Indiana Department of Education

Glenda Ritz, Superintendent of Public Instruction

MEMORANDUM

TO: Indiana State Board of Education
FROM: Indiana Department of Education
RE: Report on Ind. Code § 20-28-9-1.5 Compliance
DATE: July 10, 2013

Background

Pursuant to Ind. Code §§ 20-28-6-2(a)(3) and 20-28-6-2(b), a contract between a local school district and an employed teacher must include the teacher's salary as well as the salary schedule by which the salary was calculated. The salary schedules, also referred to as compensation models, are governed by Ind. Code § 20-28-9-1.5 (effective July 1, 2012), and must meet the requirements therein. Specifically, there are four factors upon which teacher salary increases may be based, which include the following: training and experience, which must not account for more than 33% of the calculation used to determine a teacher's salary increase or increment; teacher performance evaluation results, conducted pursuant to Ind. Code § 20-28-11.5; the assignment of instructional leadership roles to the teacher, as defined locally; and the academic needs of students served in the local school district, as defined locally (*see* Attachment I). Salary schedules must include at least two of these factors.

Beginning in 2011, local school districts were prohibited from entering into collective bargaining agreements that lasted beyond the biennium in which they were settled; additionally, districts with contracts in place as of April 21, 2011 were excluded from this requirement until the expiration of those contracts (*see* Ind. Code § 20-29-6-4.7(b)). In 2011, 170 school districts bargained with most agreeing to "roll over" their prior contract to a significant degree; and in 2012, 125 school districts bargained with most agreeing to stay with their prior contract to a significant degree. Due to the new biennium, it is estimated that 260 school districts will bargain contracts in 2013, nearly double the number of school districts that bargained in 2012. These contracts will be required to include a salary schedule that is compliant with Ind. Code § 20-28-9-1.5.

Department Responsibilities

Ind. Code § 20-28-9-1.5(e) through (h) place responsibilities on the Indiana Department of Education ("Department") and the Indiana State Board of Education ("Board") to ensure that school districts develop salary schedules that are legally compliant. The Department must publish a model salary

schedule that school districts may adopt; publish local salary schedules submitted by school districts on the Department's web site; and report any noncompliance in salary schedules to the Board. The Board must take appropriate action to ensure salary schedules are compliant with statute (*see* Attachment I).

Model Salary Schedule

The Department, with feedback from the Indiana Education Employment Relations Board ("IEERB") and a statewide advisory committee comprised of Indiana teachers and administrators developed a state model salary schedule, "Model Salary Schedule Version 2.0" (*see* Attachment II). The Department's model salary schedule serves as an example of how a salary schedule may be structured to satisfy statutory requirements, and provides a methodology for determining salary increases based on the four statutorily permissible factors. The Department's model allows flexibility by providing school districts the option of whether salary increases will be given as stipends or as increases in base pay. This model is readily available to all school districts on the Department's website (http://doe.in.gov/improvement/educator-effectiveness/compensation-systems). The Department has also provided a guidance document for school districts that choose to download the Department's model salary schedule in order to prevent errors and miscalculations (*see* Attachment III).

Additionally, the Department has developed and published a "Salary Scale Compliance Checklist" (*see* Attachment IV). This checklist helps school districts better understand the statutory requirements with respect to teacher compensation, and serves as a mechanism by which school districts can self-monitor the compliance of their chosen salary schedule. This checklist was designed to provide guidance regardless of the salary schedule model used by the school district. Therefore, school districts that do not utilize the Department's model salary schedule still have a resource to consult and ensure legal compliance.

Publication of Local Salary Schedules

The Department collected 117 contracts that were effective for the 2012-2013 school year (*see* Attachment V). These contracts included salary schedules, and have been published on the Department's website in compliance with Ind. Code § 20-28-9-1.5(f) (http://www.doe.in.gov/improvement/educator-effectiveness/compensation-models-2012-13-school-year). The Department will continue to collect and review salary schedules for the 2013-2014 school year on a rolling basis, with the intent that all salary schedules will be collected and reviewed no later than January 31, 2014. This timeline is based upon the 2013 bargaining/impasse timeline set by IEERB (*see* Attachment VI).

Report on Findings

The Department reviewed the 117 salary schedules that were collected from local school districts. The Department recently received these salary schedules from the IEERB, due to the fact that the previous administration did not establish a collection process for salary schedules after the July 1, 2012 effective date of Ind. Code § 20-28-9-1.5. In reviewing the salary schedules, the Department acknowledged that the contracts had already expired due to the Department's late receipt of the schedules. For these reasons, the Department determined that its review of the 2012-2013 contracts would be of a high-level, low stakes nature.

In its review, the Department found that not all salary schedules submitted were compliant with Ind. Code § 20-28-9-1.5. Below is a list of the most common errors that the Department saw in the salary schedules it received:

2

- The salary schedule was not included in the collective bargaining agreement
- An MOU or other prior agreement, including prior base salaries, was not incorporated or attached when referenced in the salary schedule
- No redistribution provision
- No explanation of whether increases are "stipends" or "raises"
- No explanation as to how the salary schedule is applied
- Lack of consistency between the number of points possible and the number of points indicated in the salary schedule language
- Salary schedule did not identify the source or amount for increases
- Salary schedule is incomplete
- No provision included for how newly hired teachers are treated in the salary schedule
- No eligibility requirements for increases specified (to receive increases teachers must be rated effective or highly effective on annual performance evaluations)
- Training and experience factor exceeded 33%

This list of common errors has been posted on the Department's website for schools to reference when developing new contracts and salary schedules for the upcoming school year.

Board Action

The Department recommends that the Board take no action regarding the incidents of noncompliance observed in the 2012-2013 salary schedules. This recommendation is based on the fact that all of the contracts that were reviewed have expired, and therefore new contracts will be negotiated this fall. Additionally, the Department has taken action in providing a model salary schedule, a compliance checklist and a list of common errors. With these resources, schools will have an opportunity to rectify any errors or noncompliance when developing a salary schedule for the 2013-2014 school year.

ATTACHMENT I

Ind. Code § 20-28-9-1.5

IC 20-28-9-1.5
Teacher's minimum salary; basis

Sec. 1.5. (a) This subsection applies to a contract in effect July 1, 2012, or upon the expiration of a contract in existence on July 1, 2011, whichever is earlier, and governs salary increases for a teacher employed by a school corporation on or after the date this subsection takes effect. Compensation attributable to additional degrees or graduate credits earned before the effective date of the local salary schedule created under this chapter shall continue. Compensation attributable to additional degrees for which a teacher has started course work before July 1, 2011, and completed course work before September 2, 2014, shall also continue.

(b) Increases or increments in a local salary scale must be based upon a combination of the following factors:

(1) A combination of the following factors taken together may account for not more than thirty-three percent (33%) of the calculation used to determine a teacher's increase or increment:

(A) The number of years of a teacher's experience.

(B) The attainment of either:

(i) additional content area degrees beyond the requirements for employment; or

(ii) additional content area degrees and credit hours beyond the requirements for employment, if required under an agreement bargained under IC 20-29.

(2) The results of an evaluation conducted under IC 20-28-11.5.

(3) The assignment of instructional leadership roles, including the responsibility for conducting evaluations under IC 20-28-11.5.

(4) The academic needs of students in the school corporation.

(c) A teacher rated ineffective or improvement necessary under IC 20-28-11.5 may not receive any raise or increment for the following year if the teacher's employment contract is continued. The amount that would otherwise have been allocated for the salary increase of teachers rated ineffective or improvement necessary shall be allocated for compensation of all teachers rated effective and

highly effective based on the criteria in subsection (b).

(d) A teacher who does not receive a raise or increment under subsection (c) may file a request with the superintendent or superintendent's designee not later than five (5) days after receiving notice that the teacher received a rating of ineffective. The teacher is entitled to a private conference with the superintendent or superintendent's designee.

(e) Not later than January 31, 2012, the department shall publish a model salary schedule that a school corporation may adopt.

(f) Each school corporation shall submit its local salary schedule to the department. The department shall publish the local salary schedules on the department's Internet web site.

(g) The department shall report any noncompliance with this section to the state board.

(h) The state board shall take appropriate action to ensure compliance with this section.

(i) This chapter may not be construed to require or allow a school corporation to decrease the salary of any teacher below the salary the teacher was earning on or before July 1, 2012, if that decrease would be made solely to conform to the new salary scale.

(j) After June 30, 2011, all rights, duties, or obligations established under IC 20-28-9-1 before its repeal are considered rights, duties, or obligations under this section.

As added by P.L.286-2013, SEC.90.

ATTACHMENT II

Indiana Department of Education's
Model Salary Schedule (Version 2.0)

USERS POPULATE GREEN CELLS BELOW

	Description
Instructional Leadership Position 1	Department Chair
Instructional Leadership Position 2	Grade Coordinator
Instructional Leadership Position 3	School Improvement Officer
Instructional Leadership Position 4	
Instructional Leadership Position 5	
Instructional Leadership Position 6	
Instructional Leadership Position 7	
Instructional Leadership Position 8	
Instructional Leadership Position 9	
Instructional Leadership Position 10	

	Description
Academic Needs Area 1	Spanish Teacher
Academic Needs Area 2	Physics Teacher
Academic Needs Area 3	Special Ed Teacher
Academic Needs Area 4	
Academic Needs Area 5	
Academic Needs Area 6	
Academic Needs Area 7	
Academic Needs Area 8	
Academic Needs Area 9	
Academic Needs Area 10	

Your weights fit state guidelines. Experience and education are not more than 33% of any teacher's salary increase.

USERS POPULATE GREEN FIELDS BELOW. THE MODEL WILL NOT FUNCTION PROPERI

Experience and Education Weights:

Experience Requirement Weight

Content Area Education Credit Weight
Advanced Degree Weight

Effectiveness Weights:

Highly Effective Weight =
Effective Weight =

Leadership Positions and Academic Needs Weights:

Will leadership positions be weighted components or specific dollar awards?

Will academic needs be a weighted components or specific dollar awards?

Leadership Position 1:
Leadership Position 2:
Leadership Position 3:
Leadership Position 4:
Leadership Position 5:
Leadership Position 6:
Leadership Position 7:
Leadership Position 8:
Leadership Position 9:
Leadership Position 10:
Academic Needs 1:
Academic Needs 2:
Academic Needs 3:
Academic Needs 4:
Academic Needs 5:
Academic Needs 5:
Academic Needs 6:
Academic Needs 7:
Academic Needs 8:
Academic Needs 9:

Allocation of Increases:

Will increases due to experience be allocated to the base pay or as a stipend?

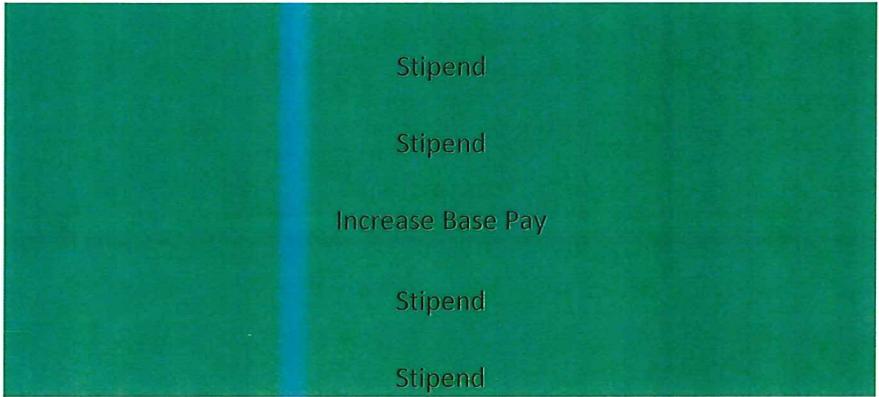Will increases due to education be allocated to the base pay or as a stipend?

Will increases due to effectiveness be allocated to the base pay or as a stipend?

Will increases due to instructional leadership positions be allocated to the base pay or as a stipend?

Will increases due to academic needs areas be allocated to the base pay or as a stipend?

> **Your weights fit state guidelines. Experience and education are not more than 33% of any teacher's salary increase.**

LY IF THERE ARE VALUES IN WHITE CELLS.

20.00%	
0.00%	
13.00%	
67.00%	
50.00%	
Specific Dollar Award	
Specific Dollar Award	

	Weight	Specific Dollar Av
Department Chair		$1,000.00
Grade Coordinator		$1,000.00
School Improvement Officer		$1,000.00
n/a		
n/a		
n/a		
n/a		
n/a		
n/a		
n/a		
Spanish Teacher		$1,000.00
Physics Teacher		$1,000.00
Special Ed Teacher		$1,000.00
n/a		
n/a		
n/a		
n/a		
n/a		
n/a		
n/a		

n/a

Stipend

Stipend

Increase Base Pay

Stipend

Stipend

Users Populate Green Columns

Teacher ID	Teacher Name	Planning Year Salary	Budget Year Salary (New Teachers Only)
1	Teacher 1	50000	
2	Teacher 2	45000	
3	Teacher 3		35000
4	Teacher 4	60000	
5	Teacher 5	45000	

Planning Year Effectiveness	Effectiveness Description	Met Experience Requirement	Met Content Area Education Credit
	3 Effective	yes	no
	4 Highly Effective	yes	no
	4 Highly Effective	no	no
	4 Highly Effective	yes	no
	2 Improvement Necessary	yes	no

Met Advanced Degree Requirement	In Role During Planning Year?	In Role During Budget Year?
yes	yes	yes
yes	yes	no
no	no	yes
yes	yes	yes
no	yes	yes

Leadership Position Description 1	Leadership Position Award 1	Leadership Position Description 2
Department Chair	1000	
Grade Coordinator	1000	
	0	
School Improvement Officer	1000	Grade Coordinator
	0	
	0	

Leadership Position Award 2

Leadership Position Description 3

Leadership Position Award 3

1000

0
0
0
0

0 0 0 0 0 0

Academic Needs Description 1	Academic Needs Award 1	Academic Needs Description 2	Academic Needs Award 2
Spanish Teacher	1000		0
Physics Teacher	1000		0
Physics Teacher	1000		0
Special Ed Teacher	1000		0
	0		0
	0		0

Academic Needs Description 3	Academic Needs Award 3	Position SUM	Needs Sum
	0	1000	1000
	0	0	0
	0	0	0
	0	2000	1000
	0	0	0
	0	0	0

USERS MUST POPULATE GREEN FIELD BELOW

Amount necessary to sustain planning year roster=	$200,000.00
Amount necessary to pay new teachers=	$35,000.00
Amount exiting with exiting teachers=	$45,000.00
Amount necessary for fixed leadership position awards=	$3,000.00
Amount necessary for fixed academic needs awards=	$2,000.00
Total amount needed for current base salaries, position awards, and academic needs awards=	$195,000.00
Budget available for compensation for budget year =	$205,000.00
Dollars available for compensation increases for effective and highly effective teachers for budget year=	$10,000.00

USERS DO NOT EDIT THIS TAB

Teacher ID	Teacher Name	In Role Planning Year	In Role Budget Year	*Check to see if teach*	*Checks to s*
				Sal Change Check	Left Role
1	Teacher 1	yes	yes	1	0
2	Teacher 2	yes	no	0	1
3	Teacher 3	no	yes	0	0
4	Teacher 4	yes	yes	1	0
5	Teacher 5	yes	yes	1	0

Pulls in Effectiveness fr...	Pulls in Experience from Weights Tab	Pulls in Degree from...	Pulls in Content Area from V...	Pulls in Education f...
Effectiveness Index	Experience Index	Advanced Degree In...	Content Area Index	Edu Determiner
0.5	0.2	0.13	0	0.13
0.67	0.2	0.13	0	0.13
0	0	0	0	0
0.67	0.2	0.13	0	0.13
0	0	0	0	0

Pulls in Leadership Weight	Pulls in Leadership Weight	Pulls in Leadership Weight	Sums Leadership Weights	Pulls in Needs from Weights Tab
Leadership Index 1	Leadership Index 2	Leadership Index 3	Leadership Determiner	Academic Needs Index 1
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0

Pulls in Needs from Weights Tab	*Pulls in Needs from Weights Tab*	*Sums Needs Weights*	*Lowers Education*	*Lowers Experience Weigh*
Academic Needs Index 2	Academic Needs Index 3	Academic Needs Determiner	Adj Edu Index	Adj Experience Index
0	0	0	0.097014925	0.149253731
0	0	0	0.13	0.2
0	0	0	0	0
0	0	0	0.13	0.2
0	0	0	0	0

Adj Pos Index	Adj Needs Index	Ind. Index	Total Index	Effectiveness Ratio	Exp Ratio	Edu Ratio	Pos Ratio
0	0	0.7462687	1.74626866	0.286324786	0.085470085	0.055555556	0
0	0	0	1.74626866	0	0	0	0
0	0	0	1.74626866	0	0	0	0
0	0	1	1.74626866	0.383675214	0.114529915	0.074444444	0
0	0	0	1.74626866	0	0	0	0

Needs Weight Needs Ratio	Total Weight D Ratio	Dollar Amount for Effectiv Effectiveness Increase	Dollar Amount for Exp Increase	Dollar Amount for Edu Edu Increase	Dollar Amount for W Weight Pos Increase	Dollar Amount for W Weight Needs Increase
0	0.427350427	2863.247863	854.7008547	555.5555556	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0.572649573	3836.752137	1145.299145	744.4444444	0	0
0	0	0	0	0	0	0

Dollar Amount for Total Increase	Base Pay 1	Base Pay 2	Base Pay 3	Base Pay 4	Base Pay 5	Weighted Base Increase	Stipend 1	Stipend 2
4273.504274	0	0	2863.2479	0	0	2863.247863	854.7009	555.5556
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
5726.495726	0	0	3836.7521	0	0	3836.752137	1145.299	744.4444
0	0	0	0	0	0	0	0	0

	Stipend Increase	Stipend Increase	Total Stipend increase		
Stipend 3	Stipend 4	Stipend 5	WeightedStipendIncrease	Fixed Position Base	Fixed Position Stipend
0	0	0	1410.25641	0	1000
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	1889.74359	0	2000
0	0	0	0	0	0

Fixed Needs Base	Fixed Needs Stipend
0	1000
0	0
0	0
0	1000
0	0

Model Correct. Sum of New Pay = Budget Allotted to Teacher Pay

Teacher ID	Teacher Name	Planning Year Pay	Budget Year Salary (New Teachers)	Base Salary Increase
1	Teacher 1	50000.00	0.00	2863.25
2	Teacher 2	45000.00	0.00	0.00
3	Teacher 3	0.00	35000.00	0.00
4	Teacher 4	60000.00	0.00	3836.75
5	Teacher 5	45000.00	0.00	0.00
0	0	0.00	0.00	0.00

Stipend Increase	New Base Salary	New Pay
3410.26	52863.25	56273.50
0.00 N/A		N/A
0.00	35000.00	35000.00
4889.74	63836.75	68726.50
0.00	45000.00	45000.00
0.00 N/A		N/A

Summary

Average Education Increase	$433.33
Average Experience Increase	$666.67
Average Effectiveness Increase	$2,233.33
Average Base Salary Increase	$2,233.33
Average Stipend Increase	$2,766.67
Average Total Increase	$5,000.00
Average Total % Increase	9.0%
Average Total Increase (Highly Effective)	$8,726.50
Average Total Increase (Effective)	$6,273.50
Min Salary	$35,000.00
Average Salary (Remaining Teachers)	$56,666.67
Max Salary	$68,726.50

ATTACHMENT III

Indiana Department of Education's Compensation Guidance: Indiana Model Salary Schedule Instructions (Version 2.0)

Indiana Department of Education
SUPPORTING STUDENT SUCCESS

COMPENSATION GUIDANCE:
INDIANA MODEL SALARY SCHEDULE INSTRUCTIONS
(VERSION 2.0)

The Indiana Department of Education (IDOE) Model Salary Schedule Version 2.0 is an example of how a salary program could be structured to satisfy the statutory requirements. It could be implemented in a school corporation without modification, modified to fit a school corporation's needs, or simply used as a starting point in a corporation's process of creating an innovative salary schedule program.

A number of factors must be determined at the local level. This model does not attempt to make all salary increase decisions but rather provides a methodology for determining salary increases based on the statutorily permissible factors.

To operate this model in its simplest form, a school corporation could adhere to the following steps to generate compensation increases and increments. For more information on the rationale and approach of this model, please read the "Model Narrative", located on the IDOE website.

Timing of Use

The model is not built to answer all questions pertaining to when data is to be collected or entered. For clarity, the model includes a "Planning Year" and a "Budget Year." The planning year is the school year in which data is collected. The budget year is the school year for which the model is calculating compensation increases. For example:

	Planning Year	Budget Year
	School Year 2012/2013	**School Year 2013/2014**
Data Involved	• Existing Roster • Roster of teachers who *will not* be teaching in the budget year • Roster of teachers who will teach in the budget year but did not teach in the planning year • Evaluation results for teachers' performance during the planning year • Assign positions in which teachers are serving during the budget year	• Compensation increases to be paid during the budget year are calculated by the model • Positions assigned during the planning year are served during the budget year

STEP ONE: Download the Microsoft Excel Document Containing the State's Model Version 2.0

1. The state model 2.0 is color-coded to guide the process of entering data. For basic usage, cells and columns with green fill are the only cells where input from the school corporation is necessary.

Note:

- *Using this model in a group setting via a projector and screen could necessitate altering color schemes to best fit the display, as black text in green cells can be difficult to read.*

Only green cells require corporation input.

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STEP TWO: Gather Corporation Information

1. The following information is necessary to complete the model:

Note:

- *For examples of other data points that can inform your work, please see the "Starting the Work" guidance on the IDOE website. Reference the same document if you are implementing your new salary schedule for the first year without teacher performance evaluation results from the year before.*

Information	Required for Step #	In Hand?	Notes
State Model 2.0 Instructions	2 *through* 10	✓	
Instructional Leadership Positions	3		Including the teachers filling these positions
Academic Needs Areas	4		Including the teachers filling these areas
Weighting and Award Decisions	5-8		Weight or monetary award given to compensation factors. Also, whether you will allocate these increases into the base salary of teachers or as a stipend.
Teacher Roster	9		Including information on teachers retiring before the budget year, and new teacher hires for the budget year.
Teachers' *Current* Salary	9		Salary of teachers for the Planning Year, excluding supplemental or extra-curricular stipends. Incoming salary info for new teachers.
Teacher Evaluation Results for each Teacher	9		Evaluation results for teachers' performance over the course of the planning year
Educational Attainment for each Teacher	9		Educational attainments earned prior to the budget year
Budget	10		The amount available for teacher salaries for the budget year, including all positions.

STEP THREE: Input Instructional Leadership Positions Descriptions

1. The first sheet available in the Microsoft Excel document is the "Positions and Academic Needs" sheet. Click on the tab for this sheet on the bottom left.
2. Input Instructional Leadership Position descriptions.

Note:

- *Remember – only input data in green cells and green labeled columns.*
- *You cannot add extra rows for either Instructional Leadership, or Academic Needs (Step 4) positions. If you have more Instructional Leadership or Academic Needs positions than you have rows in which to enter them, consider grouping positions that carry the same pay/weighting. Define the groupings of positions in an accompanying document, but let one row on this spreadsheet represent one group of positions, instead of a singular position.*

	A	B	C
1	**USERS POPULATE GREEN CELLS BELOW**		
2			
3		Description	
4	Instructional Leadership Position 1		
5	Instructional Leadership Position 2		
6	Instructional Leadership Position 3		
7	Instructional Leadership Position 4		
8	Instructional Leadership Position 5		
9	Instructional Leadership Position 6		
10	Instructional Leadership Position 7		
11	Instructional Leadership Position 8		
12	Instructional Leadership Position 9		
13	Instructional Leadership Position 10		
14			

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STEP FOUR: Input Academic Needs Descriptions

1. Remain on the "Positions and Academic Needs" sheet.
2. Input Academic Needs descriptions in the green cells.

	A	B	C
1	USERS POPULATE GREEN CELLS BELOW		
2			
3		Description	
4	Instructional Leadership Position 1		
5	Instructional Leadership Position 2		
6	Instructional Leadership Position 3		
7	Instructional Leadership Position 4		
8	Instructional Leadership Position 5		
9	Instructional Leadership Position 6		
10	Instructional Leadership Position 7		
11	Instructional Leadership Position 8		
12	Instructional Leadership Position 9		
13	Instructional Leadership Position 10		
14			
15		Description	
16	Academic Needs Area 1		
17	Academic Needs Area 2		
18	Academic Needs Area 3		
19	Academic Needs Area 4		
20	Academic Needs Area 5		
21	Academic Needs Area 6		
22	Academic Needs Area 7		
23	Academic Needs Area 8		
24	Academic Needs Area 9		
25	Academic Needs Area 10		
26			
27			
28			

STEP FIVE: Input Weighting for Experience and Education

1. Advance to the "Weights" sheet.
2. Input weight value for "Experience Requirement Weight".
3. Input weight values for "Content Area Education Credit Weight" and "Advanced Degree Weight".
   a. If the sum of your "Experience" weight and any of your education weights exceed the statutorily permissible 33%, the boxes at the bottom and top of the sheet will read, "Your weights do not fit state guidelines" and will turn red.

Note:

- *Weightings entered for "Content Area Education Credit Weight" might represent, for example, additional compensation for teachers completing coursework or professional development in their content area. The "Advanced Degrees Weight" would represent additional compensation allocated to teachers who have finished an advanced degree.*

STEP SIX: Input Effectiveness Weights

1. Remain on the "Weights" sheet.
2. Input weights for "Highly Effective" and "Effective".

	A	B
1	Your weights fit state guidelines. Experience and education are not more than 33% of any teacher's salary increase.	
2		
3		
4	USERS POPULATE GREEN FIELDS BELOW	
5		
6		
7	Experience and Education Weights:	
8		
9	Experience Requirement Weight	20.00%
10		
11	Content Area Education Credit Weight	0.00%
12	Advanced Degree Weight	13.00%
13		
14	Effectiveness Weights:	
15		
16	Highly Effective Weight =	67.00%
17	Effective Weight =	50.00%
18		

STEP SEVEN: Input Leadership Positions and Academic Needs Weights

1. Remain on the "Weights" sheet.
2. Choose from the dropdown menu whether Instructional Leadership Positions and Academic Needs will be awarded as a specific dollar amount, or as a weight.
3. Fill in the weight or fixed amount awarded for each Instructional Leadership Position and Academic Need Area. Only fill in the green cells for both categories.

19	Leadership Positions and Academic Needs Weights:	
20		
21	Will leadership positions be weighted components or specific dollar awards?	Specific Dollar Award
22	Will academic needs be a weighted components or specific dollar awards?	Specific Dollar Award
23		
24		Weight Specific Dollar Award
25	Leadership Position 1: Department Chair	
26	Leadership Position 2: Grade Coordinator	
27	Leadership Position 3: n/a	
28	Leadership Position 4: n/a	
29	Leadership Position 5: n/a	
30	Leadership Position 6: n/a	
31	Leadership Position 7: n/a	
32	Leadership Position 8: n/a	
33	Leadership Position 9: n/a	
34	Leadership Position 10: n/a	
35	Academic Needs 1: Hard-to-Staff Teacher	
36	Academic Needs 2: n/a	
37	Academic Needs 3: n/a	
38	Academic Needs 4: n/a	
39	Academic Needs 5: n/a	
40	Academic Needs 5: n/a	
41	Academic Needs 6: n/a	
42	Academic Needs 7: n/a	
43	Academic Needs 8: n/a	
44	Academic Needs 9: n/a	
45	Academic Needs 10: n/a	
46		

STEP EIGHT: Choose Allocation of Increases: Base Pay or Stipend?

1. Remain on the "Weights" sheet.
2. Choose from the green dropdown menu whether the increases given for experience, education, effectiveness, instructional leadership, and academic needs will be allocated towards the base pay of a teacher, or as a stipend.

46	
47	**Allocation of Increases:**
48	
49	Will increases due to experience be allocated to the base pay or as a stipend?	Stipend
50	Will increases due to education be allocated to the base pay or as a stipend?	Stipend
51	Will increases due to effectiveness be allocated to the base pay or as a stipend?	Increase Base Pay
52	Will increases due to instructional leadership positions be allocated to the base pay or as a stipend?	Stipend
53	Will increases due to academic needs areas be allocated to the base pay or as a stipend?	Stipend
54	
55	
56	Your weights fit state guidelines. Experience and education are not more than 33% of any teacher's salary increase.

Positions and Academic Needs | **Weights** / Data / Budget / Calculations / New Pay Roster / Summary

Ready

STEP NINE: Input Teacher Information

1. Move to the "Data" sheet.
2. Input teacher information into the green columns.

Note:

- *Be mindful of where you put the salary information of new, incoming teachers in the budget year.*

STEP TEN: Input Compensation Budget Information

1. Move to the "Budget" sheet.
2. Input your budget available for teacher compensation for the budget year into the green cell.

STEP ELEVEN: Retrieve Salary Information

1. Move to the "New Pay Roster" sheet.
2. Gather necessary information from this sheet. The "New Pay" column will hold the teachers' total pay for the budget year.
3. The "Summary" tab provides descriptive statistics on teacher salaries and the distribution of increase across factors for the budget year.

| | | | Art | | | | | | | Charts | | | | | | | Box | Footer | | Line |

| Tables | | Illustrations | | | | Charts | | | think-cell | | Sparklines | | Filter | Links | | | Text |

F2 f_x

	A	B	C	D	E	F	G	H
1	Model Correct. Sum of New Pay = Budget Allotted to Teacher Pay							
2								
3	Teacher ID	Teacher Name	Planning Year Pay	Budget Year Salary (New Teachers)	Base Salary Increase	Stipend Increase	New Base Salary	New Pay
4	0	0	0.00	0.00	0.00	0.00	N/A	N/A
5	1	0	0.00	0.00	0.00	0.00	N/A	N/A
6	2	0	0.00	0.00	0.00	0.00	N/A	N/A
7	3	0	0.00	0.00	0.00	0.00	N/A	N/A
8	4	0	0.00	0.00	0.00	0.00	N/A	N/A
9	5	0	0.00	0.00	0.00	0.00	N/A	N/A
10	6	0	0.00	0.00	0.00	0.00	N/A	N/A
11	7	0	0.00	0.00	0.00	0.00	N/A	N/A
12	8	0	0.00	0.00	0.00	0.00	N/A	N/A
13	9	0	0.00	0.00	0.00	0.00	N/A	N/A
14	10	0	0.00	0.00	0.00	0.00	N/A	N/A
15	11	0	0.00	0.00	0.00	0.00	N/A	N/A
16	12	0	0.00	0.00	0.00	0.00	N/A	N/A
17	13	0	0.00	0.00	0.00	0.00	N/A	N/A
18	14	0	0.00	0.00	0.00	0.00	N/A	N/A
19	15	0	0.00	0.00	0.00	0.00	N/A	N/A
20	16	0	0.00	0.00	0.00	0.00	N/A	N/A

ATTACHMENT IV

Indiana Department of Education's Compensation Guidance: Salary Scale Compliance Checklist

Indiana Department of Education
SUPPORTING STUDENT SUCCESS

COMPENSATION GUIDANCE:
SALARY SCALE COMPLIANCE CHECKLIST

This checklist was designed as a way for schools to better understand the law with respect to teacher compensation and to serve as a mechanism by which parties can self-monitor the compliance of their local salary scale. This document summarizes Indiana Code 20-28-9, which is the law that establishes compensation requirements, and it may be used as a check for statutory compliance for any local compensation model. To find additional resources and information for each legal requirement, please see Compensation Guidance: Resource Map on the Indiana Department of Education's Compensation Systems web page: http://www.doe.in.gov/improvement/educator-effectiveness/compensation.

BASE OR STIPEND PAY INCREASES

Local school corporations have the flexibility to include increases in a base salary, in a stipend, or as a combination of the two. Please select the compensation approach your school corporation elected to use.

☐ Complete base salary increase	☐ Partial base salary increase	☐ Complete annual stipend increase

LOCAL SALARY SCALE FACTORS

Check "Yes" if your system is in compliance.
Check "No" if your system is not in compliance.
Please see Compensation Guidance: Resource Map for additional guidance.

Revised 7.3.13

Factors			
	Yes?	No?	Comments
1. A local salary scale must include <u>a combination of two or more</u> factors to determine salary increments, increases, or raises. Select which of the following four factors your corporation selected to include in your salary schedule: a. Experience and/or education	☐	☐	
b. Performance evaluation results	☐	☐	
c. Assignment of instructional leadership roles	☐	☐	
d. The academic needs of students in the school corporation	☐	☐	
2. A teacher must qualify in at least two factors in order to receive an increase in salary.	☐	☐	
3. A local salary plan must address how new and newly hired teachers are treated on the salary schedule.	☐	☐	

The following requirements must be met for each factor included in the local salary scale:

Check "Yes" if the factor is included in your system AND is in <u>compliance</u>.

Check "No" if the factor is included in your system AND is <u>not in compliance.</u>

Check "N/A" if the factor is NOT included in your system.

Please see <u>Compensation Guidance: Resource Map</u> for additional guidance.

Experience and/or Education				
	Yes?	No?	N/A	Comments
1. A teacher's experience, education, or combination of the two may account for <u>no more than 33%</u> of the <u>calculation used to determine</u> a salary increase or increment.	☐	☐	☐	

Revised 7.3.13

	Yes?	No?	N/A	Comments
2. If education is included, only degrees and/or credit hours attained beyond the requirements for employment <u>in the teacher's content area</u> may be recognized.	☐	☐	☐	
3. Local salary scale must include a definition for "content area."	☐	☐	☐	

Assignment of instructional leadership roles				
	Yes?	No?	N/A	Comments
1. Local salary scales must <u>include a definition</u> for "assignment of instructional leadership roles."	☐	☐	☐	

The academic needs of students in the school corporation				
	Yes?	No?	N/A	Comments
1. Local salary scales must <u>include a definition</u> for "the academic needs of students in the school corporation."	☐	☐	☐	

Performance evaluation results				
	Yes?	No?	N/A	Comments
1. Teacher performance evaluation results used to inform local salary scales must be conducted under IC 20-28-11.5.	☐	☐	☐	

All salary scales, regardless of the factors they use to determine salary increments, increases, or raises, must meet the following requirements:

Check "Yes" if your system is in <u>compliance</u>.

Check "No" if your system is <u>not in compliance.</u>

Please see <u>Compensation Guidance: Resource Map</u> for additional guidance.

Performance Evaluation Results			
	Yes?	No?	Comments
1. <u>Cannot allocate any salary raise</u>, or increment in the following year to teachers rated <u>ineffective or improvement necessary</u> by an evaluation conducted under IC 20-28-11.5.	☐	☐	

Revised 7.3.13

		Yes?	No?	Comments
2.	Must allocate dollar amounts otherwise allocated to salary increases of teachers rated as ineffective or improvement necessary to the compensation of all teachers rated effective and highly effective under IC 20-28-11.5.	☐	☐	
3.	Must incorporate a process allowing for a teacher who did not receive a raise or increment due to performance evaluation results to request for (and subsequently attend) a private conference with his or her superintendent or designee.	☐	☐	

Pay				
		Yes?	No?	Comments
1.	Cannot decrease a salary of any teacher below the salary the teacher was earning on or before July 1, 2012, if that decrease would be made solely to conform to the new salary scale	☐	☐	
2.	Must continue compensation attributable to additional degrees or graduate credits earned before July 1, 2011.	☐	☐	
3.	Must allow compensation attributable to additional degrees for which a teacher has started course work prior to July 1, 2011 and completed before September 2, 2014 to be allocated per the local salary scale in place on June 30, 2011.	☐	☐	

Revised 7.3.13

ATTACHMENT V

List of Collected Salary Schedules
for the 2012-2013 School Year

MSD Wayne Twp	South Bend
Mt Vernon CSC	South Central Area Sp Ed
New Albany Floyd Co	South Dearborn MOU
Noblesville	South Newton Master Contract
North Harrison	South Putnam Master Contract
North Knox	South Vermillion
North Miami	Southeastern Career Center Teacher Agreement
North Montgomery	Southern Hancock
North Newton CBA	Southern Wells
North White	Southwest Allen MSD
Northern Wells	Southwestern Shelby Contract
Orleans	Special Services Johnson Co
Paoli	Springs Valley
Perry Twp MSD	Sunman Dearborn
Peru Master Contract	Tri-County
Pike Co SC Contract	Tri-Township
Plymouth	Triton Ratified CBA
Porter Co Ed Services	Union SC
Randolph Central	Union-North United
Randolph Southern	Vincennes
Ripley-Ohio-Dearborn Contract	Wabash City
Rochester CBA	Washington Twp MSD
Rossville	Wes-Del
Salem	West Washington agreement
Shenandoah	Whiting Ratified Contract
Shoals Teachers' Contract	

ATTACHMENT VI

The Indiana Education Employment Relations Board's 2013 Bargaining/Impasse Timeline

2013 BARGAINING/IMPASSE TIMELINE

These dates will not be altered for individual school calendars.

Date	Event
Pre 8/1	Informal negotiations may be held
8/1	DOE Estimate of General Fund
8/1	**FORMAL COLLECTIVE BARGAINING PERIOD BEGINS**
~9/14	Fall ADM count
10/1	**IMPASSE PERIOD BEGINS**
10/5	Bargaining Status Forms Due to impasse@ieerb.in.gov – bargaining parties who have not settled will be sent to impasse
10/10	Settled CBAs must be ratified, signed and sent to ratifiedcontract@ieerb.in.gov to avoid declaration of impasse
~10/14	DOE Certification of Bargaining Revenue
12/31	**IMPASSE PERIOD ENDS**

For more information, visit www.in.gov/ieerb