

**WEBSTER GROVES SCHOOL DISTRICT
BOARD OF EDUCATION ITEM OF CONSIDERATION**

DATE: April 24, 2017

TOPIC/PROPOSAL:

Authorize administration to implement the following:

1. Eliminate the min, mid, max structure for the Support Staff Salary structure;
2. Create a Nurses' Salary structure, separate from the Support Staff;
3. Utilize the newly drafted Base salary structures for nurses and support staff;
4. Provide equity pay for nurses and support staff that are eligible;
5. Provide aides with two additional professional development days;
6. Provide additional pay for experience, education, and/or certification for newly hired support staff and nurses.

BACKGROUND INFORMATION:

Support Staff and Nurses

We are grateful for the dedicated support staff within the Webster Groves School District. This group of staff members are committed, hard-working and assist in our schools running efficiently and safely for our students. During this school year, we met with the Support Staff Committee on five occasions in order to discuss their concerns and acquire their suggestions for best next steps. This group provided their insight, expertise, and knowledge of what we believe are best next steps for the Support Staff of Webster Groves School District.

In our discussion, it was noted that the Support Staff salary structure had not received an increase in the past three years. This structure has been in place for an extended period of time reflecting pay that follows a min, mid, max format with years of service. With this structure, we were not compensating support staff for their experience, certification, and/or education. After meeting with the support staff committee and researching comparable districts and similar programs, we found that a change was needed to not only increase, but to also restructure our support staff salary structure. In addition, we recommend providing pay to our current support staff members who are eligible based upon their performance. In doing this, we will be able to appropriately compensate the support staff members within our school district based upon the 2016-2017 salary structure.

Nurses have been removed from the support salary structure. This is due to their position being separate from other support staff positions because we do require licensure and a degree from all applicants. After researching other districts and the market, we found that our compensation practices were not competitive, thereby preventing us from attracting, acquiring, and retaining the nursing staff needed for each school.

After review of varied support staff and nurse salary structures, we took the data from similar programs and calculated competitive salary structures. Numerous administrators and the Support Staff committee reviewed the salary structure, providing feedback regarding an equitable structure with evaluative measures. We found that the proposed support staff and nurses' salary structures are competitive, within budget, and sustainable.

Aides

Aides support our schools in a variety of ways. They support students and staff members in our libraries, computer labs, classrooms, etc. When budget modifications were made, there were a number of changes made at both the district and building levels. Administrators worked creatively to draft a solution that would keep as many staff members working and to maintain their benefits. After strong deliberation, a number of decisions were made, including cuts to some aides' hours and number of work days from 190 to 179. Aides were only scheduled to work when students were in the building plus two days. Again, in making this decision, we were able to maintain employment for a number of staff members.

This has created some inconsistencies within the aides' employment group, specifically. We ask to be able to add two additional professional development days, in order to allow them to be a part of before and/or after school year trainings. Currently, some miss out on Intruder Training, school based and district wide professional development. By approving two PD days, our aides would increase their scheduled total number of work days to 181.

INSTRUCTIONAL IMPACT/RATIONALE:

With approving these salary structures, we would be able to recruit and attract quality staff members to work with our students. In addition, we will be able to provide a more equitable compensation structure for our current staff members.

The positive instructional impact on providing aides with two additional days will result in better prepared and trained staff for our students.

CSIP/DISTRICT GOAL ADDRESSED:

N/A

FISCAL NOTE:

After our COO/CFO reviewed the salary structure, it was found that the increase in pay would be sustainable and supported. The salary structures, equity pay, and additional PD day for aides are within budget.

ADMINISTRATIVE RECOMMENDATION:

The administration recommends the Board approve the attached salary structures and recommendations from the Support Staff Committee.

- **Action Requested:** X
- **Information:** _____
- **Proposed Motion for Approval (if applicable):**

I move that the Board of Education approve the recommendations and attached Salary Structures for the Support Staff, Nurses, and two additional professional development days for aides.

PREPARED BY: Sandy Wiley

Motion: _____

Second: _____

Board Vote: ___(yes)

___(no)

___(abstain)

2017-2018
K-12 SUPPORT STAFF COMPENSATION STRUCTURE

Secretarial:

- S-I** Office Secretary, Registrar, Project Assistant, Student Support Aide & Statesmen Center Aide
- S-II** Principal's Admin Asst, Director's Admin Asst, Bookkeeper, Alumni Relations Support
- S-III** Asst Superintendent's Admin Asst, High School Principal's Admin Asst
- S-IV** Superintendent's Admin Asst

<u>Base Rate</u>	
S-I	\$15.27
S-II	\$16.47
S-III	\$18.21
S-IV	\$21.12

2017-2018

K-12 SUPPORT STAFF COMPENSATION STRUCTURE

Instructional Support:

- IS-I** Instructional Aide
- IS-II** Gifted Aide, Library Media Aide, In-School Suspension Aide
- IS-III** Instructional Tutor & Parenting Educator
- IS-IV** Data Software Coordinator

<u>Base Rate</u>	
IS-I	\$13.07
IS-II	\$13.93
IS-III	\$17.53
IS-IV	\$23.49

2017-2018
K-12 SUPPORT STAFF COMPENSATION STRUCTURE

Maintenance/Custodial:

M/C-I	Custodian & Mail Courier
M/C-II	Lead Custodian & Landscaper/Groundskeeper
M/C-III	Custodial Supervisor, Facility Tech I, Warehouse Manager, Grounds II
M/C-IV	Skilled Maintenance
M/C-V	Facility Tech II
M/C-VI	Trade Supervisor

<u>Base Rate</u>	
M/C-I	\$12.34
M/C-II	\$13.07
M/C-III	\$16.07
M/C-IV	\$17.53
M/C-V	\$21.12
M/C-VI	\$23.49

2017-2018
K-12 SUPPORT STAFF COMPENSATION STRUCTURE

Specialists:

- SP-I** Accounts Payable/Activities Specialist I
SP-II Special Projects Specialist, Accounts Payable Specialist II, Data Specialist, Experiential Learning Specialist, HR Dept Data Specialist
SP-III SIS Specialist & Payroll Coordinator

<u>Base Rate</u>	
SP-I	\$17.53
SP-II	\$18.21
SP-III	\$21.12

2017-2018
K-12 SUPPORT STAFF COMPENSATION STRUCTURE

Clerical:

C-I Receptionist & Office Assistant
C-II Copy Center Operator

<u>Base Rate</u>	
C-I	\$13.07
C-II	\$13.93

2017-2018
K-12 SUPPORT STAFF COMPENSATION STRUCTURE

Technology:

T-I Technology Aide
T-II Technology Specialist I
T-III Technology Specialist II

<u>Base Rate</u>	
T-I	\$13.93
T-II	\$17.53
T-III	\$21.12

2017-2018
K-12 SCHOOL NURSE COMPENSATION STRUCTURE

Nurse:

RN Registered Nurse
BA Bachelor's degree
MA Master's degree
MA+30 Master's degree + 30 additional credit hours

	<u>Base Rate</u>
RN	\$22.80
BA	\$24.51
MA	\$26.22
MA+30	\$28.05