

*Tucson Unified School District*  
*Implementation Plan for Classroom Site Fund*  
*2011-2012 School Year*

**I. IMPLEMENTATION PLAN**

Proposed Budget for the Classroom Site Fund:

- A. Twenty percent of the total classroom site fund will fund teacher base compensation on the salary schedule per Arizona Revised Statute 15.977.
- B. Forty percent of the total classroom site fund will fund menu items according to the following:
1. In addition to the current funding on the salary schedule, 20% of additional money received in **2011-2012** over the amount received in **2010-2011** will be allocated for increasing the salary schedule.
  2. \$700 for Wednesday staff development - on salary schedule and in bi-weekly paycheck.
- C. Forty percent of the total classroom site fund will fund the Performance Based Plan.
- Major components include (see Pay for Performance Plan details):
1. No less than \$650/individual if the individual meets performance goals for 2011-2012.
  2. A \$3,000 stipend for each National Board Certified (NBPTS) teacher is paid in a lump sum at the end of the school year.
  3. A \$700 stipend for one elected school council facilitator at each site is paid in a lump sum at the end of the school year. *(See plan for detailed explanation.)*

- D. In accordance with article 30-8e, “all Proposition 301/Classroom Site Fund increases anticipated by this provision are contingent upon receipt of funding or legislative authorization to spend. Any increase realized during the term of this agreement may be decreased for subsequent years if the level of funding received by the district or if expenditures authorized by the legislature for these components of Proposition 301/Classroom Site Fund are not maintained or are decreased, or if the mbu does not qualify or successfully participate in a plan implementing the component.”



## II. PAY FOR PERFORMANCE PLAN DETAILS

### A. School Council Facilitators

1. Each school will be allocated one school council facilitator position.
  - The Facilitator shall be elected by the school council from among its membership by 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 the planning of Wednesday staff development sessions, coordinating school committees, implementing school and District goals, analyzing data, and monitoring student achievement results.
2. Compensation
  - Certified: **\$700** stipend. This stipend is in addition to the one of no less than \$650 earned for being a member of the faculty who has successfully met performance goals.
  - Classified: Earn professional development **HOURS** based upon official documentation, such as a log of time spent in fulfilling the facilitator job description stated in #1 above.



B. 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.

C. Wednesday **SITE** Staff Development Assurances

1. Seven hundred dollars for acknowledgement of professional work during Wednesday **SITE** staff development sessions will be paid out of the Menu Fund.
2. Activities will keep within 7.5-hour workday. See Articles 9 and 19 of the current Consensus Agreement for clarification.
3. The purpose of Wednesday **SITE** staff development includes designing, developing and achieving site goals and/or supporting performance goals.
4. School staff, with the assistance and approval of the school council, will develop the structure and Plan for **site** Staff Development Wednesdays focused on the School Accountability Plan/Arizona School Improvement Plan and site and/or performance goals. Wednesday **SITE** staff development sessions shall be used for planning and implementing curriculum and instructional programs to meet goals/objectives of all school plans, which may include: the School Accountability Plan/Arizona School Improvement 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.
5. Itinerant teachers must select a school for purposes of staff development and attend the Wednesday in-services at that site. Itinerant teachers will work with their assigned evaluator to create a plan to demonstrate implementation, this plan will follow all aforementioned timelines.
6. On Wednesdays prior to a Thursday holiday, early release of students will occur. Teachers will be permitted to leave at the same time as the students unless state testing mandates a full day. No staff development sessions will be scheduled.

### **III. DEVELOPMENT AND IMPLEMENTATION OF PERFORMANCE BASED GOALS:**

- A. The school council, in collaboration with the principal, faculty/staff, develops and approves a School Accountability Plan/Arizona School Improvement Plan which includes the year-long PD calendar.
- B. Performance Based Goals will be earned in three parts:
- Demonstrated mastery of content in Course A.
  - Demonstrated mastery of content in Course B.
  - Implementation of content in teaching.

Performance based goals will be fully earned once the objectives from two foundational six hour courses (Course A and Course B) are met and the content of those courses are evidenced in the faculty member's teaching as demonstrated on a four point rubric (Appendix A). (Note: coursework objectives/content mastery will be met/completed during each of the six hour course offerings.)

These courses (A and B) will be offered beginning late July 2011 and will continue on Saturdays through the fall of 2011. Known dates at this time include August 8, 2011 (Course A), and August 9, 2011 (Course B).

Successful completion of the foundational course work in Course A is required in order for an employee to be eligible for foundational course work in Course B. Objectives in Course A and Course B must be met in order for the faculty member to qualify for the implementation portion of the pay for performance stipend.

### **IV. IMPLEMENTATION**

- A. Expectations

Following the course objective mastery, implementation will be expected during the school year 2011-2012. Implementation will be assessed (by direct observation and/or lesson plans) during the first semester using a rubric scale of no/minimal implementation(1), partial implementation(2), substantial implementation(3), and full implementation(4).

- B. Demonstration

By January 13, 2012 those faculty members for whom principals have not gathered evidence of implementation shall receive notice to meet with his/her principal to

develop a plan that shall provide adequate evidence of implementation and assessment.

1. By February 28<sup>th</sup>, all participating faculty members will receive an implementation rubric 2 rating.
2. By that same date (Feb. 28<sup>th</sup>), any faculty member who has not demonstrated implementation shall be notified in writing by the principal. By March 15<sup>th</sup>, any appeal must be submitted in writing to the Office of the Assistant Superintendent and must utilize the 301 Appeals Form (Appendix B).

C. Communication

The school council shall be informed of the model and periodically updated on the instructional model implementation without use of specific identification of staff names.

V. **PERFORMANCE BASED GOALS IMPLEMENTATION ASSESSMENT**

A. During Course A and Course B, each faculty member will be given the opportunity to demonstrate mastery of the instructional model content. At the completion of successful work performed during each six hour course (A & B), the instructor will provide a content mastery certificate to each successful participating faculty member. Each faculty member, therefore, has the opportunity to earn a performance certificate for Course A and a performance certificate in Course B. It is an expectation that the instructional model components reviewed/learned/practiced and mastered in each course will be implemented in each faculty member's teaching during SY 2011-2012.

B. Evidence of plan implementation can begin as early as the first day of school in August 2011 and may continue through the spring of the second semester of 2012. Evidence of plan implementation, for the purpose the school year 2011-2012, requires either a rating of partial implementation(2), substantial implementation(3), or full implementation(4). (See Appendix A) this rubric rating form will need to be signed by the administrator and a copy given to the teacher by Friday, January 13<sup>th</sup>, 2012.

- C. If the rubric indicates “no/minimal” evidence(1) of instructional model implementation, the teacher will need to make an appointment with the principal to create a plan for demonstrating implementation for the purpose of gathering evidence. The faculty member will have the period of time between January 16, 2012 and March 1, 2012, to improve their rubric score to a partial(2) or better.
- D. By March 2, 2011, the principal will issue a signed second rubric rating on the rubric form to the teacher who has not had a rubric rating of partial, substantial or full implementation.
- E. After March 2<sup>nd</sup>, any faculty member with a 2<sup>nd</sup> rubric rating of no/minimal (1) may file a written appeal. (See Appendix B.)

## **VI. APPEAL PROCESS**

- A. The faculty member can select one of two pathways for the appeal. The faculty member can have:
  - 1. The Assistant Superintendent review the information for completeness, accuracy and fairness, then make a final determination, or
  - 2. The Assistant Superintendent review the information for completeness, accuracy, and fairness, then submit the appeal to the joint 301 Committee for a recommendation to approve or deny. Subsequently, the Assistant Superintendent will make the final determination.
  - 3. The appeal shall be in writing as stated in section V above. This will be the exclusive format for the appeal. To assure uniformity and fairness, the committee, and the Assistant Superintendent, shall consider appeals according to specific criteria.
  - 4. If the committee is involved in the appeal, the committee shall then submit its recommendations in writing with a brief explanation to the Assistant Superintendent. After review of the recommendations, the Assistant Superintendent shall notify the faculty member and the principal of the decision on the appeal.
  - 5. The Assistant Superintendent shall have the discretion in his or her professional judgment, to approve or deny appeals. The decision of the Assistant Superintendent shall be final.
  - 6. This appeal process shall be the sole remedy for any controversy or claim arising out of, or related to denial of performance pay, and the parties expressly waive their rights to file lawsuits against one another in any civil court for such dispute.
- B. This criteria with which appeals are evaluated may include any of the following:

1. Evidence of having completed course content mastery and at least partial implementation of the instructional model.
  2. Explanation of unforeseeable circumstances that had a direct impact on the faculty member's ability to meet a goal, with a description of that person's efforts to at least partially meet the obligation.
- C. Committee members eligible for this stipend shall recuse themselves from consideration of an appeal that involves themselves, a relative, or a faculty colleague at their own site. Recusal shall be required in any other situation when recusal is normally required in order to avoid a conflict of interest.

**VII. PAYMENT OF 301 GOALS STIPEND**

- A. If the faculty member meets his/her course content objectives and implementation requirements for the school year, no less than \$650 of the Classroom Site Fund monies will be awarded. To be eligible for this stipend, an employee:
- Must be paid on a teacher contract. Contract time will include any time during which a teacher performed his/her duties pursuant to a letter of intent to hire if that teacher into a position eligible for pay for performance.
  - In addition, an employee in a position paid on the Certified Salary Schedule on a non-teacher contract may document that he/she performs instruction to students for at least 50% of the total instructional time and the principal may certify that the employee is therefore eligible for the stipend.
  - Employees who are on a retiree contract working in the same assignment for at least one semester are also eligible.
  - To be eligible for the stipend, the employee must be paid on a teacher contract per the TUSD-TEA Consensus Agreement Salary Schedule for at least one full semester or a minimum of ½ the teacher contract days of the school year.
  - Additionally, teachers hired under a letter of intent and subsequently hired under a regular contract for a position eligible for the pay for performance stipend will be eligible for the payment.
  - The amount of the stipend paid to an employee will be determined by his/her contract terms as follows:

<b>COMPLETED DATE</b>	<b>COURSE</b>	<b>ANTICIPATED* PAYOUT AMOUNT</b>
<b>SEMESTER I, 2011</b>	<b>FOUNDATION A (6 HRS) OBJECTIVES MET</b>	<b>\$150</b>
<b>SEMESTER I, 2011</b>	<b>FOUNDATION B (6 HRS) OBJECTIVES MET</b>	<b>\$150</b>
	<b>IMPLEMENTATION</b>	<b>\$500</b>
<b>TOTAL</b>		<b>\$800</b>

\*All dollars are approximate. Dollar amounts are directly contingent upon state allocation of classroom site fund monies, which are based upon state tax revenue.

1. A teacher must successfully meet the objectives in foundation Course A to qualify for the pay for performance stipend associated with Course A.
  2. A teacher must successfully meet the objectives in Courses A & B in order to be eligible for the pay for performance stipend associated with Course B.
  3. In order to be eligible for the pay for performance stipend associated with implementation, a teacher must have successfully met the objectives in Course A, Course B, and have no less than a rating of a “two” on the implementation rubric (see Appendix A.)
- B. Payment will be made as quickly as possible, but not later than the last pay period in May, unless an appeal remains pending as of May 1, 2012. In that case payment will be made on the first pay period of the following school year if no appeal is granted.
- C. Any classroom Site Fund money received for the year 2011-2012, but not paid to employees (such as for lack of implementation of the instructional model), shall be held in the Pay for Performance Fund for the 2012-2013 school year.