



## Magnolia Public Schools

### Development and Stakeholder Committee

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**Date and Time**

Wednesday May 19, 2021 at 6:00 PM PDT

**Location**

<https://zoom.us/j/92538746472?pwd=SnZZeVFieVhkM2hCaCtqWjBQN3J0dz09>

**Meeting ID:** 925 3874 6472

**Passcode:** 273532

**One tap mobile:** +16699009128,,92538746472# US (San Jose)

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All members of the public can participate by calling in using the numbers provided above.

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Any public records relating to an agenda item for an open session which are distributed to all, or a majority of all, of the Board Members shall be available for public inspection. Magnolia Public Schools values public comment during Board meetings. For members of the public who would like to speak, we have speaker cards to be filled out prior to the beginning of the meeting. For teleconference meetings you can email us your request for public comment. We limit individual speakers to three (3) minutes and speakers with interpreters to six (6) minutes. For any questions regarding this meeting email [board@magnoliapublicschools.org](mailto:board@magnoliapublicschools.org) or call 213-628-3634 Ext. 100.

**Committee Members:**

Ms. Diane Gonzalez, Chair

Dr. Umit Yapanel

Ms. Sandra Covarrubias

Mr. Mekan Muhammedov (Alternate)

**CEO & Superintendent:**

Mr. Alfredo Rubalcava

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**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
Opening Items			
<b>A. Call the Meeting to Order</b>			
<b>B. Record Attendance and Guests</b>			
<b>C. Public Comments</b>			2 m
<b>D. Approval of Agenda</b>	Vote		1 m
<b>E. Announcements from CEO &amp; Superintendent and Committee Members</b>			5 m
<b>F. Approve Minutes from the Stakeholder Engagement Committee Meeting on May 10, 2021</b>	Approve Minutes		1 m
Approve minutes for Stakeholder and Community Engagement Committee Meeting on May 10, 2021			
<b>II. Recommended Action Items</b>			<b>6:09 PM</b>
<b>A. 2021-22 Pay Raise Scales for Teachers, Non Classroom Based Academic Personnel and School Leaders</b>	Vote	S.Acar	20 m
<b>III. Closing Items</b>			<b>6:29 PM</b>
<b>A. Adjourn Meeting</b>	FYI		

## Cover Sheet

### Approve Minutes from the Stakeholder Engagement Committee Meeting on May 10, 2021

**Section:** I. Opening Items  
**Item:** F. Approve Minutes from the Stakeholder Engagement  
Committee Meeting on May 10, 2021  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for Stakeholder and Community Engagement Committee Meeting on May 10,  
2021

APPROVED



## Magnolia Public Schools

### Minutes

#### Stakeholder and Community Engagement Committee Meeting

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**Date and Time**

Monday May 10, 2021 at 6:00 PM

**Location**

<https://zoom.us/j/95576645150?pwd=V3VXLzBHaGtmWjFJNFVtT2VONFlsdz09>

**Meeting ID:** 955 7664 5150      **Passcode:** 177673

**One tap mobile:** +16699009128,,95576645150# US (San Jose)

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**Committee Members:**

Ms. Diane Gonzalez, Chair

Dr. Umit Yapanel

Ms. Sandra Covarrubias

Mr. Mekan Muhammedov (Alternate)

**CEO & Superintendent:**

Mr. Alfredo Rubalcava

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**Committee Members Present**

D. Gonzalez (remote), S. Covarrubias (remote), U. Yapanel (remote)

**Committee Members Absent**

*None*

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**I. Opening Items****A. Call the Meeting to Order**

D. Gonzalez called a meeting of the Development and Stakeholder Committee of Magnolia Public Schools to order on Monday May 10, 2021 at 6:07 PM.

**B. Record Attendance and Guests**

Refer to attendance information reported above.

**C. Public Comments**

No public comments was given at this time.

**D. Approval of Agenda**

U. Yapanel made a motion to approve the agenda as presented.

D. Gonzalez seconded the motion.

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

**Roll Call**

D. Gonzalez Aye

S. Covarrubias Aye

U. Yapanel Aye

**E. Approve Minutes from the Stakeholder Engagement Committee Meeting on May 7, 2019**

U. Yapanel made a motion to approve the minutes from Regular Stakeholder Engagement Committee Meeting on 05-07-19.

S. Covarrubias seconded the motion.

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

**Roll Call**

D. Gonzalez Aye

U. Yapanel Aye

S. Covarrubias Aye

**II. Recommended Action Items**

**A. Creation of the MPS Development and Stakeholder Committee**

I.Soto, Director of Development & Communications, presented to the committee the creation of the MPS Development & Stakeholder Committee. This committee is a revised version of the already established MPS Stakeholder and Community Engagement Committee which adds on Development aspects to the committee such as reviewing policy and procedures for all fundraising programs and accountability. The committee will hold on to its existing functions including stakeholder, parent and community engagement and personnel items. A description of all facets the committee oversees was detailed. I.Soto informed the Committee of the Give or Get Initiative which is a step towards creating a culture of giving at MPS starting at the Board level. Committee Members and staff expressed excitement for this added development. All questions from the Committee Members were addressed by the staff.

U. Yapanel made a motion to recommend approval to the full Board of the creation of the new "Development & Stakeholder Committee," a revised version of the Stakeholders and Community Engagement Committee that will now include development as a key function. The committee members would remain the same. They include Dr. Umit Yapanel, Ms. Diane Gonzalez-current chair, Ms. Sandra Covarrubias, and Mr. Mekan Muhammedov as the alternate. The revised committee would support the major areas of the MPS Home Office - Development and Communications Department including, development, communications, stakeholder surveys, advocacy, and parent and community engagement in addition to personnel items.

S. Covarrubias seconded the motion.

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

**Roll Call**

D. Gonzalez Aye  
U. Yapanel Aye  
S. Covarrubias Aye

**III. 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 6:31 PM.

Respectfully Submitted,  
D. Gonzalez

## Cover Sheet

### 2021-22 Pay Raise Scales for Teachers, Non Classroom Based Academic Personnel and School Leaders

**Section:** II. Recommended Action Items  
**Item:** A. 2021-22 Pay Raise Scales for Teachers, Non Classroom Based Academic Personnel and School Leaders  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
2021-22 Pay Raise Scale for Full-Time Teaching Positions & Non-Classroom Based Academic ("NCBA") Positions & School Leaders.pdf



Board Agenda Item #	II A: Recommended Action Item
Date:	May 19, 2021
To:	MPS Development & Stakeholder Committee
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Suat Acar, Chief Operations Officer
RE:	2021-22 Employee Pay Raise Scale for Full-Time Teaching Positions & Non-Classroom Based Academic (“NCBA”) Positions & School Leaders

### Proposed Motion:

I move for the Development & Stakeholder Committee to recommend the approval of the 2021-22 Employee Pay Raise Scale for Full-Time Teaching Positions & Non-Classroom Based Academic (“NCBA”) Positions and School Leaders to the MPS Board of Directors.

### Introduction

MPS Operations Department proposes the following changes on the teachers and NCBA positions 2021-22 pay raise scale.

- Base school salary increased from \$48,000 to \$52,000 for Magnolia Science Academy (“MSA”) MSA- Santa Ana and MSA-San Diego.
- Position points for Education Specialist and Psychologist increased from 10 points to 15 points.
- Updated the annual assignment and one-time assignment lists.
- Minor changes/details were added throughout the pay raise scale

Additionally, the following changes were made to School Leaders pay raise scale.

- Base school salary increased from \$48,000 to \$52,000 for MSA- Santa Ana and MSA-San Diego.
- Minor changes/details were added throughout the pay raise scale

For MSA-1 through 8, the base salary is \$52,000 per the board approved 2020-21 pay raise scale.

The following items are pending to be finalized by the Home Office executive team members:

- A new NCBA position



- An additional annual assignment; organization wide teacher of specific assignment for seven teachers (“TOSA”).

Revisions of the pay scale have been reviewed by the MPS legal counsel.

### Background

On May 27, 2020, the MPS Board of Directors approved the 2020-21 pay raise scale for teachers and NCBA positions and school leaders.

### Budget Implications

Finance is currently reviewing salary increases proposed by Human Resources in conjunction with FY21/22 California state budget revision that was released on May 14, 2021 and other potential salary increases. The findings of the review process will be presented to the board meeting on Thursday, May 27. The CFO will be available to address any potential questions at the Stakeholder Committee on Wednesday, 5/19/2021.

Table 1 shows the total salary cost analysis, estimated based on the 2019-20 number of staff members rating highly effective; 58.79% of teachers and 75% of school leaders and non-classroom based academic positions.

*TABLE 1*

2021-22 TEACHER NCBA ADMIN SALARY TOTALS								
Schools	# of Teachers	Total Salary of Teachers	# of NCBA	Total Salary of NCBA	# of School Leaders	Total Salary of School Leaders	Total # of Teachers, NCBA, School Leaders	Total Salary of Teachers, NCBA, School Leaders
001 - MSA-1	37	\$ 2,550,658.00	3	\$ 162,338.00	8	\$ 798,672.00	48	\$ 3,511,668.00
002 - MSA-2	25	\$ 1,830,488.00	3	\$ 161,392.00	4	\$ 404,760.00	32	\$ 2,396,640.00
003 - MSA-3	25	\$ 1,809,918.00	1	\$ 77,000.00	5	\$ 477,264.00	31	\$ 2,364,182.00
004 - MSA-4	9	\$ 596,046.00	3	\$ 193,886.00	2	\$ 207,480.00	14	\$ 997,412.00
005 - MSA-5	16	\$ 1,121,604.00	3	\$ 136,026.00	3	\$ 297,120.00	22	\$ 1,554,750.00
006 - MSA-6	8	\$ 573,892.00	1	\$ 6,732.00	2	\$ 190,512.00	11	\$ 771,136.00
007 - MSA-7	16	\$ 1,085,018.00	2	\$ 36,058.00	2	\$ 204,504.00	20	\$ 1,325,580.00
008 - MSA-8	24	\$ 1,537,602.00	2	\$ 88,880.00	4	\$ 387,720.00	30	\$ 2,014,202.00
009 - MSA-SA	33	\$ 2,265,890.00	3	\$ 181,368.00	5	\$ 517,152.00	41	\$ 2,964,410.00
010 - MSA-SD	17	\$ 1,179,134.00	1	\$ 91,520.00	4	\$ 383,640.00	22	\$ 1,654,294.00
Grand Total	210	\$ 14,550,250.00	22	\$ 1,135,200.00	39	\$ 3,868,824.00	271	\$ 19,554,274.00

Table 2 demonstrates the 2021-22 estimated performance pay budget implications.

*TABLE 2*

2021-22 PERFORMANCE PAY BUDGET IMPLICATIONS				
Schools	21-22 Expected Performance Pay (TEACHERS)	21-22 Expected Performance Pay (NCBA)	21-22 Expected Performance Pay (ADMIN)	21-22 Expected Performance Pay (TOTAL)
001 - MSA-1	\$ 43,504.60	\$ 4,500.00	\$ 12,000.00	\$ 60,004.60
002 - MSA-2	\$ 29,395.00	\$ 4,500.00	\$ 6,000.00	\$ 39,895.00
003 - MSA-3	\$ 29,395.00	\$ 1,500.00	\$ 7,500.00	\$ 38,395.00
004 - MSA-4	\$ 10,582.20	\$ 4,500.00	\$ 3,000.00	\$ 18,082.20
005 - MSA-5	\$ 18,812.80	\$ 4,500.00	\$ 4,500.00	\$ 27,812.80
006 - MSA-6	\$ 9,406.40	\$ 1,500.00	\$ 3,000.00	\$ 13,906.40
007 - MSA-7	\$ 18,812.80	\$ 3,000.00	\$ 3,000.00	\$ 24,812.80
008 - MSA-8	\$ 28,219.20	\$ 3,000.00	\$ 6,000.00	\$ 37,219.20
009 - MSA-SA	\$ 38,801.40	\$ 4,500.00	\$ 7,500.00	\$ 50,801.40
010 - MSA-SD	\$ 19,988.60	\$ 1,500.00	\$ 6,000.00	\$ 27,488.60
Grand Total	\$ 246,918.00	\$ 33,000.00	\$ 58,500.00	\$ 338,418.00



# **MPS EMPLOYEE PAY RAISE SCALE**

## **FULL-TIME TEACHING POSITIONS**

**&**

## **NON-CLASSROOM-BASED ACADEMIC POSITIONS**

Last Amended: ~~05/27/2020~~  
05/19/2021

MPS EMPLOYEE PAY RAISE SCALE (FULL-TIME TEACHING POSITIONS & NON-CLASSROOM BASED ACADEMIC POSITIONS)

**SALARY CALCULATIONS**

**Components of Employee Pay**

School Level: Teaching Positions & Non-Classroom Based Academic Positions		
1.	<b>Base School Salary</b>	
	+	
2.	<b>Employee Qualifications Pay</b>	
	+	
3.	<b>Position Pay (where applicable)</b>	
4.	<b>Employee Performance Pay</b>	
5.	<b>Pay for Additional Duties</b>	
		→ Base Employee Salary

**Narrative:**

- 1) The MPS Board of Directors will work closely with the Home Office to review and update this Employee Pay Raise Scale and approve it at one of its meetings prior to the start of the fiscal year in which it applies.
- 2) This Board-approved pay raise scale will be in effect as of July 1, ~~2021~~ ~~2020~~ and until the **subsequent** 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~~ **pay raise scale or other policies affecting compensation to the extent they are in conflict.**
- 4) This pay raise scale applies to all full-time teaching staff and non-classroom based academic staff.
- 5) Pay for full-time teaching positions has four major components: base school salary, employee qualifications pay, employee performance pay, and pay for additional duties. Pay for non-classroom based academic positions has the same four components, with the addition of a fifth component for position pay. Base school salary, position pay (where applicable), and employee qualifications pay make up the base employee salary **as they reflect their job position and qualifications.** Employee performance pay and pay for additional duties are variable pays based on the employee's performance rating and the additional duties assigned to the employee and are not a part of the base employee salary.
- 6) Performance pay may be awarded to regular, full-time employees based on the employee meeting performance metrics during the school year. Only those regular, full-time employees who have worked at least 85% of the workdays between the start of the school year and May 15 may be eligible for performance pay. No performance pay will be given in the case of voluntary or involuntary termination before the end of the school year, or for part-time, temporary, or seasonal employees. Performance pay is **NOT** part of the employee's base salary and will be paid separately in a **one-time lump-sum amount on the June 20<sup>th</sup> payroll** simultaneous with the end of the school year and reported in the same school year in which the performance pay was earned. (See "Employee Performance" for details.)
- 7) 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. Additional duties that are an outgrowth of MPS's instructional program, including the Additional Duties enumerated herein, are reportable to the employee's STRS retirement account. See "Additional Duties" for details.

8) Employees will be able to update their degree or credential during the new work year, and these updated qualifications will be used in prorated salary calculations as of the date of submission. **The employee will not be eligible to receive retroactive pay for any period before they reported the degree or credential to MPS and provided satisfactory documentation of the same.**

9) MPS pays semi-monthly salaries in whole dollar amounts; therefore, any semi-monthly salary that is not in whole dollar amount will be rounded up to the next whole dollar amount and the annual pay amount will be adjusted accordingly.

10) Retroactive salary increases are not permitted.

11) For employment-based visa holders, proposed salary based on scale cannot be under the prevailing wages as determined by the DOL.

12) A one-time signing bonus may be provided to new employees for hard-to-fill positions upon approval by the CEO on a case by case basis. Such bonus shall be paid **at the end of the school year, in two equal payments, with the first payment occurring when the employee begins work at the School, and the second payment occurring upon the successful completion of the first semester.** Signing bonuses are contingent upon the employee completing at least one year of service and any employee who fails to do so must return the signing bonus to the School.

13) The pay raise scale limitations may be waived to increase base pay in unique situations with approval from the CEO that the waiver is financially sound, academically necessary, and consistent with MPS' commitment to equal opportunities for all staff without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information, and all other bases as described by the EEOC. (See the Employee Handbook for details.)

14) 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**

<b>Base School Salary</b>		
<b><u>Location</u></b>	<b><u>School</u></b>	<b><u>Base</u></b>
Los Angeles County (Reseda)	MSA-1	\$52,000
Los Angeles County (Van Nuys)	MSA-2	\$52,000
Los Angeles County (Carson)	MSA-3	\$52,000
Los Angeles County (Los Angeles)	MSA-4	\$52,000
Los Angeles County (Reseda)	MSA-5	\$52,000
Los Angeles County (Los Angeles)	MSA-6	\$52,000
Los Angeles County (Northridge)	MSA-7	\$52,000
Los Angeles County (Bell)	MSA-Bell	\$52,000
San Diego County (San Diego)	MSA-San Diego	\$520,000
Orange County (Santa Ana)	MSA-Santa Ana	\$520,000

**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**

<b>Field #</b>	<b>Qualification</b>	<b>Coefficient</b>	<b>Points</b>	<b>Max</b>
1	Degree	\$1,015	1 or 3. See notes.	3
2	Credential	\$1,015	1 or 2. See notes.	2
3	Prior Experience	\$1,015	1 for each year up to 15	15
4	MPS Experience	\$1,015	1 for each year up to a total* of 25	25

**Narrative:**

- 1) Degree: 1 point for master's degree; 3 points for doctoral degree. Points are non-cumulative; the highest degree will be considered.
- 2) Credential: 1 point for California Clear Teaching Credential; 1 point for California Preliminary or Clear Administrative Services Credential; 1 point for job-related credential or certificate, e.g., college counseling certificate; 2 points for National Board Certification. Points are not added except for the addition of the National Board Certification points (2) and the CA Clear Teaching Credential point (1). CA Preliminary Teaching Credential does not earn points.
- 3) Prior Experience: Cap of 15 years will be applied for prior full-time teaching, school leader, and other related field work experience when the employee completed a full year of employment in the position. 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.
- 4) MPS Experience: Cap of 25 years will be applied for prior full-time, regular employment with MPS as a teacher, school leader, or in other related field work positions. Student teaching as part of the credentialing program does not count for experience. Each year of full-time employment with MPS shall count for 1 point if the employee worked at least 85% of the work year. Final decision will be made by the Home Office.

5) Qualifications pay is NOT an additional amount based on extra work. It is paid prorated over the course of the employee's work year and paid in the same amount for all employees in the same position with the same qualifying points.

\* Total experience, i.e., the sum of prior experience and MPS experience will be capped at 25 years.

### 3 ) POSITION PAY

Position Pay				
Field #	Type of Pay	Coefficient	Points	Max
1	Position	\$1,015	See notes.	10

Position Points	
College Counselor, Librarian, EL Coordinator, Language/Literacy Coach, Title-I/Intervention Coordinator, Guidance Counselor	5
Education Specialist, Psychologist	<del>10</del> 15

#### Narrative:

- 1) Position: Staff with non-classroom-based academic positions will receive additional points based on their position. See the table above.
- 2) This is a component of Base Employee Salary as it is earned through the performance of the employee's regular job duties and **NOT** an additional amount based on extra work. It is paid prorated over the course of the employee's work year and paid in the same amount for all employees in the same position. Position pay is only separated to illustrate how pay is formed.

### 4 ) EMPLOYEE PERFORMANCE PAY

Available Performance Pay	
Teaching & Non-Classroom Based Academic Positions	\$2,000

End-of-Year Overall Evaluation Ratings	
Rating	Earns % of Available Performance Pay
4: Highly Effective (HE)	100%
3: Effective (E)	0
2: Developing (D)	0



1: Ineffective (I)

0

**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. Those who receive a “3: Effective (E)” rating or below will be ineligible for performance pay. Performance pay is only available to employees who rate as “4: Highly Effective (HE).”
- 3) Available performance pay will be a maximum of \$2,000 for school-level teaching staff and non-classroom based academic staff.
- 4) Performance pay may be awarded to regular, full-time employees based on the employee meeting performance metrics during the school year. Only those regular, full-time employees who have worked at least 85% of the workdays between the start of the school year and May 15 may be eligible for performance pay. No performance pay will be given in the case of voluntary or involuntary termination before the end of the school year, or for part-time, temporary, or seasonal employees.
- 5) Performance pay is **NOT** part of the employee’s base salary and will be paid separately in a **one-time lump-sum amount in on the June 20<sup>th</sup> payroll** simultaneous with the end of the school year and reported in the same school year in which the performance pay was earned. (See "Employee Performance" for details.)
- 6) 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 performance are used in evaluations of teaching and non-classroom based academic staff.

**5) PAY FOR ADDITIONAL DUTIES**

<b>Coefficient</b>	
Coefficient for Additional Duties	\$1,000

<b>Additional Duties – Annual Assignment</b>	
<b>Duty</b>	<b>Add-on Points</b>
<b>School Wide Coordination Duties</b>	
Discipline Coordinator	5.0
I.T. Coordinator/Technician	5.0
Testing Coordinator	5.0
After School Coordinator	5.0
MTSS Coordinator (incl. RTI, SSPT, Title I, etc.)	5.0
EL Coordinator	5.0
Literacy Program Coordinator (incl. myON, A.R., etc.)	3.0
Athletic Director (CIF and non-CIF)**	5.0
STEAM Festival/Expo Coordinator	2.0
Community and Family Outreach Coordinator	2.0
WASC Self-Study Coordinator	1.5
Blended Learning Coordinator	1.0
Extracurricular Activities Coordinator	1.0
<b>Chair/Mentorship/Special Committee Duties</b>	
Department Chair	3.0 (for 5+) or 2.0 (for 1-4) *
Grade Level Chair	3.0 (for 5+) or 2.0 (for 1-4) *
Student Leadership/Gov't. Advisor	2.0
BTSA Mentor	1.5
CAP Mentor	1.0
Reflection Committee Team Member	1.0
<b>Club/Competition Duties</b>	
Special Club (Category 1)	1.0
Special Club (Category 2)	2.0
Extra Club	1.0
Seasonal Sports Coach (per sport)	1.5

Additional Teaching Duties	
AP Teacher (per AP course)	2.0
Extra Teaching Hours	1.0 ***

Additional Duties – One-Time Assignment			
	COMPONENT NAME	DOLLAR AMOUNT	PER
*	* Hourly staff are not eligible for additional duties pay and will be paid with respect to their hourly rates to the extent their job duties encompass any of the duties below.		
1	Home Visit Program	\$50	VISIT
2	Saturday School	\$50	HOUR
4	Parent Academy Coordinator	\$50	HOUR
5	Parent Academy Teacher	\$50	HOUR
6	After School Coordinator	\$30	HOUR
7	After School Support	\$20	HOUR
8	Zero Period Assistance	\$30	HOUR
9	Substituting for another teacher	\$35	HOUR
10	Edge Coaching-Mentoring	\$35	HOUR
11	Providing PD/Workshop	\$50	HOUR
12	School Camp-Trip	\$200	DAY
13	SAT/ACT or College Prep Boot Camp	\$30	HOUR
14	Assisting enrollment recruitment event, orientation meeting, open houses	\$35	HOUR
15	Saturday/Sunday Community Activity (STEAM EXPO, Festivals or similar events)	\$150	EVENT
16	Assisting Saturday or Summer New student Testing Proctor	\$35	HOUR
17	Assisting Nutrition Supervision	\$20	NUTRITION
18	Extra Tutoring Sessions	\$30	HOUR

**Narrative:**

- 1) For additional duties assigned on an annual basis, the coefficient is \$1,000 per add-on point. The pay for additional duties assigned on a one-time basis may be per hour, per day, per event, or another increment selected by the School. One-time assignments are not limited to one-time use and may be elected as needed throughout the school year.
- 2) Additional duties for employees will be assigned add-on points or pay as indicated in the respective tables. . These duties have to be approved by the school administration, and for annual assignments by the school administration and the Home Office, prior to the duties being performed.
- 3) Pay for additional duties is not part of an employee's base salary; it represents earnings on top of the base employee salary designated for the extra duties performed.
- 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 be prorated across all paychecks for the work year (annual assignments) or paid in the pay period in which the work was performed (one-time assignments).
- 5) \* Department chair and grade level chair add-on points are 3.0 for supervising staff of five or more and 2.0 for supervising staff of one to four.
- 6) Special Club (Category 1) includes approved clubs that either have a STEM focus or prepare students for a special competition but do not require as extensive time commitment and preparation as a Category 2 club. Ex: Advanced Math/MathCounts, Science Olympiad, and other approved STEM clubs; Spelling Bee, Geography Bee, and other approved clubs that prepare for a competition. Special Club (Category 2) includes approved clubs that have a special focus, typically in STEM fields, require an extensive time commitment and preparation, and generally culminate in a competition. Ex: VEX/Seaperch Robotics, FIRST Lego, Future City, Academic Decathlon/Pentathlon.
- 7) Extra clubs are clubs employees offer in addition to their required two (2) after-school tutoring/club sessions.
- 8) \*\*Athletic Director is eligible to receive add-on points for both being the school's primary athletic director and coaching seasonal sports as applicable.
- 9) \*\*\* For middle/high school grades, 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. MPS does not recommend extra teaching hours other than in extenuating circumstances.
- 10) Exceptions: Additional duties are for full-time teaching staff only. Principals and assistant principals/deans do not earn add-on points or additional pay for any of the additional duties listed in these tables, with the exception of Saturday School. After-school coordinators do not earn additional pay for after-school coordination if the activities are already a part of their job duties.
- 11) Final decision for any add-on points or one-time pay will be made by the school administration and the Home Office.

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
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	3/8/18	Edited to reflect new base school salaries and language for employee evaluation ratings. Prior and total experience caps, prior experience pay, and available performance pay amounts are revised. Added details for performance pay. Included position points for non-classroom-based academic positions. Also added language for signing bonus, waiver, and rounding semi-monthly salary to the next whole dollar amount.	David Yilmaz
4	3/21/19	Base school salary increased from \$46,600 to \$50,000 for MSA-1 through MSA-8 and from \$46,600 to \$48,000 for MSA-Santa Ana and MSA-San Diego.	Suat Acar
5	05/27/20	Base school salary increased from \$50,000 to \$52,000 for MSA-1 through MSA-8 and from \$48,000 to \$50,000 for MSA-Santa Ana and MSA-San Diego	Suat Acar
6	05/27/21	Base school salary increased from \$48,000 to \$52,000 for MSA- Santa Ana and MSA-San Diego. Position points for Education Specialist and Psychologist increased from 10 points to 15 points. Minor changes/details were added throughout the pay raise scale for clarifying purposes. Updated the annual assignment and one-time assignment lists.	Suat Acar



# MPS EMPLOYEE PAY RAISE SCALE

## SCHOOL LEADER POSITIONS

Last Amended: ~~05/27/20~~ 05/19/2021

MPS EMPLOYEE PAY RAISE SCALE (SCHOOL LEADER POSITIONS)

**SALARY CALCULATIONS**

**Components of Employee Pay**

<b>School Level: School Leader Positions</b>	
1.	<b>Base School Salary</b>
	+
2.	<b>Employee Qualifications Pay</b>
	+
3.	<b>Position Pay (where applicable)</b>
4.	<b>Employee Performance Pay</b>

➔ Base Employee Salary

**Narrative:**

- 1) The MPS Board of Directors will work closely with the Home Office to review and update this Employee Pay Raise Scale and approve it at one of its meetings prior to the start of the fiscal year in which it applies.
- 2) This Board-approved pay raise scale will be in effect as of July 1, 2021 and until the 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) Pay for school leader positions has four major components: base school salary, employee qualifications pay, position pay, and employee performance pay. Base school salary, employee qualifications pay, and position pay make up the base employee salary. Employee Performance Pay is a variable pay based on employee's performance rating and is not part of the base employee salary.
- 6) Performance pay may be awarded to regular, full-time employees based on the employee meeting performance metrics during the school year. Only those regular, full-time employees who have worked at least 85% of the workdays between the start of the school year and May 15 may be eligible for performance pay. No performance pay will be given in the case of voluntary or involuntary termination before the end of the school year, or for part-time, temporary, or seasonal employees. Performance pay is **NOT** part of the employee's base salary and will be paid separately in a **one-time lump-sum amount** in June simultaneous with the end of the school year and reported in the same school year in which the performance pay was earned. (See "Employee Performance" for details.)
- 7) The following salary bands will be applied to school leader positions:
 

Assistant Principal/Dean	Minimum: \$80,000	Maximum: \$110,000
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Principal

Minimum: \$100,000      Maximum: \$140,000

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.

8) Employees will be able to update their degree or credential during the new work year, and these updated qualifications will be used in prorated salary calculations as of the date of submission. **The employee will not be eligible to receive retroactive pay for any period before they reported the degree or credential to MPS and provided satisfactory documentation of the same**

9) MPS pays semi-monthly salaries in whole dollar amounts; therefore, any semi-monthly salary that is not in whole dollar amount will be rounded up to the next whole dollar amount and the annual pay amount will be adjusted accordingly.

10) Retroactive salary increases are not permitted.

11) For employment-based visa holders, proposed salary based on scale cannot be under the prevailing wages as determined by the DOL.

12) A one-time signing bonus may be provided to new employees for hard-to-fill positions upon approval by the CEO on a case by case basis. Such bonus shall be paid **at the end of the school year in two equal payments, with the first payment occurring when the employee begins work at the School, and the second payment occurring upon the successful completion of the first semester.** Signing bonuses are contingent upon the employee completing at least one (1) year of service and any employee who fails to do so must return the signing bonus to the School.

13) The pay raise scale limitations/caps may be waived to increase base pay in unique situations with approval from the CEO that the waiver is financially sound, academically necessary, and consistent with MPS' commitment to equal opportunities for all staff without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information, and all other bases as described by the EEOC. (See the Employee Handbook for details.)

14) 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**

<b>Base School Salary</b>		
<b><u>Location</u></b>	<b><u>School</u></b>	<b><u>Base</u></b>
Los Angeles County (Reseda)	MSA-1	\$52,000
Los Angeles County (Van Nuys)	MSA-2	\$52,000
Los Angeles County (Carson)	MSA-3	\$52,000
Los Angeles County (Los Angeles)	MSA-4	\$52,000
Los Angeles County (Reseda)	MSA-5	\$52,000
Los Angeles County (Los Angeles)	MSA-6	\$52,000
Los Angeles County (Northridge)	MSA-7	\$52,000
Los Angeles County (Bell)	MSA-Bell	\$52,000
San Diego County (San Diego)	MSA-San Diego	\$526,000
Orange County (Santa Ana)	MSA-Santa Ana	\$526,000

**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 any elements of compensation including the Base School Salaries each year.

**2) EMPLOYEE QUALIFICATIONS PAY**

<b>Qualifications</b>				
<b>Field #</b>	<b>Qualification</b>	<b>Coefficient</b>	<b>Points</b>	<b>Max</b>
1	Degree	\$1,015	1 or 3. See notes.	3
2	Credential	\$1,015	1 or 2. See notes.	2
3	Prior Experience (Other)	\$1,015	1 for each year up to 15	15
4	Prior Experience (AP/Dean)	\$1,015	1 for each year up to 15	15
5	Prior Experience (Principal)	\$1,015	1 for each year up to 15	15
6	MPS Experience (Other)	\$1,015	1 for each year up to a total* of 25	25
7	MPS Experience (AP/Dean)	\$1,015	1 for each year up to a total* of 25	25
8	MPS Experience (Principal)	\$1,015	1 for each year up to a total* of 25	25

**Narrative:**

- 1) Degree: 1 point for master's degree; 3 points for doctoral degree. Points are non-cumulative; the highest degree will be considered.
- 2) Credential: 1 point for California Preliminary Administrative Services Credential; 2 points for California Clear Administrative Services Credential. Points are not added.
- 3) Prior Experience: Cap of 15 years will be applied for prior full-time school leader, teaching, and other related field work experience when the employee completed a full year of employment in the position. 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.
- 4) MPS Experience: Cap of 25 years will be applied for prior full-time, regular employment with MPS in the same or a similar role. Each year of full-time employment with MPS shall count for 1 point if the employee worked at least 85% of the work year. Final decision will be made by the Home Office.
- 5) Qualifications pay is **NOT** an additional amount based on extra work. It is paid prorated over the course of the employee's work year and paid in the same amount for all employees in the position with the same qualifying points.

**3) POSITION PAY**

Position Points				
Assistant Principal/Dean	25			
Principal	School Enrollment:			
Grade Span:	0-199	200-399	400-599	600+
K-5 or 6-8	30	35	40	45
K-8, 9-12 or 6-12	35	40	45	50
K-12	40	45	50	55

**Narrative:**

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 new work year and the school enrollment based on the P-2 report of the current year. Based on Census Day data of the new work year, i.e., first Wednesday of October, if an increase in enrollment requires an adjustment to the position points, updated position points will be used in prorated salary calculations as of November. Final decision will be made by the Home Office for extenuating circumstances.

2) This is a component of Base Employee Salary as it is earned through the performance of the employee's regular job duties and **NOT** an additional amount based on extra work. It is paid prorated over the course of the employee's work year and paid in the same amount for all employees in the same position. Position pay is only separated to illustrate how pay is formed.

**4 ) EMPLOYEE PERFORMANCE PAY****Available Performance Pay**

School Leader Positions	\$2,000
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**End-of-Year Overall Evaluation Ratings**

<b><u>Rating</u></b>	<b><u>Earns % of Available Performance Pay</u></b>
4: Highly Effective (HE)	100%
3: Effective (E)	0
2: Developing (D)	0
1: Ineffective (I)	0

**Narrative:**

1) The Home Office will develop a performance evaluation system where employees will earn annual performance points out of 100.

Employees who receive a “4: Highly Effective (HE)” rating on their end-of-year overall evaluation will earn 100% of the available performance pay. Those who receive a “3: Effective (E)” rating or below will be ineligible for performance pay. Performance pay is only available to employees who rate as “4: Highly Effective (HE).”

3) Available performance pay will be a maximum of \$2,000 for school leader positions.

4) Performance pay may be awarded to regular, full-time employees based on the employee meeting performance metrics during the work year. Only those regular, full-time employees who have worked at least 85% of the workdays between the start of the school year and May 15 may be eligible for performance pay. No performance pay will be given in the case of voluntary or involuntary termination before the end of the work year, or for part-time, temporary, or seasonal employees.

5) Performance pay is **NOT** part of the employee’s base salary and will be paid separately in a **one-time lump-sum amount** ~~in~~ **on the June 20<sup>th</sup> payroll** simultaneous with the end of the school year and reported in the same school year in which the performance pay was earned. (See "Employee Performance" for details.)

6) 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.

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
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	3/8/18	Edited to reflect new base school salaries and language for employee evaluation ratings. The band maximums, coefficients for employee qualifications, and available performance pay amounts are revised; school enrollment is made a factor in principal position points. Added details for performance pay. Also added language for signing bonus, waiver, and rounding semi-monthly salary to the next whole dollar amount.	David Yilmaz
4	3/21/19	-Base school salary increased from \$46,600 to \$50,000 for MSA-1 through MSA-8 and from \$46,600 to \$48,000 for MSA-Santa Ana and MSA-San Diego.  -Position points for Assistant Principal/Dean under the "Employee Qualifications Pay" increased from 15 points to 20 points. (Proposed separately in Board Agenda Item III. C)	Suat Acar
5	05/27/20	-Base school salary increased from \$50,000 to \$52,000 for MSA-1 through MSA-8 and from \$48,000 to \$50,000	Suat Acar
6	05/27/21	Base school salary increased from \$48,000 to \$52,000 for MSA- Santa Ana and MSA-San Diego. Added clarifying details for one-time signing bonus.	Suat Acar