

Opportunities for Excellence
Handbook



Southern Boone County R-I School District

Adopted

September 15, 2014

Updated: September 24, 2015

District Mission Statement

Excellence in Learning for All

District Goals

1. Student Performance: Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic, and career goals.
2. Highly Qualified Staff: Recruit, attract, develop, and retain highly qualified staff to carry out the district's mission, goals, and objectives.
3. Facilities, Support, and Instructional Resources: Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.
4. Parent and Community Involvement: Promote, facilitate, and enhance parent, student, and community involvement in the district educational programs.
5. Governance: Govern the district in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.
6. Safety: Provide collaboration between school district and community resources to provide student-centered, positive and safe school environment.

The Philosophy of Southern Boone's Opportunities of Excellence Program

The Southern Boone County R-I School District is committed to excellence in learning for every student and is dedicated to guiding students to their highest potential. It is our aim to educate the whole student; intellectually, physically, socially and emotionally. Education is the responsibility of the parents, student, family, teacher, school staff, and community. All must work cooperatively toward preparing students to be productive and contributing members of an ever-changing global society.

The Opportunities for Excellence Program compensates dedicated teachers for time spent working directly with students to improve achievement outside of contracted time. The program will provide students with additional learning support in order to achieve at higher levels. Every Opportunities for Excellence activity must focus on addressing the needs found in the Building Improvement Plans and or the District's Comprehensive School Improvement Plan.

Rationale

Two levels of payment have been designed to compensate teachers for their effort. Level I activities, which require little to no planning or preparation time, will compensate teachers \$15.00 an hour. Level II activities, which may include coordinated planning and preparation, will compensate teachers \$20.00 an hour.

Level I activities are those that involve general supervision or assistance which require little planning. Examples of Level I activities include, but are not limited to, supervising detention, chaperoning an activity, participating in a book study, serving on a committee, or assisting supervision with a Level II activity.

Level II activities directly impact academics and require preparation and planning. Examples include tutoring (planned for specific students), homebound instruction, curriculum-based clubs which engage students, groups that coordinate and develop services for students (Tier groups) and directed, approved curriculum development. Clubs must have at least 5 members and be able to log 30 contact hours. With sufficient justification, the administrator can also approve payment for up to 10 hours of preparation time.

Level II activities require the educator to be ACTIVE in the planning, teaching, and execution of an approved activity. Supervision or attendance alone is not adequate. The teacher must be actively engaged in working with the students.

The focus of Opportunities for Excellence is to:

- Improve student achievement
- Enrich educational opportunities for students beyond the scope of the classroom
- Enhance the quality of instruction
- Foster effective communication between the school and the community
- Promote professional growth through faculty development
- Facilitate collaboration and the sharing of educational strategies and ideas through the PLC model

Guidelines

In order to insure the process runs efficiently and effectively, teachers need to follow the guidelines established within this plan. The activity must be an approved activity as stated below. Every Opportunities for Excellence activity must be initially approved by the building administrator and signed before implementation of the activity. It is the teacher's responsibility to accurately project the approximate time spent during the month on the approved activity and record time on the activity log. Hours spent beyond the approved activity may not be compensated, unless approved by the building administrator and Superintendent. Upon completion of the approved activity, the teachers must sign off on the activity log and confer with the building administrator. The building administrator will approve the activity and forward approved activity logs to the Superintendent. The Superintendent will approve the documentation and forward for payment.

Beginning with the 2014-2015 school year, all activity logs must be submitted monthly to the building administrator for final approval. The superintendent will approve compensation after

receiving the approved activity log. For the sake of technical concerns, a one month grace period will be granted to the teacher after they have signed off on completion of the activity.

Due dates for compensation of approved Opportunities of Excellence logs for the 2015-2016 school year are must be turned into Central Office before the following dates:

- August 15, 2015
- September 19, 2015
- October 17, 2015
- November 14, 2015
- December 12, 2015
- January 16, 2016
- February 13, 2016
- March 12, 2016
- April 16, 2016
- May 14, 2016
- June 18, 2016
- July 16, 2016

Payment will occur on the first of the month following the deadline date. Please turn in completed approved logs as soon as possible. Do not wait until the end of the year to turn in activities that were completed in prior months. In such cases, you will not be compensated for the work you completed.

Non-Approved Activities

The examples are not inclusive or a comprehensive list of all non-approved activities. All activities must be approved by the building administrator before compensation hours begin.

- Reading of educational material for pay
- Workshops
- Painting classrooms
- School/community beautification projects
- Community activities that do not include students
- Community activities that do include students but are not directly and obviously related to instruction
- Taking tickets, time keeping, score keeping, attending school functions
- Any fund raisers, concession stand activities, book order, carnivals, ball tournaments, etc
- Any activity that is part of the educator's regular contracted day/duties
- Any activity for which the educator receives compensation regardless of the source of compensation
- Travel, eating and sleeping time when accompanying students on a camp, field trip or academic event outside of the school day

- College classes
- Any church affiliated activity
- Parent contact time
- Any activity related to scouting or other non-academic activities
- No open gym, study hall, etc. where a teacher receives a stipend
- IEP meetings, district-wide parent teacher conferences
- Writing of lesson plans or instructional units that are part of a teacher's regular responsibility to implement the district's curriculum and to design appropriate learning experiences for the students in his/her classroom or team

Approved Activities

The examples are not inclusive or a comprehensive list of all approved activities. All activities must be approved by the building administrator before compensation hours begin. The emphasis for all activities will be student centered.

Level I

- Academic area contests outside of contracted or stipend time
- Professional Development Committee
- Book study sessions meeting and discussion outside of school hours addressing a building goal and facilitated by other staff members. This does not include reading text time **(Facilitator qualifies for Level II)**
- Detention supervisor
- Building webpage updates
- eMINTS
- Curriculum writers – 10 hours collaboration
- Reading curriculum only – Curriculum Committee

Level II

- Tutoring: 1-2 students at a time with specific academic goals, completed after school, and requires parents to provide transportation home
- Clubs aligned to building goals
- Student screening outside of school time
- Assisting, or preparing students, for student academic events outside of school time
- Music activities in which individuals or a small group of kids are instructed or being prepared for contest, etc. outside of contracted time or time compensated with a stipend
- ACT prep
- Credit recovery
- Saturday school
- Tier 2 meetings beyond twice a month
- Diversity club
- STAR team meetings

After-School Clubs and Activities

The Southern Boone County administration and members of the board of education value non-academic student experiences and encourage after school clubs and activities. In order to compensate teachers for what they do outside of contracted time, procedures have been developed to offer compensation for activities that do not qualify for Opportunities for Excellence.

Processes of Approval and Payment

Teachers interested in submitting applications for clubs/activities for a 1% stipend* at the end of the school year will submit the following for approval:

- The teacher will compose a detailed explanation of their proposed club or activity, explaining the benefits to students. In order to qualify, the club/activity must consistently include a minimum of 5 students and last for at least a duration of 30 hours.
- The building administrator will approve or disapprove the proposal.
- The superintendent will take the approved proposal to the board for final approval.
- Once the Board of Education has approved the club/activity for a 1% stipend, the superintendent will budget appropriately for the next fiscal school year.
- Beginning with the first day of school the club/activity can organize and begin serving students.
- Teachers are to keep a log of their meeting dates and times. Upon completion of the activity or club, the teacher is to submit the log to their building administrator.
- In May, the building administrator informs the District Financial Manager that the teacher has fulfilled the requirements for the 1% stipend.
- The teachers will receive compensation with their June paycheck.

*The 1% stipend is computed from the base pay of a zero year teacher's salary on the annual salary schedule.