



Professional Compensation Alternative Plan



***Professional
Service***

Professional Compensation Alternative Plan Purpose

The stated purpose of the Helena School District Professional Compensation Alternative Plan is to:

“Attract, motivate and retain quality educators. This plan will be an attainable, affordable and accountable compensation plan that fosters high levels of student growth, achievement and academic excellence. The plan will encourage and reward professional growth, knowledge and responsibility. The plan will provide opportunities to help educators develop skills and knowledge that result in observable and/or measurable improvements in education. All educators will have equal access to the plan. The criteria will be clear, consistent and understandable.”

The Helena School District Professional Compensation Alternative Plan (PCAP) is designed for all educators. It is multidimensional where creativity is encouraged. It encourages educators to take risks within their disciplines; to try something different to enhance student achievement; and to develop a relationship with the school district. The Helena School District’s Professional Compensation Alternative Plan’s three-legged approach includes:

- Career Development and Education
- Professional Service
- Evaluation

PCAP Remuneration

Remuneration for the Professional Compensation Alternative Plan is a Career Ladder with 25 steps (O to 24).

To advance to the next step an educator is required to:

1. Write, submit, and complete an approved Career Development Plan that meets the criteria as set forth in the Career Development Rubric. The Career Development Plans includes and education component.
2. Perform Professional Service as defined in the plan.
3. Receive a positive evaluation as defined in the negotiated agreement. A Career Development Plan can be used as part of the educator's evaluation process under the negotiated agreement. The educator must realize that if a Career Development Plan is used as a part of the professional growth strand the plan will be used as part of the positive evaluation process.

Completion of these requirements for step advancement on the Career Ladder will be reviewed yearly.

In addition an educator can receive additional remuneration through the **APETS** Process.

What is Advanced Professional Education & Training Stipend (APETS)?

The collective bargaining agreement reached with the HEA in 2005 required the establishment of a system that might allow for additional stipends to be given to educators for advanced professional education and/or training. The APETS (Advanced Professional Education & Training Stipends) system was established and approved by the Trustees in 2007. All recommendation for a stipend would have to be approved by both the Board of Trustees and the HEA Board before a stipend would be established. All stipends that are approved by the two Boards would not take effect until the next budget year in order to ensure funding. A listing of APETS stipends currently available is provided in the Appendix (B) of this document. Instructions and application materials for an APETS stipend is available through the Personnel Office.

PCAP Placement and Responsibilities

1. All educators new to the Helena District will be placed on the Professional Compensation Alternative Plan. Educators with no prior experience will be placed at Step 0 of the ladder. Educators new to the District who have advanced education and/or experience will be placed according to the language in the HEA collective bargaining agreement.
2. All educators with fewer than five years with the Helena District who are on the Professional Compensation Alternative Plan will have a contract year of 189 days until completion of their fifth year of teaching in the District. The district must approve the additional two days for professional enhancement.
3. Mentoring – The Helena Public Schools in partnership with the Helena Education Association provides a mentoring program for educators new to the District. The program's purpose is to provide support and training to new educators by matching them with a master mentor who has been teaching in the District for five or more years. The program goals include; 1) improving teaching performance and student learning, 2) easing the transition into teaching, and 3) supporting and insuring the retention of qualified educators.
4. Current educators moving to the Professional Compensation Alternative Plan will be placed on the current HEA traditional salary matrix according to the Articles of the HEA Negotiated Agreement, and then placed on the step that most closely matches, but does not reduce, that salary.
5. Once an educator elects to participate in the Professional Compensation Alternative Plan the transition is permanent.
6. At this time, the opportunity for current Helena educators to elect the Professional Compensation Alternative Plan is available for the 2009-10 school year and the 2010-11 school year at a minimum.

PCAP Timeline Procedures and Penalties

In September of every year:

- Every PCAP educator must submit (on-line) a Career Development Plan (CDP) (or the cover page of the CDP if on a prior approved multi-year CDP) and their Professional Service Commitment's (PSC) form on or before the third Monday of September. All forms must be submitted according to the submission guidelines (page 7, 8 & 9) and by the submission date deadline.
- If these documents are not received by the close of business on the third Monday of September a \$20 per day late fee will be assessed for each day the documents are late. This will result in a pay dock on the educators next available pay day.
- If the documents are provided within five working days of the deadline or if the educator provides written notification of their decision not to comply with the PCAP requirements for that school year the late fee will be waived. Late fees will also be waived if the documents are late due to circumstances beyond the educator's control.
- If the documents are not provided within twenty working days of the deadline, the educator will not be eligible for a step on next years' PCAP pay matrix and will receive a pay dock for the twenty days.

In May of every year:

- All PCAP educators must complete and submit a PCAP Year End Report Form. A single page reflection summary of your Career Development Plan must be attached to the PCAP Year End Report Form. This form must be signed by your supervising administrator and be submitted to the Personnel Office by the third Monday in May to determine salary placement for the ensuing school year. Failure to submit the Year End Report Form could result in no step advancement on the PCAP pay matrix for the ensuing school year.

Career Ladder 2010-11

Step	Salary
Step 24	\$73,173
Step 23	\$71,823
Step 22	\$70,473
Step 21	\$69,123
Step 20	\$67,773
Step 19	\$65,424
Step 18	\$64,074
Step 17	\$62,724
Step 16	\$61,374
Step 15	\$60,024
Step 14	\$56,969
Step 13	\$55,619
Step 12	\$54,269
Step 11	\$52,919
Step 10	\$51,569
Step 9	\$48,515
Step 8	\$47,165
Step 7	\$45,815
Step 6	\$44,465
Step 5	\$43,115
Step 4	\$40,817
Step 3	\$39,467
Step 2	\$38,117
Step 1	\$36,767
Step 0	\$35,417

Career Development Plan:

Career Development

Definition: Career development is an ongoing professional process focusing on the Helena School District's mission, goals, and curriculum standards.

Career Development Purpose

The purpose of Career Development Plan is to allow educators the opportunities to explore, analyze, and develop quality instructional strategies directly benefiting each individual learner.

Career Development Plan Timeline

All educators who expect to move a step on the PCAP must complete an approved Career Development Plan (CDP) by the third Monday of September.

Submission Date Deadline: The Third Monday of September

The educator will be notified within two weeks of approval/nonapproval of their CDP. If revisions are necessary a meeting with the Career Development triad will occur and the educator will have two weeks to complete revisions and resubmit his/her revised plan. The educator will be notified within one week if the revised plan is approved. Only the educator may appeal a non-approved plan to the Career Development Executive Committee. Decisions of the Career Development Executive Committee maybe appealed by the educator to the Transition Team.

Any educator on a Sabbatical, leave of absence, or special assignment should check with the personnel office regarding their PCAP requirements.

If an educator changes assignments/and or schools he/she will resubmit his/her plan to the appropriate council reflecting how their updated plan relates to their new assignment/school.

Career Development Plan Submission Guidelines:

(All Plans will be submitted on-line through "My Learning Plan" on the District website.)



Getting Started with your Career Development Plan and Professional Service Commitment forms on MyLearningPlan.com

Step-By-Step Guide (Career Development Plan)

1. Open the internet and go to <http://www.mylearningplan.com>
2. Complete the Log In information on the main screen (username is your **district e-mail address**, initial password is **changeme**) and click the "Log In" button to enter the site.
3. On the left navigation, click on the Career Dev. Plan link in the Fill-in Form section.
4. On the Career Development Plan Form you will:
 - a. Choose the status of your plan by selecting whether your plan is a New Single Year Plan, a New Multi-Year Plan, a Continuation Multi-Year Plan, or a Revised Plan due to Reassignment
 - b. If you are submitting a new plan you must select whether it is a 1,2, or 3 year plan. If you are in a plan in progress, you must select whether you are in year 2 of 2, year 2 of 3, or year 3 of 3 in the drop down menu.
 - c. Complete both the Effective and Expiration dates of your plan (September of 1st year of plan and June of last year of plan—must be in mm/dd/yyyy format e.g. 09/21/2008 and 06/10/2010)
5. Now you are ready to complete the narrative sections of your plan. Each section is made up of a series of text boxes. Each text box can only hold **4,000 characters**. Therefore, there are several text boxes available for each required section. For example, there is a pink text box to state your first goal and a pink text box to describe the needs for that goal. There is an additional box if you need it to complete that description. Because each textbox is limited to **4,000 characters**, it is very important that you are concise and to the point in your narrative sections. ****All pink boxes are required!** You may want to write each section in WORD and then cut and paste the text into each appropriate section.

****** If you are in a multi-year plan that has **previously been approved**, and your plan is on schedule and you are not making any changes, you must put **"No Changes"** (you can copy the first time and paste after that) and hit the enter button **for each pink text box**, then click on the submit key at the bottom to submit. If your previously approved plan is not on schedule and you need to submit changes please follow the directions above and submit the entire plan with changes.
6. There are two documents embedded in the form to assist you in writing your PCAP plan: The PCAP Guide and a document describing a variety of Action Research projects.

7. Once you have completed all of the pink boxes in the form you can **Save** the form as a draft or **Submit** your form. Each form will be routed electronically to the appropriate triad for review and approval.
8. The triad may send your form back to you either as Denied or Need More Information. If this happens, you should read the comments from the approver(s) and make adjustments before resubmitting.
9. If you are having trouble submitting your plan, please check your text boxes to make sure that you only have 4,000 characters per box. Plans will not submit if the number of characters exceeds that number.
10. If you have questions about the PCAP Plan and My Learning Plan, please contact Pam Birkeland at MBC.
11. If you have questions about writing a Career Development Plan, please call Bill Rasor at the district Personnel office at MBC.

Career Development Plan Reminders:

- All educators participating in PCAP **must** submit the coversheet page on-line even if they are not submitting a Career Development Plan.
- Plans are to be submitted on or before the submission date. **REMEMBER, there is a financial penalty for late submissions.**
- All career development plans will be submitted and read as individual plans. You may collaborate with other educators, however your plan must specify your individual role. Your plan is autonomous and must depend on your individual involvement.
- Your plan may be read by educators who are unfamiliar with your content area. It is important that you give enough detail in your plan to support your proposal.
- Upon approval of the plan the educator will share a copy of his/her plan with his/her supervisor (administrator).
- A single page reflection summary of the Career Development Plan will be attached to the PCAP year end report.

Professional Service Commitment

Helena School District #1 educators share their professionalism with students, schools, and the district in many ways. One of these ways is through professional service. Professional Service includes duties performed by a Helena School District #1 educator that are not otherwise compensated. Professional Service in this Alternative Compensation Plan allows educators to be recognized for their professional contributions.

The purpose of Professional Service is to encourage the rich and varied contributions of educators to students, schools, and the district. The intent is not to ensure equitable contributions by each individual, but rather to realize the full richness that each individual educator makes toward a quality educational experience for all. To be considered for Professional Service, the educators' contributions will fall into the following seven categories:

- **Committee Involvement**
- **Student Projects (Including projects that may occur outside the normal school year)**
- **Peer Support**
- **Enrichment/Reinforcement**
- **Curriculum Outreach**
- **Community Outreach**
- **Local, State and/or National Leadership Roles**

Professional Service Commitment Standards

- A. Professional Service Requirements :
 - For Steps 0 through 9, one professional service requirement per year.
 - For Steps 10 through 19, two professional service requirements per year.
 - For Steps 20 and above, three professional service requirements per year.
- B. Professional Service cannot be used as Career Growth or for PIR credit.
- C. All Professional Service must be of direct benefit to the students, school or district.
- D. The Professional Service commitment will be agreed upon, on an annual basis, by the educator and the immediate supervisor. Upon mutual agreement these commitments may be modified during the year.

Educators hired after the first day of the current school year in accordance with the full time requirement of the negotiated agreement will have 30 calendar days from their first day of employment to submit their Professional Service Commitment(s) Plan with their administrator.

Professional Service Commitment Submission Guidelines:

(All Plans will be submitted on-line through "My Learning Plan" on the District website.)



Getting Started with your Professional Service Commitment form on MyLearningPlan.com

Step-By-Step Guide (Professional Service Commitment Plan) Open the internet and go to <http://www.mylearningplan.com>

1. Complete the Log In information on the main screen (username is your **district e-mail address**, initial password is **changeme**) and click the "Log In" button to enter the site.
2. On the left navigation, click on the PSC Form link in the Fill-in Form section.
3. On the PSC Form you will:
 - a. Fill in your name
 - b. On the drop-down menu, select whether your PSC status: Steps 0-9, Steps 10-19, or Steps 20 and above
 - c. Complete the number of PSC you are required to have using the number of PSC's you are required to complete
4. Some educators may have more than the required PSC commitments. Additional PSC's may be listed and described in the Other PSC boxes.
5. There is a document embedded in the form to assist you in completing your PSC plan.
6. Once you have completed all of the pink boxes in the form you can **Save** the form as a draft or **Submit** your form. Each form will be routed electronically to your building principal for review and approval.
7. Your administrator may send your form back to you either as Denied or Need More Information. If this happens, you should read the comments from the approver(s) and make adjustments before resubmitting.
8. If you are having trouble submitting your plan, please check your text boxes to make sure that you only have 4,000 characters per box. Forms will not submit if the number of characters exceeds that number.
9. If you have questions about the PSC form and My Learning Plan, please contact Pam Birkeland at MBC.
10. If you have questions about Professional Service Commitments, please call Bill Rasor at the district Personnel office at MBC.

Professional Alternative Compensation Plan Transition Intent Form

I, _____, plan to transition to the Professional Alternative Compensation Plan starting with the 2011-2012 school year. I understand that each year I must meet the Career Development and Professional Service requirements and have a positive evaluation before I qualify to advance a step on the Professional Alternative Compensation Plan. My Career Development Plan and Professional Service commitments will be submitted on or before the third Monday of September for approval. I must also meet the Professional Compensation Alternative Plan's education requirements every **five** years. I understand that once I have made this transition it will be permanent and I cannot elect to return to the traditional salary matrix.

Please complete the information below.

Name _____
Please Print Name

Anticipated Step & Salary placement (on Professional Compensation Alternative Schedule):

Step _____ Salary \$ _____

Signature _____ Date _____

Intent form must be submitted to the District Personnel Office by the third Friday in May 2011. You will receive confirmation of your acceptance and placement on this schedule.

Professional Compensation Alternative Plan Year End Report Form

Name _____

School _____

Date _____

	Completed	
<p>1. Career Development</p> <ul style="list-style-type: none"> • A single page reflection summary of the Career Development Plan will be attached to the PCAP year end report 	Yes	No
<p>2. Professional Service</p> <p style="padding-left: 40px;">1. _____</p> <p style="padding-left: 40px;">2. _____</p> <p style="padding-left: 40px;">3. _____</p>	Yes	No
<p>3. Positive Evaluation</p>	Yes	No

The educator and administrator have collaboratively reviewed and completed the Professional Alternative Compensation Plan year end report. This report will be forwarded to the Personnel Office by the third Monday of May to determine salary placement for the ensuing school year.

Educator Signature _____ Date _____

Administrator Signature _____ Date _____

APPENDIX (A) (Informational only)

Key Elements of a High Quality Career Development Plan

The Career Development Plan rubric is based on the Eight Key Elements of High Quality Professional Development.

1. All activities are referenced to student learning.
2. Schools use data to make decisions about the content and type of activities that constitute professional development.
3. Professional development activities are based on research-validated practices.
4. Increased understanding of subject matter for all educators is a top priority.
5. There is a long-term plan that provides focused and ongoing professional development with time well allocated.
6. Professional development activities match the job assignment
7. All professional development activities are fully evaluated.
8. Professional development is aligned with state standards, assessment, and local school curriculum.

TYPES OF RESEARCH

Action Research- a type of reflective practice and professional learning founded on a commitment to improve practice and educational values. It involves groups identifying areas of improvement, generating ideas, and testing those ideas in practice. It is cyclical, requires critical reflection, action, and collaboration.

Applied Research- research that uses principles and theories but supplements them with informal discovery methods for the purpose of generating practical results.

Quantitative Research- (frequently called experimental research) this type of research allows the researcher to quantify data and to manipulate the data for analysis. The researcher is looking for quantitative relationships in the data. Research begins with hypotheses to be tested and controls variables in the hope of learning the effects of variables and generalizing these to similar experiments.

Inquiry- the process by which a person follows one's curiosity until the mystery is solved or abandoned.

Qualitative Research- (frequently called naturalistic research) this type of research is used when the researcher(s) are not interested in controlling and manipulating the environment. They are interested in trying out ideas and observing the results in a natural setting.

Arhar, J.M, Holly, M.L., Kasten, W.C. Action Research for Teachers: *Traveling the Yellow Brick Road*. 2001. Prentice-Hall, INC. Upper Saddle River, New Jersey. pp. 285-293.

If you are interested in finding the standards at or near your grade level or subject go to...

www.opi.mt.gov/standards

APPENDIX (B) (Informational only)

Current APETS Stipends:

1. The PCAP Plan will provide a \$2,000 stipend yearly to educators who complete their initial master's degree while on the Plan. Educators holding a master's degree prior to moving to the Plan will receive this stipend following the completion of Step 24. Once earned the stipend will be included in the educator's annual salary for the duration of the educator's career in the Helena District.
2. The PCAP Plan will provide a \$2,000 stipend yearly to educators who obtain their National Board Certification from the National Board of Professional Teaching Standards for the length of the certification.
3. The PCAP Plan will provide a \$2000 stipend yearly to educators who obtain their Certification of Clinical Competency for Speech Pathology for the length of the certification.
4. The PCAP Plan will provide a \$1000 stipend yearly to educators who obtain certification for Primary Montessori. The stipend is available for the duration of the educator's career in the Helena District as long as they are teaching Primary Montessori. If the educator is not teaching Primary Montessori the stipend will expire after ten years.
5. The PCAP Plan will provide a \$1000 stipend yearly to educators who obtain their Nationally Certified School Psychologist Credential from the National Association of School Psychologist.

