

### Kyrene Classroom Site Fund (Prop 301) Performance Pay Plan

Arizona Revised Statute (A.R.S.) § 15-977 Classroom Site Fund governs the Kyrene Elementary School District performance based compensation system. A.R.S. § 15-977 requires teachers who are eligible for performance pay to annually approve the District’s plan with at least a 70% favorable vote. In addition, A.R.S. § 15-977 requires the school district governing board to adopt the performance based compensation system at a public hearing to allocate funding from the classroom site fund.

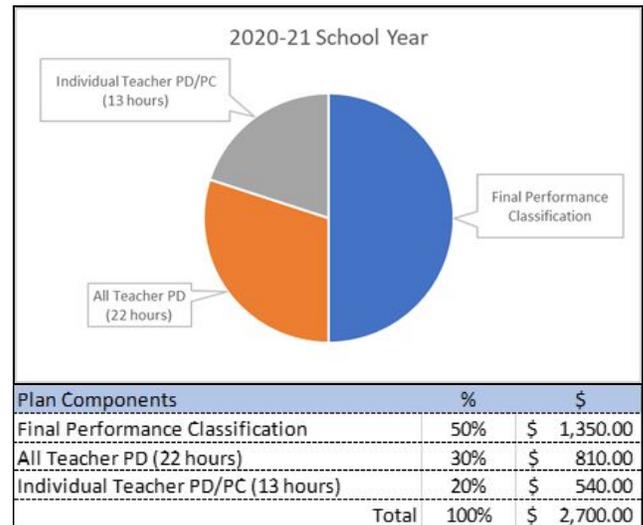
#### Plan Eligibility

To be eligible for Performance Pay a Kyrene teacher must:

1. be employed in Kyrene School District in accordance with A.R.S. § 15-977 during the current school year; and
2. be compensated on a teacher’s salary schedule and hold a valid teacher certificate from the Arizona Department of Education; and
3. have a start date on or before December 17, 2020, and work through the end of one’s contract date; and
4. provide instruction to students relating to the school’s educational mission for at least 50% of one’s responsibility.

#### Plan Description & Compensation

The Kyrene Classroom Site Fund allows the District to recognize and compensate teachers for high levels of performance on identified measures. The plan’s measures are represented in the illustration and table to the right. The teacher’s *Final Performance Classification* consists of a teacher’s individual performance score and if available academic progress score. **Teachers must participate in the All Teacher PD to be eligible for the remaining 20% of the payout related to Individual Teacher PD/PC.** This portion includes 13 additional hours of participation in any other professional development, or professional contribution, or a combination of the two. Professional development and professional contribution must occur between June 1, 2020, and May 31, 2021.



The estimated annual Performance Pay Plan compensation is \$2700 per eligible full-time teacher. Payout is issued in a separate check from the regular payroll check. Final compensation will be disbursed by June 29, 2021. Teachers are eligible for a partial payment on May 19, 2021, for completing PD component hours only. A second disbursement will occur on June 29, 2021, for the measure of Final Performance Classification and/or the measures related to PD that required additional time, or professional contribution to meet requirements.

The exact amount of compensation will vary depending upon a teacher’s full-time equivalency (FTE) and individual attainment of the identified measures. The *Final Performance Classification* compensation is prorated for teachers who work less than a 1.0 FTE assignment and/or who do not work the entire contract calendar (i.e. hire date/unpaid leave). The *Professional Development and/or Professional Contribution* compensation will not be prorated. Teachers will be paid for levels of attainment defined in each tier.

*\*The annual compensation amounts are based on an expected amount of projected sales tax revenues. Should the projected amounts not materialize, the compensation amount shall be reduced based upon the actual funds received by the District from the State. The District is not legally bound to pay these funds should the expected funds not be received.*

#### Dispute/Appeals Process

Teachers who disagree with their payout for the identified measure(s) may submit a request for review to dispute eligibility for award to [301@kyrene.org](mailto:301@kyrene.org). Individuals are required to submit their request for review in writing, stating the nature of the concern and including supporting documentation no later than June 30, 2021. The steering committee will meet to review the dispute and determine final eligibility. Individuals will be notified within 10 days of the committee’s final determination of eligibility.

## FREQUENTLY ASKED QUESTIONS

### BACKGROUND

#### How is the performance pay plan funded?

Performance Pay is funded through Prop 301. Prop 301 is a voter-approved initiative that was passed in 2000. It increased the state sales tax by 0.6%, with the additional revenue supporting public education funding. (Legislation was passed that funds 301 to 2041.) Based on a per-pupil basis, monies from Prop 301 are distributed to school districts via the Classroom Site Fund. State statute defines how monies are then disbursed across three funds: teacher base salaries (Fund 011 - 20%), teacher performance pay (Fund 012 - 40%), and other teacher operational purposes (Fund 013 - 40%). Teacher performance pay awards are paid through Fund 012.

#### How is the performance pay plan developed?

A teacher planning team approves plan measures and compensation allocations. Teachers on this team represent the teaching population (i.e. regions, assignments, etc.) The HR Ombudsman, Assistant Superintendents, Chief Financial Officer, and department personnel offer support to verify operational components. Teachers are the only voting members of the team who then make recommendations to the greater teacher community.

#### How is the plan approved?

Eligible teachers vote on the plan. With a minimum 70% approval rating by eligible teachers, the plan is submitted to the Governing Board for action. If the plan is not approved by at least 70% of the eligible teachers, the team will recommend changes to the plan and issue the revised plan to the eligible teachers for a vote. A recommendation will not be forwarded for action by the Governing Board until it has achieved a 70% approval by the eligible teachers. Teachers will not receive performance pay without an approved plan.

### PLAN COMPONENTS

#### How are measures identified each year?

Each year the planning team reviews the possible measures outlined in the Arizona Revised Statute (A.R.S.) § 15-977 and makes recommendations for the current year. Examples of measures not included in this year's plan include student attendance, other achievement data (i.e. district-level assessments), and school quality (parent & student surveys). Having reliable and valid data, the degree of influence, and how meaningful the measure is for teachers are considerations that the team considers when identifying measures for the current year.

#### What measures are included in this year's plan?

This year's plan includes a teacher's Final Performance Classification and hours of professional development/contribution. The final performance classification is based on a teacher's individual performance score and, if available, an academic progress score as defined by teacher evaluation. (Note: a school's academic progress score will not be included if statewide assessments are cancelled for the 2020-2021 school year.) Professional development/contribution is defined by the number of hours teachers participate in Professional Development, Professional Contribution, or a combination of the two between June 1, 2020, and May 31, 2021. Note: Teachers must participate in the All Teacher PD in order to be eligible for individual PD/PC.

#### What are the dates for which professional development (PD) and professional contribution (PC) hours are eligible?

All hours from June 1, 2020, through May 31, 2021, are eligible for this year's plan. Course attendance and participation logs for PC must be completed/submitted by May 31, 2021. (Note: teachers who finalize PD participation by May 1, 2021, are eligible for an early payout for this measure.) *Participation in courses/hours beginning after the end of the current year's plan are not guaranteed for next year's plan, as the plan must be approved annually.*

#### What qualifies for professional contribution (PC)?

Professional Contribution recognizes teachers who sponsor/support student activities and/or participate in leadership roles without additional pay. For example, the time that a teacher volunteers to sponsor a school club or serve on a curriculum committee (district, state, national) qualifies for professional contribution. Activities may occur on or off contract time.

#### Are there activities that do NOT qualify for professional contribution?

Participation in activities included in the scope of a teacher's professional responsibility do not qualify for professional contribution. Refer to the Certified Meet and Confer document for specific examples defined by teacher work day/professional staff schedules and calendars. Other examples include but are not limited to participation in professional learning communities, parent meetings/conferences, Individual

Education Plans (IEP) and/or meetings, English Language Development (ELD) responsibilities, Individual Language Learner Plans (ILLP) and/or meetings, nor Student Intervention Team meetings (MTSS, formally KSIT), etc. (Note: Non-required members of the MTSS team may use this time for PC.)

Activities that focus on training, meetings, mentoring interns/student teachers, or other activities that are professional development in nature do not qualify for Professional Contribution and should not be entered on submissions for consideration. These may, however, be entered into Performance Matters to determine eligibility for professional development.

Additionally, activities for which extra compensation is awarded are not eligible; examples include items for which teachers receive stipends and/or supplemental contracts.

### **How do teachers document professional contribution hours?**

For *Professional Contribution*, teachers are required to (1) identify activities to sponsor or participate in (e.g. student/family/school activity, standards committee, school leadership roles); (2) verify that activities are eligible for credit with their principal; and, (3) submit participation forms by the due date.

### **What qualifies for professional development (PD)?**

The All Teacher PD measure compensates teachers who participate in required coursework defined by the district. (See below.) The Individual PD/PC measure includes PD that occurs within, or is approved by, the Kyrene School District. All District- and site-based professional development courses, as well as approved external credit (entered in Performance Matters) are eligible for Performance Pay. Courses coded as Recertification Hours qualify. Participation in courses may occur on or off contract time.

### **What is the All Teacher PD?**

Kyrene teachers are required to participate in mandated district-wide professional development that focuses on instructional technology for a total of 21 hours, as well as compliance training at the beginning of the year (1 hour). Specific information related to which courses are identified for this portion of the plan is shared through school and department communications. For performance pay, these activities must be completed prior to additional professional development and/or professional contribution are eligible for payout.

### **How do teachers monitor/verify their hours of professional development throughout the year? Why aren't there any hours listed for 301 in the current year on individual transcripts in Performance Matters?**

Teachers are encouraged to log into Performance Matters and review their transcript of course hours from the start and end dates of this year's plan. Note: The District discontinued the practice of coding courses for 301 a couple of years ago; however, the tab remains active because they are tied to an individual's history. **All courses coded as Recertification count towards Performance Pay.**

### **Are there limits to the number of hours that a teacher can submit for supervising/hosting an intern or a student teacher? What type of documentation is required?**

Teachers may submit up to 30 hours for time supervising a student teacher per semester and up to 15 hours/semester for hosting an intern. When a certificate is given to teachers from a university, teachers should upload it into the External Credit Manager to apply for recertification hours. If a certificate is not awarded, then the hours may be submitted for professional contribution by documenting it on the corresponding form.

### **Can teachers submit external hours/credit for consideration to qualify for professional development? Does this include both in-person and online courses?**

In order for external hours/credits to qualify for 301, they must be approved by the professional development team. The professional development department keeps a list of options for teachers to review, <https://www.kyrene.org/externalpd>. Teachers may submit their request for a review by (1) entering course information and (2) uploading a certificate into Performance Matters. (Select the External Credit Request tab in Performance Matters to complete these steps.) The PD department will research the awarding website/organization to verify the course requirements to earn the certificate. If a certificate can be generated without participating in an online learning, credit will not be awarded. The PD department may ask for further verification. Teachers can review the status of submissions under External Credit Request.

## **PAYOUT**

### **How is the amount of compensation determined each year?**

The Chief Financial Officer reviews Fund 012 with the teacher planning team who then defines the compensation allocation. The team analyzes the

fund's balance, expected revenue, and the projected cost to payout eligible teachers when considering final recommendation.

### **What happens to these funds if there is additional funding leftover at the end of the year?**

When/if money remains in the account after payout, it stays in Fund 012 and is available for performance pay the following year. As a reminder, recommendations are based on estimates of revenue, the full-time equivalency count of eligible teachers, and the expected payout. In recent years, the cost has exceeded the annual revenue with the goal of spending down the balance to match annual revenue and expense.

### **When do teachers receive payout?**

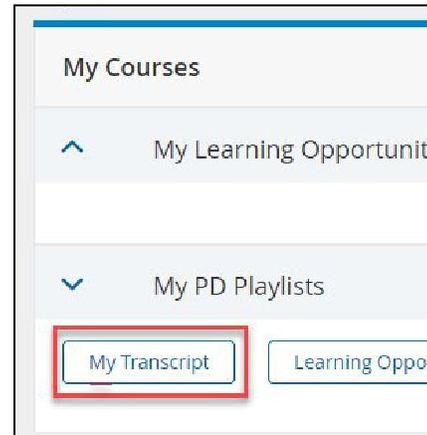
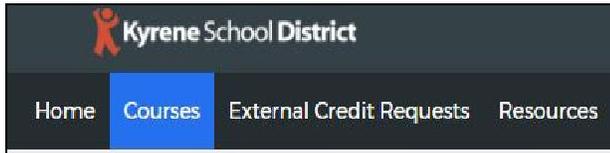
Eligible teachers will receive payment, issued in a separate check from the regular payroll. Teachers are eligible for a partial payment on May 19, 2021, for completing PD component hours only. A second disbursement will occur on June 29, 2021, for the measure of Final Performance Classification and/or the measures related to PD that required additional time, or professional contribution to meet requirements. Teachers are requested to check the gross amount paid in iVisions to verify whether the full amount of compensation was paid, as standard business rules will be applied to any compensation that employees receive.

### **Will the payout be prorated?**

The Final Performance Classification compensation is prorated for teachers who work less than a 1.0 FTE assignment and/or who do not work the entire contract calendar (i.e. hire date/unpaid leave). The Professional Development and/or Professional Contribution compensation will not be prorated. Teachers will be compensated for levels of attainment defined in each tier.

Follow these directions to create a transcript in Performance Matters. Participation dates must fall between the start and end dates of the approved plan to be eligible for performance pay.

1. Visit the District's [employee](#) web page.
2. Select **Performance Matters** from the *All Employees* listing, and sign into the application. Click the **Courses** tab.

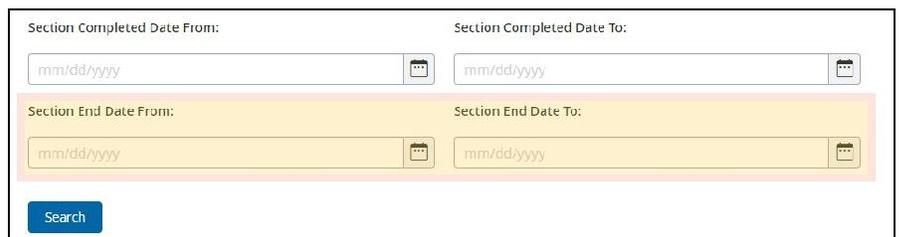


3. Locate the My Courses channel.
4. Click on **My Transcript**

5. Transcript will display.
  - a. Select the **Recertification** tab to view courses that are eligible for 301. (The District no longer codes course for 301. All Recertification hours within the plan's dates qualify.)
  - b. View cumulative hours at the bottom of the transcript.



6. To search for specific transcript details, enter dates in the **Session End From** and **To** fields. Select **Search**. (Do *not* use Completed Date.)



Start and end dates for current year are:  
**June 1, 2020, through May 31, 2021.**

7. Select "Email Pdf" or "Print" to create a copy. These functions will produce the transcript in its current view.

