

**Flagstaff Unified School District No.1**  
**Classroom Site Fund:**  
**A.R.S. § 15-977 Fiscal Year 2018**

*Revised 5/04/17 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 move from a 301 eligible position in the 16-17 SY to a non-eligible position in the 17-18 school year will ONLY receive the TPPP#1 payout (principal evaluation).
- Staff that leave 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.
- New teachers to the district are NOT eligible for the TPPP #1 payment (evaluation based on previous year’s data)

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 \$60 per hour for up to 20 hours (\$1,200.00 total).
- Eligible employees may choose 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: three (3) payments for the 2017-2018 SY**

- TPPP #1 – This payout for the 2017-2018 SY *only*, will reflect the 2016-2017 SY principal evaluation. An integrating or innovating score must be received in order to receive payment.
- TPPP #2 – This payout reflects the professional responsibilities log of 30 or 40 hours will be paid in June of the current school year.
- TPPP #3 – This payout for the 2017-2018 SY will reflect the *current* principal evaluation. An integrating or innovating score must be received in order to receive payment.

### **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 (3<sup>rd</sup> grade – 12<sup>th</sup> 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**

**2017-2018: 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.***

**\*\*\*\*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 7, 2017 “Charting the course” six (6) hours**
  
- **Curriculum and Instruction Development**

Assessment writing	Math
ELA	Science
ELL	Social Studies
Environmental Education	Special Areas (Art, Music, PE)
Indian Education	SPED
Technology	CTE (Career and Technical Education)
  
- **School, Magnet, Department, Grade Level - Collaborations (Maximum of 6 hours each)**

**Total possible payout for Professional Development = \$1200.00**

**Flagstaff Unified School District No.1**  
**301 Performance Compensation**  
**Teacher Performance Pay Plan (TPPP)**  
**2017-2018 only**

The Teacher Performance Pay Plan (TPPP) includes three distinct payouts. The first payout (November) reflects the teacher data from the previous school year (2016-2017). This data includes the evaluation data from the annual teacher performance evaluation (TPEC). **This will be the final November TPEC payout in order to complete the 2016-2017 approved 301 plan.** The second payout (June 2018) reflects the teacher data (principal evaluation) from the **current** school year. The third payout (June 2018) reflects a log of professional responsibilities accounted for during the current school year.

**TPPP TPEC Payout #1 – November (last time for this payout)**

**Formal Principal Observation (TPEC): score of Innovating or Integrating** - If a teacher received two formal observations in a given year, those scores are averaged.

A. Payout #1 – 2016-2017 principal evaluation paid in November = \$800.00

*Payout amount of \$800*

**TPPP Payout #2 TPPP Activities Log Sheet**

**Only A *or* B is payable – paid in June 2018**

A. 30 hours of professional activities  
*OR*

*Payout amount of \$750*

B. 40 hours of professional activities

*Payout amount of \$1000*

**TPPP TPEC Payout #3 – June (NEW time for this payout)**

**Formal Principal Observation (TPEC): score of Innovating or Integrating** - If a teacher received two formal observations in a given year, those scores are averaged.

A. Payout #3 – 2017-2018 principal evaluation paid in June = \$800.00

*Payout amount of \$800*

**Total possible payout for TPPP = \$2600.00**

**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
- Hours may include the required 12 hours for school related activities
- **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*  
**2017 - 18**

Site:	
Name:	
Employee ID #:	
Position:	

Description of Activities	Date	# Hours
<b>TOTAL NUMBER OF HOURS SUBMITTED</b>		

*Due to Principal by May 31, 2018.*

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*



## FY 2017-18 301 PD and TPPP Pay Schedule

From	To	Payday	301 PD TPPP
<b>7/1/2017 START</b>	07/15/2017	<b>07/27/2017</b>	
07/16/2017	07/31/2017	<b>08/14/2017</b>	
08/01/2017	08/15/2017	<b>08/29/2017</b>	
08/16/2017	<b>8/31/2017 END</b>	<b>09/14/2017</b>	<b>301 PD #1</b>
<b>9/1/2017 START</b>	09/15/2017	<b>09/29/2017</b>	
09/16/2017	09/30/2017	<b>10/11/2017</b>	
10/01/2017	10/15/2017	<b>10/27/2017</b>	
10/16/2017	10/31/2017	<b>11/14/2017</b>	<b>TPPP #1</b>
11/01/2017	11/15/2017	<b>11/29/2017</b>	
11/16/2017	<b>11/30/2017 END</b>	<b>12/14/2017</b>	<b>301 PD #2</b>
<b>12/1/2017 START</b>	12/15/2017	<b>12/29/2017</b>	
12/16/2017	12/31/2017	<b>01/12/2018</b>	
01/01/2018	01/15/2018	<b>01/29/2018</b>	
01/16/2018	01/31/2018	<b>02/14/2018</b>	
02/01/2018	02/15/2018	<b>02/28/2018</b>	
02/16/2018	<b>2/28/2018 END</b>	<b>03/14/2018</b>	<b>301 PD #3</b>
<b>3/1/2018 START</b>	03/15/2018	<b>03/29/2018</b>	
03/16/2018	03/31/2018	<b>04/13/2018</b>	
04/01/2018	04/15/2018	<b>04/27/2018</b>	
04/16/2018	04/30/2018	<b>05/14/2018</b>	
05/01/2018	05/15/2018	<b>05/29/2018</b>	
05/16/2018	05/31/2018	<b>06/14/2018</b>	<b>TPPP #2</b>
06/01/2018	<b>6/15/2018 END</b>	<b>06/28/2018</b>	<b>301 PD #4 &amp;</b>
			<b>TPPP #3</b>

**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 20 hours has been reached, you need to mark the remaining hours earned at Salary Advancement in TNL.

**TPPP #1** is paid based upon *last year's 2016-17 TPEC* (Teacher Performance Evaluation). This is the last year this will take place. (*Moving forward, your current TPEC will be paid at end of current year*).

**TPPP #2** is paid from the hours you entered in on the **TPPP Activities Log Sheet** and submitted end of year to your principal. (Minimum of 30 - 40 hours) Due date is 5/31/18.

**TPPP #3** is paid based upon the *current year 2017-18 TPEC* (Teacher Performance Evaluation).

For the 2017-18 SY eligible employees will receive three (3) TPPP payments. This one-time payment structure is to provide current year compensation to be completed without rolling over into the next school year.