



SCHOOL DISTRICT OF BLACK RIVER FALLS

Inspiring Excellence

INSPIRING EXCELLENCE

SCHOOL DISTRICT OF BLACK RIVER FALLS

**2018-2019**

**Career Advancement**

**&**

**Stipend Guide**

**School District of Black River Falls**

**301 North Fourth Street**

**Black River Falls, WI 54615**

[www.brf.org](http://www.brf.org)

Approved: June 18,  
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I. **Background**

The School District of Black River Falls has worked collaboratively to create a system of compensation that will assist us in meeting several objectives; recognizing efforts which lead to increases in student achievement, helping to attract, develop and retain high quality staff, is predictable, is equitable, and one that will be supported by the community and staff. This compensation system recognizes that there are significant differences between business and academic organizations, public and private sectors, and the development of people and products. A goal of the Career Advancement and Stipend Guide is to promote a positive and collaborative learning environment in which teachers are compensated for their professionalism.

II. **Overview**

Professional growth is a hallmark of any successful organization. The SDBRF is committed to the continual professional and personal growth of its staff. We look to build community through the strength based approach. The focus is on the implementation of new knowledge and skills. A single-lane career ladder is used as the basis for salary advancement (see Appendix A). There are five distinct levels through which a typical teacher will pass through during a career spanning two to three decades of employment with the SDBRF. Teachers have the opportunity to move from one career level to the next every six years through a process which includes evidence of effective teaching as well as their contributions to the organization as a whole.

III. **Career Levels**

The single-lane salary structure is based on a sequence of six-year career levels. It is a professional advancement career ladder in which teachers move through the first four levels based on effective teaching and factors that describe the positive impact the teacher has on our system. The final level is the much respected Veteran status. Those in the Veteran career level will have the opportunity to earn a Career Advancement Increase on an annual basis, if the the Veteran Improvement Points are earned.. (See stipend chart in Appendix A).

IV. **Salary Structure**

*Quality of Service Career Step Increases:* As we hold high expectations of all of our professionals, we want to recognize this through the *Career Advancement and Stipend Guide*. The Quality of Service Career Step increases may be allowed to provide salary increases for the vast majority of teaching staff who are providing quality service to the school community. This includes being well prepared and organized, engaging students, having a positive attitude, showing a commitment to professional growth, being professional in all interactions, being innovative, and striving to move the organization forward.

*Advancement through Career Levels:* The single-lane salary structure is based on the potential to be promoted every six years through four career levels until reaching the fifth and final career level, the Veteran. Each six-year career level consists of two consecutive 3-year evaluation cycles, each of which culminates in a full summative evaluation. Any salary increase during the 3-year evaluation cycle is limited to any annual approved Quality of Service increase described

above. At the conclusion of the first 3-year evaluation cycle of the career level, the teacher receives a mid-career level increase upon receiving a successful summative evaluation. At the conclusion of the second evaluation cycle of each career level, the teacher may be eligible to advance to the next career level upon receiving a successful summative evaluation and a recommendation by the Career Level Advancement Committee.

The advancement between career levels is worth twice as much as the mid-career level increase. Extra compensation received from a mid-career level increase or a career level advancement increase are in addition to any annual increases under the Quality of Service section.

*Pre-Approved Master's Degree Completion:* Upon completion of a Master's Degree program, that has received pre-approval from the Superintendent of Schools, the employee will move three steps on the Career Advancement Schedule. Completion of the degree requirements must take place on or before August 15<sup>th</sup>, for advancement in that contractual year.

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

The SDBRF has adopted and fully implemented the CESA 6 Educator Effectiveness Model as its evaluation system. This evaluation system is a contributing factor in the *Career Advancement and Stipend Guide* in that a successful evaluation is necessary in order to be eligible for advancement. By integrating this model we can maximize the connectedness between job performance reviews, evidentiary artifacts, and the career level advancement process. This integration allows teachers to maintain their focus and not be pulled in different directions by different systemic requirements. Through the Educator Effectiveness model every teacher has specific goals upon which they are measured every year, and teachers receive a brief administrative review in years 2 and 3 of the evaluation cycle based on goal progress and other factors. The career level advancement is set up to allow teachers to use the artifacts from their evaluations for their advancement file in addition to other items the teacher has collected.

If a teacher has been identified as "In Need of Improvement", the teacher is put on an improvement plan and is frozen at his/her current step within the Career Levels for the next school year. No mid-career level increase or career level advancement may occur. The advancement cycle resumes when one year has passed and the issue/need is deemed to have been resolved or that teacher is no longer identified as "In Need of Improvement". If a teacher has received a letter of discipline during the year he/she will also be frozen at his/her current step within the Career Levels for the next school year. Teachers who receive a letter of discipline may request an opportunity to meet with the Superintendent of schools to discuss the letter and its' impact on the teachers' salary.

#### VI. **Stipends**

Compensation for National Board certification, pre-approved certifications or licenses and Veteran Improvement Points (VIPs) is provided through a stipend that is added to the teacher's pay, as long as the certification is maintained (see Appendix A). When additional certification is achieved, stipends are added to the pay in addition to the Quality of Service Career Step increase, any mid-career

level increase, any career level advancement increase, and any other instructional stipend. Stipends are calculated for the following school year based on a snapshot taken on June 15 of the prior year.

VII. **Veteran**

Although there is no further career advancement after a teacher has reached the Veteran level, teachers at this level are still in the three year evaluation cycle and are still responsible for annual goals. Veteran Improvement Points (VIPs) can be earned in accordance with the listing in this *Career Advancement and Stipend Guide*. Each year a Veteran meets the required 30 VIPs an additional \$665 will be added to their contract. Additionally, the Quality of Service Increase amount for the year will be added if the Veteran is in good performance standing and has not received a letter of discipline during that school year. VIPs are placed in the teacher's bank and expire annually. When a Veteran accumulates 30 VIPs he/she is responsible for submitting documentation on the district's form. This form will be reviewed with the administrator during an end-of-year meeting and will then be submitted to the Superintendent for the following school year's VIP Career Advancement Increase no later than June 15. The goal is for each Veteran to demonstrate continued learning and professional activity which contribute to improved teaching, and thereby earn the Career Advancement Increase that year. A listing of Veteran Improvement Points can be found in Appendix C.

VIII. **Professional Growth Innovation Grants**

Up to ten grants in the amount of \$500 will be awarded each year. The grant process is designed to be collaborative and not competitive. As such, grants will be evaluated by the administrative team and the District PLC Leadership Team.

Professional staff will take their craft to the next level by investing time and energy into researching, initiating, developing, and sharing an innovative learning experience. This process aligns with our continuous improvement model and honors the creativity and innovation of our professional staff. The grants will not only allow for educators to grow as professionals, but will also contribute to the greater profession and help make our system stronger!

- Examples of innovation directly linked to classrooms could include, but are not limited to: integrated planning and lesson design, technology innovation and integration, school forest development, STEM infused units of study, an action research project specifically targeted toward your grade level/content area, supporting those who are interested in researching and investing time and resources into making their instruction stronger.
- Examples of innovation reaching out to the greater district - community include, but are not limited to: initiating parent activities, development of after-school programs, facilitating open technology opportunities for families, teaching community education topics, parenting skills coursework, creating significant content to enhance community experience with our website, public relations projects, etc.

All educators who have been awarded grants will participate in continual growth updates through collaborative online learning (platform to be agreed upon by participants). Also, all grantees will be expected to share the research, efforts, and outcomes during the fall professional development day. All Innovation Grant projects will be archived for review of process and serve as local action research projects.

#### IX. **Process for Career Level Advancement**

Teachers that are at level B3, D3, F3 or H3 are eligible for possible advancement at the end of the current school year. The decision for advancement will be made utilizing a committee of peers, only applicants that have received acceptable summative evaluations will come before the committee. Each committee will have a representative from the elementary, middle, and high school levels, the immediate evaluator, and one other administrator on it. The interviews will be an opportunity for the employee applying for advancement to showcase the contributions that they have made to their classroom, the district, and greater community. In short, how have they helped to grow our organization?

There are no automatic advancements; rather, advancements are earned based on the criteria contained within this *Career Level Advancement & Stipend Guide*. There is no quota or restriction for the number of promotions granted annually from the pool of eligible candidates. All criteria for advancement is contained within this guide. Successful advancement begins with a foundation of a successful local evaluation within the Educator Effectiveness model. Teachers who are not advanced will remain frozen at their current career level until such time as they are advanced. Teachers who do not feel ready for the advancement process may defer for a year at a time, remaining at their current career level, until they feel ready to proceed with the advancement process. The goal is for all teachers to have sufficient feedback and support regarding the evidence they need in accordance with the high standards the District holds. This should be a “no surprises” process emanating from full transparency, ample communication, and positive support. As such, the Summative Evaluation document used at the mid-career level advancement stage will contain a sentence at the end in which the evaluator clearly states whether or not the teacher is on track for Career Level Advancement following the next evaluation cycle. If the teacher is not on track for advancement, specific goals will be clarified by the teacher and the administrator as to what actions need to take place in order to be in alignment with Career Level Advancement. This gives the teacher three years to make adjustments in their performance in order to reach the Career Level Advancement.

In addition to positive summative evaluations, advancement will be based on the teacher’s contributions to making our system stronger; whether that is accomplished through reaching out to colleagues within the department, grade

level, content area, or providing training/resources/expertise to all staff within the district. The goal is to identify professional behaviors that help to grow our organization and recognize staff for these behaviors by career level advancements.

Examples of ways professionals contribute to the greater organization are listed below, this list is in no way exhaustive, but is representative of the types of actions we value that are not directly linked to the teaching that happens within the walls of the classroom.

- Formally sharing your learning from workshops/conferences
- Community outreach
- Volunteerism with district students (i.e. Boys & Girls Club, Youth Services, Tutoring)
- Working at district events – (i.e. tickets, crowd control, scoring)
- Supervising student teacher
- Obtaining and maintaining specialized certification(s) or training w/prior approval
- Publishing in a professional journal
- Extensive public relations efforts
- Active participation on non-compensated committees (i.e. Solutions Team, PBIS building team, building leadership team)
- Officer in a state professional organization
- Volunteer for district special projects (i.e. Brain Team, Assessment Team)
- Actively participate in optional district offered professional development, book studies
- Participation in the Career Level Advancement Committee

### **Career Level Advancement Committee Make Up**

- Each Career Level Advancement Committee will be comprised of five members; an elementary, middle, and high school teacher, their immediate supervisor, and one other administrator
- An open invitation will be extended to all teachers that have been teaching in Black River Falls longer than three years to serve on the committee.
- Committee members will be selected on a random basis and will be rotated annually.
- The committee members will receive training to ensure their understanding of the interview process and to stress the importance of confidentiality.
- Advancement Committee Interviews will be set up during the first week of May each year. Each teacher eligible for advancement will sign up for one of the evenings scheduled.
- Teachers serving on the committee would serve for one evening, which would include approximately 6 – 7 teacher interviews.

- The interviews are intended to be a celebration of the accomplishments and positive influence the teacher has had on the School District of Black River Falls.

## Appendix A

### Career Advancement Schedule

Step	Salary	Career Level
		Level 1
B1	\$ 37,300	Level 1
B2	\$ 37,300	
B3	\$ 37,300	
C1	\$ 41,300	Level 2
C2	\$ 41,300	
C3	\$ 41,300	
D1	\$ 43,300	
D2	\$ 43,300	
D3	\$ 43,300	
E1	\$ 47,300	Level 3
E2	\$ 47,300	
E3	\$ 47,300	
F1	\$ 49,300	
F2	\$ 49,300	
F3	\$ 49,300	
G1	\$ 53,300	Level 4
G2	\$ 53,300	
G3	\$ 53,300	
H1	\$ 55,300	
H2	\$ 55,300	
H3	\$ 55,300	
Veteran	\$ 59,300	Veteran



**Stipends added to Contract when achieved and remains as long as the certification is maintained.**

National Board Certification	\$2,500
316 Reading Teacher License	\$500
Pre-approved add-on certifications & licenses pre-approved by Superintendent Certifications should involve a minimum of 30 hours of work and be a train the trainer model to enable us to grow the organization.	\$250

**Instructional stipends – paid when applicable**

1 <sup>st</sup> Year Mentor	\$500
2 <sup>nd</sup> Year Mentor	\$250
District Leadership Team	\$1,800
Unit Leader	\$600
CRT Leadership	\$1,348
PBIS Building Level Coaches	\$1,030
Technology Integration Coaches	\$1,375
STEAM Coordinator	\$1,348
Summer School Coordinator	\$3,000
Outdoor Education Coordinator	\$4,000
Gifted & Talented Coordinator	\$2,000
BLAST Coordinator	\$25 per hour
<b>Other Rates</b>	
Prep to create an online course	\$20 per hour (25 hrs. max)
HS Class/Course overload <small>*Per semester</small>	\$2,000
Curriculum Rate	\$20 per hour
Pre-approved teacher led student travel outside of school year and contract days.	\$30 per night
Pre-approved teacher led student travel outside of school year and contract days	\$30 per night
Special Education Teachers doing required evaluations outside of school year and contract days.	That teachers' per diem
Summer School Teaching	\$24 per hour

Preparing/Facilitating Professional Development Sessions in BRF	2 hours of preparation for each hour of presentation paid at curriculum rate
IEP Compensation before 7:00 a.m. and after 5:00 p.m.	\$20 per hour
Internal Subbing *When absent teacher enters leave in Skyward and internal sub loses prep time.	\$25 per hour
Independent Study *When a block of instruction is not allocated to Independent Study	\$250 – for the first student, \$50 for each additional student after. Maximum payment \$450 per semester.
Successful Grant Writing/Facilitation *May not be a local grant such as EEF, BRFAF, or Lunda Charitable Trust	10% of the value of the grant  *If the grant is written by a team the 10% will be split among the team.
Pre-approved half day professional development outside of school year and contract days.	\$50
Pre-approved full day professional development outside of school year and contract days.	\$100

## Appendix B

### Extra & Co-Curricular Stipends

Football			
Head Coach	4,720	9 <sup>th</sup> Grade Asst. Coach	2,359
Assistant Coach (4)	4,045	7 <sup>th</sup> & 8 <sup>th</sup> Grade Coach (4)	1,685
9 <sup>th</sup> Grade Coach	2,697		
Basketball			
Boys Head Varsity Coach	4,045	Boys C Team Coach	2,697
Girls Head Varsity Coach	4,045	Girls C Team Coach	2,697
Boys Varsity Asst. Coach	2,697	MS Boys Coach Travel	1,685
Girls Varsity Asst. Coach	2,697	MS Girls Coach Travel	1,685
Boys JV Coach	3,033	MS Boys Coach(3)	1,011
Girls JV Coach	3,033	MS Girls Coach(3)	1,011
Wrestling			
Head Coach	4,045	MS Coach	1,685
Assistant Coach	3,033	Assistant MS Coach	1,011
Track			
Boys Head	3,708	Girls Assistant	3,033
Girls Head	3,708	MS Coach (2)	1,685
Boys Assistant	3,033		
Baseball			
Head Varsity Coach	3,708	JV Coach	3,033
Varsity Assistant Coach	2,359	C Team Coach	2,359
Golf			
Head Boys Coach	1,997	Boys JV Coach	1,323
Head Girls Coach	2,697		
Softball			
Head Varsity Coach	3,708	JV Coach	3,033
Varsity Assistant Coach	2,359	C Team Coach	2,359
Volleyball			
Head Coach	3,708	C Team Coach	2,697
Varsity Assistant Coach	2,697	MS Coach – Travel	1,685
JV Coach	3,033	MS Coach (3)	1,011
Cross Country			
Head Coach	2,359	MS Coach	1,348
Assistant Coach	1,685		

<b>Tennis</b>			
Boys Head	1,997	Girls Assistant	2,023
Girls Head	2,697	MS Coach	674
Boys Assistant	1,323		
<b>Swimming</b>			
Girls Varsity Coach	2,697		
<b>Hockey</b>			
Boys Head	4,045	Boys Assistant	3,033
Girls Head	4,045	Girls Assistant	3,033
<b>Soccer</b>			
Boys Head	2,359		
<b>Cheerleading</b>			
Football	1,348	MS	674
<b>Music Department</b>			
HS Band	2,697	MS Band	1,685
HS Vocal	1,685	MS Vocal	1,685
Elementary Vocal (2)	1,011		
<b>Miscellaneous Organizations</b>			
Student Senate HS	1,348	Student Council MS	1,011
Yearbook HS	1,348	Yearbook MS	1,348
Dance Team	1,348	Pep Club HS	1,348
Pep Club MS	1,011	HS Musical	1,348
FBLA	674	FCCLA HS	1,348
FCCLA MS	674	Forensics	674
Newspaper MS	674	HS Communications	1,685
Science Club HS	674	National Honor Society	674
Prom Advisor	674	Science Club MS	674
OAK Club	674	Tiger Investment Club	1,348
Building Construction Class	674	Public Access Channel	1,348
HS School Store Coordination	1,348	Class Advisors (12)	168
		Lead Class Advisor	364
MS School Store Coordination	674	Super Mileage Vehicle Club	674
Ramp Up HS	1,348	SkillsUSA Advisor	1,348

## Appendix C

### **Veteran Improvement Points**

#### Rules for Veteran Improvement Points (VIPs)

- A. The number of VIPs needed for the Career Advancement Increase is 30 points.
- B. Points are accumulated throughout the year and expire after June 30<sup>th</sup> of that year.
- C. It is the responsibility of the teacher to obtain a verification signature on the VIP Activity Form for each activity within 15 days following the completion of the activity.
- D. Teachers will be responsible for maintaining their completed forms, they may be uploaded into My Learning Plan as a component of the Documentation Log. The deadline for submission is June 15 before the following school year. Submitting it earlier would allow for the additional compensation to be added to the initial contract.
- E. The following activities qualify for VIPs as delineated below.
- F. \*Special Professional Growth Activity provides an opportunity for professional educators to apply to the Superintendent for VIPs for an activity that is not outlined above. The Superintendent has discretionary authority to grant VIPs for such requests and will use a rigorous professional standard for making a decision.

3 graduate credit course	30 pts.
1 graduate credit course	15 pts.
Listening at Career Advancement Interviews	3 pts. per hour
Approved Professional Development outside of contract time	2 pt. per hr.
Workshop presenter	4 pts. Per workshop hr.
Supervising Student Teacher (9 weeks)	30 pts.
Article published in professional journal	20 pts.
Officer in a professional organization	25 pts.
Committee Involvement ( Building and/or District level	3 pts. per hr.
All posted & Hired Stipened Roles	25 pts.
Volunteering with district students/families outside of contract time.	3pt. per hour
Special Professional Growth Activity*	Variable

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