



Board Agenda Item #	II B: Information/Discussion Item
Date:	April 6, 2022
To:	Magnolia Public Schools – Finance Committee
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Suat Acar, Chief Operations Officer Steve Budhreja, Chief Financial Officer Derya Hajmeirza, Director of Human Resources
RE:	MPS School Site Classified Employees’ Pay Raise Schedule for 2022-23

Proposed Board Motion

N/A. Informational Item.

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 2022-23.
- **Developing:** Employees have room for improvement. Assigned a **2 out of 4** based on their overall evaluation. Employees get the **6% 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 **8% 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 **8% 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
<b>Proposed</b>	Non-renewal	6% raise	8% raise	8% raise

Additionally, classified employees will be eligible for one-time annual assignment duties. Based on the Appendix 2 document, in 2022-23 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.

Analysis (If applicable)

The home office proposes to make increases of **6.0% or 8.0% to classified employees' hourly rates/salaries to define their 2022-23 hourly rates/salaries** respective to the employees' evaluation results conducted by their supervisors within this current 2022-23 school year.

*Some key notes*

- Currently, there are 129 classified employees working at 10 different MPS school sites under this pay raise structure; 13 part time, 116 full time (59 employees are 11 month and 57 employees 12 month employees)
- There are 31 different classified job titles/positions within the current 2021-22 school year.
- Current classified employee salary average was \$21.62 per hour in the 2020-21 fiscal year and it is \$23.00 in the current 2021-22 fiscal year. We plan to make 8% increases to the salaries with this proposed scale. With this raise, the average hourly rate will go up to \$24.84/hour.
- The evaluation of the staff is an ongoing process. The classified staff will either get 6% or 8% depending on their evaluation scores. For the budgetary impact analysis, the analysis shows the maximum possible impact (i.e. 8%).
- There are Part Time and Full Time employees working for MPS Sites. The FT employees can have 11 or 12 month agreements. The 11 month employees expect to get 22 pay periods, 48 weeks x 30 hours=1,440 hours in total in a fiscal year. The 12 month full time employees get 2,080 hours in a fiscal year.
- The overall effect of the proposed increases is **\$454,191.27** based on %8 increases across the board. Please see below Chart 1 to see the impact on each site.
- Chart 2 shows the current job titles in MPS Sites & number of staff with that particular job title, current 2021-22 average hourly rates and the proposed hourly rates with the 8% increases for 2022-23 FY.

<b>CHART 1</b>	
<b>MPS FY 2022-23 CLASSIFIED EMPLOYEES' PAY RAISE SCHEDULE</b>	
<b>Budget Impact Analysis</b>	
	<b>WITH 8% INCREASE</b>
MSA 1	\$79,719.20
MSA 2	\$64,722.64
MSA 3	\$57,402.90
MSA 4	\$19,254.85
MSA 5	\$23,882.05
MSA 6	\$15,946.02
MSA 7	\$39,885.25
MSA 8	\$63,876.29
MSA SA	\$61,320.13
MSA SD	\$28,181.95
<b>MPS TOTAL</b>	<b>\$454,191.27</b>

**CHART 2: CLASSIFIED JOB TITLES, CURRENT 21-22 AVERAGE RATES PER TITLE AND PROPOSED 22-23 RATES**

Position	Count	Current Avg Rate	Proposed Avg Rate
Administrative Assistant	9	\$25.16	\$27.17
After School - Event Coordinator	1	\$20.00	\$21.60
After School Coach & Instructor	4	\$26.00	\$28.08
After School Supervisor	2	\$17.70	\$19.12
ASES Coordinator	1	\$19.50	\$21.06
ASES Frontline Staff Member	3	\$16.92	\$18.27
Campus Aide	5	\$19.00	\$20.52
Campus Supervisor	1	\$23.00	\$24.84
Custodian	12	\$18.24	\$19.70
Custodian and Landscaper	1	\$20.00	\$21.60
Director of Outreach and Community Engagement	1	\$45.86	\$49.53
Facility Manager	1	\$30.52	\$32.96
It Manager	6	\$38.90	\$42.01
Librarian	1	\$24.72	\$26.70
Meal Server	1	\$15.00	\$16.20
Office Administrator	1	\$23.50	\$25.38
Office Clerk	9	\$19.42	\$20.97
Office Clerk/Coach/Custodial/Facilities Coordinator	1	\$19.15	\$20.68
Office Manager	11	\$30.64	\$33.09
Office Secretary	1	\$26.50	\$28.62
PACE Coordinator	5	\$25.09	\$27.10
PARAPROFESSIONAL	6	\$18.58	\$20.07
Parent Advocacy And Community Engagement Coordinator	2	\$23.50	\$25.38
School Counselor	2	\$30.24	\$32.66
Social Worker	2	\$31.67	\$34.20
Sped Aide	22	\$20.66	\$22.31
SPED Aide & CAMPUS SUPERVISOR	1	\$25.00	\$27.00
Sped Paraprofessional	1	\$20.28	\$21.90
Substitute Teacher and SPED Aide	1	\$22.00	\$23.76
Teacher Aide	14	\$19.07	\$20.60
Title 1 Coordinator	1	\$26.50	\$28.62

Budget Implications: CFO review is pending for funding sources.

- Amounts/ Funding Source:
  1. The salaries are budgeted under Payroll expenses.
  2. Funding Sources may be LCFF or restricted funds such as special education federal or state funds.
- CFO Review: Pending

Exhibits (attachments):

- Appendix 1: Generic MPS Staff Evaluation Form
- Appendix 2: Annual 1 time add on assignments

## APPENDIX 2

<b>MPS Board Approved Additional Duties-One Time Assignment for the 2022-23 School Year</b>				
<b>Additional Duties – One-Time Assignment</b>				
	<b>COMPONENT NAME</b>	<b>DOLLAR AMOUNT</b>	<b>PER</b>	<b>DESCRIPTION</b>
* 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	Refer to Home Visit Policy
2	Virtual Home Visit	\$25	VISIT	Refer to Home Visit Policy
3	Saturday School	\$50	HOUR	Refer to School Admin
4	Parent Academy Coordinator	\$50	HOUR	Refer to School Admin
5	Parent Academy Teacher	\$50	HOUR	Refer to School Admin
6	After School Coordinator	\$30	HOUR	Refer to School Admin
7	After School Support	\$30	HOUR	Refer to School Admin
8	Zero Period Assistance	\$30	HOUR	Refer to School Admin
9	Substituting for another teacher	\$50	PERIOD	Refer to School Admin
10	Edge Coaching-Mentoring	\$35	HOUR	Refer to School Admin
11	Providing PD/Workshop	\$50	HOUR	Refer to School Admin
12	School Camp-Trip-Only for Overnight Trips	\$200	DAY	Refer to School Admin
13	SAT/ACT or College Prep Boot Camp	\$30	HOUR	Refer to School Admin
14	Assisting enrollment recruitment event, orientation meeting, open houses	\$50	HOUR	Refer to School Admin
15	Saturday/Sunday Community Activity (STEAM EXPO, Festivals or similar events)	\$150	EVENT	Refer to School Admin
16	Assisting Saturday or Summer New student Testing Proctor	\$35	HOUR	Refer to School Admin
17	Extra Tutoring Sessions	\$30	HOUR	Refer to School Admin
18	Attending PDs stipend (weekends, holidays, and summer; outside of work days)-Max 4 Days	\$150	DAY	Refer to School Admin
19	Attending Trainings Outside Class Hours (such as Infinite Campus)	\$30	HOUR	Refer to School Admin

20	Sustained Silent Reading (SSR) Period & Advisory Period Coverage	\$35	PERIOD	Refer to School Admin
21	High School Seasonal Sports Coach (per sport)	\$2,500	Season	Athletic coaches provide instruction and coach students to develop skills and ability to excel in sports assigned. Contribute to the education program as a whole and to the growth of students involved in athletics. Duties will include: knowledge of CIF rules and protocols, manage and supervise athletic activities and contests, monitor and enforce student eligibility criteria, collaboration with administration and athletic director to schedule and coordinate competition, maintain inventory of all fixed assets, and manage other aspects related to the assigned sport.
22	Middle School or Elementary School Seasonal Sports Coach (per sport)	\$2,000	Season	Athletic coaches provide instruction and coach students to develop skills and ability to excel in sports assigned. Contribute to the education program as a whole and to the growth of students involved in athletics. Duties will include: knowledge of league rules and protocols, manage and supervise athletic activities and contests, monitor and enforce student eligibility criteria, collaboration with administration to schedule and coordinate competition, maintain inventory of all fixed assets, and manage other aspects related to the assigned sport.
24	Assistant coach HS (per sport)	\$1,500	Season	The assistant coach duties include assisting the head coach in all aspects of planning and supervision of team practices and games, team strength/conditioning programs, game scheduling, assisting with team eligibility processes, budget management, and managing other aspects related to the assigned sport.
25	Assistant coach MS/ES (per sport)	\$1,000	Season	The assistant coach duties include assisting the head coach in all aspects of planning and supervision of team practices and games, team strength/conditioning programs, game scheduling, assisting with team eligibility processes, budget management, and managing other aspects related to the assigned sport.
26	Referee assignment	\$40	GAME	In case we can't locate a referee and one of our team members conduct this duty during the game

27	Dual enrollment college co-teacher after hours	\$1,500	Course	<p>The co-teacher will work with students who are enrolled in college courses outside of the regular school day to follow up on student attendance, work submission, logistical support for students and will serve as the liaison between the professor and the students. The co-teacher will also attend all synchronous course sessions taught by college professors as well as provide at least 1 additional hour of support per week to students outside of the professor's synchronous sessions to support students. Further, the co-teacher will follow up with the professor, students, parents and school administration to provide targeted interventions to support students who are struggling with academics and attendance matters. This stipend is paid for each 1 college course of support.</p>
28	Targeted Intervention	\$50.00	Hourly	<p>After reviewing data (NWEA, SBAC etc) a certificated teacher will host a small group (no more than 10 students) of intervention outside of the classroom time. Pre and Post data will be required to measure specific student growth during the intervention. The teacher will be required to send parents notification letters to invite them to the intervention groups for at least 6 weeks. The intervention must occur at least 2-3 times per week and for increments of 4-8 weeks in length.</p>

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.