

Jackson County School District

Special Session

Thursday, June 11, 2020 - 5:00 PM

Our District Office Board Room

4700 Colonel Vickrey

VANCLEAVE, MS 39565

Jackson County School District

Strategic Plan Goals

- 1. Decreased Safety Incidents**
- 2. Increased Student Achievement**
- 3. Sound Financial Management**
- 4. Improved Facilities and Infrastructure**
- 5. Positive Educational Experience**
- 6. Effective Leadership**

AGENDA

1. Call to Order
2. Invocation
3. Pledge
4. **Approve Consent Agenda Items (none at this time)**
5. **Approve Agenda**
6. **Executive Session**
 - A. Legal/Personnel Matters
7. **Dr. John Strycker, Superintendent of Education**
 - A. "Architectural / Engineering RFQ Interviews"
 - B. Present New Job Descriptions for Payroll Agent and Purchasing Agent
 - C. Present Updated Pay Scale for Payroll and Purchasing Agent
 - D. Present New Job Description for Band Technical Assistant
 - E. Present Updated Pay Scale for Tutor and Band Technical Assistant



Jackson County School District

EAST CENTRAL ST. MARTIN VANCELEAVE

TELEPHONE
AREA CODE 228
826-4842
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BUSINESS OFFICE
4701 COLONEL VICKREY ROAD
VANCELEAVE, MISSISSIPPI 39565

To: JCSD School Board Members

From: Ryan Earley, Business Manager *RE*

Date: June 8, 2020

Subject: Letter of Justification for New Payroll Agent and Purchasing Agent Positions

Per discussion from the May 11, 2020 board meeting, I have been considering what the best path forward is to centralize purchasing, claim, and check activities. I am proposing that two new job positions be created and that an existing pay scale be updated to accommodate the new positions. I am also proposing that the total headcount within the business office not change and that revenue from the Virtual Payment cash back rebate program be used towards offsetting any additional cost the district may incur as a result of these changes.

The main justification for the new positions is to allow a greater centralized oversight of district-wide business activity that will come July 1. These changes will also result in the ability of the Business Office to utilize an existing bookkeeper that has had some payroll responsibilities to focus 100% on accounts receivable activity which will include daily deposits from Child Nutrition, CTE, FABLAB, and Vancleave Activity Funds as well as relieve the Superintendent Secretary of all 16th Section bookkeeping responsibilities.

It is my intent to fill these two new positions with current business office staff both of whom have accounting degrees and both of whom are more than qualified to fill these roles. My intention is not to replace the bookkeeping positions they will vacate. I believe the standardization of financial software across the district and the requirement of all purchasing activity to be digital will create the necessary reduction in workload needed so as not to impact the total headcount within the Business Office. I also believe the business office staff, most of whom, have less than 2 years in the business office, have achieved a comfort level with their new roles and can accomplish more in less time.

With regards to pay scale chosen, I looked at payroll and purchasing agent salary data in Mississippi from multiple sources, looked at comparable responsibilities across the district, and looked at pay scales for various business office positions at neighboring school districts. My target range was \$35K-\$45K.

With regards to pay scale structure, I have a strong belief that employees will achieve mastery of a position after 10,000 hours and that beyond that level of experience the additional value the employee brings to the district will be negligible. I also want to create a promote from within culture and have clear career

paths that team members can pursue and incentives to continue to challenge themselves. A pay scale that stops with step increases after 7 years encourages personal growth. Lastly, I believe 35-year step pay scales inevitably lead to correlation inequalities between pay and job responsibility. These three reasons are why I'm proposing to limit step increases beyond step 7.

With regards to funding, I'm expecting these changes to result in a \$33,350 increase in expenditures in year 1. The revenue from our virtual payment cash back rebate program can more than cover this increase in expenditures if the school board agreed this would be a good fit for a use of those funds. Keep in mind, the Purchasing Agent will be directly managing the Virtual Payment program including the marketing component, and tying the funding of the Purchasing Agent to the Virtual Payment program would align district and employee incentives. Lastly, with regards to the additional cost, the \$33,350 is roughly the annual savings the district has experienced since the Business Office eliminated the Payroll Accountant position five years ago as part of its last reorganization.

Thank you for your consideration of this request.

JOB DESCRIPTION:
Payroll Agent

SUMMARY:

The primary purpose of the Payroll Agent is to facilitate the payment of salaries and benefits accurately and efficiently on behalf of the School District in a manner that follows all School Board policies, laws, and regulations.

ESSENTIAL FUNCTIONS:

- Acts as the Payroll Agent for the District and approves all employee and benefit payments
- Verifies all payroll activity and processing is in compliance with payroll laws, payroll regulations, and School Board policies
- Reviews each personnel board agenda item to verify all appropriate information is present
- Prepares salary and leave information prior to submission to the School Board
- Reviews each time and leave entry to verify all appropriate documentation is present
- Prepares all payroll checks and direct deposits after School Board approves personnel agenda
- Prepares and submits all payroll vendor reconciliations
- Develops and maintains appropriate records such as tax files, banking files, personnel agenda files, time and leave files, and payment files
- Acts as a liaison between employees and the District regarding payroll questions
- Coordinates with administrators, bookkeepers, and vendors concerning payroll processing
- Performs other duties as assigned by the Business Manager

The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.

REPORTING STRUCTURE:

- This position reports to the Business Manager.

JOB DESCRIPTION:

Payroll Agent

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skills and ability required to successfully perform the essential functions of this position.

Education and/or Experience:

- Associates Degree Required
- Bachelors Degree in Accounting, Business, or Finance preferred.

Special Qualifications:

Licensed School Business Administrator preferred.

Language and Reasoning Skills:

Ability to understand written or oral instructions: read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential. Excellent communication skills are required. Strong interpersonal skills are essential to maintain effective working relationships with others. The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position is required to sit and stand for moderate periods of time and the ability to see and hear.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position typically works in a well-lit, climate controlled, and adequately ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips, and similar office work hazards. The stress level for this position is moderate and the noise level for this position is low to moderate normally.

TERMS OF EMPLOYMENT:

This is a twelve month position. Salary is based on Board policy GGB.

Evaluation:

Performance in this position will be evaluated by the Business Manager in accordance with the provisions of the Board's policies on evaluations.

JOB DESCRIPTION:
Purchasing Agent

SUMMARY:

The primary purpose of the Purchasing Agent is to facilitate the procurement and payment of goods and services of the highest quality and lowest cost on behalf of the School District in a manner that follows all School Board policies, laws, and regulations.

ESSENTIAL FUNCTIONS:

- Acts as the Purchasing Agent for the District and approves all purchases and payments
- Verifies purchases are in compliance with purchasing laws, purchasing regulations, and School Board policies
- Reviews each purchase requisition to verify all appropriate documentation is present
- Reviews each claim to verify all appropriate documentation is present
- Reviews the claim docket prior to submission to the School Board
- Prepares all checks, electronic payments, and virtual payments after School Board approves claim docket
- Develops and maintains appropriate records such as purchase order files, claim files, and payment files
- Acts as a liaison between vendors and the District to provide payment status updates
- Coordinates with administrators, bookkeepers, and vendors concerning purchase status updates
- Manages and markets the virtual payment program
- Performs other duties as assigned by the Business Manager

The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.

REPORTING STRUCTURE:

- This position reports to the Business Manager.

**JOB DESCRIPTION:
Purchasing Agent**

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skills and ability required to successfully perform the essential functions of this position.

Education and/or Experience:

- Associates Degree Required
- Bachelors Degree in Accounting, Business, or Finance preferred.

Special Qualifications:

Licensed School Business Administrator preferred.

Language and Reasoning Skills:

Ability to understand written or oral instructions: read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential. Excellent communication skills are required. Strong interpersonal skills are essential to maintain effective working relationships with others. The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential.

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TERMS OF EMPLOYMENT:

This is a twelve month position. Salary is based on Board policy GGB.

Evaluation:

Performance in this position will be evaluated by the Business Manager in accordance with the provisions of the Board's policies on evaluations.

Descriptor Term:
COMPUTER TECHNICIAN
PAYROLL/PURCHASING AGENT
SALARY SCALE

GGB
ISSUE DATE: 7-24-08
UPDATED: 10-7-2019
06-15-2020

~~The salary scale for Computer Technician shall be as follows:~~

Yrs. Exp	Technician	Payroll/Purchasing Agent
0	\$18.81	\$18.81
1	\$19.74	\$19.74
2	\$20.66	\$20.66
3	\$21.56	\$21.56
4	\$22.49	\$22.49
5	\$23.42	\$23.42
6	\$23.68	\$23.68
7	\$23.96	\$23.96
8	\$24.23	\$23.96
9	\$24.52	\$23.96
10	\$24.79	\$23.96
11	\$25.06	\$23.96
12	\$25.33	\$23.96
13	\$25.62	\$23.96
14	\$25.88	\$23.96
15	\$26.17	\$23.96
16	\$26.43	\$23.96
17	\$26.72	\$23.96
18	\$26.98	\$23.96
19	\$27.27	\$23.96
20	\$27.54	\$23.96
21	\$27.82	\$23.96
22	\$28.08	\$23.96
23	\$28.37	\$23.96
24	\$28.64	\$23.96
25	\$28.92	\$23.96
26	\$29.19	\$23.96
27	\$29.47	\$23.96
28	\$29.76	\$23.96
29	\$30.03	\$23.96
30	\$30.32	\$23.96
31	\$30.58	\$23.96
32	\$30.87	\$23.96
33	\$31.14	\$23.96
34	\$31.43	\$23.96
35	\$31.70	\$23.96

Descriptor Term:
COMPUTER TECHNICIAN
PAYROLL/PURCHASING AGENT
SALARY SCALE

GGB
ISSUE DATE: 7-24-08
UPDATED: 10-7-2019
06-15-2020

Employees will be paid in twelve (12) monthly payments with the hourly rate being based on working 1,856 hours annually.

Salary incentives will be calculated at the end of each year to be included in the calculation for the next year's salary upon approval by the ~~technology director~~ **Supervisor**. Incentive scale listed below.

The work week shall consist of forty (40) hours per week with specific working hours to be set by the ~~Director of Information Technology~~ **Supervisor**.

Staff filling the position of Computer Technician may be credited with a maximum of three years experience if the previous employment was in a job requiring skills related to this position. **Staff filling the position of Payroll Agent or Purchasing Agent may be credited with a maximum of three years experience if the previous employment was in a job requiring same responsibilities and if previous employment was with a Mississippi School District.** Verification of this experience must be provided by the previous employer(s).

Policy changes in the below incentives shall be applicable to new employees and new certifications. Existing employees as of 6-12-2018 shall not be negatively impacted as a result of the below modifications for existing certifications and degrees.

COMPUTER TECH	Amount
CERTIFICATIONS	
A+	\$960.00
CCNA	\$960.00
Security Plus	\$960.00
MCP	\$960.00
N+ (Network Plus)	\$960.00
MCSE	\$1,920.00
CCIE	\$1,920.00
CERTIFICATIONS--NOT TO EXCEED	\$3,840.00
DEGREES	
Associate Degree	\$1,920.00
Bachelor Degree	\$3,840.00
DEGREES--NOT TO EXCEED (AA &	\$3,840.00
TOTAL DEGREES & CERTIFICATIONS	\$7,680.00

Payroll/Purchasing Agent	Amount
DEGREES	
Bachelor Degree	\$3,840.00
LICENSES	
School Business Administrator	\$3,840.00



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4701 COLONEL VICKREY ROAD
VANCLEAVE, MISSISSIPPI 39565

To: JCSJ School Board Members
From: Ryan Earley, Business Manager *RE*
Date: June 8, 2020
Subject: Letter of Justification for New Band Technical Assistant Positions

The Jackson County Board of Education recognizes that a successful band program requires individuals with highly specialized skills in multiple areas. The Board also recognizes that Booster Clubs and parents have long supplemented these skilled positions for both the marching and concert/indoor seasons in order for a Band to be successful. Furthermore, the numerical size of any given Band can pose a challenge for a single Band Director and Assistant Band Director as it relates to responsibility of supervising and keeping students safe.

To address the need for specialized skills, to alleviate the financial burden that has been placed on Booster Clubs and Parents, and to ensure students remain safe while participating in our band programs, the district is requesting that up to 5 Band Technical Assistants be provided for each of our High Schools to assist with Marching (Fall) and Concert (Spring) preparations and competitions during each of the respective seasons.

Policy GFBDAEA is a new proposed policy that outlines the role and responsibilities of the Band Technical Assistant. In addition, updates to policy GGBB (1) proposes the compensation for the new Band Technical Assistant; and (2) proposes a formula for determining the number of Band Technical Assistants that will be provided to each High School.

Thank you for your consideration of this request.

Descriptor Term:

GFBDAEA

**JOB DESCRIPTION:
BAND TECHNICAL ASSISTANT**

ISSUE DATE: **6-15-20**

QUALIFICATIONS:

1. Thorough knowledge of band fundamentals including, but not limited to, instrument pedagogy, ensemble performance, marching techniques, color guard and/or other related activities.
2. Specialized skill sets related to the Band program as identified/needed by the High School Band Director
3. Strong communication, both oral and written skills are required.
4. Strong interpersonal skills are required to establish and maintain effective working relationships with staff, students, parents, and members of the community.
5. Knowledge of the principles and methodology of effective teaching.
6. Possess and maintain a valid driver's license.
7. Any other qualifications deemed appropriate by the Board.
8. Instructor must pay for and pass a background check prior to the start date.

REPORTS TO:

High School Band Director

PERSONNEL REPORTING TO THIS POSITION:

None

JOB GOAL:

This position is responsible for providing supplemental support to the Band Director with specialized skills needed for building and improving the High School Band program and related activities. This position shall not only be responsible for assisting the Band Director in the development of an effective band program but the development of self-discipline, character, teamwork, leadership, citizenship, responsibility, academic excellence and the molding of the leaders of tomorrow's society.

The primary duties of the person holding this position will be to provide the Band Director with instruction of a specific skill set needed for a specific area of the high school music program and related activities; promote school spirit through musical, color guard or dance performances; and encourage student participation.

This position shall set an example of an exceptional professional and be ever mindful that both instructor and student represent the Jackson County School District and are expected to conduct themselves in an exemplary manner.

Descriptor Term:

GFBDAEA

JOB DESCRIPTION:
BAND TECHNICAL ASSISTANT

ISSUE DATE: **6-15-20**

AREAS OF RESPONSIBILITY:

1. Provide specialized instruction as identified/needed by the Band Director
2. Assist and run rehearsals/practices
3. Assist with student conduct
4. Assist with equipment management
5. Assist with student participation and morale
6. Assist with public relations
7. Assist with student welfare
8. Assist with student supervision

JOB DUTIES:

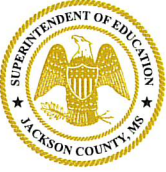
1. To assist Band Director in the instruction and planning of the high school band program.
2. To assist Band Director to ensure proper conduct and discipline of all student members of the band.
3. To assist Band Director to establish and maintain rapport with students and encourages student participation.
4. To assist Band Director to motivate students to achieve maximum potential.
5. To assist Band Director to provide opportunities for and support student involvement in the promotion of school spirit.
6. To assist Band Director to take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
7. To assist Band Director to work collaboratively with staff, families, and community resources.
9. To assist Band Director to maintain compliance with all rules and regulations of the Mississippi High School Activities Association.
10. To assist Band Director to comply with and support all school district regulations and policies.

TERMS OF EMPLOYMENT:

This position is considered an "at will" employee and whose services are needed only during certain times during a Band season or school year. I.E. band camp, marching band season, Indoor guard/percussion season, etc. Seasonal Supplemental salary to be established by the Band Director in accordance to Board policy GGBB.

EVALUATION:

Performance in this position will be evaluated by the High School Band Director.



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To: JCSD School Board Members
From: Ryan Earley, Business Manager *RE*
Date: June 8, 2020
Subject: Letter of Justification for Updated Supplement Scale

There are two changes being presented for the School Board's consideration.

1. Increase the tutor hourly rate for certified teachers from \$22 to \$28.
2. Add a Technical Band Assistant Supplement of \$2,000

With regards to the tutor rate of pay, this increase is intended to provide an hourly rate in line with at least 7 years of teaching experience. With so many years having gone by without the tutoring rate ever have increased it is hard to find teachers willing to tutor. Also, with so many students that will need supplemental tutoring to get caught back up this upcoming school year, we believe a significant increase is needed to recruit good teachers (and retirees) to provide the much-needed tutoring services. We think \$28 is an amount that will help achieve this objective. The downside of increasing the rate is schools will be getting fewer tutoring services for the same amount of money.

With regards to the addition of a technical band assistant, \$2,000 for a season is inline with what the band boosters currently pay for these services. In addition, the quantity of assistants is directly correlated with the number of band participants.

Thank you for your consideration of this request.

Descriptor Term:

GGBB

ISSUE DATE: **09-15-2008**

Supplement Scale

REVISED: **06-15-2020**

Position	Sport/Activity	Level		Reg. Season	Days	Play-off
Athletic Director	Athletic Director	High/Middle School	See Note 1	*		
Head Coach	Archery	High School		\$2,000.00	111	\$18.02
Director	Band	High School	See Note 1	\$12,000.00	95	\$126.32
Assistant Director	Band	High School		\$3,000.00	95	\$31.58
Technical Assist.	Band	High School	See Note 2	\$2,000.00	95	\$21.05
Director	Band	Middle School		\$3,000.00	N/A	
Assistant Director	Band	Middle School		\$1,500.00	N/A	
Head Coach	Baseball	High School	See Note 1	\$8,400.00	87	\$96.55
Assistant Coach (2)	Baseball	High School		\$4,000.00	87	\$45.98
Head Coach	Baseball	Middle School/9th		\$3,000.00	N/A	
Assistant Coach	Baseball	Middle School/9th		\$2,000.00	N/A	
Head Coach	Basketball Boys	High School	See Note 1	\$8,400.00	116	\$72.41
Assistant Coach	Basketball Boys	High School		\$4,000.00	116	\$34.48
Head Coach	Basketball Boys	High School 9th		\$3,000.00	N/A	
Head Coach	Basketball Boys	Middle School 8th		\$2,000.00	N/A	
Head Coach	Basketball Boys	Middle School 7th		\$1,500.00	N/A	
Head Coach	Basketball Girls	High School	See Note 1	\$8,400.00	116	\$72.41
Assistant Coach	Basketball Girls	High School		\$4,000.00	116	\$34.48
Head Coach	Basketball Girls	High School 9th		\$3,000.00	N/A	
Head Coach	Basketball Girls	Middle School 8th		\$2,000.00	N/A	
Head Coach	Basketball Girls	Middle School 7th		\$1,500.00	N/A	
Head Coach	Bowling	High School		\$2,000.00	73	\$28.00
Head Coach	Cheerleader	High School		\$3,500.00	95	\$36.84
Assistant Coach	Cheerleader	High School		\$1,500.00	95	\$15.79
Head Coach	Cheerleader	Middle School		\$1,500.00	N/A	
Director	Choral	High School		\$3,000.00		
Director	Choral	Middle School		\$2,000.00	N/A	
Head Coach	Cross Country Boys	High School		\$2,000.00	N/A	
Head Coach	Cross Country Girls	High School		\$2,000.00	N/A	
Head Coach	Dance	High School		\$3,000.00	95	\$31.58
Head Coach	Fast Pitch	High School	See Note 1	\$8,400.00	87	\$96.55
Assistant Coach (2)	Fast Pitch	High School		\$4,000.00	87	\$45.98
Head Coach	Fast Pitch	Middle School/9th		\$3,000.00	N/A	
Assistant Coach	Fast Pitch	Middle School/9th		\$2,000.00	N/A	
Head Coach	Football	High School	See Note 1	*	95	\$168.42
Offensive Coordinator	Football	High School	See Note 1	\$7,700.00	95	\$81.05
Defensive Coordinator	Football	High School	See Note 1	\$7,700.00	95	\$81.05
Assistant Coach (3) (4) 4A, (5) 5A,	Football	High School		\$4,500.00	95	\$47.37

Descriptor Term:

GGBB

ISSUE DATE: 09-15-2008

Supplement Scale

REVISED: 06-15-2020

(6) 6A						
Head Coach	Football	Middle School 8th		\$3,500.00	N/A	
Assistant Coach	Football	Middle School 8th		\$3,000.00	N/A	
Head Coach	Football	Middle School 7th		\$3,000.00	N/A	
Assistant Coach	Football	Middle School 7th		\$2,500.00	N/A	
Head Coach	Golf Boys	High School		\$2,000.00	84	\$23.81
Head Coach	Golf Girls	High School		\$2,000.00	84	\$23.81
Head Coach	Power Lifting Boys	High School		\$1,000.00	109	\$9.17
Head Coach	Power Lifting Girls	High School		\$1,000.00	109	\$9.17
Head Coach	Soccer Boys	High School		\$4,000.00	95	\$42.11
Assistant Coach	Soccer Boys	High School		\$2,000.00	95	\$21.05
Head Coach	Soccer Girls	High School		\$4,000.00	95	\$42.11
Assistant Coach	Soccer Girls	High School		\$2,000.00	95	\$21.05
Head Coach	Soccer Boys	Middle School		\$1,500.00	N/A	
Head Coach	Soccer Girls	Middle School		\$1,500.00	N/A	
Head Coach	Swim Coach	High School		\$2,000.00	84	\$23.81
Head Coach	Tennis	High School		\$2,000.00	77	\$25.97
Head Coach	Track Boys	High School		\$2,000.00	81	\$24.69
Head Coach	Track Girls	High School		\$2,000.00	81	\$24.69
Head Coach	Track Boys	Middle School		\$1,500.00	N/A	
Head Coach	Track Girls	Middle School		\$1,500.00	N/A	
Head Coach	Volleyball	High School		\$4,000.00	88	\$45.45
Assistant Coach	Volleyball	High School		\$2,000.00	88	\$22.73
Head Coach	Volleyball	Middle School		\$1,500.00	N/A	
Sponsor	Yearbook	High School		\$2,500.00	N/A	N/A
Sponsor	Yearbook	Middle School		\$1,000.00	N/A	N/A
Sponsor	Yearbook	Elementary School		\$1,000.00	N/A	N/A

District Supplement

Administrative Assistants	\$700.00	
Professional Development Coordinators (High, Middle, Elementary)	\$500.00	Or 5 days of sick leave
Professional Development Coordinators (Vo-Tech & Alternative)	\$335.00	Or 3 days of sick leave
LSC Chairperson	\$1,000.00	
MEET Team Member	\$1,000.00	
Distance Learning Teacher (per course)	\$1,000.00	
Webmaster (High, Middle, Elementary)	\$1,600.00	
Webmaster (Technology Center)	\$1,000.00	
Webmaster (Alternative School)	\$500.00	
Speech & Debate Sponsor (1 per High School)	\$500.00	

Descriptor Term:**GGBB**ISSUE DATE: **09-15-2008****Supplement Scale**REVISED: **06-15-2020****District Supplement continued:**

Moch Trial Team Sponsor (1 per High School)	\$500.00	
STEM / Extra Curricula Coaches (5 per HS, 4 per MS, 3 per Elem)	\$250.00	
After School Tutoring (Certified Teacher)	\$22.00 per hr	\$28.00
Curriculum Development Team	\$22.00 per hr	
New Teacher Training	\$100.00 per day	
Fab Lab Community Outreach	\$5000.00	
Title I Facilitator (1 per Title I School)	\$1000.00	

Note 1: Duties for select supplemental positions will be included in the employee's yearly teaching contract. Employee performance in these positions will be evaluated under the terms and conditions of the teaching contract. All other employees, who fill supplemental positions, will be considered "At Will Employees". Positions included in teaching contracts will be: (1) Athletic Director; (2) High School Head Football Coach; (3) High School Offensive Coordinator; (4) High School Defensive Coordinator; (5) High School Band Director; (6) High School Head Baseball Coach; (7) High School Head Softball Coach; (8) High School Head Boys Basketball Coach; (9) High School Head Girls Basketball Coach.

*Beginning with new employees hired for the 2016-2017 school year and after, all other employees not listed above understand that the coaching position may be contingent upon the employee's teaching position and the teaching position may be contingent upon the employee's coaching position. In the event that an employee is non-renewed, discharged, or released from either the coaching or teaching position, s/he may also be relieved from all positions in the district. If the employee elects to submit a resignation from either his/her teaching position or the new coaching position, the employee may be released from both positions.

Note 2: Band Technical Assistants

The Band Director shall be responsible for selecting/hiring Band Technical Assistants to target and improve specific skill sets as determined necessary by the Band Director. Individuals who fill these supplemental positions will be considered "At Will Employees." The number of Band Technical Assistants allocated for each attendance center will be based on the number of band members from the previous year in the following manner:

Number of Band Members	Band Technical Assistants Per Season
Up to 50	2
Up to 75	3
Up to 100	4
100+	5

For this policy the term "Band Member" includes both musicians and color guard members; "Season" is defined as Fall (marching/competition) and Spring (concert/indoor).

Any supplement that decreases as a result of this policy revision will be frozen at current rate as long as the current coach remains in that position.

Coaches whose teams qualify for the playoffs will be compensated at a per diem rate of their supplement for the number of school/practice/game days they are in the playoffs. ***SEE CHART BELOW**

The per diem amount will be determined by dividing the total amount of the supplement by the number of official days in the regular season (including the first day of practice is allowed) as set forth by the Mississippi High School Activities Association.

An Assistant Band Director at the middle school will be allocated for 150 or more students.

EFFECTIVE – July 1, 2018

***Athletic Director (AD)**

Base Pay \$80,000 (up to 30 years of teaching experience).

Starting at Year 31, the AD will begin receiving the teacher step raise base on Policy GGBC appropriate to certification level.

The AD will NOT receive the per diem playoff compensation.

The AD will be eligible for district academic performance pay.

NOTE: Any current athletic director adversely effected by this change will be frozen at the higher salary.

Supplement Scale

PER DIEM SCALE

4A, 5A, Per Diem Football Playoffs

- Round 1 x 1 x 6 days
- Round 2 x 1.5 x 6 days
- Round 3 x 2 x 6 days
- Round 4 x 2.5 x 6 days
- Round 5 x 3 x 6 days

6A, Per Diem Football Playoffs (6A only has 4 rounds in football and this makes it balance out in the end)

- Round 1 x 1.25 x 6 days
- Round 2 x 2 x 6 days
- Round 3 x 3 x 6 days
- Round 4 x 3.75 x 6 days

All other eligible sports based on Policy GGBB will receive the playoff per diem supplement using the following scale. The number of days will vary per sport based on the structure of that sport's playoff.

- Round 1 x 1 x TBD days
- Round 2 x 1.5 x TBD days
- Round 3 x 2 x TBD days
- Round 4 x 2.5 x TBD days
- Round 5 x 3 x TBD days

High School Band Director

The high school band director will receive 15 days per diem of the regular salary compensation. (Summer Programs, Band Camps, etc.).

The high school band director will receive the per diem playoff performance compensation.

The high school band director will be eligible for the district academic performance pay.

An Assistant Band Director at the middle school will be allocated for 150 or more students.

Head Football Coach

Base Salary \$75,000 (up to 25 years of teaching experience).

Starting at year 26, the head football coach would begin receiving the teacher step raise based on Policy GGBC appropriate to his certification level.

Additionally, the head football coach will receive the per diem playoff performance compensation.

(See Scale Above)

The head football coach of a 6A team will receive an extra \$1000 due to a longer regular season.

The head football coach will be eligible for district academic performance pay.

NOTE: Any current head football coach adversely effected by this change will be frozen at the higher salary.