

## **Dear PEA Bargaining Unit Members:**

Before you leave school for the summer, I want to remind you of the changes to the Professional Learning Based Salary System that will become effective 9/1/2011 under the terms of our new contract. It is your responsibility to be aware of the PLBSS requirements. The 2011-2014 PEA Contract contains these requirements. Links to the entire contract can be found on the PPS website staff page (<http://www2.portlandschools.org/staff>) or on the PEA website ([www.portlandea.org](http://www.portlandea.org)). I have attached excerpts from PEA Contract Article 12 and Appendix B and other forms you may need.

### **Please SAVE this email for future reference.**

#### **Revised Process:**

1. Art 12(C)(4)(b) Previously, the initial proposal review was done by the Human Resources Department and any appeals went to the Salary Review Panel (composed of three educators and two administrators). As part of the effort to increase the rigor and efficiency of the system, the initial proposal review will now be overseen by the Academic Department and done by the new Proposal Review Team, which will be composed of three teacher appointments (made by the PEA President) and two administrative appointments (made by the Superintendent). This team will meet twice per month and its charge will be to review both proposals AND documentation for rigor, and communicate decisions to educators in a timely manner. In making these appointments, the PEA President's goal will be to balance the team for grade levels and years of teaching experience. Administrators on the PRT: David Galin (Chief Academic Officer) and Mary Capobianco (Curriculum Coordinator for the Humanities).

2. Art. 12(C)(4)(c) If a proposal is denied by the PRT, the educator may revise and resubmit as a new proposal OR may appeal the denial to the Proposal Appeal Panel. The PAP is composed of three educators and two administrators who are not on the PRT, but who are on the Living Contract Committee. The LCC is made up of staff who were on contract negotiation teams and will be able to review appeals with knowledge of the intent of the contract changes. The PAP members have not yet been chosen.

3. Appendix B The processes of lane placement, registering online,

proposing and documenting proposals on the PLBSS are detailed there.

### **DEADLINES:**

1. Art. 12(C)(5)(c) As part of the effort to make proposal review more efficient, proposals for activities completed by August 31, 2011 (before the new contract requirements become effective on 9/1/2011) must be submitted on the PLBSS before 9/15/2011. Over the summer, HR will act on all proposals for activities subject to the current contract requirements. All SCH proposals to date have been acted on by HR. If you have questions about a specific proposal, please email me.

2. As part of the effort to simplify the PLBSS process, for activities done after 9/1/2011, there will be no deadlines other than for those educators wishing to make a lane change on September 1st of the following year. Any proposal to be used for a lane change must be submitted on the PLBSS by October 1 and electronically documented by January 10. This enables the district to determine the correct amount for salaries for the school budget that is developed in January each year. For example, if you wish to change lanes on 9/1/2012, you must have all proposals to be used in the lane change submitted by 10/1/2011 and documented by 1/10/2012 for a lane change effective on 9/1/2012.

### **Revised Forms:**

1. As part of the effort to make the management of the PLBSS more efficient, the online proposal forms are being revised to insure that all questions are being answered. There will be separate boxes to provide the answers regarding significant contribution (please respond to this thoughtfully and completely) and documentation (for individual proposals, it is better to list more than one type of documentation that will be provided to show successful completion). The online system will not allow the proposal to be submitted until both questions have been addressed. Because the new contract has an increased focus on student learning and educator practice, the category of "school district community" has been eliminated and can no longer be the sole area of significant contribution. All documentation must be submitted electronically (required since June 2009, no paper docs will be accepted). Please see your Building Technology Coordinator if you need help scanning your docs on a PPS photocopier.

2. Just like last year, if you would like to create or participate in a group professional learning activing in your building, please fill out the building activity form or book group form and submit that to David Galin's office for approval (see attached forms). Once approved, each member of the group can submit a "district offering" proposal on the PLBSS. This process will insure rigor and consistency in the number of SCH granted to each group member.

### **Revised Requirements:**

1. Art. 12(C)(1) The number of SCH required to change a lane is 225 (this is the same as the 2008-2011 contract).

2. Art. 12(C)(2) Educators may accrue salary contact hours from their date of hire forward, but are not eligible to change lanes for a period of four years. Once a lane change has been made, a minimum of four years must pass before the next lane change.

3. Art. 12(C)(5)(D) Because of the unique needs of the PPS student population, the district administration has an interest in directing some of the professional learning of educators. Therefore, any educator requesting to make a lane change on 9/1/2013 or thereafter, must provide documentation of the successful completion of one 3 credit university/college course OR one PPS and PEA course designed by the District Professional Learning Committee (see Art. 19) OR other PPS approved trainings in ONE of the following areas of need: English as a Second Language, poverty, adolescent literacy, early childhood education, or technology. The course must have been taken within FIVE years of the lane change date.

#### Examples:

\* If your last lane change was in 2007, you are eligible to change lanes on 9/1/2011 if you meet the PLBSS requirements.

\* If your last lane change was in 2008, you are eligible to change lanes on 9/1/2012 if you meet the PLBSS requirements.

\* If your last lane change was in 2009, you are eligible to change lanes on 9/1/2013 if you meet the PLBSS requirements AND IF you have completed a three credit course or equivalent PPS training in: ESL, poverty, adolescent literacy, early childhood education, or technology within the previous 5 years.

\* If your last lane change was in 2010, you are eligible to change lanes

on 9/1/2014 if you meet the PLBSS requirements AND IF you have completed a course as described above in the 2013 lane change AND IF the PLBSS is continued in the next PEA contract.

4. Art. 12(C)(3) The maximum number of SCH granted per proposal is 60, except for Teacher National Board Certification (225) or PPS/PEA designed courses (e.g. Professional Level 1 - a full year course for 90 SCH). Remember, there is not a necessary correlation between hours spent in a professional learning activity and the number of SCH granted (e.g. a three credit college course receives 45 SCH, which is determined by class attendance time and does not include homework prep time).

5. Appendix B Specific PPS-PEA proposal agreements are detailed there (please check Appendix B for the full list). This includes:

- \* SCH will not be granted for learning activities done during paid time (but proposals can be made for preparation of materials based on that professional learning activity that will be used in the classroom). As previously established, educators may not choose between receiving pay or receiving SCH.

- \* SCH will not be granted for learning activities repeated more than twice per lane change.

- \* Participation on the first committee each year will be considered part of an educator's professional responsibility and are not eligible for SCH.

- \* Course/Workshop/Training Presenters: when courses/workshops/trainings are conducted for PPS staff, presenters (instructors) will be paid for district approved repeat presentations.

6. If you are an advisor to a student activity done before or after school (like those currently on the differential list), it may no longer qualify for SCH. Please talk to your building administrator to see if a differential is available.

### **Recertification Reminder:**

1. The Maine Department of Education required increased rigor in school district certification renewal plans beginning 9/1/2010. Therefore, all professional learning activities started on or after 9/1/2010 must be submitted as proposals on the PLBSS and are subject to its requirements. Activities completed before 9/1/2010 and included in an approved recertification plan, can be submitted in paper form to your Building Support Committee (BSC). Please contact Bernadette Gratto for more

information on certification.

2. PEA Contract Article 12 Preamble states "The PLBSS encourages educators to remain career-long learners in order to increase student learning, to enhance and update educator skills, and to have educators be visible models as learners to their students." It is imperative to the continuation of this salary system, that educators on **Lane 5** continue to submit and document proposals for ALL of their professional learning activities. They may choose 90 of those proposal hours to be used for recertification every five years.

**Course Reimbursement Reminder:**

1. Art. 22(B) allows course reimbursement for one course (up to 4 credits) for certified continuing contract educators on lanes one to four, and two courses for educators on lane 5. The 2011-2014 contract also allows reimbursement to probationary educators for one ESL course. This article is subject to educators requesting reimbursement BEFORE the course begins and earning "a grade of B or better" (see attached form). This is a separate process from the PLBSS. Once HR approves your course reimbursement request, you must login to the PLBSS and submit the course credit proposal form.

2. PPS has allowed educators the option of receiving advance payment from the district for courses instead of waiting to be reimbursed after course completion. This option is a great benefit to educators, but it requires that educators submit their university grade/credits earned to HR within 60 days of completion of the course. Unfortunately, HR has had to send reminders (sometimes more than one) to several teachers about submitting their transcripts. If we want to be able to keep this advance payment option, you must provide this necessary documentation to HR as soon as possible after you complete your course.

3. Art. 22(E) Certified continuing contract educators are eligible for advance payment of Teacher National Board Certification fees in lieu of course reimbursement. Please review this article/section for more information.

**Please SAVE this email for future reference.**

I hope you all have a relaxing and restorative summer :)

Sue Olafsen  
Teacher Compensation Coordinator  
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