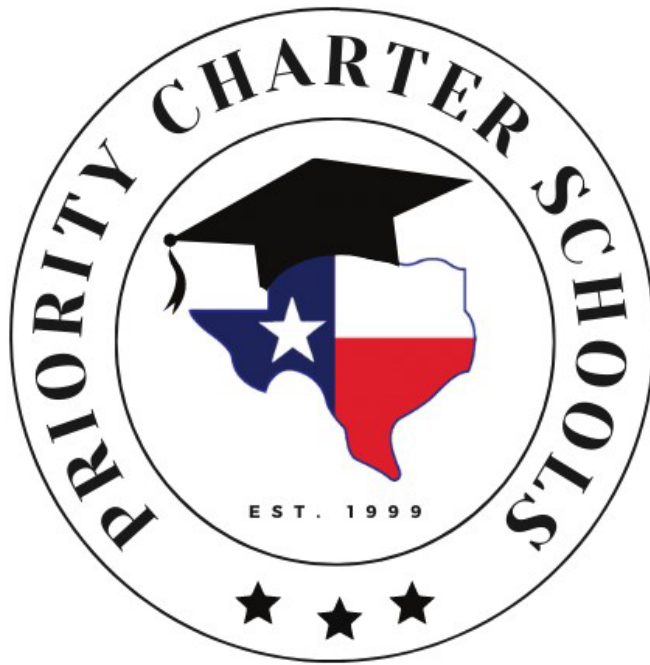


PRIORITY CHARTER SCHOOLS



COMPENSATION MANUAL 2023-2024

Table of Contents

PURPOSE	4
EXEMPT, SALARIED POSITIONS	5
CAMPUS-BASED POSITIONS	5
Teacher	5
Instructional Coach/Facilitator	8
Campus Assistant Principal	9
Campus Principal	9
DISTRICT-BASED POSITIONS	9
Department Coordinators	9
Directors	11
Executive Directors	11
Assistant Superintendent	11
Superintendent	11
NON-EXEMPT, SALARIED POSITIONS	12
CAMPUS-BASED & DISTRICT-BASED POSITIONS.....	12
Secretary/Receptionist	12
Educational Aide	14
NON-EXEMPT, HOURLY WAGE POSITIONS	17
Receptionist	17
Instructional Aide.....	17
Food Service & Cashier	17
Custodial.....	18
Educational Aide	19
Bus Driver (Licensed & Non-Licensed)	21
Bus Mechanic	21
Maintenance	23
Courier & Custodian.....	23
IT Assistant	23
Maintenance Assistant	23
SUBSTITUTE EMPLOYEE PAY SCHEDULE	25
STIPEND PAY SCHEDULE	26
INCENTIVE PAY SCHEDULE.....	28
SALARY PAY SCHEDULE.....	29
EMPLOYEE CALENDAR	30

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. The Board of Trustees may adjust the compensation reflected in this plan retroactively as necessary to ensure compliance with any requirements from the 88th Texas Legislature; and the associated funding levels which were not known at the time this plan was initially adopted. The amounts reflected in this adopted compensation guide may be incorporated as part of satisfying new statutory requirements.

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

Teachers and Interventionist (Reading, Math, etc.) are expected to work 187 days during the 2023-2024 school year. The Teacher Salary Scale is based upon the degree and certification that the teacher or interventionist currently holds. The hours a Teacher is scheduled to work will determine whether they are considered Full-time or Part-time. All staff must log their hours worked via TimeClockPlus. The HR/Benefits Administrator.

PCS aims to employ only certified teachers. Teachers without certification will be hired at the certified pay rate, if they show proof of being enrolled in a state-approved Teacher Certification program. Teachers must submit the *Welcome Letter* from the program they are enrolled in and the *Non-Certified Teacher Agreement* with a projected completion date. Failure of showing proof of earning certification by this completion due date may be grounds for termination. When there is a teacher vacancy without certified candidates, PCS will consider hiring degreed, non-certified candidates at the non-certified pay rate.

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 HR/Benefits Administrator 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 to the HR/Benefits Administrator.

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.

Some grants or situations might allow for teachers to be hired at an alternate rate. These deviations from the compensation plan must be approved by the Superintendent.

TEACHER SALARY SCALE

FULL TIME (40 HOURS/WEEK) 2023-2024

STEP	Bachelor's			Master's			Doctorate		
	No Cert	No Cert (In Program)	SBEC Cert	No Cert	No Cert (In Program)	SBEC Cert	No Cert	No Cert (In Program)	SBEC Cert
0	\$36,220	\$40,220	\$44,360	\$37,720	\$41,720	\$45,860	\$39,220	\$43,220	\$48,360
1	\$37,220	\$41,220	\$45,360	\$38,720	\$42,720	\$46,860	\$40,220	\$44,220	\$49,360
2	\$37,720	\$41,720	\$45,860	\$39,220	\$43,220	\$47,360	\$40,720	\$44,720	\$49,860
3	\$38,220	\$42,220	\$46,360	\$39,720	\$43,720	\$47,860	\$41,220	\$45,220	\$50,360
4	\$38,720	\$42,720	\$46,860	\$40,220	\$44,220	\$48,360	\$41,720	\$45,720	\$50,860
5	\$39,482	\$43,482	\$47,622	\$40,982	\$44,982	\$49,122	\$42,482	\$46,482	\$51,622
6	\$39,982	\$43,982	\$48,122	\$41,482	\$45,482	\$49,622	\$42,982	\$46,982	\$52,122
7	\$40,482	\$44,482	\$48,622	\$41,982	\$45,982	\$50,122	\$43,482	\$47,482	\$52,622
8	\$40,982	\$44,982	\$49,122	\$42,482	\$46,482	\$50,622	\$43,982	\$47,982	\$53,122
9	\$41,482	\$45,482	\$49,622	\$42,982	\$46,982	\$51,122	\$44,482	\$48,482	\$53,622
10	\$41,982	\$45,982	\$50,122	\$43,482	\$47,482	\$51,622	\$44,982	\$48,982	\$54,122
11	\$42,482	\$46,482	\$50,622	\$43,982	\$47,982	\$52,122	\$45,482	\$49,482	\$54,622
12	\$42,982	\$46,982	\$51,122	\$44,482	\$48,482	\$52,622	\$45,982	\$49,982	\$55,122
13	\$43,482	\$47,482	\$51,622	\$44,982	\$48,982	\$53,122	\$46,482	\$50,482	\$55,622
14	\$43,982	\$47,982	\$52,122	\$45,482	\$49,482	\$53,622	\$46,982	\$50,982	\$56,122
15	\$44,482	\$48,482	\$52,622	\$45,982	\$49,982	\$54,122	\$47,482	\$51,482	\$56,622
16	\$44,982	\$48,982	\$53,122	\$46,482	\$50,482	\$54,622	\$47,982	\$51,982	\$57,122
17	\$45,482	\$49,482	\$53,622	\$46,982	\$50,982	\$55,122	\$48,482	\$52,482	\$57,622
18	\$45,982	\$49,982	\$54,122	\$47,482	\$51,482	\$55,622	\$48,982	\$52,982	\$58,122
19	\$46,482	\$50,482	\$54,622	\$47,982	\$51,982	\$56,122	\$49,482	\$53,482	\$58,622
20	\$46,982	\$50,982	\$55,122	\$48,482	\$52,482	\$56,622	\$49,982	\$53,982	\$59,122
21	\$47,482	\$51,482	\$55,622	\$48,982	\$52,982	\$57,122	\$50,482	\$54,482	\$59,622
22	\$47,982	\$51,982	\$56,122	\$49,482	\$53,482	\$57,622	\$50,982	\$54,982	\$60,122
23	\$48,482	\$52,482	\$56,622	\$49,982	\$53,982	\$58,122	\$51,482	\$55,482	\$60,622
24	\$48,982	\$52,982	\$57,122	\$50,482	\$54,482	\$58,622	\$51,982	\$55,982	\$61,122
25	\$49,482	\$53,482	\$57,622	\$50,982	\$54,982	\$59,122	\$52,482	\$56,482	\$61,622
26	\$49,982	\$53,982	\$58,122	\$51,482	\$55,482	\$59,622	\$52,982	\$56,982	\$62,122
27	\$50,482	\$54,482	\$58,622	\$51,982	\$55,982	\$60,122	\$53,482	\$57,482	\$62,622
28	\$50,982	\$54,982	\$59,122	\$52,482	\$56,482	\$60,622	\$53,982	\$57,982	\$63,122
29	\$51,482	\$55,482	\$59,622	\$52,982	\$56,982	\$61,122	\$54,482	\$58,482	\$63,622
30	\$51,982	\$55,982	\$60,122	\$53,482	\$57,482	\$61,622	\$54,982	\$58,982	\$64,122

TEACHER SALARY SCALE

PART TIME

(UP TO 20 HOURS/WEEK)

2023-2024

STEP	Bachelor's			Master's			Doctorate		
	No Cert	No Cert (In Program)	SBEC Cert	No Cert	No Cert (In Program)	SBEC Cert	No Cert	No Cert (In Program)	SBEC Cert
0	\$18,110	\$20,110	\$22,180	\$18,860	\$20,860	\$22,930	\$19,610	\$21,610	\$24,180
1	\$18,610	\$20,610	\$22,680	\$19,360	\$21,360	\$23,430	\$20,110	\$22,110	\$24,680
2	\$18,860	\$20,860	\$22,930	\$19,610	\$21,610	\$23,680	\$20,360	\$22,360	\$24,930
3	\$19,110	\$21,110	\$23,180	\$19,860	\$21,860	\$23,930	\$20,610	\$22,610	\$25,180
4	\$19,360	\$21,360	\$23,430	\$20,110	\$22,110	\$24,180	\$20,860	\$22,860	\$25,430
5	\$19,741	\$21,741	\$23,811	\$20,491	\$22,491	\$24,561	\$21,241	\$23,241	\$25,811
6	\$19,991	\$21,991	\$24,061	\$20,741	\$22,741	\$24,811	\$21,491	\$23,491	\$26,061
7	\$20,241	\$22,241	\$24,311	\$20,991	\$22,991	\$25,061	\$21,741	\$23,741	\$26,311
8	\$20,491	\$22,491	\$24,561	\$21,241	\$23,241	\$25,311	\$21,991	\$23,991	\$26,561
9	\$20,741	\$22,741	\$24,811	\$21,491	\$23,491	\$25,561	\$22,241	\$24,241	\$26,811
10	\$20,991	\$22,991	\$25,061	\$21,741	\$23,741	\$25,811	\$22,491	\$24,491	\$27,061
11	\$21,241	\$23,241	\$25,311	\$21,991	\$23,991	\$26,061	\$22,741	\$24,741	\$27,311
12	\$21,491	\$23,491	\$25,561	\$22,241	\$24,241	\$26,311	\$22,991	\$24,991	\$27,561
13	\$21,741	\$23,741	\$25,811	\$22,491	\$24,491	\$26,561	\$23,241	\$25,241	\$27,811
14	\$21,991	\$23,991	\$26,061	\$22,741	\$24,741	\$26,811	\$23,491	\$25,491	\$28,061
15	\$22,241	\$24,241	\$26,311	\$22,991	\$24,991	\$27,061	\$23,741	\$25,741	\$28,311
16	\$22,491	\$24,491	\$26,561	\$23,241	\$25,241	\$27,311	\$23,991	\$25,991	\$28,561
17	\$22,741	\$24,741	\$26,811	\$23,491	\$25,491	\$27,561	\$24,241	\$26,241	\$28,811
18	\$22,991	\$24,991	\$27,061	\$23,741	\$25,741	\$27,811	\$24,491	\$26,491	\$29,061
19	\$23,241	\$25,241	\$27,311	\$23,991	\$25,991	\$28,061	\$24,741	\$26,741	\$29,311
20	\$23,491	\$25,491	\$27,561	\$24,241	\$26,241	\$28,311	\$24,991	\$26,991	\$29,561
21	\$23,741	\$25,741	\$27,811	\$24,491	\$26,491	\$28,561	\$25,241	\$27,241	\$29,811
22	\$23,991	\$25,991	\$28,061	\$24,741	\$26,741	\$28,811	\$25,491	\$27,491	\$30,061
23	\$24,241	\$26,241	\$28,311	\$24,991	\$26,991	\$29,061	\$25,741	\$27,741	\$30,311
24	\$24,491	\$26,491	\$28,561	\$25,241	\$27,241	\$29,311	\$25,991	\$27,991	\$30,561
25	\$24,741	\$26,741	\$28,811	\$25,491	\$27,491	\$29,561	\$26,241	\$28,241	\$30,811
26	\$24,991	\$26,991	\$29,061	\$25,741	\$27,741	\$29,811	\$26,491	\$28,491	\$31,061
27	\$25,241	\$27,241	\$29,311	\$25,991	\$27,991	\$30,061	\$26,741	\$28,741	\$31,311
28	\$25,491	\$27,491	\$29,561	\$26,241	\$28,241	\$30,311	\$26,991	\$28,991	\$31,561
29	\$25,741	\$27,741	\$29,811	\$26,491	\$28,491	\$30,561	\$27,241	\$29,241	\$31,811
30	\$25,991	\$27,991	\$30,061	\$26,741	\$28,741	\$30,811	\$27,491	\$29,491	\$32,061

Instructional Coach/Facilitator

Instructional Coach/Facilitators are required to work 207 days during the 2023-2024 school year. These positions are required to hold a current teacher or higher certification. These staff members are paid according to the Instructional Coach/Facilitator Scale.

INSTRUCTIONAL COACH/FACILITATOR SALARY SCALE 2023-2024

STEP	Bachelor's	Master's	Doctorate
0	\$50,677	\$52,337	\$55,104
1	\$51,677	\$53,337	\$56,105
2	\$52,231	\$53,891	\$56,658
3	\$52,784	\$54,444	\$57,212
4	\$53,337	\$54,998	\$57,765
5	\$53,891	\$55,551	\$58,319
6	\$54,734	\$56,395	\$59,162
7	\$55,288	\$56,948	\$59,716
8	\$55,841	\$57,502	\$60,269
9	\$56,395	\$58,055	\$60,823
10	\$56,948	\$58,609	\$61,376
11	\$57,502	\$59,162	\$61,930
12	\$58,055	\$59,716	\$62,483
13	\$58,609	\$60,269	\$63,037
14	\$59,162	\$60,823	\$63,590
15	\$59,716	\$61,376	\$64,144
16	\$60,269	\$61,930	\$64,697
17	\$60,823	\$62,483	\$65,250
18	\$61,376	\$63,037	\$65,804
19	\$61,930	\$63,590	\$66,357
20	\$62,483	\$64,144	\$66,911
21	\$63,037	\$64,697	\$67,464
22	\$63,590	\$65,250	\$68,018
23	\$64,144	\$65,804	\$68,571
24	\$64,697	\$66,357	\$69,125
25	\$65,250	\$66,911	\$69,678
26	\$65,804	\$67,464	\$70,232
27	\$66,357	\$68,018	\$70,785
28	\$66,911	\$68,571	\$71,339
29	\$67,464	\$69,125	\$71,892
30	\$68,018	\$69,678	\$72,446

Campus Assistant Principal

The Campus Assistant Principal is expected to work 226 days during the 2023-2024 school year. This position is required to hold a current teacher or higher certification. The Campus Assistant Principal’s Salary will be negotiated with the superintendent upon hiring based off the following ranges:

Minimum	Mid-Point	Maximum
\$52,000	\$62,000	\$72,000

Once a salary is negotiated, a campus assistant principal’s salary will be increased by \$1,000 each year.

Campus Principal

The Campus Principal is expected to work 226 days during the 2023-2024 school year. This position is required to hold a current teacher or higher certification. Principals should hold a Master’s degree and be working towards higher certification. The Campus Principal’s Salary will be negotiated with the superintendent upon hiring based off the following ranges:

Minimum	Mid-Point	Maximum
\$57,000	\$72,000	\$87,000

Once a salary is negotiated, a campus principal’s salary will be increased by \$1,000 each year.

DISTRICT-BASED POSITIONS

Department Coordinators

Department Coordinators are expected to work 226 days during the 2023-2024 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 HR/Benefits Administrator will review all service records and resumes to determine the appropriate placement on the Department Coordinator Salary Schedule.

DEPARTMENT COORDINATOR SALARY SCALE

2023-2024

STEP	COORDINATOR	
	No Degree	Degree
0	\$38,000	\$42,000
1	\$39,000	\$43,000
2	\$39,500	\$43,500
3	\$40,000	\$44,000
4	\$40,500	\$44,500
5	\$41,000	\$45,000
6	\$41,500	\$45,500
7	\$42,000	\$46,000
8	\$42,500	\$46,500
9	\$43,000	\$47,000
10	\$43,500	\$47,500
11	\$44,000	\$48,000
12	\$44,500	\$48,500
13	\$45,000	\$49,000
14	\$45,500	\$49,500
15	\$46,000	\$50,000
16	\$46,500	\$50,500
17	\$47,000	\$51,000
18	\$47,500	\$51,500
19	\$48,000	\$52,000
20	\$48,500	\$52,500
21	\$49,000	\$53,000
22	\$49,500	\$53,500
23	\$50,000	\$54,000
24	\$50,500	\$54,500
25	\$51,000	\$55,000
26	\$51,500	\$55,500
27	\$52,000	\$56,000
28	\$52,500	\$56,500
29	\$53,000	\$57,000
30	\$53,500	\$57,500

Directors

A Director is expected to work 226 days during the 2023-2024 school year. The Director’s Salary will be negotiated with the superintendent upon hiring, based off of the following ranges:

Minimum	Mid-Point	Maximum
\$52,000	\$64,500	\$77,000

Once a salary is negotiated, a Director’s salary will be increased by \$1,000 each year.

Executive Directors

An Executive Director is expected to work 226 days during the 2023-2024 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
\$65,000	\$75,000	\$85,000

Once a salary is negotiated, an Executive Director’s salary will be increased by \$1,000 each year.

Assistant Superintendent

An Assistant Superintendent is expected to work 226 days during the 2023-2024 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
\$85,000	\$95,000	\$105,000

Once a salary is negotiated, an Assistant Superintendent’s salary will be increased by \$1,000 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

Secretary/Receptionist

Secretaries are expected to work 226 days, 8 hours a day, during the 2023-2024 school year. The compensation schedule can be found on the Secretary/Receptionist Non-Exempt, Salaried Scale.

Receptionist are expected to work 207 days, 8 hours a day, during the 2023-2024 school year. The compensation schedule can be found on the Secretary/ Receptionist 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 like that of the recommended job function. For example, experience as a salesclerk at a retail establishment would not be considered like that of a receptionist at a doctor’s office. The HR/Benefits Administrator will review all service records and resumes to determine the appropriate placement on the Non-Exempt, Salaried Scale.

NON-EXEMPT, SALARIED SCALE
SECRETARY/RECEPTIONIST
2023-2024

STEP	Secretary	Receptionist
	226 days/8 hour a day	207 days/8 hour a day
0	\$28,024	\$24,840
1	\$28,496	\$25,272
2	\$28,968	\$25,705
3	\$29,440	\$26,137
4	\$29,912	\$26,569
5	\$30,384	\$27,002
6	\$30,856	\$27,434
7	\$31,328	\$27,866
8	\$31,800	\$28,298
9	\$32,272	\$28,731
10	\$32,744	\$29,163
11	\$33,216	\$29,595
12	\$33,688	\$30,028
13	\$34,160	\$30,460
14	\$34,632	\$30,892
15	\$35,104	\$31,325
16	\$35,576	\$31,757
17	\$36,048	\$32,189
18	\$36,520	\$32,622
19	\$36,992	\$33,054
20	\$37,464	\$33,486
21	\$37,936	\$33,919
22	\$38,408	\$34,351
23	\$38,880	\$34,783
24	\$39,352	\$35,216
25	\$39,824	\$35,648
26	\$40,296	\$36,080
27	\$40,768	\$36,513
28	\$41,240	\$36,945
29	\$41,712	\$37,377
30	\$42,184	\$37,809

Educational Aide

Educational Aides are expected to work 187 days during the 2023-2024 school year, 8 hours a day. The compensation schedule can be found on the Non-Exempt, Salaried Scale.

Highly Qualified Educational Aides 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.

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

Priority Charter Schools has three pay scales for Educational Aides based on their SBEC certification. Educational Aides that do not hold a current SBEC certification will be placed on the Educational Aide I pay scale. Below are the requirements, per TEA, for the three Educational Aide certifications:

- Educational Aide I requirements:
 - must be a high school graduate or hold a General Educational Development (GED) certificate
 - have experience working with students or parents as approved by the employing superintendent.
 - Experience may be work in church related schools, day camps, youth groups, private schools, licensed day-care centers, or similar experience.
- Educational Aide II requirements
 - must be a high school graduate or hold a General Educational Development (GED) certificate
 - have satisfied one of the following requirements
 - have two creditable years of experience as an Educational Aide I; or
 - have a minimum of 15 semester hours of college credit with some emphasis on child growth and development or related subject areas; or
 - have demonstrated proficiency in a specialized skill area as determined by the local school district; and
 - have experience working with students or parents as approved by the employing superintendent
- Educational Aide III requirements
 - must be a high school graduate or hold a General Educational Development (GED) certificate;

- have satisfied one of the following requirements:
 - have three creditable years of experience as either an Educational Aide I or II; or
 - have 30 semester hours of college credit with some emphasis on child growth and development or related subject areas; and
- have experience working with students or parents as approved by the employing superintendent

Educational Aides who receive certification during the school year will be moved laterally within the salary scale immediately upon providing proof of new certification status to the HR/Benefits Administrator.

PCS will recognize documented service as an Educational Aides, 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 HR/Benefits Administrator will review all service records and resumes to determine the appropriate placement on the Educational Aide Non-Exempt, Salaried Scale.

Some grants or situations might allow for Educational Aides to be hired at an alternate rate. These deviations from the compensation plan must be approved by the Superintendent.

NON-EXEMPT, SALARIED SCALE
EDUCATIONAL AIDE
2023-2024

	Educational Aide I	Educational Aide II	Educational Aide III
STEP	187 days/8 hours per day		
0	\$21,692	\$22,440	\$23,562
1	\$22,066	\$22,814	\$23,936
2	\$22,440	\$23,188	\$24,310
3	\$22,814	\$23,562	\$24,684
4	\$23,188	\$23,936	\$25,058
5	\$23,562	\$24,310	\$25,432
6	\$23,936	\$24,684	\$25,806
7	\$24,310	\$25,058	\$26,180
8	\$24,684	\$25,432	\$26,554
9	\$25,058	\$25,806	\$26,928
10	\$25,432	\$26,180	\$27,302
11	\$25,806	\$26,554	\$27,676
12	\$26,180	\$26,928	\$28,050
13	\$26,554	\$27,302	\$28,424
14	\$26,928	\$27,676	\$28,798
15	\$27,302	\$28,050	\$29,172
16	\$27,676	\$28,424	\$29,546
17	\$28,050	\$28,798	\$29,920
18	\$28,424	\$29,172	\$30,294
19	\$28,798	\$29,546	\$30,668
20	\$29,172	\$29,920	\$31,042
21	\$29,546	\$30,294	\$31,416
22	\$29,920	\$30,668	\$31,790
23	\$30,294	\$31,042	\$32,164
24	\$30,668	\$31,416	\$32,538
25	\$31,042	\$31,790	\$32,912
26	\$31,416	\$32,164	\$33,286
27	\$31,790	\$32,538	\$33,660
28	\$32,164	\$32,912	\$34,034
29	\$32,538	\$33,286	\$34,408
30	\$32,912	\$33,660	\$34,782

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. Employees that work more than one position must clock in and out when they are moving from one position to another so that compensation can be determined correctly. Failure to do so, could result in overpayment. The employee would be required to pay back the fraudulent wages. Disciplinary action and/or termination could result.

CAMPUS-BASED POSITIONS

Receptionist

Receptionist staff are expected to work 187 days during the 2023-2024 school year, but may be asked to work additional days. Receptionist are scheduled to work four hours or less during the workday. They will be compensated according to the Non-Exempt, Hourly Scale based on experience in same or similar capacity as determined by the HR/Benefits Administrator.

Instructional Aide

Instructional Aides could work up to 187 days during the 2023-2024 school year, but may be asked to work additional days. Instructional Aides are temporary positions that are added as needed and must be approved by the Superintendent. They will be compensated according to the Non-Exempt, Hourly Scale based on experience in same or similar capacity as determined by the HR/Benefits Administrator.

Food Service & Cashier

Food Service & Cashier staff are expected to work 187 days during the 2023-2024 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 HR/Benefits Administrator.

Custodial

Custodial staff are expected to work 187 days during the 2023-2024 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 HR/Benefits Administrator.

NON-EXEMPT, HOURLY SCALE

2023-2024

STEP	Receptionist	Instructional Aide	Food Service	Cashier
	187 days	187 days 4 or 8 hrs. per day	187 days 8 hrs. per day	187 days 4 or 6 hrs. per day
0	\$15.00	\$14.50	\$14.39	\$14.39
1	\$15.26	\$14.75	\$14.64	\$14.64
2	\$15.52	\$15.00	\$14.89	\$14.89
3	\$15.78	\$15.25	\$15.14	\$15.14
4	\$16.04	\$15.50	\$15.39	\$15.39
5	\$16.31	\$15.75	\$15.64	\$15.64
6	\$16.57	\$16.00	\$15.89	\$15.89
7	\$16.83	\$16.25	\$16.14	\$16.14
8	\$17.09	\$16.50	\$16.39	\$16.39
9	\$17.35	\$16.75	\$16.64	\$16.64
10	\$17.61	\$17.00	\$16.89	\$16.89
11	\$17.87	\$17.25	\$17.14	\$17.14
12	\$18.13	\$17.50	\$17.39	\$17.39
13	\$18.39	\$17.75	\$17.64	\$17.64
14	\$18.65	\$18.00	\$17.89	\$17.89
15	\$18.92	\$18.25	\$18.14	\$18.14
16	\$19.18	\$18.50	\$18.39	\$18.39
17	\$19.44	\$18.75	\$18.64	\$18.64
18	\$19.70	\$19.00	\$18.89	\$18.89
19	\$19.96	\$19.25	\$19.14	\$19.14
20	\$20.22	\$19.50	\$19.39	\$19.39
21	\$20.48	\$19.75	\$19.64	\$19.64
22	\$20.74	\$20.00	\$19.89	\$19.89
23	\$21.00	\$20.25	\$20.14	\$20.14
24	\$21.27	\$20.50	\$20.39	\$20.39
25	\$21.53	\$20.75	\$20.64	\$20.64
26	\$21.79	\$21.00	\$20.89	\$20.89
27	\$22.05	\$21.25	\$21.14	\$21.14
28	\$22.31	\$21.50	\$21.39	\$21.39
29	\$22.57	\$21.75	\$21.64	\$21.64
30	\$22.83	\$22.00	\$21.89	\$21.89

Educational Aide

Educational Aides are expected to work 187 days during the 2023-2024 school year, but may be asked to work additional days. Some Educational Aide positions may be assigned various job duties which warrants them be paid hourly instead of salaried. They will be compensated according to the Non-Exempt, Hourly Scale based on experience in same or similar capacity as determined by the HR/Benefits Administrator.

Priority Charter Schools has three pay scales for Educational Aides based on their SBEC certification. Educational Aides that do not hold a current SBEC certification will be placed on the Educational Aide I pay scale. Below are the requirements, per TEA, for the three Educational Aide certifications:

- Educational Aide I requirements:
 - must be a high school graduate or hold a General Educational Development (GED) certificate
 - have experience working with students or parents as approved by the employing superintendent.
 - Experience may be work in church related schools, day camps, youth groups, private schools, licensed day-care centers, or similar experience.
- Educational Aide II requirements
 - must be a high school graduate or hold a General Educational Development (GED) certificate
 - have satisfied one of the following requirements
 - have two creditable years of experience as an Educational Aide I; or
 - have a minimum of 15 semester hours of college credit with some emphasis on child growth and development or related subject areas; or
 - have demonstrated proficiency in a specialized skill area as determined by the local school district; and
 - have experience working with students or parents as approved by the employing superintendent
- Education Aide III requirements
 - must be a high school graduate or hold a General Educational Development (GED) certificate;
 - have satisfied one of the following requirements:
 - have three creditable years of experience as either an Educational Aide I or II; or
 - have 30 semester hours of college credit with some emphasis on child growth and development or related subject areas; and
 - have experience working with students or parents as approved by the employing superintendent

Educational Aides who receive certification during the school year will be moved laterally within the salary scale immediately upon providing proof of new certification status to the HR/Benefits Administrator.

Some grants or situations might allow for Educational Aides to be hired at an alternate rate. These deviations from the compensation plan must be approved by the Superintendent.

NON-EXEMPT, HOURLY SCALE 2023-2024

STEP	Educational Aide		
	187 Days/4 or 8 hrs.		
	Educational Aide I	Educational Aide II	Educational Aide III
0	\$14.50	\$15.00	\$15.75
1	\$14.75	\$15.25	\$16.00
2	\$15.00	\$15.50	\$16.25
3	\$15.25	\$15.75	\$16.50
4	\$15.50	\$16.00	\$16.75
5	\$15.75	\$16.25	\$17.00
6	\$16.00	\$16.50	\$17.25
7	\$16.25	\$16.75	\$17.50
8	\$16.50	\$17.00	\$17.75
9	\$16.75	\$17.25	\$18.00
10	\$17.00	\$17.50	\$18.25
11	\$17.25	\$17.75	\$18.50
12	\$17.50	\$18.00	\$18.75
13	\$17.75	\$18.25	\$19.00
14	\$18.00	\$18.50	\$19.25
15	\$18.25	\$18.75	\$19.50
16	\$18.50	\$19.00	\$19.75
17	\$18.75	\$19.25	\$20.00
18	\$19.00	\$19.50	\$20.25
19	\$19.25	\$19.75	\$20.50
20	\$19.50	\$20.00	\$20.75
21	\$19.75	\$20.25	\$21.00
22	\$20.00	\$20.50	\$21.25
23	\$20.25	\$20.75	\$21.50
24	\$20.50	\$21.00	\$21.75
25	\$20.75	\$21.25	\$22.00
26	\$21.00	\$21.50	\$22.25
27	\$21.25	\$21.75	\$22.50
28	\$21.50	\$22.00	\$22.75
29	\$21.75	\$22.25	\$23.00
30	\$22.00	\$22.50	\$23.25

Bus Driver (Licensed & Non-Licensed)

Bus Drivers are expected to work 187 days during the 2023-2024 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 HR/Benefits Administrator. Because of economic factors, additional pay may be given to a bus driver based on campus location. A bus driver can be hired without all the required credentials. They will be paid on the “Non-certified” scale until they are completely compliant to transport students via a school bus. All salary negotiations must be approved by the Executive Director of Operations, Executive Director of Finance, and the Superintendent.

Bus Mechanic

Bus Mechanics are expected to work 236 days during the 2023-2024 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 HR/Benefits Administrator.

NON-EXEMPT, HOURLY SCALE STUDENT TRANSPORTATION 2023-2024

Step	Driver (Non-Licensed) 187 days	Driver (Licensed) 187 days	Mechanic 226 days
0	\$13.00	\$18.00	\$19.00
1	\$13.25	\$18.25	\$19.25
2	\$13.50	\$18.50	\$19.50
3	\$13.75	\$18.75	\$19.75
4	\$14.00	\$19.00	\$20.00
5	\$14.25	\$19.25	\$20.25
6	\$14.50	\$19.50	\$20.50
7	\$14.75	\$19.75	\$20.75
8	\$15.00	\$20.00	\$21.00
9	\$15.25	\$20.25	\$21.25
10	\$15.50	\$20.50	\$21.50
11	\$15.75	\$20.75	\$21.75
12	\$16.00	\$21.00	\$22.00
13	\$16.25	\$21.25	\$22.25
14	\$16.50	\$21.50	\$22.50
15	\$16.75	\$21.75	\$22.75
16	\$17.00	\$22.00	\$23.00
17	\$17.25	\$22.25	\$23.25
18	\$17.50	\$22.50	\$23.50
19	\$17.75	\$22.75	\$23.75
20	\$18.00	\$23.00	\$24.00
21	\$18.25	\$23.25	\$24.25
22	\$18.50	\$23.50	\$24.50
23	\$18.75	\$23.75	\$24.75
24	\$19.00	\$24.00	\$25.00
25	\$19.25	\$24.25	\$25.25
26	\$19.50	\$24.50	\$25.50
27	\$19.75	\$24.75	\$25.75
28	\$20.00	\$25.00	\$26.00
29	\$20.25	\$25.25	\$26.25
30	\$20.50	\$25.50	\$26.50

DISTRICT-BASED POSITIONS

Maintenance

Maintenance staff are expected to work 236 days, 8 hours a day, during the 2023-2024 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 HR/Benefits Administrator.

Courier & Custodian

Courier and Custodian are expected to work 187 days during the 2023-2024 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 HR/Benefits Administrator.

IT Assistant

IT Assistants are temporary employees. Temporary employees are defined as working four months or less in a 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 HR/Benefits Administrator.

Maintenance Assistant

Maintenance Assistants are temporary employees. Temporary employees are defined as working four months or less in a 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 HR/Benefits Administrator.

NON-EXEMPT, HOURLY SCALE

2023-2024

STEP	Maintenance 236 days 8 hrs per day	Custodian Courier 187 days	IT Assistant Mtc. Assistant Temporary
0	\$15.39	\$13.39	\$13.39
1	\$15.64	\$13.64	\$13.64
2	\$15.89	\$13.89	\$13.89
3	\$16.14	\$14.14	\$14.14
4	\$16.39	\$14.39	\$14.39
5	\$16.64	\$14.64	\$14.64
6	\$16.89	\$14.89	\$14.89
7	\$17.14	\$15.14	\$15.14
8	\$17.39	\$15.39	\$15.39
9	\$17.64	\$15.64	\$15.64
10	\$17.89	\$15.89	\$15.89
11	\$18.14	\$16.14	\$16.14
12	\$18.39	\$16.39	\$16.39
13	\$18.64	\$16.64	\$16.64
14	\$18.89	\$16.89	\$16.89
15	\$19.14	\$17.14	\$17.14
16	\$19.39	\$17.39	\$17.39
17	\$19.64	\$17.64	\$17.64
18	\$19.89	\$17.89	\$17.89
19	\$20.14	\$18.14	\$18.14
20	\$20.39	\$18.39	\$18.39
21	\$20.64	\$18.64	\$18.64
22	\$20.89	\$18.89	\$18.89
23	\$21.14	\$19.14	\$19.14
24	\$21.39	\$19.39	\$19.39
25	\$21.64	\$19.64	\$19.64
26	\$21.89	\$19.89	\$19.89
27	\$22.14	\$20.14	\$20.14
28	\$22.39	\$20.39	\$20.39
29	\$22.64	\$20.64	\$20.64
30	\$22.89	\$20.89	\$20.89

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, bus drivers, etc.

SUBSTITUTE TEACHER STAFF SCALE 2023-2024

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

If a substitute teacher replaces a teacher for a period that exceeds ten (10) days, the rate of pay will be an additional \$10 per day added to their regular substitute rate for the remainder of the period that they substitute for that teacher.

Some grants or situations might allow for substitutes to be hired at an alternate rate. These deviations from the compensation plan must be approved by the Superintendent.

SUBSTITUTE AIDES, CUSTODIANS, FOOD SERVICE, CLERICAL STAFF, AND BUS DRIVER SCALE 2023-2024

Aides, Custodians, Food Service, Clerical Staff	Bus Drivers
\$60 daily	\$75

During the summer when extended hours are in effect, substitutes for clerical staff will be paid \$80 a day.

STIPEND PAY 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. Employees are required to sign a *Stipend Agreement* that outlines expected duties.

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 not be paid to non-exempt staff. If a non-exempt staff member works other than their regularly scheduled time, they will be paid for their time according to their base pay earnings to determine overtime pay, if any, using the weighted overtime calculations. Non-exempt staff must account for this time using the Extra-Duty form and TimeClockPlus. Per the Employee Handbook, all overtime **MUST** be approved by the non-exempt employee's supervisor. The only exception to non-exempt staff, regardless if they are salaried or hourly, receiving a stipend is during the summer, once their at-will agreement days have been completed.

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

MENTOR TEACHER STIPEND

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.

CAMPUS COORDINATOR STIPENDS

Campus Coordinator stipends can only be given to exempt employees that are given extra duties or assignments that are not part of their job description.

ATHLETIC STIPENDS

Non-exempt staff may not serve in the role of a head coach or assistant coach. These duties require a significant amount of time and could result in the non-exempt staff receiving higher stipend amounts than the head coach or other coaches. Coaches cannot be the Head Coach and Assistant Coach for the same sport. This includes being the Head Coach for the boys' team and Assistant Coach for the girls' team.

STIPEND PAY SCHEDULE

2023-2024

GENERAL STIPENDS	
<i>Paid out in two payments in December and May</i>	
Mentor Teacher	\$1,000
ESL Campus Coordinator (Certified Only)	\$750
RtI Campus Coordinator	\$1,000
504 Campus Coordinator	\$1,000
Campus Testing Coordinator	\$750
Gifted & Talented Campus Coordinator (Enrollment Based)	\$500 - \$1,000
Approved Extracurricular Clubs (i.e., National Honors Society, Robotics Club, etc.)	\$1,000
GENERAL STIPENDS	
<i>Disbursed evenly with regular pay period once stipend is approved</i>	
Campus Athletic Coordinator (MS/HS campus only)	\$1,000
Campus Media Coordinator	\$50/pay period
HOURLY/DAILY STIPENDS	
<i>Paid after hours have been worked with regular pay period</i>	
Homebound Teacher (Certified Only)	\$20/hour
Summer School Support Staff (Excluding Transportation & Nutrition)	\$100/day
Summer School Teacher	\$125/day
Summer School Special Education Teacher	\$125/day
Tutoring/Saturday School Teacher	\$25/hour
ATHLETIC STIPENDS (MS/HS Campus Only)	
<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	\$1,500
Assistant Volleyball Coach	\$1,000
Head Track Coach	\$750
Assistant Track Coach	\$500
Head Cheerleading Coach	\$750
Assistant Cheerleading Coach	\$500
Head Soccer Coach	\$750
Assistant Soccer Coach	\$500

INCENTIVE PAY SCHEDULE

The Incentive Pay Schedule is used to compensate staff for additional certifications that are both beneficial for the staff member and the school. The Incentive Pay programs that Priority Charter Schools currently offers are as follows:

Reading Academy

A key feature of House Bill 3 of the 2019 Texas Legislative Session requires all kindergarten through third-grade teachers and elementary principals to complete the Texas Reading Academies before the end of the 2023-2024 school year.

PCS pays a \$400 fee per participant to Region 12. If an enrolled individual does not complete the course or fails to meet the course requirements, the individual will be required to pay to retake the course.

TEA will only allow an individual to attempt the blended course two times. If after those two times the course is still not successfully completed, TEA requires that the individual enroll and pass the comprehensive model, which includes 10 days of in person training as well as a cost of approximately \$3,000, which will be funded by the individual needing the course.

TEA does allow participants to 'drop' the course for any of the following documented reasons:

- Family Medical Leave Act (FMLA)
- Retirement prior to completion of the academies

Upon completion of the Reading Academy, Priority Charter Schools will pay the employee a one-time payment of \$500 on the last pay period in December the following school year. The employee must be employed with Priority Charter Schools to receive this incentive.

ESL Certification

Texas Administrative Code (TAC) 89.1210 (d) provides the descriptions for the two state-approved English Second Language (ESL) program models that apply to ESL programs in prekindergarten through twelfth grade: ESL content-based and ESL pullout. To meet the compliance standard for an ESL content-based program, English Learners (ELs) must receive all content instruction by an ESL certified teacher(s), which includes ELAR, mathematics, science, and social studies. To meet compliance standard for an ESL pull-out program, ELs must receive ELAR instruction by an ESL certified teacher(s). To meet this requirement, Priority Charter Schools has devised an incentive plan for classroom teachers.

Classroom teachers in core content area that currently hold ESL certification will be paid an incentive payment of \$250 on the last pay period in December. This incentive pay is separate from the ESL Campus Coordinator Stipend (certified only).

If a classroom teacher in core content area wishes to earn ESL certification once the school year starts, they will be reimbursed for the cost of the ESL exam once they have earned their SBEC certification. The employee will need to submit their receipt on a Reimbursement *Form*. They will receive the incentive payment the following school year on the last pay period in October. The employee must be employed with Priority Charter Schools to receive this incentive.

SALARY PAY SCHEDULE

Following is the schedule of pay dates for the 2023-2024 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 workday.

SALARY PAY SCHEDULE 2023-2024

Start Date	End Date	Pay Date
08/01/23	08/12/23	08/25/23
08/13/23	08/26/23	09/08/23
08/27/23	09/09/23	09/25/23
09/10/23	09/23/23	10/10/23
09/24/23	10/07/23	10/25/23
10/08/23	10/28/23	11/09/23
10/29/23	11/11/23	11/24/23
11/12/23	11/25/23	12/08/23
11/26/23	12/09/23	12/22/23
12/10/23	12/30/23	01/10/24
12/31/23	01/13/24	01/25/24
01/14/24	01/27/24	02/09/24
01/28/24	02/10/24	02/23/24
02/11/24	02/24/24	03/08/24
02/25/24	03/09/24	03/25/24
03/10/24	03/30/24	04/10/24
03/31/24	04/13/24	04/25/24
04/14/24	04/27/24	05/10/24
04/28/24	05/11/24	05/24/24
05/12/24	05/25/24	06/10/24
05/26/24	06/08/24	06/25/24
06/09/24	06/22/24	07/10/24
06/23/24	07/13/24	07/25/24
07/14/24	07/31/24	08/09/24

EMPLOYEE CALENDAR

2023-2024 Staff Calendar

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

District Closed
Professional Development/Workday
At-Will Agreement Start & End Date
District Hours 7:30-5:30
District Closed due to Extended Hours
Paid Days off for 190/236 Employees
Pay Date (10th & 25th, unless it falls on weekend or holiday)

275 FM 2483	
Belton, TX 76513	
Phone (254) 206-2013	

HOLIDAYS	
Sep 4	Labor Day
Oct 9-10	Fall Break - No School
Nov 10	Veteran's Day
Nov 20-24	Thanksgiving Vacation
Dec 18-Jan 3	Winter Break
Jan 22	Martin Luther King, Jr. Day
Feb 19	Presidents' Day
Mar 11-15	Spring Break
Mar 29-April 1	Good Friday
May 27	Memorial Day

TEACHER INSERVICE DAYS	
Aug 1-14	School Start Professional Development
Oct 21-23	Teacher Prof. Development/Workday
Jan 2-3	Teacher Prof. Development/Workday
Feb 19-20	Teacher Prof. Development/Workday
Apr 1	Teacher Prof. Development/Workday
May 23-24	Teacher Prof. Development/Workday

EARLY RELEASE DAYS	
Aug 25	Mar 8
Dec 15	May 22

STUDENT GRADING PERIODS	
Aug 15-Oct 6	First Quarter
Oct 16 - Jan 3	Second Quarter
Jan 4 - Mar 8	Third Quarter
Mar 18 - May 22	Fourth Quarter
June 3 - 20	Summer School

STUDENT PROGRESS REPORTS	
Sep 7	Feb 1
Sep 28	Feb 22
Nov 9	April 11
Dec 7	May 2

STUDENT REPORT CARDS	
Oct 19	Mar 21
Jan 5	May 29

At-Will Agreements Start/End Dates	
187 Day Employees	08/01/2023-05/24/2024
190 Day Employees	08/10/2023-05/24/2024
207 Day Employees	07/24/2023-06/14/2024
226 Day Employees	08/01/2023-07/31/2024
236 Day Employees	08/01/2023-07/31/2024

○ First & Last Day of School
* Flex-Day

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1*	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22*	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			