

# **Professional Compensation Alternative Plan**

**Career  
Development**



**Positive Evaluation**

**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**
- **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.
2. Perform Professional Service as defined in the plan.
3. Receive a positive evaluation as defined in the negotiated agreement. A Career Development Plan will be used as part of the educator's evaluation process under the negotiated agreement.

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.

**Applications for a new APETS stipend must be received in the Personnel Office by November 1<sup>st</sup>, if the educator wishes the stipend to be effective for the next school year contract.**

# 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 2015-2017 school years at a minimum.

# **PCAP Timeline Procedures and Penalties**

## **In September of every year:**

- Every 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). Their Professional Service Commitment's (PSC) form (paper form, hand submission to Principal or Personnel office) 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.

## PCAP Salary Matrix

<b>Step</b>	<b>CURRENT</b>	<b>2015-16</b>	<b>2016-17</b>
Grandfathered	\$75,578	\$76,278	\$76,978
Step 24	\$74,873	\$75,573	\$76,273
Step 23	\$73,523	\$74,223	\$74,923
Step 22	\$72,173	\$72,873	\$73,573
Step 21	\$70,823	\$71,523	\$72,223
Step 20	\$69,473	\$70,173	\$70,873
Step 19	\$67,124	\$67,824	\$68,524
Step 18	\$65,774	\$66,474	\$67,174
Step 17	\$64,424	\$65,124	\$65,824
Step 16	\$63,074	\$63,774	\$64,474
Step 15	\$61,724	\$62,424	\$63,124
Step 14	\$58,669	\$59,369	\$60,069
Step 13	\$57,319	\$58,019	\$58,719
Step 12	\$55,969	\$56,669	\$57,369
Step 11	\$54,619	\$55,319	\$56,019
Step 10	\$53,269	\$53,969	\$54,669
Step 9	\$50,215	\$50,915	\$51,615
Step 8	\$48,865	\$49,565	\$50,265
Step 7	\$47,515	\$48,215	\$48,915
Step 6	\$46,165	\$46,865	\$47,565
Step 5	\$44,815	\$45,515	\$46,215
Step 4	\$42,517	\$43,417	\$44,317
Step 3	\$41,167	\$42,067	\$42,967
Step 2	\$39,817	\$40,717	\$41,617
Step 1	\$38,467	\$39,367	\$40,267
Step 0	\$37,117	\$38,017	\$38,917

# 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 Timeline:** By the Third Monday of September.

The educator will be notified within two to four weeks if modification are required for 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 may be appealed by the educator to the Labor Management Committee.

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.

**New Educator Requirement:** New educators to Helena Public Schools will not prepare a Career Development Plan for their first year with the District. Instead, they must participate in a Learning Academy that will provide the necessary instruction for completion of a Career Development Plan.



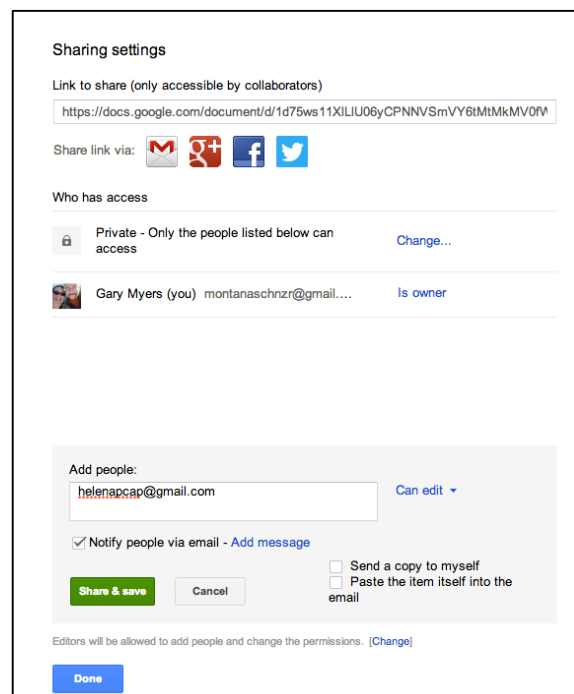
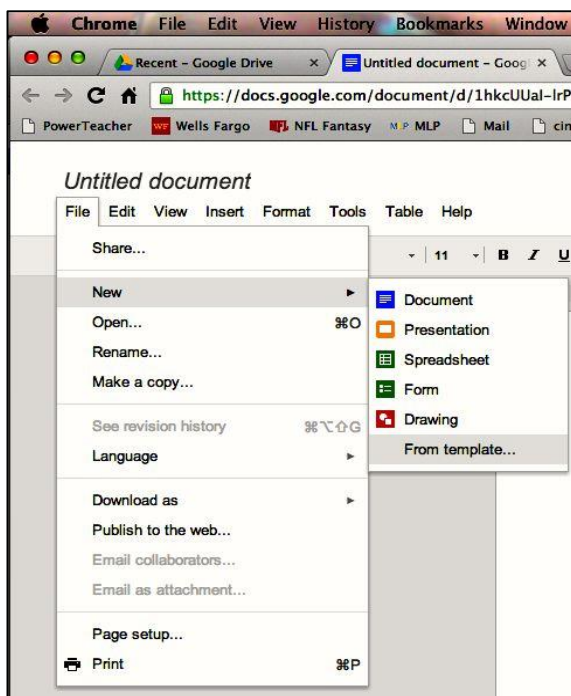
# Career Development Plan Submission Guidelines:

(All plans are submitted and read online using Google Drive)

## Step-By-Step Guide

Before beginning, you will need to have a Google account. You can create one easily and for free at: <https://accounts.google.com/SignUp>

1. In your browser (Chrome, Firefox, etc.), navigate to [drive.google.com](https://drive.google.com)
2. Sign In to your Google Account
3. Click the red box that says “New,” and choose “Google Docs”
4. From the File menu in the new document, select “New,” and “From Template”



5. In the Template Chooser, search for “Helena PCAP,” and click on “Use this template”
6. Follow the directions on the form to complete your PCAP Plan
7. Click on the “Share” box in the top right
8. Add [helenapcap@gmail.com](mailto:helenapcap@gmail.com) in the box at the bottom, set the sharing to “Can edit,” and click on “Send.”
9. When you plan is done and shared you can close your browser

**Note:** You can return to your plan any time by following the first two steps. You will receive an email notification when your plan has been reviewed by a group of your colleagues. This group may ask for additional information or editing to clarify or strengthen individual plans.

Please contact Gary Myers with questions: [gmyers@hsd1.org](mailto:gmyers@hsd1.org), or 406-461-2431  
All plans must be completed and shared by the third Monday in September.



# 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 :

- Two Professional Service Requirements per year are required for all educators.

1. The **FIRST PSC must** be a District or Building Level commitment.
  - District level commitment (District committees or services)
  - Building level commitment (Contact your Principal for suggestions)
  - All HEA appointed or elected positions (Contact your HEA President)
2. The Second PSC must meet one of the above 7 categories.

### 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 Plan

The administrator and educator will meet to collaboratively review and support the Professional Service Commitment(s). This plan will be reviewed by the administrator and the educator in May to determine completion of this requirement. **It is the responsibility of the educator to submit the PSCP to the Personnel Office by the third Monday in September.**

Please List Your Professional Service Commitments (PSC) for this coming school year:

PSC #1: (Must be District or Building Level Commitment)
Estimated Time Commitment for PSC #1:
Briefly describe PSC #1 and how it is of direct benefit to the school or district.

PSC #2:
Estimated Time Commitment for PSC #2:
Briefly describe PSC #2 and how it complies with one of seven categories.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Print Teacher Name**

\_\_\_\_\_  
Supervisor Signature

# Professional Compensation Alternative Plan (PCAP) Transition Intent Form

I, \_\_\_\_\_, plan to transition to the Professional Alternative Compensation Plan starting with the \_\_\_\_\_ 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 between September 1<sup>st</sup> and the third Monday of September for approval. 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. You will receive confirmation of your acceptance and placement on this schedule.**

# Professional Compensation Alternative Plan Year End Report Form

Name \_\_\_\_\_

School \_\_\_\_\_

Date \_\_\_\_\_

		<b>Completed</b>	
1.	<b>Career Development</b> <ul style="list-style-type: none"> <li>A single page reflection summary of the Career Development Plan will be attached to the PCAP year-end report</li> </ul>	Yes	No
2.	<b>Professional Service</b> <ol style="list-style-type: none"> <li>_____</li> <li>_____</li> </ol>	Yes	No
		Yes	No
3.	<b>Positive Evaluation</b>	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](http://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 Lower Elementary Montessori and also a \$1000 for Upper Elementary Montessori. The stipends are available for the duration of the educator's career in the Helena District as long as they are teaching Lower or Upper Elementary Montessori. If the educator is not teaching Lower or Upper Elementary 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.
6. The PCAP Plan will provide a \$1000 stipend yearly to educators who obtain certification for Upper Elementary/Level II 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.
7. The PCAP Plan will provide a \$2000 stipend yearly to educators who obtain their Board Certified Behavior Analyst certification from the Behavior Analyst Certification Board for the length of the certification. Current renewal is every two years.

**Effective date of any APETS stipend is addressed in Article 2.4 of the HEA Negotiated Agreement.**

**Applications for a new APETS stipend must be received in the Personnel Office by November 1<sup>st</sup>, if the educator wishes the stipend to be effective for the next school year contract.**

