

## Proposed Changes to CLCS Employment Practices 4/12/13

### 1. Change in expectations for a “Professional Day and Year” for Facilitator Staff

#### a. Facilitator Job Description

Changes to define existing “Office Hours” expectation. Two hours per week between 3-4 pm. Expectation to be available for afterschool tutoring and personal consultations for struggling learners or any parents. Also, expectations for updating grades and online websites is defined.

#### b. Employee Handbook

Includes updated health care program, changes to defined work day for certificated staff to 7:45 am - 4:00 pm. Need for longer day to support struggling learners, staff collaboration as we move forward to implement the “Common Core Standards”, extended staff meeting/professional development and possible classes that need to be taught at 3 pm. There are also changes proposed that limit the number of personal business days that can be charged to as paid sick leave and length of time off that requires doctor’s note.

#### c. Staff Calendar

There is a need to increase professional development days prior to the start of school to achieve our mission. Recommendation is for two additional for 2013-14. Lead Facilitators will present pre-school opening agenda prior to approval of this item.

### 2. New Facilitator Evaluation Policy

The CLCS Evaluation Task Force is working with David and Maafi and proposing a nationally respected, researched, and field-tested system.

### 3. Proposed Change in Method of Giving Salary Increases and Other Compensation:

Paul has conducted six discussion/listening sessions on his first proposal (which was to brainstorm ideas and get feedback) and has revised the proposal of how we should move forward. Here is the latest version of the plan.

- Use the current facilitator salary schedule only for determining new employee’s starting salary (It would not be used for anything else in the future.)
- Use current starting salaries for new classified personnel (Office managers, paraprofessionals, campus supervisors, etc.)
- Create minimum second year facilitator salary of \$50,000 or current step raise (Whichever is more.)
- Give all other returning full time certificated facilitators salary step increases of \$1000 for 2013-14.
- Increase facilitator salary limit to \$85,000. Currently \$81,383 for new facilitators, \$83,383 for 5 year fixed term contract facilitators.
- Give all returning full time classified staff a salary increase of \$2000 for 2013-14.
- New step raises for full time employees (certificated and classified) will be \$1000 each year.
- At the November meeting of the CLCS Board each year, the CLCS ED, Board President, and Board Treasurer shall review the organizational financial health and academic performance of our schools and determine if they can make a recommendation for either an additional raise or a one time bonus.
- Master’s stipend will still be honored at current amount. A new system needs to be developed to reward staff who seek out and complete additional appropriate professional development to improve their performance that will help us achieve our educational vision.