



Board Agenda Item #	II A: Recommended Action Item
Date:	June 3, 2021
To:	MPS Development and Stakeholder Committee
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Suat Acar, Chief Operations Officer Derya Hajmeirza, Director of Human Resources
RE:	MPS School Site Classified Employees' Pay Raise Schedule for 2021-22

Proposed Board Motion

I move that the Development and Stakeholder Committee recommends the approval of the 2021-22 classified employees salary pay raise schedule and moves the item to the MPS board of directors for approval.

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
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Proposed	Non-renewal	2% raise	4% raise	6% raise
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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
Grand Total	28	81	1	110			
AVERAGES					\$ 21.62	\$ 22.48	\$ 22.92

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
MPS TOTAL	\$179,513.77	\$269,270.68

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	
(A) Total:		

Student, Parent, and Staff Voices		
(Score: 1-5 each)		
Voices	Score: (1-5)	
Student Voices		
Parent Voices		
Staff Voices		
(B) Total:		

Student Performance		
Student performance score as explained in the evaluation protocol (Out of 20 points)		
(C) Total:		

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.

Additional Duties – One-Time Assignments				
	COMPONENT NAME	EXEMPT EMPLOYEES – DOLLAR AMOUNT	EXEMPT EMPLOYEES – PERIOD	NON-EXEMPT 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