

Updated for 2008-2009 School Year

Alternative
Teacher
Professional
Pay
System
(ATPPS)
Guidelines



Alternative Teacher Professional Pay System (ATPPS)

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For ATPPS Information

<http://atpps.mpls.k12.mn.us/index.html>

To view the ATPPS website, go to the district website and click “Departments”, then click ATPPS.

What is the Alternative Teacher Professional Pay System? (ATPPS)

Our First Steps into Alternative Compensation Pay...

The Minneapolis Public Schools (MPS) and the Minneapolis Federation of Teachers (MFT) have been working to improve teacher quality and professional pay for many years. The first concrete step into the world of alternative compensation (meaning doing something different than the traditional method of pay) took place in 2002 when the MFT and MPS applied for and received a grant from the State of Minnesota for the purpose of creating an alternative compensation program. This grant allowed Professional Pay (ProPay) to be born in Minneapolis Public Schools.

Since 2002, ProPay has grown continuously and over 2400 teachers have voluntarily participated. With additional money granted from the state in 2003, ProPay was refined and expanded. During this time, many teachers have reaped the professional and financial benefits of ProPay. The most popular component of ProPay has been the 1-2-3 courses. Teachers take courses they find useful and then, using the course strategies, implement an action research project in their classrooms/jobs based on the needs of their students. Throughout the implementation of the action research project, teachers participate in reflective video and peer coaching. At the end of the project, participants write an action research paper that is peer reviewed and scored against a standardized rubric. There have been over 75 different ProPay courses offered with over 2400 action research projects successfully completed by Minneapolis teachers as a result. Most importantly, these research projects show evidence of strong impact on the improvement of student learning and engagement.

Expanding Our Options...

In 2003, the Teacher Advancement Program (TAP) was introduced to MPS so teachers would have additional opportunities to earn alternative compensation through job-embedded professional development such as mentoring, coaching, study groups, individual growth plans and classroom observations. Teachers earn salary enhancements based on their average SKR scores (Skills, Responsibilities, and Knowledge) accumulated over the school year. Three schools initially voted to pilot TAP with five more schools voting TAP in the following year. Currently, there are 14 schools and approximately 650 staff participating in TAP. Money for TAP implementation comes from federal grants, state funds, and private foundations. In the Spring of 2006, TAP was refined to better meet the needs of Minneapolis teachers and is now referred to as MnTAP. MnTAP is proving to have a positive impact on teaching and learning.

Taking the Next Steps Forward...

In June of 2005, Minnesota legislators passed the Alternative Teacher Professional Pay System (ATPPS) bill based on alternative compensation efforts being piloted by school districts/unions around Minnesota, including Minneapolis. The bill provides money and basic expectations for implementing an alternative compensation plan and salary schedule. Districts are allowed some flexibility in how they meet the state's outlined expectations so that alternative compensation plans may be tailored according to each district's needs. In Minneapolis, much of the alternative compensation work already meets the state's legislation. To better align the two existing MPS programs and meet the ATPPS legislation, the District Alternative Compensation Labor Management Committee, worked to place ProPay and MnTAP under one main umbrella program called "MPS Alternative Teacher Professional Pay System" or "ATPPS". This program has been expanded beyond ProPay and MnTAP so that teachers have additional opportunities for professional growth and compensation besides just ProPay, MnTAP, or the traditional salary schedule. There are many ways to earn compensation in four categories: Education, Professional Development, Professional Leadership, and Professional Responsibilities.

In June of 2006, teachers voted to accept ATPPS for a period of one year. Each individual teacher had the choice to participate in ATPPS and move to a new salary schedule or stay on the traditional salary schedule. In June of 2007, teachers voted once again to continue ATPPS for the 2007-2008 school year.

Eligibility for Earning Professional Growth Credits (PGCs) and One-Time Payments for ATPPS Participants

To earn PGCs and One-Time Payments, the following are required:

1. You need to be licensed staff working under the Teachers' Contract.

Definition of teacher:

The term "teacher" shall mean all professional employees of Special School District #1 who are required to be and are licensed by the Board of Teaching, or other licensing authorities as defined by Minnesota statute who are employed more than fourteen (14) hours per week and more than 68 work days per year; including nurses, physical therapists or occupational therapists, all teachers on leave of absence and all other employees as defined by MS 179A.03, Subd. 19

2. You must sign up as an ATPPS participant through the ATPPS office during open enrollment.

Eligibility for earning PGCs:

1. Eligible categories and items for earning PGCs or One-Time Payments are listed in the ATPPS Guidelines. These Guidelines can be found online at:
<http://atpps.mpls.k12.mn.us/index.html>.
2. Eligibility of paid versus non paid work for ATPPS:
The basic formula is – if an ATPPS participant is paid extra beyond their contractual pay, the work that you were paid for may **not** be used toward PGCs or One-Time Payments.

Explanation/Scenarios:

- A. If an ATPPS participant is paid extra (e.g. staff development rate or stipend) for such things as staff development, meetings, extended time, or site responsibilities, they may not use those paid hours towards PGCs or One-Time Payments.
Example: If you attend staff development training and are paid to attend, then opt to receive college credit for the same course, you cannot receive the PGCs associated with that college credit. In order to receive the college credit – you would need to pay back the dollar amount of extended time you received for attending the course.
- B. If a person is paid as a part of their position to do any of the things on the PGC /One-Time Payment list, they may not claim any of this work towards PGCs or One-Time Payments. Examples: Test Coordinator, Staff Development Coordinator, PDP Coordinator, etc.
- C. Examples of Activities not eligible for PGCs/One-Time Payments:
TAP Leadership Team meetings for TAP mentor/coaches
Team meetings
CTARS for Social Workers & Psychologists
Department meetings
Staff business meetings

Staff Development
Site Committees

Professional Growth Credits (PGCs) and One-Time Payment List 2008-2009

Category I	Education, Degrees, and Certificates-Earned after 7-1-2008	PGCs to base	One-time Payments	Page#
	I.1 College Credits (1 per quarter credit, 1.5 per semester credit)	1/1.5		14
	I.2 Masters Degree	15*		16
	I.3 Ed Specialist Degree	15*		16
	I.4 Doctorate Degree	15*		16
	I.5 National Certifications	15*		16
	I.6 Autism Certificate	15*		17
	I.7 Montessori Certificate	15*		18
	* In addition to coursework credits earned			
Category II	Professional Development– Earned after 7-1-2008	PGCs to base	One-Time payment	
	II.1 MN TAP-(based on SKR score)	3-15		18
	II.2 ProPay 1-2-3 Course	15		19
	II.3 Achievement of Tenure (successful completion of 3 year process)	15		10
	II.4 ProPay Professional Skill Set	1 PGC/10 hours		20
	II.5 PDP/IGP – Fall, Winter, Spring Progress Reports /Surveys	5		21
	II.6 Guided PDP Team Participants		\$200	22
	II.7 PSP or A of T Action Plan Team Participant		\$300	22
	II.8 National Board Certification		\$1,500 \$500 for re-certification	16
	II.9 QPA	N/A	Under re-development by District	22
	II.10 Staff Development Relicensure Only	0	0	
Category III	Professional Leadership		One-Time payment	
	III.1 Site Leadership Team		\$200	23
	III.2 Site Leadership Team Chair (receives III.2 plus III.3)		\$100	24
	III.3 Instructional Leadership Team		\$200	24
	III.4 Instructional Leadership Team Chair (receives III.4 plus III.5)		\$100	25
	III.5 District Level Committee		\$200	25
	III.6 Site Steward		\$200	25
	III.7 Team Leader and/or Department Chair		\$300	26
	III.8 Curriculum Coordinator/Liaisons		\$300	26
	III.9 eCompass Site Coordinator		\$200	27
	III.10 Site Staff Development Chair		\$200	27
Category IV	Responsibility Credits		One-Time payment	
	IV.1 PDP Coordinator (based on # of teachers at site)		\$500-\$2000	28
	IV.2 Test Coordination Teams (based on number of students tested)		\$500-\$2000	28

Additional Alternative Compensation Pay

Career Commitment	One Time Payment
Determined by your MPS steps and lanes placement and paid at the beginning of your commitment year:	
Thirty year commitment	\$1,500
Twenty five year commitment	\$1,250
Twenty year commitment	\$1,000
Fifteen year commitment	\$750
Ten year commitment	\$500

Leadership	
Approved by the ATPPS District Committee:	
Mentors	While in position
Site TAP Mentor	\$5,000 each year
Instructional Coaches	
MN TAP Site Coach	\$3,000 each year
ProPay 1-2-3 Course Coach	\$30 per hour

Miscellaneous Changes/Additions to Guidelines:

Teachers who sign up for ATPPS while on leave may earn PGCs as per guidelines (revised to include PGC deletions) will have PGCs applied upon their return in keeping with the terms of agreement at the time of their return.

ProPay PGCs (Skill Sets and 1-2-3 Action Research) will be earned upon completion of expectations. Action research must be completed within one year of the last class date.

PGCs: maximum of 30 applied per year; additional earned may be banked for future application.

One-time payments: \$2,000 maximum per year; no carry forward.

How the ATPPS Salary Schedule Works for ATPPS Participants

While the ATPPS salary schedule looks similar to the traditional schedule, it varies in the following ways:

1. “Steps” are now called “Career Increments”.
2. “Lanes” are now called “Professional Growth Credits Lanes.”
3. Salary increases for “Career Increments” (formerly steps) will be given for experience and for successfully completing the annual PDP/IGP cycle and surveys.
4. Professional Growth Credit Lanes will be earned through the accumulation of Professional Growth Credits (PGCs) as outlined in this booklet.
5. It takes fifteen (15) PGCs to move one Professional Growth Credit Lane. Professionals may move up to two PGC lanes per year or the equivalent of thirty (30) PGCs.
6. All Professional Growth Credits earned but not used for movement on the salary schedule during a school year may be banked and used for future lane changes. Documentation regarding PGCs is to be submitted by the end of June of each year for application to base salary in the fall of the upcoming school year.
7. There are twenty-eight (28) Professional Growth Credit/One-Time Payment items under four categories. Each item has been assigned a PGC or One-Time Payment value. Some of the PGC values have a specific amount and some have a range. The range varies according to the amount of education/professional development completed, the amount of time given to an effort, and the level of professional responsibility necessary. These PGC/One –Time Payment items are explained in more detail in another section of this ATPPS Guidelines Booklet (found online at the ATPPS Department at <http://atpps.mpls.k12.mn.us/index.html>).
8. College Credits still apply on the ATPPS salary schedule. Each quarter credit is worth one (1) PGC. Semester credits are worth 1.5 PGCs. In addition, when a degree or designated certificate is earned, an additional 15 PGCs will be awarded.
9. The completion of Achievement of Tenure is worth 15 PGCs in addition to the previously negotiated one-time bonus given out by the Benefits Department.
10. A maximum of \$2,000 in one-time payments may be earned in 2008-09.
11. Approval and dispensing of Responsibility Credit One-Time Payments is facilitated by respective department coordinators at the district or school level as determined by the ATPPS Labor Management Committee. Responsibility payments are only given for work done outside of one’s paid job description.
12. For the school year 2008-2009, Professional Growth Credits accumulated during the school year will be documented on each individual’s eCompass transcript. For items not automatically entered on eCompass, original documentation needs to be turned in by the deadline, July 6, 2009, to the ATPPS Office. Information about this submission process is found in the detailed descriptions of each PGC item in this booklet as well as the documentation summary sheet available online.
13. For participants new to ATPPS during the 2008-2009 school year, retroactive PGCs for PDP for years 2005-2008 will be entered on your eCompass transcript.
14. Tracking of PGCs/One-Time Payments will be a collaborative effort between the ATPPS Office and the professional. Each professional will have an electronic transcript (through eCompass) that will display the number of PGCs/One-Time Payments earned in a year.

eCompass transcripts will be viewable/printable by each professional once programming changes are complete.

ATPPS Participants in Special Circumstances

During the implementation of ATPPS, special situations and circumstances may occur for some participants. To assist with the clarification around these situations and circumstances, the ATPPS Labor-Management Committee has created the following parameters. If further clarification is needed, please contact the ATPPS office.

Leaves of Absence

Professional Growth Credits (PGCs) MAY be earned during the following leaves:

1. Personal Leave Without Pay: PGC Items 1-7 on the Professional Growth Credits List may be earned for up to 3 years while on leave.
2. Study Leave Sabbatical: Items 1-7, and 9 - 12, may be earned during this leave.
3. Parenting Leave: PGC Items 1-7, 9, and 11, may be earned during this leave.
4. Union Business Agent: PGC Items 1-7, 9, 11, and 12, may be earned during this leave.

Professional Growth Credits MAY NOT be earned while on the following leaves:

1. Military Leave
2. Peace Corps Leave
3. Medical Leave

ATPPS Participants Released From District/Return to District

Teachers voluntarily separating or released due to lack of positions with the District may cash out a maximum of 36 PGCs at a rate equivalent to 50% of their value. The value of one PGC is \$70. In addition, teachers separating from a teaching position with the District will receive the one-time payments of up to \$2,000 in the fall of the upcoming school year. Teachers must notify the ATPPS office with their intent of cashing out PGCs immediately after the fall staff adjustment date.

Our Responsibility to You:

The ATPPS office is committed to ensuring that ATPPS is implemented fairly and thoroughly. To do this, we have worked to make sure the system is clear and well organized. We are available to listen and assist you as needed. Our goal is to provide the highest quality of service to you.

The ATPPS office manages the implementation of ATPPS. Included in this work is the continuation of ProPay 1-2-3 and MN Teacher Advancement Program (MnTAP).

We are also responsible for entering the number of Professional Growth Credits (PGCs) and One-Time payments you earn through ATPPS into your personal electronic transcript (eCompass). The processes for earning and submitting documentation to us are outlined in this document.

As we move forward with ATPPS, we will continuously reflect on its implementation and make improvements as needed. We welcome any feedback that will help us do this.

Your Responsibility to Us and to Yourself:

In order to be clear about what the ATPPS expectations are, it is your responsibility to read any information sent out from the ATPPS office. Information will be provided in a variety of formats: emails, handouts, newsletters, and hotline messages. In addition, there is an ATPPS website that will contain everything you need to know about ATPPS.

It is also your responsibility to keep track of your PGCs/One-Time Payments and submit the appropriate documentation during the submission period before the July 6, 2009 deadline. It is expected you will check your eCompass Transcript and verify that the correct number of PGCs/One-Time Payments have been entered into your eCompass transcript. If any discrepancies occur, it is your responsibility to contact us so that we may rectify or clarify the issue.

Finally, it is your responsibility to do what is needed as defined in the guidelines in order to earn PGCs/One-Time Payments. While we are very confident that everyone will use the system appropriately and live up to the ATPPS guidelines as outlined, it is your personal and collective responsibility to do so.

Signing Up for-Participation in ATPPS:

Watch for emails and hotline announcements for specific enrollment dates and procedures.

Submission of documentation for conversion into PGCs/One-Time Payments for ATPPS Participants:

1. While most documents required for verification of PGCs earned will be submitted electronically via the guidelines described below, required hard copy documents should be sent or delivered to:

Alternative Teacher Professional Pay Office (ATPPS)
807 Broadway NE – Room 312
Minneapolis, MN 55413

Note: Please keep a copy of all documents being sent to the ATPPS office. Remember, not all 2008-2009 PGC/One-Time Payment documentation needs to be sent to the ATPPS office

because much of it is entered automatically. Please check your eCompass transcript before sending your documentation. Then, send in only those things that you have not yet been given credit for as per the 2008-2009 revised ATPPS Guidelines.

2. Questions regarding submission of documents should go to:

Linda Andell
ATPPS Office
Linda.andell@mpls.k12.mn.us / 612-668-0537

Muhidin Warfa
ATPPS Office
Muhidin.Warfa@mpls.k12.mn.us / 612-668-5367

Latasha Scott
ATPPS Office
Latasha.Scott@mpls.k12.mn.us / 612-668-5355

3. The ATPPS Office has created an individual electronic transcript (on eCompass) for every ATPPS participant. This transcript, among other functions, provides a running record of PGCs/One-Time Payments earned and applied. Your personal transcript may be found by going to eCompass (click link on staff home page or go to <http://ecompass.truenorthlogic.org>), enter your user name and password already sent to you by the ATPPS office, and then click on the “Transcript” tab at the top of the page. Note: due to the amount of programming changes necessary to meet parameters of 2008-09 MOA – transcripts will not be available until all programming work is completed.

How to Earn PGCs/One-Time Payments for ATPPS Participants:

The following pages correspond to the document entitled “Professional Growth Credits (PGCs) and One-Time Payment List” found at the beginning of this guidelines booklet. The list of PGCs and One-Time Payments has been divided into four main categories that identify specific activities (“items”) and the corresponding number of PGCs/One-Time Payments that may be earned for completing each specific activity. These detailed guidelines will assist you in understanding what the expectation is for each item and the documentation needed to receive the proper credit. It is important for you to adhere to the guidelines to ensure you receive proper credit.

Professional Growth Credits are used to move across the ATPPS salary schedule. On the ATPPS salary schedule, you need to earn 15 PGCs to move one lane. You may move up to 2 lanes per year (30 PGCs). Any PGCs remaining after either 15 or 30 PGCs have been applied to salary may be banked for future use. Professional Growth Credits (PGCs) accumulated during the 2007-2008 school year have been applied to each participant’s 2008-2009 salary. PGCs earned during the 2008-2009 school year will be reflected on the 2009-2010 salary

schedule. PGCs that were earned during a given school year can only be submitted at the end of that school year. Do not hold onto any items that may earn you PGCs. One-Time Payments earned during the 2008-09 school year will be paid out in the Fall of 2009 with a maximum payment of \$2,000.

Questions regarding ATPPS should be directed to the ATPPS office. The names and phone numbers of those working in the ATPPS office are located on the inside cover of this booklet.

Transitioning to the ATPPS Salary Schedule for new participants:

Identify your annualized, full time salary amount based on your current traditional step and lane. Any Pro Pay or MnTAP payments prior to 2006 (for those receiving the 20 pay option) are added in to create a new total annualized salary amount. Using the ATPPS salary schedule (restructured pay system); find your current step (same as on traditional), then move across to the right until you find the salary closest to, but not less than, your new annualized amount. This will be your new lane/salary.

For Current ATPPS Participants:

Career Increment (Step) and Lane Changes for 2008-2009

Reminder: PGC adjustments to your Career Increment and Lane were made on the October 10, 2008 payroll and can be viewed on your eCompass Transcript.

Submitting Documentation for PGCs/One-Time Payments for ATPPS Participants

Professional Growth Credits (PGCs) and One-Time Payments are accrued over the school year and submitted to the ATPPS office by the deadline, July 6, 2009, as outlined in these Guidelines.

Any pay increase earned in 2007-2008 through ATPPS Professional Growth Credits (PGCs) was added to base pay and began in the school year 2008-2009. Any PGC pay increases earned in 2008-2009 will be added to base salary and begin in the 2009-2010 school year. Any One-Time Payments earned in 2008-09 will be paid out in Fall 2009.

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Category I: Education, Degrees, and Certificates for ATPPS Participants:

College credits, degrees and certificates earned are submitted much in the same manner as before ATPPS. There are two new benefits with ATPPS. The first benefit is that you will now get credit on the ATPPS salary schedule for any college credits past MA 60 or PhD/NBPTS earned after July 1, 2008. The second benefit is that you will also get credit for additional degrees/certificates earned (see Guidelines). So, in the past, you only received credit for one Masters Degree. Now you will receive credit if you earn additional Masters Degrees.

Item #1: College Credits for ATPPS Participants

Guidelines:

All college credits must come from accredited institutions recognized by the State of Minnesota and be in education or a related field, needed for one's current position, or for the development of skills in another district position. The completion date of the course is the date used to determine issuance of PGCs.

College credits **earned after July 1, 2008 through June 30, 2009** are eligible for conversion into Professional Growth Credits (PGCs) for the 2009-10 salary using the following formula:

- A. Quarter Credits: 1 quarter credit = 1 PGC
- B. Semester Credits: 1 semester credit = 1.5 PGC

Documentation Needed:

An official transcript that is in a sealed, college or university, unopened envelope should be sent or delivered to the ATPPS office. This document may also be mailed directly from the accrediting institution to the ATPPS office.

Send to:

Latasha Scott

Minneapolis Public Schools

ATPPS Office

807 N.E. Broadway, Room 312

Minneapolis, MN 55413

Latasha.Scott@mpls.k12.mn.us / 612-668-5355

Items # 2, 3, 4 : Masters, Ed Specialist and Doctorate Degrees

Guidelines:

All degrees must come from accredited institutions recognized by the State of Minnesota and must be in education or a related field, needed for one's current position, or for the development of skills in another district position. The date the degree is granted will be the date used to determine issuance of PGCs.

College/university degrees **earned between July 1, 2008 and June 30, 2009** will qualify for 15 PGCs. These PGCs are in addition to the college credits needed to earn the degree. Any college credits needed to earn the degree may be turned in for PGCs if earned after July 1, 2008.

Documentation Needed:

An official transcript that is in a sealed, college or university, unopened envelope should be sent or delivered to the ATPPS office or mailed directly from the accrediting institution to the ATPPS office.

Send to:

Latasha Scott

Minneapolis Public Schools

ATPPS Office

807 N.E. Broadway, Room 312

Minneapolis, MN 55413

Latasha.Scott@mpls.k12.mn.us / 612-668-5355

Item # 5 and #15: National Certification

Guidelines:

National certifications **earned between July 1, 2008 and June 30, 2009** will qualify for 15 PGCs and a one-time payment of \$1,500. Renewal of a National Certificate is not eligible for PGCs but does qualify for a one-time payment of \$500. Renewal certification must be **earned between July 1, 2008 and June 30, 2009**.

Approved National Board Certificates include:

Audiologist – ASHA-CCC-AUD

Nurses – CSN, CPN, CPNP

Occupational Therapists – AOTA-BCP

Psychologists – NCSP

Physical Therapists – ATPA-PSC

Social Workers – LICSW, LISW

Speech Language Pathologists – ASHA-CCC-SLP

Teachers – NBC or other recognized equivalent national certification

Innovative health provider models may be considered on a case-by-case basis upon written request.

Documentation needed:

Official dated documentation issued by granting institution showing successful completion of the certification process should be sent to the ATPPS office or mailed directly from the granting institution to the ATPPS office.

Send to:

Latasha Scott
Minneapolis Public Schools
ATPPS Office
807 N.E. Broadway, Room 312
Minneapolis, MN 55413
Latasha.Scott@mpls.k12.mn.us / 612-668-5355

Item #6: Autism Certificate

Guidelines:

An Autism Certificate **earned between July 1, 2008 and June 30, 2009** from an accredited institution recognized by the State of Minnesota will qualify for 15 PGCs.

Documentation needed:

An official transcript that is in a sealed, college or university, unopened envelope should be sent or delivered to the ATPPS office or emailed directly from the accrediting institution to the ATPPS office.

Send to:

Latasha Scott
Minneapolis Public Schools
ATPPS Office
807 N.E. Broadway, Room 312
Minneapolis, MN 55413
Latasha.Scott@mpls.k12.mn.us / 612-668-5355

Item # 7: Montessori Certificate

Guidelines:

A Montessori Certificate **earned between July 1, 2008 and June 30, 2009** will qualify for 15 PGCs.

Documentation Needed:

Official documentation from American Montessori Society (AMS), American Montessori International (AMI), or Minneapolis Public Schools should be sent to the ATPPS office.

Send to:

Latasha Scott

Minneapolis Public Schools

ATPPS Office

807 N.E. Broadway, Room 312

Minneapolis, MN 55413

Latasha.Scott@mpls.k12.mn.us / 612-668-5355

Category II – Professional Development

Professional Development is crucial to creating and maintaining an excellent school system that is focused on ensuring all students learn. The District's ability to attract, develop, and retain a diverse quality teaching force is improved greatly when a strong professional development foundation exists. The following eight items are intended to provide that foundation and honor teachers for the continuous improvement of their practice.

Item # 8: MN Teacher Advancement Program (TAP)

Guidelines:

PGCs are based on the Skills, Knowledge and Responsibility (SKR) scores. Final SKR scores will be multiplied by 3.

TAP bonus pay earned by **full-time** employees prior to July 2006 is rolled into base salary before transition to the ATPPS salary schedule.

Part-time staff have the choice to either roll the TAP bonus pay increases earned before July of 2006 into their base salary or keep the payment as a separate line item on each check over 20 pay periods to equal the full TAP amount earned.

Anything earned after July 1, 2006, through MnTAP will be included in the salary amount; it will not be listed as a separate line item on paychecks. Pay will be pro rated according to FTE (.1 to 1.0).

Hourly Rate: TAP salary increases are to be figured into hourly rate and Career Transition Trust.

Documentation Needed:

MnTAP mentors will provide a PAMS individual teacher report and the completed responsibility rubric to both the teacher and the ATPPS Office. The PGCs will be then entered into each participant's eCompass transcript.

Item #9. ProPay 1-2-3 Courses

Guidelines:

ProPay 1-2-3 Before ATPPS

ProPay payments (previously \$1000 per year per 1-2-3 course) earned by **full-time** employees during or prior to the 2005-2006 school year and before ATPPS began will be rolled into base salary before the transition to the ATPPS salary schedule.

Part-time staff will have the choice to roll ProPay increases onto the new salary schedule or continue to be paid the ProPay increases (earned prior to ATPPS) on a separate line item prorated over 20 pay periods to equal the full amount due (\$1000 per course per year).

ProPay 1-2-3 and ATPPS – Starting July 1, 2006

During the 2006-2007 and 2007-2008 school years, in order to participate in ProPay 1-2-3 courses and earn PGCs, teachers needed to be a participant in ATPPS. If a teacher is a participant in ATPPS during the 2008-09 school year, ProPay 1-2-3 Courses successfully completed will earn 15 PGCs.

Hourly rate: ProPay increases are to be figured into hourly rate and Career Transition Trust.

Documentation Needed:

No documentation needed - ATPPS office will automatically credit 15 PGCs to the eCompass transcript upon successful completion of the ProPay 1-2-3 requirements.

Please Note: all ProPay course offerings need prior approval from the ATPPS office.

Item# 10: Achievement of Tenure (A of T)

Guidelines:

Successful completion of all A of T requirements as approved by site PDP Coordinator and A of T PDP team will earn the participating member 15 PGCs.

Documentation Needed:

PDP Coordinators will submit the completed A of T Notification form to the District PDP Facilitator who will notify the ATPPS office of all those who qualify for PGCs. The ATPPS office will enter 15 PGCs into the eCompass transcripts.

Item #11: District-Approved Professional Skill Set Classes

Guidelines:

A Professional Skill Set that has been approved by the ATPPS Office is defined as staff development that is focused on a skill needed/required in order to be able to do or to improve the performance in one's position. Professional Skill Set Classes/Activities are different from ProPay 1-2-3 Courses because they do not require a videotape or an action research paper and, thus, participants do not earn as many PGCs. Professional Skill Set requirements include: attendance at classes with follow up activities such as study groups, one form of peer coaching (videotape is an option) or relevant reflective activity, and a short 3-4 page synopsis/reflection paper.

Participants earn 1 PGC for every 10 hours of Professional Pay Skill Set participation and for successful completion of all class requirements. Successful completion of a Professional Skill Set class is determined by the class instructor. Papers, while not scored, are read by the Skill Set Instructor/Coordinator.

Documentation Needed:

Professional Pay Skill Set instructors maintain a roster of course participants on eCompass. When a participant completes the course requirements, the instructor notifies the ATPPS office. The ATPPS office will enter the PGCs into each participant's eCompass Transcript.

Please Note: all ProPay Skill Set offerings need prior approval from the ATPPS office.

Item: # 12: Professional Development Process (PDP) or MnTAP Individual Growth Plan (IGP) and Student, Family, and Staff Feedback Surveys

Guidelines for PDP/IGP and surveys:

All fall, winter and spring PDP/IGP expectations and two surveys (student, family or staff) must be fulfilled as defined in the Teachers Contract in order to receive 5 PGCs.

PDP/IGP goals must align with the School Improvement Plan (SIP) and student outcomes; such alignment will be verified by the teacher's PDP/IGP team including a school administrator.

A review of literacy (reading and writing), math and other relevant student assessment data, and aggregate analysis derived from individual student data, will take place at the Fall PDP/IGP planning meeting by each teacher/team to assist in the development of goals. Additional reviews of appropriate data should be done again at the Winter and Spring Progress Report meetings. The first review is to help in goal setting and strategy development, the second to determine if goal or strategy adjustment is needed and the third to assess overall results of PDP/IGP goal. Signatures from PDP/IGP team members are required for completion.

Student, family and staff surveys will be conducted online by each teacher before the Winter PDP/IGP meeting and reviewed online by PDP/IGP team members at or prior to the meeting. Those without students will conduct staff and/or family surveys as appropriate. While online is preferred, paper copies of the surveys may be used if conducting the online surveys is not feasible. Middle and high school teachers will determine at their Fall PDP/IGP meeting which one class of students will be surveyed. Since the student surveys are conducted during the school day, a return rate of at least 90% is expected. A return rate of at least 30% for the staff or family survey is expected.

Completion of the PDP/IGP cycle is required by state law. Career increment movement (vertical) on the ATPPS salary schedule will be awarded upon completion of PDP/IGP and 2 surveys (student, family or staff).

Documentation Needed:

Each PDP site coordinator will complete their site's eCompass PDP/IGP database in order to give credit to those at the site who completed all of the PDP/IGP/survey expectations by the end of the school year. They will also maintain a file of paper PDP/IGP Plans and Progress Reports for those who did not complete their PDP/IGP electronically. The District PDP Facilitator will verify the work of the PDP Site Coordinator by June 30, 2009 and 5 PGCs will be entered into the eCompass transcript for each ATPPS participant completing all requirements.

Item # 13: Guided PDP Team Participant

Guidelines:

One-time payments for Guided PDP participation will be determined by the District PAR Mentor or PDP District Facilitator, as appropriate. Team members will receive a one-time payment of \$200. Each team member should keep a simple record of participation that will be verified by the District Mentor or PDP District Facilitator at the completion of the process.

Documentation Needed:

The District PAR mentor and/or the PDP District Facilitator will submit an alphabetized Excel spreadsheet of the list of names of team members who earned a one-time payment to the ATPPS office at the completion of the process. One-time payment will be made Fall 2009.

Item # 14: Professional Support Process (PSP) or Achievement of Tenure Action Plan Teams

Guidelines:

One-time payments for PSP or A of T Action Plan Team participation will be determined by the District PAR mentor or site PDP coordinator, as appropriate. Team members will receive a one-time payment of \$300 for active participation in the process. Each team member should keep a simple record of her/his participation that will be verified by the District PAR Mentor or site PDP coordinator at the completion of the process.

Documentation Needed:

The District PAR mentor or site PDP coordinator will submit an alphabetized Excel spreadsheet of the list of names of PSP or A of T Action Plan team members to the ATPPS office at the completion of the PSP/A of T Action Plan process. One-time payment will be made Fall 2009.

Item #15: National Board Certification – see item #5 – page???

Item #16: Quality Performance Awards (QPA) One-Time Payment

Under re-development by the District. Participants will be notified when re-development is completed.

Category III: Leadership

Introduction

Teacher leadership is an essential part of helping make the schools and district function well. This leadership is greatly appreciated and being acknowledged in ATPPS.

Leadership in this category applies to roles taken on outside of the defined paid position one may hold. If the specific leadership role is an expectation of the paid position, additional one-time payments may not be earned. If clarification is needed, contact the ATPPS office.

To ensure all staff has the opportunity to take on leadership roles, it is suggested that a fair and equitable rotation of the positions and responsibilities be created. If the staff or team/department prefer to have the same person continue in the leadership role, that is their decision.

For the selection of some of the following positions, there may be existing contract language. If no language exists, sites may use a variety of selection methods such as:

- a. a vote by staff for volunteer candidates who wish to take on the leadership role.
- b. if only one staff volunteers, granting her/him the role.
- c. a site interview and select process led by a team of teachers and other staff as appropriate.
- d. or, any other inclusive teacher-led process.

Item # 17: Site Leadership Team (sometimes called Site Council, Faculty Council)

Guidelines:

Site Leadership Team members will earn a one-time payment of \$200 for active service.

Service includes regular attendance at meetings, active contribution to the work of the team, completion of assigned tasks, and communication with staff about the work of the Site Leadership Team through the sharing of minutes and discussion at site staff meetings. Service and participation will be verified through the Site Leadership Team Chair, committee members and/or the principal.

Documentation Needed:

The form for recording hours and activities of each participant is available from your eCompass Site Coordinator. The Site Leadership Team Chair should complete the form, get the appropriate signatures, and deliver the form to the eCompass Site Coordinator. The eCompass Site Coordinator will submit all documentation to the ATPPS office by July 6, 2009. One-time payment will be made Fall 2009.

Item #18: Site Leadership Team Chair (receives 17 plus 18)

The Site Leadership Team Chair will receive a one-time payment of \$100 for performing the duties of team chair (in addition to the one-time participation payment for item #17).

Documentation Needed:

The form for recording hours and activities of each participant is available from your eCompass Site Coordinator. The Site Leadership Team Chair should complete the form, get the Principals signature, and deliver the form to the eCompass Site Coordinator. The eCompass Site Coordinator will submit all documentation to the ATPPS office by July 6, 2009. One-time payment will be made Fall 2009.

Item #19: Site Instructional Leadership Team (ILT)

Guidelines:

The Site Instructional Leadership Team includes instructional teacher leaders and administrators who meet regularly to create, implement, and monitor the strategies in the SIP plan that focus on curriculum, instruction and assessment. The Instructional Leadership Team may include Faculty Council members, Staff Development Committee members, the PDP Coordinator, department chairs, union steward, TLPs, and AYP Site Team members. Team members receive a one-time payment of \$200 for service and participation. Service and participation includes regular attendance at meetings, active participation in the work of the team, completion of assigned tasks, communication with staff on the work of the Instructional Leadership Team through the sharing of minutes and discussion at site staff meetings. Service and participation will be verified through the Instructional Leadership Team Chair, committee members and/or the principal.

Documentation Needed:

The form for recording hours and activities of each participant is available from your eCompass Site Coordinator. The Instructional Leadership Team Chair should complete the form, get the appropriate signatures, and deliver the form to the eCompass Site Coordinator. The eCompass Site Coordinator will submit all documentation to the ATPPS office by July 6, 2009. One-time payment will be made Fall 2009.

Item 20: Site Instructional Leadership Team Chair (receives both 19 plus 20)

The Site Instructional Leadership Team Chair will receive a one-time payment of \$100 for performing the duties of team chair (in addition to the one-time participation payment for item #19).

Documentation Needed:

The form for recording hours and activities of each participant is available from your eCompass Site Coordinator. The Site Instructional Leadership Team Chair should complete the form, get the Principal's signature, and deliver the form to the eCompass Site Coordinator. The eCompass Site Coordinator will submit documentation to the ATPPS office by July 6, 2009. One-time payment will be made Fall 2009.

Item # 21: District-Level Committee

Guidelines:

District-Level Committee members will be able to earn a one-time payment of \$200 for participation in a District Level Committee. It is possible to participate in more than one District Level Committee to accumulate one-time payments. Participation includes: regular attendance at meetings, active contribution to the work of the committee, completion of assigned tasks, communication with appropriate parties through minutes or meetings and working in collaboration with others as deemed needed by the committee.

Documentation Needed:

A form for recording activities and hours will be provided to the committee. Service and participation will be verified through the District-Level Committee Chair and departmental leadership. The Committee Chair should complete the form, get the appropriate signatures, and deliver the form to the ATPPS department by the July 6, 2009 deadline. One-time payment will be made Fall 2009.

Item # 22: Site Steward

Guidelines:

A Minneapolis Federation of Teachers (MFT) Building Steward Job Description will be provided to each Steward by the MFT. The expectation will be that the Steward work to fulfill the responsibilities as outlined in the job description. The Building Steward for each site may earn a one-time payment of \$200. Building Stewards are expected to:

1. Attend MFT monthly union Steward meetings.

2. Perform Union work at respective site.
3. Facilitate the completion of the site Staff Steward Survey.

Documentation Needed:

A Documentation of Hours form is available online at the ATPPS website. Attendance and the fulfillment of the Steward job description will be verified by the MFT Steward Steering Committee and MFT Site Surveys. A list of Stewards who qualify for the one-time payment will be sent to the ATPPS office electronically in the form of a spreadsheet at the end of the school year by the MFT Steward Steering Committee. One-time payment will be made Fall 2009.

Item # 23: Site Team Leaders and/or Department Chairs

Guidelines:

Site Team Leaders and/or Department Chairs who are not paid for the position and for which no other remuneration is received, may earn a one-time payment of \$300 for this leadership role. Leadership responsibilities include a minimum of chairing the meetings, following up on team decisions as appropriate, working collaboratively with the team, taking notes at the meetings and keeping them on file, and any other basic tasks deemed necessary by the team.

Documentation Needed:

The Team Leader and/or Department Chair should keep track of their hours on the record form available from your eCompass Site Coordinator. Team and/or Department members will be asked to verify the documentation and sign the form. Once verified, the completed form should be delivered to the eCompass Site Coordinator. eCompass Site Coordinators will send documentation to the ATPPS office by July 6, 2009. One-time payment will be made Fall 2009.

Item # 24. Curriculum Coordinator/Liaison

Guidelines:

Eligibility determined by Curriculum and Instruction. Curriculum Coordinator/Liaison is eligible for a one-time payment of \$300.

Documentation Needed:

Curriculum and Instruction TOSA's will keep track of hours on the Documentation of Hours form found online at the ATPPS website. This form should be signed by the C & I TOSA and turned into the ATPPS Office via an electronic spreadsheet listing Curriculum Coordinators/Liaison by the deadline, July 6, 2009. One-time payment will be made Fall 2009.

Item #25: eCompass Site Coordinator

Guidelines:

The purpose of the eCompass Site Coordinator is to assist site staff with eCompass passwords, registration for MPS courses and enter one-time payment information for items #17-20 and 23 onto staff transcripts. eCompass site coordinators will receive a one-time payment of \$200 for this responsibility.

Documentation Needed:

Documentation of hours should be kept on the form provided by the ATPPS office. eCompass Site Coordinators should complete the form, obtain Principal's signature, and send form to the ATPPS office by July 6, 2009. One-time payment will be made Fall 2009.

Item # 26: Site Staff Development Chairs

Guidelines:

Staff Development Chairs will earn a one-time payment of \$200 for leadership. It is expected the SD Chairs will fulfill the list of responsibilities identified by the District Staff Development Department. Further information on this will be given out at a Staff Development Chairs meeting. For questions or information, please contact Char Myers in Curriculum and Instruction at 668-5359.

Documentation Needed:

Site Staff Development Chairs should keep track of hours on the Documentation of Hours form found online at the ATPPS website. This form should be signed by the Site Staff Development Committee and turned into Char Myers at Curriculum and Instruction, 807 Broadway NE who will submit an electronic spreadsheet listing Site SD Chairs to the ATPPS office by the deadline, July 6, 2009. One-time payment will be made Fall 2009.

Category IV – Responsibility Credits

Responsibility Credit recognizes the efforts of teachers at the site to take on leadership roles in creating and coordinating professional development, standards implementation, assessments administration, and school improvement planning. Through ATPPS Responsibility Credit, the often unrecognized efforts of teachers are legitimized and valued. Clear expectations of the Responsibility roles are developed with teachers to establish the responsibilities, qualifications, assessment process and incentive awards for successful fulfillment of these roles. Teacher leaders in these Responsibility roles are assessed by their peers at the end of the school year through the use of a standardized survey.

Item #27: Professional Development Process Coordinators (PDP) (if not otherwise compensated for this role)

Guidelines:

PDP Coordinators are required to successfully fulfill the responsibilities of the PDP Coordinator job description and earn an average score of 2 or above on the site staff survey. For this position, there is a one-time payment that is figured on the number of staff per site (\$500-\$2000).

Documentation Needed:

The District PDP Facilitator will be responsible for awarding one-time payments to Site PDP Coordinators after the processing of each site's feedback surveys. The District Facilitator will submit an excel spreadsheet to the ATPPS office electronically regarding the dollar amount of the one-time payment (range of \$500-\$2000). One-time payment will be made Fall 2009.

Item # 28: Test Coordinators/Test Coordination Team (if not otherwise compensated for this role)

Guidelines:

Test Coordinators/Test Coordination Teams are required to successfully fulfill the responsibilities of the role as defined by the Research, Evaluation and Assessment (REA) Department. This information will be given out by REA.

Documentation Needed:

Specific details of expectations needed to be fulfilled in order to qualify for one-time payment is available through the REA Department and the ATPPS Office. Those who are fulfilling the duties of test coordination should keep track of activities on the Documentation of Hours form found online at the ATPPS website. This documentation should be sent to the ATPPS Office by July 6, 2009. One-time payment will be made Fall 2009.