

EXHIBIT K

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT – Extra Duty Pay

Extra Duty Pay is provided to staff for coordinating school events or sports teams, serving on student focused committees, and facilitating student competitions, activities or clubs, related to, and an outgrowth of, the instructional and guidance program of the District's schools. Extra duty pay will be paid monthly for those activities and/or sports that occur over a season or school year. Neither SLCTA nor the District make any representations, warranties or guarantees regarding the tax or retirement regulations set forth by applicable agencies.

Rules:

1. *The positions and extra duty pay listed shall be appropriated only if the district authorizes the position(s) to be filled.*
2. *All assignments shall be for the season only and renewed at the discretion of the site principal and/or district office. Extra duty pay is listed for a full year of service and will be prorated for service of less than a full year.*
3. *All athletic seasons and activities begin and end as defined by site principal, site determined season of sport and/or district office.*
4. *ALL Extra Duty assignments are to be authorized through the designated site administrator on the District approved Offer of Paid Extra Duty Assignment form which requires Administrator and Employee signatures with the specific assignment and amount of the extra duty pay.*
5. *All persons taking on extra duty athletic assignments, including the support services positions, must meet all minimum requirements of the California Education Code.*

Elementary

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Site Allocations

Each elementary school is to receive an annual allocation of \$12 per student based on the prior year's enrollment on the annual CBEDS date. As to subsequent years, the Board retains budget control just as it does with the secondary extra duty assignments. Specific activities (assignments) and the extra duty pay amount to individual teachers will be determined at each school utilizing the management/leadership team process. Such decisions are to be guided by the following:

- Funds are to be expended to effect greatest benefit for the most students.
- Unused allocations to sites will revert to the general funds of the District.

Such decisions shall be final and are not grievable, and such annual decisions at each site are not to be precedents for future decision at a site or between sites.

Teacher-In-Charge

The teacher-in-charge is the principal's designee in the absence of the principal in the elementary schools only. The annual extra duty pay is \$250 for each elementary school.

Elementary Leadership Teams

The role of an Elementary Leadership Team member is to serve as an instructional leader who meets, discusses, operationalizes and assists in the implementation of the instructional goals of the school. Team members work directly with the principal to support the review of data and the development and implementation of school goals which may include activities such as participating in monthly leadership meetings and planning and facilitating discussions at staff meetings/professional development. The District reserves the right to annually determine the

specific number of members and for selection of personnel to be designated as leadership team members.

Elementary Leadership Team Extra Duty Pay per member: \$1,200

Student Success Team

Members serving on the Student Success Team will receive extra duty pay in the amount of \$750 annually. Teach Elementary is allocated one (1) Student Success Team member. All other elementary schools are allocated extra duty pay for two (2) members (one classroom teacher and one special education teacher).

Combination Class

Each elementary teacher of a combination class will receive extra duty pay in the amount of \$3,000 for a full year of service in a combination class or on a pro rata basis for service of less than a full year.

Overnight Curricular Trip

Each elementary unit member will receive extra duty pay in the amount of \$200 per night for chaperoning an overnight trip. Each trip coordinator will receive an additional \$125 per night. Should a trip coordinator be unable to attend, the unit member would receive only \$125 per night to coordinate the trip.

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Secondary

Department Chairpersons

Instructional Cabinet Member (Department Chairperson):

The role of an Instructional Cabinet Member is to serve as the department's instructional leader who meets in regularly scheduled site Instructional Cabinet meetings to discuss, operationalize and assist in the implementation of the instructional goals of the school and to share the outcomes and decisions discussed in the instructional cabinet meetings. Instructional Cabinet Members will:

- Work with department members and site administration to facilitate department meetings
- Serve to assist in the development, implementation, monitoring and revision of campus instructional and curricular plans including the Single Plan for Student Achievement (SPSA) actions and goals
- Work alongside site leadership to support department budgetary needs
- Ensure an accurate inventory of department materials and supplies exists to effectively support instruction
- Work with teachers and campus administration to analyze student data, diagnose instructional needs, and implement actions to close achievement gaps through the data cycle model
- Share professional growth opportunities as well as current trends and methodologies within specific curricular areas with department members
- Collaborate with the administration to determine section allocation and teaching assignments
- Serve as a mentor for new teachers in their department
- May be involved in the interview process to provide site administration input into hiring new department members

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The District ~~continues to reserve~~ the right to annually determine the specific number and titles for ~~Instructional Cabinet Members, Department Chair extra duty pay and for and annually selection of personnel to be designated as Instructional Cabinet Members, department chairpersons. These determinations to be in effect beginning 2003-04 are as described on the following pages. At the two high schools and two middle schools, Department Chair positions will be allocated and compensated as described below.~~

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The annual extra duty pay for the Department Chair positions is to be determined by the following formula:

$$\text{Supplies/Equipment Factor} + \text{Number of Personnel in Department} + (\text{Number of Sections} \times .2) + \text{Curriculum Development/Revision and Textbook Adoption Rotation Factor} \times .00155 \times \text{Base Salary} = \text{Amount of Stipend}$$

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- ~~A value factor for supplies/equipment of 1, 3, or 5 is as listed for each department as determined by the original Extra Duty Committee.~~
- ~~The actual number of personnel in a department will also be a factor.~~
- ~~The actual number of class sections in a department in the last week of September of each year multiplied by .2 is to be a factor.~~

• ~~The Curriculum Development/Revision and Textbook Selection Rotation Factor is to be 0, 1, 2, 3, or 4, taking the following activities into consideration. This factor will be assigned annually by the Assistant Superintendent of Educational Services and the Director of Instructional Services and Special Projects.~~

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- ~~Curriculum revision/alignment~~
- ~~Textbook selection/adoption year~~
- ~~Implementing year for new textbooks~~
- ~~General awareness year necessitating in-service on curriculum~~
- ~~Minimal activities occurring~~

• ~~For purposes of determining the extra duty pay, a factor of .00155 will be used. Worksheets will be provided to each principal/administrator annually to enter necessary data for calculating the extra duty pay.~~

Each regular high school is allocated a department chair position for the following departments:

<u>Department*</u>	<u>Factor</u>
Applied Arts (Computer Science; Business, Home Ec; Ind Tech)	5
English (includes EL; Library; Reading)	3
Foreign Language	3
Mathematics	3
Physical Education	5
Science (includes Agriculture)	5
Social Science (includes SRI; Health)	3
Special Education	3
Visual and Performing Arts (Art, Drama Music)	5

Each middle school is allocated a department chair position for the following departments:

Supplies/Equipment
Department* _____ Factor _____

Applied Arts (Computer Science; Home Ec; Industrial Tech)	5
English (includes EL; Library; Reading Foreign Language)	3
Mathematics	3
Physical Education	5
Science	5
Social Science	3
Special Education	3
Visual and Performing Arts (Art, Drama Music)	5

Secondary Instructional Cabinet Extra Duty Pay per Member

- Pacific Beach (+Teacher in Charge) \$1,200
- Middle School / High School (1.0 - 4.9 FTE) \$1,500
- Middle School/ High School (5.0+ FTE) \$2,200

* If no classes are scheduled at a school for the departments listed, no stipend will be paid.

Pacific Beach High School is allocated a department chair position for the following department:

	<u>Supplies/Equipment</u>
<u>Department</u> _____	<u>Factor</u> _____
Continuation Education _____	4

K-12

Secondary Management Teams

The annual extra duty pay is \$300 a position. (Pay for summer work will be the agreed upon committee work rate in effect for such service.)

Other District Extra Duty Pay

Mentor Extra Duty Pay

Each district approved general education mentor will receive extra duty pay in the amount of \$1,500 per mentee for mentoring certificated staff who need to clear a credential. Each district approved special education mentor will receive extra duty pay in the amount of \$1,800 per special education mentee. In the case that a special education mentor is not available, a \$300 amount will be given to a special education teacher providing job alike supplemental support to the special education mentee. These amounts are established by the Teacher Induction Program (TIP) consortia and subject to change annually.

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Nursing Coordinator

Extra duty pay in the amount of \$3,000 for a full year of service, or on a pro rata basis for service of less than one year, will be given to a certificated school nurse for coordinating nursing services. This total amount may be divided between selected certificated school nurses.

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Athletic Extra Duty Schedule

High School

Assistant Athletic Director	\$7,500 per year
Varsity Head Coach Tier 1 Sport	\$4,000 per season
Varsity Head Coach Tier 2 Sport	\$3,000 per season
Junior Varsity Head Coach	\$2,200 per season
Assistant Coach	\$2,200 per season

Tier 1 Sports

Tier 2 Sports

Baseball	Swimming	Golf
Basketball	Track	Stunt Cheer
Cross Country	Volleyball	Tennis
Football	Water Polo	
Soccer	Wrestling	
Softball		

Middle School

Athletic Director	\$7,500 per year
Head Coach (all middle school sports)	\$1,800 per season

Activities Extra Duty Schedule

High School

Academic Competition Advisor*	\$1,500
Band Director	\$4,500
Class Advisor (Freshman/Sophomore)	\$500
Class Advisor (Junior)	\$750
Class Advisor (Senior)	\$1,500
Dance Director	\$2,500
Drama Director	\$4,000
Extra-Curricular Advisor (i.e. color guard, drum line)	\$1,500
Journalism Director	\$2,500
Vocal Director	\$3,000
Yearbook Director	\$2,000
Yearbook Director (Pacific Beach)	\$1,500

*Academic Competition Advisor positions are determined by the school site and may include Mock Trial and Skills USA but not positions that have extra duty days or another listed amount.

Middle School

Academic Competition Advisor* (see note above)	\$1,000
Activities Director	\$2,750

Band Director	\$1,500
Drama Director	\$2,500
Intramural Director	\$2,000
Vocal Director	\$1,000
Yearbook Director	\$1,500

