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| Board Agenda Item # | Agenda # II B |
| Date: | 03/28/2019 |
| To: | Magnolia Board of Directors |
| From: | Alfredo Rubalcava, CEO & Superintendent |
| Staff Lead: | Suat Acar, Chief Operations Officer |
| RE: | MPS Employee Pay Raise Scale for Assistant Principal/Dean Position |

Proposed Board Motion

I move the board to approve the new MPS Pay Raise Salary Scale for Assistant Principal/Dean Positions.

Introduction

MPS Operations Department Proposes increasing the positions pay under the qualifications pay for the Assistant Principal/Dean Positions -only- from 15 points to 20 points starting from 2019-20 fiscal year. Each point refers to \$1,015.00 in the current and proposed salary scale with no change.

Background

After speaking with the site principals, the principals mentioned the overload on the Assistant Principals/Deans and requested additional salary increase.

Analysis & Budget impact

Below is a chart showing the number of deans per site who will get additional \$5,075.00 (5 points x \$1,015) increase to their qualifications pays. The dollar amounts are the gross increases per site.

| | | |
|---------------|--|------------------------------|
| K | CURRENT ASSISTANT PRINCIPAL/DEAN POSITION QUALIFICATION POINT | 15 |
| L | PROPOSED DEAN ASSISTANT PRINCIPAL/DEAN POSITION QUALIFICATION POINT | 20 |
| M | PROPOSED POINT CHANGE (L-K) | 5 |
| N | POINT DOLLAR VALUE | \$1,015 |
| P | PROPOSED \$ CHANGE FOR ASSISTANT PRINCIPAL/DEAN POSITION (M*N) | \$5,075 |
| | | |
| | A | A*P |
| SCHOOL | # OF ASSISTANT PRINCIPAL/DEANS | TOTAL EXPECTED IMPACT |
| MSA-1 | 4 | \$20,300 |
| MSA-2 | 3 | \$15,225 |
| MSA-3 | 3 | \$15,225 |
| MSA-4 | 1 | \$5,075 |
| MSA-5 | 1 | \$5,075 |
| MSA-6 | 1 | \$5,075 |
| MSA-7 | 1 | \$5,075 |
| MSA-8 | 3 | \$15,225 |
| MSA-SA | 4 | \$20,300 |
| MSA-SD | 3 | \$15,225 |
| | | |
| TOTAL | 24 | \$121,800 |



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 |
| 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 | \$48,000 |
| Orange County (Santa Ana) | MSA-Santa Ana | \$48,000 |

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 | |
|--|---|
| <u>Rating</u> | <u>Earns % of Available Performance Pay</u> |
| 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 | <p>-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 (Proposed separately in Board Agenda Item III. B)</p> <p>-Position points for Assistant Principal/Dean under the "Employee Qualifications Pay" increased from 15 points to 20 points. (Proposed in Board Agenda Item III. C)</p> | Suat Acar |