Louisiana Believes.

LOUISIANA DEPARTMENT OF EDUCATION

CONSECUTIVE PERFORMANCE MODEL INSTRUCTIONS

This document contains instructions for how to use the Consecutive Performance compensation model. Districts can choose to adopt this model in its entirety, adapt it with modifications based on local priorities, or simply use it as a spring board for discussion as the district embarks on compensation design.

Consecutive Performance Compensation Model Overview

The Consecutive Performance compensation model sends a strong message about the importance of consistent high performance in the classroom by providing teachers with consecutive Highly Effective or Effective: Proficient ratings with growing annual increases recognizing their sustained high performance, and allows high performing teachers to increase their base compensation quickly. Additionally, under this model teachers who receive consecutive ratings of Effective: Emerging will not receive an annual increase, sending a strong message that Effective: Emerging performance is insufficient. Additional details regarding this compensation model's criteria and progression requirements are provided below.

Please note: All compensation amounts presented in this model are illustrative and should be tailored based on a district's funding availability.

Compensation Criteria

Under the Consecutive Performance Compensation Model, the three mandatory compensation components are defined in the following way:

- 1. **Effectiveness:** A teacher's summative performance evaluation results according to the Compass evaluation process (e.g., Ineffective, Effective: Emerging, Effective: Proficient, and Highly Effective).
 - Under this model, this criterion is recognized through a permanent base salary increase for teachers rated Effective: Proficient and Highly Effective and through a non-base building stipend for teachers rated Effective: Emerging. However, districts have the flexibility to recognize this criterion through a base salary increase or a one-time stipend based on their preferred approach.
- 2. **Demand:** Districts have the flexibility to define the demand component based on their local needs. Please refer to page 3-5 for examples of how this criterion may be defined.
 - Under this model, this criterion is recognized through a non-base building stipend for teachers rated Effective: Emerging, Effective: Proficient, and Highly Effective. However, districts have the flexibility to recognize this criterion through a base salary increase or a one-time stipend based on their preferred approach.
- 3. **Experience:** In this model, this criterion is defined as an additional year of experience in the classroom. However, districts have the flexibility to use an alternative definition for the Experience criteria. Please refer to page 3-5 for examples of how this criterion may be defined.
 - Under this model, this criterion is recognized through a permanent base salary increase for teachers rated Effective: Proficient and Highly Effective and through a non-base building stipend for teachers rated Effective: Emerging. However, districts have the flexibility to recognize this criterion through a base salary increase or a one-time stipend based on their preferred approach.



Compensation Progression Criteria

Teachers rated Effective: Emerging, Effective: Proficient, and Highly Effective will receive a compensation increase every year due to all three compensation criteria – Effectiveness, Demand, and Experience. The compensation increases for the Effectiveness and Experience criteria are base-building for Effective: Proficient and Highly Effective teachers and non-base building for teachers rated Effective: Emerging, allowing Effective: Proficient and Highly Effective teachers to accelerate the increase of their base salaries. Under this model approach, the compensation increases for the Demand criterion are non-base building for teachers rated Effective: Emerging, Effective: Proficient, and Highly Effective. Additionally, the base salary compensation increase for Highly Effective teachers is higher than the compensation increase of Effective: Proficient teachers, allowing for additional recognition of teachers rated Highly Effective. Similar to the Salary Levels Compensation Model, this model contains a differentiated base salary cap driven by a teacher's effectiveness rating, further differentiating compensation based on teacher's effectiveness. Under this model, districts have the flexibility to decide which compensation criterion will drive base salary increases vs. non-base building compensation increases, and have the ability to decide how these increases are applied to teachers with different performance levels.

Under this model, teachers who receive consecutive ratings of Effective: Proficient or Highly Effective are rewarded with increased base building pay, while the pay for teachers who receive consecutive ratings of Effective: Emerging remains flat, sending a strong message that Effective: Emerging performance is insufficient. After three years of consecutive ratings, teachers who continue to consistently perform at their level receive the maximum increase for that rating. Additionally, teachers who increase their performance from Effective: Emerging to Effective: Proficient or Effective: Proficient to Highly Effective will receive higher pay increases while teachers whose performance drops (e.g., from Highly Effective to Effective: Proficient or Effective: Proficient to Ineffective) will receive a lower compensation increase, if at all. Districts have the flexibility to modify these criteria and compensation rules based on the messages they would like to send their teachers regarding their effectiveness in the classroom. Lastly, given the rigor associated with attaining tenure in Louisiana, the district has the option of creating a "compensation fast track" for teachers who obtain tenure by providing them with a significant base salary jump as a result. This salary jump would be considered to be due equally to the Experience and Effectiveness criteria.

As mandated by the legislation, teachers rated Ineffective will not be eligible to receive a compensation increase of any kind.

In addition to defining the Demand and Experience criterion and determining which increases are base-building versus a one-time stipend, below is a summary of the design choices for this sample compensation model.



Sample Compensation Model Design Approach	Recommendation	Rationale
Number of years a teacher continues to see increases due to sustained performance in the classroom	Under this model, teachers continue to receive an increase in their compensation due to sustained performance for three years, at which point, if they continue to sustain their performance, they keep receiving the maximum amount.	This compensation approach sends a message that sustained or increased effectiveness in the classroom is valued by the district. Three years of performance allows for this message to be sent and for teachers to receive compensation increases that are still sustainable over time.
Increase amounts for year 1, 2, and 3 by performance rating	The increase amounts for each year of performance should be set according to a district's budget availability and the salary trajectory they would like to see for their teachers. By working backwards from the maximum amount of increase a district wants each teacher to make (according to their effectiveness rating), a district can then determine the appropriate amounts for year 1 and year 2. It is recommended that incremental annual increases are differentiated by effectiveness rating, with the district's highest performing teachers receiving the highest compensation increase in any given year.	By determining the increase amounts for year 1, 2 and 3 districts can ensure they are creating a system that is sustainable while providing teachers with a competitive salary trajectory that recognizes their performance in the classroom and retains them over time. The incremental amounts for each year of performance can further send a strong message about the importance of teacher effectiveness in the classroom and how much it is valued by the district.
The creation of differentiated salary caps based on a teacher's effectiveness rating	Base salary caps should be based on the district's budget availability and benchmarked against the salary potential for other professions in the state or district.	It is recommended that districts use differentiated salary caps to control the cost of the system over the long term while sending a strong message about a teacher's effectiveness in the classroom. By including differentiated salary caps in the system, a teacher's earning potential is directly tied to their outcomes with students in the classroom while ensuring that the system isn't too expensive in the long term.
Providing a substantial base salary increase due to receiving tenure	Under this model, we recommend that Highly Effective teachers who obtain tenure receive an automatic salary increase to Level V.	Given the new tenure requirements in the state of Louisiana, achieving tenure is a big accomplishment that signals highly effective results with students. By allowing teachers who earn tenure to leap to the highest salary level, the district is sending a strong message that these are the district's top performers and that their performance in the classroom is valued.

Consecutive Performance Compensation Model Instructions

STEP ONE: Download the Microsoft Excel document containing the Consecutive Performance model:

The Consecutive Performance Compensation Model is color-coded to guide users through the process of entering data.

For basic usage, only populate the green cells and columns.

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JSERS ENTER VALUES	IN GREEN COLUMN	SONLY	D	E	F	G	н	Users s	Users should only enter				
eacher ID	Teacher Name		In Role Current Year	In Role Next Year	Met Demand 1	Met Demand 2 Met E	emand 3	values i	n the gi	raan ra	alle or		
	1 Teacher 1	\$48,031	1	. 0	1	. 0	0	7 values i	ii tiie gi	een c	113 01		
	2 Teacher 2	\$47,743	1	0	(0	0	1 .					
	3 Teacher 3	\$57,211	1	1	1	1 0	0	l column	ς.				
	4 Teacher 4	\$46,950	1	1		0	0	00.0	٥.				
	5 Teacher 5	\$55,162		1		0	0					J	
	6 Teacher 6 7 Teacher 7	\$57,184 \$57,805		1		0	<u> </u>			l			
	8 Teacher 8	\$55,116		1		0							
	9 Teacher 9	\$59,950		1		0	0						
	10 Teacher 10	\$53,410		1		0	0			1			
	11 Teacher 11	\$53,155		1		0	0			1			
	12 Teacher 12	\$47,362	1	1		. 0	0						
					-					1			
										1			
					6	Category Numb	er Name	Effectiveness	Experience	Demand 1	Demand 2	Demand 3	1
					7	1	Ineffective	\$0	\$0	\$0	S0	\$0	
					8	2	Emerging (1st Year)		\$50	\$50	\$0	\$0	MEETS 50%
					9	3	Emerging (2nd Year		\$50	\$50	\$0	\$0	MEETS 50%
					10	4	Emerging (3rd Year		\$50	\$50	\$0	\$0	MEETS 50%
					11	1 5	Proficient (1st Year		\$100	\$100	\$0	\$0	MEETS 50%
					10	2 6	Proficient (2nd Yea		\$150	\$150	\$0	\$0	MEETS 50%
					13	7	Proficient (3rd Year	\$400	\$200	\$200	\$0	\$0	MEETS 50%
									4000	****			
					14	1 8	Highly Effective (1s	(Year) \$400	\$200	\$200	\$0	\$0	MEETS 50%
					14	8 5 9	Highly Effective (1s Highly Effective (2n		\$200	\$200	\$0 \$0	\$0 \$0	MEETS 50% MEETS 50%

STEP TWO: Gather district information:

The following information is necessary to complete the model:

Information	Required for Step #	Available?
Model instructions	2-8	\checkmark
Starting salary amount for new teachers	3	
Base salary caps	3	
Yearly compensation increase amounts (through base salary increases or one-time stipends) for each compensation criterion (e.g., Effectiveness, Experience, and Demand)	3	
Determination of each criterion as driving base salary increases or one-time stipend increases	3	
Total annual budget available for teacher compensation	4	
Complete teacher roster	5	
Teacher summative effectiveness ratings (e.g., Ineffective, Effective: Emerging, Effective: Proficient, Highly Effective)	5	
The list of teachers meeting the locally defined Demand criterion	6	

STEP THREE: Input the district starting salary, base salary caps, and annual increase values:

1. The first worksheet in the Microsoft Excel document is the "Inputs" sheet. Click on the tab for this sheet to open.

2.	. District Starting Salary: Enter the desired starting salary amount.										
- 4	A	В	С	D	E	F	G	Н			
1	USERS ENTER VALUES IN GREEN CELLS ONLY										
2			_								
3	Enter District Starting Salary:	\$46,100									
4											
5	Enter Pay Increase Amounts:							_			
6	Category Number	Name	Effectiveness	Experience	Demand 1	Demand 2	Demand 3				
7	1	Ineffective	\$0	\$0	\$0	\$0	\$0				
8	2	Emerging (1st Year)	\$50	\$50	\$50	\$0	\$0	MEETS 50% RULE			
9	3	Emerging (2nd Year)	\$50	\$50	\$50	\$0	\$0	MEETS 50% RULE			
10	4	Emerging (3rd Year)	\$50	\$50	\$50	\$0	\$0	MEETS 50% RULE			
11	5	Proficient (1st Year)	\$200	\$100	\$100	\$0	\$0	MEETS 50% RULE			
12	6	Proficient (2nd Year)	\$300	\$150	\$150	\$0	\$0	MEETS 50% RULE			
13	7	Proficient (3rd Year)	\$400	\$200	\$200	\$0	\$0	MEETS 50% RULE			
14	8	Highly Effective (1st Year)	\$400	\$200	\$200	\$0	\$0	MEETS 50% RULE			
15	9	Highly Effective (2nd Year)	\$500	\$250	\$250	\$0	\$0	MEETS 50% RULE			
16	10	Highly Effective (3rd Year)	\$600	\$300	\$300	\$0	\$0	MEETS 50% RULE			
17					·	·		_			

3. **Pay Increase Amounts**: Under this model, compensation increases are determined based on the three mandatory criteria: Effectiveness, Experience, and Demand. Teachers receive larger increases as they receive consecutive years of Effective: Proficient and Highly Effective ratings. With this template, districts have the flexibility to modify the amount of compensation increases for each rating.

In this example, a teacher rated Effective: Proficient for the first time would receive the compensation increases inputted in the template on the "Proficient (1st Year)" row. The following year, if that teacher received another Effective: Proficient rating, the teacher would receive the increases captured in the row labeled "Proficient (2nd Year)". This template is structured such that Effective: Proficient and Highly Effective teachers can receive rising increases for three years of consecutive performance. After the third year, if the teacher receives the same rating, the increase will be the same as the one earned in year three.

Act 1 requires that no single criterion make up more than 50% of a teacher's total compensation increase, so the model tests whether any of the criteria violate this rule. If all of the annual increase values for each criterion and rating comply with this rule, the words "MEETS 50% RULE" will display; if not, the words "SURPASSES 50% RULE" will display.

5	Enter Pay Increase Amounts:							_
6	Category Number	Name	Effectiveness	Experience	Demand 1	Demand 2	Demand 3	
7	1	Ineffective	\$0	\$0	\$0	\$0	\$0	
8	2	Emerging (1st Year)	\$50	\$50	\$50	\$0	\$0	MEETS 50% RULE
9	3	Emerging (2nd Year)	\$50	\$50	\$50	\$0	\$0	MEETS 50% RULE
10	4	Emerging (3rd Year)	\$50	\$50	\$50	\$0	\$0	MEETS 50% RULE
11	5	Proficient (1st Year)	\$200	\$100	\$100	\$0	\$0	MEETS 50% RULE
12	6	Proficient (2nd Year)	\$300	\$150	\$150	\$0	\$0	MEETS 50% RULE
13	7	Proficient (3rd Year)	\$400	\$200	\$200	\$0	\$0	MEETS 50% RULE
14	8	Highly Effective (1st Year)	\$400	\$200	\$200	\$0	\$0	MEETS 50% RULE
15	9	Highly Effective (2nd Year)	\$500	\$250	\$250	\$0	\$0	MEETS 50% RULE
16	10	Highly Effective (3rd Year)	\$1,000	\$300	\$300	\$0	\$0	SURPASSES 50% RULE
17			`					



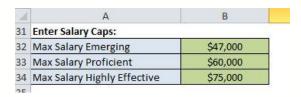
Act 1 also specifies that no compensation increases will be awarded to teachers rated Ineffective, so these values are locked at \$0.

4. Pay Increase Types: Districts also have the flexibility to choose which annual increases should be considered base building or a one-time stipend depending on a teacher's effectiveness ratings. This flexibility allows districts to choose the level of emphasis or importance for each criterion and allows the district to set different base salary trajectories for teachers of varying effectiveness levels. For example, a district may want to set all of the criteria increases to non-base building for Effective: Emerging teachers and base building for Effective: Proficient and Highly Effective teachers in order to reward high performing teachers with permanent pay increases. Additionally, districts have the flexibility to make certain criterion non-base building, allowing them to create compensation systems that are affordable and sustainable given the district's current compensation budget.



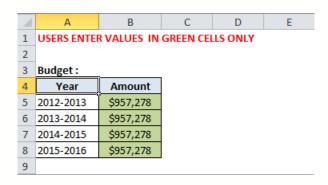


5. **Base Salary Caps:** Enter the desired values for the maximum base salary amounts for each rating. For example, under this sample model teachers rated Effective: Emerging will not receive any base salary increases above \$47,000. Districts may set salary caps in order to lower costs and award higher performing teachers with access to higher salaries.



STEP FOUR: Input Budget Rules:

- 1. Click on the "Budget" tab to open the next worksheet.
- Input the total amount of money available for teacher compensation in each year of the model, changing only
 the green cells. Note that this sample model contains four budget years. Districts using this template will enter
 only the values that are already known. For example, once a district has clear information about the 2013-2014
 compensation budget the district will fill in the Amount cell for 2013-2014.



STEP FIVE: Input roster information:

- 1. Click on the "Salary and Rating" tab to open the next worksheet.
- 2. Input values for all teachers under the green columns. Each year, districts should enter new teachers in new rows below the current list of teachers. Districts must keep teachers that have left the district in their same row and give them a rating of 0 in years that they are no longer teaching in the district. Use the following instructions for these columns:
 - a. Teacher ID Input a unique identifier assigned by the district for each of its teachers.
 - b. Teacher Name Input each teacher's name.
 - c. Starting Salary Enter the salary for each teacher upon entering the salary system. These values will not change year-over-year. New teachers in this sample compensation model have a starting salary of \$46,100.
 - d. Ratings Enter the rating values 0 4, according to the following list:
 - 0 No rating (used for teachers not active in a given year)
 - 1 Ineffective
 - 2 Effective: Emerging
 3 Effective: Proficient
 4 Highly Effective

Please note: Make sure to enter 0 in rows without any teacher information.

A	А	В	С	D	E	F
1	USERS ENTE	ER VALUES IN GE	REEN COLUMNS	ONLY		
2						
3					Ratings	
4	Teacher ID	Teacher Name	Starting Salary	Rating SY 2012-13	Rating SY 2013-14	Rating SY 2014-15
5	1	Teacher 1	\$48,031	3	0	0
6	2	Teacher 2	\$47,743	4	0	0
7	3	Teacher 3	\$57,211	3	3	0
8	4	Teacher 4	\$51,852	2	2	0
9	5	Teacher 5	\$55,162	3	4	3
10	6	Teacher 6	\$57,184	4	4	4
11	7	Teacher 7	\$57,805	1	2	3
12	8	Teacher 8	\$55,116	3	2	3
13	9	Teacher 9	\$57,690	4	3	4
14	10	Teacher 10	\$53,410	1	1	1
15	11	Teacher 11	\$53,155	2	1	2
16	12	Teacher 12	\$47,362	3	3	3
17	13	Teacher 13	\$54,104	3	3	3
18	14	Teacher 14	\$50,636	4	3	3
19	15	Teacher 15	\$54,634	4	4	4
20	16	Teacher 16	\$47,234	3	3	3
21	17	Teacher 17	\$46,100	0	3	3
22	18	Teacher 18	\$46,100	0	3	3
23	19	Teacher 19	\$46,100	0	0	2
24	20	Teacher 20	\$46,100	0	0	4
25	0	0	\$0	0	0	0
26	0	0	\$0	0	0	0

STEP SIX: Enter whether teachers are currently teaching in the district and if they have met the locally-defined Demand requirements:

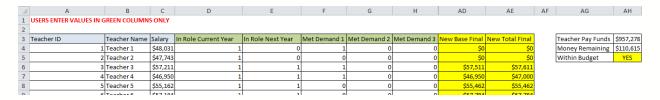
- 1. Click on the tab for the current school year. (*Please note*: Users do not need to enter data into the "Category Tables" tab.)
- 2. All teacher names, salaries, and ratings for that year are automatically transferred. Fill out the green columns according to the following instructions:
 - a. "In Role Current Year" Enter a 1 for each teacher who is active in the current school year. Enter a 0 if a teacher is not active in the current year.
 - b. "In Role Next Year" Enter a 1 for each teacher who will be active in the following year and is included in the next year's budget. Enter a 0 for each teacher who will not be in that year's budget due to having left the district.
 - c. "Met Demand 1" through "Met Demand 3" For each district-defined Demand criterion, use a 1 to indicate if a teacher has met that Demand criteria in the current year. For example, if "Met Demand 1" is used to indicate teachers filling a hard-to-staff subject (e.g., secondary math, secondary science, special education, etc.), use a 1 for each teacher meeting that Demand criterion and filling a hard-to-staff subject and a 0 for every other teacher.

Α	В	С	D	Е	F	G	Н			
USERS ENTER VALUES IN GREEN COLUMNS ONLY										
Teacher ID	Teacher Name	Salary	In Role Current Y	In Role Next Ye	Met Demand 1	Met Demand 2	Met Demand 3			
1	Teacher 1	\$48,031	1	0	1	0	0			
2	Teacher 2	\$47,743	1	0	0	0	0			
3	Teacher 3	\$57,211	1	1	1	0	0			
4	Teacher 4	\$46,950	1	1	1	0	0			
5	Teacher 5	\$55,162	1	1	0	0	0			
6	Teacher 6	\$57,184	1	1	0	0	0			
7	Teacher 7	\$57,805	1	1	0	0	0			
8	Teacher 8	\$55,116	1	1	0	0	0			
9	Teacher 9	\$59,950	1	1	0	0	0			
10	Teacher 10	\$53,410	1	1	0	0	0			
11	Teacher 11	\$53,155	1	1	1	0	0			
12	Teacher 12	\$47,362	1	1	1	0	0			
	USERS ENTER VALUES IN 6 Teacher ID 1 2 3 4 5 6 7 8 9 10	USERS ENTER VALUES IN GREEN COLUMN	USERS ENTER VALUES IN GREEN COLUMNS ONLY Teacher ID Teacher Name Salary 1 Teacher 1 \$48,031 2 Teacher 2 \$47,743 3 Teacher 3 \$57,211 4 Teacher 4 \$46,950 5 Teacher 5 \$55,162 6 Teacher 6 \$57,184 7 Teacher 7 \$57,805 8 Teacher 8 \$55,116 9 Teacher 9 \$59,950 10 Teacher 10 \$53,410 11 Teacher 11 \$53,155	USERS ENTER VALUES IN GREEN COLUMNS ONLY Teacher ID Teacher Name Salary In Role Current Y 1 Teacher 1 \$48,031 1 2 Teacher 2 \$47,743 1 3 Teacher 3 \$57,211 1 4 Teacher 4 \$46,950 1 5 Teacher 5 \$55,162 1 6 Teacher 6 \$57,184 1 7 Teacher 7 \$57,805 1 8 Teacher 8 \$55,116 1 9 Teacher 9 \$59,950 1 10 Teacher 10 \$53,410 1 11 Teacher 11 \$53,155 1	USERS ENTER VALUES IN GREEN COLUMNS ONLY Teacher ID Teacher Name Salary In Role Current Y In Role Next Ye 1 Teacher 1 \$48,031 1 0 2 Teacher 2 \$47,743 1 0 3 Teacher 3 \$57,211 1 1 4 Teacher 4 \$46,950 1 1 5 Teacher 5 \$55,162 1 1 6 Teacher 6 \$57,184 1 1 7 Teacher 7 \$57,805 1 1 8 Teacher 8 \$55,116 1 1 9 Teacher 9 \$59,950 1 1 10 Teacher 10 \$53,410 1 1 11 Teacher 11 \$53,155 1 1	Teacher ID	Teacher ID			

STEP SEVEN: Record new teacher salaries:

- 1. Stay on the tab for the current school year and scroll to the right.
- 2. The model will display the new base salary and new total compensation amount (a teacher's base salary and their one-time stipends for the year) in the yellow highlighted columns titled "New Base Final" and "New Total Final." Take note of two important pieces of information: each teacher's new base salary and each teacher's new total compensation.
- 3. The model will check whether the total of all new calculated compensation amounts is within the teacher compensation budget previously entered on the "Budget Inputs" tab. It will also display how much money, if any, is remaining, above the calculated total for teacher compensation. Any money remaining in the district's compensation budget is reserved for use in future years. It is recommended that districts use this type of reserve fund in order to ensure sustainability in years when there are fewer retirements, a decreased teacher compensation budget, or a higher percentage of teachers eligible for pay increases.

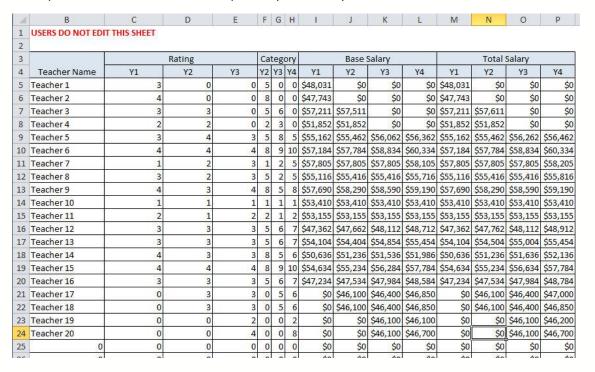
If a district finds that the cost of the compensation model is higher than their available budget for teacher compensation, changes should be made to the model's compensation increases or progression criteria in order to reduce the overall cost and make the model sustainable. Additionally, it is recommended that districts test their compensation models under different budget scenarios in order to better ensure sustainability. Please see Phase 3: Compensation Model Sustainability Guidance for more information.



Please note: After checking for remaining compensation funds, the model automatically pulls in any remaining compensation funding from the previous year and adds it to the total amount of funding available for teacher compensation the following school year. This approach helps ensure sustainability year-over-year.

STEP EIGHT: Repeat process for year two and year three:

- 1. Click on the tab for the next school year.
- 2. Repeat steps 6 and 7 for each year.
- 3. View the "Summary" tab to see each teacher's effectiveness ratings, category, base salary, and total compensation for each year of the model. *Please note*: This tab is populated based on the data entered in the previous input tabs this tab does not require any data entry.



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