

**Millard School District  
Delta, Utah  
ADDENDA – 2023-24**

1. Adult Education, Driver Education, Coaching, Summer School, and Extra-Duty Pay are paid on the following schedule established by the Board of Education.

Driver Education, Ad Ed Inst Assistants	\$25.89 per hour
High School Coaching & Extra Duty Pay	See separate schedule
Summer School, Adult Education	As approved by Board

2. Teachers who enter or are reentering Millard School District shall be placed on the salary schedule according to the person’s accumulated experience in an equivalent position

3. Educator Salary Adjustments may be necessary under the following circumstances:

- a. **Valid College BS Degree without Required License or Credential**  
Such an educator will be placed on the schedule \$2,400 less than the first step of the BS Degree lane, and will receive yearly increments less \$2,400 to a maximum of the 3<sup>rd</sup> step of said schedule. When the individual becomes properly licensed/credentialed for the position, the monthly deduction of \$200.00 will be discontinued.
- b. **Neither a Degree nor Required License or Credential**  
An educator without a degree or license/credential will remain on the first step of the BS Lane, less \$3,600 until a BS degree is obtained. They will then be subject to the provisions set forth in 3.a above.
- c. **Expired Licenses or Credentials**  
Educators whose licenses/credentials have expired will be placed on the salary schedule less \$100.00 monthly. When the individual becomes properly licensed/credentialed for the position, the monthly deduction of \$100.00 will be discontinued.
- d. **Letters of Authorization/State Approved Endorsement Plans for Underqualified Educators**  
Educators possessing a license/credential that are teaching outside their endorsement/license areas may be authorized by the state, through a Letter of Authorization or State Approved Endorsement Plan (SAEP), while working toward proper qualification. They will be placed on the salary schedule as if properly licensed. If a letter of authorization or SAEP expires and the state will NOT reissue such, the educator’s salary will be frozen until such time that proper qualification is obtained. Any fines (Professional Staff Costs, CTE, etc.) the district receives as a result of an

educator's underqualified status, will be deducted from the salary. The educator will be placed on probation for a period not to exceed one year. Failure to complete the district or state's suggested plan during that one year period may ultimately result in termination of employment. There may be special instances where the district may not require proper qualification, and the stipulations set forth in this section would not apply.

e. ***ESEA Highly Qualified for Assignment (HQA) Stipulations***

According to Millard School District policy, in compliance with ESEA Federal Policy, all educators in district schools will be highly qualified. Any educators that are currently "not" highly qualified for their particular assignment will work toward becoming highly qualified in accordance with state and district guidelines. There may be instances where the district will not require an educator to be ESEA HQA, i.e. an educator nearing retirement, a situation where no one who is HQA is available to assume the position, etc. Monetary sanctions have not yet been imposed for educators who are not ESEA Highly Qualified, but may become necessary in the future.

f. ***CTE Instructors***

Educators teaching career and technical education (CTE) classes, who do not have a minimum of a Level 1 teaching license, will be placed on the district's Vocational Salary Schedule.

g. ***Alternative Route to Licensure***

Once an educator has obtained an Alternative Route to Licensure (ARL) license he/she will be placed on the salary schedule as if properly endorsed.

h. ***Interns***

Educators hired to complete a college-approved internship in the place of their student teaching, will be placed on the salary schedule as if properly endorsed.

4. Should the district request an educator to obtain additional licenses/credentials and/or endorsements, funding will be made available to support the educator(s) with additional schooling. Should an educator request a new assignment for which he/she is not properly licensed or credentialed, funding will not be made available from the district for additional schooling.
5. Educators whose performance places them on remediation shall continue to receive the same salary as that earned in the year they are placed on remediation. Should the Board of Education remove them from remediation status, they shall return to the salary schedule according to their actual years of experience and approved training.
6. The following shall apply to all educators in Millard School District seeking lane increment advancements on the salary schedule. For BS+20 and BS+37, semester hours to be applied must be earned after the awarding of the bachelor's degree and/or the initial teaching certificate. For MS+30, semester

hours must be earned after the awarding of the master's degree. Educators whose assignments require specialist certification necessitating a Master's Degree of at least 53 semester or 80 quarter credits beyond a Bachelor's Degree, add one salary level.

- a. It is recommended that educators submit for prior approval programs of study. This does not preclude consideration of a program or course if circumstances prohibit prior approval. Applications for approval should be submitted to the superintendent.
  1. All post graduate degree programs in the field of education approved by an accredited college will be automatically prior approved.
  2. If it becomes necessary to substitute courses in the prior approved program, any course relevant to the approved program which is listed in the college catalog as graduate only, will be automatically prior approved. (Burden of proof will be upon the applicant.)
  3. Professional Development activities granting State and/or District relicensure points are automatically approved for lane change credit. The number of relicensure points that can be used is limited to 90 points per lane advancement, the equivalent of 5 semester hours.
  4. USBE credit recorded by the Utah State Board of Education is automatically approved for lane change advancements and is considered the equivalent of college earned credit.
- b. All credit to be applied to lane increments must be earned within a ten (10) year period and approved by the office of the superintendent.
- c. All coursework must be in the teaching field or a closely related field of the applicant's assignment unless otherwise approved by the superintendent.
- d. Any educator who will qualify for a lane change increment by September 1<sup>st</sup> of the upcoming school year, must notify the Superintendent in writing by June 1<sup>st</sup> of the current school year for budget planning.
- e. Alternate courses to those approved in the planned program are subject to approval.
- f. To receive any lane increment, including master or doctorate degree, or to be recommended for advanced licensure, an official transcript or other certified proof of credit must be submitted to the District Office by September 15<sup>th</sup> of the new contract year (such as a letter from the College Department, Course Instructor, or State Department of Public Instruction).