



## 301 Classroom Site Fund Plan

This special publication highlights the 2008-2009 301 Classroom Site Fund (CSF) Implementation Plan. Since the voters passed Proposition 301 in 2000, a committee comprised of members appointed by the TEA President and TUSD Superintendent has collaborated in developing this plan. Except for formatting or otherwise noted, the plan published in this document is identical to what the TUSD Governing Board approved in a public meeting last spring. The Pay for Performance Plan portion was subsequently approved by 301-eligible employees as required by state law.

There are only a few changes from the 2007-2008 Plan, but they are important.

- I. There is a new requirement that the School Council describe and affirm the opportunities made available for participation by all faculty members in formulating the 301 goals. The rationale for this is that there continue to be reports from some sites that 301 goals are essentially mandated with little or no participation by faculty. If you have questions on how this process is occurring at your site, please contact TEA immediately so there can be a timely resolution to the issue.
  
- II. A detailed step-by-step process is described for how a site can appeal when the site has fallen short of fully making the 2007-2008 goals, but believes there is a compelling case for why the Pay for Performance stipend should be approved anyway. Please pay careful attention to this section in preparing an appeal, and direct questions to TEA prior to the appeal being submitted.

Also, although it does not appear in the Plan itself, there is a new “check-in” procedure to use each quarter to make sure that all faculty members at your site are mindful of the site’s 301 goals and that your site is on track to accomplish them. The reason for doing this is that faculty at sites that did not make their goals often state that the goals were not kept in focus during the year, and the staff development did not relate to those goals. You will be receiving the form for this procedure at your site.

Please read this plan carefully. It consists of three major components. First, it explains how the CSF monies will be distributed. Secondly, the plan describes the Pay for Performance parameters, and process for developing and approving site goals. Finally, it clearly states timelines and guidelines for the Wednesday staff development sessions.

### 2008 Task Force Members

**TUSD:**

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**Tucson Unified School District  
Implementation Plan for Classroom Site Fund  
2008-2009 School Year**

**Proposed Budget for the Classroom Site Fund: Total Classroom Site Funds Projected**

- I. Twenty percent of the total classroom site fund will fund teacher base compensation on the salary schedule per state statute.
- II. Forty percent of the total classroom site fund will fund menu items according to the following:
- A. In addition to the current funding on the salary schedule, 20%\* of additional money received in 2008-2009 over the amount received in 2007-2008 will be allocated for increasing the salary schedule.
- B. Eighty percent\* of the additional money described in section 2. A. Will be designated by the TUSD Governing Board and administration for class size reduction.
- \*Amended by the Governing Board on April 10, 2007, to reflect 15% and 85% for increasing the salary schedule and class size reduction, respectively.*
- III. Forty percent of the total classroom site fund will fund the Performance Based Plan. Major components include (see pay for performance plan details):
- Consensus Agreement
    - ✓ \$700 for Wednesday Staff Development - on salary schedule and in bi-weekly paycheck.
    - ✓ No less than \$650/individual if school achieves its site goal(s)- paid in a lump sum in December.\*
  - \$3,000 stipend for each National Board Certified (NBPTS) teacher paid in a lump sum at the end of the school year.
  - \$650 stipend for one elected School Council facilitator at each site paid in a lump sum at the end of the school year. *(See plan for detailed explanation.)*
- \*Any remaining classroom site fund money will be used to increase the \$650 site goals stipend.*

**School Council Facilitators**

- I. Each school will be allocated one School Council Facilitator position.
- The Facilitator shall be elected by the School Council from among its membership by no later than the end of the first quarter.
  - The Facilitator shall:
    - ✓ Preside at School Council meetings and activities;
    - ✓ Be the spokesperson of the School Council at all appropriate functions;
    - ✓ Develop School Council meeting agendas in collaboration with the principal;
    - ✓ Be responsible for the maintenance of School Council records (e.g. agendas, minutes, school policy decisions);
    - ✓ Work with the Principal in facilitating Wednesday Staff Development sessions, coordinating school committees, implementing site plan/goals, analyzing data, and monitoring student achievement results.
- II. Compensation
- Certified: \$650 stipend. This stipend is in addition to the one of no less than \$650 earned for being a member of the faculty.
  - Classified: Earn hourly professional development credit based upon official documentation, such as a log of time spent in fulfilling the facilitator job description stated in #I above.

**National Board Certification**

Any employee who earns a certificate from the National Board for Professional Teaching Standards (NBPTS) shall receive a \$3,000 stipend each year for the life of the certificate. Service in the TUSD/TEA National Board Certification Mentor/Facilitator Program, per Article 29 of the Consensus Agreement, also may result in an extra duty stipend.

## **Wednesday Staff Development Assurances**

- I. Seven hundred dollars for acknowledgement of professional work during Wednesday staff development sessions; potential of no less than \$650 for participation in activities leading to attainment of site goals. Minimum of \$650 paid subsequent to the attainment of site goals.
- II. Will keep within 7.5-hour workday. See Articles 9 and 19 of the current Consensus Agreement for clarification.
- III. Integrity of the purpose of Wednesday Staff Development is planning designed to develop and achieve site goals.
- IV. School staff, with the assistance and approval of the School Council, will develop the structure and Plan for Staff Development Wednesdays focused on the School Accountability Plan and Site Goals. Wednesday staff development sessions shall be used for developing Site Plan/Goals, planning and implementing curriculum and instructional programs to meet goals/objectives of School Accountability Plan, reviewing student work and progress, and evaluating results. TUSD may provide direction to underperforming and failing schools to focus staff development on the mandates from AZ Learns.
- V. On Wednesdays prior to a Thursday holiday, early release of students will occur. Teachers may leave at the same time as the students. No staff development sessions will be scheduled.

## **Guidelines/Parameters for Site Plan/Goals**

- I. The School Council, in collaboration with the principal, faculty/staff, develops and approves a School Accountability Plan and the Site Plan/Goals for increasing student achievement.
- II. Site Plan/Goals must:
  - A. Be based upon analysis of data and must prioritize areas in which the school has the greatest need for improvement;
  - B. Be reasonable, yet challenging;
  - C. Measure student growth;
  - D. Be in the context of a comprehensive 3-5 year school improvement plan;
  - E. Clearly identify the group(s) of students to be measured;
  - F. Include baseline data of where students began and how much progress they will make by the end of the school year;
  - G. Be consistent with federal laws, state statutes, and TUSD student achievement goals;
  - H. Identify the data source and/or measurement that will be used for assessing improvement which include, *but are not limited to*:
    - ✓ Improvement on state or district recognized assessment instruments (e.g. AIMS/DPA, DIBELS, TERRA NOVA, AZELLA);
    - ✓ Improved reclassification rates as for ELL students;
    - ✓ IEP goals.
- III. Development Of Site Goals:
  - A. Schools will develop and submit two goals only. Both of the goals must focus on reading, writing, or math and be measured by a state or district recognized assessment instrument as listed in II.H. above. The goals must be part of the School Accountability Plan. Each goal must contain the following information:
    - Clear description of the students measured;
    - Statement of the instrument by which students are measured;
    - Clear statement of the performance outcome upon which the students will be measured (for at least one of the goals, measured students must improve at least five (5%) percent or make adequate yearly progress); and
    - Clear statement of benchmark data (where the student performance was at the beginning of the school year) and where the students should be at the end of the school year.
  - B. Exception: schools that have achieved highly performing and/or excelling status for two or more consecutive years may develop site goals other than those listed in section III.A. the site goals must be measurable and be within the guidelines of state statutes pertaining to the classroom site fund.
  - C. For certified faculty members to earn the site stipend of no less than \$650, the school must attain at least one of the two goals.

- IV. The school shall employ the Wednesday Staff Development time to have the faculty/staff assist in the development of the Site Plan/Goals and to implement and document progress toward the stated goals. Wednesday staff development activities include, but are not limited to, team-building, collaboration, curriculum development, data analysis, and monitoring student achievement results with a focus on enhancing classroom curriculum and instruction for meeting site goals.
- V. The School Council, in collaboration with faculty/staff and principal, shall approve the Wednesday Staff Development activities. TUSD may provide direction to underperforming and failing schools to focus staff development on the mandates from AZ Learns.
- VI. Once the School Council approves the Classroom Site Fund Plan/Goals, as evidenced by the signatures of its members, the Principal shall submit it to the Deputy Superintendent/Chief Academic Officer no later than the end of first quarter. This shall include a brief narrative describing opportunities provided for the total faculty to be involved in the design and selection of the site goals. The Deputy Superintendent/Chief Academic Officer shall respond in writing to the Principal and School Council by November 1st. The Deputy Superintendent/Chief Academic Officer shall review the Site Plan/Goals to ensure that it is consistent with state law, follows the guidelines stated in #II above, and that the School Council complies with the TUSD/TEA Shared Decision Making policy and standards.
- A. If the Site Plan/Goals are consistent with state law and the guidelines stated in #II and #III above, the Deputy Superintendent/Chief Academic Officer shall notify the Principal and the Chair/Facilitator of the School Council by November 1st. The School Council will then document progress in implementing the plan and record benchmark progress toward meeting the goals. Final results will be submitted to the Deputy Superintendent/Chief Academic Officer no later than November 1st of the following school year.
- B. If the Deputy Superintendent/Chief Academic Officer believes Site Plan/Goals are in violation of state law or do not follow the guidelines stated in #II and #III above, has questions about the process by which the school adopted the site plan/goals, or has recommendations to make the goals reasonable and/or challenging, he/she will consult with the Principal and the School Council by November 1st. The Deputy Superintendent/Chief Academic Officer will offer suggestions for bringing the plan/goals into compliance that will be presented to the principal and school council. The School Council then will adopt and sign a new Site Plan/Goals and the Principal will submit it to the Deputy Superintendent/Chief Academic Officer for review by November 15th.
- VII. In August of the new school year, when documented results of student performance are available to schools, each school shall have the opportunity to review its goals to determine if it passed at least one of the two. If the school does not meet one of its two goals, and the School Council determines that there is an extenuating circumstance related to not meeting the goals, it may provide data and rationale to the principal supervisor. The principal supervisor shall review the information for completeness and accuracy, and then submit the appeal to the committee for a recommendation to approve or deny. The committee shall meet to review all appeals. This meeting may include all principal supervisors and other individuals who may facilitate the review of the appeals. The appeal shall be in writing and this will be the exclusive format for the appeal. To assure uniformity and fairness, the committee shall consider appeals according to specific criteria. The criteria may include any of the following:
- A. Evidence of significant progress toward the goal and a valid rationale for not completely meeting the stated goal;
- B. Explanation of unforeseeable circumstances that had a direct impact on the site's ability to meet a goal, with a description of the response to such circumstances;
- C. Review of data closely related to the goal that show significant overall progress in that academic area.
- The committee shall then submit its recommendations to the superintendent or designee. After review of the recommendations the superintendent or designee shall notify the principal supervisor of his/her decision on the appeal. The principal supervisor shall notify the school of the decision.
- Committee members eligible for this stipend shall recuse themselves from consideration of an appeal that involves their own site.
- VIII. If the school reaches one of the two of its adopted goals for the school year, no less than \$650 of the Classroom Site Fund monies will be awarded to each employee assigned to the site, regardless of part-time or full-time status, who is paid on the Certified Salary Schedule in the Consensus Agreement. Payment will be made as quickly as possible, but no later than December 15th of the following school year. This provision includes all employees who separate from the district by June 30th. To be eligible for the site goals stipend, the employee must be an active benefits eligible employee paid on the TUSD-TEA Consensus Agreement salary schedule for at least one full semester of the school year.