



## Magnolia Public Schools

### Special Board Meeting

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**Date and Time**

Thursday June 3, 2021 at 7:00 PM PDT

**Location**

<https://zoom.us/j/94847272601?pwd=b2tKalBidncyA1dDYUszdnFBY3RKUT09>

**Meeting ID:** 948 4727 2601      **Passcode:** 310799

**One tap mobile:** +16699009128,,94847272601# US (San Jose)

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

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. Members of the public who need special accommodations or translation are strongly encouraged to contact Magnolia Public Schools at least 24 hours in advance of the Board meeting so assistance can be assured.

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.

**Board Members:**

Mr. Haim Beliak, Chair  
Dr. Umit Yapanel, Vice-Chair  
Dr. Salih Dikbas  
Ms. Diane Gonzalez  
Ms. Sandra Covarrubias  
Mr. Mekan Muhammedov

**CEO & Superintendent:**

Mr. Alfredo Rubalcava

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**Agenda**

|   | Purpose | Presenter                           | Time           |
|---|---------|-------------------------------------|----------------|
| <b>I. Opening Items</b>   |         |                                     | <b>7:00 PM</b> |
| Opening Items   |         |                                     |                |
| A. Call the Meeting to Order  |         |                                     | 1 m            |
| B. Record Attendance and Guests   |         |                                     | 1 m            |
| C. Approval of Agenda   | Vote    |                                     | 1 m            |
| D. Public Comments  |         |                                     | 5 m            |
| E. Announcements from CEO & Superintendent and Board Members  |         |                                     | 5 m            |
| <b>II. Action Items</b>   |         |                                     | <b>7:13 PM</b> |
| A. Approval of 2021-22 Non-Discretionary Bonus for MSA 1-8  | Vote    | D.Hajmeirza                         | 10 m           |
| B. 2021-22 Pay Raise Scales for Teachers, Non Classroom Based Academic Personnel and School Leaders | Vote    | A.Rubalcava & S.Orazov              | 20 m           |
| C. MPS School Site Classified Employees Pay Raise Schedule for 2021-22                              | Vote    | Development & Stakeholder Committee | 10 m           |
| <b>III. Closed Session</b>  |         |                                     | <b>7:53 PM</b> |
| A. Public Announcement Of Closed Session  | FYI     |                                     | 1 m            |
| B. Public Employment (§ 54957)  |         |                                     |                |
| C. Report Out Of Closed Session   | FYI     |                                     | 1 m            |
| <b>IV. Closing Items</b>  |         |                                     | <b>7:55 PM</b> |
| A. Adjourn Meeting  | Vote    |                                     | 1 m            |

## Cover Sheet

### Approval of 2021-22 Non-Discretionary Bonus for MSA 1-8

|                          |  |
|--------------------------|--|
| <b>Section:</b>          | II. Action Items   |
| <b>Item:</b>             | A. Approval of 2021-22 Non-Discretionary Bonus for MSA 1-8 |
| <b>Purpose:</b>          | Vote   |
| <b>Submitted by:</b>     |  |
| <b>Related Material:</b> | Learning Loss Mitigation Bonus MSA1-8.pdf                  |



|                     |   |
|---------------------|---|
| Board Agenda Item # | II A: Action Item                                 |
| Date:               | June 3, 2021                                      |
| To:                 | MPS Board of Directors                            |
| From:               | Alfredo Rubalcava, CEO & Superintendent           |
| Staff Lead:         | Derya Hajmeirza, Director of Human Resources      |
| RE:                 | Learning Loss Mitigation Bonuses for L.A. Schools |

### **Proposed Board Motion**

I move that the board approve the board resolution for Learning Loss Mitigation Bonuses at the end of the 2021-2022 school year for employees of MPS Schools in the City of Los Angeles (Magnolia Science Academy- 1 through 8).

### **Introduction**

The following board resolution would compensate and reward staff at L.A City schools for working a school year extended by five (5) days to allow for targeted instruction for students and learning loss mitigation. It is also intended to encourage staff retention at L.A. City Schools as MPS schools outside the jurisdiction will have a shorter school year/work year, which could lead to staff dissatisfaction.

### **Background**

MPS schools in the City of Los Angeles have higher demographics of students in vulnerable and sensitive groups, including homeless and foster youth, students of color, and students who speak English as a second language. These students are often more likely to experiences educational losses that cannot be remediated. To help address the risk that vulnerable student groups will be unfairly disadvantaged when compared to their peer groups at MPS, MPS is embarking on a learning loss mitigation plan that includes extending the school year by five (5) days. As staff will be required to expend additional efforts in meeting MPS's learning loss mitigation goals, including by working the longer school year, MPS wishes to compensate and reward impacted staff by providing an end of year bonus for all L.A. City school site staff.

**Budget Implications:**

The table below shows the budget impact of the non-discretionary bonus per school site, funds from the Expanded Learning Opportunity Grant will be utilized for these expenses.

| <b>Object Code</b>                | <b>MSA-1</b>         | <b>MSA-2</b>        | <b>MSA-3</b>        | <b>MSA-4</b>        | <b>MSA-5</b>        | <b>MSA-6</b>        | <b>MSA-7</b>        | <b>MSA-8</b>        | <b>MSA-SA</b> | <b>MSA-SD</b> | <b>Grand Total</b>   |
|-----------------------------------|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------|---------------|----------------------|
| Exempt (2.8% increase)            | \$ 96,462.18         | \$ 64,603.17        | \$ 66,479.39        | \$ 24,802.12        | \$ 42,921.48        | \$ 19,727.29        | \$ 36,922.48        | \$ 60,785.48        |               |               | \$ 412,703.59        |
| Non-Exempt (\$1,000 per employee) | \$ 16,000.00         | \$ 9,000.00         | \$ 10,000.00        | \$ 3,000.00         | \$ 4,000.00         | \$ 2,000.00         | \$ 13,000.00        | \$ 10,000.00        |               |               | \$ 67,000.00         |
| <b>Grand Total</b>                | <b>\$ 112,462.18</b> | <b>\$ 73,603.17</b> | <b>\$ 76,479.39</b> | <b>\$ 27,802.12</b> | <b>\$ 46,921.48</b> | <b>\$ 21,727.29</b> | <b>\$ 49,922.48</b> | <b>\$ 70,785.48</b> |               |               | <b>\$ 479,703.59</b> |

**Exhibits (attachments):**

Board Resolution

Resolution #06032021-1  
Magnolia Public Schools

**RESOLUTION**

**LEARNING LOSS MITIGATION BONUSES**

**WHEREAS**, Magnolia Public Schools (“MPS”) has determined that the COVID-19 pandemic and subsequent health orders, rules, and laws led to significant impacts in student learning, including when students were required to transition to and from on-site and virtual learning, when they experienced disruptions in the continuity of instruction while becoming accustomed to virtual learning, and when they were at times exposed to uncertainty and unfamiliarity in the modes of instruction; and

**WHEREAS**, students of color, students in vulnerable groups such as homeless and foster youth, students who speak English as a second language, and students who are victims of poverty are particularly vulnerable to losses in education and may be less likely than their peers to acquire or re-acquire knowledge once lost; and

**WHEREAS**, additional efforts are required to ensure that students in sensitive/vulnerable groups do not experience a loss of learning that would widen the learning gap when compared to their peers at MPS; and

**WHEREAS**, MPS schools in the City of Los Angeles have greater demographics of sensitive/vulnerable student groups; and

**WHEREAS**, MPS schools in the City of Los Angeles will have a longer school year by five (5) days to ensure that appropriate time is available to remediate and mitigate unfair student learning loss; and

**WHEREAS**, in consideration of the additional time and effort by MPS staff at Los Angeles City schools, the Board would like to provide a bonus to staff in appreciation of their added efforts during the 2021-2022 school year.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Board of MPS that:

1. The Board shall provide an end-of-year bonus to employees working at MPS schools located within the City of Los Angeles (Magnolia Science Academy-1 through 8) in accordance with the following:
  - a. All job positions at qualifying schools are eligible to receive a bonus.
  - b. Exempt (certificated and classified) employees shall receive a bonus equal to 2.8% of their annual salary. For purposes of this policy, “annual salary” refers the employee’s base pay, qualifications pay, annual assignment pay, and position pay during the 2021-2022 school year. Performance pay is expressly excluded from “annual salary.”
  - c. Non-exempt employees shall receive a flat rate bonus of one thousand (\$1,000) dollars.

Resolution #06032021-1 Learning  
Loss Mitigation Bonuses Page 2  
of 2

2. Employees must be employed by MPS at the end of the school year at the time the bonus is awarded to be eligible to receive the bonus.
3. Employees must work eighty (80%) percent of the work year for the position to be eligible for the bonus.
4. The bonus shall be provided as a lump sum on or about June or July 2022.
5. Contract workers, volunteers and other vendors are not employees and are ineligible for a bonus on that basis.
6. Bonuses are provided on a one-time (non-precedent setting) basis.

**PASSED AND ADOPTED** by the Governing Board of MPS this 3<sup>rd</sup> day of June 2021, by the following vote:

AYES:

NOES:

RECUSE:

ABSENT:

The undersigned Board Chair of the Governing Board of Magnolia Public Schools, does hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the said Board at its meeting on the above date and by the vote above stated, which resolution is on file in the office of the said Board.

\_\_\_\_\_  
Board Chair

## Cover Sheet

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

**Section:** II. Action Items  
**Item:** B. 2021-22 Pay Raise Scales for Teachers, Non Classroom  
Based Academic Personnel and School Leaders  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Enrollment Update.pdf  
2021-22\_Pay\_Raise\_Scale\_Teaching\_Positions\_\_NCBA.pdf





|                     |  |
|---------------------|--|
| Board Agenda Item # | II B: Action Item  |
| Date:               | June 3, 2021   |
| To:                 | Magnolia Board of Directors  |
| From:               | Alfredo Rubalcava, CEO & Superintendent  |
| Staff Lead:         | Alfredo Rubalcava, CEO & Superintendent<br>Serdar Orazov, Chief Financial 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 that the full board approve 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

\*\* The above-mentioned motion was approved by the Development and Stakeholder Community Committee on May 19, 2021 by unanimous vote. However, since that day, the proposed changes have been updated due to a deeper budget analysis. Below you will see the originally proposed changes to the 2021-22 pay raise scale teacher and NCBA positions versus the new proposals.

- Base school salary increased from \$48,000 to \$52,000 for Magnolia Science Academy (“MSA”) MSA- Santa Ana and MSA-San Diego.
  - New proposal: Base school salary increased from \$48,000 to \$49,000 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.
  - This change remains the same.
- A new position, School Social Worker is added under the non-classroom based academic positions.
  - This change was not mentioned but not reflected in the proposal to the Development and Stakeholder Committee.
- Updated the annual assignment and one-time assignment lists.

- This change remains the same.
- Additional change: Performance pay will continue to be suspended through 2021-22.

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.
  - New proposal: Base school salary increased from \$48,000 to \$49,000 for MSA-Santa Ana and MSA-San Diego.
- For MSA-1 and MSA-2, the base salary of \$52,000 was suspended per the board approved 2020-21 pay raise scale. For 2021-22 the suspension will be lifted and these two schools will be at the board approved base scale salary.
- For MSA-3 through MSA-8, the base salary is \$52,000 per the board approved 2020-21 pay raise scale. However, this approval will remain suspended until further notice. The base salary for MSA-3 through MSA-8 will be \$51,000 for 2021-22.
- For MSA SA and MSA SD, the base salary is \$50,000 per the board approved 2020-21 pay raise scale. However, this approval will remain suspended until further notice. The base salary for MSA SA and MSA SD will be \$49,000 for 2021-22.
- Additional change: The annual assignment and one-time annual assignment lists have been updated.

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. Due to COVID-19 and budget constraints, MPS Board of Directors had suspended the following for the 2020-21 school year:

- Increases in base pay from \$50,000 to \$52,000 for MSA-1 through 8
- Increases in base pay from \$48,000 to \$50,000 for MSA SA and MSA SD
- MPS years of experience
- Performance pay

### Budget Implications

Covid-19 continues to impact the schools' operations. The enrollment projections for some of the schools are behind the original targets. MPS believes this is mainly due to overall statewide enrollment decline, but also caused by reduced outreach and marketing efforts compared to previous years. Not meeting the enrollment targets will have a direct impact on school budgets. However, in order to continue to provide the best education services to our students, it is important to retain our talented staff. The pandemic triggered a significant outflow of teachers from the system across the state, which MPS believes will further increase the hiring competition that is already in place among charter schools and school districts. Therefore, MPS Home Office staff recommends the approval of the salary increases despite enrollment projections of some of the

sites. The MPS Home Office will continue to work with the school sites to develop plans to increase the enrollment and address other difficulties caused by the pandemic.

Below is the budget impact of the salary increases for teachers, NCBA, and school leaders.

| Schools      | Teacher Salary Increases |                   | NCBA Salary Increase |                  | Admin Salary Increase |                  | Total Increase    | Total Increase with Benefits |
|--------------|--------------------------|-------------------|----------------------|------------------|-----------------------|------------------|-------------------|------------------------------|
|              | Years of Experience      | Base              | Years of Experience  | Base             | Years of Experience   | Base             |                   |                              |
| MSA-1        | \$ 77,140                | \$ 76,000         | \$ 4,060             | \$ 4,000         | \$ 10,150             | \$ 10,000        | \$ 181,350        | \$ 230,314.50                |
| MSA-2        | \$ 48,720                | \$ 48,000         | \$ 4,060             | \$ 4,000         | \$ 8,120              | \$ 8,000         | \$ 120,900        | \$ 153,543.00                |
| MSA-3        | \$ 46,690                | \$ 23,000         | \$ 2,030             | \$ 1,000         | \$ 10,150             | \$ 5,000         | \$ 87,870         | \$ 111,594.90                |
| MSA-4        | \$ 18,270                | \$ 9,000          | \$ 2,030             | \$ 1,000         | \$ 4,060              | \$ 2,000         | \$ 36,360         | \$ 46,177.20                 |
| MSA-5        | \$ 30,450                | \$ 15,000         | \$ 2,030             | \$ 1,000         | \$ 6,090              | \$ 3,000         | \$ 57,570         | \$ 73,113.90                 |
| MSA-6        | \$ 14,210                | \$ 7,000          | \$ -                 | \$ -             | \$ 4,060              | \$ 2,000         | \$ 27,270         | \$ 34,632.90                 |
| MSA-7        | \$ 32,480                | \$ 16,000         | \$ -                 | \$ -             | \$ 4,060              | \$ 2,000         | \$ 54,540         | \$ 69,265.80                 |
| MSA-8        | \$ 48,720                | \$ 24,000         | \$ 2,030             | \$ 1,000         | \$ 8,120              | \$ 4,000         | \$ 87,870         | \$ 111,594.90                |
| MSA-SA       | \$ 64,960                | \$ 32,000         | \$ 2,030             | \$ 1,000         | \$ 8,120              | \$ 4,000         | \$ 112,110        | \$ 142,379.70                |
| MSA-SD       | \$ 34,510                | \$ 17,000         | \$ -                 | \$ -             | \$ 8,120              | \$ 4,000         | \$ 63,630         | \$ 80,810.10                 |
| <b>Total</b> | <b>\$ 416,150</b>        | <b>\$ 267,000</b> | <b>\$ 18,270</b>     | <b>\$ 13,000</b> | <b>\$ 71,050</b>      | <b>\$ 44,000</b> | <b>\$ 829,470</b> | <b>\$ 1,053,427</b>          |

## Attachments

Appendix 1: (2021-22 Employee Pay Raise Scale for Full-Time Teaching Positions & Non-Classroom Based Academic (“NCBA”) Positions & School Leaders



# **MPS EMPLOYEE PAY RAISE SCALE**

## **FULL-TIME TEACHING POSITIONS**

**&**

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

Last Amended: ~~05/27/2020~~  
06/03/2021

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                | <del>\$512,000</del>  |
| Los Angeles County (Los Angeles) | MSA-4                | <del>\$512,000</del>  |
| Los Angeles County (Reseda)      | MSA-5                | <del>\$512,000</del>  |
| Los Angeles County (Los Angeles) | MSA-6                | <del>\$512,000</del>  |
| Los Angeles County (Northridge)  | MSA-7                | <del>\$512,000</del>  |
| Los Angeles County (Bell)        | MSA-Bell             | <del>\$512,000</del>  |
| San Diego County (San Diego)     | MSA-San Diego        | <del>\$4950,000</del> |
| Orange County (Santa Ana)        | MSA-Santa Ana        | <del>\$4950,000</del> |



| <b>Narrative:</b>  |  |
|--|--|
| <p>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.</p> <p>2) Based on the above parameters, the Board may adjust the Base School Salaries each year.</p> |  |

**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     | \$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         |

| <b>Narrative:</b>   |  |
|---|--|
| <p>1) Degree: 1 point for master's degree; 3 points for doctoral degree. Points are non-cumulative; the highest degree will be considered.</p> <p>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.</p> <p>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.</p> <p>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.</p> |  |

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><br>15 |
| School-Social Worker  | 0                   |

**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.

**MPS Board Approved Additional Duties-Annual Assignment**

(Coefficient for Additional Duties is \$1,000.00)

|   | <b>Duties</b>   | <b>Add-on Points</b> |
|---|---|----------------------|
| <b>Organizationwide Teacher on Special Assignment (TOSA) Duties (to be assigned by Home Office)</b> |   |                      |
| 1   | History / Social Sciences                             | 5.0                  |
| 2   | Science and STEAM Enrichment and GATE                 | 5.0                  |
| 3   | Computer Science and Technology                       | 5.0                  |
| 4   | Electives (Spanish, Art, PE, and other Electives)     | 5.0                  |
| 5   | Elementary Programs                                   | 5.0                  |
| 6   | Math  | 5.0                  |
| 7   | English   | 5.0                  |
| <b>Schoolwide Coordination Duties</b>   |   |                      |
| 1   | Discipline Coordinator                                | 5.0                  |
| 2   | I.T. Coordinator/Technician                           | 5.0                  |
| 3   | Testing Coordinator                                   | 5.0                  |
| 4   | After School Coordinator                              | 5.0                  |
| 5   | MTSS Coordinator (incl. RTI, Title I, etc.)           | 5.0                  |
| 6   | EL Coordinator  | 5.0                  |
| 7   | Literacy Program Coordinator (incl. myON, A.R., etc.) | 3.0                  |
| 8   | Athletic Director (CIF and non-CIF)                   | 5.0                  |
| 9   | STEAM Festival/Expo Coordinator                       | 2.0                  |
| 10  | Community and Family Outreach Coordinator             | 2.0                  |
| 11  | WASC Self-Study Coordinator                           | 3.0                  |
| 12  | Blended Learning Coordinator                          | 1.0                  |
| 13  | Extracurricular Activities Coordinator                | 1.0                  |
| 14  | 504 Coordinator / SSPT (max 10cases)                  | 2.0                  |
| 15  | SPED Coordinator                                      | 5.0                  |
| <b>Chair/Mentorship/Special Committee Duties</b>  |   |                      |
| 1   | Department Chair (5+ teachers)                        | 3.0                  |
| 2   | Department Chair (1-4 teachers)                       | 2.0                  |
| 3   | Grade Level Chair (5+ teachers)                       | 3.0                  |
| 4   | Grade Level Chair (1-4 teachers)                      | 2.0                  |
| 5   | Student Leadership/Gov't. Advisor                     | 2.0                  |
| 6   | BTSA Mentor   | 1.5                  |
| 7   | CAP Mentor  | 1.0                  |
| 8   | Reflection Committee Team Member                      | 1.0                  |
| <b>Club/Competition Duties</b>  |   |                      |
| 1   | Special Club (Category 1)                             | 1.0                  |
| 2   | Special Club (Category 2)                             | 2.0                  |
| 3   | Extra Club  | 1.0                  |
| 4   | Seasonal Sports Coach (per sport)                     | 1.5                  |
| <b>Additional Teaching Duties</b>   |   |                      |
| 1   | AP Teacher (per AP course)                            | 2.0                  |
| 2   | Extra Teaching Hours (per hour per week)              | 1.0                  |



**MPS Board Approved Additional Duties-One Time Assignment for the 2021-22 School Year**

| Additional Duties – One-Time Assignment |  |               |                  |
|---|--|---------------|------------------|
|   | COMPONENT NAME   | DOLLAR AMOUNT | PER              |
| *                                       | * Hourly staff will not be paid according to the below rates but 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   | \$30          | 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             |
| 19                                      | Virtual Home Visit   | \$25          | VISIT            |
| 20                                      | Attending PDs stipend (weekends, holidays, and summer; outside of work days)   | \$150         | DAY (MAX 4 DAYS) |
| 21                                      | Attending Trainings Outside Class Hours (such as Infinite Campus)  | \$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               | 06/03/21    | Base school salary increased from \$48,000 to \$49,000 for MSA- Santa Ana and MSA-San Diego and the \$52,000 base school salary for MSA-3 through MSA-8 is decreased to \$51,000 for 2021-22 school year. Position points for Education Specialist and Psychologist increased from 10 points to 15 points. A new position, School Social Worker is added. 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~~ 06/03/21



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 |
|--------------------------|-------------------|--------------------|

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                | <del>\$512,000</del>  |
| Los Angeles County (Los Angeles) | MSA-4                | <del>\$512,000</del>  |
| Los Angeles County (Reseda)      | MSA-5                | <del>\$512,000</del>  |
| Los Angeles County (Los Angeles) | MSA-6                | <del>\$512,000</del>  |
| Los Angeles County (Northridge)  | MSA-7                | <del>\$512,000</del>  |
| Los Angeles County (Bell)        | MSA-Bell             | <del>\$512,000</del>  |
| San Diego County (San Diego)     | MSA-San Diego        | <del>\$4950,000</del> |
| Orange County (Santa Ana)        | MSA-Santa Ana        | <del>\$4950,000</del> |

**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   |

| <b>Narrative:</b>  |
|--|
| <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 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.</p> <p>2) This is a component of Base Employee Salary as it is earned through the performance of the employee’s regular job duties and <b>NOT</b> 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.</p> |

**4 ) EMPLOYEE PERFORMANCE PAY**

| <b>Available Performance Pay</b> |         |
|----------------------------------|---------|
| School Leader Positions          | \$2,000 |

| <b>End-of-Year Overall Evaluation Ratings</b> |  |
|---|--|
| <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.<br><br>-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               | 06/03/21    | Base school salary increased from \$48,000 to \$49,000 for MSA- Santa Ana and MSA-San Diego and the \$52,000 base school salary for MSA-3 through MSA-8 is decreased to \$51,000 for 2021-22 school year. Added clarifying details for one-time signing bonus.  | Suat Acar           |



The following enrollment data is pulled directly from the student enrollment dashboard in system SchoolMint on May 28, 2021, which delivers up to date enrollment numbers, intent to return, and pending and completed applications for all Magnolia schools.

Target enrollment for 2021-2022 is 3,800, as of May 28, 2021. A school-by-school breakdown is demonstrated in the graph below along with enrollment projections through 2024:

**Below is a target enrollment breakdown per MSA site**

|                                   | MSA-1      | MSA-2      | MSA-3      | MSA-4      | MSA-5      |             |
|-----------------------------------|------------|------------|------------|------------|------------|-------------|
| 2018-19 Enrollment                | 590        | 437        | 510        | 176        | 248        |             |
| 2019-20 Enrollment (COVID)        | 650        | 435        | 497        | 131        | 281        |             |
| 2020-21 Enrollment (COVID)        | 717        | 464        | 416        | 100        | 290        |             |
| <b>2021-22 Enrollment (COVID)</b> | <b>740</b> | <b>485</b> | <b>418</b> | <b>115</b> | <b>270</b> |             |
| 2022-23 Enrollment                | 852        | 490        | 440        | 160        | 310        |             |
| 2023-24 Enrollment                | 925        | 495        | 450        | 200        | 330        |             |
|                                   |            |            |            |            |            |             |
|                                   | MSA-6      | MSA-7      | MSA-8      | MSA-SA     | MSA-SD     | Totals      |
| 2018-19 Enrollment                | 156        | 291        | 471        | 650        | 404        | 3957        |
| 2019-20 Enrollment (COVID)        | 134        | 292        | 482        | 546        | 443        | 3891        |
| 2020-21 Enrollment (COVID)        | 163        | 294        | 440        | 544        | 441        | 3869        |
| <b>2021-22 Enrollment (COVID)</b> | <b>80</b>  | <b>292</b> | <b>430</b> | <b>550</b> | <b>422</b> | <b>3800</b> |
| 2022-23 Enrollment                | 170        | 360        | 465        | 614        | 465        | 4326        |
| 2023-24 Enrollment                | 200        | 360        | 465        | 642        | 465        | 4532        |

| <b>MSA-1</b>                      |            | <input checked="" type="checkbox"/> Confirmed<br>6/2/2021 |                           |
|-----------------------------------|------------|---|---------------------------|
|                                   |            | <b>MSA-1</b>  | <b>TARGET ENROLLMENTS</b> |
|                                   |            | <b>GRADE LEVEL</b>  |                           |
| 2018-19 Enrollment                | 590        | 6   | 115                       |
| 2019-20 Enrollment (COVID)        | 650        | 7   | 135                       |
| 2020-21 Enrollment (COVID)        | 717        | 8   | 135                       |
| <b>2021-22 Enrollment (COVID)</b> | <b>740</b> | 9   | 110                       |
| 2022-23 Enrollment                | 852        | 10  | 89                        |
| 2023-24 Enrollment                | 925        | 11  | 80                        |
|                                   |            | 12  | 76                        |
|                                   |            | <b>TOTALS</b>   | <b>740</b>                |

| <b>MSA-2</b>                      |            | <input checked="" type="checkbox"/> Confirmed<br>6/2/2021 |                           |
|-----------------------------------|------------|---|---------------------------|
|                                   |            | <b>MSA-2</b>  | <b>TARGET ENROLLMENTS</b> |
|                                   |            | <b>GRADE LEVEL</b>  |                           |
| 2018-19 Enrollment                | 437        | 6   | 60                        |
| 2019-20 Enrollment (COVID)        | 435        | 7   | 104                       |
| 2020-21 Enrollment (COVID)        | 464        | 8   | 90                        |
| <b>2021-22 Enrollment (COVID)</b> | <b>485</b> | 9   | 90                        |
| 2022-23 Enrollment                | 490        | 10  | 52                        |
| 2023-24 Enrollment                | 495        | 11  | 47                        |
|                                   |            | 12  | 42                        |
|                                   |            | <b>TOTALS</b>   | <b>485</b>                |

| <b>MSA-3</b>                      |            | <input checked="" type="checkbox"/> Confirmed<br>6/2/2021 |                           |
|-----------------------------------|------------|---|---------------------------|
|                                   |            | <b>MSA-3</b>  | <b>TARGET ENROLLMENTS</b> |
|                                   |            | <b>GRADE LEVEL</b>  |                           |
| 2018-19 Enrollment                | 510        | 6   | 36                        |
| 2019-20 Enrollment (COVID)        | 497        | 7   | 50                        |
| 2020-21 Enrollment (COVID)        | 416        | 8   | 70                        |
| <b>2021-22 Enrollment (COVID)</b> | <b>416</b> | 9   | 70                        |
| 2022-23 Enrollment                | 440        | 10  | 70                        |
| 2023-24 Enrollment                | 450        | 11  | 70                        |
|                                   |            | 12  | 50                        |
|                                   |            | <b>TOTALS</b>   | <b>416</b>                |

| <b>MSA-4</b>                      |             | <input checked="" type="checkbox"/> |
|-----------------------------------|-------------|-------------------------------------|
|                                   |             | Confirmed                           |
|                                   |             | 6/2/2021                            |
| MSA-4                             | GRADE LEVEL | TARGET ENROLLMENTS                  |
| 2018-19 Enrollment                | 176         |                                     |
| 2019-20 Enrollment (COVID)        | 131         |                                     |
| 2020-21 Enrollment (COVID)        | 100         |                                     |
| <b>2021-22 Enrollment (COVID)</b> | <b>115</b>  |                                     |
| 2022-23 Enrollment                | 160         |                                     |
| 2023-24 Enrollment                | 200         |                                     |
| <b>TOTALS</b>                     |             | <b>115</b>                          |

| <b>MSA-5</b>                      |             | <input checked="" type="checkbox"/> |
|-----------------------------------|-------------|-------------------------------------|
|                                   |             | Confirmed                           |
|                                   |             | 6/2/2021                            |
| MSA-5                             | GRADE LEVEL | TARGET ENROLLMENTS                  |
| 2018-19 Enrollment                | 248         |                                     |
| 2019-20 Enrollment (COVID)        | 281         |                                     |
| 2020-21 Enrollment (COVID)        | 290         |                                     |
| <b>2021-22 Enrollment (COVID)</b> | <b>270</b>  |                                     |
| 2022-23 Enrollment                | 310         |                                     |
| 2023-24 Enrollment                | 330         |                                     |
| <b>TOTALS</b>                     |             | <b>270</b>                          |

| <b>MSA-6</b>                      |             | <input checked="" type="checkbox"/> |
|-----------------------------------|-------------|-------------------------------------|
|                                   |             | Confirmed                           |
|                                   |             | 6/2/2021                            |
| MSA-6                             | GRADE LEVEL | TARGET ENROLLMENTS                  |
| 2018-19 Enrollment                | 156         |                                     |
| 2019-20 Enrollment (COVID)        | 134         |                                     |
| 2020-21 Enrollment (COVID)        | 163         |                                     |
| <b>2021-22 Enrollment (COVID)</b> | <b>80</b>   |                                     |
| 2022-23 Enrollment                | 170         |                                     |
| 2023-24 Enrollment                | 200         |                                     |
| <b>TOTALS</b>                     |             | <b>80</b>                           |

| <b>MSA-7</b>                      |            |
|-----------------------------------|------------|
| 2018-19 Enrollment                | 291        |
| 2019-20 Enrollment (COVID)        | 292        |
| 2020-21 Enrollment (COVID)        | 294        |
| <b>2021-22 Enrollment (COVID)</b> | <b>292</b> |
| 2022-23 Enrollment                | 360        |
| 2023-24 Enrollment                | 360        |

| <input checked="" type="checkbox"/> |                    |
|-------------------------------------|--------------------|
| Confirmed                           |                    |
| 6/2/2021                            |                    |
| MSA-7                               | TARGET ENROLLMENTS |
| GRADE LEVEL                         |                    |
| TK                                  | 5                  |
| KN                                  | 21                 |
| 1                                   | 50                 |
| 2                                   | 56                 |
| 3                                   | 56                 |
| 4                                   | 52                 |
| 5                                   | 52                 |
| <b>TOTALS</b>                       | <b>292</b>         |

| <b>MSA-8</b>                      |            |
|-----------------------------------|------------|
| 2018-19 Enrollment                | 471        |
| 2019-20 Enrollment (COVID)        | 482        |
| 2020-21 Enrollment (COVID)        | 440        |
| <b>2021-22 Enrollment (COVID)</b> | <b>430</b> |
| 2022-23 Enrollment                | 465        |
| 2023-24 Enrollment                | 465        |

| <input checked="" type="checkbox"/> |                    |
|-------------------------------------|--------------------|
| Confirmed                           |                    |
| 6/2/2021                            |                    |
| MSA-8                               | TARGET ENROLLMENTS |
| GRADE LEVEL                         |                    |
| 6                                   | 100                |
| 7                                   | 175                |
| 8                                   | 155                |
| <b>TOTALS</b>                       | <b>430</b>         |

| <b>MSA-Santa Ana</b>              |            |
|-----------------------------------|------------|
| 2018-19 Enrollment                | 650        |
| 2019-20 Enrollment (COVID)        | 546        |
| 2020-21 Enrollment (COVID)        | 544        |
| <b>2021-22 Enrollment (COVID)</b> | <b>550</b> |
| 2022-23 Enrollment                | 614        |
| 2023-24 Enrollment                | 642        |

| <input checked="" type="checkbox"/> |                    |
|-------------------------------------|--------------------|
| Confirmed                           |                    |
| 6/2/2021                            |                    |
| MSA- Santa Ana                      | TARGET ENROLLMENTS |
| GRADE LEVEL                         |                    |
| TK                                  | 10                 |
| KN                                  | 30                 |
| 1                                   | 40                 |
| 2                                   | 40                 |
| 3                                   | 40                 |
| 4                                   | 36                 |
| 5                                   | 41                 |
| 6                                   | 40                 |
| 7                                   | 54                 |
| 8                                   | 57                 |
| 9                                   | 38                 |
| 10                                  | 45                 |
| 11                                  | 38                 |
| 12                                  | 41                 |
| <b>TOTAL</b>                        | <b>550</b>         |

| <b>MSA-San Diego</b>              |            |                    | <input checked="" type="checkbox"/> |
|-----------------------------------|------------|--------------------|-------------------------------------|
| 2018-19 Enrollment                | 404        | <b>MSA-SD</b>      | Confirmed                           |
| 2019-20 Enrollment (COVID)        | 443        |                    | 6/2/2021                            |
| 2020-21 Enrollment (COVID)        | 441        | <b>GRADE LEVEL</b> | <b>TARGET ENROLLMENTS</b>           |
| <b>2021-22 Enrollment (COVID)</b> | <b>422</b> | 6                  | 125                                 |
| 2022-23 Enrollment                | 465        | 7                  | 145                                 |
| 2023-24 Enrollment                | 465        | 8                  | 152                                 |
|                                   |            | <b>TOTALS</b>      | <u>422</u>                          |

| <b>MPS</b>                        | <b>Totals</b> |
|-----------------------------------|---------------|
| 2018-19 Enrollment                | <b>3957</b>   |
| 2019-20 Enrollment (COVID)        | 3891          |
| 2020-21 Enrollment (COVID)        | 3869          |
| <b>2021-22 Enrollment (COVID)</b> | <b>3800</b>   |
| 2022-23 Enrollment                | 4326          |
| 2023-24 Enrollment                | 4532          |

## Cover Sheet

### MPS School Site Classified Employees Pay Raise Schedule for 2021-22

**Section:** II. Action Items  
**Item:** C. MPS School Site Classified Employees Pay Raise Schedule  
for 2021-22  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
Classified\_Employees\_Pay\_Raise\_Schedule\_Raise\_2021-22\_\_Board\_.pdf





|                     |  |
|---------------------|--|
| Board Agenda Item # | II C: Action Item  |
| Date:               | June 3, 2021   |
| To:                 | MPS Board of Directors   |
| From:               | Alfredo Rubalcava, CEO & Superintendent                              |
| Staff Lead:         | MPS Development and Stakeholder Committee                            |
| RE:                 | MPS School Site Classified Employees' Pay Raise Schedule for 2021-22 |

Proposed Board Motion

I move that the MPS Board of Directors approve the 2021-22 classified employees salary pay raise schedule.

Introduction

The Home Office plans to make the following increases to MPS classified employees (exempt and non-exempt) based on the performance ratings received by their direct supervisor. Each staff member will get the following performance evaluation ratings from their supervisors with respect to the MPS Generic Evaluation Form in Appendix 1:

- **Ineffective:** Employees do not meet expectations. Assigned a **1 out of 4** based on their overall evaluation. Employees will not be offered a renewal agreement for 2021-22.
- **Developing:** Employees have room for improvement. Assigned a **2 out of 4** based on their overall evaluation. Employees get the **2% default raise** to the existing hourly or annual rate as the baseline rate of increase.
- **Effective:** Employees meet expectations. Assigned a **3 out of 4** based on their overall evaluation. Employees get the **4% default raise** to the existing hourly or annual rate.
- **Highly effective:** Employees exceed expectations. Assigned a **4 out of 4** based on their overall evaluation. Employees get the **6% default raise** to the existing hourly or annual rate.

Below chart is the summary of the proposed raise schedule.

| Evaluation | Ineffective | Developing | Effective | Highly effective |
|------------|-------------|------------|-----------|------------------|
|------------|-------------|------------|-----------|------------------|

| Proposed | Non-renewal | 2% raise | 4% raise | 6% raise |
|----------|-------------|----------|----------|----------|
|----------|-------------|----------|----------|----------|

Additionally, classified employees will be eligible for one-time annual assignment duties. Based on the Appendix 2 document, in 2021-22 FY, classified exempt employees will be paid based on the respective indicated dollar amount per duty. Non-exempt classified employees will be paid based on their regular hourly rate of pay when performing such duties.

### Background

Every fiscal year (“FY”) MPS considers a fair rate of increase to the classified employee salaries. However, the salary increase was suspended for the 2020-21 FY due to the possible adverse effects of the COVID-19 pandemic.

### Analysis (If applicable)

The home office proposes to make increases of **2.0%, 4.0% or 6.0% to classified employees’ hourly rates/salaries to define their 2021-22 hourly rates/salaries** respective to the employees’ evaluation results conducted by their supervisors within this current 2020-21 school year.

Below there are two charts prepared to analyze these increases per site. The first chart shows all the job titles, number of staff members, their part time or full time status, current pay rate, and proposed increases for 2021-22 based on the raise schedule in this document. The second chart shows the estimated budget effects per site and for all classified school staff.

### *Some key notes from the charts*

- **Chart 1 Analysis**
  - Currently, there are 110 classified employees working at 10 different MPS school sites under this pay raise structure; 28 part time, 81 full time, and 1 temporary.
  - There are 21 different classified job titles/positions within 2021-22 school year under this pay raise schedule.
  - Current classified employee salary average is \$21.62 per hour in 2020-21 fiscal year. Most increases are expected to take place with a 4% or 6%. Therefore, the chart has only these increase proposals.
- **Chart 2 Analysis**
  - The chart shows the overall budget effect for the entire Magnolia Schools per site with respect to the 4% and/or 6% increases.

- Employees who work 30 hours or fewer are considered part time (PT). For 11 months (22 pay periods, 48 weeks x 30 hours=1,440 hours per PT employee).
- Full time employees are the employees who work 30 hours or more per week and up to 40 hours max. Payments at MPS are done on semi-monthly based on the calculation of 86.67 hours per pay period for classified exempt employees. There are 22 pay periods for 11 month employees and 24 pay periods for 12 month employees within a FY. Exempt full time employees are paid based on the 86.67 hours per pay period and full time 12 month hourly employees' pay rate is calculated based on 2,080 hours worked.
- The evaluation of the staff is an ongoing process. Therefore, for the budget purposes, the analysis shows the maximum possible impact if all classified employees get a 4% and 6% increases. The 4% increase is our expected average increase across all sites and the 6% increase is the possible max effect.
- As shown on Chart 2, the overall effect of the proposed increases is (max) **\$179,513.77 and \$269,270.68 for 4% and 6% increases respectively** across MPS.

| CHART 1  |           |           |           |            |                     |                 |                 |
|--|-----------|-----------|-----------|------------|---------------------|-----------------|-----------------|
| MPS FY 2021-22 CLASSIFIED EMPLOYEES PAY RAISE SCHEDULE |           |           |           |            |                     |                 |                 |
| Averages and Counts                                    |           |           |           |            |                     |                 |                 |
|  | 28        | 81        | 1         | 110        | CURRENT             | PROPOSED        |                 |
| Classified Job Title                                   | PT        | FT        | Temporary | # of Emp.  | Average Hourly Rate | +4%             | +6%             |
| 1 Administrative Assistant                             | 1         | 5         |           | 6          | \$ 21.46            | \$ 22.32        | \$ 22.75        |
| 2 After School - Event Coordinat                       |           | 1         |           | 1          | \$ 20.80            | \$ 21.63        | \$ 22.05        |
| 3 After School Coach & Instructor                      | 4         |           |           | 4          | \$ 24.25            | \$ 25.22        | \$ 25.71        |
| 4 After School Supervisor                              | 1         | 2         |           | 3          | \$ 18.20            | \$ 18.93        | \$ 19.29        |
| 5 Campus Aide  | 1         | 1         |           | 2          | \$ 16.44            | \$ 17.10        | \$ 17.43        |
| 6 Campus Supervisor                                    |           | 1         |           | 1          | \$ 17.14            | \$ 17.83        | \$ 18.17        |
| 7 Custodian  | 3         | 6         |           | 9          | \$ 17.11            | \$ 17.80        | \$ 18.14        |
| 8 Custodian and Landscaper                             | 2         |           |           | 2          | \$ 17.00            | \$ 17.68        | \$ 18.02        |
| 9 Director of Outreach and Community Engagement        |           | 1         |           | 1          | \$ 43.27            | \$ 45.00        | \$ 45.86        |
| 10 Facility Manager                                    |           | 1         |           | 1          | \$ 28.00            | \$ 29.12        | \$ 29.68        |
| 11 Instructional Aide and Campus Support               |           | 1         |           | 1          | \$ 22.00            | \$ 22.88        | \$ 23.32        |
| 12 It Manager  |           | 6         |           | 6          | \$ 36.38            | \$ 37.84        | \$ 38.57        |
| 13 Librarian   |           | 1         |           | 1          | \$ 23.32            | \$ 24.25        | \$ 24.72        |
| 14 Maintenance   |           | 1         |           | 1          | \$ 25.00            | \$ 26.00        | \$ 26.50        |
| 15 MFT Therapist                                       |           | 1         |           | 1          | \$ 28.00            | \$ 29.12        | \$ 29.68        |
| 16 Office Clerk  | 1         | 11        |           | 12         | \$ 18.66            | \$ 19.40        | \$ 19.78        |
| 17 Office Manager                                      |           | 10        |           | 10         | \$ 28.05            | \$ 29.18        | \$ 29.74        |
| 18 PACE Coordinator                                    |           | 2         |           | 2          | \$ 27.52            | \$ 28.62        | \$ 29.17        |
| 19 Sped Aide   | 6         | 26        | 1         | 33         | \$ 20.15            | \$ 20.95        | \$ 21.35        |
| 20 Teacher Aide  | 9         | 3         |           | 12         | \$ 16.82            | \$ 17.49        | \$ 17.83        |
| 21 Title 1 Coordinator                                 |           | 1         |           | 1          | \$ 25.00            | \$ 26.00        | \$ 26.50        |
| <b>Grand Total</b>                                     | <b>28</b> | <b>81</b> | <b>1</b>  | <b>110</b> |                     |                 |                 |
| <b>AVERAGES</b>  |           |           |           |            | <b>\$ 21.62</b>     | <b>\$ 22.48</b> | <b>\$ 22.92</b> |

| CHART 2   |                  |                  |
|---|------------------|------------------|
| MPS FY 2021-22 CLASSIFIED EMPLOYEES' PAY RAISE SCHEDULE |                  |                  |
| Budget Impact Analysis                                  |                  |                  |
|   | WITH 4% INCREASE | WITH 6% INCREASE |
| MSA 1   | \$27,646.53      | \$41,469.80      |
| MSA 2   | \$17,380.64      | \$26,070.97      |
| MSA 3   | \$23,640.59      | \$35,460.89      |
| MSA 4   | \$4,843.60       | \$7,265.40       |
| MSA 5   | \$11,205.02      | \$16,807.53      |
| MSA 6   | \$4,947.43       | \$7,421.15       |
| MSA 7   | \$18,127.66      | \$27,191.49      |

|                  |                     |                     |
|------------------|---------------------|---------------------|
| MSA 8            | \$22,141.64         | \$33,212.45         |
| MSA SA           | \$33,412.65         | \$50,118.98         |
| MSA SD           | \$16,168.01         | \$24,252.02         |
| <b>MPS TOTAL</b> | <b>\$179,513.77</b> | <b>\$269,270.68</b> |

Budget Implications:

Covid-19 continues to impact the schools' operations. The enrollment projections for some of the schools are behind the original targets. MPS believes this is mainly due to overall statewide enrollment decline, but also caused by reduced outreach and marketing efforts compared to previous years. Not meeting the enrollment targets will have a direct impact on school budgets. However, in order to continue to provide the best education services to our students, it is important to retain our talented staff. The pandemic triggered a significant outflow of teachers from the system across the state, which MPS believes will further increase the hiring competition that is already in place among charter schools and school districts. Therefore, MPS Home Office staff recommends the approval of the salary increases despite enrollment projections of some of the sites. The MPS Home Office will continue to work with the school sites to develop plans to increase the enrollment and address other difficulties caused by the pandemic.

Exhibits (attachments):

- Appendix 1: Generic MPS Staff Evaluation Form
- Appendix 2: 2021-22 Additional Duties One-Time Assignment Document

MPS GENERIC EMPLOYEE EVALUATION SUMMARY PAGE

**Employee Information:**

Name: \_\_\_\_\_ School: \_\_\_\_\_  
 Present School Assignment: \_\_\_\_\_ Years at School: \_\_\_\_\_

| Ratings of Employee Performance on the MPS Core Value Areas                       |   |  |
|---|---|--|
| 1: Below Standard, 2: Approaches Standard, 3: Meets Standard, 4: Exceeds Standard |   |  |
| Area  | Rating: (1-4)                               |  |
| EXCELLENCE  | 1. Effectiveness                            |  |
|   | 2. Efficiency                               |  |
|   | 3. Ethics & Professionalism                 |  |
|   | 4. Professional Growth                      |  |
| INNOVATION  | 5. Information Literacy & Technology Skills |  |
|   | 6. Critical Thinking & Problem Solving      |  |
|   | 7. Initiative & Creativity                  |  |
| CONNECTION  | 8. Communication                            |  |
|   | 9. Collaboration & Collegiality             |  |
|   | 10. Community & External Context            |  |
| <b>(A) Total:</b>   |   |  |

| Student, Parent, and Staff Voices |              |  |
|-----------------------------------|--------------|--|
| (Score: 1-5 each)                 |              |  |
| Voices                            | Score: (1-5) |  |
| Student Voices                    |              |  |
| Parent Voices                     |              |  |
| Staff Voices                      |              |  |
| <b>(B) Total:</b>                 |              |  |

| Student Performance   |  |  |
|---|--|--|
| Student performance score as explained in the evaluation protocol <b>(Out of 20 points)</b> |  |  |
| <b>(C) Total:</b>   |  |  |

| Employee's Overall Performance (Out of 100%) |  |
|--|--|
| $(65/40) \times A + B + C =$                 |  |

| Employee's Overall Evaluation Rating (1-4) |                       |               |
|--|-----------------------|---------------|
| <input type="checkbox"/>                   | Highly Effective (HE) | 85% - 100%    |
| <input type="checkbox"/>                   | Effective (E)         | 65% - 84%     |
| <input type="checkbox"/>                   | Developing (D)        | 50% - 64%     |
| <input type="checkbox"/>                   | Ineffective (I)       | Less than 50% |

Employee's Signature: \_\_\_\_\_ Evaluator's Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Employee's signature on this form represents neither acceptance nor approval of the evaluation. It does, however, indicate that the employee has reviewed the evaluation with the evaluator and may reply in writing. The signature of the evaluator verifies that the evaluation has been reviewed and the proper process has been followed according to the MPS Generic Employee Evaluation Protocol.



**MPS Board Approved Additional Duties  
for Classified Employees**

Classified employees are eligible for extra duty assignments and pay in accordance with this policy.

**Classified Non-exempt:**

Classified nonexempt employees may be assigned additional duties from the approved list below when they possess the necessary qualifications and skill to perform the extra duties. The employee shall receive their regular hourly rate of pay when performing such duties. Nonexempt employees are not eligible for flat rate pay or stipends. They must enter their time spend for such assignments.

**Classified Exempt:**

Classified exempt employees may be assigned additional duties from the approved list below when they possess the necessary qualifications and skill to perform the extra duties. The employee shall receive pay in accordance with the list below, generally in a flat rate or stipend form.

| <b>Additional Duties – One-Time Assignments</b> |                                   |   |                                 |                                    |
|---|-----------------------------------|---|---------------------------------|------------------------------------|
|   | COMPONENT NAME                    | EXEMPT<br>EMPLOYEES –<br>DOLLAR<br>AMOUNT | EXEMPT<br>EMPLOYEES –<br>PERIOD | NON-EXEMPT<br>EMPLOYEES            |
| 1   | Home Visit Program                | \$50                                      | VISIT                           | The Employee's Regular Hourly Rate |
| 2   | Saturday School                   | \$50                                      | HOUR                            | The Employee's Regular Hourly Rate |
| 4   | Parent Academy Coordinator        | \$50                                      | HOUR                            | The Employee's Regular Hourly Rate |
| 5   | Parent Academy Teacher            | \$50                                      | HOUR                            | The Employee's Regular Hourly Rate |
| 6   | After School Coordinator          | \$30                                      | HOUR                            | The Employee's Regular Hourly Rate |
| 7   | After School Support              | \$30                                      | HOUR                            | The Employee's Regular Hourly Rate |
| 8   | Zero Period Assistance            | \$30                                      | HOUR                            | The Employee's Regular Hourly Rate |
| 9   | Substituting for another teacher  | \$35                                      | HOUR                            | The Employee's Regular Hourly Rate |
| 10  | Edge Coaching-Mentoring           | \$35                                      | HOUR                            | The Employee's Regular Hourly Rate |
| 11  | Providing PD/Workshop             | \$50                                      | HOUR                            | The Employee's Regular Hourly Rate |
| 12  | School Camp-Trip                  | \$200                                     | DAY                             | The Employee's Regular Hourly Rate |
| 13  | SAT/ACT or College Prep Boot Camp | \$30                                      | HOUR                            | The Employee's Regular Hourly Rate |

|    |  |       |                  |                                    |
|----|--|-------|------------------|------------------------------------|
| 14 | Assisting enrollment recruitment event, orientation meeting, open houses     | \$35  | HOUR             | The Employee's Regular Hourly Rate |
| 15 | Saturday/Sunday Community Activity (STEAM EXPO, Festivals or similar events) | \$150 | EVENT            | The Employee's Regular Hourly Rate |
| 16 | Assisting Saturday or Summer New student Testing Proctor                     | \$35  | HOUR             | The Employee's Regular Hourly Rate |
| 17 | Assisting Nutrition Supervision  | \$20  | NUTRITION        | The Employee's Regular Hourly Rate |
| 18 | Extra Tutoring Sessions  | \$30  | HOUR             | The Employee's Regular Hourly Rate |
| 19 | Virtual Home Visit   | \$25  | VISIT            | The Employee's Regular Hourly Rate |
| 20 | Attending PDs stipend (weekends, holidays, and summer; outside of work days) | \$150 | DAY (MAX 4 DAYS) | The Employee's Regular Hourly Rate |
| 21 | Attending Trainings Outside Class Hours (such as Infinite Campus)            | \$30  | HOUR             | The Employee's Regular Hourly Rate |