**Imboden Area Charter School**

**2023-24**

**Licensed Salary Schedule**

**3.1— LICENSED PERSONNEL SALARY SCHEDULE**

Base Salary

Bachelor’s- $50,000

Master’s- $52,500

It is the Board’s belief that loyalty to our school is important and prevents employee turnover and the burden of training staff year after year. Therefore, teachers will be given a step increase for each year they have completed at IACS. Step increases of $500 per year will be given to teachers with Bachelor’s degrees, and step increases of $550 will be given to teachers with Master’s degrees.

State law requires the School to include its teacher salary schedule, including stipends and other material benefits, in its written personnel policies. In developing the salary schedule, the School will establish a normal base contract period for teachers. The School is required to post the salary schedule on its website by September 15 of each year and should place an obvious hyperlink, button, or menu item on the website's homepage that links directly to the current year licensed policies and salary schedule.

For the purposes of the salary schedules, licensed personnel will have worked a “year” if he/she works at least 160 days.2 Only whole years of teaching experience (160 days) will be accepted for determining placement on the salary schedule.

For the purposes of this policy, a master’s degree or higher is considered “relevant to the employee’s position” if it is related to education, guidance counseling, or the teacher’s content area and has been awarded for successful completion of a program at the master’s level or higher by an institution of higher education accredited under Arkansas statutory requirements applicable at the time the degree was awarded.

Licensed personnel who have earned additional, relevant degrees or sufficient college hours to warrant a salary change are responsible for reporting and supplying a transcript to ­­­the Director**3**. The appropriate salary increase will be reflected in the next paycheck provided it is at least two (2) weeks from the time the notice and documentation is delivered.**4** All salary changes will be on a “go forward” basis, and no back pay will be awarded.

After school tutoring teachers will be paid an hourly rate based upon 1.5 times the hourly rate for step 0, category 1 of the salary schedule.

Classroom Teacher contracts will be issued on a semester basis, and licensed personnel will be paid in 12 monthly checks according to salaries determined by the salary schedule.

Licensed personnel assuming administrative duties will be paid according to the Administrator’s Salary. Certified Degree column refers to personnel who possess the minimum of building level administrative credentials and perform administrative duties. Stipends are as follows:

* Assistant Director 5.00%
* Payroll Clerk 6.25%

Arkansas Professional Educator Preparation (ARPEP) Program

Each employee newly hired by the school to teach under the Arkansas Professional Educator Licensure Preparation (ArPEP) Program shall initially be placed on the salary schedule in the category of a bachelor’s degree with no experience, unless the ArPEP program employee has previous teaching experience which requires a different placement on the schedule. Upon receiving his/her initial or standard teaching license, the employee shall be moved to the position on the salary schedule that corresponds to the level of education degree earned by the employee which is relevant to the employee’s position. Employee’s degrees which are not relevant to the ArPEP program’s position shall not apply when determining his/her placement on the salary schedule. A teacher with a non-traditional provisional license shall be eligible for step increases with each successive year of employment, just as would a teacher possessing a traditional teaching license.

Licensed employee, seeking additional area or areas of licensure

Licensed employees who are working on an alternative licensure plan (ALP) to gain licensure in an additional area are entitled to placement on the salary schedule commensurate with their current license, level of education degree and years of experience. Degrees which are not relevant to the employee’s position shall not apply when determining his/her placement on the salary schedule.

Notes: A.C.A. § 6-11-129 requires employee contract information to be available on the district’s website and also identifies the contract items that must be redacted.

A.C.A. § 6-13-635 requires the Board to adopt a resolution that it has reviewed and adopted all salary increases of 5% or more, but most of the Act's listing of reasons are statutorily required raises and are paid by the state and not district funds. The Act's language requires the resolution even for an employee who moves from one position to another higher paying position such as going from teaching to administration. None-the -less, the resolution is required. Policy 1.9 directs the Board to review the salaries when adopting changes to this policy.

We recommend the following language for the Board’s resolution:

*Whereas, the superintendent has identified  all changes from last school-year's published salary schedule, and has identified and presented the Board of Directors with each employee's salary increase of 5% or more as required under A.C.A. § 6-13-635 and created a spreadsheet explaining each;
 Therefore, the Imboden Area Charter School District Board of Directors approves and resolves that the spread sheet including those explanations are a factual representation of the raises given for the* ***2021-22*** *school-year.*

**1** Your district's salary schedule should be inserted in place of this paragraph. The remainder of the policy should remain in the policy. It's important to note that any changes to the salary schedule must go through the PPC and the Board adopt the policy with the actual salary schedule included in the adopted policy. The following definition can be used to ensure you have included the data they will be looking for when you are reviewed. “**Licensed Salary Schedule** is a set of matrices that are updated and published each school year that contains the minimum salary licensed employees earn based on number of years of experience, education degrees, computations for extended contracts, and salary supplements for additional duties or responsibilities. The salary schedule is required to reflect the actual pay practices of the district.”

**2** Select the number of days your district chooses to use to qualify teachers to be eligible for a step increase. 160 days is merely a suggestion, but it aligns with the Teacher Retirement’s requirement to earn credit toward retirement benefits.

**3** Insert the title of the appropriate person.

**4**This sentence is optional, but you do need to establish a date when a pay increase triggered by additional schooling will take effect. Include a period of advance notice that works for your district. In selecting the length of time, consider your employee’s time to verify the transcript and execute the contract addendum.

Cross Reference: Policy 1.9—POLICY FORMULATION

Legal References: A.C.A. § 6-17-201, 202, 2403

 A.C.A. § 6-20-2305(f)(4)

DESE Rules Governing Documents Posted to School District and Education Service Cooperative Websites

Date Adopted: September 3, 2002

Last Revised: June 29, 2023