

PRIORITY CHARTER SCHOOLS



COMPENSATION MANUAL 2020/2021

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PURPOSE

The purpose of this Compensation Manual is to communicate the Priority Charter Schools' (PCS) Annual Compensation Plan for all District employees. The Annual Compensation Plan includes wage and salary structures and stipends. The plan supports the District goals for hiring and retaining highly qualified employees. The staffing of Priority Charter Schools is, to a large degree, based upon student enrollment and practices established over the years that are intended to maximize teacher and administrator efficiencies. All salary schedules are contingent upon campus enrollment.

The Board of Trustees shall approve the Compensation Plan as part of the annual budget development process.

EXEMPT, SALARIED POSITIONS

The Fair Labor Standards Act (FLSA) is administered by the Wage and Hour Division (WHD). The FLSA establishes standards for minimum wages, overtime pay, recordkeeping, and child labor. These standards affect more than 130 million workers, both full-time and part-time, in the private and public sectors. Administrative, Executive, and Professional Positions are considered exempt for purposes of the FLSA. All teaching, teacher supervision, and administrative positions in the district fall within the FLSA definition, and, as such, these positions are exempt from the overtime rules contained in FLSA.

Each of the positions below are paid semi-monthly, even if the employees' duty schedule is less than 12 months (e.g., Teacher's typically work 10 months or 187 days, but their compensation is spread into semi-monthly paychecks.) All employees are required to record their time daily in a manner determined by the district. At PCS the payroll calendar begins August 1st and ends July 31st. Professional employees who leave their positions during the duty year will have their pay "pro-rated" based on the number of days actually worked. Similarly, those that begin work after the payroll calendar begins will have their pay "pro-rated" based on the number of days left in the year.

CAMPUS-BASED POSITIONS

Teacher Compensation Plan

Teachers and Interventionist (Reading, Math, etc.) are expected to work 187 days during the 2020-2021 school year. The Teacher Salary Scale is based upon the degree and certification that the teacher or interventionist currently holds.

PCS aims to employ only certified teachers. The only time that a teacher will be hired without certification will be if they show proof of being enrolled in a state-approved Teacher Certification program. A projected completion date must be given. Failure of showing proof of earning certification by this completion due date may be grounds for termination.

PCS will recognize documented service as a certified teacher in other public, American schools. Service as a non-certified teacher outside of the PCS district or service as a teacher and/or substitute teacher at a private, non-accredited or foreign school will not be used to determine initial placement on the Salary Scale. The Human Resources Coordinator will review all service records and determine the appropriate placement on the Teacher Salary Scale.

Teachers or Interventionists who receive certification and/or higher degree status during the school year will be moved laterally within the salary scale immediately upon providing proof of new certification and/or higher degree status.

Teachers or Interventionist who are reassigned into another position (i.e., counselor, librarian, administrator, instructional specialist, etc.) during the school year will receive pro-rates compensation for the new position beginning on the date of reassignment.

TEACHER SALARY SCALE 2020-2021

STEP	Bachelor's No Cert	Bachelor's SBEC Cert	Master's No Cert	Master's SBEC Cert	Doctorate No Cert	Doctorate SBEC Cert
0	\$34,720	\$38,860	\$36,220	\$40,360	\$37,720	\$42,860
1	\$35,220	\$39,360	\$36,720	\$40,860	\$38,220	\$43,360
2	\$35,720	\$39,860	\$37,220	\$41,360	\$38,720	\$43,860
3	\$36,220	\$40,360	\$37,720	\$41,860	\$39,220	\$44,360
4	\$36,720	\$40,860	\$38,220	\$42,360	\$39,720	\$44,860
5	\$37,482	\$41,622	\$38,982	\$43,122	\$40,482	\$45,622
6	\$37,982	\$42,122	\$39,482	\$43,622	\$40,982	\$46,122
7	\$38,482	\$42,622	\$39,982	\$44,122	\$41,482	\$46,622
8	\$38,982	\$43,122	\$40,482	\$44,622	\$41,982	\$47,122
9	\$39,482	\$43,622	\$40,982	\$45,122	\$42,482	\$47,622
10	\$39,982	\$44,122	\$41,482	\$45,622	\$42,982	\$48,122
11	\$40,482	\$44,622	\$41,982	\$46,122	\$43,482	\$48,622
12	\$40,982	\$45,122	\$42,482	\$46,622	\$43,982	\$49,122
13	\$41,482	\$45,622	\$42,982	\$47,122	\$44,482	\$49,622
14	\$41,982	\$46,122	\$43,482	\$47,622	\$44,982	\$50,122
15	\$42,482	\$46,622	\$43,982	\$48,122	\$45,482	\$50,622
16	\$42,982	\$47,122	\$44,482	\$48,622	\$45,982	\$51,122
17	\$43,482	\$47,622	\$44,982	\$49,122	\$46,482	\$51,622
18	\$43,982	\$48,122	\$45,482	\$49,622	\$46,982	\$52,122
19	\$44,482	\$48,622	\$45,982	\$50,122	\$47,482	\$52,622
20	\$44,982	\$49,122	\$46,482	\$50,622	\$47,982	\$53,122
21	\$45,482	\$49,622	\$46,982	\$51,122	\$48,482	\$53,622
22	\$45,982	\$50,122	\$47,482	\$51,622	\$48,982	\$54,122
23	\$46,482	\$50,622	\$47,982	\$52,122	\$49,482	\$54,622
24	\$46,982	\$51,122	\$48,482	\$52,622	\$49,982	\$55,122
25	\$47,482	\$51,622	\$48,982	\$53,122	\$50,482	\$55,622
26	\$47,982	\$52,122	\$49,482	\$53,622	\$50,982	\$56,122
27	\$48,482	\$52,622	\$49,982	\$54,122	\$51,482	\$56,622
28	\$48,982	\$53,122	\$50,482	\$54,622	\$51,982	\$57,122
29	\$49,482	\$53,622	\$50,982	\$55,122	\$52,482	\$57,622
30	\$49,982	\$54,122	\$51,482	\$55,622	\$52,982	\$58,122

Specialty Positions

On each campus there are positions that are specialized (i.e., Instructional Coach, Dean of Academics). These employees are required to work 207 days during the 2020-2021 school year. These positions are required to hold a current teacher or higher certification. These staff members are paid according to the Instructional Leader Scale.

INSTRUCTIONAL LEADER SALARY SCALE 2020-2021

STEP	Bachelor's SBEC Cert	Master's SBEC Cert	Doctorate SBEC Cert
0	\$45,016	\$46,677	\$49,444
1	\$45,570	\$47,230	\$49,997
2	\$46,123	\$47,784	\$50,551
3	\$46,677	\$48,337	\$51,104
4	\$45,230	\$48,890	\$51,658
5	\$46,074	\$49,734	\$52,501
6	\$46,627	\$50,287	\$53,055
7	\$47,181	\$50,841	\$53,608
8	\$47,734	\$51,394	\$54,162
9	\$48,287	\$51,948	\$54,715
10	\$48,841	\$52,501	\$55,269
11	\$49,394	\$53,055	\$55,822
12	\$49,948	\$53,608	\$56,376
13	\$50,501	\$54,162	\$56,929
14	\$51,055	\$54,715	\$57,483
15	\$51,608	\$55,269	\$58,036
16	\$52,162	\$55,822	\$58,590
17	\$52,715	\$56,376	\$59,143
18	\$53,269	\$56,929	\$59,697
19	\$53,822	\$57,483	\$60,250
20	\$54,376	\$58,036	\$60,803
21	\$54,929	\$58,590	\$61,357
22	\$55,483	\$59,143	\$61,910
23	\$56,036	\$59,697	\$62,464
24	\$56,590	\$60,250	\$63,017
25	\$57,143	\$60,803	\$63,571
26	\$57,697	\$61,357	\$64,124
27	\$58,250	\$61,910	\$64,678
28	\$58,803	\$62,464	\$65,231
29	\$59,357	\$63,017	\$65,785
30	\$59,910	\$63,571	\$66,338

Campus Assistant Principal

The Campus Assistant Principal is expected to work 226 days during the 2020-2021 school year. The Campus Assistant Principal's Salary will be negotiated with the superintendent upon hiring based off of the following ranges:

Minimum	Mid-Point	Maximum
\$45,000	\$55,000	\$65,000

Once a salary is negotiated, a campus assistant principal's salary will be increased by \$500 each year.

Campus Principal

The Campus Principal is expected to work 226 days during the 2020-2021 school year. The Campus Principal's Salary will be negotiated with the superintendent upon hiring based off of the following ranges:

Minimum	Mid-Point	Maximum
\$55,000	\$70,000	\$85,000

Once a salary is negotiated, a campus principal's salary will be increased by \$500 each year.

DISTRICT-BASED POSITIONS

Department Coordinators

Department Coordinators are expected to work 226 days during the 2020-2021 school year. The compensation schedules can be found on the Department Coordinator Salary Scale.

For administrative position over instructional areas the district will recognize documented service as a certified teacher and certified administrator at other public-American school. Service as an administrator at private schools, non-accredited schools, foreign schools, or outside educational will not be used to determine initial placement on the Department Coordinator Salary Schedule. For administrative positions over non-instructional areas, the district will recognize appropriate relevant prior experience. The Human Resources Coordinator will review all service records and resumes' to determine the appropriate placement on the Department Coordinator Salary Schedule.

DEPARTMENT COORDINATOR SALARY SCALE

2020-2021

COORDINATOR

STEP	No Degree	Degree
0	\$34,500.00	\$38,500.00
1	\$35,000.00	\$39,000.00
2	\$35,500.00	\$39,500.00
3	\$36,000.00	\$40,000.00
4	\$36,500.00	\$40,500.00
5	\$37,000.00	\$41,000.00
6	\$37,500.00	\$41,500.00
7	\$38,000.00	\$42,000.00
8	\$38,500.00	\$42,500.00
9	\$39,000.00	\$43,000.00
10	\$39,500.00	\$43,500.00
11	\$40,000.00	\$44,000.00
12	\$40,500.00	\$44,500.00
13	\$41,000.00	\$45,000.00
14	\$41,500.00	\$45,500.00
15	\$42,000.00	\$46,000.00
16	\$42,500.00	\$46,500.00
17	\$43,000.00	\$47,000.00
18	\$43,500.00	\$47,500.00
19	\$44,000.00	\$48,000.00
20	\$44,500.00	\$48,500.00
21	\$45,000.00	\$49,000.00
22	\$45,500.00	\$49,500.00
23	\$46,000.00	\$50,000.00
24	\$46,500.00	\$50,500.00
25	\$47,000.00	\$51,000.00
26	\$47,500.00	\$51,500.00
27	\$48,000.00	\$52,000.00
28	\$48,500.00	\$52,500.00
29	\$49,000.00	\$53,000.00
30	\$49,500.00	\$53,500.00

Directors

A Director is expected to work 226 days during the 2020-2021 school year. The Director's Salary will be negotiated with the superintendent upon hiring, based off of the following ranges:

Minimum	Mid-Point	Maximum
\$50,000	\$62,500	\$75,000

Once a salary is negotiated, a Director's salary will be increased by \$500 each year.

Executive Directors

An Executive Director is expected to work 226 days during the 2020-2021 school year. The Executive Director's Salary will be negotiated with the superintendent upon hiring, based off of the following ranges:

Minimum	Mid-Point	Maximum
\$63,000	\$73,000	\$83,000

Once a salary is negotiated, an Executive Director's salary will be increased by \$500 each year.

Assistant Superintendent

An Assistant Superintendent is expected to work 226 days during the 2020-2021 school year. The Assistant Superintendent's Salary will be negotiated with the superintendent upon hiring, based off of the following ranges:

Minimum	Mid-Point	Maximum
\$83,000	\$93,000	\$103,000

Once a salary is negotiated, an Assistant Superintendent's salary will be increased by \$500 each year.

Superintendent

Salary is set by the school board and outlined in a contract. The superintendent is the only employee of Priority Charter Schools who is hired by the Board and is contractual.

NON-EXEMPT, SALARIED POSITIONS

The following positions are considered “non-exempt” and qualify for overtime according to FLSA. FLSA guidelines state non-exempt employees “must receive overtime pay for hours worked in excess of 40 in a workweek at a rate not less than time and one-half regular their regular rates of pay. There is no limit in FLSA on the number of hours employees may work in any workweek. It does not require overtime pay for work on Saturdays, Sundays, holidays or regular days of rest, as such.”

“FLSA applies on a workweek basis. An employee’s workweek is a fixed and regularly recurring period of 168 hours—seven consecutive 24 hour-periods. Averaging of hours over two or more weeks is not permitted.” For purpose of FLSA, the district’s official workweek is Sunday, 12:00 A.M.-Saturday, 11:59 P.M.

The district will pay the positions listed in this section an annualized, semi-monthly salary; but employees who work more than 40 hours per work week are entitled to receive overtime pay. School policy requires personnel in these positions to receive written permission from their immediate supervisor before working more than 40 hours in any given workweek. Employees who fail to gain that permission are subject to disciplinary actions up to and including termination. All employees are required to record their time daily in a manner determined by the district.

CAMPUS-BASED & DISTRICT-BASED POSITIONS

Paraprofessional

Paraprofessionals are expected to work 187 days during the 2020-2021 school year, 8 hours a day. The compensation schedule can be found on the Non-Exempt, Salaried Scale.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), requires that LEAs continue to ensure that paraprofessionals performing instructional duties on a Title I, Part A School-wide served campus, meet the Paraprofessional Highly Qualified requirements. Highly Qualified paraprofessionals must have a high school diploma or its recognized equivalent and meet one of the following requirements:

- Complete at least two years of study at an institution of higher education (defined as completion of 48 semester hours or equivalent trimester hours) of college coursework or an applicable number of semester hours as defined by the institution of higher education attended, whichever is less;
- Possess an associate’s (or higher) degree; or
- Meet a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment–
 - Knowledge of and the ability to assist in instructing reading, writing, and mathematics; or
 - Knowledge of and the ability to assist in instructing reading readiness, writing readiness, and mathematics readiness, as appropriate.

Paraprofessionals whose duties consist solely of parent and family engagement activities or translation services are exempt from the qualification requirement.

PCS will recognize documented service as a paraprofessional or instructional aide in other public schools. Service as an aide at private or non-accredited school will not be used to determine initial placement on the Non-Exempt, Salaried Scale. The Human Resources Coordinator will review all service records and resumes to determine the appropriate placement on the Non-Exempt, Salaried Scale.

Secretary/Clerk

Secretaries and Clerks are expected to work 226 days, 8 hours a day, during the 2020-2021 school year. The compensation schedule can be found on the Non-Exempt, Salaried Scale.

The district will recognize document service as a secretary, clerk, aide, or teacher in public schools and/or service as a clerk or administrator assistant in a non-educational setting to determine initial placement on the Non-Exempt, Salaried Scale. Qualifying experience must include clerical duties similar to that of the recommended job function. For example, experience as a sales clerk at a retail establishment would not be considered similar to that of a receptionist at a doctor's office. The Human Resources Coordinator will review all service records and resumes to determine the appropriate placement on the Non-Exempt, Salaried Scale.

NON-EXEMPT, SALARIED SCALE 2020-2021

STEP	Secretary/ Clerk	Para/ Inst Aide
	226 8 hours per day	187 8 hours per day
0	\$24,430.00	\$19,030.00
1	\$24,902.00	\$19,404.00
2	\$25,374.00	\$19,778.00
3	\$25,846.00	\$20,152.00
4	\$26,318.00	\$20,526.00
5	\$26,790.00	\$20,900.00
6	\$27,262.00	\$21,274.00
7	\$27,734.00	\$21,648.00
8	\$28,206.00	\$22,022.00
9	\$28,678.00	\$22,396.00
10	\$29,150.00	\$22,770.00
11	\$29,622.00	\$23,144.00
12	\$30,094.00	\$23,518.00
13	\$30,566.00	\$23,892.00
14	\$31,038.00	\$24,266.00
15	\$31,510.00	\$24,640.00
16	\$31,982.00	\$25,014.00
17	\$32,454.00	\$25,388.00
18	\$32,926.00	\$25,762.00
19	\$33,398.00	\$26,136.00
20	\$33,870.00	\$26,510.00
21	\$34,342.00	\$26,884.00
22	\$34,814.00	\$27,258.00
23	\$35,286.00	\$27,632.00
24	\$35,758.00	\$28,006.00
25	\$36,230.00	\$28,380.00
26	\$36,702.00	\$28,754.00
27	\$37,174.00	\$29,128.00
28	\$37,646.00	\$29,502.00
29	\$38,118.00	\$29,876.00
30	\$38,590.00	\$30,250.00

NON-EXEMPT, HOURLY WAGE POSITIONS

The following positions are considered “non-exempt” positions which do qualify for overtime according to FLSA. FLSA guidelines state non-exempt employees “must receive overtime pay for hours worked in excess of 40 in a workweek at a rate not less than time and one-half regular their regular rates of pay. There is no limit in FLSA on the number of hours employees may work in any workweek. It does not require overtime pay for work on Saturdays, Sundays, holidays or regular days of rest, as such.”

“FLSA applies on a workweek basis. An employee’s workweek is a fixed and regularly recurring period of 168 hours—seven consecutive 24 hour-periods. Averaging of hours over two or more weeks is not permitted.” For purpose of FLSA, the district’s official workweek is Sunday, 12:00 A.M.-Saturday, 11:59 P.M.

The following positions will be paid semi-monthly based on the actual hours worked during the pay period. School policy requires personnel in these positions to receive written permission from their immediate supervisor before working more than 40 hours in any given work week. Employees who fail to obtain that permission are subject to disciplinary actions up to and including termination. All employees are required to record their time daily in a manner determined by the district.

CAMPUS-BASED POSITIONS

Food Service

Food Service staff are expected to work 187 days during the 2020-2021 school year, but may be asked to work additional days. They will be compensated according to the Non-Exempt, Hourly Scale based on experience in same or similar capacity as determined by the Human Resources Coordinator.

Custodial

Custodial staff are expected to work 187 days during the 2020-2021 school year, but may be asked to work additional days. They will be compensated according to the Non-Exempt, Hourly Scale based on experience in same or similar capacity as determined by the Human Resources Coordinator.

Bus Driver

Bus Drivers are expected to work 187 days during the 2020-2021 school year, but may be asked to work additional days. They will be compensated according to the Non-Exempt, Hourly Scale based on experience in same or similar capacity as determined by the Human Resources Coordinator.

A bus driver that only drives the bus in the morning and afternoon is considered a 5 hours a day employee and has a different rate of pay than a bus driver who drives both the morning and afternoon route, but also has additional duties assigned on the campus. These drivers are considered 8 hours a day employees.

DISTRICT-BASED POSITIONS

Maintenance/Technical Assistant

Maintenance and Technical Assistant staff are expected to work 226 days, 8 hours a day, during the 2020-2021 school year. They will be compensated according to the Non-Exempt, Hourly Scale based on experience in same or similar capacity as determined by the Human Resources Coordinator.

NON-EXEMPT, HOURLY SCALE 2020-2021

STEP	Food Service/ Custodial/Bus Driver	Bus Driver	Maintenance Technical
	187 days 8 hrs day	187 days 5 hrs day	226 days 8 hrs. per day
0	\$12.73	\$13.73	\$14.73
1	\$12.98	\$13.98	\$14.98
2	\$13.23	\$14.23	\$15.23
3	\$13.48	\$14.48	\$15.48
4	\$13.73	\$14.73	\$15.73
5	\$13.98	\$14.98	\$15.98
6	\$14.23	\$15.23	\$16.23
7	\$14.48	\$15.48	\$16.48
8	\$14.73	\$15.73	\$16.73
9	\$14.98	\$15.98	\$16.98
10	\$15.23	\$16.23	\$17.23
11	\$15.48	\$16.48	\$17.48
12	\$15.73	\$16.73	\$17.73
13	\$15.98	\$16.98	\$17.98
14	\$16.23	\$17.23	\$18.23
15	\$16.48	\$17.48	\$18.48
16	\$16.73	\$17.73	\$18.73
17	\$16.98	\$17.98	\$18.98
18	\$17.23	\$18.23	\$19.23
19	\$17.48	\$18.48	\$19.48
20	\$17.73	\$18.73	\$19.73
21	\$17.98	\$18.98	\$19.98
22	\$18.23	\$19.23	\$20.23
23	\$18.48	\$19.48	\$20.48
24	\$18.73	\$19.73	\$20.73
25	\$18.98	\$19.98	\$20.98
26	\$19.23	\$20.23	\$21.23
27	\$19.48	\$20.48	\$21.48
28	\$19.73	\$20.73	\$21.73
29	\$19.98	\$20.98	\$21.98
30	\$20.23	\$21.23	\$22.23

SUBSTITUTE EMPLOYEE PAY SCHEDULE

The Substitute Employee Pay Schedule shall be used to compensate employees categorized as “substitute.” Substitutes, who are TRS retirees, shall be defined as determined by the Teacher Retirement System of Texas (TRS). Substitutes employees include: Substitute teachers, aides, custodians, food service, clerical, etc.

SUBSTITUTE TEACHER STAFF SCALE

2020-2021

Non-Certified	Certified
\$75 daily	\$100 Daily

SUBSTITUTE AIDES, CUSTODIANS, FOOD SERVICE, CLERICAL

STAFF SCALE

2020-2021

All Substitutes
\$60 daily

STIPENDS SCHEDULE

The Stipend Schedule is used to compensate staff for **extra assignments and/or extra duty beyond the normal workday or duty calendar**. Stipends are not given to employees if the duties are part of their assigned job description.

Most stipends are a flat amount that is paid to an employee for performing a specific assignment (i.e., sponsoring an event, coaching a sport, or leading a group). If an employee does not complete the full-year stipend assignment, the stipend shall be pro-rated to compensate for the portion of the assignment verified by the immediate supervisor as complete.

Some stipends pay out at an hourly rate, which require the employee to log their hours via TimeClockPlus. The employee will only be paid for hours approved by their supervisor.

Stipends will generally not be paid to non-exempt staff. In the event that an exception is made due to extenuating circumstances, the District shall ensure that the non-exempt employee’s stipend pay complies with the FLSA. Extra Duty pay may be paid to a non-exempt employee in accordance with this pay scale. The extra duty shall be combined with the base pay earnings to determine overtime pay, if any, using the weighted overtime calculations.

Mentor Teacher stipends are only given to certified teachers appointed by the campus principal to mentor first year teachers or teachers new to the Priority Charter School district. The mentor teacher is responsible for following the district-approved mentorship program and may be assigned more than one new teacher to mentor.

All Stipends and Extra Duty Pay require an Employee Recommendation Form to be submitted by the employee’s supervisor before payment will be made.

STIPEND PAY SCHEDULE 2020-2021

GENERAL STIPENDS	
<i>Paid out in two payments in December and May</i>	
ESL Campus Coordinator (Certified Only)	\$750
Mentor Teacher	\$500
Campus Testing Coordinator	\$750
Gifted & Talented Campus Coordinator	\$500
Approved Extracurricular Clubs <i>(i.e., National Honors Society, Robotics Club, etc.)</i>	\$500
GENERAL STIPENDS	
<i>Disbursed evenly with regular pay period once stipend is approved</i>	
District Testing Coordinator	\$1,500
Translator Stipend	\$1,000
District Athletic Coordinator (1 Boys/1 Girls)	\$5,000
HOURLY STIPENDS	
<i>Paid after hours have been worked with regular pay period</i>	
Homebound Teacher (Certified Only)	\$20/hour
Summer School Paraprofessional	\$20/hour
Summer School Teacher	\$25/hour
Summer School Special Education Teacher	\$30/hour
Saturday School Teacher	\$25/hour
STIPENDS-TIED TO GRANT FUNDS	
<i>Disbursed evenly with regular pay period once stipend is approved</i>	
Teacher Leader* (Teacher Leadership) <i>*Only available for teaching staff</i>	\$4,000
P-TECH (P-Tech)	<i>Grant Specified</i>
ATHLETIC STIPENDS	
<i>Paid once the season is complete</i>	
Head Football Coach	\$1,500
Assistant Football Coach	\$1,000
Head Basketball Coach	\$1,500
Assistant Basketball Coach	\$1,000
Head Volleyball Coach	\$1,000
Assistant Volleyball Coach	\$750
Head Track Coach	\$1,000
Assistant Track Coach	\$750
Head Cheerleading Coach	\$1,000
Assistant Cheerleading Coach	\$750
Head Soccer Coach	\$1,000
Assistant Soccer Coach	\$750

SALARY SCHEDULE

Following is the schedule of pay dates for the 2020-2021 School year. Employees are paid on the 10th and 25th every month. If pay day falls on a weekend or holiday, the pay date will be the preceding work day.

SALARY SCHEDULE

2020 - 2021

Start date	End date	Pay date
08/01/20	08/15/20	08/25/20
08/16/20	08/29/20	09/10/20
08/30/20	09/12/20	09/25/20
09/13/20	09/26/20	10/09/20
09/27/20	10/10/20	10/23/20
10/11/20	10/31/20	11/10/20
11/01/20	11/14/20	11/25/20
11/15/20	11/28/20	12/10/20
11/29/20	12/12/20	12/24/20
12/13/20	12/26/20	01/08/21
12/27/20	01/16/21	01/25/21
01/17/21	01/30/21	02/10/21
01/31/21	02/13/21	02/25/21
02/14/21	02/27/21	03/10/21
02/28/21	03/13/21	03/25/21
03/14/21	03/27/21	04/09/21
03/28/21	04/10/21	04/23/21
04/11/21	04/24/21	05/10/21
04/25/21	05/15/21	05/25/21
05/16/21	05/29/21	06/10/21
05/30/21	06/12/21	06/25/21
06/13/21	06/26/21	07/09/21
06/27/21	07/10/21	07/23/21
07/11/21	07/31/21	08/10/21

