

**Amendment to  
Tucson Unified School District  
2016-17  
301 Pay for Performance Plan  
Submitted by the 301 District and TEA Joint Task Force  
Governing Approved December, 13, 2016**

**Purpose:**

The purpose of this amendment is to address the current surplus balance in Fund 12 of the Classroom Site Fund as of the 2016-2017 fiscal year, which is approximately \$9.5 million dollars, and which has accrued over time. Remaining funds in Fund 12 represent new funds received for the 2016-17 budget year for the 301 Pay for Performance Plan.

**Process:**

The 301 District and TEA Joint Task Force identified the surplus in Fund 12 of the Classroom Site Fund (Pay for Performance) during spring 2016. The Task Force took the surplus into account when developing the current 2016-17 301 Pay for Performance Plan. As part of its presentation of the 2016-17 301 Pay for Performance Plan, the Task Force agreed upon and presented an amount that could be sustained beginning in school year 2016-17 through the life of 301 (2020-21), if this approach was maintained by future task force recommendations. This would gradually reduce the surplus in Fund 12 in each subsequent school year with the goal of zero or close to zero balance at the end of school year 2020-21. The current plan was approved by the TUSD Governing Board on June 14, 2016. Discussion pertaining to the Fund 12 surplus resurfaced in fall 2016 during presentation of the monthly finance report. As a result of the resurfaced conversation, the Tucson Unified School District and Tucson Education Association (TEA) began to develop a plan of action.

- TEA held forums to gather feedback from the employees on options to address the surplus.
- The 301 District and TEA Joint Task Force reconvened to address the surplus.
- The 301 District and TEA Joint Task Force sent a survey with information and three options to current 301 eligible employees to gather more feedback on which option should be reviewed by the joint task force. Respondents were asked to rank three options in order of their preference.
- Survey results were reviewed by the joint task force and the following amendment to draft an amendment to the current 301 Pay for Performance Plan.
- The amendment was sent out to current 301 eligible employees for 70% ratification per state statute 15-977.
- Upon ratification, the Amendment along with ratification results will be presented to TUSD Governing Board for approval.

**Survey Results:**

|  | 1 <sup>st</sup><br>Choice<br>Ranking | 2 <sup>nd</sup><br>Choice<br>Ranking | 3 <sup>rd</sup><br>Choice<br>Ranking |
|--|--------------------------------------|--------------------------------------|--------------------------------------|
| OPTION 1: Keep the plan as is to pay the surplus forward at approx. \$3,000 per year through SY 2020-2021.   | 464                                  | 320                                  | 545                                  |
| OPTION 2: Amend the plan to pay in arrears the eligible employees who worked for TUSD during the affected school years and are currently employed by TUSD. This would deplete the fund this school year. | 651                                  | 366                                  | 340                                  |
| OPTION 3: Evenly divide the estimated \$9.5 million between all current 301 eligible employees. This would deplete the fund this school year.  | 251                                  | 642                                  | 435                                  |

Option 2 as presented in the survey:

This option was ranked first of the three options:

**Option 2: Amend the Plan to Pay Current Teachers in Arrears**

This option permits employees to vote to amend the plan in a manner that pays the surplus to eligible employees who currently work for TUSD and worked for TUSD between school years 2012-2013 and 2015-2016. This option provides a one-time graduated payment to eligible employees who participated in the plan for each year of participation between school years 2012-2013 through 2015-2016. Payments will be calculated using yearly carryover totals identified below:

| Year    | Amount available | *Payroll Related Expenses | Compensation available for distribution when Payroll Related Expenses are deducted | **Estimated Eligible FTE / Current Active | **Estimated payment amount |
|---------|------------------|---------------------------|--|---|----------------------------|
| FY12-13 | \$3,357,859      | \$559,643                 | \$2,798,216  | 1850                                      | \$1,513                    |
| FY13-14 | \$3,198,049      | \$533,008                 | \$2,665,041  | 1900                                      | \$1,403                    |
| FY14-15 | \$2,691,632      | \$448,605                 | \$2,243,027  | 2100                                      | \$1,068                    |
| FY15-16 | \$250,055        | \$41,676                  | \$208,379  | 2200                                      | \$95                       |
|         | \$9,497,595      | \$1,582,932               | \$7,914,663  |   |                            |

\*This amount includes the employer portion of Medicare, Social Security, and ASRS that school districts are legally obligated to pay on district employee wages. These are detailed further in the D.O.G. at “Understanding Your Paystub.” Once these expenses are paid, the available distribution amount is \$7,914,663.

\*\*These estimates are calculated using currently active employees who were employed in previous fiscal years and received Performance Pay. Payments will be made to employees who are eligible under the current Performance Pay plan. Until the actual number of employees eligible for payment in each of the above years has been confirmed, payment amounts are subject to change. These estimates are being provided to give employees a general idea of payment amounts that could be available under this option.

**Important Notes for Option 2: This option depletes the surplus balance. Future plan payments will not be \$3,000 and, instead, would be limited to distribution of Fund 12 funds received from the state each year. Also, employees who opted not to participate in the plan during the identified school years and/or employees who were not employed by the District during the relevant years are ineligible to receive payment under this option.**

## Eligibility for the identified Fund 12 surplus:

The eligibility criteria outlined in the current 2016-17 301 Pay for Performance Plan will remain in effect for the identified Fund 12 surplus for the 2016-17 school year. In addition, eligibility for receipt of identified Fund 12 surplus requires acknowledgement of and agreement to this new plan for the Fund 12 surplus. Only current 301 eligible employees will be considered as eligible for the surplus funds under the terms of Option 2.

## Eligibility

Eligible TUSD staff members include all staff members who meet all of the criteria listed below:

- a. Staff member must possess a current teaching certificate.
- b. Staff member must be paid on a TUSD certified salary schedule for the year the plan is in place ( a “leased employee” (ESI employee) is not eligible, per statute).
- c. Contract time will include any time during which a teacher performed his/her duties pursuant to a letter of intent to hire or contract if that teacher is subsequently assigned to a position eligible for pay for performance.
- d. Staff member must be able to participate fully in the professional learning community described in this document.
- e. Staff member is assigned to a specific school site or sites (not serving a central office function). Itinerant teachers must declare a single home site to be evaluated and attend professional learning communities.
- f. With the exception of those individuals identified in paragraph (g) below, staff member has been employed and worked in our District and paid on a teacher contract for more than one semester. Staff on leave of absence for more than one semester, would not qualify. Staff hired after November 1, 2016 would not qualify for 301 until the following school year. For the purpose of this plan only, one semester is defined as greater than 90 days that students are in school and met the PLC requirements.
- g. Notwithstanding paragraph (f) above, persons who worked for the District in school years 2012-2013, 2013-2014, 2014-2015 or 2015-2016 and who were eligible for a Fund 12 payment under the applicable 301 Pay for Performance Plan during any one of those school years may apply to be hired and placed into a classroom teacher position, subject to District hiring policies and procedures, in order to be eligible to participate in the 2016-2017 301 Pay for Performance Plan. Any person hired as a classroom teacher under this provision must be hired and placed into the position on or before January 17, 2017 and must timely complete the eligibility criteria outlined in the 2016-2017 301 Pay for Performance Plan or have received written permission from the Chief Human Resource Officer before February 22, 2017 to extend the deadline for satisfaction of the eligibility criteria to a date no later than March 15, 2017.

**Note: These criteria may include: department chairs, itinerant teachers, social workers, counselors, speech and language pathologists, OTs, and PTs provided they meet applicable 301 Fund 12 eligibility criteria which includes the criteria outlined in the 2016-2017 301 Pay for Performance Plan and in this Amendment.**

Surplus balance component is also based on participation in and completion of ten-hour Professional Learning Communities during SY 2016-17 as well as acknowledgement of and agreement to this new plan for the Fund 12 surplus.

301 Professional Learning Community (PLC) Work (see Exhibit C for PLC Framework and Protocols)

301 professional learning community (PLC) work will be worth approximately 2/3rds of the pay for performance stipend, and will call upon teachers at all levels and across all subject areas to improve student achievement. PLCs will focus on strategies, differentiation, planning and targeting students to increase performance. Student performance will be assessed in the 33% student growth data portion of the teacher evaluation.

301 Requirements: As outlined in Exhibit C, the PLC Framework is comprised of 4 pillars: Vision, Mission, Values, and Goals. The school's vision and mission statements are due to leadership by August 26, 2016. The school's value pillar, "collective commitments" is due to leadership by September 23, 2016

Attendance: All 301 PLCs will meet, at a minimum, ten hours during the year to plan, report on progress, review data and monitor and adjust the plan. These 301 PLC meetings may be a part of a larger PLC plan at the school level, but for these ten hours total, the 301 PLC work must focus upon the support being provided to increase student achievement. For 3/5ths of that time (6 hours), PLCs will be allocated at least six Wednesday staff development days.

Should a PLC member miss a 301 PLC meeting, he/she shall make up the time as determined by the 301 PLC. At the completion of the PLC work by February 22 the administrator will verify eligibility via the PLC verification form provided by the district. Individuals who are deemed ineligible would not receive the 301 One-time graduated surplus payment. Sign in sheets for each meeting will be kept by each 301 PLC and submitted to the principal. The PLC Verification sheet will be generated centrally and sent to the site at the beginning of February.

Note: The minimum number of 301 PLC hours will have to be conducted by February 24, 2017. The 301 PLC Verification Form is due to the office

of Teaching & Learning by March 3, 2017 for payment in May 2017. 301 PLC sign in sheets must be reviewed by the principal and filed at the school for review as needed.

Payment Schedule:

The amendment is part of the current 301 Pay for Performance Plan, payment of the surplus will be paid in May 2017.

Only 2016-17, 301 eligible employees will be considered to receive the one-time graduated payment from the Fund 12 surplus.

\*Note: Prior to the May 2017 payment current eligible 301 employees who qualify for the one-time graduated payment will receive an individual notification with the approximate surplus payout.

**\*\*Individuals who qualify under "g" of the eligibility criteria, and meet the criteria for "a-d" will be paid no later than the end of July 2017.**