



# Hopi Junior/Senior High School

P.O. Box 337

Keams Canyon, AZ 86034

928-738-5111 • Fax 928-738-5333 • [www.hjshs.org](http://www.hjshs.org)



*Steven Berbeco, Superintendent*

*Lynn Fredericks, HS Principal*

*Alban Naha, Jr. High Principal*

**September 27, 2018**

**To: Hopi Junior-Senior High School Governing Board**

**Through: Dr. Steven Berbeco, Superintendent**

**From: Lynn Fredericks, High School Principal  
Alban Naha, Junior High School Principal**

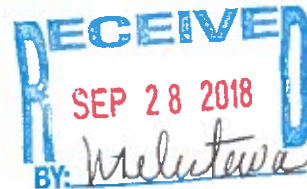
**Subject: 2<sup>nd</sup>/Final Reading Bruin School Improvement Pay Phase I**

Submitted for your approval is the proposal for the Bruin School Improvement Pay Phase I. The School Leadership Team, which is comprised of teachers and administration, has put significant work and effort to create a document that provides an incentive to teaching staff for their participation in school improvement efforts through accountable measures.

APPROVED:

10/10/18  
Date

Valerie Kooyaquaptewa, President  
Hopi Jr. Sr. High School Governing Board



## SCHOOL VISION STATEMENT

To provide facilities and programs that maximizes opportunities for growth in the development of life skills as well as academic and career goals within our cultural context.



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## Bruin School Improvement Pay Phase I

In an effort to support Hopi Jr./Sr. High School's School Improvement initiative, we acknowledge the huge role teachers play in its development, implementation, review, and ultimate achievement. Potential resources need to be identified and are essential for the transformation of instructional practices, offering initiatives that support personalized learning, school culture, professional development, and extended learning opportunities for all students. The School Leadership Team that is comprised of teachers and administration have met and approved to develop a performance pay system that will be developed and implemented over two phases.

Phase 1 will be implemented this academic school year (SY 2018-2019).

Phase 2 will be implemented at the beginning of SY 2019-2020.

The intent of the Bruin School Improvement Pay is to 1) increase teachers' salaries, 2) increase accountability among the educational institution, 3) eliminate stipends to programs/areas that do not generate funding and 4) reward highly performing teachers.

### **Statement of Purpose:**

One of the purposes of the School Leadership Team is to create a fair and equitable Pay for Performance plan which aligns with HJSHS' Policies, District Continuous Improvement plan and accelerates student achievement. Included in these responsibilities are:

- Annually reviewing the Bruin School Improvement Pay Plan
- Making reports and recommendations to the Administration and Governing Board for improvement and refinements to the Bruin School Improvement Pay Plan.

Interest-based Negotiations Processes include: Telling the Story, Eliciting Interests, Review of Options, Evaluation of Options, Consensus using "I fully support it, I can live with it, I cannot support". All decisions are made through consensus from all Leadership Team members.

### **Who is eligible to receive Bruin School Improvement Pay?**

#### **Employees who:**

1. Qualify as a teacher within the Hopi Jr./Sr. High School District. That is an individual who is compensated on the teacher's salary schedule and hold a position that requires teacher certification from the Arizona Department of Education and who teaches students at least 50% of the contract day.
2. Current employee\* of the Hopi Jr./Sr. High School District during the current school year.

\* Employees' School Improvement Pay amounts will be prorated according to their FTE for the current school year as well as the percent of time of employment within that year.

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**Pay for Performance**

*What does teacher have to do to qualify for the performance pay?*

Eligible employees receive Bruin School Improvement Pay when requirements of the plan are met at the required performance levels. This includes employee evaluation (Phase II), academic achievement (Phase II), parent and student quality ratings (Phase II), participation in the school improvement process (Phase I) and professional development (Phase I).

*When will the Bruin School Improvement Pay be paid for SY 2018-2019?*

Payout for the performance for Phase I will occur in two parts. The first pay will occur in December and be based on the Participation in the School Improvement Process and Professional Development results which will reflect on 35 hours spent (Oct. 10 – Dec.31) in meeting these required areas. A second payment will occur in May/June based on the Participation in the School Improvement Process and Professional Development results which will reflect on 50 hours spent (Jan. 1 – May 31) in meeting these required areas to reflect the total payment of 100% for a full time teacher who has been employed all year.

*Will the performance pay criteria stay the same in coming years?*

The program will be assessed annually and may be modified based upon the data gathered by School Leadership Team. Phase I will be implemented for SY 2018-2019. Phase II will be implemented for SY 2019-2020.

*What if a teacher leaves in the middle of the year? Can they get Bruin School Improvement Pay upon separation?*

Teachers who terminate prior to the last day of their contract will not be eligible for performance pay.

*What if a teacher starts after the beginning of the school year?*

Teachers who are employed after December 31 will not be eligible for the Bruin School Improvement Pay stipend.

*What if a teacher is on an approved leave of absence?*

Teachers must work the equivalent of one semester to be eligible for Bruin School Improvement Pay.

*Will a teacher's evaluation be considered when determining compensation?*

Bruin School Improvement Pay will be based upon completion of necessary requirements and school success in meeting established goals. Additionally, the performance compensation will be implemented in Phase II and will be based on a teacher achieving a rating of effective or highly effective on the HJSHS Evaluation Instrument.

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*What happens to monies not expended in a given year?*

Bruin School Improvement Pay will be paid out of ISEP monies. Any monies remaining in the Bruin School Improvement Pay will be reallocated under other line items for ISEP funding.

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**Bruin School Improvement Pay – Phase I  
Goals and Method of Measurement  
SY 2018-2019**

<table border="1"> <tr> <td data-bbox="245 1787 310 1892">100%</td> <td data-bbox="245 1430 310 1787">Individual Teacher Performance</td> </tr> </table>	100%	Individual Teacher Performance	<table border="1"> <tr> <td data-bbox="245 1430 310 1787"> <p>Supporting District and Site mission and vision by participating in district, department, and site committee meetings.</p> <p>Participating in professional development that is related to job assignment.</p> <p>Sponsoring clubs, mentoring other staff members, workshop/presenter will also apply. (<i>Coaching and other meetings do not apply</i>).</p> </td> <td data-bbox="245 726 310 1430"> <p>Individual Teacher Performance as evaluated by number of hours in approved activities in Leadership and Committee work submitted to the site evaluator (principals, department heads, managers). These hours must align to the <i>School Quality Factors (SQF)</i> for Advanced accreditation.</p> <p>What Qualifies:</p> <ul style="list-style-type: none"> <li>• Class Sponsorship (fundraising and meetings)</li> <li>• Club Sponsorship (fundraising and meetings)</li> <li>• Over one (1) day of the mandatory designated tutoring based on contract requirement</li> <li>• Family Nights</li> <li>• Mentoring</li> <li>• Organizing and presenting trainings for staff, students and/or parents</li> </ul> <p>What Does Not Qualify:</p> <ul style="list-style-type: none"> <li>• Field Trips</li> <li>• Coaching (sports)</li> <li>• Substituting</li> <li>• Monitoring/Duties</li> <li>• Can't claim tutoring during coaching season</li> <li>• Any work where staff are getting a separate stipend to lead a group (GATE, ELL, etc.)</li> </ul> </td> <td data-bbox="245 411 310 726"> <p>Measure</p> </td> <td data-bbox="245 411 310 726"> <p>Goal</p> </td> <td data-bbox="245 411 310 726"> <p>Description</p> <p>Meet this Goal</p> <p>Presents evidence that each individual teacher participated in 50 hours per semester of approved activities.</p> <p>(For SY 2018-2019, 35 hours for Fall Semester).</p> </td> <td data-bbox="245 90 310 411"> <p>% of Allocation</p> <p>Meet this criteria</p> <p>&gt;= 100 hours = 100% (For SY 2018-2019, &gt;=85 hours = 100%)</p> </td> </tr> </table>	<p>Supporting District and Site mission and vision by participating in district, department, and site committee meetings.</p> <p>Participating in professional development that is related to job assignment.</p> <p>Sponsoring clubs, mentoring other staff members, workshop/presenter will also apply. (<i>Coaching and other meetings do not apply</i>).</p>	<p>Individual Teacher Performance as evaluated by number of hours in approved activities in Leadership and Committee work submitted to the site evaluator (principals, department heads, managers). These hours must align to the <i>School Quality Factors (SQF)</i> for Advanced accreditation.</p> <p>What Qualifies:</p> <ul style="list-style-type: none"> <li>• Class Sponsorship (fundraising and meetings)</li> <li>• Club Sponsorship (fundraising and meetings)</li> <li>• Over one (1) day of the mandatory designated tutoring based on contract requirement</li> <li>• Family Nights</li> <li>• Mentoring</li> <li>• Organizing and presenting trainings for staff, students and/or parents</li> </ul> <p>What Does Not Qualify:</p> <ul style="list-style-type: none"> <li>• Field Trips</li> <li>• Coaching (sports)</li> <li>• Substituting</li> <li>• Monitoring/Duties</li> <li>• Can't claim tutoring during coaching season</li> <li>• Any work where staff are getting a separate stipend to lead a group (GATE, ELL, etc.)</li> </ul>	<p>Measure</p>	<p>Goal</p>	<p>Description</p> <p>Meet this Goal</p> <p>Presents evidence that each individual teacher participated in 50 hours per semester of approved activities.</p> <p>(For SY 2018-2019, 35 hours for Fall Semester).</p>	<p>% of Allocation</p> <p>Meet this criteria</p> <p>&gt;= 100 hours = 100% (For SY 2018-2019, &gt;=85 hours = 100%)</p>
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# MEETING ACTION PLAN - SCHOOL QUALITY FACTORS

Facilitator:

Recorder:

Attendees:

Subject Area:

Date:

## DISCUSSION TOPICS & NOTES

Agenda Items	
Summary of Discussion:	
SUMMARY- (CONTINUED)	
Identify Goals/Priorities: Focus on areas to work on for the school year	

## OTHER INFORMATION

Actions:	Who:

Follow-up:	Who:

# MEETING ACTION PLAN - SCHOOL QUALITY FACTORS

## AGENDA ITEMS FOR NEXT MEETING

✓	Topic	Presenter	Time Allotted
✓			
✓			
✓			
✓			
✓			

## JOB ROTATION FOR NEXT MEETING

Facilitator:

Recorder:

Follow-up:

Time Keeper:

## OTHER INFORMATION

Resources Needed:

Special Notes:

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# Bruin School Improvement Documentation

Teacher Name \_\_\_\_\_ School Year \_\_\_\_\_

All hours are subject to verification. It is your responsibility to keep track of your hours. Keep a copy of this log sheet and remember to regularly update the information.

Date	Activity or Task Performed	Start Time	End Time	Total Hours	Chairperson/Supervisor Signature	Check one of the following areas
						<input type="checkbox"/> Committee work <input type="checkbox"/> Class meeting/Fundraiser <input type="checkbox"/> Club meeting/Fundraiser <input type="checkbox"/> Tutoring (after the 1 mandated) <input type="checkbox"/> Family nights <input type="checkbox"/> Mentoring <input type="checkbox"/> Organizing & Presenting trainings
						<input type="checkbox"/> Committee work <input type="checkbox"/> Class meeting/Fundraiser <input type="checkbox"/> Club meeting/Fundraiser <input type="checkbox"/> Tutoring (after the 1 mandated) <input type="checkbox"/> Family nights <input type="checkbox"/> Mentoring <input type="checkbox"/> Organizing & Presenting trainings
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