 MKWalton

Classroom Site Fund 15-977: Subsection A
History

Proposition 301 was approved by Arizona voters in the fall of 2000 and provides for an increase in the state sales tax that began on May 31, 2001 to provide funding for a variety of programs including education. An increase in teacher salaries was a major focus. Funds from the increase in sales tax go into what is called the Classroom Site Fund. Statute called for funds in the Classroom Site Fund to go into three (3) buckets of funding.

1. Bucket 1 consists of 20% of the funds a district receives and must be applied directly to the teacher's salary schedule (A.R.S. § 15-977 A). This portion is on the FUSD teacher salary schedule.
2. Bucket 2 is composed of 40% of the funds a district receives and is used for performance based compensation: Professional Development *and* Performance Pay (A.R.S. § 15-977 A, B, C, D). Many people generically call funds in this bucket "*Prop 301 funds.*"
3. Bucket 3 is the final 40% of funds a district receives. These funds were applied to and continue to be included in the FUSD teacher salary schedule (A.R.S. § 15-977 A, H).

CSF 15-977: Subsection B, C (Components 8-11) & F
Annual Review

Each year, Flagstaff Unified School District's Performance Based Compensation Plan will be evaluated to gauge how effective it has been in promoting growth on the district's identified student achievement goals. The Assistant Superintendent's office of Curriculum and Instruction will address any concerns and make revisions based on input from building administrators and teachers. After final recommendations have been made for revisions, teachers will vote to accept or reject the new plan using an on-line survey program to document the votes. The plan must be approved by 70% of teachers eligible to participate in the plan. Finally, the FUSD Governing Board must adopt the Performance Based Compensation Plan, which includes both the Professional Development Plan and the Teacher Performance Pay Plan (TPPP), at a public hearing in order to allocate funding from the Classroom Site Fund.

Subsection C, Component 10
Appeals Review

Employees eligible to receive funds from the Classroom Site Fund (Fund 012/ professional development/performance pay) may appeal a decision that results in non-payment of some or all of the funds for which the individual is eligible.

Appeals Process:
Professional Development (20 menu hours), Teacher Performance Pay Plan (Principal observation), and
Teacher Performance Pay Plan (30 or 40 logged hours of teacher responsibilities)

In the event that a teacher believes there is an error in their relevant 301 plan data, in the determination of their eligibility, or in the payment amount received, the following process should be followed:

1. The employee will have ten (10) working days from the day of notification of non-payment to submit a request for appeal to the Superintendent. The request will be in writing and contain specific reasons for the appeal.
2. The Superintendent will convene an Appeal Board to review the employee's request for review within ten (10) working day of receipt of the letter of appeal. The employee will be notified of the appeal meeting in writing.

- a . Members of the Appeal Board will be:
- i . Two (2) teachers assigned by the Flagstaff Education Association
 - ii . Two (2) Principals assigned by the Superintendent (a principal may not serve if the appeal is from his/her school site)

The employee may appeal the decision of the Appeal Board to the Governing Board. The employee must submit a request for Hearing to the Governing Board within five (5) working days following receipt of the decision from the Appeal Board. The Governing Board will then notify the employee of a date and time for the Appeal Hearing with the Governing Board within ten (10) working days.

CSF 15-977: Subsection C, Components 1-7 FUSD Performance-based Compensation Plan

Purpose:

The FUSD Performance-based Compensation Plan establishes a strong alignment between performance pay and the accomplishment of district and school goals that result in increased student achievement. The plan promotes a collaborative, dynamic learning environment as well as the continuous professional development of instructional staff.

Eligibility:

- Possess a current Arizona teaching certificate.
- Be considered a “*teacher*” in accordance with Proposition 301 law - the court has defined a teacher as “*one who spends 50% or more of their contract time providing direct and personal services to students in the form of instruction*”. “Teacher” includes one year only and balance of the year status as well.
- Be at least a .5 FTE - these part-time teachers (who meet the above criteria) do qualify for the total amount of 301 funds available for eligible employees each year, as do teachers who are on FMLA.
- Non-district employees are not eligible for the 301 plan including smart school employees and staff that voluntarily/involuntarily left the district.
- Staff members who moved from a previous 301 eligible position to a non-301 eligible position, at the time of a payment are not eligible.
- New teachers to the district are NOT eligible for the TPPP#1 payment (based on previous year’s data).
- Staff that leaves the district before the payment is processed in payroll are not eligible for the payment. One must be a current employee at the time of the payroll processing to receive the payout.

The following positions do not qualify for Proposition 301 funds: Counselors, Nurses, Librarians, Native American Advisors, Physical Therapists, Occupational Therapists, Speech/Language Pathologists and any other positions that do not meet the above stated criteria as outlined by the court.

Structure of the Professional Development Plan:

- Eligible employees will participate in district organized professional development opportunities as described on the *301 Professional Development- Eligible Activities*.
- Eligible employees will be paid \$50 per hour for up to 20 hours (\$1,000.00 total).
- Eligible employees may choose which PD menu items from TrueNorth Logic. Principals may also recommend certain *Eligible Activities* to their staffs based on an observed need at their site.
- 301 hours will be submitted through TrueNorth Logic for automatic payouts. Information recorded in TNL will be used to calculate employee payout. Payouts will reflect any hours logged for that payout time frame.
- Hours must be completed outside of the contract day.

Structure of the Teacher Performance Pay Plan:

- The Formal Principal Observation (TPEC) score of Innovating or Integrating from the previous school years will be paid in November of the current school year
- The professional responsibilities log of 30 or 40 hours will be paid in June of the current school year
- **Note: SY 16-17 Certificated Eligible 301 teachers for SY 15-16 and *not* eligible due to job reassignment in SY 16-17 will receive their Formal Principal Observation (TPEC) payout, only.

CSF 15-977: Subsection C, Component 2

Measures of Academic Progress toward the academic standards adopted by the State Board of Education

Teachers will collaboratively identify the performance level of students based on their progress on one of the measurements listed below.

Measurement Types with Growth Criteria Defined

- AIMS-Web (Elementary) for Reading: Students show growth by increasing one level, maintaining a top level score or maintaining or moving above their target growth-line as identified by the AIMS-Web exam
- Grade Level/Subject Area Common Assessments (CSA): Growth is shown if students' performance increases from the pre-test to the post-test. Common Assessments are aligned to the Arizona College and Career Ready Standards
- District Assessment (3rd grade – 12th grade)
- AZELLA: Growth is shown if students increase overall score by one or more levels or maintain an overall score of "*Intermediate*"
- KDA: Kindergarten student growth is shown by the percentage of students that receive a score of "*Satisfactory*" on their post-test
- Teaching Strategies GOLD (SPED Preschool)

CSF 15-977: Subsection C, Components 4-7

C5. Graduation Rate

- Graduation Rate Goal is 80% or above (four-year cohort measure)

Components in place or being initiated to improve the graduation rate in FUSD include:

- Tutoring for State/Local Assessments
- Summer school for credit recovery and skill mastery
- Formalized online credit accrual through Northern Arizona Distance Learning (NADL)
- Daily online credit recovery program in computer labs at each high school

C5. Attendance Rate

- Attendance Rate Goal is 95% or higher (annual attendance rate)

FUSD is working toward providing a rigorous and engaging curricular learning experience that is highly integrated with technology. Students that are challenged and engaged in their learning are intrinsically motivated to come to school. To that end, FUSD has placed projectors, interactive white boards and document cameras in most classrooms and grade level iPad carts are designated for each elementary, middle and high schools.

Various academies and institutes offered by FUSD include:

- Middle school Institute of Technology and Engineering (MIT-E grades 6-8)
- MEMS – Pre-AP Academy (grades 6-8)
- Coconino Institute of Technology (CIT grades 9-12)

- Alpine Preparatory Academy (grade 6)
- Alpine Leadership Academy (grades 7-8)
- K-12 Language and Cultural Programs: Puente de Hozho Trilingual Magnet School (grades K-5); PdH Language Academy (grades 6-8); Institute of Language and Culture (grades 9-12)
- AP College Prep Academy (grades 9-12)
- Career and Technical Education Satellite Programs (CTE grades 9-12)
- JTED Dual Enrollment Programs (CAVIAT grades 9-12)

C 6&7. Ratings of school quality by parents and students

- Utilizing the Parent Satisfaction Survey, schools will identify areas of strength and suggestions for growth to set improvement goals, evaluating progress upon completion of each year's survey.
- Schools will conduct a district-developed student survey. Schools will identify areas of strength and suggestions for growth to set improvement goals, evaluating progress upon completion of each year's survey.

Department Chairs/Instructional Leaders:

A portion of Classroom Site Funds will also be used to pay Department Chairs/Instructional Leaders (DC/IL). There must be four or more people in a department to have a department chair. Elementary schools may decide to have their leadership represent grade levels, primary or intermediate grade bands, etc. Department Chairs/Instructional Leaders will be paid a flat amount of \$300 and \$100 per FTE in their department (members of a group may not be counted in more than one group for compensation purposes). Candidates should be master teachers who have the ability to assist colleagues to reflect on professional practice with the goal of increasing achievement for all students.

Duties include:

- Collaborative Team leader, assisting in setting goals and monitoring progress toward meeting those goals
- Facilitating professional development and assisting with the implementation of district initiatives
- Acting as liaison between the building principal, department members, and other department chairs
- Collecting and disseminating data as needed
- Preparing summary reports of activities when so requested

CSF 15-977: Subsection D Professional Development

FUSD believes that effective educators are life-long learners and that professional development must be an on-going process of refining skills, inquiring into practice, and developing new methods. This professional development should be utilized to guide improvement and demonstrate impact on student learning. To that end, this plan includes a substantial amount of professional development. A list of 301 Professional Development Eligible Activities (also referred to as PD menu items) follows.

Flagstaff Unified School District No.1
301 Performance Compensation
Professional Development
Eligible Activities

2016-2017: Maximum of 20 Hours

*The following activities are often referred to as “PD menu” items. They represent efforts that are specifically directed at the Governing Board’s chief goal of “Improving Student Achievement”. These 301 activities are grounded in professional development and will be delivered in the form of specialized trainings and workshops which will be conducted outside the contract day. **Please refer to the professional development calendar in TrueNorth Logic, on the FUSD website or email notifications from the professional development coordinator for trainings throughout the year.** These FUSD sponsored trainings and workshops are pre-approved by the Assistant Superintendent of C & I and designed to target and enhance various district initiatives; will be conducted locally and will be led by approved facilitators. Over the course of the current school year the district will continue to explore, develop and add additional 301-eligible workshop opportunities to the PD menu that appears below. **Regional, state and national conferences offered through professional organizations outside of FUSD are not approved.***

****** Employees no longer need to complete a log sheet. Professional Development hours are automatically submitted through TrueNorth Logic. Registration for classes is required through TNL and you must sign in on the attendance roster at each training. ******

Approved Menu Activities (but not limited to):

- **“301 Day” August 8, 2016** *“Building your Superpowers” - Keynote and Break Out Sessions*
- **Assessments**
- **Curriculum and Instruction Development**
 - CTE (Career and Technical Education)
 - ELA
 - ELL
 - Environmental Education
 - Indian Education
 - Math
 - Science
 - Social Studies
 - Special Areas (Art, Music, PE)
 - SPED
 - Technology
- **School, Magnet, Department, Grade Level - Collaborations** *(Maximum of 6 hours each)*

Total possible payout for Professional Development = \$1000.00

Flagstaff Unified School District No.1
301 Performance Compensation
Teacher Performance Pay Plan (TPPP)
Activities Log Sheet
2016-2017

The Teacher Performance Pay Plan (TPPP) includes two distinct payouts. The first payout (November of current school year) reflects the teacher data from the previous school year. This data includes the evaluation data from the annual teacher performance evaluation (TPEC). The second payout (June of current school year) reflects a log of professional responsibilities accounted for during the current school year.

TPPP TPEC Payout #1

- **Formal Principal Observation (TPEC): score of Innovating or Integrating** - If a teacher received two formal observations in a given year, those scores are averaged for the result. ****Note:** SY 16-17 Certificated Eligible 301 teachers for SY 15-16 and *not* eligible due to job reassignment in SY 16-17 will receive their Formal Principal Observation (TPEC) payout, only.

A.

Payout #1 - SY 15-16 = \$800.00

Payout amount of \$800

TPPP Payout #2 Only A or B is payable

A. 30 hours of professional activities

Payout amount of \$750

OR

B. 40 hours of professional activities

Payout amount of \$1000

Total possible payout for TPPP = \$1800.00

Professional Responsibility Activities Guide:

Professional responsibility activity payments are designed to encourage and recognize staff for performing district and student related functions. A minimum of thirty (30) approved hours must be accumulated during the school year for payment eligibility. Documentation must be provided by the staff member to his/her site administrator to validate each activity before the published submittal deadline. If an activity is compensated via other means: 301 Professional Development hours, teacher hourly instructional rate, stipend, professional growth credit, etc., it is not eligible for consideration. A sample list, (not exhaustive) of possible professional activities follows:

- Committee membership and work – school, district, or state
- Accreditation Team Activity
- National Board Certification
- Presenter or facilitator for district staff development
- Participation beyond the 20 hours (for pay) professional development, district sponsored
- Club sponsorship
- District wide content area specialists/ department meetings
- Parental engagement – home/school activities, parent nights, home visits
- Tutoring students or test preparation
- Student focused meetings – 504, IEP, SST, IDM
- Teacher mentor
- Serving in a leadership role of a professional organization related to the profession of teaching or the field of public education
- Assistance with registration
- **Other activities mutually agreed to in advance by teacher and site administrator**

Flagstaff Unified School District No.1
Teacher Performance Pay Plan (TPPP)
Activities Log Sheet for Payout #2
Minimum of 30 Hours
2016 - 17

Site:	
Name:	
Employee ID #:	
Position:	

Description of Activities	Date	# Hours
TOTAL NUMBER OF HOURS SUBMITTED		

Due to Principal by May 31, 2017.

I affirm that these documented hours have not been compensated by 301 Professional Development hours or stipend funding.

Employee signature *Date*

Principal's signature *Date*

301 Classroom Site Fund Compensation Timeline

FUSD certified teachers approved the 2016-2017 - 301 Classroom Site Fund Plan last spring. Under this plan there are two (2) compensation opportunities: Professional Development and Teacher Performance Pay Plan (TPPP). The **Professional Development** portion compensates certified teachers for 20 hours of *approved* professional development at \$50.00 per hour totaling \$1000.00. The **TPPP** includes two (2) distinct payouts. Payout #1 is based on *previous* year's principal evaluation score (must be innovating or integrating to receive payment) and payout #2 reflects a log of professional responsibilities accounted for during the current school year. This payout is payable for either 30 or 40 hours of logged professional activities.

Some important points of information in order to receive 301 compensation:

Professional Development:

- Teachers must register for professional development courses through TrueNorth Logic
- Teachers must indicate 301 compensation when registering – changes in selection may not take place after registration is complete (*after* 20 hours of 301 compensation has been earned, teachers may select Salary Advancement or Seat Hours when registering)
- Teachers will be paid throughout the year (see chart for payout dates) – there will be NO banking of hours until the end of year for a lump sum
- Teachers must keep track of their certificates
- Attendance sheets must be signed at each professional development course attended
- There is no longer a log sheet for professional development due to the online registration

TPPP:

- Teachers must keep a log of the hours accrued for TPPP and submit to building principal
- A sample list of possible professional activities is available on the 301 plan
- Activities beyond this list must be approved by site administrator
- New teachers to FUSD will not have a principal evaluation from the 2015-2016 school year therefore will not receive payout #1

Please review the compensation timeline chart (next page) for payout dates. Blue shaded areas show the beginning and ending dates of the PD enrollment and pay dates. Dates in green indicates TPPP payout to employee.

If you have any questions regarding the 301 Site Fund compensation please check with your building administrator or with the Curriculum and Instruction office.

FY 2016-17 301 PD and TPPP Pay Schedule			
From	To	Payday	301 TPPP
7/1/2016 START	07/15/2016	07/28/2016	
07/16/2016	07/31/2016	08/12/2016	
08/01/2016	08/15/2016	08/29/2016	
08/16/2016	8/31/2016 END	09/14/2016	301 #1
9/1/2016 START	09/15/2016	09/29/2016	
09/16/2016	09/30/2016	10/12/2016	
10/01/2016	10/15/2016	10/28/2016	
10/16/2016	10/31/2016	11/14/2016	
11/01/2016	11/15/2016	11/29/2016	TPPP # 1
11/16/2016	11/30/2016 END	12/14/2016	301 #2
12/1/2016 START	12/15/2016	12/29/2016	
12/16/2016	12/31/2016	01/13/2017	
01/01/2017	01/15/2017	01/27/2017	
01/16/2017	01/31/2017	02/14/2017	
02/01/2017	02/15/2017	02/28/2017	
02/16/2017	2/28/2017 END	03/14/2017	301 #3
3/1/2017 START	03/15/2017	03/29/2017	
03/16/2017	03/31/2017	04/14/2017	
04/01/2017	04/15/2017	04/28/2017	
04/16/2017	04/30/2017	05/12/2017	
05/01/2017	05/15/2017	05/26/2017	
05/16/2017	5/31/2017 END	06/14/2017	TPPP #2
06/01/2017	6/15/2017 END	06/29/2017	301 #4

301 PD is calculated from the hours accrued in TNL (TrueNorth Logic) paid out 4 times during the school year. Please keep track of your hours earned. Once the maximum of 24 hours has been reached, you need to mark the remaining hours earned as salary advancement in TNL.

TPPP #1 is paid based upon last years TPEC (teacher performance evaluation).

TPPP #2 is paid from the hours you enter in on the TPPP Activities Log Sheet and submitted end of year by 5/31/17 to your principal.