

Board Policy #: 7  
Adopted/Ratified: March 28, 2021  
Revision Date:

## SECTION 7 – FISCAL – STAFF COMPENSATION

### 1. Purpose

- a. The Compass Charter Schools (“Compass”) Board of Directors recognizes that an attractive compensation package is necessary to attract and retain valuable employees to Compass Charter Schools. The purpose of this policy is to ensure that compensation for Compass employees is transparent, equitable, fiscally responsible, and aligned with the Compass budgeting philosophy.
- b. The Compass Board further recognizes that an annual review of the compensation structure of all top level persons employed by the Charter Schools is necessary to ensure that the Charter Schools’ compensation plan is aligned with that of similar schools in the areas where Compass operates.

### 2. Teacher Compensation

- a. A salary pay scale will be developed and reviewed annually by the Board. Rates of pay at similar schools in the areas where Compass schools operate will be considered during the development and review of the pay scale for Compass.
- b. Teachers having or earning a graduate degree in Education will be paid an additional amount for their degree. The amount of graduate degree additional pay will be included on the salary pay scale.
- c. The Board will adopt a budget target percentage for teacher compensation. Area averages in the areas where Compass operates will be considered when determining this target percentage. Salary increases or beginning salary offerings which result in material increases beyond the budget target percentages shall not be approved without written approval by the Superintendent & CEO.
- d. Performance considerations shall be presented to the Board by the Superintendent & CEO annually. Performance considerations for salary increases may include:
  - i. Significant change in responsibility, training level, or credential,
  - ii. Percentage of scholars attaining at least one year’s worth of growth as shown by standardized tests or other types of classroom assessments,
  - iii. Percentage of scholars scoring proficient or better on standardized tests or other types of classroom assessments,
  - iv. Personnel, peer, and self-evaluation including personal goals met, and/or
  - v. Surveys of parents and scholars regarding performance.

- e. Fiscal considerations for salary increases will include:
  - i. Excess or deficiency in budget,
  - ii. Cost of living adjustment in budget,
  - iii. Budget target percentage available for compensation increases, and
  - iv. Having adequate funds to manage cash flow needs in the event that the State defers apportionment payments.

### **3. Administrative Compensation**

- a. A salary pay scale will be developed and reviewed annually by the Board. Rates of pay at similar schools in the areas Compass schools operate will be considered during the development and review of the pay scale for Compass.
- b. The Board will adopt a budget target percentage for administrative compensation. Area averages in the areas Compass operates will be considered when determining this target percentage. Salary increases or beginning salary offerings which result in material increases beyond the budget target percentages shall not be approved without written explanation by the Superintendent & CEO.
- c. Performance considerations for salary increases may include:
  - i. Significant change in responsibility, training level, or credential,
  - ii. Personnel, peer, and self-evaluation including personal goals met, and/or
  - iii. Surveys of parents and scholars regarding performance.
- d. Fiscal considerations for salary increases will include:
  - i. Excess or deficiency in budget,
  - ii. Cost of living adjustment in budget,
  - iii. Budget target percentage available for compensation increases, and
  - iv. Having adequate funds to manage cash flow needs in the event that the State defers apportionment payments.

### **4. Support Staff Compensation**

- a. An hourly wage scale will be developed and reviewed annually by the Board. Rates of pay at similar schools in the area will be considered during the development and review of the scale for Compass.
- b. The Board will adopt a budget target percentage for support staff compensation. Area averages in the areas where Compass operates will be considered when determining this target percentage. Hourly rate increases and staffing which result in material increases beyond the budget target percentages shall not be approved without written explanation by the Superintendent/CEO.
- c. Performance considerations for hourly wage increases may include:
  - i. Significant change in responsibility, training level, or credential,
  - ii. Personnel, peer, and self-evaluation including personal goals met, and/or
  - iii. Surveys of parents and scholars regarding performance.
- d. Fiscal considerations for salary increases will include:
  - i. Excess or deficiency in budget,
  - ii. Cost of living adjustment in budget,
  - iii. Budget target percentage available for compensation increases, and
  - iv. Having adequate funds to manage cash flow needs in the event that the State defers apportionment payments.

**5. Benefits Package**

- a. Benefits will be offered to faculty and staff according to applicable law.
- b. The Board will adopt a budget target percentage for benefits compensation. Area averages in the areas where Compass operates will be considered when determining this target percentage.
- c. Benefits may be increased by the Board as budget target percentages allow.

**6. Compensation Rate Benchmarks**

- a. Compensation for all employees shall be benchmarked at the fiftieth (50th) percentile of comparable public schools and charter networks.

**7. One-Time Monies**

- a. When one-time monies are received, they will not be included in the calculation of the target percentages for teacher compensations, administrative compensation, support staff compensation or benefits package.
- b. If one-time monies are received and allocated by the Board for compensation it will be in the form of a one-time stipend or bonus and only as may be allowed by law.
- c. It is the goal of the Board that one-time monies will not be used for any recurring expenses beyond the year in which they are received.

**8. Cost of Living Adjustments/Differential Pay**

- a. When a cost of living adjustment is made to state funding, the percentage of the adjustment will be implemented in employee compensation rates if the Board determines that there are not other budgetary needs.
- b. There will be no differential in pay to employees based on location of work.

**9. Mid-Year Budget Adjustments**

- a. If, as a result of a State Budget revision, base revenue changes downward during the fiscal year, then the Board reserves the right to adjust compensation downward.
- b. Mid-year revenue increases will be handled in the same manner as one-time monies if any compensation increases are granted.

**10. Fiscal Emergencies/ADA Decline**

- a. If the Compass Charter Schools are in circumstances that are determined to be a fiscal emergency by the Board, compensation increases for all employees may be frozen during the period of the emergency, and existing compensation may be re-evaluated for the duration of the emergency.

**11. Annual Compensation Review for the Superintendent & CEO**

- a. Process for Compensation Review
  - i. The process shall include three elements:
    - 1. Review and approval by the Board;
    - 2. Use of data as to comparable compensation;
    - 3. Performance
- b. Review and Approval
  - i. The compensation of the Superintendent & CEO is reviewed and approved by the Board during open session at a regular meeting of the board. Persons with conflicts of interest with respect to the compensation

arrangement at issue shall not be involved in this review and approval.

- c. Use of Data as to Comparable Compensation
  - i. The compensation of the Superintendent & CEO is reviewed and approved using data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations.
- d. Contemporaneous Documentation and Recordkeeping
  - i. There is contemporaneous documentation and recordkeeping with respect to the deliberations and decisions regarding the compensation arrangement.