



Board Agenda Item #	Agenda # II A
Date:	03/19/2019
To:	Magnolia Board of Directors- Finance Committee
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Suat Acar, Chief Operations Officer
RE:	Employee Pay Raise Scale for Full-Time Teaching Positions & Non-Classroom Based Academic Positions & School Leaders

Proposed Board Motion

I move the finance committee recommend approval of the new MPS Pay Raise Salary Scale for Full-Time Teaching Positions & Non-Classroom Based Academic Positions & School Leaders.

Introduction

Full-Time Teaching Positions & Non-Classroom Based Academic Positions & school leaders which covers positions mentioned in the scale such as teachers, college counselors, education specialists, librarians, title I coordinators, deans and principals.

MPS Operations department proposes increasing the base pay under the qualifications pay in the MPS Salary Scale for eligible staff from \$46,600.00 to \$50,000.00 starting from 2019-20 fiscal year. This will affect the salaries of all Full-Time Teaching Positions & Non-Classroom Based Academic Positions and School Leader Positions.

Background

The teacher unions went on a strike within LAUSD within the 2018-19 school year. In the end the LAUSD and the Teacher Union reached out a deal to make significant raises to teacher salaries plus some retro pays. This is expected to increase the competition in the teacher market for our schools. Therefore, we wanted to come up with competitive salary increases by increasing the current base pay from \$46,600 to \$50,000. This will increase the overall salaries of our individual salaries by minimum \$3,400.00, excluding any additional add-ons, stipends and performance pays.

Analysis & Budget impact

Below is a chart showing the number of staff whose salaries will be affected by the new school base pay increase. The dollar amounts are the gross increases per site.

	X	CURRENT SCHOOL BASE SALARY			\$46,600	
	Y	PROPOSED SCHOOL BASE SALARY			\$50,000	
	Z	PROPOSED SCHOOL BASE INCREASE			\$3,400	
	A	B	C	D	A+B+C+D	(A+B+C+D)*Z
SCHOOL	# OF TEACHERS	# OF NON CLASSROOM BASED ACADEMIC POSITIONS	# OF PRINCIPALS	# OF DEANS	# OF EMPLOYEES EFFECTED BY BASE INCREASE	TOTAL EXPECTED IMPACT
MSA-1	31	4	1	4	40	\$136,000
MSA-2	22	5	1	3	31	\$105,400
MSA-3	21	3	1	3	28	\$95,200
MSA-4	11	1	1	1	14	\$47,600
MSA-5	13	2	1	1	17	\$57,800
MSA-6	8	1	1	1	11	\$37,400
MSA-7	12	2	1	1	16	\$54,400
MSA-8	18	6	1	3	28	\$95,200
MSA-SA	30	6	1	4	41	\$139,400
MSA-SD	16	2	1	3	22	\$74,800
TOTAL	182	32	10	24	248	\$843,200



MPS EMPLOYEE PAY RAISE SCALE

FULL-TIME TEACHING POSITIONS

&

NON-CLASSROOM-BASED ACADEMIC POSITIONS

Last Amended: 3/21/19

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	Base School Salary	
	+	→ Base Employee Salary
2	Employee Qualifications Pay	
	+	
3	Employee Performance Pay	
	+	
4	Pay for Additional Duties	

Narrative:

- 1) The MPS Board of Directors will closely work with the Home Office to review and update this employee pay raise scale and approve it at one of its meetings prior to the fiscal year to which it applies.
- 2) This Board-approved pay raise scale will be in effect as of July 1, 2018 and until the next Board approval of an updated scale. MPS reserves the right to modify this pay raise scale, as well as any policies affecting employee compensation, including but not limited to maintaining any pay raise scale at all.
- 3) This policy replaces and overrides any previous pay/bonus policy.
- 4) This pay raise scale applies to all full-time teaching staff and non-classroom based academic staff.
- 5) Pay for full-time teaching positions and non-classroom-based academic positions have four major components: base school salary, employee qualifications pay, employee performance pay, and pay for additional duties. Base school salary and the employee qualifications pay make up the base employee salary. Employee Performance Pay and Pay for Additional Duties are variable pays based on employee's performance rating and additional duties assigned to the employee and are not part of the base employee salary.
- 6) Performance pay is given to existing full-time employees based on their performance in the finished year. Only those full-time employees who have finished the year at MPS and completed at least 90 business days in the finished year will 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. Performance pay is **NOT** part of the employee's base salary and will be paid separately in a **one-time lump-sum amount** in July immediately following the school year during which the performance was evaluated. (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. 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.

9) MPS would like to pay the 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. Also, the pay raise scale limitations may be waived 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.)

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

1) BASE SCHOOL SALARY

Base School Salary		
<u>Location</u>	<u>School</u>	<u>Base</u>
Los Angeles County (Reseda)	MSA-1	\$50,000
Los Angeles County (Van Nuys)	MSA-2	\$50,000
Los Angeles County (Carson)	MSA-3	\$50,000
Los Angeles County (Los Angeles)	MSA-4	\$50,000
Los Angeles County (Reseda)	MSA-5	\$50,000
Los Angeles County (Los Angeles)	MSA-6	\$50,000
Los Angeles County (Northridge)	MSA-7	\$50,000
Los Angeles County (Bell)	MSA-Bell	\$50,000
San Diego County (San Diego)	MSA-San Diego	\$50,000
Orange County (Santa Ana)	MSA-Santa Ana	\$50,000

Narrative:

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

2) EMPLOYEE QUALIFICATIONS PAY

Qualifications

<u>Field #</u>	<u>Qualification</u>	<u>Coefficient</u>	<u>Points</u>	<u>Max</u>
1	Position	\$1,015	See notes.	10
2	Degree	\$1,015	1 or 3. See notes.	3
3	Credential	\$1,015	1 or 2. See notes.	2
4	Prior Experience	\$750	1 for each year up to 15	15
5	MPS Experience	\$1,015	1 for each year up to a total* of 25	25

Position Points

College Counselor, Librarian, EL Coordinator, Language/Literacy Coach, Title-I/Intervention Coordinator, Guidance Counselor	5
Education Specialist, Psychologist	10

Narrative:

- 1) Position: Staff with non-classroom-based academic positions will receive additional points based on their position. See the table above.
- 2) Degree: 1 point for master's degree; 3 points for doctoral degree. Points are not added; the highest degree will be considered.
- 3) 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. CA Preliminary Teaching Credential does not earn points.
- 4) Prior Experience: Cap of 15 years will be applied for prior full-time, full-year teaching, school leader, and other related field work experience. Student teaching as part of the credentialing program does not count for experience. Employees need to verify their prior employment. Final decision will be made by the Home Office.

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

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

3) EMPLOYEE PERFORMANCE PAY

Available Performance Pay	
Teaching & Non-Classroom Based Academic Positions	\$4,000

End-of-Year Overall Evaluation Ratings	
Rating	Earns % of Available Performance Pay
4: Highly Effective (HE)	100%
3: Effective (E)	50%
2: Developing (D)	N/A
1: Ineffective (I)	N/A

Narrative:
<p>1) The Home Office will develop a performance evaluation system where employees will earn annual performance points out of 100.</p> <p>2) Employees who receive a “4: Highly Effective (HE)” rating on their end-of-year overall evaluation will earn 100% of the available performance pay and those who receive a “3: Effective (E)” rating will earn 50% of the available performance pay.</p> <p>3) Available performance pay will be a maximum of \$4,000 for school-level teaching staff and non-classroom based academic staff.</p> <p>4) Performance pay is given to existing full-time employees based on their performance in the finished year. Only those full-time employees who have finished the year at MPS and completed at least 90 business days in the finished year will 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. Performance pay is NOT part of the employee’s base salary and will be paid separately in a one-time lump-sum amount in July immediately following the school year during which the performance was evaluated. (See "Employee Performance" for details.)</p> <p>5) 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.</p>

4) PAY FOR ADDITIONAL DUTIES

Coefficient	
Coefficient for Additional Duties	\$1,000

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

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

Narrative:	
<p>1) The coefficient for additional duties is \$1,000 per add-on point.</p> <p>2) Additional duties for employees will be assigned add-on points as indicated in the table for additional duties. These duties have to be approved by the school administration and the Home Office annually prior to the duties are performed.</p> <p>3) The add-on points for additional duties are not part of employee's base salary; they are earnings on top of the base employee salary designated for the extra duties performed for the specific year of service.</p> <p>4) Payment for additional duties will be made during and only for the fiscal year in which the duties are performed. Depending on the duties, this amount can either be included in the semi-monthly salary or paid to the employee in several installments. Pay for additional duties will be prorated based on the date additional duties are assumed.</p> <p>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.</p> <p>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.</p> <p>7) Extra clubs are clubs employees offer in addition to their required two (2) after-school tutoring/club sessions.</p> <p>8) ** 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.</p> <p>9) Payments for any additional duties not described herein (Saturday tutoring, other approved hourly duties, etc.) will be resolved by the school administration and the Home Office via payroll.</p> <p>10) Exceptions: The add-on points for additional duties are for full-time teaching staff and other approved staff on a case-by-case basis. Principals and assistant principals/deans do not earn add-on points for any of the additional duties listed in this table. After-school coordinators do not earn add-on points for after-school coordination if they are already being paid separately for that duty, e.g., through an after-school grant. Computer teachers who also do IT technician duties for less than 50% of their time can earn add-on points for their IT technician duties. If they do IT for 50% or more of their time, they will be regarded as IT Technician for salary calculations.</p> <p>11) Final decision for any add-on points will be made by the school administration and the Home Office.</p>	

Revision History:

Revision	Date	Description of changes	Requested By
0	5/12/14	Initial Release	David Yilmaz
1	3/10/16	The difference in pay between teachers teaching different subjects is removed; one percent is added to base pay (excluding benefits).	Terri Boatman
2	3/8/17	Additional duties and corresponding add-on points are revised by the Home Office.	Orielle Revish
3	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.	Suat Acar



MPS EMPLOYEE PAY RAISE SCALE

SCHOOL LEADER POSITIONS

Last Amended: 3/21/19

MPS EMPLOYEE PAY RAISE SCALE (SCHOOL LEADER POSITIONS)

SALARY CALCULATIONS

Components of Employee Pay

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

Narrative:

- 1) The MPS Board of Directors will closely work with the Home Office to review and update this employee pay raise scale and approve it at one of its meetings prior to the fiscal year to which it applies.
- 2) This Board-approved pay raise scale will be in effect as of July 1, 2018 and until the next Board approval of an updated scale. MPS reserves the right to modify this pay raise scale, as well as any policies affecting employee compensation, including but not limited to maintaining any pay raise scale at all.
- 3) This policy replaces and overrides any previous pay/bonus policy.
- 4) This pay raise scale applies to all full-time school leaders, i.e., principals, APs, and deans.
- 5) Pay for school leader positions has three major components: base school salary, employee qualifications pay, and employee performance pay. Base school salary and the employee qualifications 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 is given to existing full-time employees based on their performance in the finished year. Only those full-time employees who have finished the year at MPS and completed at least 90 business days in the finished year will 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. Performance pay is **NOT** part of the employee's base salary and will be paid separately in a **one-time lump-sum amount** in July immediately following the school year during which the performance was evaluated. (See "Employee Performance" for details.)
- 7) The following salary bands will be applied to school leader positions:

Assistant Principal/Dean Minimum: \$70,000 Maximum: \$100,000

Principal

Minimum: \$90,000

Maximum: \$130,000

If the pay raise calculations for a school leader result in an amount either below the band minimum or above the band maximum, the minimum or the maximum amounts will be applied respectively.

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.

9) MPS would like to pay the 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. Also, the pay raise scale limitations may be waived 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.)

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

1) BASE SCHOOL SALARY

Base School Salary		
<u>Location</u>	<u>School</u>	<u>Base</u>
Los Angeles County (Reseda)	MSA-1	\$50,000
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Los Angeles County (Los Angeles)	MSA-6	\$50,000
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San Diego County (San Diego)	MSA-San Diego	\$50,000
Orange County (Santa Ana)	MSA-Santa Ana	\$50,000

Narrative:

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

2) EMPLOYEE QUALIFICATIONS PAY

Qualifications				
Field #	Qualification	Coefficient	Points	Max
1	Position	\$1,015	See table below.	50
2	Degree	\$1,015	1 or 3. See notes.	3
3	Credential	\$1,015	1 or 2. See notes.	2
4	Prior Experience (Other)	\$750	1 for each year up to 15	15
5	Prior Experience (AP/Dean)	\$1,125	1 for each year up to 15	15
6	Prior Experience (Principal)	\$1,350	1 for each year up to 15	15
7	MPS Experience (Other)	\$1,015	1 for each year up to a total* of 25	25
8	MPS Experience (AP/Dean)	\$1,250	1 for each year up to a total* of 25	25
9	MPS Experience (Principal)	\$1,500	1 for each year up to a total* of 25	25

Position Points				
Assistant Principal/Dean	20			
Principal	School Enrollment:			
Grade Span:	0-199	200-399	400-599	600+
K-5 or 6-8	25	30	35	40
K-8, 9-12 or 6-12	30	35	40	45
K-12	35	40	45	50

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

Narrative:

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

2) Degree: 1 point for master's degree; 3 points for doctoral degree. Points are not added; the highest degree will be considered.

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

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

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

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

3) EMPLOYEE PERFORMANCE PAY

Available Performance Pay	
School Leader Positions	\$4,000

End-of-Year Overall Evaluation Ratings	
Rating	Earns % of Available Performance Pay
4: Highly Effective (HE)	100%
3: Effective (E)	50%
2: Developing (D)	N/A
1: Ineffective (I)	N/A

Narrative:
<p>1) The Home Office will develop a performance evaluation system where employees will earn annual performance points out of 100.</p> <p>2) Employees who receive a “4: Highly Effective (HE)” rating on their end-of-year overall evaluation will earn 100% of the available performance pay and those who receive a “3: Effective (E)” rating will earn 50% of the available performance pay.</p> <p>3) Available performance pay will be a maximum of \$4,000 for school leader positions.</p> <p>4) Performance pay is given to existing full-time employees based on their performance in the finished year. Only those full-time employees who have finished the year at MPS and completed at least 90 business days in the finished year will 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. Performance pay is NOT part of the employee’s base salary and will be paid separately in a one-time lump-sum amount in July immediately following the school year during which the performance was evaluated. (See "Employee Performance" for details.)</p> <p>5) 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.</p>

Revision History:

Revision	Date	Description of changes	Requested By
0	5/12/14	Initial Release	David Yilmaz
1	3/25/15	One percent is added to base pay (excluding benefits); base school salaries and coefficients for employee qualifications are revised.	Oswaldo Diaz
2	5/12/16	Salary bands are introduced.	Terri Boatman
3	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 -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