

TO: Members of the Board of Education

FROM: Leia Esser, Director of Student Services Operations and Accountability
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DATE: March 31, 2020

SUBJECT: Strategic Equity Project - School Security Assistants

1. Project Title: Strategic Equity Project - School Security Assistants

2. Project Description:

The purpose of the School Security Assistant (SSA) position is to promote school safety by establishing trusted and supportive relationships while reinforcing positive and safe behaviors in our schools. This year we were asked to prioritize the professional needs of the SSA unit. Since August, we collaborated with the SSAs and principals to surface needs and prioritize key actions:

- Develop opportunities to engage & listen to SSA voice
- Review and, if necessary, revise job description
- Systematically improve the hiring process
- Develop scope & sequence and provide high-quality professional development
- Review & update Employee Handbook

Through our work, it has become evident that in order to recruit, retain and build capacity within our SSA unit, we need to commit to an investment strategy that includes moving towards professionalizing the role. Therefore, we are making the following strategic equity project recommendations for this year, with a commitment to future phases of work next year:

- Increase the hourly rate for SSAs by 10%
- Increase annual work days to include 5 additional days of professional development aimed specifically at their area of employment
- Appoint 4 Lead SSAs; 1 per high school

a) Hourly Rate for SSAs by Step (Current) / Hour Rate for SSAs by Step (10% Increase)

The request to increase to the SSA hourly rate by 10% is not due to substantive job description changes, but rather to ensure the hourly rate of pay is commensurate with skills and responsibilities. The current hourly rate is \$16.63 / hour and caps at a rate of \$23.37 / hour. By increasing their hourly rate by 10%, an SSA would start at \$18.29 / hour and would cap at \$25.71. This is a budget ask of \$115,687.

Step	Current Rate	Rate with 10%	Step	Current Rate	Rate with 10%	Step	Current Rate	Rate with 10%
Step 2	\$16.63	\$18.29	Step 12	\$21.11	\$23.22	Step 22	\$22.96	\$25.26
Step 3	\$17.66	\$19.43	Step 13	\$21.32	\$23.45	Step 23	\$22.96	\$25.26
Step 4	\$18.21	\$20.03	Step 14	\$21.63	\$23.79	Step 24	\$23.16	\$25.48
Step 5	\$18.75	\$20.63	Step 15	\$21.93	\$24.12	Step 25	\$23.16	\$25.48
Step 6	\$19.31	\$21.24	Step 16	\$22.34	\$24.57	Step 26	\$23.16	\$25.48
Step 7	\$19.91	\$21.90	Step 17	\$22.34	\$24.57	Step 27	\$23.37	\$25.71
Step 8	\$20.5	\$22.55	Step 18	\$22.55	\$24.81	Step 28	\$23.37	\$25.71
Step 9	\$20.91	\$23.00	Step 19	\$22.55	\$24.81	Step 29	\$23.37	\$25.71
Step 10	\$20.91	\$23.00	Step 20	\$22.75	\$25.03	Step 30	\$23.37	\$25.71
Step 11	\$21.11	\$23.22	Step 21	\$22.75	\$25.03	Step 31	\$23.37	\$25.71

b) Increase from 200 to 205 Days / Year

SSAs are currently paid to work 200 days / year; 6 of those days are for professional development. This year, our SSAs team has been deeply engaged in critical professional learning, though more time is needed to deepen their knowledge and skills around school safety. This budget request increases the number of SSA professional development days from 6 to 11 allowing us to invest in SSAs through District professional development, external subject matter professional development, and school planning / collaboration at and across schools. This is a budget ask of \$32,137.

	Current	Recommended	Increase from 200 to 205 Days / Year
Regular Work	182	182	\$32,137 + in budget
Professional Development, In-service, & All Staff Day	6	11	
Holiday	10	10	
Floating Holiday	2	2	

c) Appoint 4 Lead SSAs

SSAs are critical members of their school's safety team and their perspective is essential in developing and adjusting safety and security systems in a school. Recognizing the importance of distributed leadership and given the number of SSAs at the high schools, there is an essential need for coordination and leadership. We are recommending the creation of four Lead SSA positions, one per high school. Similar to a department chair, the lead would be paid 7% on the base SSA hourly rate. Responsibilities include:

- Ongoing communication with SSAs at their school
- Weekly meetings with assistant principal in charge of safety and security
- Monthly meetings with District staff
- Provide input and direction for professional development, protocol development, systems change, partnership with schools, etc.

This is a budget ask of \$8113.

\$8,113

3. Fiscal Analysis:

Total Annual Costs		
a) Increase Hourly Rate by 10%	b) Increase from 200 to 205 Days / Year	c) Appoint 4 Lead SSAs
\$115,687	\$32,137	\$8,113
Total Annual Cost - \$155,937		

4. Estimate: \$155,937

5. Recommendation: It is recommended that the Board of Education direct MMSD leadership to incorporate the \$155,937 SSA Job Realignment work as a strategic equity project into the preliminary 2020-2021 budget. MMSD Administration is committed to continuing this work through the 2020-21 school year. We acknowledge that the work is not done but also believe that the work must be done in phases in order to bring our current SSAs along at the appropriate pace.