

**GUIDELINES FOR COMPENSATING CERTIFIED STAFF - OPENING NEW SCHOOLS /
RENOVATING OF EXISTING SCHOOLS**

1.0 The District recognizes the importance of consistent compensation practices for certified staff who open new schools or who are actively employed during the renovation of an existing school. In addition, vendor items, safety issues, storage, and various responsibilities have been identified to ensure proper and timely completion of tasks necessary to facilitate a smooth and successful opening of new or renovated schools.

2.0 Core Teams – Opening New Schools

Core Team identification is dependent on the hiring of the administrator. When possible, the Core Team shall be identified at least one semester prior to the opening of a new elementary or middle school and one year prior to the opening of a new high school. The size of a Core Team shall be based on the student population predicted for the school's first year. Core Team teachers will be paid a stipend. When there is mutual agreement with administrators and identified staff, Core Team members will be released during their current school's released time to work on new school responsibilities.

3.0 Other Support – Opening New Schools

An additional .5 FTE shall be funded to work schedules, various documents, and other curriculum and instruction tasks. An established amount is set aside to purchase needed services and assistance from the District Media Center. Temporary help on an hourly basis provides other support. Shelving and furniture will be ordered from the construction budget and should include delivery and set-up. A delayed start for new elementary and middle schools may be established as necessary to provide staff reasonable time to prepare classrooms for the opening of school.

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4.0 Per Diem rate - Per diem rate shall be paid for work that:

4.1 Is required, and

4.2 Is approved by the administrator, and

4.3 Is considered part of the person's regular responsibilities (i.e. department/grade level planning, curriculum planning, core team planning, curriculum evaluation/selection/design), or

4.4 Involves extensive classroom or equipment breakdown and/or setup (i.e. science lab, media center, technology lab, art room, physical education facility, kindergarten room, special education center room).

5.0 *Contractual Hourly Rate - The contractual hourly rate shall be paid for work that:

5.1 Is voluntary, and

5.2 Is approved by the administrator, and

5.3 Is curriculum related (i.e. writing, clerical, training, in-services, parent meetings).

*as per Certified Master Agreement

6.0 Vendor Items

Set-up and delivery of furniture, equipment and materials shall be included in each vendor's contract. The District is responsible for ensuring that vendor obligations are completed as required. Certified staff should not be involved in these responsibilities due to liability concerns.

7.0 Safety Issues

No one shall be allowed in the buildings without authorization until the Certificate of Occupancy has been issued and approvals have been completed. Certified employees will be responsible for packing and unpacking their personal belongings and

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should coordinate with school staff for assistance when needed. Cautious judgment should be exercised when dealing with heavy and/or expensive personal items.

8.0 Storage

Storage of District purchased materials shall be the responsibility of the District. Storage of personal items will be the responsibility of the individual. Personal valuables/items should not be stored with school materials due to insurance limits.

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Additional Responsibilities	Level			Participants	Compensation/Time	
	E	M	H			
Community/Student/Staff Activities <ul style="list-style-type: none"> Meet with feeder schools (review curriculum, programs) Parent survey Visit with students Facilitate parent meetings Social activities with parents, students, community Tours of building Coordinate school/community input Develop school policies, procedures 	*	*	*	<ul style="list-style-type: none"> Core Team and other staff as selected 	<ul style="list-style-type: none"> \$1,000 stipend Delay school opening one week Compensatory time Flexible hours Contractual hourly rate High school core team released equivalent of one full semester 	<ul style="list-style-type: none"> Additional five days per diem as required or compensate one week per diem for staff
Student Registration <ul style="list-style-type: none"> Grade level registration Core Class and elective registration Athletic registration 	*			<ul style="list-style-type: none"> Core Team and other staff as selected 	See above	See above
Hiring Process <ul style="list-style-type: none"> Evaluate files/portfolios Interview applicants Recommend staffing decisions Team building activities 	*	*	*	<ul style="list-style-type: none"> Core Team and other staff as selected 	See above	See above
Department/Grade Level <ul style="list-style-type: none"> Content Area General Supplies General Equipment Furniture (Content Specific) Technology Equipment 	*	*	*	<ul style="list-style-type: none"> District Core Team and other staff as selected 	See above	<ul style="list-style-type: none"> Per diem for approved work
Media Center Responsibilities <ul style="list-style-type: none"> Finalize order Categorize titles Prioritize titles Enter information in data base INLEX tracking system Security System 	*	*	*	<ul style="list-style-type: none"> District Media Specialist Core Team and other staff as selected 	<ul style="list-style-type: none"> \$1000 stipend Per diem compensation Ten (10) days released time 	<ul style="list-style-type: none"> Twenty (20) days released time and/or per diem compensation (unless part of high school core team semester release)
Technology Responsibilities <ul style="list-style-type: none"> Connect and test hardware Connect/install software 	*	*	*	<ul style="list-style-type: none"> Building and/or District technology person 	<ul style="list-style-type: none"> Per diem Contract basis Stipend 	<ul style="list-style-type: none"> Per diem for additional required work
Moving responsibilities <ul style="list-style-type: none"> Pack and unpack personal items (coordinate assistance as needed) Storage of personal items Storage of District items 	*	*	*	<ul style="list-style-type: none"> All impacted staff District 	<ul style="list-style-type: none"> Per diem for approved work 	<ul style="list-style-type: none"> Release Time