



Public Charter School Teacher Salary SY19-20 and SY23-24 Pay Scale Submission Guidance and Requirements

Purpose

Public charter local education agencies (LEAs) should use this document to inform their submission of teacher pay scales for the 2019-20 and 2023-24 school years (SY19-20 and SY23-24) to OSSE in accordance with the Public Charter School Teacher Salary Policy and Guidance (July 2023) posted on OSSE's website: <https://osse.dc.gov/charterteacherpay>.

Acknowledging that pay scales may be structured differently across public charter LEAs, OSSE is not requiring LEAs submit to OSSE pay scale information on a mandated template. LEAs will submit to OSSE their pay scale information and justification of the 12.5 percent increase using the required components included in this guidance document.

Pay Scale & Public Posting Requirements

To receive funding, LEAs must submit the following pay scale documentation to OSSE:

Pay Scales & Justification of 12.5% Increase:

- **SY19-20 Pay Scale:** The LEA's SY19-20 pay scale for teachers. Or, in cases where an LEA did not use a pay scale in SY19-20, LEAs may submit to OSSE teacher salaries at the minimum, average, and maximum levels.
- **SY23-24 Pay Scale:** The LEA's SY23-24 pay scale for teachers by steps and grades, with number of teachers by step and grade. The LEA must either provide the number of teachers at each step and each grade as of Oct. 5, 2022, or, if applicable, an LEA may submit to OSSE teacher salaries at the minimum, average, and maximum levels and the number of teachers. The scale must demonstrate a 12.5% increase between SY19-20 ranges and SY23-24 ranges.
- **Justification:** Written justification demonstrating how the SY23-24 pay scale reflects a 12.5 percent increase over the SY19-20 pay scale, or additional supporting, as applicable, documentation to demonstrate the increase.

Pay Scale Posting:

- Public posting of each school's SY23-24 teacher pay scale by steps and grades.
- In the absence of a pay scale, LEAs will post publicly total salaries at the minimum, maximum, and average levels for SY23-24.
- If an LEA does not have a pay scale, it must develop and publicly post a teacher pay scale with steps and grades that includes the number of teachers at each step and grade by May 1, 2024, to be implemented in SY24-25.

Guidance for Submitting Pay Scales & Justification Documentation

LEAs have flexibility in how they share their pay scales and justification of the 12.5 percent increase. While an LEA may choose to share their pay scales and justification of the 12.5 percent increase as an Excel spreadsheet, an LEA may choose to submit alternate forms of documentation as needed.

For an LEA with an existing teacher pay scale by steps and grades, the LEA will submit to OSSE teacher pay scales for SY19-20 and SY23-24 that include the following information:

- SY19-20 pay scale with steps and grades and number of teachers employed in each step and grade
- SY23-24 pay scale with steps and grades and number of teachers employed in each step and grade
- Written justification of the 12.5 percent increase in SY23-24 pay scale across each step and grade from SY19-20 pay scale

For an LEA with an existing pay scale that had its first full year of operation after the 2019-20 school year, the LEA must maintain and fully implement 2023-24 school year teacher pay scales that are at least 3.13 percent higher for each year of full operation, consistent with the table below:

First Full Year of Operation	% Required Increase in Pay Scale
SY20-21	9.38%
SY21-22	6.25%
SY22-23	3.13%

For an LEA without an existing teacher pay-scale by steps and grades, the LEA will submit documentation to OSSE, which may be in the form of an Excel spreadsheet, that contains the following:

- SY19-20 minimum, maximum, and average salaries with total number of teachers employed
- SY23-24 minimum, maximum, and average salaries with total number of teachers employed
- Written justification of the 12.5 percent increase in salary ranges between SY19-20 and SY23-24

For an LEA without an existing teacher pay scale that had its first full year of operation after the 2019-20 school year, the LEA must justify an increase in salary ranges at the following rates consistent with the table below:

First Full Year of Operation	% Required Increase in Pay
SY20-21	9.38%
SY21-22	6.25%
SY22-23	3.13%

LEAs must upload the pay scales and justification document to Box.com within the Public Charter School Teacher Compensation folder, nested within the LEA to OSSE folder.

Pay Scale Posting

LEAs are required to share with OSSE a publicly available link for each school's SY23-24 teacher pay scales by steps and grades.

Appendix: Examples of Pay Scale Formatting (for reference only)

Pay Scale Examples

Base Salary SY19-20 Pay Scale				
Steps	Grade 1 (e.g., Bachelor's degree)	Grade 2 (e.g., Master's degree)
1	\$\$\$ (5 teachers)	\$\$\$ (3 teachers)
2	\$\$\$ (4 teachers)	\$\$\$ (4 teachers)
3	\$\$\$ (7 teachers)	\$\$\$ (6 teachers)
...

Base Salary SY23-24 Pay Scale				
Steps	Grade 1 (e.g., Bachelor's degree)	Grade 2 (e.g., Master's degree)
1	\$\$\$ + at least 12.5% increase (8 teachers)	\$\$\$ + at least 12.5% increase (6 teachers)
2	\$\$\$ + at least 12.5% increase (7 teachers)	\$\$\$ + at least 12.5% increase (3 teachers)
3	\$\$\$ + at least 12.5% increase (2 teachers)	\$\$\$ + at least 12.5% increase (7 teachers)
...

Written justification of 12.5% pay scale increase between SY19-20 and SY23-24 by steps and grades

Link(s) to the publicly available SY23-24 pay scale(s) by steps and grades

Salary Range Submission Examples

Base Salary SY19-20 Salary Ranges		
Minimum	Maximum	Average
\$\$\$	\$\$\$	\$\$\$
Total # of teachers:		

Base Salary SY23-24 Salary Ranges		
Minimum	Maximum	Average
\$\$\$	\$\$\$	\$\$\$
Total # of teachers:		

Written justification of 12.5% salary range increase between SY19-20 and SY23-24

Link(s) to the publicly available posting of salary ranges for SY23-24

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