

2023 PCPO Teacher Contract, Salary, and Benefits Recommendations

This document was approved by the PCPO Board on January 3rd, 2023



Each year schools conduct annual contract negotiations with their teacher(s). This document is intended as a guide to assist schools as they work to secure a successful 2023-2024 school year. The cooperative school teacher is a key component in the success of your school and *the role of a cooperative teacher is distinctly unique from other early childhood educators. Because of this, PCPO has developed this resource to help you determine the appropriate level of compensation for your teacher.*

PCPO provides these guidelines to aid in contract negotiations. The following are goals that PCPO recommends each school strive to achieve. We realize that local economies, enrollment, and the financial resources of each school vary widely, *especially following the COVID-19 pandemic.* **All members of the negotiating team, including the teacher, need to be aware of the school's full financial situation and their unique local job market to create an agreement that provides sustainability both of employment and the school.** PCPO acknowledges there is no "average" school, and encourages each school, regardless of their size, to conduct collaborative contract negotiations that are open and honest between the board and the teacher(s).

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Recommended PCPO Guidelines

While contracts and procedural details will vary, PCPO has created the following general guidelines that will apply to most schools.

Annual Salary

PCPO respects co-op teachers as unique professionals who should be paid an annual salary rather than an hourly or per session rate. This salary can be divided into payments as agreed upon between the teacher and the school (for example, 9 equal monthly payments or 12 equal monthly payments).

Timeline

PCPO recommends that schools establish a timeline for contract negotiations. Starting the process in January or February allows time to finalize the contract and prepare a budget in time for final approval in the spring.

Enrollment

Teachers' contracts should not be based on enrollment. The work a teacher does to plan and teach does not change with fewer students. Enrollment is generally the responsibility of the preschool board. If a board experiences low enrollment that is substantially affecting the school finances, it is the board's responsibility to explore ways to address the needs. This may include schedule and age grouping changes, fundraising, and more.

Personnel File

Schools should have a personnel file for each teacher. These typically include copies of up-to-date letters of recommendation, merit scale worksheets, contracts, resumes and certificates of continuing education.

Long Range Plan

If your teacher is paid substantially below the minimum salaries shown on the attached table, we encourage your school to create a long-range plan to reach these levels. The long-range plan should be written and placed in the teacher's personnel file as well as the president's and treasurer's records.

Bonuses

PCPO discourages routine (or scheduled) bonuses, and instead encourages schools to include that amount in the contracted salary. We realize "special bonuses" may be considered when schools see special circumstances and remind you these amounts are considered taxable income.

Contract Committee and Timeline

Contract Committees commonly consist of two or three board members. Board officers such as the President, Treasurer, and Secretary are commonly part of a contract committee, though the task can be assigned to any group of board members. In order to foster a cooperative process, PCPO recommends that the teacher be allowed to choose a teacher liaison to serve on the committee. In some circumstances, the teacher may advise the committee as well. There is a great variety in structure among PCPO schools, so check your bylaws or handbook in case you already have a good fitting process in place. If you do not, now is the time to create one.

When you gather your contract committee, stress the importance of confidentiality. It is important that discussions be based on the teacher and the job they are doing and should never be compared to or based on the personal situations of others.

Do your homework before the committee meeting! It will save you time and foster efficient and professional negotiations. Prepare an information sheet showing what the teacher's present salary is and what it would be with several different raises (i.e. 4%, 4.5%, 5%, 6%, 8%, etc).

Each school will need to evaluate its own situation and timing. Please keep in mind that the teacher's contract should be completed before the budget is finalized.

Sample Timeline

This is only an example, based on the experience of several schools. Each school will need to develop a timeline that works for their own situation. It is helpful to include the dates listed below in the contract, so that next year's board will know when to start the process.

By January 5th: the board will notify the teacher of intent to rehire. Prior to negotiations, the contract committee will determine an offer for the teacher based on financial information prepared by the Treasurer, including rough estimates of how income will need to increase to cover any additional salary expense.

By February 5th: the teacher will notify the board of their intent to return. At this time the teacher will present written contract requests: i.e., additions, deletions, or changes to the contract, in addition to an updated Merit Scale Worksheet.

February: the contract committee will work to negotiate a teacher's contract for the new school year. Presentation to the board for approval will be at the March board meeting. This gives the committee time to discuss the requests with the board if needed, and to be properly prepared to enter negotiations.

March: Presentation of contracts to the board for approval. Once approved, teacher(s) are notified and contracts are signed and put into teacher(s) personnel files.

April: the final budget will be set **after** the contract has been agreed upon and signed. Follow your school's bylaws and established procedures for budget approval.

Fair Labor Standards Act Requirements

The Fair Labor Standards Act (FLSA) is the guiding federal policy that regulates worker protection. It mandates that employees be paid overtime and minimum wage. However, employees that meet FLSA criteria for duties and salary may be considered "exempt" from these requirements. The duties test includes "Teachers" under the "Learned Professional" category, *but there is lack of legal clarity as to whether co-op preschool teachers qualify as "Teachers" for FLSA purposes.*

An exempt employee must be paid a salary, and not an hourly or per session rate. Those who have a bachelor's degree in teaching or early childhood education might qualify as exempt. Those whose primary responsibilities are **not** teaching (for example, childcare) will not qualify. In addition to the "duties test" there is a "salary test" - a minimum amount an employee must be paid in order to be considered exempt. "Teachers" are exempt from this minimum federally and in Washington, but in Oregon they must be paid above \$35,586. ***This amount may not be prorated for part-time or part-year work.***

A December 2022 call to the Oregon Bureau of Labor and Industries Employer Assistance Line resulted in the opinion that our preschool teachers would not qualify as exempt. It was their opinion that only a position that always required a bachelor's degree would qualify.

Be certain to determine if your teacher is or is not exempt. Then, if needed, please help your teacher(s) set up a convenient way to track their hours. *It's the law* and could save your school much money and many headaches in the future if you do it correctly now.

If there is a question about whether or not a teacher is an exempt professional, contact the Oregon Bureau of Labor and Industries (BOLI) at www.oregon.gov/boli or 971-673-0761 or 971-361-8400; or the Washington Department of Labor & Industries at www.lni.wa.gov or 360-902-5800.

PCPO Teacher Salary & Benefits Recommendations for 2023-2024

A note from PCPO regarding how the minimum salaries are calculated

PCPO assumes that co-op teachers, in addition to contact time with students, spend an equal amount of time in planning, curriculum development, office hours and membership/board meetings, school events, etc. For example, a 4-hour school day would include an equal amount of time (4 hours) in preparation and meetings outside of the school day. The recommended minimums are informed by these but also by salaries of professionals with similar education, licensure, and experience requirements.

PCPO recommends the following salary goals:

If your teacher is currently paid significantly less than the minimum recommended annual salary for their merit level, we encourage you to consider an increase to raise the compensation to at least the minimum given below.

- Or -

If your teacher is being paid just below, at, or more than the minimum recommended salary for their merit level, we recommend at least a 9.0% increase (7.0% cost of living and a 2% annual step increase to reward continued employment).

The **7.0% cost of living increase** (COL) is from the Bureau of Labor Statistics (BLS), using the CPI-U for the Pacific Region for 11/1/21-9/30/22. The Pacific Region was recently added to the BLS as a geographic region and is a better fit for PCPO schools than the previously used Western Region- Size Class B/C. *This year only we used eleven months of data to get our projections to a 9/30 end date going forward, which enables us to have sufficient time to gather data for schools.* To check the CPI-U for different areas or different time periods, refer to the Bureau of Labor and Statistics website at www.bls.gov.

A step increase of at least 2% is recommended for years when a returning teacher is not moving from one merit level to another. This is a way of gradually moving teachers toward the next level and to reward continued employment. (It is much easier to budget for a small increase each year for several years than a 15% increase in one year - the approximate difference between merit levels). A step increase is also encouraged to reward continued employment to those teachers who have reached level VIII.

How to Use PCPO Salary Recommendations

PCPO recognizes there is no one-size-fits-all recommendation for a cooperative teacher salary. As such, we provide these recommendations as a tool to help your board determine the best salary for your teacher. Further work may be needed as you take into consideration your teacher's duties, school calendar, and financial situation.

Our salary recommendations are tiered, corresponding with levels assigned in the PCPO Merit Scale. The Merit Scale is a tool that can assist teachers and boards in understanding how education and experience culminate over a teacher's tenure. PCPO recommends increasing teacher salary incrementally each year both to recognize continual professional growth and to prevent financial strain once teachers have reached a higher level on the Merit Scale.

PCPO salary recommendations assume that co-op teachers spend an equal amount of time in planning, curriculum development, office hours and board meetings in addition to contact time with students. The total time commitment expected of individual teachers varies from school to school and may be a factor in negotiations. Individual member schools' contracts vary widely, as do teacher responsibilities. Although the salary recommendations presented are an attempt to address some of these variations, please be aware that they are recommendations and your school will need to adjust accordingly.

Additional compensation may be warranted in the following situations:

There are times when a teacher's role may increase beyond what is typically in their contract. Additional professional duties such as parent conferences outside of school hours, formal presentations at parent meetings, attending special meetings not stipulated in the contract, observing other schools, and duties arising from unusual circumstances, such as a school move, should be compensated in addition to the negotiated salary or should be compensated with comp time. Schools should look at a savings plan to be prepared for such contingencies.

Contract negotiations can be overwhelming for the volunteer board member and are one of the most important business items your board will attend to.

We have provided lists of references, definitions, and frequently asked questions in the back of this packet to help your team navigate this process. Boards and teachers are strongly encouraged to reach out to PCPO for help with any questions or clarifications.

Minimum Salary Recommendations for 2023-2024

The table below shows the **recommended** minimum annual salaries for the 2023-2024 contract year (Sept. – May). This recommendation is based only on a cost-of-living increase and a comparative analysis between levels. *It does **not** include the 2% step increase recommended between a teacher's Merit Level changes.* Merit levels are based on both experience and education and should be computed **each year** by each teacher using the form in the back of this packet. For example, a teacher with 21 points (the upper end of Level III) is likely to have a salary closer to the minimum recommended for Level IV than Level III.

MERIT LEVEL	Annual Minimum Salary for <i>One 2.5-hour Session / Week</i> Reflects 7.0% cost of living increase from last year
I	\$3,585
II	\$4,124
III	\$4,742
IV	\$5,452
V	\$6,271
VI	\$7,211
VII	\$8,294
VIII	\$9,538

These figures include both salary and medical/retirement benefits, if applicable - guaranteed income; they do not include possible income - like retirement matching or reimbursement for education.

The recommended minimum salaries in this report reflect costs in urban areas of the BLS Pacific Census Division (OR, WA, CA, AK, HI). Use this resource as a framework to negotiate a fair and just contract. Specific cost of living data for the Seattle area can be found at www.bls.gov.

How to Calculate Annual Salary Using PCPO Recommendations

PCPO minimum salary recommendations must be recalculated to match your teacher's contract details:

- If your teacher teaches two or more sessions weekly, multiply the "per session" rate by the number of sessions taught per week. (EX: MWF A.M. sessions - multiply by 3)
- Student contact time less or more than 2.5 hours per day should be proportionally compensated.
- A contract year (typically Sep 1 - May 31) that is shorter or longer than 39 weeks should be proportionally compensated. Some teacher responsibilities, such as fall set up, summer closure, and home visits, may occur during the September – May (39 week) time period. However, when they occur outside this time period, or require additional hours to complete, PCPO recommends additional compensation.

Merit Level-based minimum salary rec	multiply by number of sessions per week	divide by 2.5, multiply by number of hours per session	divide by 39, multiple by number of weeks in the contract year
\$4,742	$\times 3 = \$14,226$	$\div 2.5 \times 3 = \$17,071$	$\div 39 \times 39 = \$17,071$
\$6,271	$\times 5 = \$31,355$	$\div 2.5 \times 2 = \$25,084$	$\div 39 \times 41 = \$26,370$
\$5,452	$\times 4 = \$21,808$	$\div 2.5 \times 3.5 = \$30,531$	$\div 39 \times 40 = \$31,314$

Example 1:

A Level III teacher, who teaches MWF with 3-hour sessions and a contract period of 39 weeks, recommended minimum annual salary is calculated as: $\$4,742 \times 3 = \$14,226 / 2.5 \times 3 = \$17,071 / 39 \times 39 = \$17,071$.

Example 2:

A Level V teacher, who teaches 5 sessions per week, with 2-hour sessions for a contract year extending from Sept. 1 to June 11 (41 weeks), recommended minimum annual salary is calculated as:

$\$6271 \times 5 = \$31,355 / 2.5 \times 2 = \$25,084 / 39 \times 41 = \$26,370$

Example 3:

A Level IV teacher, who teaches 4 sessions per week, with 3.5-hour sessions for a contract year extending from Sept. 1 to June 4 (40 weeks), recommended minimum annual salary is calculated as:

$\$5,452 \times 4 = \$21,808 / 2.5 \times 3.5 = \$30,531 / 39 \times 40 = \$31,314$

Benefits Recommendations

Benefits, if set up properly, may not be taxable income, and both the school and teacher gain from not having to pay payroll and income taxes. Follow the IRS guidelines to be sure benefits are not taxable.

Health Benefits

The Affordable Care Act requires employers with *more than* 50 employees to provide health insurance, so it is ***unlikely*** a cooperative preschool would be ***required*** to provide health benefits. If your school, or teacher, would like more information, HealthCare.gov or WAHealthPlanFinder.org are good places to start researching. PCPO encourages teachers and schools to look into the various options.

Retirement Benefits

See the section about Oregon Saves on requirements for Oregon employers
Some teachers receive retirement benefits. The IRS has developed retirement options to choose from, such as the SIMPLE IRA and 403(b) annuity plans. Both the School and Teachers are advised to consult tax advisors before selecting and for continuing plan administration. Many, many details of these plans require professional assistance.

Mileage

Many schools reimburse for mileage. Mileage reimbursement can be provided when staff uses their own vehicle to drive between two places of work, such as running school errands or driving between the school and a field trip. *Commuting to and from the workplace cannot be reimbursed.*

PCPO recommends reimbursing for travel mileage at the IRS business rate. **As of January 1st, 2023, the rate is 65.5 cents per mile. Mileage reimbursement rates can change during the year;** information is available at www.irs.gov.

Certain Benefits may be taxable. For example, giving a teacher a tuition discount above 20% would be considered taxable income. A tuition discount under 20% may be considered a de minimis fringe benefit. See the [IRS Employers Tax Guide to Fringe Benefits](#) for more information.

Note: Cash equivalents, such as gift cards, are never considered de minimis benefits when given from a business. Cash equivalents are *always* taxable income.

Oregon Specific Benefit Requirements

(NEW!) Paid Leave Oregon is a state mandated program to provide benefits to workers in Oregon who take time off to care for themselves or their loved ones. The program is funded by employee and employer contributions.

Beginning Jan 1st, 2023

- Employers must withhold and submit employee contributions
- Large employers (over 25 employees) must submit employer contributions. Small employers are not required to pay the employer portion, but can do so voluntarily. All employers are responsible for withholding and submitting employee contributions.

****Be sure your school has communicated this change to your board and those responsible for payroll.** For more information: paidleave.oregon.gov

OregonSaves is a retirement savings program facilitated by the state. All employers in the State of Oregon are required to be registered with OregonSaves per the following timeline:

- 5 or more employees – deadline has passed. [Register now](#) to avoid penalties.
- 3-4 employees – register by March 1st, 2023.
- 1-2 employees – register by July 31st, 2023.

Exemptions are available for employers already offering a qualified savings program to their employees. It will be mandatory for employers to offer a program, however, employee participation is voluntary. There is no program cost to employers, but you are responsible for withholding deductions and submitting them to the state during payroll processing. See the OregonSaves website for more information www.OregonSaves.com

Paid and Unpaid Sick Leave

Employers with 10 or more employees are required to provide one hour of paid sick leave for each 30 hours worked by an employee, with a maximum of 40 hours paid leave per year. Employers with 9 or fewer employers must provide the same as unpaid sick leave. Employers may provide this time as it accrues. If the employer opts to frontload the time at the beginning of the year (to provide access to all the time at once), the employer must provide the max 40 hours.

Portland Specific - Within the city limits of Portland, employers with 6 or more employers are required to provide paid sick leave for employees working more than 240 hours in a year; employers with 5 or fewer employees must provide the leave as unpaid time.

For more information: <https://www.oregon.gov/boli/workers/Pages/sick-time.aspx>

Washington Specific Benefit Requirements

WA Cares is a long-term care fund established to provide benefits such as in-home care, meal delivery, and transportation to qualified individuals. The program is solely funded by worker contributions. All Washington employees must contribute, with funds withheld and submitted by their employer. Limited exemptions are available.

(NEW) Employee contributions begin July 1, 2023.

Learn more here: wacaresfund.wa.gov

Paid Leave Washington is a state law that provides benefits to most WA employees who take time off to care for themselves or a loved one. The program requires most employers to withhold and submit the employee portion of the premium (or pay it for them). Employers with more than 50 employees must also submit employer contributions.

[As of January 1, 2023, the premium rate has increased.](#) Be sure you have communicated this to your staff.

For more information: PaidLeave.wa.gov

Paid Sick Leave

Washington law requires that most all employees be provided paid sick leave. Employers must provide one hour of paid sick leave for every 40 hours worked, regardless of full-time, part-time, seasonal, or temporary employment status. Up to 40 hours of unused paid leave may roll over each year.

For more information: <https://lni.wa.gov/workers-rights/leave/paid-sick-leave/>

Additional Contract Recommendations

PCPO recommends that teachers' contracts, in addition to clearly outlining responsibilities and compensation, provide for the following:

Continuing Education

Funds for classes, workshops, etc. PCPO strongly encourages attendance at conferences and other relevant continuing education. This goal can be achieved by providing funds for continuing education.

Professional Membership Dues

Membership in professional organizations provides teachers with valuable information and support. We encourage schools to pay for membership in the National Association for the Education of Young Children (NAEYC), Association for Childhood Education International (ACEI) or similar groups.

Leave Policy

Long-term leave in case of a medical, personal or family emergency is a possible subject for your negotiations. Some schools provide for the accumulation of unused sick/personal leave; other schools pay teachers for unused leave, while others lose it at the end of each year.

Professional Speaker Fees

Teachers may be paid professional fees for speaking on a specific topic at a parent meeting. This is taxable income.

Other benefits

Benefits that may be important to your teacher include mileage reimbursement, medical insurance, retirement plans, bonuses, childcare/tuition, short term disability insurance or other health coverages or health flexible spending accounts.

References

General Information

- ["The Cooperative Preschool Teacher"](#) PCPO resource
- ["7 Wonders of the President/Teacher Relationship"](#) PCPO resource
- Example contracts are available from PCPO upon request - pcpo@pcpo.info
- Fair Labor Standards Act (FLSA) compliance: www.dol.gov/whd/flsa
- IRS Employer's Tax Guide to Fringe Benefits:
<https://www.irs.gov/pub/irs-pdf/p15b.pdf>
- IRS Mileage Rates:
<https://www.irs.gov/tax-professionals/standard-mileage-rates>
- [2022-23 PCPO Presidents Handbook](#)
- [2022-23 PCPO Treasurers Handbook](#)

Oregon

- Information on Oregon minimum wage:
oregon.gov/boli/whd/omw/pages/minimum-wages-rate-summary.aspx
- Oregon Bureau of Labor and Industries (BOLI): www.oregon.gov/boli
- The Nonprofit Association of Oregon: www.nonprofitoregon.org

Washington

- Information on Washington minimum wage:
lni.wa.gov/workers-rights/wages/minimumwage/
- Washington Department of Labor and Industries: www.lni.wa.gov
- The Nonprofit Association of Washington: <https://nonprofitwa.org>

Definitions

Contract year

PCPO considers the 'contract year' to be the date a teacher is required to begin duties for the school year until the date the teacher is released from duties after the conclusion of the school year, inclusive of holidays and breaks.

Hourly Employee

An hourly employee gets paid a set rate for each hour, or portion of the hour, worked. Hourly employees must be paid at least their state's minimum hourly rate and must be paid overtime for hours worked over 40 in a week.

Salaried Employee

Salaried employees receive a fixed amount of pay for their work, regardless of actual hours worked. Salaried employees may be exempt or nonexempt from FLSA minimum wage and overtime laws. A nonexempt employee may be paid a salary, however, by law their hours must be tracked. Nonexempt salaried employees must still receive overtime pay and their salary ÷ hours worked must equal at least the minimum wage rate in any given period.

Exempt/Nonexempt

The Fair Standards Labor Act (FLSA) requires most employees to be paid minimum wage and overtime. The FLSA allows exemptions for employees that meet strict salary and duties requirements. Schools must look at both federal and state law to determine whether their employees qualify as exempt.

- **Exempt Employee:** meets all FLSA criteria to be exempt from minimum wage and overtime. No federal requirement to track hours.
- **Nonexempt Employee:** Does not meet FLSA exemption criteria. Employee can be paid salary, but must track hours. Salary divided by hours work must always be at or above minimum wage. Overtime must be paid for hours over 40 worked in a week.

For further reading:

- [US Dept of Labor](#)
- [Oregon BOLI](#)
- [Wash Dept of Labor and Industries](#)

FAQs

Do we include breaks when counting weeks in the contract year?

Yes, include those in your count. “Weeks in the contract year” includes the time from the first day of a teacher’s duties to the last. Most teacher contracts include at least a week of prep at the beginning of the year and a week for school closure at the end, but these will vary for many schools. Do not deduct time for winter and spring breaks.

Many teachers will utilize school breaks to work on prep, planning, and administrative duties. These hours are accounted for in the PCPO recommended salary calculations as hours worked outside of class time.

Our teacher teaches am and pm classes, 5 days a week. Are the salary recommendations accurate for this scenario?

Schools with teachers in class more than 4 hours/day may need to use additional information to gauge the amount of time their teacher averages for a week. PCPO’s salary scale assumes time worked outside of class averages to equal the hours spent teaching in class, including daily set up/closure, planning, prep, family consultations, etc.

Schools should know if their teachers work more than 40 hours in a week and must compensate them accordingly. **Teachers who do not qualify as exempt must be paid an overtime rate for hours worked over 40 in a week.**

Schools with teachers teaching in class more than 20 hours/week are encouraged to work with their teacher to ensure support and administrative needs are adequately provided for and compensated.

Our long-time teacher makes a lot of money! What can we do?

This is a complex issue for many schools and not one we can answer in an FAQ! PCPO board and staff members are available to talk with your board about this sensitive topic.

For now, we’ll just say that schools fortunate to have long-term teachers have the benefit of those years of passion and accrued knowledge. The teacher’s reputation and school culture are intangible assets of the school, and they can be a magnet for school membership.

Long-term teachers are often the heart and soul of the school, whose years of dedication have created the magical environment in which your children are thriving. Many schools can attest that the loss of a long-term teacher is a difficult and disruptive challenge for the school.

Our teacher shares duties with an assistant teacher. How do we interpret the salary recommendations?

How a school interprets our salary recommendations will depend on the individual details of their staff roles. PCPO encourages open communication between board and teacher to determine the scope of the teacher’s duties. It is possible that teachers supported by paid assistants will have a lighter workload than the typical PCPO teacher, and it is also possible that they will have the same or heavier.

Why does PCPO recommend teachers not be paid hourly?

PCPO believes strongly that the teachers in our schools are professionals and deserve to be compensated as such. Professional compensation provides salary for the job that they are hired to do, not wages for the hours they spend at work.

Do teachers really work that many hours outside of class?

Yes! Many do. Some are not required to. Both board and teacher should have a firm understanding of how the teacher spends their time.

It can be difficult for boards to have an accurate view of the hours teachers work outside of the classroom. The best way to know how many hours a teacher works is to have them track their hours.

Reminder: PCPO teachers will likely not qualify to be exempt from FLSA minimum wage and overtime rules. It is the responsibility of the employer to ensure hours are recorded for nonexempt employees. Any overtime for nonexempt employees must be paid.

We want the contract to include an hourly rate for compensation of additional duties. How do we calculate that?

The true hourly rate for a salaried employee will vary year to year - even week to week! How the school determines that rate is an individual business decision. To keep consistency between contracts, PCPO recommends that the school establish a written procedure to be used each year.

One suggestion is for the school to work with their teacher to estimate an expected number of hours for contracted duties. The school then uses that figure to calculate an hourly rate, making adjustments as contracted duties are added or subtracted.

There is no perfect system. The board and teacher must have a shared understanding that the same task may take 20 hours one year, 10 the following, and 30 the next. These fluctuations make it impossible to convert a salary into an exact hourly rate.

What does PCPO include under "time worked outside the classroom"?

Contracted duties and time worked outside the classroom will vary between teachers. For PCPO's salary recommendations, it is assumed that the sum of teacher's duties outside the class is equal to classroom instruction time. This work may be done before/after school, on weekends, holidays, and during school breaks.

- Attending regular board and membership meetings
- Curriculum planning, research, and preparation
- Purchase and organization of school materials and equipment
- Attending required community events and fundraisers
- Professional Development and trainings
- Communicating with families
- Consultation with early intervention professionals

If your teacher also performs business administrative or supervisory duties, additional compensation may be warranted.

PCPO Merit Scale Worksheet

Please copy, give to your President for the personnel file.

Line#			Last year	Current year
	Academic Qualifications			
	Education	# of points to enter		
1	Masters Degree in Early Childhood Education	-Write a "7" on the line, and go to line 6		
2	BA or BS in Education related field	-Write a "5" on the line, and go to line 6		
3	CDA or Associate degree in ECE	-Write a "4" on the line, and go to line 7		
4	BA or BS in non-related field	-Write a "3" on the line, and go to line 7		
5	Each successfully completed year at a college (no degree); Min 36 credit hours/yr	-Write "1" for each year on the line, max points=3, then go to line 7		
6	Current Oregon teaching certificate	-Write "1/2" on the line, and go to line 7		
	Continuing Education			
7	2 credit hours satisfactorily completed ECE college credits	-Write 1/2 pt for each 2 hours on line 7		
8	15 hours per year of in-service training in ECE continuing education (i.e. PCPO teacher meetings or conferences, ORAEYC chapter meetings and conferences, or presentation of ECE materials for training purposes; serving on a School Support visit committee)	-Write 1/2 pt for each year of accomplishment on line 8 (max 1/2 pt per year) (Please list your activities over the last 12 months)		
A	Total Education Points (Add Lines 1-8)			
B	Experience Qualifications			
9	Years experience as a co-op teacher 1-3 sessions/week	-Write 1 pt per yr on line 9		
10	Years experience as a co-op teacher 4-6 sessions/week	-Write 1 1/2 pt per yr on line 10		
11	Years experience as a co-op teacher 7 or more sessions per week	-Write 2 pts per yr on line 11		
12	Other teaching experience with children under 7 yrs old (i.e. a private preschool, licensed daycare, K-2)	-Write 1 per yr; max 5 pts, on line 12		
13	Other experience in profession where working with parents and children is an integral part (i.e. public health nurse, assistant teacher, social worker, teacher 3 rd grade or higher)	-Write 1/2 pt per yr; max 3 pts, on line 13		
14	Experience as participating parent in a co-op preschool	-Write 1/2 pt per yr; max 2 1/2 pts, on line 14		
15	Experience as parent on a co-op preschool board	-Write 1/2 pt per yr; max 2 1/2 pts, on line 15		
16	Experience on PCPO Board (or other co-op preschool council)	-Write 1/2 pt per yr; max 2 1/2 pts, on line 16		
B	Total Experience Points (Add Lines 9-16)			

