



Magnolia Public Schools

Regular Personnel Committee Meeting

Date and Time

Tuesday January 16, 2018 at 6:00 PM PST

Location

MPS Home Office: 250 E. 1st St. Suite 1500

Access to the Committee Meeting: Any interested parties or community members from remote locations may attend the meeting remotely by dialing in or from the locations where Committee Members are joining remotely:

Dial: 1.844.572.5683 Code: 1948435

- 449 36th Street #2 Brooklyn, NY 11232 (Mr. Nguyen Huynh)
- 7528 Yarmouth Ave. Reseda, CA 91335 (Dr. Saken Sherkhanov)

In compliance with the Americans with Disabilities Act (ADA) and upon request, Magnolia Public Schools may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order to participate in Board meetings are invited to contact the MPS central office. If you need special assistance to attend the meeting or translation services, please notify Barbara Torres at (213) 628-3634 x100 to make arrangements and accommodations.

Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 250 East 1st Street Ste. 1500 Los Angeles, CA 90012.

Personnel Committee Members:

Ms. Diane Gonzalez
Mr. Nguyen Huynh
Dr. Saken Sherkhanov (Alternate)

CEO and Superintendent

Dr. Caprice Young

Agenda

| | Purpose | Presenter | Duration |
|-------------------------|------------------------------|-----------|----------|
| I. Opening Items | | | |
| A. | Call the Meeting to Order | | |
| B. | Record Attendance and Guests | | |
| C. | Pledge of Allegiance | | 1 m |

- | | | | |
|--|-----------------|--|-----|
| D. Public Comments | | | 3 m |
| E. Approval of the Agenda | Vote | | 1 m |
| F. Approve Minutes of Personnel Committee Meeting- January 18, 2017 | Approve Minutes | | 1 m |
| Approve minutes for Personnel Committee Meeting on January 18, 2017 | | | |
| G. Approve Minutes of Personnel Committee Meeting- October 4, 2017 | Approve Minutes | | 1 m |
| Approve minutes for Special Personnel Committee Meeting on October 4, 2017 | | | |

II. Recommended Action Item

- | | | | |
|---|---------|-----------|------|
| A. Recommend to Approve the Proposed School Leader Salary Scale | Discuss | Suat Acar | 15 m |
| B. Discuss and Approve the MPS Employee Pay Raise Scale for Full-Time Teaching Positions | Vote | Suat Acar | 15 m |

III. Updates and Discussion Items

- | | | | |
|---|---------|-----------------|------|
| A. HR Expectations/Needs/Policy Drafts/ DEI Survey Results | Discuss | Oreeille Revish | 15 m |
|---|---------|-----------------|------|

IV. Closing Items

- | | | | |
|---------------------------|------|--|--|
| A. Adjourn Meeting | Vote | | |
|---------------------------|------|--|--|

Cover Sheet

Approve Minutes of Personnel Committee Meeting- January 18, 2017

| | |
|--------------------------|---|
| Section: | I. Opening Items |
| Item: | F. Approve Minutes of Personnel Committee Meeting- January 18, 2017 |
| Purpose: | Approve Minutes |
| Submitted by: | |
| Related Material: | Minutes for Personnel Committee Meeting on January 18, 2017 |



Magnolia Public Schools

Minutes

Personnel Committee Meeting

Date and Time

Wednesday January 18, 2017 at 9:00 AM

Location

MPS Home Office: 250 E 1st St. Ste 1500 Los Angeles CA 90012

Regular Personnel Committee Meeting

Personnel Committee Members:

Dr. Saken Sherkhonov

Mr. Nguyen Huynh

CEO and Superintendent

Dr. Caprice Young

Committee Members Present

N. Huynh, S. Sherkhonov

Committee Members Absent

None

I. Opening Items

A. Call the Meeting to Order

S. Sherkhonov called a meeting of the Personnel committee of Magnolia Public Schools to order on Wednesday Jan 18, 2017 @ 9:25 AM at MPS Home Office: 250 E 1st St. Ste 1500 Los Angeles CA 90012.

B. Record Attendance and Guests

Both committee members attended the meeting in person.

C. Flag Salute

The Flag salute was lead by B. Torres, Executive Assistant.

D. Public Comments

There were no public comments.

E. Approval of the Agenda

S. Sherkhanov made a motion to approve the agenda as presented.

N. Huynh seconded the motion.

The committee **VOTED** unanimously to approve the motion.

F. Approve Minutes of Personnel Committee Meeting- March 7, 2016

S. Sherkhanov made a motion to approve minutes from the Personnel Committee Meeting on 03-07-16.

N. Huynh seconded the motion.

The committee **VOTED** unanimously to approve the motion.

II. Updates and Discussion Items

A. Paycom Update; capacities, changes and benefits

T. Boatman, Chief of Human Resources, presented the Paycom Update to the committee members. She walked the members through a virtual tour of Paycom through the view of employees and employer. She addressed the audit focus and how Paycom assists in addressing audit compliance and keeping track of termination, salary changes and paid time off. S. Acar, Northern Regional Director, explained old processes that school site administrators had to follow before the implementation of Paycom and compared it with the new process. All questions were addressed. This was a discussion item, no actions were taken.

B. Changes in Personnel Costs and Expenses

K. Dietz, EdTec representative, explained the personnel cost changes and expenses. She reviewed school numbers in depth and gave a brief description behind the variances. C. Young, Chief Executive Officer, explained how staff needs may cause variances at the beginning of the school year due to new hires and retention needs. STRS and PERS numbers and changes were discussed with this item. All questions were addressed by MPS staff. This was an information item, no actions were taken.

C. STRS and PERS Update

T. Boatman, Chief of Human Resources, presented the STRS and PERS update to the committee. She explained past practices compared to current practices. Staff told the committee that as of January 2017, all known STRS and PERS issues had been addressed. All questions were addressed by T. Boatman and C. Young, Chief Executive Officer. This was an information item, no actions were taken.

D. Recruitment Activities; current and future action plans

T. Boatman, Chief of Human Resources, presented a powerpoint to the committee explaining recruitment activities. She went over the dates of upcoming recruitment events. T. Boatman also presented the action plan to retain talent, such as transferring staff within schools to assist staff in shorter commutes when available. This was an information item, no actions were taken.

E. Immigration Update

T. Boatman, Chief of Human Resources, presented an immigration update to the committee. She went over current and past cases and explained the current

process MPS follows in regards to working visas for employees. All questions were addressed. This was an information item, no actions were taken.

F. MPS Staff Evaluations Update

D. Yilmaz, Chief Accountability Officer, explained how he supports the Human Resource Department with staff evaluations. He informed the committee that school administrators conduct the observations however, from time to time members of the home office Academic team conduct some teacher observations. The evaluation process was explained in detail, standards and expectations were reviewed. D. Yilmaz went over the surveys that are conducted and how these surveys are reviewed. He explained that principals present their data to one another and create implementation plans. Each month teacher leaders are coached on each standard and on the evaluation process. This was an information item, no actions were taken. All questions were addressed.

III. Action Items- Recommendations

A. Approval of Cash Advances Policy

T. Boatman, Chief of Human Resources, explained the Cash Advance Policy details. She went over different scenarios where this policy would be applied and explained the terms of repayment. The committee recommends to add a cap of \$10,000 per employee to the policy and they recommend that school budgets have money allocated for this expense. T. Boatman addressed all questions.

S. Sherkhonov made a motion to recommend to postpone the approval of this policy for further discussion and modifications.

N. Huynh seconded the motion.

The committee **VOTED** unanimously to approve the motion.

Roll Call

S. Sherkhonov Aye

N. Huynh Aye

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:12 PM.

Respectfully Submitted,

S. Sherkhonov

Cover Sheet

Approve Minutes of Personnel Committee Meeting- October 4, 2017

Section: I. Opening Items
Item: G. Approve Minutes of Personnel Committee Meeting- October 4, 2017
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Special Personnel Committee Meeting on October 4, 2017



Magnolia Public Schools

Minutes

Special Personnel Committee Meeting

Date and Time

Wednesday October 4, 2017 at 5:00 PM

Location

MPS Home Office: 250 E. 1st St. Ste. 1500 Los Angeles, CA 90012

Board Members who participated remotely joined from the following locations:

- 449 36th Street #2 Brooklyn, NY 11232 (Mr. Nguyen Huynh)
- 7528 Yarmouth Ave. Reseda, CA 91335 (Dr. Saken Sherkhanov)

Personnel Committee Members:

Ms. Diane Gonzalez

Mr. Nguyen Huynh

Dr. Saken Sherkhanov (Alternate)

CEO and Superintendent

Dr. Caprice Young

Committee Members Present

D. Gonzalez, N. Huynh, S. Sherkhanov

Committee Members Absent

None

Guests Present

B. Torres

I. Opening Items

A. Call the Meeting to Order

D. Gonzalez called a meeting of the Personnel committee of Magnolia Public Schools to order on Wednesday Oct 4, 2017 @ 5:04 PM at MPS Home Office: 250 E. 1st St. Ste. 1500 Los Angeles, CA 90012.

B. Record Attendance and Guests

All were present either in person or via teleconference for the Personnel Committee meeting.

C. Pledge of Allegiance

J. Obuchi, Academic Assistant, led the Pledge of Allegiance.

D. Public Comments

There were no public comments that were made

E. Approval of the Agenda

D. Gonzalez made a motion to approve the agenda as presented.

N. Huynh seconded the motion.

The committee **VOTED** unanimously to approve the motion.

F. Approve Minutes of Personnel Committee Meeting- January 18, 2017

S. Sherkhanov made the motion to table the approval of the minutes to the next committee meeting with the revisions requested. N. Huynh seconded the motion, the motion passed unanimously.

II. Recommended Action Item

A. Review and Recommend Approval of Revisions to the Staff Evaluation Protocols

D. Yilmaz, Chief Accountability Officer, explained the changes that will be made to the staff protocol that MPS would like to implement in the future. He noted the difference between the teacher and principals protocol. He also described how our core values and standards are integrated into the Staff Evaluation. It was also suggested that we include a performance compensation for each bracket. It was said that we have to do more research and receive input from other departments before implementing. S. Acar, Chief Operations Officer, offered more detail to further explain the purpose of the evaluation protocols. Most of the Committee members were supportive of the idea.

S. Sherkhanov made a motion to Recommend the approval of the revisions to the Staff Evaluations Protocol.

D. Gonzalez seconded the motion.

The committee **VOTED** unanimously to approve the motion.

Roll Call

N. Huynh Aye

D. Gonzalez Aye

S. Sherkhanov Aye

III. Updates and Discussion Items

A. Information on Recruitment and Partnership Plans

O. Revish, Human Resource Director, presented details to the committee on the following topics: Hiring Trends, Current Open Positions, Turnover Statistics MPS-Wide, Hiring prediction, Recruitment Schedule and Plan, and New strategies and

Recruitment for the new year. One of the committee members made a suggestion on what schools to partner with and also recommended how to approach them for potential partnerships. This was a discussion item, no actions were taken.

B. Update on International Hiring

S. Acar, Chief Operations Officer, gave updates on International Hiring and explained what the possible next steps will be for MPS regarding this matter. This was a discussion item, no actions were taken.

C. Discussion of Proposed School Leader Salary Scale

Staff reported out that MPS is planning to add administrators back into the salary scale to open a pipeline for teachers and admin to replace the teachers. This was a discussion item, no actions were taken.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:09 PM.

Respectfully Submitted,
D. Gonzalez

Cover Sheet

Recommend to Approve the Proposed School Leader Salary Scale

Section: II. Recommended Action Item
Item: A. Recommend to Approve the Proposed School Leader Salary Scale
Purpose: Discuss
Submitted by:
Related Material: IIA-Pay_raise_salary_sca_001.pdf



| | |
|---------------------|--|
| Board Agenda Item # | Agenda # IIA- Recommended Action Item |
| Date: | January 16, 2018 |
| To: | Magnolia Board of Directors- Personnel Committee |
| From: | Caprice Young, Ed.D., CEO & Superintendent |
| Staff Lead: | Orielle Revish, HR Director Suat Acar, Chief Operations Officer David Yilmaz, Chief Accountability Officer |
| RE: | Discussion/Action: MPS Employee Pay Raise Scale for School Leaders |

Proposed Board Recommendation

I move that the committee approve the MPS Employee Pay Raise Scale for School Leaders.

Background

MPS has been implementing a board-approved pay raise scale for school leaders (Principals and Assistant Principals/Deans) since the 2014-15 school year. In the initial versions of the policy, salary for school leaders had three major components: base school salary, employee qualifications pay, and employee performance pay. MPS Home Office has met with school leaders and our board numerous times in the past to solicit feedback and refine our pay raise scale to meet the needs of our school leaders within budget. As such, improvements and revisions have been made to the scale in the past as approved by our board. The purpose of this agenda is to refresh our board committee with the past revisions, propose improvements to the scale and approve a scale for school leaders effective July 1, 2018.

Revisions have been made in the past such as increasing the base school salaries based on school budget, size, and challenge, as well as the cost of living at the school location. Another great addition to the scale, as directed by the board, has been the introduction of performance pay for Effective (\$1,500) and Highly Effective (\$2,000) principals. As explained in detail in MPS' board-approved employee evaluation protocols, survey and student assessment data as well as supervisor's evaluation of the employee on California Professional Standards for Educational Leaders (CPSEL) are used in school leader evaluations.

A major change to the school leader pay scale was made on May 12, 2016 where a salary band was introduced for dean and principal salaries. Introducing the band assured that our school leader salaries did not go below the following minimum salary amounts.

| Position | Minimum Salary | Median Salary | Max |
|-----------------|-----------------------|----------------------|------------|
| Dean | \$70,000 | \$82,000 | \$94,000 |
| Principal | \$90,000 | \$102,000 | \$114,000 |

The past and current salary scales did not distinguish school leaders' prior experience whether it was for a principal position, AP/Dean position, or other related field work experience. It also did not include school enrollment as a factor in salary calculations. Moreover, feedback from our stakeholders tells us to introduce an effective evaluation system and performance based pay.

After considering feedback from the principals and more market research, the Home Office has held several meetings among the c-team and we propose the following revisions to the pay raise scale for school leader positions:

- 1) Revise the salary bands to accommodate and be consistent with the proposed changes.

Proposed band:

| | | |
|--------------------------|-------------------|--------------------|
| Assistant Principal/Dean | Minimum: \$70,000 | Maximum: \$100,000 |
| Principal | Minimum: \$90,000 | Maximum: \$130,000 |

- 2) Discuss: What should the deadline be for employees to be able to update their qualifications?
(Old deadline: August 20. Proposed: July 10 to be consistent with the start of the FY.)

- 3) Base School Salary: Current base school salaries are listed in the attachment.

- 4) Qualifications pay has been revised to differentiate principal experience from AP/dean experience and other field related experience. The prior experience (other) and MPS experience (other) has been kept at \$508 and \$1,015 to be consistent with the teaching staff scale. AP/Dean and Principal experience coefficients are introduced to appreciate school leadership experience.

| Field # | Qualification | Coefficient | Points | Max |
|----------------|------------------------------|--------------------|---|------------|
| 4 | Prior Experience (Other) | \$508 | 1 for each year up to 15 | 15 |
| 5 | Prior Experience (AP/Dean) | \$1,125 | 1 for each year up to 15 | 15 |
| 6 | Prior Experience (Principal) | \$1,350 | 1 for each year up to 15 | 15 |
| 7 | MPS Experience (Other) | \$1,015 | 1 for each year up to a total* of 25 rs | 25 |
| 8 | MPS Experience (AP/Dean) | \$1,250 | 1 for each year up to a total* of 25 | 25 |
| 9 | MPS Experience (Principal) | \$1,500 | 1 for each year up to a total* of 25 | 25 |

- 5) Position points for assistant principals and deans have been set as 15; no differentiation is made among different types of deans. Position points for principals is now based on both the grade span and enrollment of the school:

| Position Points | | | | |
|-------------------|--------------------|---------|---------|------|
| Principal | School Enrollment: | | | |
| Grade Span: | 0-199 | 200-399 | 400-599 | 600+ |
| K-5 or 6-8 | 25 | 30 | 35 | 40 |
| K-8, 9-12 or 6-12 | 30 | 35 | 40 | 45 |
| K-12 | 35 | 40 | 45 | 50 |

- 6) MPS Experience was capped at 15 years. This is causing an inconvenience for school leaders who have started their career at MPS. Their experience is capped at 15 years for life per the scale while a school leader who has prior experience can earn up to 10 prior + 15 MPS = 25 experience years.

As proposed in the leadership scale, we are proposing to increase the total number of years to be capped at 25. Sample language is as follows:

| Experience | | | | | | |
|-------------------------------------|----------------------------|------------------------------|--------------------------------------|--------------------------|----------------------------|--|
| Lower Priority | | | → | Higher Priority | | |
| Prior Experience (Other) | Prior Experience (AP/Dean) | Prior Experience (Principal) | MPS Experience (Other) | MPS Experience (AP/Dean) | MPS Experience (Principal) | |
| Prior experience capped at 15 years | | | Total experience* capped at 25 years | | | |

* Total experience, i.e., the sum of prior experience and MPS experience will be capped at 25 years. For total experience that is more than 25 years, MPS experience will be considered before prior experience and experience with higher coefficients will be prioritized. See the table above for experience in priority order to be counted towards the 25 years.

- 7) Available performance pay is currently \$2,000 for Highly Effective (HE) teachers and \$1,500 for Effective (E) teachers.

Proposed: Offering \$5,000 (HE) and \$3,000 (E) for performance pay

Budget Implications

- Not included in 2017-18 budget or multi year projections.

The following table shows the current salaries and proposed salaries based on the revised scale and the estimated budget impact.

Principals:

Considering \$1,500 per year principal experience increase for years served at MPS, the average increase per principal will be about \$7,051. \$1,500 of this difference comes from annual increase, about \$1,500 increase due to increase in performance pay, and the rest comes from the revisions made to the coefficients to recognize experience in school leadership, which was not recognized in the previous scales.

| | 2017-18 | 2018-19 |
|------------|---------------------|------------------|
| | Difference compared | Increase from |
| | to current salary | 2017-18 salaries |
| | | \$1,500 |
| MSA-1 | \$7,247 | \$8,747 |
| MSA-2 | \$12,358 | \$13,858 |
| MSA-3 | \$10,319 | \$11,819 |
| MSA-4 | (\$2,288) | (\$788) |
| MSA-5 | \$8,169 | \$9,669 |
| MSA-6 | (\$1,454) | \$46 |
| MSA-7 | \$8,640 | \$10,140 |
| MSA-BELL | \$6,989 | \$8,489 |
| MSA-SD | \$2,661 | \$4,161 |
| MSA-SA | \$329 | \$1,829 |
| MSA-SA | \$8,086 | \$9,586 |
| MPS | \$61,056 | \$77,556 |
| Average: | \$5,551 | \$7,051 |

Deans:

Considering \$1,250 per year dean experience increase for years served at MPS, the average increase per dean will be about \$2,951. \$1,250 of this difference comes from annual increase, about \$1,500 increase due to increase in performance pay, and the rest comes from the revisions made to the coefficients to recognize experience in school leadership, which was not recognized in the previous scales. Scale salaries of 9 out of 22 deans are below what they are currently making. Those will be offered their current salaries, and for the majority of them, the scale will catch up with their current salaries in one two years.

| | 2017-18 Difference compared to current salary TOTAL | 2017-18 Difference compared to current salary PER DEAN | 2018-19 Increase from 2017-18 salaries TOTAL | 2018-19 Increase from 2017-18 salaries PER DEAN |
|--------------|---|--|--|---|
| MSA-1 | \$10,978 | \$3,659.33 | \$14,728 | \$4,909 |
| MSA-2 | \$13,124 | \$4,374.67 | \$16,874 | \$5,625 |
| MSA-3 | (\$5,772) | (\$1,924) | \$4,334 | \$1,445 |
| MSA-4 | \$4,380 | \$4,380 | \$5,630 | \$5,630 |
| MSA-5 | (\$5,883) | (\$5,883) | \$0 | \$0 |
| MSA-6 | (\$954) | (\$954) | \$296 | \$296 |
| MSA-7 | \$5,133 | \$5,133 | \$6,383 | \$6,383 |
| MSA-BEL L | \$4,900 | \$1,633.33 | \$8,650 | \$2,883 |
| MSA-SD | (\$3,512) | (\$1,170.67) | \$6,927 | \$2,309 |
| MSA-SA | (\$9,072) | (\$3,024) | \$86 | \$29 |
| | | | | |
| MPS | \$13,322 | \$622 | \$63,908 | \$2,951 |

How Does This Action Relate/Affect/Benefit All MSAs?

A competitive salary scale discussion is needed to maintain and grow our Effective and Highly Effective school leaders and to recognize their performance.

Name of Staff Originator:

Orielle Revish, HR Director

Suat Acar, Chief Operations Officer

David Yilmaz, Chief Accountability Officer

Exhibits (attachments):

MPS Pay Raise Scale 2018-19 (School Leaders)



MPS EMPLOYEE PAY RAISE SCALE

SCHOOL LEADER POSITIONS

Last Amended: 1/16/18

MPS EMPLOYEE PAY RAISE SCALE (SCHOOL LEADER POSITIONS)

SALARY CALCULATIONS

Components of Employee Salaries

| School Level: School Leader Positions | | |
|---------------------------------------|------------------------------------|------------------------|
| 1 | Base School Salary | |
| | + | |
| 2 | Employee Qualifications Pay | |
| | + | |
| 3 | Employee Performance Pay | |
| | | → Base Employee Salary |

Narrative:

- 1) The MPS Board of Directors will closely work with the Home Office to review and update this employee pay raise scale and approve it at one of its meetings prior to the fiscal year to which it applies.
- 2) This Board-approved pay raise scale will be in effect as of July 1, 2018 and until the next Board approval of an updated scale. MPS reserves the right to modify this pay raise scale, as well as any policies affecting employee compensation, including but not limited to maintaining any pay raise scale at all.
- 3) This policy replaces and overrides any previous pay/bonus policy.
- 4) This pay raise scale applies to all full-time school leaders, i.e., principals, APs, and deans.
- 5) Salary for school leader positions has three major components: base school salary, employee qualifications pay, and employee performance pay.
- 6) The following salary bands will be applied to school leader positions:

| | | |
|--------------------------|-------------------|--------------------|
| Assistant Principal/Dean | Minimum: \$70,000 | Maximum: \$100,000 |
| Principal | Minimum: \$90,000 | Maximum: \$130,000 |
- If the pay raise calculations for a school leader result in an amount either below the band minimum or above the band maximum, the minimum or the maximum amounts will be applied respectively.
- 7) Employees currently receiving above the scale will continue to receive that amount until the scale catches up to that amount.
- 8) Retroactive salary increases are not permitted.

- 9) For employment-based visa holders, proposed salary based on scale cannot be under the prevailing wages as determined by the DOL.
- 10) Employees will be able to update their qualifications, such as degree, credential, etc., until July 10 of the new work year, and these updated qualifications will be used in salary calculations. For example; qualifications submitted by July 10, 2018 will be used in determining 2018-19 salaries.
- 11) Performance pay is based on the employee's performance rating. See "Employee Performance" for details.
- 12) Whether identified or not in this scale, the Home Office will make the final determination regarding salary calculations for any employee at any position and has the authority to make any revisions based on changing budget conditions.

1) BASE SCHOOL SALARY

| Base School Salary | | |
|----------------------------------|----------------------|--------------------|
| <u>Location</u> | <u>School</u> | <u>Base</u> |
| Los Angeles County (Reseda) | MSA-1 | \$45,066 |
| Los Angeles County (Van Nuys) | MSA-2 | \$45,066 |
| Los Angeles County (Carson) | MSA-3 | \$46,091 |
| Los Angeles County (Los Angeles) | MSA-4 | \$44,041 |
| Los Angeles County (Reseda) | MSA-5 | \$45,066 |
| Los Angeles County (Los Angeles) | MSA-6 | \$44,041 |
| Los Angeles County (Northridge) | MSA-7 | \$45,066 |
| Los Angeles County (Bell) | MSA-Bell | \$46,091 |
| San Diego County (San Diego) | MSA-San Diego | \$45,066 |
| Orange County (Santa Ana) | MSA-Santa Ana | \$44,041 |

Narrative:

- 1) The Base School Salary for each school is determined based on the specific school budget, size, and challenge, as well as the cost of living at the school location.
- 2) Based on the above parameters, the Board may adjust the Base School Salaries each year.

2) EMPLOYEE QUALIFICATIONS PAY

| Qualifications | | | | |
|-----------------------|------------------------------|--------------------|--------------------------------------|------------|
| Field # | Qualification | Coefficient | Points | Max |
| 1 | Position | \$1,015 | See table below. | 50 |
| 2 | Degree | \$1,015 | 1 or 3. See notes. | 3 |
| 3 | Credential | \$1,015 | 1 or 2. See notes. | 2 |
| 4 | Prior Experience (Other) | \$508 | 1 for each year up to 15 | 15 |
| 5 | Prior Experience (AP/Dean) | \$1,125 | 1 for each year up to 15 | 15 |
| 6 | Prior Experience (Principal) | \$1,350 | 1 for each year up to 15 | 15 |
| 7 | MPS Experience (Other) | \$1,015 | 1 for each year up to a total* of 25 | 25 |
| 8 | MPS Experience (AP/Dean) | \$1,250 | 1 for each year up to a total* of 25 | 25 |
| 9 | MPS Experience (Principal) | \$1,500 | 1 for each year up to a total* of 25 | 25 |

| Position Points | | | | |
|--------------------------|--------------------|---------|---------|------|
| Assistant Principal/Dean | 15 | | | |
| Principal | School Enrollment: | | | |
| Grade Span: | 0-199 | 200-399 | 400-599 | 600+ |
| K-5 or 6-8 | 25 | 30 | 35 | 40 |
| K-8, 9-12 or 6-12 | 30 | 35 | 40 | 45 |
| K-12 | 35 | 40 | 45 | 50 |

| Experience | | | | | | |
|-------------------------------------|----------------------------|------------------------------|--------------------------------------|--------------------------|----------------------------|--|
| Lower Priority | | | → | Higher Priority | | |
| Prior Experience (Other) | Prior Experience (AP/Dean) | Prior Experience (Principal) | MPS Experience (Other) | MPS Experience (AP/Dean) | MPS Experience (Principal) | |
| Prior experience capped at 15 years | | | Total experience* capped at 25 years | | | |

| Narrative: |
|---|
| <p>1) Position: See the table above for points for each position. Principal's position points will be based on the grade span of the school for the specific year of service and the school enrollment based on the P-1 report of the current year. Final decision will be made by the Home Office for extenuating circumstances.</p> <p>2) Degree: 1 point for master's degree; 3 points for doctoral degree. Points are not added; the highest degree will be considered.</p> |

3) Credential: 1 point for California Preliminary Administrative Services Credential; 2 points for California Clear Administrative Services Credential. Points are not added.

4) Prior Experience: Cap of 15 years will be applied for prior full-time, full-year school leader, teaching, and other related field work experience. See the table above for coefficients. For prior experience that is more than 15 years, experience with higher coefficients will be prioritized, i.e., principal experience will be considered first, followed by AP/Dean experience and other related field work experience. Student teaching as part of the credentialing program does not count for experience. Employees need to verify their prior employment. Final decision will be made by the Home Office.

5) MPS experience is valued more than prior experience; both full and partial MPS years will be added and the sum will be rounded to the lower multiple of one-half.

* Total experience, i.e., the sum of prior experience and MPS experience will be capped at 25 years. For total experience that is more than 25 years, MPS experience will be considered before prior experience and experience with higher coefficients will be prioritized. See the table above for experience in priority order to be counted towards the 25 years.

3) EMPLOYEE PERFORMANCE PAY

| Available Performance Pay | |
|---------------------------|---------|
| School Leader Positions | \$5,000 |

| End-of-Year Overall Evaluation Ratings | |
|--|--------------------------------------|
| Rating | Earns % of Available Performance Pay |
| 4: Highly Effective (HE) | 100% |
| 3: Effective (E) | 60% |
| 2: Developing (D) | N/A |
| 1: Ineffective (I) | N/A |

Narrative:

- 1) The Home Office will develop a performance evaluation system where employees will earn annual performance points out of 100.
- 2) Employees who receive a “4: Highly Effective (HE)” rating on their end-of-year overall evaluation will earn 100% of the available performance pay and those who receive a “3: Effective (E)” rating will earn 60% of the available performance pay.
- 3) Available performance pay will be an additional \$5,000 (for school leader positions) to the employee's base salary. This amount will be in effect until the next Board approval of an updated/revised scale.
- 4) MPS believes in use of data in determining employee performance. As explained in detail in MPS' board-approved employee evaluation protocols, survey and student assessment data as well as supervisor's evaluation of the employee on California Professional Standards for Educational Leaders (CPSEL) are used in school leader evaluations.
- 5) Performance pay is given only to existing full-time employees who have completed a full-year at MPS based on their performance in the finished year. Corresponding performance pay is included in next year's salaries.

Revision History:

| Revision | Date | Description of changes | Requested By |
|-----------------|-------------|--|---------------------|
| 0 | 5/12/14 | Initial Release | David Yilmaz |
| 1 | 3/25/15 | One percent is added to base pay (excluding benefits); base school salaries and coefficients for employee qualifications are revised. | Oswaldo Diaz |
| 2 | 5/12/16 | Salary bands are introduced. | Terri Boatman |
| 3 | 1/16/18 | Edited to reflect current base school salaries and language for employee evaluation ratings. Coefficients for employee qualifications and available performance pay amounts are revised; the band maximums are revised; school enrollment is made a factor in principal position points. | David Yilmaz |
| | | | |
| | | | |

Cover Sheet

Discuss and Approve the MPS Employee Pay Raise Scale for Full-Time Teaching Positions

Section: II. Recommended Action Item
Item: B. Discuss and Approve the MPS Employee Pay Raise Scale for
Full-Time Teaching Positions
Purpose: Vote
Submitted by:
Related Material: IIB-Pay_raise_scale_Full_001.pdf



| | |
|---------------------|--|
| Board Agenda Item # | Agenda # II B- Recommend for Action Item |
| Date: | 01.16.2018 |
| To: | Magnolia Board of Directors- Personnel Committee |
| From: | Caprice Young, Ed.D., CEO & Superintendent |
| Staff Lead: | Orielle Revish, HR Director Suat Acar, Chief Operations Officer David Yilmaz, Chief Accountability Officer |
| RE: | Discussion/Action: MPS Employee Pay Raise Scale for Full-Time Teaching Positions |

Proposed Board Recommendation

I move that the committee approve the MPS Employee Pay Raise Scale for Full-Time Teaching Positions.

Background

MPS has been implementing a board-approved pay raise scale for full-time teaching staff since the 2014-15 school year. Salary for full-time teaching positions has four major components: base school salary, employee qualifications pay, employee performance pay, and pay for additional duties. MPS Home Office has met with teachers, school leaders, and our board numerous times in the past to solicit feedback and refine our pay raise scale to meet the needs of our teaching staff within budget. As such, improvements and revisions have been made to the scale in the past as approved by our board. The purpose of this agenda is to refresh our board committee with the past revisions and start discussion around possible future changes.

Revisions have been made in the past such as increasing the base school salaries based on school budget, size, and challenge, as well as the cost of living at the school location. Another great addition to the scale, as directed by the board, has been the introduction of performance pay for Effective (\$1,500) and Highly Effective (\$2,000) teachers. As explained in detail in MPS' board-approved employee evaluation protocols, survey and student assessment data as well as supervisor's evaluation of the employee on MPS Framework for Teaching are used in teaching staff evaluations. Pay for additional duties is crucial for MPS as we need to involve our teaching staff in leadership roles and get their support in running MPS signature programs, such as running a department or a grade level, coordinate EL services, serve as WASC coordinator, or to coach special competitions, to name a few. The Home Office has updated the list of available and needed additional duties add-on points in 2017-18 to better fit our needs.

In the past, MPS implemented differential pay for some hard-to-find subject areas and this differential was removed at the board meeting on March 10, 2016. The attached scale for teaching positions is a clean copy of the final scale that reflects all changes made.

As yellow highlighted in the attachment, some topics for discussion and proposed changes include:

1) Base school salaries

Current:

| Base School Salary | | |
|----------------------------------|----------------------|--------------------|
| <u>Location</u> | <u>School</u> | <u>Base</u> |
| Los Angeles County (Reseda) | MSA-1 | \$45,066 |
| Los Angeles County (Van Nuys) | MSA-2 | \$45,066 |
| Los Angeles County (Carson) | MSA-3 | \$46,091 |
| Los Angeles County (Los Angeles) | MSA-4 | \$44,041 |
| Los Angeles County (Reseda) | MSA-5 | \$45,066 |
| Los Angeles County (Los Angeles) | MSA-6 | \$44,041 |
| Los Angeles County (Northridge) | MSA-7 | \$45,066 |
| Los Angeles County (Bell) | MSA-Bell | \$46,091 |
| San Diego County (San Diego) | MSA-San Diego | \$45,066 |
| Orange County (Santa Ana) | MSA-Santa Ana | \$44,041 |

2) Prior Experience coefficient and cap of years

Current:

| <u>Field #</u> | <u>Qualification</u> | <u>Coefficient</u> | <u>Points</u> | <u>Max</u> |
|-----------------------|-----------------------------|---------------------------|--------------------------------|-------------------|
| 3 | Prior Experience | \$508 | 1 for each year up to 10 years | 10 |

Cap of 10 years will be applied for prior full-time, full-year teaching, administrative, and other related field work experience. Student teaching as part of the credentialing program does not count. Employees need to verify their prior employment. Final decision will be made by the Home Office.

Discuss coefficient: Increase or not?

\$508 per year for prior experience creates a difficulty when recruiting teachers with experience. MPS teachers see an increase of \$1,015 per year. A candidate with 10 years of teaching experience would get \$5,080 for prior experience while a current MPS teacher with 10 years experience would get \$10,150. The difference creates discrepancy in the pay scale when recruiting experienced teachers; closing this discrepancy by increasing the prior experience coefficient might help. This would also impact existing teachers' salaries. See Budget Implications below for different scenarios:

Discuss cap: 10 vs. 15 years

MPS has few teachers with more than 10 years of prior experience so it will not likely impact the budget to extend the 10 years to 15 years at the moment, but it might help in attracting more experienced teachers during recruitment.

3) MPS Experience is capped at 15 years.

This is causing an inconvenience for teachers who have started their career at MPS. Their experience is capped at 15 years for life per the scale while a teacher who has prior experience can earn up to 10 prior + 15 MPS = 25 experience years.

As proposed in the leadership scale, we are proposing to increase the total number of years to be capped at 25. Sample language is as follows:

* Total experience, i.e., the sum of prior experience and MPS experience will be capped at 25 years. For total experience that is more than 25 years, MPS experience will be considered before prior experience.

4) Available performance pay is currently \$2,000 for Highly Effective (HE) teachers and \$1,500 for Effective (E) teachers.

Discuss: Offering \$5,000 (HE) and \$3,000 (E) for performance pay

Budget Implications

- Budget Impact has not been included in the board approved budgets.

No action is made at this point. If the performance pay was increased to the above-mentioned amounts, the annual impact would approximately be as follows:

| School | # Effective (E) | # Highly Effective (HE) | Total Budget Impact: (\$1,500 * E)+ (\$3,000 * HE) | Average Raise Per Teacher due to Performance Pay Increase |
|------------|-----------------|-------------------------|--|---|
| MSA-1 | 12 | 14 | \$60,000 | \$2,308 |
| MSA-2 | 14 | 6 | \$39,000 | \$1,950 |
| MSA-3 | 9 | 7 | \$34,500 | \$2,156 |
| MSA-4 | 5 | 4 | \$19,500 | \$2,167 |
| MSA-5 | 6 | 1 | \$12,000 | \$1,714 |
| MSA-6 | 4 | 4 | \$18,000 | \$2,250 |
| MSA-7 | 1 | 13 | \$40,500 | \$2,893 |
| MSA-BELL | 11 | 4 | \$28,500 | \$1,900 |
| MSA-SD | 3 | 9 | \$31,500 | \$2,625 |
| MSA-SA | 13 | 8 | \$43,500 | \$2,071 |
| MPS | 78 | 70 | \$327,000 | \$2,209 |

If prior experience pay was increased from \$508 per year to, for example \$750 per year and \$900 per year, the approximate impact to the school budgets would be as follows:

| | # of teachers | Total Prior Year Exp. | Average Prior Year Exp. | Total Payment for Prior Experience \$508 | Total Payment for Prior Experience \$750 | Total Impact | Average impact per teacher | Total Payment for Prior Experience \$900 | Total Impact | Average impact per teacher |
|------------|---------------|-----------------------|-------------------------|--|--|------------------|----------------------------|--|------------------|----------------------------|
| MSA-1 | 27 | 70 | 2.6 | \$35,560 | \$52,500 | \$16,940 | \$627 | \$63,000 | \$27,440 | \$1,016 |
| MSA-2 | 24 | 89 | 3.7 | \$45,212 | \$66,750 | \$21,538 | \$897 | \$80,100 | \$34,888 | \$1,454 |
| MSA-3 | 17 | 80 | 4.7 | \$40,640 | \$60,000 | \$19,360 | \$1,139 | \$72,000 | \$31,360 | \$1,845 |
| MSA-4 | 12 | 30 | 2.5 | \$15,240 | \$22,500 | \$7,260 | \$605 | \$27,000 | \$11,760 | \$980 |
| MSA-5 | 15 | 43 | 2.9 | \$21,844 | \$32,250 | \$10,406 | \$694 | \$38,700 | \$16,856 | \$1,124 |
| MSA-6 | 7 | 10 | 1.4 | \$5,080 | \$7,500 | \$2,420 | \$346 | \$9,000 | \$3,920 | \$560 |
| MSA-7 | 13 | 29 | 2.2 | \$14,732 | \$21,750 | \$7,018 | \$540 | \$26,100 | \$11,368 | \$874 |
| MSA-BELL | 18 | 46 | 2.6 | \$23,368 | \$34,500 | \$11,132 | \$618 | \$41,400 | \$18,032 | \$1,002 |
| MSA-SD | 18 | 66 | 3.7 | \$33,528 | \$49,500 | \$15,972 | \$887 | \$59,400 | \$25,872 | \$1,437 |
| MSA-SA | 44 | 146 | 3.3 | \$74,168 | \$109,500 | \$35,332 | \$803 | \$131,400 | \$57,232 | \$1,301 |
| MPS | 195 | 609 | 3.1 | \$309,372 | \$456,750 | \$147,378 | \$756 | \$548,100 | \$238,728 | \$1,224 |

How Does This Action Relate/Affect/Benefit All MSAs?

A competitive salary scale discussion is needed to maintain and grow our Effective and Highly Effective teachers and to recognize their performance.

Name of Staff Originator:

Orielle Revish, HR Director

Suat Acar, Chief Operations Officer

David Yilmaz, Chief Accountability Officer

Exhibits (attachments):

MPS Pay Raise Scale 2017-18 (Teaching Positions)



MPS EMPLOYEE PAY RAISE SCALE

FULL-TIME TEACHING POSITIONS

Last Amended: 1/16/18

MPS EMPLOYEE PAY RAISE SCALE (FULL-TIME TEACHING POSITIONS)

SALARY CALCULATIONS

Components of Employee Salaries

| School Level: Teaching Positions | | |
|----------------------------------|--|------------------------|
| 1 | <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>Base School Salary</p> </div> | |
| | + | → Base Employee Salary |
| 2 | <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>Employee Qualifications Pay</p> </div> | |
| | + | |
| 3 | <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>Employee Performance Pay</p> </div> | |
| | + | |
| 4 | <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>Pay for Additional Duties</p> </div> | |

Narrative:

- 1) The MPS Board of Directors will closely work with the Home Office to review and update this employee pay raise scale and approve it at one of its meetings prior to the fiscal year to which it applies.
- 2) This Board-approved pay raise scale will be in effect as of August 1, 2014 and until the next Board approval of an updated scale. MPS reserves the right to modify this pay raise scale, as well as any policies affecting employee compensation, including but not limited to maintaining any pay raise scale at all.
- 3) This policy replaces and overrides any previous pay/bonus policy.
- 4) This pay raise scale applies to all full-time teaching staff.
- 5) Salary for full-time teaching positions has four major components: base school salary, employee qualifications pay, employee performance pay, and pay for additional duties.
- 6) Additional duties for employees will be assigned add-on points as explained further in this scale. These duties have to be approved by the school administration and the Home Office. The add-on points for such additional duties are not part of employee's base salary; they are earnings on top of the base employee salary designated for the extra duties performed for the specific year of service. Payment for additional duties will be made during and only for the fiscal year in which the duties are performed. See "Additional Duties" for details.
- 7) Employees currently receiving above the scale will continue to receive that amount until the scale catches up to that amount.
- 8) Retroactive salary increases are not permitted.
- 9) For employment-based visa holders, proposed salary based on scale cannot be under the prevailing wages as

determined by the DOL.

10) Employees will be able to update their qualifications, such as degree, credential, etc., until August 20 of the new work year, and these updated qualifications will be used in salary calculations. For example; qualifications submitted by August 20, 2014 will be used in determining 2014-15 salaries.

11) Performance pay is based on the employee's performance rating. See "Employee Performance" for details.

12) Whether identified or not in this scale, the Home Office will make the final determination regarding salary calculations for any employee at any position and has the authority to make any revisions based on changing budget conditions.

1) BASE SCHOOL SALARY

| Base School Salary | | |
|----------------------------------|---------------|-------------|
| <u>Location</u> | <u>School</u> | <u>Base</u> |
| Los Angeles County (Reseda) | MSA-1 | \$45,066 |
| Los Angeles County (Van Nuys) | MSA-2 | \$45,066 |
| Los Angeles County (Carson) | MSA-3 | \$46,091 |
| Los Angeles County (Los Angeles) | MSA-4 | \$44,041 |
| Los Angeles County (Reseda) | MSA-5 | \$45,066 |
| Los Angeles County (Los Angeles) | MSA-6 | \$44,041 |
| Los Angeles County (Northridge) | MSA-7 | \$45,066 |
| Los Angeles County (Bell) | MSA-Bell | \$46,091 |
| San Diego County (San Diego) | MSA-San Diego | \$45,066 |
| Orange County (Santa Ana) | MSA-Santa Ana | \$44,041 |

Narrative:

1) The Base School Salary for each school is determined based on the specific school budget, size, and challenge, as well as the cost of living at the school location.

2) Based on the above parameters, the Board may adjust the Base School Salaries each year.

2) EMPLOYEE QUALIFICATIONS PAY

| Qualifications | | | | |
|-----------------------|----------------------|--------------------|--------------------------------|------------|
| Field # | Qualification | Coefficient | Points | Max |
| 1 | Degree | \$1,015 | 1, 2 or 3. See notes. | 3 |
| 2 | Credential | \$1,015 | 1, 2 or 3. See notes. | 3 |
| 3 | Prior Experience | \$508 | 1 for each year up to 10 years | 10 |
| 4 | MPS Experience | \$1,015 | 1 for each year up to 15 years | 15 |

Narrative:

- 1) Degree: 1 point for each master's degree; 3 points for a doctoral degree
- 2) Credential: 1 point for California Clear Teaching Credential and 2 points for National Board Certification for a total of up to 3 points. Preliminary credential or additional number of credentials do not earn points.
- 3) Cap of 10 years will be applied for prior full-time, full-year teaching, administrative, and other related field work experience. Student teaching as part of the credentialing program does not count. Employees need to verify their prior employment. Final decision will be made by the Home Office.
- 4) MPS experience is valued more than prior experience and capped at 15 years. Full and partial years will be added and the sum will be rounded to the lower multiple of one-half.

3) EMPLOYEE PERFORMANCE PAY

| Available Performance Pay | |
|----------------------------------|---------|
| School Level: Teaching Positions | \$2,000 |

| End-of-Year Overall Evaluation Ratings | |
|--|--------------------------------------|
| Rating | Earns % of Available Performance Pay |
| 4: Highly Effective (HE) | 100% |
| 3: Effective (E) | 75% |
| 2: Developing (D) | N/A |
| 1: Ineffective (I) | N/A |

| Narrative: |
|--|
| <p>1) The Home Office will develop a performance evaluation system where employees will earn annual performance points out of 100.</p> <p>2) Employees who receive a “4: Highly Effective (HE)” rating on their end-of-year overall evaluation will earn 100% of the available performance pay and those who receive a “3: Effective (E)” rating will earn 75% of the available performance pay.</p> <p>3) Available performance pay will be an additional \$2,000 (for school level teaching positions) to the employee's base salary. This amount will be in effect until the next Board approval of an updated/revised scale.</p> <p>4) MPS believes in use of data in determining employee performance. As explained in detail in MPS' board-approved employee evaluation protocols, survey and student assessment data as well as supervisor's evaluation of the employee on MPS Framework for Teaching are used in teaching staff evaluations.</p> <p>5) Performance pay is given only to existing full-time employees who have completed a full-year at MPS based on their performance in the finished year. Corresponding performance pay is included in next year's salaries.</p> |

4) PAY FOR ADDITIONAL DUTIES

| Coefficient | |
|-----------------------------------|---------|
| Coefficient for Additional Duties | \$1,000 |

| Additional Duties | |
|--|----------------------|
| Duty | Add-on Points |
| Discipline Coordinator | 5.0 |
| I.T. Technician | 5.0 |
| Testing Coordinator | 5.0 |
| MTSS Coordinator | 3.0 |
| EL Coordinator | 3.0 |
| A.R. Coordinator | 2.5 |
| After School Coordinator | 2.5 |
| STEAM Festival/Expo Coordinator | 2.0 |
| AP Teacher | 2.0 |
| Athletic Director | 2.0 |
| Department Chair | 1.5 |
| Grade Level Chair | 1.5 |
| WASC Self-Study Coordinator | 1.5 |
| BTSA Mentor | 1.5 |
| SSPT Coordinator | 1.0 |
| Extracurricular Activities Coordinator | 1.0 |
| Blended Learning Coordinator | 1.0 |
| Seasonal Sports Coach | 1.0 |
| Extra Teaching Hours *** | 1.0 |
| CAP Mentor | 1.0 |
| Student Leadership/Gov't. Advisor | 1.0 |
| STEM Club | 1.0 |
| Extra Club | 1.0 |
| Special Competition Coach | 0.5 |
| Reflection Committee Team Member | 0.5 |

Narrative:

- 1) The coefficient for additional duties is \$1,000 per add-on point.
- 2) Additional duties for employees will be assigned add-on points as indicated in the table for additional duties. These duties have to be approved by the school administration and the Home Office annually prior to the duties are performed.
- 3) The add-on points for additional duties are not part of employee's base salary; they are earnings on top of the base employee salary designated for the extra duties performed for the specific year of service.
- 4) Payment for additional duties will be made during and only for the fiscal year in which the duties are performed. Depending on the duties, this amount can either be included in the semi-monthly salary or paid to the employee in several installments.
- 5) STEM clubs include Advanced Math, Lego, Science, and other approved STEM clubs.
- 6) Special competitions include MathCounts, Lego, County Science Fairs, Spelling Bee, Academic Decathlon, Art contests, and other approved competitions.
- 7) Extra clubs are clubs employees offer in addition to their required two (2) after-school tutoring/club sessions.
- 8) Each additional weekly teaching hour over the standard 25 hours, plus 2.5 hours of SSR/Advisory, will earn the employee 1.0 point for their annual salary. For example; a teacher teaching 27 hours, plus 2.5 hours of SSR/Advisory per week over a year, will earn 2.0 add-on points, i.e., and additional \$2,000 for the year.
- 9) Payments for any additional duties not described herein (Saturday tutoring, other approved hourly duties, etc.) will be resolved by the school administration and the Home Office via payroll.
- 10) Exceptions: The add-on points for additional duties are for full-time teaching staff and other approved staff on a case-by-case basis. Principals and assistant principals/deans do not earn add-on points for any of the additional duties listed in this table. MTSS coordinator does not earn add-on points for SSPT coordination. After-school coordinators do not earn add-on points for after-school coordination if they are already being paid separately for that duty, e.g., through an after-school grant. Computer teachers who also do IT technician duties for less than 50% of their time can earn add-on points for their IT technician duties. If they do IT for 50% or more of their time, then they will be regarded as IT Technician for salary calculations. Final decision will be made by the school administration and the Home Office.

Revision History:

| Revision | Date | Description of changes | Requested By |
|-----------------|-------------|--|---------------------|
| 0 | 5/12/14 | Initial Release | David Yilmaz |
| 1 | 3/10/16 | The difference in pay between teachers teaching different subjects is removed; one percent is added to base pay (excluding benefits). | Terri Boatman |
| 2 | 3/8/17 | Additional duties and corresponding add-on points are revised by the Home Office. | Orielle Revish |
| 3 | 1/16/18 | Edited to reflect above changes, including current base school salaries, additional duties, add-on points, and language for employee evaluation ratings. | David Yilmaz |
| | | | |
| | | | |

Cover Sheet

HR Expectations/Needs/Policy Drafts/ DEI Survey Results

Section: III. Updates and Discussion Items
Item: A. HR Expectations/Needs/Policy Drafts/ DEI Survey Results
Purpose: Discuss
Submitted by:
Related Material: III.A-HR_expectations_ne_001.pdf



| | |
|---------------------|---|
| Board Agenda Item # | Agenda # III.A- Updates and Discussions Items |
| Date: | January 16, 2018 |
| To: | Magnolia Board of Directors – Personnel Committee |
| From: | Caprice Young, Ed.D., CEO & Superintendent |
| Staff Lead: | Oreeille Revish, Human Resources Director |
| RE: | HR Expectations/Needs/Policy Drafts/ DEI Survey |

Proposed Board Recommendation

Background

California law requires that all students take two years of science including biological and physical science to be eligible for a high school diploma. The state standards are broken down by grade level. High school standards are divided into the four disciplines of earth, biology/life, physics, and chemistry. LACOE has provided a list of science subjects that can be taught with an “Integrated Science Credential”. We have been partnering with CSDH to support intern/student teachers. Per CSDH, the most difficult intern/student to place is a student with an “Integrated Science” credential. MPS has a place for them in our middle schools. See attachment.

Here are the following items up for discussion for today’s meeting:

- HR Expectations
 - Continuous Buildout of Paycom
 - Develop a Retention Policy
 - Referral Program
 - On-Boarding Journal
 - Additional Team member for the HR Team
- Employee engagement survey swapped for Diversity Equity and Inclusion Survey by Kauffman Group – Results/ Highlights
- New Partnerships
 - Cal State Dominguez Hills – Teacher Intern program
 - Teach for America
 - Scoot
 - Yardstick Management

- EnCorps
- School Spring
- Policy Revisions
 - Time and Attendance

Budget Implications

- None

Name of Staff Originator:

- Oreeille Revish, HR Director

Exhibits (attachments):

PPT and NGSS Handout



PERSONNEL COMMITTEE

OREILLE REVISH – HR DIRECTOR

1/16/2018



HR EXPECTATIONS 2018-19

- **Continuous Paycom Buildout (2 year anniversary!)**
 - Enhance the “Employee Self Service” Portal
 - Drafting a policy around “Time and Attendance”
 - Employees will be able to manage basic ESS tasks including Direct Deposit.
 - Clean –Up! (June 2018)
 - Set up Positions/Remove old Coolsis positions.
- **Develop a Retention Policy**
- **Develop a Referral Program**
- **On-Boarding Journal**
 - Staff to have an understanding of MPS culture, the #magnoliaway, receive the commitment to diversity message (Caprice), Locations, “Who is who”, etc. to promote uniformity
- **Additional HR Team member (Recruitment – Centralized On-Boarding and Paycom Documents/Checklists)**

DEI SURVEY



- **Background:** 12/2017 MPS partnered with the Kauffman Foundation, for the inaugural Diversity, Equity, & Inclusion (DEI) Accelerator cohort.
- Rather than roll out an engagement survey, staff were encouraged to participate in the DEI Survey last December
- **Participants included:**
 - Certificated Supervisors and Admin (Deans/Principals) - 36
 - Classified Office/Clerical - 49
 - Teachers - 189
 - Classified Other – 75
- **Results to be announced – Action plan to be built around those responses.**



NEW PARTNERSHIPS

- **Cal State Dominguez Hills**
 - Under the direction of Dr. Harris, we have partnered with CSDH Teacher Credentialing program.
 - Interning teachers are currently taking coursework and need a place to intern (Retention Policy). With a strong retention policy, we could 'grow' our own teachers.
 - Requirements for the Program
 - MPS needs a credentialed teacher on site (Master Teacher).
 - **CSDH will pay a stipend to the Master Teacher*** (Piloted at MSA 8)
 - CSDH will send a professor/mentor of the program to observe in the teaching setting
 - Intern Teachers VS Student Teachers
 - Integrated Science credential hardest to place (NGSS Grid)

NEW PARTNERSHIPS (CONT.)

- **Teach for America – secondary conference call 1/17**
 - We would like to cover partnerships that can provide schools/training for incoming Core Members.
 - Interested in interviewing core members to staff our ten sites.
- **Scoot, Yardstick Management**
 - Placement Agencies specific to educators
- **School Spring – Similar to Edjoin (Cost Associated)**





NEW PARTNERSHIPS (CONT.)

- **EnCorps (Per in-kind Donation)**
 - Members are matched with an EnCorps partner school (MPS) and commit to 2-5 hours per week for tutoring.
 - In their tutoring experience, members work directly with individual or small groups of students who need assistance in their academic studies.
 - During guest teaching, members are matched with a mentor teacher for observation, small group work and the opportunity to design and deliver their own lessons.

UNUM EAP AND LIFE INSURANCE



- Available 1/1/18!
- Employee Assistance Program already being utilized – Employer paid
- Life Insurance to be explained to the district (Enrollment forms to be mailed and uploaded to Paycom)
- Life Insurance Up to 50k



POLICY REVISIONS

- **Time and Attendance**
 - Establish clear guidelines on Paycom expectations (Punching in and out for salaried and hourly staff)
 - ESS Policy – (Importance of keying accurate data for W4/Address information/ importance of logging in and out, how to use, etc)
- **Leave of Absence (Absence Soft System – 1/31)**
 - Process and Procedures

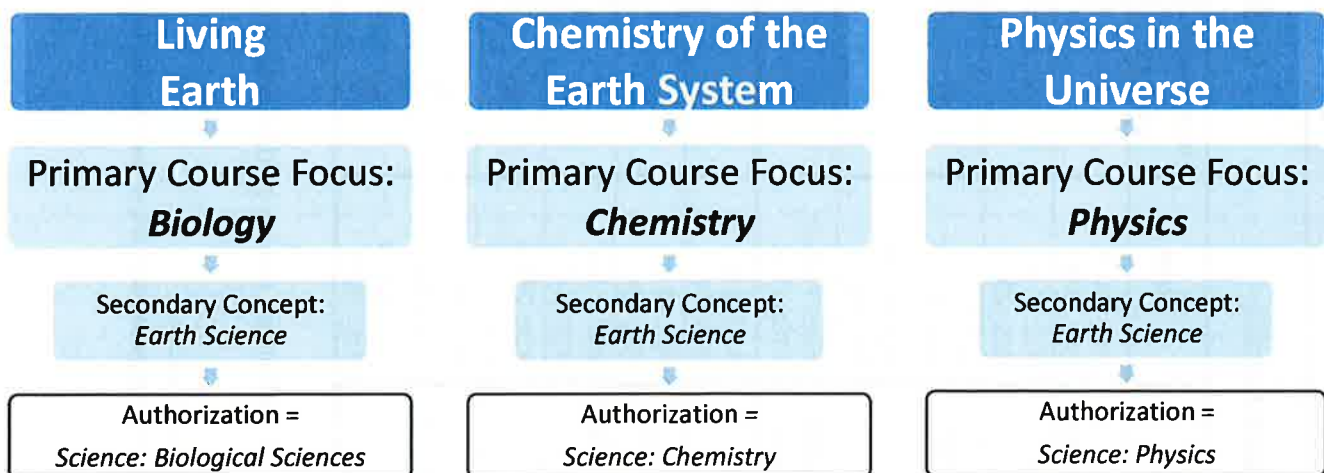
NGSS Integrated Science

Next Generation Science Standards (NGSS) give local educators the flexibility to design science courses through a new approach to integration of the sciences. Employers may design Integrated Science courses that rely on crosscutting a secondary science concept into another main science area. Crosscutting highlights connections within and among the science disciplines by providing a bridge between concepts and connecting core ideas. The Commission recognizes that this new approach to Integrated Science at the high school level may result in confusion as to whom should teach such integrated courses because each course may include more than one science area.



To identify the appropriate credential authorization, employers must first determine what the **primary science content** area is for an Integrated Science course at the high school level. The primary focus will determine the appropriate science authorization needed. The secondary science area used for the crosscutting aspect of the course is not a factor as long as it is used solely as a lens to highlight the main science concept.

The [California Science Framework](#), adopted by the State Board of Education, was created to align with NGSS and includes a [three-course model](#) for grades 9-12. This model follows the integrated science framework described above, blending the three main science areas of biology, chemistry, and physics with earth sciences serving as a crosscutting concept throughout the curriculum. The new model differs from the previous integrated science courses seen at the high school level prior to NGSS because each course has a main science content area as the focus rather than being completely integrated across multiple science concepts. This distinction means that the required authorization to teach each of these integrated science courses at the high school level must be specific to the primary science area focused on in the course, as shown in the graphic below.



The charts below shows science authorizations that may authorize the CA science framework developed based on NGSS.

The charts only include the most commonly issued science authorizations.

For a complete list of science related authorizations, see the archived [Science Authorization chart](#).

| Document Details | | Curriculum for Middle Grades | | | | | Curriculum for High School Grades (Including Integrated Sciences in Primary Content) | | | | |
|---|--------------------------|------------------------------|-----------------------|--------------|------------------|--------------------|---|----------------|-------------------|--|--|
| Authorization | Code | Integrated Science | Earth & Space Science | Life Science | Physical Science | Biological Science | Chemistry | Physics | Earth/ Geoscience | | |
| Science: Biological Sciences | R1S: SBS or R1S: SBSX | ✓ | ✓ | ✓ | ✓ | ✓ | X | X | X | | |
| Science: Chemistry | R1S: SC or R1S: SCX | ✓ | ✓ | ✓ | ✓ | X | ✓ | X | X | | |
| Science: Physics | R1S: SP or R1S: SPX | ✓ | ✓ | ✓ | ✓ | X | X | ✓ | X | | |
| Science: Geosciences | R1S: SGS or R1S: SGSX | ✓ | ✓ | ✓ | ✓ | X | X | X | ✓ | | |
| Foundation-Level General Science | R1GS: FLGS or R1GS: FLGX | ✓ | ✓ | ✓ | ✓ | X | X | X | X | | |
| Life Science | R1S: LS or R1S: LSX | ✓ | X | ✓ | X | ✓ | X | X | X | | |
| Physical Science | R1S: PS or R1S: PSX | ✓ | ✓ | X | ✓ | X | ✓ | ✓ | ✓ | | |
| Biological Science ¹ (Specialized) | R1E: BSS or R1E: BSSX | X | X | X | X | ✓ ¹ | X | X | X | | |
| Chemistry ¹ (Specialized) | R1H: CHS or R1H: CHSX | X | X | X | X | X | ✓ ¹ | X | X | | |
| Physics ¹ (Specialized) | R1P: PHS or R1P: PHSX | X | X | X | X | X | X | ✓ ¹ | X | | |
| Geosciences ¹ (Specialized) | R1G: GES or R1G: GESX | X | X | X | X | X | X | X | ✓ ¹ | | |

✓ = Authorizes service in identified subject matter

X = Does not authorize service in identified subject matter

¹ Does NOT authorize the holder to teach any of the CA NGSS Integrated Science courses. The holder is authorized to teach only the indicated subject matter content.



The chart below shows additional science authorizations that may authorize the CA science framework developed based on NGSS.

Note: *Introductory Subject Matter Authorizations added to Single and Multiple Subject Credentials authorize the holder to teach curriculum designed for grades 9 and below to students up to grade 12. Supplementary Authorizations added to Multiple Subject Credentials authorize the holder to teach curriculum designed for grades 9 and below to students up to grade 9.*

| Additional Science Authorizations for CA NGSS Science Curriculum | | | | | | | | | | | | | |
|--|---------------------------------|--|-----------------------|--------------|------------------|-------------------------------|-----------------------------------|-------------------------------|----------------------|-------------------------------|----------------------|-------------------------------|----------------------|
| Document Details | | Curriculum for Middle Grades | | | | | Curriculum for High School Grades | | | | | | |
| Authorization | Code | Integrated Science <i>Does not include grade 10-12 curriculum</i> | Earth & Space Science | Life Science | Physical Science | Biological Science | | Chemistry | | Physics | | Earth/ Geoscience | |
| | | | | | | Curriculum Grades 9 and Below | Any Curriculum Level | Curriculum Grades 9 and Below | Any Curriculum Level | Curriculum Grades 9 and Below | Any Curriculum Level | Curriculum Grades 9 and Below | Any Curriculum Level |
| Supplementary & Subject Matter Authorizations | (Introductory) Science | SMAB: IS1 R1B: IS1 R2B: SCIE | ✓ | ✓ | ✓ | ✓ | ✓ | ✗ | ✓ | ✓ | ✗ | ✓ | ✗ |
| | (Introductory) General Science | R1B: IGS R2B: GSCI | ✓ | ✓ | ✓ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| | (Introductory) Life Science | R1B: ILS R2B: LS | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| | (Introductory) Physical Science | R1B: IPS R2B: PS | ✗ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✗ |
| | Biological Science/ Biology | SMAA: BS R1A: BIOL or BSCI | ✗ | ✓ | ✗ | ✓ ¹ | ✓ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| | Chemistry | SMAA: CHEM R1A: CHEM | ✗ | ✗ | ✗ | ✗ | ✓ | ✓ ¹ | ✗ | ✗ | ✗ | ✗ | ✗ |
| | Physics | SMAA: PHYS R1A: PHYS | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✓ ¹ | ✓ | ✗ | ✗ |
| | Geoscience/ Earth Science | SMAA: GEOS R1A: GEOS or ES | ✗ | ✓ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✓ ¹ |

✓ = Authorizes service in identified subject matter ✗ = Does not authorize service in identified subject matter

¹ Does NOT authorize the holder to teach any of the CA NGSS Integrated Science courses designed for High School level curriculum unless the holder also has either the Foundation- Level General Science authorization or another full broad science authorization.



