

**Santa Cruz Valley Unified School  
District No. 35**

**PROPOSITION 301  
PROGRAM**



**Superintendent of Schools, David Y. Verdugo  
For School Year 2015-2016**

**EXHIBIT A**

Approved by Governing Board on April 14, 2015

# Proposition 301 Program

## 1. History

During a special session of the Arizona State legislature, Senate Bill 1007 was approved as A.R.S. §15-977. This measure took effect after the voters approved Proposition 301 in the 2000 general election and was implemented May 31, 2001. Arizona Session Laws, 5th Special Session chapters 1, 66, 67. This legislation created a Classroom Site Fund (CSF) to provide funding to school districts and charter schools for designated purposes. The Department of Education administers the CSF and allocates these funds to school districts and charter schools based on student count and other factors specified by statute.

Senate Bill 1074, approved in 2005, amended A.R.S. §15-977. This legislation requires governing boards to adopt the District's 301 performance based compensation system at a public meeting after considering the addition of other elements to the plan.

## 2. District Process

Santa Cruz Valley Unified School District No. 35 ("the District") assembles the Proposition 301 Committee, as authorized by the Governing Board. The Committee collaboratively revises the Proposition 301 Program annually. The Committee evaluates the effectiveness of the previous year's Proposition 301 Program (Components A, B and C). The Committee also discusses how Teacher performance based compensation (Part B) will be awarded. Pursuant to A.R.S. §15-977 C, the Program is then presented to the teachers at each school site for an affirmative vote of at least 70% of the teachers eligible to participate in the Proposition 301 Program. The Program is then presented to the Governing Board for formal adoption at a public hearing. Pursuant to A.R.S. §15-977.E, the Governing Board may modify the Program. The Governing Board must adopt any modifications or additional elements and specify the criteria used at a public hearing.

The following individuals were members of the 2015-2016 Proposition 301 Committee:

1. Judith Seaman – Instructional Specialist, San Cayetano Elementary
2. Marcy Miller – Teacher, Peña Blanca Elementary
3. Carol Braun – Instructional Specialist, Mountain View Elementary
4. Annabelle Cerezo – Teacher, Calabasas Middle School
5. Jennifer Huerta – Teacher, Coatimundi Middle School
6. Nagesh Kumar – Teacher, Rio Rico High School
7. Cesar Miranda – Principal, Coatimundi Middle School
8. Julieta Quiroz - Human Resources Manager
9. Stephen Schadler – Assistant Superintendent for (Co-) Curricular, Instruction & Assessment, Facilitator/Chairperson

The 2015-2016 Program Committee met on February 23, 2015 and March 9, 2015. Ninety-eight percent (98%) of the eligible teachers approved the Program as of April 2, 2015.

### **3. Program Description**

The purpose of the District's Proposition 301 Program is three-fold:

- Raise the base pay of all teachers eligible to participate;
- Focus the District's collaborative effort to improve student achievement and ensure effective teaching; and
- Improve student achievement by enhancing teacher knowledge, skills and expertise needed and used in the classroom.

The guiding principles for the development of the Program are:

- Focus on student achievement
- Collaboratively created and implemented
- Equitable to all teachers as defined in the Program document
- Encourage teacher continuous improvement
- Simple, straightforward and clear implementation
- Open to change and improvement as school and District needs change
- Take into account individual differences of the schools
- Encourage team work and collegiality
- Support the District's mission and goals

The District's Program is designed to support its mission, "We believe that everyone will experience successful learning every day".

### **4. Description of Awards and Qualifying Performance Goals**

For the purpose of this Proposition 301 Program, "Teacher" is defined as: (1) An employee under contract with the District who holds a teaching certificate issued by the Arizona State Department of Education, works at least 50% of contract time with students, and is employed under the Certified Salary Schedule and/or the Professional Staff Salary Schedule; or (2) An employee under contract with the District who works directly with teachers to improve instruction, holds a teaching certificate issued by the Arizona State Department of Education and is employed under the Certified Salary Schedule and/or the Professional Staff Salary Schedule.

A teacher who is released from his/her contract with the District during the 2015-2016 school year with Governing Board approval will be eligible for a prorated portion of the awards based on the number of contract days completed. A teacher dismissed for cause is not eligible for any portion of the awards.

A teacher who is hired, is teaching, and participates in the program for less than the number of regularly scheduled contract days, and/or less than the number of regularly scheduled hours will be eligible for a prorated portion of the awards resulting from the components A, B, and C.

Due to the nature of the funding source, adjustments may be made in the disbursements to teacher compensation because incoming state revenue may fluctuate. Compensation distributed under this Program is further contingent upon the Legislature not enacting legislation which would be inconsistent with this Program or that eliminates wholly or partially the District's authority to pay based upon this Program.

**Component A.** The 20% portion of the award will raise teachers' base pay, which will be determined by the straight division of funds available by the number of eligible teachers on contract during the 2015-2016 school year. The 20% portion shall be distributed to teachers in two lump sums for the 2015-2016 school year; the first in December and the second as the remainder of funding becomes available from the State.

A teacher who is on an authorized leave without pay will be entitled to prorated funds resulting from component A.

**Component B.** With the ultimate goal of increasing student achievement, sixty-seven percent (67%) of the first 40% will be based on the implementation of site goals set by the Principal and will be awarded on an individual basis. Thirty-three percent (33%) will be based upon a individual teacher's performance classification rating, as determined by the Teacher Evaluation System. Teachers with a performance classification of "highly effective" and "effective" are eligible to receive one hundred percent (100%) of this portion of the award. Teachers with a performance classification of "developing" are eligible to receive seventy-five percent (75%) of this portion of the award. Teachers with a performance classification of "ineffective" are not eligible to receive any of this portion of the award.

Site goals will be determined by the Principal based upon the site's professional development needs for each grade level, content area or specialized area. Principals will report their school's progress to the Superintendent and Governing Board on a monthly basis. Principals will keep documentation of the development and effective implementation of site goal(s), including the eight step process, and refinement of the curriculum to current state standards.

Every teacher must keep pertinent documentation that provides evidence of meeting the site goal criteria. By the second Friday in May, each teacher shall present documentation of meeting the 301 award criteria for site goal(s) to the Principal. The Principal will determine whether the teacher met the criteria for the award by signing the teacher's site goal form. The Principal will provide a copy of the site goal form with the final determination to the teacher and will forward the original to the District Budget Manager.

If a teacher is on an authorized leave without pay the teacher may qualify for all funds resulting from components B if he/she successfully completes 100% of the program requirements.

The increase resulting from the first 40% will be paid in one lump sum to each qualifying teacher by the end of the fiscal year or as soon as the complete funding is received from the State.

Funds not awarded to teachers for this component during the 2015-2016 fiscal year will be rolled over to next fiscal year's funding.

**Component C.** The "Second" 40% will be used to compensate teachers for effective implementation of professional development, to support class size reduction and to partially fund the District-wide mentoring program. Subject to the availability of funds from the total received for this portion of 301 funds, dedicated dollars (based upon BA Step 1 plus benefits), will be committed to employ two new teachers, to provide \$25,000.00 to the mentor program and the remaining funds to compensate teachers for professional development.

With the ultimate goal of increasing student achievement, this award will be based on the implementation of professional development trainings chosen by the Teacher with the Principal's approval and awarded on an individual basis. These trainings will be selected from the District Professional Development Program.

All teachers will complete the trainings on the Foundation Level of the District's Professional Development Foundation Tier. Once the Foundation Level trainings are complete, the Teacher may select a professional development training from the Advanced Tiers.

The Principal will conduct a meeting to familiarize teachers with professional development offerings and to present the site goal. If a teacher selects an Advanced Level professional development training, they must submit an individual goal form to the Principal by the second Friday in May of the preceding year. Teachers new to the District will receive and sign their individual goal form during the Principal's orientation session. The Principals will review the individual goal selections collaboratively with other principals to ensure equity and District wide consistency. The Principal will meet with the Teacher if the individual goal selection needs to be revised for any reason. The Principal will keep the individual goal form and a copy will be returned to the Teacher before the last day of the school year.

Every teacher must keep pertinent documentation that will provide evidence of meeting the individual goal criteria. By the second Friday in May, each teacher shall present documentation of meeting the 301 award criteria for professional development to the Principal. The Principal will determine whether the Teacher met the criteria for the award by signing the Teacher's individual goal form.

A teacher who fails to attend two (2) sessions related to his/her individual professional development stipend goal will only be eligible to earn up to sixty-seven percent (67%) of the stipend. A teacher who fails to attend three (3) sessions related to his/her individual professional development stipend goal will only be eligible to earn up to fifty percent

(50%) of the stipend. A teacher who fails to attend four (4) or more sessions related to his/her individual professional development stipend goal will be ineligible to earn the stipend. An exception will be provided if teacher's absence is a result of District's requirement for teacher to attend a workshop, training, conference, etc. Exceptions for absences related to hospitalization or bereavement must be approved by the Superintendent.

The Principal will provide a copy of the individual goal form with the final determination to the teacher and will forward the original to the District Budget Manager. The increase resulting from the second 40% will be paid in one lump sum by the end of the fiscal year or as soon as the complete funding is received from the State.

Funds not awarded to teachers for this component during the 2015-2016 fiscal year will be rolled over to next fiscal year's funding.

## **5. Appeal Process**

In the event that a teacher does not receive some or all 301 monies and would like to challenge that decision, that teacher may write an appeal to the District's Superintendent or Assistant Superintendent. The appeal must be received within 10 business days after the Principal makes the determination. The appeal should include:

- a. The portion of 301 Component B and/or C not received;
- b. Documentation that Component B and/or C portion was completed according to award criteria;
- c. Reasons why the award should have been received; and
- d. Any special considerations or circumstances that apply to the teacher's situation

A 301 Committee Panel consisting of one administrator and one teacher from a different school will review documentation and/or information received from the teacher. The Committee will also provide the awarding Principal an opportunity to provide documentation and/or information which was the basis for their decision. The Committee will endeavor to make a decision within 10 business days after receiving the appeal. The teacher and the Principal shall be provided written notice of the Committee's decision.

Should the teacher disagree with the 301 Committee Panel's decision, the teacher may write an appeal to the District's Superintendent or Assistant Superintendent. The appeal must be received within 10 business days after the teacher receives the 301 Committee Panel's decision. The appeal should include:

- a. The portion of 301 Component B and/or C not received;
- b. Documentation that Component B and/or C portion was completed according to award criteria;
- c. Reasons why the award should have been received;

- d. Any special considerations or circumstances that apply to the teacher's situation; and
- e. A copy of the notification written by the 301 Committee Panel.

The Superintendent or Assistant Superintendent will review documentation and/or information provided by teacher, Principal and Committee and will endeavor to make a decision within 10 business days after receiving the appeal. The teacher and Principal and the teacher shall be provided written notice of this final decision.

## **6. Evaluation of Program Effectiveness**

Members of the Proposition 301 Committee shall conduct an annual evaluation of the Program's effectiveness. The data collected on the 301 Program Evaluation forms will be used to revise and refine the current 301 Program Plan.

# 301 PROFESSIONAL DEVELOPMENT PLAN—Site Goal

**Certified Employee:**  
**School:**

**Date:**  
**Principal:**

**Directions:** Refer to your Site Professional Development Goal Description to complete this form.

**I. PROFESSIONAL DEVELOPMENT GOALS:**

**TITLE of TRAINING**—The goal of this training is to ...

**II. IMPACT ON STUDENT ACHIEVEMENT:**

Implementation of scientifically research-based training will result in higher student achievement.  
(Modifications can be made to this statement but 301 requires a performance pay tied to student achievement)

**III. STEPS FOR ACHIEVING GOALS:**

- Participate in training sessions/workshops for a total of 30 hours
- Reference to reading professional literature
- Reference to actively engaging in peer/collegial collaboration
- Reference to sharing of professional training outcomes

**IV. AWARD CRITERIA**

All training artifacts/evidence will be verified by the **Trainer or Facilitator** of this professional development experience. Trainers/Facilitators will provide the **Assistant Superintendent** with individual performance accountability documentation as described on this 301 Plan. The Director of Curriculum & Instruction will provide the **Principal** with a summary report of individual teacher performance.

- Summary Report presented by the Director of Curriculum, Instruction & Assessment
- Attendance Verification Form/CEUs for ***Name of Professional Development***

**V. SIGNATURES**

The Principal and the Teacher agree to the professional development criteria as written in this plan.

Teacher Signature	Principal Signature	Date
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**VI. TIMELINE:**

The Teacher will submit evidence to the Principal by the second Friday in May that demonstrates completion of this professional development plan.

**V. FINAL DETERMINATION:**

The Teacher has met the professional development criteria for the site goal. He/she will receive the 301 award as related to this portion of the Program for Teacher Performance as approved by the Santa Cruz Valley Unified School District No. 35 Governing Board.

Teacher Signature	Principal Signature	Date
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301 PROFESSIONAL DEVELOPMENT PLAN—Individual Goal  
(for  301 Compensation or  District Credit)

Certified Employee:  
School:

Date:  
Principal:

**Directions:** Refer to the District’s Professional Development Tiers and Descriptions to complete this form.

II. **PROFESSIONAL DEVELOPMENT GOALS:**  
**TITLE of TRAINING**—The goal of this training is to ...

II. **IMPACT ON STUDENT ACHIEVEMENT:**  
Implementation of scientifically research-based training will result in higher student achievement.  
(Modifications can be made to this statement but 301 requires a performance pay tied to student achievement)

- III. **STEPS FOR ACHIEVING GOALS:**
- Participate in training sessions/workshops for a total of 30 hours
  - Reference to reading professional literature
  - Reference to actively engaging in peer/collegial collaboration
  - Reference to sharing of professional training outcomes

V. **AWARD CRITERIA**  
All training artifacts/evidence will be verified by the **Trainer or Facilitator** of this professional development experience. Trainers/Facilitators will provide the **Assistant Superintendent** with individual performance accountability documentation as described on this 301 Plan. The Director of Curriculum & Instruction will provide the **Principal** with a summary report of individual teacher performance.

- Summary Report presented by the Director of Curriculum & Instruction
- Attendance Verification Form/CEUs for **Name of Professional Development**
- **One unavoidable absence allowed with makeup work: missing 2 or 3 sessions, avoidable or unavoidable, will cause your stipend to be reduced, missing 4 or more sessions will make you ineligible to earn the stipend.**

VI. **SIGNATURES**  
The Principal and the Teacher agree to the professional development criteria as written in this plan.

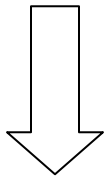
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Teacher Signature                      Principal Signature                      Date

VI. **TIMELINE:**  
The Teacher will submit evidence to the Principal by second Friday in May that demonstrates completion of his/her 301 plan.

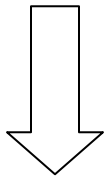
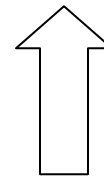
VIII. **FINAL DETERMINATION:**  
The teacher has met the professional development criteria for his/her individual goal. He/she will receive the 301 award as related to this portion of the program for Teacher Performance as approved by the Santa Cruz Valley Unified School District No. 35 Governing Board.

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Teacher Signature                      Principal Signature                      Date

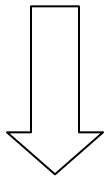
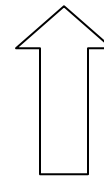
# CYCLE FOR SUCCESS



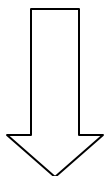
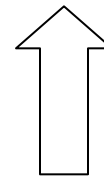
**1. Test Score Disaggregation**  
Use student test scores to identify instructional groups.  
Identify weak and strong objective areas.



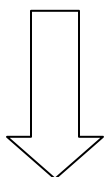
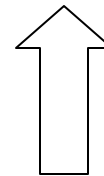
**2. Time Line Development**  
Develop a campus time line that encompasses all  
objective areas and time allocations based on the needs of  
student groups.



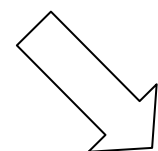
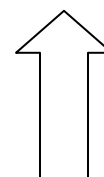
**3. Instructional Focus**  
Using the time line, deliver the instructional focus lessons.



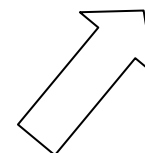
**4. Assessment**  
After the instructional focus has been taught, administer an  
assessment to identify student mastery and non-mastery.



<b>5. Tutorials</b> Provide tutorial time to re- teach non-mastered target areas.	<b>6. Enrichment</b> Provide enrichment opportunities for students who have demonstrated mastery.
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<b>7. Maintenance</b> Provide materials for ongoing maintenance and re-teaching.	<b>8. Monitoring</b> The Principal assumes the role of instructional leader and is continually involved in the teaching and learning process.
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Return to Step 1