

*Developing Lifelong Learners and Responsible Citizens*

School District of

**Manawa**

Home of the  
**Wolves**



# 2015-16

# Salary & Stipend

# Guide

**School District of Manawa**  
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*Approved by the Manawa Board of Education on July 20, 2015*

School District of Manawa  
Professional Advancement Compensation Eligibility (PACE)  
Planning Team

Board President, Scott Rice  
Board Treasurer, Joanne Johnson  
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District Administrator, Melanie J. Oppor  
Business Manager, Kathryn Burr  
MEA President, Carey Celske  
MS Teacher, Jeff Bortle  
HS Teacher, Mary Eck

**I. Background**

The SDM Professional Advancement Compensation Eligibility plan was designed in the 2014-15 school year by a joint committee of Manawa teachers, administrators, and school board members. The Professional Advancement Compensation Eligibility plan is a combination of features gathered from other Wisconsin school districts along with the creative, personalized ideas suggested by School District of Manawa stakeholders. The driving vision for this PACE plan is to acknowledge and foster a culture of professionalism that is characterized by a commitment to continuous improvement throughout a career.

The driving vision was to reinforce quality instruction by fostering a culture of professionalism through accountability, a job-embedded salary structure, and continuous improvement through lifelong learning. This compensation system recognizes the many, varied ways in which 4K- to grade 12- teachers work with students to enrich their lives and thus, the wide variety of professional growth opportunities needed by teachers to continue to grow and feel fulfilled over the life of their career as a professional educators. A goal of the SDM Professional Advancement Compensation Eligibility plan is to promote a positive and collaborative learning environment in which teachers are compensated for their professionalism.

**II. Overview**

A single-lane, career ladder is used as the basis for salary advancement (see Appendix A). There are several levels through which a typical teacher will pass through during a career spanning 2-3 decades of employment with the SDM. Teachers typically move from one level to the next level every three years through a promotion process based on the accumulation of professional points for a wide variety of activities. Advancement requires collaboration, professionalism, and evidence of continuous improvement. In addition to the salary amount indicated on the salary structure, annual stipends are provided throughout a teacher's career for advanced degrees and National Board certification.

### **III. Career Levels**

The single-lane salary structure is intended to provide opportunities for all educators --- from initial educator through experienced veteran educators. This system is accessible to all educators beyond their probationary period in all phases of their career and is not based on proficiency or skill level. Promotions from one level to another are based on evidence of professional improvement. This is a professional advancement career ladder.

### **IV. Salary Structure**

The single-lane salary structure is based on being promoted every three years. Each three-year advancement opportunity consists of at least one 3-year evaluation cycle which culminates in a full summary evaluation. A salary raise during the 3-year evaluation cycle is limited to any negotiated Consumer Price Index (CPI) annual increase. At the conclusion of the first 3-year evaluation cycle, the teacher may submit documentation of the accumulated PACE points no later than June 1 of the teacher's eligible year.

### **V. Job Performance Evaluation**

The specifics of the District's teacher evaluation plan are contained in the *SDM Teacher Performance Evaluation (TPE) Guide*. The SDM utilizes the CESA 6 Teacher Effectiveness Model, based on the work of Professor James Stronge, for its evaluation system. The SDM Professional Advancement Compensation Eligibility plan is fully integrated with this model to maximize the connectedness between job performance reviews, evidentiary artifacts, PDP licensing requirements, and the advancement process. This integration allows teachers to maintain their focus and not be pulled in different directions by different systemic requirements. The SDM annually conducts a full summary evaluation on each initial educator (defined as any teacher employed in his/her first three years as a teacher within the District). Subsequently, teachers on continuing contracts have a full summative evaluation by their direct supervisor no less than every three years, subject to compliance with state statute. Every teacher has specific goals upon which they are measured every year, and every teacher receives a brief administrative review every non-summative year based on goal progress and other factors.

### **VI. Performance Improvement Plan Freeze**

Each teacher's direct administrative supervisor is responsible for providing a written summary evaluation of the teacher's performance since his/her previous summary evaluation in accordance with the format adopted by the District. If a teacher has a negative summary, then that teacher is placed on a Performance Improvement Plan and is frozen at his/her current location on the salary schedule for the next school year. No advancement may occur. A frozen teacher is provided with any negotiated annual salary increase. The same process would be used with a teacher in between summary years whose performance was deemed unsatisfactory by the administrator who is responsible for documenting administrative review during non-summary years.

### **VII. Stipends**

Compensation for advancement on the wage model, advanced degrees, National Board certification, and additional licenses is provided through annual stipends that are added to the teacher's salary. Annual stipends are awarded in addition to any negotiated annual salary increase, any advancement increase, and any other stipend. Stipends are calculated

for the following school year based on a snapshot taken on June 1 of the prior year, and such stipends are paid out on an annualized basis. Stipends are awarded annually to each teacher who holds a master's degree, a doctorate degree, and/or National Board Certification (NBPTS), or who has received an additional Department of Public Instruction license or certification. These stipends are paid each and every year that a teacher holds one or more of the aforementioned credentials (e.g., a teacher with a master's degree would receive the additional stipend every year he/she was teaching with the District, in addition to the salary listed on the salary schedule). While the District recognizes the value of a master's degree as evidence of advanced study, it is not evidence of advanced teaching or ongoing advancement of professional practice in subsequent years. Unlike a master's degree or a doctoral degree, National Board Certification is evidence of advanced teaching and is recognized in this model as the gold standard for compensation in a system tied to professionalism and improvement.

#### **VIII. Advancement on the Wage Model**

Teachers beyond their probationary period are eligible for advancement on the wage model at the end of the current school year in which they are in a summary year. The Board makes all advancement decisions in the spring based on the recommendation of the District Administrator, who is presented with an approved compilation of the Professional Advancement Compensation Eligibility forms. There are no automatic advancements meaning that if a teacher chooses not to submit the PACE form documentation, an advancement will not be processed. There is no quota or restriction for the number of advancements granted annually from the pool of eligible candidates. All criteria for documentation which must be submitted for advancement by June 1 of the teacher's summary year. Teachers who are not promoted in their eligible year remain frozen at their current salary schedule step until such time as they are advanced. Candidates who do not feel ready for the advancement process may defer for a year at a time, remaining frozen at their step, until such time as they feel ready to proceed with the advancement process.

#### **X. Procedures for Advancement**

- A. It is the teacher's responsibility to complete a Professional Advancement Compensation Eligibility Activity Form for each qualifying activity.
- B. It is the responsibility of the teacher to obtain a verification signature on the Professional Advancement Compensation Eligibility Activity Form for each activity within 15 days following the completion of the activity. Late forms will not be accepted.
- C. Teachers will retain their completed forms until such time as the teacher accumulates 24 points and submits the completed forms for those points to the District Administrator. The deadline for submission is June 1 before the following school year when the stipend will be applied to the teacher's base wage.
- D. No later than June 1, the teacher must submit all documentation of accumulated Professional Advancement Compensation Eligibility forms with a principal endorsed cover sheet to the District Administrator.
- E. At the June meeting of the School Board, the District Administrator will present the advancement recommendations to the Board in open session. The Board will discuss and make decisions regarding the advancements.
- F. Following the Board's decision at the June meeting, the District Administrator will notify each teacher of the Board's decision.

**XI. Rules for Professional Advancement Compensation Eligibility Points**

- A. The number of PACE points needed for the stipend is 24 points.
- B. If a monetary stipend is available for an activity (e.g., an advisory post or coaching), the teacher has the option of selecting either the monetary stipend or the PACE points for that activity but not both.
- C. It is the responsibility of the teacher to obtain a verification signature on the PACE Activity Form for each activity within 15 days following the completion of the activity. Late forms will not be accepted.
- D. Teachers will retain their completed forms until such time as the teacher in his/her summary year accumulates 24 PACE points and submits the completed forms for those PACE points with the signed cover sheet to the District Administrator. The deadline for submission is June 1 before the following school year when the stipend will be applied to the teacher’s salary.
- E. The following activities qualify for PACE points as delineated below:

<b>Category</b>	<b>Activity</b>	<b>1 point</b>	<b>2 points</b>	<b>3 points</b>
	Take Continuing Education Course = 1 pt. per credit with a maximum of 9 credits	x		
	Teach Graduate Course			x
	Teach a CAPP, AP, KSCADE, or Articulated Course	x		
	Completion of a PDP			x
	PDP Team Member			x
	Member of a Professional Organization	x		
	Officer or Committee Chair of a Professional Organization			x
	In-service Presenter Sectional (staff meeting or conference)	x		
	In-service Presenter Half Day		x	
	In-service Presenter Full Day (ex. Autism Academy Coach)			x

Community Involvement & Public Relations	Author Online Publication	x		
	Author Newspaper Article	x		
	Engaged in Community Projects (ex. Rodeo, constructing benches, Lions Club activities, etc.)	x		
	Transitions (i.e. Placing student in 1 <sup>st</sup> jobs, building Business Partnerships)		x	
	Member of a Civic Organization (Lions Club, Fire Board, City Council, Manawa Revitalization, Manawa CARES, Chamber of Commerce, Booster Club, etc.)		x	
Leadership	Teacher Mentor			x
	Committee Chair			x
	Committee Member	x		
	Long-Range Planning		x	
Grant Writing	Author		x	
	Co-authors	x		
Innovative Practice	Innovation Specialist			x
	Pilot a New Program		x	
Student Travel (extended event)	Coordinator/Advisor		x	
	Chaperone	x		

<p>Extra/Co-Curriculars</p> <p>(Teacher choice to count toward PACEs or accept stipend for paid positions but not both.)</p>		<ul style="list-style-type: none"> <li>• Art Club Advisor</li> <li>• Pep Club Advisor</li> <li>• Class Advisors for Senior High</li> <li>• Spanish Club Advisor</li> <li>• Ski Club Advisor</li> <li>• Supervise a Dance</li> <li>• Organize School-wide Event After School <ul style="list-style-type: none"> <li>• Math Night</li> <li>• Title I Family Night</li> </ul> </li> <li>• Service Learning Club Advisor</li> <li>• Veteran’s Day Program Organizer</li> <li>• Quiz Bowl Advisor</li> <li>• Tech. Club Advisor</li> <li>• Self-funded Conference or Clinic</li> <li>• Attending 10 Student Functions/Events</li> <li>• Supervising 5 Concerts/ Performances</li> <li>• ACT Prep. Class Instructor</li> <li>• Chess Club Advisor</li> <li>• Student/Peer Support Group Advisor</li> <li>• Game/Event Worker</li> <li>• ZAP Advisor</li> <li>• Spelling Bee or Geography Bee Advisor</li> <li>• Running Club Advisor</li> <li>• Battle of the Books/Book Club Coordinator</li> <li>• Translator or Interpreter services to parents and/or students</li> <li>• Weight Room Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Asst. Coaches all Sports</li> <li>• Gr. 7, 8 or 7-8 Coaches all Sports</li> <li>• Freshman Coaches all Sports</li> <li>• Jr./Sr. High Class Advisors</li> <li>• Jr. and Sr. HS Forensics/ Debate Coaches</li> <li>• Robotics Coach</li> <li>• Skills USA Advisor</li> <li>• Math League Advisor</li> <li>• Artsonia Advisor</li> <li>• FBLA Advisor</li> <li>• Homework Club Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Head Coach of a Varsity Sport</li> <li>• Art Team Advisor</li> <li>• Band Marching Performances</li> <li>• Cheerleading Coach</li> <li>• Play/Drama/Musical Director</li> <li>• FFA Advisor</li> <li>• Odyssey of the Mind Coordinator</li> <li>• Destination Imagination Coordinator</li> <li>• Student Council Advisor</li> <li>• Weight Room Coordinator</li> </ul>
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F. A special professional growth activity option provides an opportunity for professional educators to apply to the District Administrator for PACE points for an activity that is not outlined above. The District Administrator has discretionary authority to grant PACE points for such requests and will use a rigorous professional standard for making a decision.

## Summary Timeline for SDM Professional Advancement Compensation Eligibility

By October 1	Teachers who are eligible for Advancement will be confirmed against the list of teachers scheduled for their summary year.
By June 1	All signed Professional Advancement Compensation Eligibility Point forms are submitted to the District Administrator in a single complete
At June BOE meeting	District Administrator presents advancement recommendations to the Board of Education in open session for Board action.
By Early-June	Teachers will be notified of their advancement as per the Board's decision.
By June 15	Any teacher receiving a new advanced degree must submit evidence of receipt of that degree to the District Administrator in order to receive the annual advanced degree stipend for following school years.
By June 15	Any teacher receiving a new licensure area must submit evidence of receipt of that new license to the District Administrator in order to receive the annual additional licensure stipend for following school years.
By June 15	Any teacher receiving new National Board Certification must submit evidence of receipt of that certification to the District Administrator in order to receive the annual NBPTS stipend in following school years.

### **On-Ramp:**

- A. To create a smooth on-ramp for implementation of the PACE plan, teachers no longer holding probationary status who are in their summary evaluation year during the 2015-16 school year will need to acquire 8 PACE points in order to access 1/3 of the PACE plan stipend or \$800.
- B. Teachers no longer holding probationary status who are in their summary evaluation year during the 2016-17 school year will need to acquire 16 PACE points in order to access 2/3 of the PACE plan stipend or \$1,600.
- C. Beginning in the 2017-18 school year, teachers no longer holding probationary status who are in their summary year will need to acquire the total 24 PACE points in order to access the PACE plan stipend of \$2,400.

D. From 2017-18 forward, the PACE plan is considered at full implementation and would commence with the 24 PACE points to access the PACE plan stipend of \$2,400 once every three years in the teacher's summary evaluation year for those teachers beyond the probationary period.

**Advancement Review Recommendation Cover Sheet**

**Advancement Candidate**

**Advancement Recommendation (“Yes” or “Not Yet”):**

**Brief Rationale/Evidence for Recommendation:**

**Teacher Signature & Date:**

**Principal’s Signature & Date:**

**Superintendent’s Signature & Date of Receipt:**

**Board of Education Decision:**

**APPENDIX A  
2015-16 SALARY SCHEDULE**

STEPS	BA
1	\$33,341.00
2	\$34,195.00
3	\$35,050.00
4	\$35,904.00
5	\$36,761.00
6	\$37,616.00
7	\$38,470.00
8	\$39,325.00
9	\$40,180.00
10	\$41,035.00
11	\$41,890.00
12	\$42,744.00
13	\$43,599.00
14	\$44,454.00

Upon fulfillment of the 24 point PACE process, the teacher is eligible for a \$2,400 stipend to be added to the teacher's base wage.

**2015-16 RECURRING ANNUAL STIPENDS**

Master's Degree	\$3,000
Doctorate Degree	\$2,000
Additional DPI License or Certification	\$1,000
NBPTS Certification	State match (currently \$2,500)

Co-Curricular Stipends	
<i>Position</i>	<i>Stipend</i>
Base used	\$31,100
Fall Coaches	
Head Football	3100
Asst. Football (3) \$1850 each	5550
7-8th Gr. Football	1400
7-8th Gr. Football	1400
Head Volleyball	3100
Asst. Volleyball	1850

Freshman Volleyball	1850
8th Gr. Volleyball	1400
7th Gr. Volleyball	1400
Cross Country Head	3100
Asst. Cross Country	1400
Winter Coaches	
Boys Basketball Head (Shared position for 2012-13)	3100
Asst. B. Basketball	1850
Freshman B. Basketball	1850
8th Gr. B. Basketball	1400
7th Gr. B. Basketball	1400
Girls Basketball Head	3100
Asst. G. Basketball	1850
Freshman Basketball	1850
8th Gr. G. Basketball	1400
7th Gr. G. Basketball	1400
Head Wrestling	3100
Asst. Wrestling	1850
MS Wrestling (new 2012-13)	1400
Spring Sports	
Softball	3100
Asst. Softball	1850
Baseball	3100
Asst. Baseball	1850
Track Head Coach	3100
Asst. B. Track	1850
Asst. Track (if 25+ students)	1850
B. Jr. High Track	1400
G. Jr. High Track	1400
Golf - Combined	1850
FINE ARTS / Club / Advisors	
Art Club / Team	300
Art Show K-6	600
Art Show 7-12	600
Band Concerts/Jr Band/ Marching/Pep/Contests	3100
Cheerleading / Pep Club	300
Chess Club	
Chorus - Swing Choir/Concerts	3100
Chorus - ES Concerts/Solo Ensemble	1400
Class Advisor HS /Sr. - 5 @ \$150 each	750
Class Advisor HS/Jr. - 5 @ \$150 each	750

Class Advisor HS/S - 4 @ \$150 each	600
Class Advisor HS/F - 5 @ \$150 each	750
Class Advisors Jr H - 5 @ \$150 each	750
FBLA/DECCA	300
Forensics Director /HS Head Coach	1800
Forensic/Debate /Asst. Coach HS	1200
Forensic/Debate Dir/Coach Jr. HS	600
Forensic/Debate Asst. Coach Jr. HS	600
Mentoring (10 hr min)	250
NHS Director	300
Play Director / Drama	300
Robotics	300
Spanish Club	300
Student Council HS	300
Yearbook HS	300
Yearbook JR High	300
Quiz Bowl	300
EXTRAS	
Athletic / Activities Director	9000
Transportation Summer Support/Asst. Trans. Dir	1500
Sub Caller	3000
Summer Librarian (June 2014) for 5 days	900
Summer School Co-Coordinator 1	3500
Summer School Co-Coordinator 2	1500
Totals 2015-16	112000

SCHOOL DISTRICT of MANAWA  
Professional Advancement Compensation Eligibility Points Activity Form

Teacher Name:

School:

Date(s) of Activity:

Activity Description:

Points requested for this activity:

Is this a Special Professional Growth Activity for which District Administrator approval is needed?

Yes  No

Additional information or comments:

Teacher Signature:

Date:

\*Verification Signature:

Date:

\* It is the responsibility of the teacher to obtain a verification signature on the Professional Advancement Compensation Eligibility Points Activity Form for each activity within 15 days following the completion of the activity. Late forms will not be accepted.

NOTE: Teachers will retain their completed forms until such time as the teacher accumulates 24 points and submits the completed forms for those points to the District Administrator. The deadline for submission is June 1 before the following school year when the stipend will be applied to the teacher's base wage.