May Deliverables for Public Charter Teacher Compensation Project
Update provided to LEA Leaders on Feb. 1, 2024

OSSE will deliver the remaining funds for the Public Charter Teacher Compensation Project to LEAs this spring. To receive these funds, LEAs must provide to OSSE mid-year fiscal monitoring data by **Wed., May 1, 2024.** These documents are to be shared with OSSE via the "Public Charter School Teacher Compensation" folder nested within the LEA to OSSE folder in Box.com. Both the LEA Head of School and the LEA Data Manager will have access to upload and download documents from this folder.

[Deadline] May 1, 2024
Mid-year fiscal documentation on program implementation will be required before OSSE delivers the final charter teacher compensation project payment to LEAs this spring.

- **SY24-25 Pay Scale *(applicable LEAs only)***
  - LEAs that previously did not have an existing pay scale are required to provide a link to the public posting of the LEA's SY24-25 pay scale by steps and grades with number of teachers by step and grade.

- **Mid-Year Fiscal Monitoring Review**
  - ***Written Description (template provided):*** LEAs must provide a brief written description of how the 7.6% retroactive payments were provided to teachers, including the frequency/cadence of payments and coding in payroll reports, and how the 12.5% go-forward salary increases were provided to teachers, including effective date and frequency of payments and coding in payroll reports. In addition, the written description should include any other applicable details for evaluating LEA submissions on individual teacher pay and/or payroll reports (e.g., how the LEA handled teachers who work across multiple schools).

  - ***Individual Teacher Pay Template***: LEAs must complete a "Public Charter LEA Individual Teacher Pay" Template for each school in their LEA. The template is a school-level submission of teacher base salaries for all SY23-24 teachers, prior year annual base salaries (as applicable), and retroactive payment amounts received.
    - This spreadsheet should only include the universe of teachers eligible for the 12.5% go forward funding or the 7.6% retroactive payment. This spreadsheet is not inclusive of all staff that may receive compensation through approved excess fund uses.
    - For each school year, include the teacher's starting base salary for that year (regardless of if a teacher received a later mid-year raise).

  - ***SY23-24 Payroll Reports (LEA provided):*** LEAs will be asked to provide school-level payroll reports for the full period of performance as of March 31, 2024 (July 1, 2023 – March 31, 2024). These may be provided in the format generated by the LEA's payroll

system and must, at a minimum, include: pay disaggregated by teacher; pay disaggregated by base pay and non-base pay.

- As a reminder, annual base pay must exclude all benefits, performance bonuses, or supplemental expenditures that result in a teacher earning additional compensation for job duties outside of the routine operation of the school, including, for example, stipends or supplemental pay earned by teachers for taking on duties such as coaching, supporting students in activities before and after school, and teaching summer school.

Public Charter Teacher Compensation Project Timeline

Date	Activity
May 1, 2024	LEAs provide final documentation to OSSE demonstrating expenditures to date: • Documentation of 7.6% retroactive payments and use of funds in accordance with OSSE policies and approved LEA spend plan • Documentation of 12.5% salary increase and use of funds in accordance with approved LEA spend plan LEAs that did not post a pay scale for SY23-24 must publish and share with OSSE a pay scale with steps and grades and number of teachers by grade for SY24-25
May 30, 2024	LEAs that have met all documentation requirements will receive remaining funds. OSSE identifies LEAs that have violated requirements and/or demonstrated noncompliance. OSSE provides LEAs an opportunity to cure the violation prior to returning the identified portion of funds.
June 28, 2024	For LEAs with fiscal monitoring issues that have been addressed and resolved, OSSE provides LEAs remaining funds based on review of actual expenditures. Final reimbursement amount may vary from initial projected funding. If LEAs fail to cure a compliance violation, LEAs are required to return an identified portion of payments to OSSE
Summer 2024	As needed, OSSE conducts technical assistance and additional monitoring of the implementation of this program. LEAs identified for noncompliance work with OSSE to cure any stated violations.

OSSE scheduled three office hours for LEAs that have questions regarding these requirements.

- Thurs. Feb. 22 at 1 p.m.: Teams Link
- Thurs. Mar. 28 at 11 a.m.: Teams Link
- Tues. Apr. 23 at 10 a.m.: Teams Link

If you have any questions, please email osse.charterteacherpay@dc.gov.