



SCHOOL DISTRICT OF PHILLIPS

"Preparing for Tomorrow"

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Rick Morgan, Superintendent

Molly Lehman, Finance Manager

Additional Compensation Plan 2019-2020

The School District of Phillips believes that all employees have access to this additional compensation plan in an effort to recruit and retain the highest quality employee in every department of our school district. Therefore, the structure of this plan will be guided by a consistent method of qualification for advancement in (additional compensation).

The critical components of this plan are as follows:

Statement of Beliefs (Learning Targets)

I can...

- Model what is expected
- Nurture a safe, healthy and trusting environment
- Provide a challenging and engaging curriculum
- Promote lifelong learning
- Encourage student participation in decision making
- Build school, family and community partnerships
- Celebrate diversity, talents and strengths
- Foster continuous improvement
- Encourage innovation for self and others

Basic Structure

- Additional compensation is separate from annually negotiated compensation. (The current system of base pay and supplemental pay.)
- Employees cannot receive additional compensation in consecutive years.
- Additional compensations is available to employees not on an improvement plan.
- The attainment of points within a rubric will determine advancement.
- Accrual of points will be cumulative lifetime.
- Point accrual rubric will contain sections that are appropriate for every department of the school district's workforce.
- A digital portfolio is the preferred method to document qualification for additional compensation, however, a print form is available in the district office.
- Request for additional compensation must be submitted to the employee's direct supervisor on or before April 1st of any given year in order for the advancement to be considered for the next fiscal year. (Example: April 1, 2017 for the 2017-18 school year).
- Completion of all components of the additional compensation request must be completed on or before June 15th in order to be applied to the next budget year.
- Approval or denial of the request for additional compensation must be provided to the applicant in writing. The written justification of approval or denial must specify the supervisor or superintendents reason(s) for the approval or denial.

- The superintendent will review all applications for additional compensation that were submitted to the direct supervisors. This review will determine if the direct supervisors decision is to be accepted or rejected by the superintendent. All applications and the administration's written review will be presented to the Board of Education (appointed panel) on or before the April regular board meeting.
- Contracts or Intent to offer letters will be issued on or after May 15th and must be signed and returned on or before June 15th, or as otherwise guided by Wisconsin state statutes.
- The Board of Education (appointed panel) will review and make final determination of only the applications that have been denied or rejected.

Accrual of Points

- All employees are eligible to earn and accrue points.
- Point accrual is lifetime cumulative.
- The number of points necessary for advancement is 50 points for certified staff and 25 points for support staff.
- Additional compensation in the amount of \$2,000.00 will be awarded to certified staff and support staff working 260 day contracts. Support staff with less than 260 day contract the amount will be prorated by total # of hours/2080 to equal \$.97/hour increase.
- If a monetary value is currently awarded for an activity, event or learning opportunity the employee may continue to accept that payment or provide written notice to the district office of the fact that they intend to convert the activity, event or learning opportunity to points in accordance with the rubric and not receive the monetary payment. Once converted, the activity can no longer be done for pay.
- Completion of verification forms, if required, will need to be signed within two calendar weeks following completion of the activity.
- Point Collection or Forms will be maintained by the employee and made part of the formal application process upon submission.
- Admin Team Discretionary points: The district administration team (Superintendent, 6-12 Principal, Special Education Director, PK-5 Principal and Business Manager) will review and approve discretionary points as recommended by students, staff, business partners, parents and/or interested community members.
 - * letters of support
 - * demonstrated effort fostering camaraderie
 - * supporting extracurricular or community activities
 - * Building or classroom initiative connected to community/business
 - * New and innovative practice/instruction
 - * Book study of topic relating to area of need/interest
- Master's Degree and National Board Certification and/or Doctorate recipients will receive a one-time compensation advancement of \$2,000.00 for each degree attained.

Professional Staff Points

<u>Activity, Event or Learning Opportunity</u>	<u>Points</u>
● 1 Graduate level course credit	5/credit for 1st five, then 3 points
● 1 Day workshop (non-school day)	3
● 1 Day workshop (school day)	1
● 1 hour of professional development (max of 5 points/year)	.5
● Mentoring/Mentee	10/year
● Workshop/In-Service presenter	5
● Supervising a student teacher or intern	5
● Article published in a professional journal	10
● AP Course Teacher Certification	2
● Dual Credit Course	1/course
● Student meetings (IEP/504/CST)	.5
● School Special Event/Outreach Events (outside of work day)	.5/hour
● Committee assignment (per session)	.5
● Department or building leadership assignment (committee chair)	2
● Educator effectiveness-Effective/Distinguished - 3 year cycle	5/7
● Administration Discretionary Points	
● Innovative Program Research and/or Development (Implementation Yr)	Admin Discretionary

Support Staff Points

<u>Activity, Event or Learning Opportunity</u>	<u>Points</u>
● 1 Day workshop (non-school day)	3
● 1 Day workshop (school day)	1
● 1 hour of professional development (max of 5 points/year)	.5
● Mentoring/Mentee	5
● Workshop/In-Service presenter	5
● Committee assignment (per session)	.5
● Committee department chair	2
● State Certification in area of work (initial/renew)	10
● Formal year evaluation-3 year cycle	5/7
● School Special Event/Outreach Events (outside of work day)	.5/hour
● Administration Discretionary Points	
● Innovative Program Research and/or Development (Implementation Yr)	Admin Discretionary