



Students choosing to excel; realizing their strengths.

2018-19 Employee Salary & Stipend Guide

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School District of Manawa

Salary Advancement Model

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I. Background

The SDM Salary Advancement Model was originally designed in the 2017-18 school year by a joint committee of SDM teachers and administrators. This Salary Advancement Model replaced the previous teacher/administrator designed plan called the Professional Advancement Compensation Eligibility (PACE) that was in place from the 2015-16 school year through the 2017-18 school year with final payments made in the 2018-19 school year.

The Salary Advancement Model 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 plan is to acknowledge and foster a culture of professionalism that is characterized by a commitment to continuous improvement throughout a career. The vision reinforces characteristics to include 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 educator. A goal of the SDM Salary Advancement Model is to promote a positive and collaborative learning environment in which teachers are compensated for their professionalism.

II. Overview

A single-lane, eight-leveled career ladder is used as the basis for salary advancement. There are several levels through which a typical teacher will pass during a career spanning 2-3 decades of employment with the SDM. Teachers typically move from one level to the next level about every six years through a promotion process based on the accumulation of points for a wide variety of professional development activities. Advancement requires collaboration, professionalism, and evidence of continuous improvement. There is also annual incremental growth within each level.

III. Career Levels

The single-lane salary structure is intended to provide opportunities for all educators --- from initial educator through experienced veteran educators. Promotions from one level to another are based on evidence of professional improvement that will be showcased in a culminating reflection experience with the teacher's supervising principal with the option of including a secondary administrator. This is a professional advancement career ladder.

IV. Salary Structure

The single-lane salary structure is based on the opportunity to be promoted annually in small incremental steps. Teachers can move one step each contract year. Larger salary advancements will be provided at critical junctures in the model as teachers move from initial educator licenses to regular teacher licenses and again as teachers move from one level to the next level about every six years or two summary evaluation cycles. The teacher may submit documentation of the accumulated points no later than February 1 of the teacher's eligible year. A teacher may defer movement from one level to the next level for one year either at the teacher's discretion or the principal's recommendation.

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 Dr. James Stronge, for its evaluation system. The SDM Salary Advancement Model is fully integrated with the TPE to maximize the connectedness between job performance reviews, evidentiary artifacts, and the advancement process. This integration allows teachers to maintain their focus and not be pulled in different directions by varied 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 (more than one "needs to improve" standard on the Teacher Effectiveness Model), then that teacher is placed on a Performance Improvement Plan and is frozen at his/her current location on the Salary Advancement Model for the next school year. No advancement may occur. The same process would be used with a teacher between summary years whose performance was deemed unsatisfactory by the administrator who is responsible for documenting administrative review during non-summary years.

VII. Advancement on the Wage Model

Points are accumulated over a six-year span for Salary Advancement. Each teacher must accumulate 240 points that roughly equates to 240 hours of non-contractual time. Points are divided into two categories: Professional & Leadership Growth and Community & Connections.

At least 70% or 168 points must be devoted to Professional & Leadership Growth related activities. A teacher can choose to complete all points in the Professional & Leadership Growth activities. These activities focus on a professional growth mindset that culminates in the teacher taking on leadership roles that enhance the profession.

No more 30% or 36 points will be accepted for Community & Connections. This category recognizes the importance of forging lasting relationships with students, families, business partners, and the SDM community for the betterment of the district.

The teacher will create a reflection on how the new learning from participation in the activities named for points enhanced instruction in the classroom (or service to clients in the case of counselors, therapists, etc.). The reflection may be presented in a variety of different ways such as, but not limited to, written, verbal, technology presentation, or video. The method of sharing the reflection should support the teacher's purpose in demonstrating how the teacher has grown in his/her craft.

The Board of Education makes all advancement decisions in the spring based on the recommendation of the District Administrator, who is presented with an approved compilation of the Salary Advancement points. There are no automatic advancements from one level to the next level meaning that if a teacher chooses not to submit the documentation of points and reflection, 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 must be submitted for advancement by February 1. Teachers who are not promoted remain frozen at their current salary schedule level 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 level, until such time as they feel ready to proceed with the advancement process. Smaller annual salary increases are available within levels.

VIII. Procedures for Advancement

- A. It is the teacher's responsibility to keep track of points on a Salary Advancement Model Form (electronic or paper options) for qualifying activities.
- B. It is the responsibility of the teacher to obtain verification (electronic or signature) on the Salary Advancement Model 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 form until such time as the teacher accumulates 240 points/equivalent to about 240 hours and submits the completed form for those points to the District Administrator. The deadline for submission is February 1 of the year in which the teacher is eligible for salary advancement from one level to another. The salary advancement will be applied the following school year.
- D. No later than February 1, the teacher must submit all documentation of accumulated Salary Advancement and a principal endorsed reflection cover sheet to the District Administrator.
- E. At the February 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 February meeting, the District Administrator will notify each teacher of the Board's decision.

- G. Points not submitted for Salary Advancement may be held over for not more than seven fiscal years (July 1 to June 30) beyond the date of completion noted on the Salary Advancement Activity Form for that activity.

IX. Rules for Salary Advancement Compensation Eligibility Points

- A. The number of points needed for movement from one level to the next is 240 points/about the equivalent of 240 hours.
- B. There will be no “double dipping.” If a monetary stipend is available for an activity (e.g., an advisory post or coaching), the teacher will receive either the monetary stipend or the Salary Advancement points for that activity as declared in advance when accepting the annual contract for that position.
- C. It is the responsibility of the teacher to obtain a verification (electronic or signature) on the 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 compilation form until such time as the teacher accumulates 240 points and submits the completed form for those points with the signed reflection cover sheet to the District Administrator. The deadline for submission is February 1 of the year in which the teacher is eligible for salary advancement from one level to another. The salary advancement will be applied to the teacher’s base wage for the following school year.
- E. A special Professional & Leadership Growth activity option provides an opportunity for professional educators to apply to the District Administrator for salary advancement points for an activity that is not outlined below. The District Administrator has discretionary authority to grant points for such requests and will use a rigorous professional standard for making the decision.
- F. The following activities qualify for salary advancement points as delineated below:

Professional & Leadership Growth	
Points needed at the 6-year mark = 240	at least 70%
Minimum number of points needed	168
Points Opportunities	
Complete graduate credit(s)	15 per credit
Additional certification/license related to position or school district (preapproval required)	100-240 points*
Mentor (up to 20 hours per year)	2 points/hour/mentee
Professional Buddy (up to 20 hours per year)	1 point/hour/mentee
Supervisor of student teachers	9 points/quarter
Internship supervisor	18 point/quarter
Teach a graduate course	50 points/course

Articulated/dual credit or AP course instructor	20 points/year
Officer of a professional education organization	1 point/hour
Member of a professional education organization	10 points/organization
Lead a professional development session (in-house)	3 points/hour
Present at a workshop/conference (out-of-district)	10 points
Attend conference/workshop (preapproval required)	1 point/hour *
Member of non-contractual committees (preapproval required)	1 point/hour *
Initiate innovative classroom practice(s) (preapproval required)	2 points/hour/week(s) implemented up to 100 points
Participate in a book study group outside of contractual hours (preapproval required)	1 point/hour up to 10 points/book
Published in a scholarly journal	50 points
Grant writing	2 point/hour
Awarded a grant	10 points/grant

Community & Connections	
	up to 30%
Maximum number of points accepted	36
Points Opportunities	
Athletic or co-curricular Coach/Advisor of pre-approved activity	1 point/hour
Create and serve as an advisor for an after-school activity (non-stipend)	1 point/hour
Community outreach	1 point/hour up to 20 points
Attend a school related event (non-contractual hours)	1 point/hour up to 20 points
Member of a community organization	1 point/hour
Author article in Wolf Pack Express	1 point/article
Human Service-based children/family support team	1 point/hour
Chaperone a one-day non-school day field trip/non-parent role	1 point/hour up to 8 hours a day

Chaperone a multi-day field trip (in a non-parent role)	1 point/hour up to 8 hours a day
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Summary Timeline for SDM Salary Advancement

By October 1	Teachers who are eligible for Advancement will be confirmed.
By January 30	Teachers who are eligible for Advancement will hold a reflection conference with their building principal and up to one secondary administrator (optional) as mutually agreed upon by the teacher and principal based on the secondary evaluator's expertise.
By February 1	All signed Salary Advancement point forms are submitted to the District Administrator in a single complete packet.
At February BOE Meeting	District Administrator presents advancement recommendations to the Board of Education in open session for Board action.
By Early March	Teachers will be notified of their advancement as per the Board's decision.

Salary Advancement Model

	Increase from past year	Level	Wage
		OR	\$ 39,000
LEVEL A	\$ 1,000	A1	\$ 40,000
	\$ 800	A2	\$ 40,800
	\$ 800	A3	\$ 41,600
	\$ 1,000	A4	\$ 42,600
	\$ 1,000	A5	\$ 43,600
	\$ 1,500	A6	\$ 45,100
LEVEL B	\$ 1,500	B1	\$ 46,600
	\$ 1,000	B2	\$ 47,600
	\$ 1,000	B3	\$ 48,600
	\$ 1,000	B4	\$ 49,600
	\$ 1,000	B5	\$ 50,600
	\$ 1,000	B6	\$ 51,600
LEVEL C	\$ 3,000	C1	\$ 54,600
	\$ 500	C2	\$ 55,100
	\$ 500	C3	\$ 55,600
	\$ 500	C4	\$ 56,100
	\$ 500	C5	\$ 56,600
	\$ 500	C6	\$ 57,100
LEVEL D	\$ 3,000	D1	\$ 60,100
	\$ 500	D2	\$ 60,600
	\$ 500	D3	\$ 61,100
	\$ 500	D4	\$ 61,600
	\$ 500	D5	\$ 62,100
	\$ 500	D6	\$ 62,600
LEVEL E	\$ 3,000	E1	\$ 65,600
	\$ 500	E2	\$ 66,100
	\$ 500	E3	\$ 66,600
	\$ 500	E4	\$ 67,100
	\$ 500	E5	\$ 67,600
	\$ 500	E6	\$ 68,100
LEVEL F	\$ 1,000	F1	\$ 69,100
	\$ 500	F2	\$ 69,600
	\$ 500	F3	\$ 70,100
	\$ 500	F4	\$ 70,600
	\$ 500	F5	\$ 71,100
	\$ 500	F6	\$ 71,600
LEVEL G	\$ 1,000	G1	\$ 72,600
	\$ 500	G2	\$ 73,100
	\$ 500	G3	\$ 73,600
	\$ 500	G4	\$ 74,100
	\$ 500	G5	\$ 74,600
	\$ 500	G6	\$ 75,100
LEVEL H	\$ 1,000	H1	\$ 76,100
	\$ 500	H2	\$ 76,600
	\$ 500	H3	\$ 77,100
	\$ 500	H4	\$ 77,600
	\$ 500	H5	\$ 78,100
	\$ 500	H6	\$ 78,600

Support Staff Wage Matrix						
Lane	A	B	C	D	E	
	1-5 Years	6-10 Years	11-15 Years	16-20 Years	21+ Years	Sub Rate
District Admin Asst	\$16.29	\$17.05	\$17.81	\$18.57	\$19.33	N/A
Financial Support Staff	\$15.76	\$16.52	\$17.27	\$18.03	\$18.79	N/A
Food Service - Manager	\$14.89	\$15.64	\$16.40	\$17.16	\$17.92	N/A
Special Ed. Aide	\$14.73	\$15.49	\$16.25	\$17.01	\$17.77	\$10.64
Building Secretary	\$14.27	\$15.03	\$15.79	\$16.55	\$17.31	\$10.64
Clerical/Support Staff	\$14.27	\$15.03	\$15.79	\$16.55	\$17.31	\$10.64
Program/Health Aide	\$14.23	\$14.99	\$15.75	\$16.51	\$17.26	\$10.64
Custodian/Maintenance	\$13.58	\$14.34	\$15.10	\$15.86	\$16.62	\$11.09
Food Service	\$13.21	\$13.97	\$14.73	\$15.49	\$16.25	\$10.64
Instructional Aide	\$13.21	\$13.97	\$14.73	\$15.49	\$16.25	\$10.64

Substitute Teacher

	Rate
Former SDM Teacher	\$110 per day
Substitute Teacher	\$100 per day
	\$14.29 per hour*

*Hourly sub rate was calculated as \$100 per day divided by 7 teaching periods in a regular teaching day (includes RTI time)

Co-Curricular Stipends	
Position	18/19
2016-17 Base used	.0457 of current base
Athletic Director	15000
Fall Coaches	
Head Football	3240
Asst. Football (3) \$2020 each	5805
7-8th Gr. Football	1465
7-8th Gr. Football	1465
Head Volleyball	3240
Asst. Volleyball	1935
Freshman Volleyball	1935
8th Gr. Volleyball	1465

7th Gr. Volleyball	1465
Cross Country Head	3240
Asst. Cross Country	1465
Winter Coaches	
Boys Basketball Head (Shared position for 2012-13)	3240
Asst. B. Basketball	1935
Freshman B. Basketball	1935
8th Gr. B. Basketball	1465
7th Gr. B. Basketball	1465
Girls Basketball Head	3240
Asst. G. Basketball	1935
Freshman Basketball	1935
8th Gr. G. Basketball	1465
7th Gr. G. Basketball	1465
Head Wrestling	3240
Asst. Wrestling	1935
MS Wrestling (new 2012-13)	1465
Spring Sports	
Softball	3240
Asst. Softball	1935
Baseball	3240
Asst. Baseball	1935
Track Head Coach	3240
Asst. B. Track	1935
Asst. Track (if 25+ students)	1935
B. Jr. High Track	1465
G. Jr. High Track	1465
Golf - Combined	3100
FINE ARTS / Club / Advisors	
Art Club / Team	325
Marching Band/Pep	325
Cheerleading / Pep Club	325
Class Advisor HS /Sr. - 2 @ \$300 each	600
Class Advisor HS/Jr.	300
Class Advisor HS/S	300
Class Advisor HS/F	300
Class Advisors Jr H - 2 @ \$150 each	300
Prom Advisors - 3 @ \$150 each	450
Homecoming Advisors - 2 @ \$150 each	0
Float Building Advisors - 2 @ \$100 each	0

Event Chaperones - \$25 @ event (per principal advanced approval)	1000
FBLA/DECCA	325
Forensics Director /HS Head Coach	1935
Forensic/Asst. Coach HS	1255
Forensic/Coach Jr. HS	625
Debate Coach Jr. HS/ HS	625
NHS Director	315
Play Director / Drama	315
Student Council HS - includes oversight of homecoming related events	625
Yearbook HS	315
Yearbook JR High	315
Quiz Bowl	315
Initial Educator Mentor	\$250 per assigned mentee

Officials Rates (CWC sets all Varsity rates)

Sport	Number of Officials	Current Rate
Baseball	2	\$80
Baseball - JV		\$60 (or additional \$20 to retain Varsity officials for an extra-innings game)
Basketball	3	\$70
Cross Country	2	\$75
Football	5	\$70
Soccer	3	
Softball	2	\$70
Softball - JV		\$60 (or additional \$20 to retain Varsity officials for an extra-innings game)
Track	3	\$100
Volleyball - Dual	2	\$94
Volleyball - Pool Play	2	\$40 per match
Wrestling	1	\$80
Wrestling - Multi Dual	3	\$175
Wrestling - Conference	3	\$200

Game Worker Rates (as set by the SDM)*

JOB	LEVEL	RATE
ALL SPORTS - Security	Varsity/JV	\$45
	MS	\$35

ALL SPORTS - Tickets	All Levels	\$25 or Volunteer hours
Basketball - Book	C Team/Freshman	\$20
	Varsity	\$39
Basketball - Book/Clock	MS	\$30
Basketball - Clock	C Team/Freshman	\$20
	Varsity	\$34
Football - Chain Gang	All	\$20
Football - Clock	JV	\$25
	MS	\$40
	Varsity	\$30
Track- Computer	All	CONTRACTED at \$250
Track- event worker	All	\$20
Track- Flash Timer	All	CONTRACTED at \$250
Track- Hand Timer	All	\$20
Trainer	All	CONTRACTED at \$300
Volleyball - Book	Freshman	\$12
	Varsity, JV	\$36
	MS	\$25
Volleyball - Clock	Freshman	\$12
	Varsity, JV	\$35
	MS	\$25
Wrestling - Dual Book	Varsity	\$27
Wrestling - Dual Clock	Varsity	\$27

*Tournaments lasting more than four (4) hours will be paid at two (2) times the above rate

Salary Advancement Reflection Cover Sheet

Salary Advancement Candidate:

Reflection Meeting Date:

Points Confirmation:

Recommendation (“Yes” or “Not Yet”):

If “not yet” is chosen, please explain with evidence why the candidate is not ready for a salary advancement.

Teacher Signature & Date:

Principal’s Signature & Date:

District Administrator’s Signature & Date of Receipt:

Board of Education Decision:

