



# Forest Ranch Charter School

~ elevate your education

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## Board Policy – Compensation Plan and Review

### 1. Purpose

- a. The Forest Ranch Charter School (FRCS) Governing Board recognizes that an attractive compensation package is necessary to attract and retain valuable employees to the Charter School. The purpose of this policy is to ensure that compensation for FRCS employees is transparent, equitable and fiscally responsible.
- b. The FRCS Governing Board further recognizes that an annual review of the compensation structure of all top level persons employed by the Charter School is necessary to ensure that the Charter School's compensation plan is aligned with that of similar schools in the area.

### 2. Teacher Compensation

- a. A beginning salary pay scale will be developed and maintained by the Board. Rates of pay at similar schools in the area will be considered during the development and review of the pay scale for FRCS.
- b. Teachers having or earning a Master's Degree in Education will be paid their base salary plus Master's additional pay. The amount of Master's additional pay will be included on the beginning salary pay scale.
- c. The Board will adopt a budget target percentage for Teacher Compensation. Area averages will be considered when determining this target percentage.
- d. Salary increases may be granted by the Board when performance and fiscal conditions warrant such increases.
- e. Performance considerations shall be presented to the Board by the Director annually. Performance considerations for salary increases may include:
  - i. Significant change in responsibility, training level, or credential,
  - ii. Percentage of students attaining at least one year's worth of growth as shown by Scantron, STAR, similar standardized tests, or other types of classroom assessments,
  - iii. Percentage of students scoring Proficient or better on Scantron, STAR, similar standardized tests, or other types of classroom assessments,
  - iv. Personnel, peer and self evaluation including personal goals met, and/or
  - v. Surveys of parents and students regarding performance.
- f. Fiscal considerations for salary increases will include:

- i. Excess or deficiency in budget,
- ii. Cost of living adjustment in budget, and
- iii. Budget target percentage available for compensation increases.

### **3. Administrative Compensation**

- a. A beginning salary pay scale will be developed and maintained by the Board. Rates of pay at similar schools in the area will be considered during the development and review of the pay scale for FRCS.
- b. The Board will adopt a budget target percentage for Administrative Compensation. Area averages will be considered when determining this target percentage.
- c. Salary increases may be granted by the Board when performance and fiscal conditions warrant such increases.
- d. Performance considerations for salary increases may include:
  - i. Significant change in responsibility, training level, or credential,
  - ii. Personnel, peer and self evaluation including personal goals met, and/or
  - iii. Surveys of parents and students regarding performance.
- e. Fiscal considerations for salary increases will include:
  - i. Excess or deficiency in budget,
  - ii. Cost of living adjustment in budget, and
  - iii. Budget target percentage available for compensation increases.

### **4. Support Staff Compensation**

- a. A beginning hourly wage scale will be developed and maintained by the Board. Rates of pay at similar schools in the area will be considered during the development and review of the scale for FRCS.
- b. The Board will adopt a budget target percentage for Support Staff Compensation. Area averages will be considered when determining this target percentage.
- c. Hourly wage increases may be granted by the Board when performance and fiscal conditions warrant such increases.
- d. Performance considerations for hourly wage increases may include:
  - i. Significant change in responsibility, training level, or credential,
  - ii. Personnel, peer and self evaluation including personal goals met, and/or
  - iii. Surveys of parents and students regarding performance.
- e. Fiscal considerations for salary increases will include:
  - i. Excess or deficiency in budget,
  - ii. Cost of living adjustment in budget, and
  - iii. Budget target percentage available for compensation increases.

## **5. Benefits Package**

- a. Benefits will be offered to faculty and staff according to applicable law.
- b. The Board will adopt a budget target percentage for Benefits Compensation. Area averages will be considered when determining this target percentage.
- c. Benefits may be increased by the Board as budget target percentages allow.

## **6. One-Time Monies**

- a. When one-time monies are received, they will not be included in the calculation of the target percentages for Teacher Compensations, Administrative Compensation, Support Staff Compensation or Benefits Package.
- b. If one-time monies are received and allocated by the Board for compensation it will be in the form of a one-time stipend or bonus only.
- c. It is the goal of the Board that one-time monies will not be used for any recurring expenses beyond the year in which they are received.

## **7. Mid-Year Budget Adjustments**

- a. If, as a result of a State Budget revision, base revenue changes during the fiscal year then target percentages will remain the same until the next year's budget. There will be no mid-year compensation adjustments.
- b. Mid-year revenue adjustments will be handled in the same manner as one-time monies.

## **8. Excess Revenue Sharing**

- a. In years when there is excess revenue available, after all reserve contributions have been made according to Board Policy, the Board may declare a revenue sharing bonus for employees.
- b. Longevity with the School and annual compensation may be used to determine the percentage of revenue sharing available for each employee.
  - i. When considering declaring a revenue sharing bonus the Board is encouraged to use a longevity scale which awards an increased percentage of bonus for employees with increased years spent employed by the School.
  - ii. For example, if the Board declared a percentage of compensation bonus then employees with between one and five years at the School might receive 5%; employees with between six and ten years at the School might receive a 5.5%; and so on.

## **9. Annual Compensation Review for Top Level Personnel**

- a. Process for Compensation Review
  - i. The process shall include three elements:
    1. Review and approval by the Governing Board;
    2. Use of data as to comparable compensation;

3. Contemporaneous documentation and recordkeeping.

- b. Review and Approval
  - i. The compensation of each top level person is reviewed and approved by the Governing Board. Persons with conflicts of interest with respect to the compensation arrangement at issue shall not be involved in this review and approval.
- c. Use of Data as to Comparable Compensation
  - i. The compensation of the person is reviewed and approved using data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations.
- d. Contemporaneous Documentation and Recordkeeping
  - i. There is contemporaneous documentation and recordkeeping with respect to the deliberations and decisions regarding the compensation arrangement.

**10. Adoption**

- a. This board policy was originally adopted by the Forest Ranch Charter School governing board on May 19, 2009.
- b. This board policy was reviewed and approved by the Forest Ranch Charter School governing board on May 10, 2012.
- c. The next annual review will occur on or before May 10, 2013.