

# DEERFIELD COMMUNITY SCHOOL DISTRICT

## Certified Staff Compensation Model Guidelines

(approved 4/24/17)

The Deerfield Community School District Compensation Model was designed over the course of the 2015-2016 and 2016-2017 school years by a joint partnership between the Certified Staff Advisory Team (CSAT), School Board Personnel Committee and administration. The Compensation Model has been designed to value continued professional growth and career learning, encourage best practices in instruction through self-reflection and collaboration with peers and recognize the value of staff continuity as we live out our mission of excellence and equity for all our students.

The Deerfield Community School District Compensation Model allows for potential monetary step advancement based on two areas: Credentialing and Continued Professional Development. The monetary value of the step advancements will be determined annually at the sole discretion of the District based on district budgetary needs and state funding.

### A. Credentialing

“Credentialing” is defined as having met the requirements below. Credentialing step advancement can occur on an annual basis, except in years which the employee submits Continued Professional Development points for a higher level of step advancement. Credentialing is a prerequisite for any step advancement on the model.

1. Hold a valid DPI license in your area for the next school year.
2. Meet all Educator Effectiveness criteria.
  - a. Successful planning and completion of Teacher Self Review, SLO and PPG goals
  - b. Refrain from disciplinary action including but not limited to placement onto a Plan of Improvement
3. Employment in the Deerfield Community School District for a minimum of ½ of the previous school year.
4. Complete the annual District required professional development hours per the employee handbook specifications and due date.
5. Receive an administrative recommendation which verifies that numbers 1 through 4 have been fulfilled.

### B. Continued Professional Development

“Continued Professional Development” (CPD) is defined as professional development that meets the criteria below. “Continued Professional Development” step advancement can occur a maximum of once every three (3) years and will not be given in conjunction with a credentialing step advancement in the same year. Requirements for Continued Professional Development are in addition to the professional development days embedded into the school district calendar.

1. One (1) Continued Professional Development step can occur once every three (3) years.
2. Fifty (50) CPD points are required per step.
3. A maximum of 50 CPD points may be carried forward to be used toward a future step advancement.

## **C. Continued Professional Development (CPD) points may be earned by:**

### **1. District-Approved Graduate Credit: 1 credit = 7 points**

- a. All credits must be pre-approved by the District Administrator and/or his/her designee in order to be counted as CPD. The course must be judged as providing an acceptable professional growth experience related to the employee's teaching position and/or needs of the District and/or mission of the District.
- b. The individual employee is responsible for all costs associated with the university or college level courses earned for credit.
- c. The course or class session must be outside of the employee's regular contracted work day.
- d. A summary reflection will be required for each course taken.
- e. The grade report or transcript must be received by the District Administrator and/or his/her designee no later than the end of the business day on June 30 to effect an advancement in the teacher's salary for the following school year. Credits received after June 30 will be used toward advancements the following school year.
- f. Graduate credits must be turned in within one year of the date they were earned.

### **2. District-Approved PI 34 PDP: Successful Completion of PDP cycle will be equivalent to 6 credits**

- a. PI 34 PDP plan must be approved by the District Administrator and/or his/her designee in order to be counted as CPD. The PI 34 PDP must be judged as providing an acceptable professional growth experience related to the employee's teaching position and/or needs of the District and/or mission of the District.
- b. The individual employee is responsible for all costs associated with completion of the PI 34 PDP.
- c. Completion of the PI 34 PDP cycle must be outside of the employee's regular contracted work day.
- d. The employee must request a formal presentation of his/her completed PI 34 PDP to the District Administrator no later than the end of the last day of the school year to be considered for advancement in the following school year. The District Administrator will convene a review panel of peers to include administrators and teacher peers. The employee may suggest teacher peers to be considered for the panel. The employee will be responsible for presenting his/her PDP goals, action plan, summary of results and evidence of professional growth and learning.
- e. The District Administrator has the sole discretion to determine if the completed PI 34 PDP plan shows meaningful evidence of professional growth and learning.

### **3. District-Offered CPD: 1 hour = 1 point**

- a. The District may offer Continued Professional Development courses. Such courses are separate and distinct from courses that are offered as part of an employee's contractually required Professional Development hours.
- b. The class session will be assigned CPD points as determined by the District.
- c. A summary reflection will be required for each course taken.
- d. The class session must be outside of the employee's regular contracted work day.
- e. The employee is expected to be present for the entire class session to earn the CPD points.
- f. CPD points must be received by the District Administrator and/or his/her designee no later than the end of the business day on June 30 to effect an advancement in the teacher's salary for the following school year. CPD points received after June 30 will be used toward step advancements the following school year.

### **4. District-Approved CPD: 2 hours = 1 point**

- a. The District may approve Continued Professional Development courses that are offered by agencies, organizations, universities and colleges outside of the district. Such courses are separate and distinct from courses that are approved as part of an employee's contractually required Professional Development hours.
- b. The workshop, conference, course or class session will be assigned CPD points as determined by the District. The Administration shall consider pre- and post-workshop activities and requirements in determining the applicable CPD points.
- c. A summary reflection will be required for each course taken.

- d. The workshop, conference, course or class session must be outside of the employee's regular contracted work day.
- e. The workshop, conference, course or class session must provide the employee with a certificate or letter of participation signed by an accountable agent of the institution, workshop or conference sponsor (e.g. instructor, department head, agency host).
- f. The employee can only earn CPD points for the hours he/she is present at the workshop, conference, course or class.
- g. If a course, conference, or workshop is listed on a transcript for a certain number of credits, it may not receive a higher number of CPD points than is possible through credits given by the course provider.
- h. CPD points must be received by the District Administrator and/or his/her designee no later than the end of the business day on June 30 to effect an advancement in the teacher's salary for the following school year. CPD points received after June 30 will be used toward step advancements the following school year.

#### **D. Advanced Degrees - Master's Degree**

An employee who earns a Master's degree in a district approved field will have his/her salary recalculated using the migration formula. To qualify for the Master's, an employee shall have gained the degree either in the field in which he/she is teaching or in an alternative field with prior approval of the District Administrator or his/her designee.

#### **E. Initial Salary Placement for New Hires**

A new teacher's initial placement on the salary schedule will be at the discretion of the District Administrator or his/her designee and the School Board. It is the intention of this compensation model, that the salary migration formula will be used as a guide for placement.

#### **F. Labor Market Factors**

The District has sole discretion to offer an additional salary adjustment to any teacher in a shortage area (e.g. Hard-to-Fill or Hard-to-Retain positions). Such adjustments will be granted with School Board approval as an addendum to the teacher's contract. The granting of the additional salary stipend is only applicable during the individual contract year(s) in which the employee is certified and teaching in a particular teaching assignment and certification area that was provided the additional salary stipend. If the employee transfers or is reassigned outside of the area where the additional salary stipend was provided to an area where the same certification or degree is not required, or he/she no longer possesses such a certification or degree, he/she shall forfeit the salary stipend. If such transfer or reassignment occurs during the course of an individual contract year, the employee's salary stipend shall be pro-rated for the portion of the contract year where he/she possessed the certification or degree and was teaching in the area that received the salary stipend.

The receipt of the above additional salary stipend is at the sole discretion of the District and the District may modify, amend or delete this additional salary stipend without adhering to the non-renewal provisions set forth in section 118.22, Wis. Stats. Such modification, amendment, or deletion shall not affect the other terms and conditions of the teacher's individual contract. Such modification, amendment or deletion of the salary stipend is not subject to the District's grievance procedure.