



WISCONSIN RAPIDS PUBLIC SCHOOLS

Wisconsin Rapids Public Schools Supplemental Pay Plan\District Educational Units (DEUs)

The Supplemental Pay Plan and DEU Process Simplified

*Revised 2025-2026 School Year
Board Approved May 12, 2025*

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If you have additional questions after reviewing the content linked in this document, please reach out to your building Quality Educator Committee representative:

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Background

The Wisconsin Rapids Public Schools Professional Learning Plan is the navigation system for our WRPS comprehensive professional learning system. As written in the publication, *Comprehensive Professional Learning Systems: A Workbook for Districts and States*, a comprehensive professional learning system is the engine that powers educator learning.

Our goal as a district is to create the conditions and structures in which effective professional learning works and link that professional learning to other systems that function in a state, school system, or school. The professional learning plan is our guidance system that sets the destinations, gives directions, and provides progress indicators and other information to support the journey. A professional learning plan establishes short - and long-term plans for professional learning and implementation of that learning. The WRPS PD plan is intended to guide individuals and schools in developing learning experiences designed to achieve outcomes for educators and students.

History of the DEU (District Educational Units) Process

Discussion of the current DEU process began in May of 2018. The purpose of the DEU process is to allow teachers to engage in learning opportunities that:

- Promote the District Strategic Plan
- Promote the District Professional Development Plan
- Promote the building level Professional Development Plan
- Allow teachers to grow in their field
- Improve student learning
- Allow teachers to take part in activities that will enhance their salaries

The main goal of the DEU process is to encourage as many professional staff as possible to share their expertise and move the learning of the entire district forward. Collaboration and instruction led by colleagues and peers is proven to be the best model to move student success forward as a result of adult learning. Teacher-led learning is influenced by beliefs, experiences, and practices. Students can't learn if teachers are not learning.

Limitations on DEU Hours Earned

Educators will “max out” at 6 DEUs per school year (72 hours). However, they can carry over 11.5 hours above the 72 hours into the next school year. So, realistically, in a very busy year, a person could earn 83.5 hours of District Educational Units, use 6 DEUs for one year and start the next school year with 11.5 hours already “in the bank”.

In addition, every college credit that is earned in a program that has been pre-approved by Human Resources equals 12 hours towards a DEU or 1 DEU. Therefore, each 3 credit class is worth 3 DEUs. In the past, those “maxing out” on DEU hours through college credits have not been able to carry any hours into the next school year. However, beginning with the 2021-2022 school year, if a person earns 6 DEUs because they are enrolled in a Master's program, they still could earn 11.5 additional hours to “bank” for the upcoming school year. However, banked hours can only be carried over for ONE year. So, if a person is enrolled in a 2 year program, this is a possible scenario that could occur.

YEAR 1: Individual maxes out DEU hours because they turn proof of completion of 6 credits (2 3 credit classes) to Human Resources. In addition, this individual earned 1 full DEU because they took a DEU offering sponsored by the district. So at the end of YEAR 1 this person will receive credit for 6 DEUs and carry over the maximum of 11.5 hours to YEAR 2.

YEAR 2: Individual continues to earn Master's credits and once again maxes out at 6 DEUs earned because of completing 2 three-credit classes within the Master's Program, but has NOT taken any new DEU classes in YEAR 2. At the end of YEAR 2, this person CANNOT roll over the 11.5 hours originally earned in YEAR 1. Additional hours can only roll over one year.

Another Scenario:

Same as above, but in YEAR 2, the individual not only takes 6 credits, but also earns 8 hours of DEU time because they took part in a District sponsored DEU opportunity. At the end of Year 2, this person can then roll over the extra 8 hours, but CANNOT roll over any part of the 11.5 from YEAR 1.

There is no alternative district compensation for DEU hours earned beyond the allotted 6 full DEUs with the carryover of 11.5 hours. For example, when DEU hours are offered, you cannot receive a stipend or pay for hours beyond what is allotted.

Retirement/Resignation and DEU Hours

- If a person is 57 years old or older, has at least 15 years with the Wisconsin Rapids Public School District **AND** has had their retirement approved by the Board of Education, they will be compensated for DEUs earned at the end of the year through a one time payment. The payment will follow what would be added to one's salary if not retiring. This equates to \$175.00 for each FULL DEU earned **up to 6 full DEUs**. Partial DEUs would be paid at \$27.00 an hour.
- This final payment of DEU earnings would be capped at 6 full DEUs and not include carryover hours (the 11.5 hours that one can carryover from one year to the next as a returning regular employee).
- This would **NOT** be the same as if a person chooses to resign. If one chooses to resign from WRPS, there is no payment given for any DEU hours earned that remain outstanding.
- This amendment to the Supplemental Pay Plan will take effect for DEU hours earned during the 2023-2024 school year. The payment would be made prior to the end of June of the year the retirement takes place.

Alternate Way to Earn DEU Hours: Micro-Credentialing

Micro-credentials are a form of digital certification that verifies a person's mastery of a specific skill or competency. For educators, micro-credentials can be an effective way to enhance professional development. Micro-credentials can be a more flexible and affordable alternative to traditional professional development.

There are several credible sites for education-related micro-credentials. Examples of modules can be found on the Professional Development page that is listed under Curriculum on the WRPS website.

Professional staff will be able to submit a request to participate in a micro-credential certification course. Within the request, the staff will have to tie the course to one of the following: a district goal of the district professional development plan, a particular building goal, or the staff member's individual PPG or SLO as outlined in *My Growth Journey*.

Each micro-credential can range in time spent from a couple of hours to up to 15 hours. In addition, a participant must receive a passing grade to receive the certificate. Please Note: A **MAXIMUM** of 12 hours will be awarded for **EACH** micro-credential module EVEN IF the class has an approximate completion time of more than 12 hours. (Most of the NEA/WEAC micro-credentials anticipate 15 approximate hours, but you would receive a maximum of 12 - even if it took you longer to complete.) If a micro-credential module has an estimate of less than 12 hours to complete, you will receive the estimated time listed toward a DEU.

Participants can earn all 6 of their DEUs through the micro-credential process.

IMPORTANT TO REMEMBER:

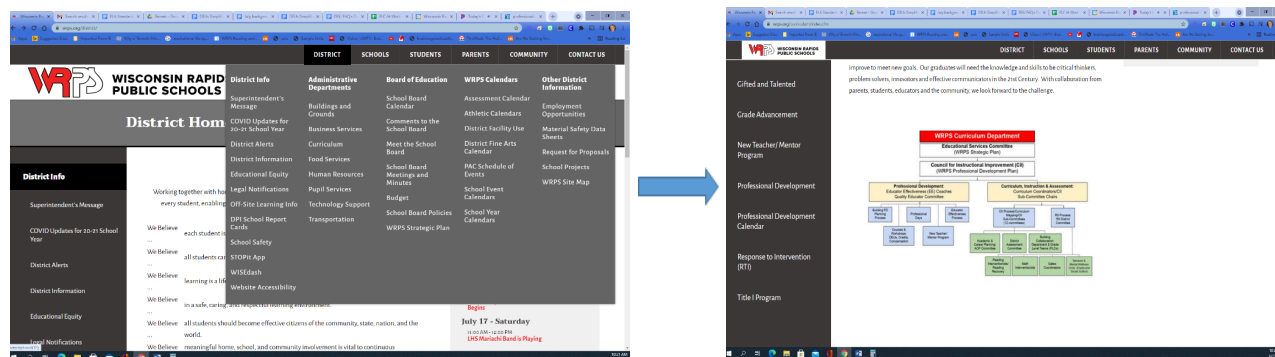
1. Micro-credential opportunities **MUST** be pre-approved by the Curriculum/Technology offices. This is done by completing [this form](#) and waiting for an approval notice from the curriculum secretary. Do not start your work before receiving approval. No credit will be given "after the fact".
2. You will have 60 days from the approval date to complete the work. You will not receive partial credit for work completed. Your request will be voided if the certificate is not turned in within the 60-day window from the time of approval.
3. Any course approved during the school year 2024-2025 must be completed before June 15, 2025. Courses cannot be carried over between school years.
4. You must turn in your certificate of completion to Carole Pfahning in the Curriculum office upon completion. This can be done via Blue Bin, in person, or a PDF format.
5. Micro-credentials are completed individually, not collaboratively.

Possible Sources: NEA and WEAC Websites, [Healthknowledge.org](https://www.healthknowledge.org/), [childpraxiatreatment.org](https://www.childpraxiatreatment.org/), [classroomwise.org](https://www.classroomwise.org/), [bethebrightest.com](https://www.bethebrightest.com/), Powerfully You

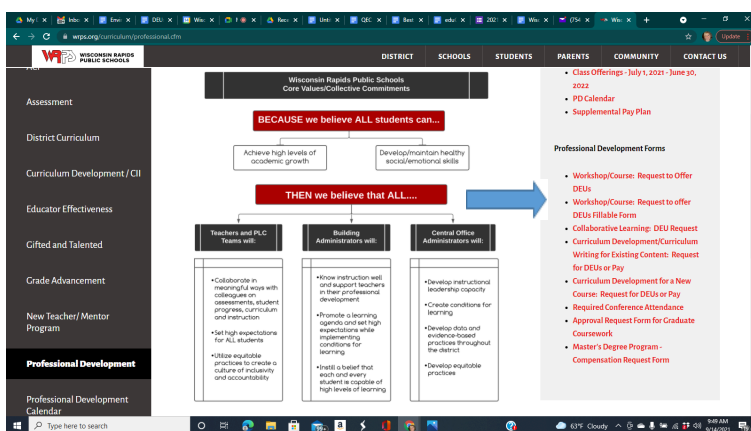
These are just a few examples. You may find your own and send them in for possible approval after vetting.

How Do I Create a Request? Where Are Those Forms?

All forms necessary to complete the DEU request process are located on the District webpage. Go to the District HOMEPAGE. Under Administrative Departments you will find the Curriculum headline. When you click on the Curriculum heading you will find, along the left-hand side, toward the bottom, a tab for Professional Development. Click that tab.



Along the right hand side of the page you will find the headings for the different types of forms that you will need. The forms will be linked in this area. Just click on the form that best describes your request. (the purpose of each form is described on the next pages). Complete the Google Form. The Director of Curriculum will review all requests for approval, revision, or non-approval. You may be contacted to provide additional clarification if needed for approval.



What is a DEU Course or Workshop?

The WRPS District Educational Unit process enables district professionals to offer DEU workshops or courses that promote the goals of the district as a whole. The procedure for the process is defined below:

1. A professional staff member designs a workshop or course that promotes the learning of the organization.
2. The course or workshop must be detailed in its description - answering these questions:
 - What are the identified student learning needs that this course/workshop will address?
 - What is the goal of the DEU?

How is this goal aligned with either the District Strategic Plan, the District Professional Development Plan or a particular Building or Department or Grade Level Professional Development Plan?

If the DEU does not align to any of these, how do you feel the DEU request will move the district forward as a whole?

- What is the direct impact on student learning as a result of this course?
- What are the resources used to facilitate the new learning?
- What learning is facilitated by the workshop/course coordinator during face to face or virtual meeting times?
- What are the Action Steps that will be followed?
- If there is online work, what specifically will be accomplished during the online work time?
- How will the facilitator ensure that the online work is being completed as described?

[Here is the Link to request a DEU Workshop or Course](#)

What Is A Collaborative Learning DEU Request?

The WRPS DEU process enables district professionals to offer Collaborative Learning DEU opportunities that promote the goals of the district as a whole. There are instances when a small group of professionals want to get together to take part in active collaborative learning. Examples would be:

- ❖ A third-grade team comes together to discuss the new social studies curriculum that is being implemented. There is shared learning and discovery of the materials
- ❖ The music department would like to implement a new way to lead music lessons. They come together as a group to define how it will look and to create an outline of the procedure.
- ❖ The phy ed department purchases “plickers” and wants to meet to discuss ways that they have used them successfully in their classrooms and research additional ways to use the devices
- ❖ Creating common assessments could fall under this category
- ❖ Book studies and watching a webinar together and working through the learning together will fall in this category

Applications for Collaborative Learning DEU requests must be submitted to the Director of Instruction *at least 7 days prior* to the collaboration.

The procedure for the process of creating a Collaborative Learning Request is defined below:

1. A professional staff member completes the request for a Collaborative Learning experience. This person becomes the **Contact Person** for the request. The request must be detailed in its description - answering these questions:
 - What are the identified student learning needs that this course/workshop will address?
 - What is the goal of the Collaborative Learning Experience?
 - How is this goal aligned with either the District Strategic Plan, the District Professional Development Plan or a particular Building or Department or Grade Level Professional Development Plan?
 - What are the resources used to facilitate the collaboration?
 - How will this work enhance student learning?
 - What are the desired outcomes from this request?
 - What is the end “product” from this Collaborative Learning exercise?

See next page for additional clarifications regarding book studies and webinars.

Additional Clarifications for Book Studies and Webinars:

The district recognizes the value of collaborative learning around a book study or a webinar/webinar series. Since the purpose of DEUs is to collaborate, there is a limit to the number of hours allocated for reading or viewing. **Up to one-third of the total DEU hours** can be attributed to **individual** reading or viewing. For example, a 6-hour book study would allow up to 2 hours for **individual** reading. A 12-hour webinar would allow up to 4 hours for **individual** viewing. A small group can watch an entire webinar together and discuss it as they go along. All the time spent together watching and discussing would count toward DEUs.

The Curriculum Department can spend up to \$400.00 per Book Study or Webinar. The remaining amount will need to come from building budgets or individually purchased. Please reach out to the curriculum director if you need to purchase books for this offering.

[Here is the Link to Request Collaboration](#)

What Is Curriculum Development/Curriculum Writing For Existing Content?

The WRPS DEU process enables district professionals to offer DEU opportunities that promote curriculum writing for existing content. Examples of such instances would be:

- ❖ Creating a new unit(s) for an existing course
- ❖ An ELA course is using a new novel and curriculum for that novel study needs to be created
- ❖ A teacher is teaching a new subject or a new course for the first time

Participants can receive hours toward DEUs or choose to be paid the curriculum rate of \$18.00 an hour. There is a **maximum** of 2 full DEUs (24 hours total for ALL involved) for this offering or 24 hours total for pay (to be split among all participants).

The procedure for the process of creating a Curriculum Writing for Existing Content Request is defined below:

1. A professional staff member completes the request for a Curriculum Writing for Existing Content experience. This person becomes the Contact Person for the request.
2. The request must be detailed in its description - answering these questions:
 - Why is this time necessary?
 - What are the intended outcomes of this request?
 - Who will be working together?
 - What is the end product? What will be created?
 - How will this affect student learning?

[Here is a link to request Curriculum Writing for Existing Content](#)

What Is Curriculum Development/Curriculum Writing For A New Course?

The WRPS DEU process enables district professionals to offer DEU opportunities that promote curriculum writing for NEW courses. **These courses must be approved by the WRPS School Board before any compensation is given for writing curriculum.**

The procedure for the process of creating a Curriculum Writing for a New Course Request is defined below:

1. A professional staff member completes the request for a Curriculum Writing for New Course. This person becomes the Contact Person for the request.
2. The request must be detailed in its description - answering these questions:
 - Who is all involved in the process?
 - When was the course approved by the School Board
 - When will the content writing take place?

[Here is the link to Request Curriculum Writing for a New Course](#)

What Is Earning DEUs for Required Conference Attendance?

The WRPS DEU process enables district professionals to earn DEU credits if they **are required** to attend a training by the district AND that individual is not earning any other credit for attending the conference. Examples of such instances would be:

- ❖ A teacher is struggling in a certain area of their teaching and needs to refine their practice. Therefore, a building principal requires that teacher to attend a certain conference.
- ❖ A teacher is on an Educational Improvement Plan and attending a particular conference is part of that improvement plan.
- ❖ A teacher is teaching a new subject or a new course for the first time and the department coordinator, building principal or Director of Curriculum mandates that person to attend a training or conference related to that new placement.

The procedure for the process of creating a Curriculum Writing for Existing Content Request is defined below:

1. The person who is REQUIRING the attendance of the teacher at the conference or training completes the ***Professional Staff Required Conference Attendance*** form and has the teacher sign the form.
2. The description of the conference or training must be detailed.
3. The rationale for requiring attendance must be clearly stated on the form

[Here is the form to request DEU Compensation for Required Conference Attendance](#)

Supplemental Pay Plan - Explained

Beginning with the 2023-24 school year:

I. DEUs:

Professional Staff will receive \$175 added to their salary rate per DEU completed between **July 1** and **June 30** of a given school year, for up to six DEUs or a maximum of \$1050.

*Whenever the Human Resources Department receives notification from the Curriculum Department that a class has been completed and all proper paperwork is turned in, the Human Resources department will update the Employee Portals to reflect completed DEU hours. The facilitator of each activity must submit the completed timesheet to the Curriculum Secretary once the DEU is completed. If you notice that a large timespan has occurred from when a class was completed and your hours are not reflected, please **FIRST** contact the facilitator of the DEU class that you took. All DEU hours completed in one school year will not be compensated until the next school year.*

- This applies only to professional development beyond the professional staff member's contracted school day.
- No more than eleven and one-half hours toward a DEU may be carried over from one school year to the next school year.

This carry-over will be reflected in your employee portal. Hours can only carry over for ONE year - for instance, you cannot take 6 years to earn 1 full DEU by taking 2 hours each year.

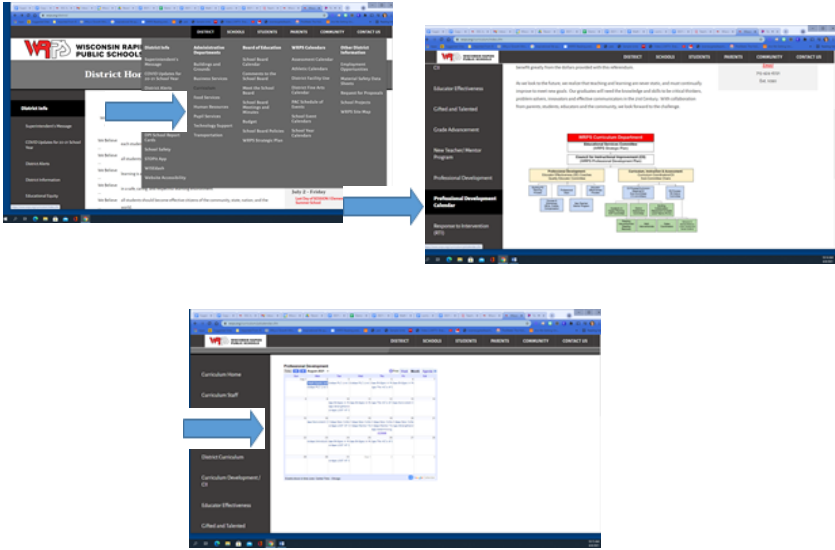
Beginning with the 2025-2026 School Year:

If a DEU begins **AFTER** the last Teacher Recordkeeping Day of a school year and ends on or before June 25th, the facilitator of the DEU can offer the option for individual participants to use all the hours earned for the current school year **OR** the upcoming school year. If the DEU class ends after June 25th, then the hours earned can **ONLY** count for the upcoming school year (due to bookkeeping operations).

- Not all participants in this category of DEUs are required to receive the same compensation timeframe (i.e. some can receive DEUs for the current year while others push it to the following school year). The facilitator will need to accurately record the preference for each participant and submit that information to the Teaching and Learning secretary no later than the end of day on June 26th.
- Any DEU started **PRIOR** to the last Recordkeeping Day in June will **ONLY** count for DEU hours for the current school year and must be completed by June 25th.
- A DEU may **NOW** begin in June of one school year and end in the following school year and count for the following school year's DEU hours.
- **Hours for a single proposed DEU may not be split between school years.**
- The number of DEUs and hours toward DEUs earned will be placed on the Employee Portal.
*Individual staff members are responsible for checking their Employee Portals **PRIOR** to June 30th of each school year to make sure their hours are recorded. Once a new pay period starts, changes to DEUs from prior years cannot be made. The Human Resources department updates the Employee Portals after the Facilitator has turned in the hours earned for a class and the Curriculum Department approves the hours earned.*
- All professional development completed for Supplemental Pay will be reflective of District and Building Professional Development Goals.

DEU opportunities must be substantive and align with District PD and Strategic Plan Goals. The new DEU Offering Forms will be more clear in what is needed in order for the DEU to be approved and offered. For example, learning one technology teaching tool and developing a lesson plan that uses that tool will not be counted for more than 2 hours toward a DEU. DEU offerings will include:

- *Learning objectives*
 - *Action Steps*
 - *End product that illustrates the learning*
- Teachers will no longer have the option to be paid at the hourly rate of \$14.00 for professional development activities when a DEU or hours toward a DEU are offered; teachers retain the option of being paid \$18.00 per hour for curriculum writing and curriculum development for new courses.

Activity	Value	Information
District Courses/Workshops	12 Hours = 1 DEU	<p>Professional Staff may sign up for a district workshop/course on-line in one of two ways: (1) Respond to the course/workshop email announcement from Carole Pfahning that includes the sign up Google Form; or (2) Use the WRPS Professional Development Calendar located on the District website.</p>  <p>Proof of completed hours or DEUs will be submitted to the Curriculum Department by workshop/course facilitators. No paperwork proving hour or DEU completion needs to be submitted to the Human Resources Department by professional staff taking courses/workshops.</p> <ul style="list-style-type: none"> • District courses/workshops could include book studies, curriculum writing, approved online courses/workshops, study groups, etc. • The District will work towards developing courses that are accessible online and/or in a virtual or blended format (when possible) which will be eligible for DEUs and/or hours towards DEUs.
Approved College Credits (Courses not sponsored by WRPS)	1 Credit = 1 DEU	<p>Professional Staff enrolling in credit courses not sponsored by the District must receive approval from Human Resources by submitting a “Approval Request Form” two weeks prior to the first class. The form is available at the WRPS web site.</p> <ul style="list-style-type: none"> • Professional staff must submit an official grade report or transcript showing completed credits to the Director of Human Resources no later than July 15 of the year in which said compensation begins. • There will be no carryover of credits from one school year to the next.

Additional Certifications or Licenses - Directed by District (During Non-Contracted Time)	Hours needed for certification/ license: 1 hour = 1 hour toward a DEU	This must be approved by Human Resources before starting the certification/licensure program.
Writing Curriculum for a New Course that Has Been Approved	24 hours = 2 DEUs (per course, not per person)	Course must have been approved by the CII and Board of Education before eligible for this compensation. <i>The proper form must be completed and sent to the Director of Curriculum prior to the work being completed. Hours are to be submitted to the Director of Curriculum for compensation when the work is completed.</i>
Attendance at a workshop/conference - Directed by District (During Non- Contracted Time)	Hours at conference: 1 hour = 1 hour toward a DEU	Attendance at conferences that are paid for by the District, but not directed by the District, does not constitute hours towards a DEU. However, after attending the conference, groups of teachers are encouraged to propose a DEU eligible class to meet, study, and implement what was learned at the conference. <i>If a staff member is required to attend a course that takes place outside of contracted working hours, then the district will pay for the course and provide DEU hours to the staff member. The proper paperwork must be filled out ahead of time by the administrator requiring the attendance.</i>
Curriculum Development/ Curriculum Writing	1 hour = 1 hour toward a DEU	Hours must be pre-approved by the relevant CII Sub-Committee Chairperson. <i>Proper forms must be completed and submitted to the Curriculum Department prior to the work being completed. Hours are to be submitted to the Director of Curriculum when completed.</i>

II. Facilitator Compensation:

Professional staff will be compensated for teaching workshops/courses in one of the following ways:

- \$800/credit of full DEU (enrollment minimum 8)
 - *If less than 8 participants, the DEU may not be allowed to run*
 - *Under certain circumstances, we will allow the DEU to run with less than 8 registered (the target audience is too small). In these cases, the facilitator will receive the total number of DEU hours or \$27.00 an hour.*
- \$27/hour for workshops that are less than 12 hours (instructional hours)
- DEU or hours toward DEU

If there is more than one facilitator, the pay will be divided equally among each facilitator.

If there is more than one facilitator and both choose Hours Toward a DEU, then BOTH facilitators will receive the total number of hours. If they choose the \$800.00 stipend, then BOTH will split the stipend. If ONE chooses hours and ONE chooses the stipend, then the person choosing the hours receives the TOTAL number of hours and the other receives half of the paid stipend.

For more information about offering a DEU, see the [Request to Offer DEUs](#) form found on the WRPS website and explained earlier in this document

III. Master's Degree:

Professional Staff will receive \$5,000 added to their salary for an approved Masters Degree program completed prior to **August 31** or **January 31**.

Professional Staff will be compensated for only one Master's Degree unless a staff member is directed by the Superintendent or their designee to complete a second master's degree.

- Professional Staff enrolling in a master's program must receive prior approval from Human Resources by completing the "Master's Degree Form." The form is available at the WRPS website. This form outlines the classes the individual is planning to take throughout the program so only ONE form needs to be completed.

This form is NOT to be confused with the form that requests compensation for taking college classes. There are TWO separate forms. The Purpose of the "Master's Degree Form" is to provide Human Resources with a plan for completing a degree: What is the program you are enrolling in? Why are you pursuing this particular degree? Outline the courses you plan to take during your program.

This paperwork MUST be approved by Human Resources and on file in Human Resources prior to starting any coursework if you are planning to receive compensation for your Masters degree upon completion (see note above regarding compensation) or you are going to turn in the coursework for DEU hours.

- *Each year, an individual can turn in up to (six) 6 credits for compensation (i.e. 72 hours toward DEUs - or \$1050.00 added to their base salary).* A person needs to only submit an Approval Request for Graduate Coursework form for up to six (6) credits since they can only receive compensation for up to 6 credits (72 hours) per school year.
- Professional Staff enrolled in a Master's Degree program *or wishing to take any college courses* must submit an "Approval Request Form" *two weeks prior to the start of each class taken in the program that they wish to receive compensation upon completion.*
- *If a Professional Staff member is requesting that college credits earned will go toward DEU hours, then that* Professional Staff enrolled in a Master's Degree program must submit a grade report or transcript showing completed credits to the Director of Human Resources no later than **July 15** of the year in which said compensation begins.
Coursework is completed in spring of 2021-2022 and the individual wants the coursework to be compensated for DEU hours during the 2022-2023 school year, then the grades must be submitted no later than July 15, 2022.
- Professional Staff enrolled in a Master's Degree program must submit an official transcript showing a completed Master's Degree to the Director of Human Resources no later than **September 30** or **January 31** of the year in which said compensation begins.
- If proof of masters completion is submitted on or before **January 31**, supplemental pay will be \$2,500 the first year and \$5,000 thereafter.

IV. National Board Certification:

Professional Staff who earn certification from the National Board for Professional Teaching Standards will receive \$2,500 paid as a stipend two times per year (First September and First February payrolls), (\$1,250 and \$1,250) with proof of current certification to the Director of Human Resources by June 15 each year that the National Board Certification is active. The stipend shall immediately cease if the employee fails to retain such certification.

The District recognizes that certain student services positions include licensure/certifications beyond what DPI requires and are not currently recognized by the National Board for Professional Teaching Standards. The District will grant in its sole discretion a \$2,500 total salary stipend to any student services professional educator who has obtained one or more of the following National Certifications:

- ❖ Social Workers
 - National certification for school social workers (NCSSW)
- ❖ Occupational Therapists
 - American Occupational Therapy Association Board Certification in Pediatrics and/or School Systems
 - National Board Certification in Occupational Therapy.
- ❖ Speech and Language
 - Certificate of Clinical Competence in Speech-Language Pathology (CCC-SLP) through the American Speech-Language-Hearing Association (ASHA)
- ❖ School Nurse
 - National Certified School Nurse (NCSN)

Staff are eligible for one stipend per year, regardless of how many certifications they obtain. The granting of the additional salary stipend is only applicable during individual contract years in which the staff member is certified and teaching in the particular teaching assignment and certification area that was provided an additional salary stipend. If the staff member transfers or is reassigned outside of the area where additional salary stipends were provided to an area where the above certification(s) or degree(s) are not required, or he/she no longer possesses such industry certification(s) or degree(s), he/she shall forfeit the salary stipend. If such transfer or reassignment occurs during the course of an individual contract year, the employee's salary stipend shall be pro-rated for the portion of the contract year where he/she possessed the certification(s) and was teaching in the area that received the additional salary stipend.

The receipt of the above additional salary stipend is at the sole discretion of the District, and the District may modify, amend, or delete this additional salary stipend without adhering to the non-renewal provisions outlined in section 118.22, Wis. Stats. Such modification, amendment, or deletion shall not affect the other terms and conditions of the individual contract.

- V. Supplemental pay (with the exception of Master's Degree – see II above) will be added to salaries beginning with the first payroll of the school year following the year in which the educational units are completed. Supplemental pay will be paid as a percentage of a professional staff member's full-time equivalency in a given year.

It is the employee's responsibility to check the employee portal prior to June 15th of each year to ensure that DEU hours are recorded correctly.

- VI. There will be no retroactive pay for DEU activities/recurring pay (national board certification, etc.) above that begin in 2018-19.
- VII. This compensation plan is subject to review by the Board of Education.

Approved by Board of Education: September, 2012; August, 2013; December, 2014; October, 2015; January, 2017; January, 2018; June, 2018; April, 2019; June, 2023

*August 2021***Supplemental Pay Plan/DEU Frequently Asked Questions**

Question/Concern/Comment	Response
<p>If I am retiring, may I participate in a DEU for pay versus for DEU credit?</p> <p>If I am maxed out in DEU hours, can I take a DEU for pay?</p>	<p>We do not offer DEU participation for pay any longer as a district - even if you are retiring or “maxed out”. All DEU class offerings will receive DEU hour credit for participation. Facilitators have a payment option. You can carry over 11.5 hours to the next school year.</p>
<p>We have more than one facilitator for our DEU class. What are the options for compensation in this case?</p>	<p>All facilitators have several options:</p> <ol style="list-style-type: none"> 1. All facilitators could receive the full DEU hours compensation if all are involved in planning and presenting the entire class (if the class is worth 2 DEUs, each facilitator would receive 2 DEUs). 2. If one facilitator wants to receive pay and the rest want DEU, the one receiving a pay stipend will receive partial pay, divided by number of facilitators. (2 total facilitators - one wants pay and the other DEU credit - one receives pay (\$400.00) and the second will receive full DEU credit) 3. If multiple facilitators request pay, the pay is split evenly among all facilitators.
<p>Can New Teachers, who officially begin in August, take part in a summer DEU BEFORE their official start date, and still get credit?</p>	<p>Yes. If they have committed to the District and have been Board approved, they may take DEU classes for credit the summer before they officially begin.</p>
<p>How are summer conferences or conferences held on non-contracted days (i.e. Saturdays) handled within the Supplemental Pay Plan/DEU process?</p>	<ol style="list-style-type: none"> 1. If a person chooses to attend a conference on their own in the summer, they <u>will not</u> receive DEU credit for that conference. 2. A staff member can talk with their building administrator or Director of Instruction to discuss the conference and explain how the conference adheres to District or Building Goals and a decision can be made after that conversation. This discussion must occur BEFORE the conference. DEU hours will not be awarded after the fact. 3. If an administrator REQUIRES a person to attend a summer conference, then the district will pay for the conference registration as well as provide DEU hours as a stipend for the person.
<p>What is the role of the facilitator?</p>	<p>When the facilitator develops a DEU, it is the responsibility of the facilitator to specifically narrate what their role is - how they will instruct the class. <i>It is more than offering the class and managing the attendance.</i> What EXACTLY will the facilitator do to push the learning of the participants, to offer new insights, to help the participants learn and grow? Also, the DEU proposal needs to outline how the work, products, projects, learning will be shared within the class, (i.e. through group discussions, through learning journals, through the development of lessons, etc.). These ideas will be outlined in the Request to Offer form.</p>

<p>What are the options to offer DEUs and learning opportunities in the Rapids District?</p> <p>All of these forms are found on the District Webpage - under Curriculum and then under Professional Development.</p>	<p>The facilitator may receive the same DEU hours as the course or may choose to be paid - \$27.00 an hour (less than 8 participants) OR \$800.00 for a full DEU that has been approved with 8 or more participants.</p> <p><u>Collaborative Learning/Book Study/Webinar.</u> This would be used if the organizer is reading and learning along with the class and whose only extra role is to set up the collaboration and report the attendees at the end. The work is done collaboratively by all in attendance. If a person has read a book previously, and then chooses to lead a book study for colleagues that combines the reading with extra teaching - i.e. videos, sharing of projects, directed questions, - then that class would qualify as a DEU. If it is a Book Study with the collaborative reading and discussion of a book, it qualifies under this label.</p> <p><u>Curriculum Writing for an Existing course.</u> This would be used if there are changes made to an existing course and work is being done collaboratively. For example, the English II team at LHS is developing a new unit to be used in the existing English II class. All collaborators would receive DEU hours or pay at \$18.00 an hour. The Director of Curriculum would have final approval of the amount of compensation.</p> <p><u>Curriculum Writing for a NEW CLASS that has received School Board approval.</u> The full curriculum would not be written unless the course is approved. Collaborators could share up to 2 full DEUs (24 hours) that would be split evenly among those writing the curriculum.</p>
<p>How many participants must attend a DEU in order for the facilitator to receive the \$800.00 Stipend?</p>	<p>There must be a minimum of 8 active participants in order for a facilitator to receive the \$800.00 stipend. Any less will result in a \$27.00 an hour stipend for the facilitator.</p>
<p>What kinds of topics can be addressed in a DEU proposal in order for the proposal to be approved?</p>	<p>All DEU requests must adhere to either the District, Building or Department/Grade Level goals. In addition, the DEU hours must be hours that actual work is going on. A DEU offering must be substantive in nature to qualify for 12 hours of District Educational Units. If a tool is taught, i.e. a technology tool, and that teaching only takes 45 minutes - 1 hour, then 11 hours will not be awarded for teachers to create lessons with that tool as part of the collaborative DEU. However, one hour could be granted to create lessons with that particular tool. For example, if a DEU is granted to teach Doodle Poll, it would only be worth about 1 hour. Teaching Doodle Poll and guiding a presentation for how Doodle Polls can be used in the classroom to promote engagement takes between 10-20 minutes. There could be an additional 30 minutes granted to allow the participants to create 3-5 polls that would fit in their lesson for a total of 1 hour for this particular DEU.</p>

History of the Quality Educator Committee

- The Quality Educator Committee was formed in August of 2012 for the following purpose:
 - Develop the annual District Professional Development Plan and gain CII approval of the plan prior to May 1 of each school year.
 - Develop the annual Professional Development Day schedule. Assist in planning and executing Professional Development Days and assess the effectiveness of Professional Development activities.
 - Develop the DPI Professional Development Day waiver, and gain CII and School Board approval. *(no longer applicable)*
 - Develop the criteria and approval process for credits, DEUs and Masters programs. Review and assess the effectiveness of the criteria and approval process on an ongoing basis. Gain CII and Board approval as necessary. (Now referred to as the Supplemental Pay Plan)
 - Review and suggest necessary changes on an ongoing basis to the following three programs and the documents in which they are described: New Teacher-Mentor Program, WRPS Professional Development Program, WRPS Teacher Assessment Program. Gain CII and Board approval as necessary.
 - Support PI-34 Professional Development Plan process, as well as the Wisconsin Master Educator Assessment Process, including maintaining a group of trained PDP team members, and providing support seminars for those pursuing National Board Certification. *(no longer applicable)*
- The QEC has now evolved to its current state with the following purposes/expectations:
 - Each District Building is represented on the QEC with the expectation that the building representative takes information from the committee BACK to the building level for discussion and reports ideas and feedback to the QEC committee.
 - Develops the District PD plan which is then taken to the Administration Team for suggestions before being presented to the District CII in April and ultimately the Educational Services Committee and full School Board.
 - Reviews the Supplemental Pay Plan and discusses concerns that arise regarding the DEU process adopted by the district.
 - Review and suggest necessary changes on an ongoing basis to the following programs and the documents in which they are described: New Teacher-Mentor Program and the WRPS Teacher Assessment Program (Educator Effectiveness).

After reviewing this document, if you still cannot find an answer, then please contact your Building QEC Representative first (listed on Page 1 of this document). If you cannot get an answer from them, then please reach out to Roxanne Filtz, Director of Curriculum and Instruction, at roxanne.filtz@wrps.net, or Lori Stanton, administrative assistant in Human Resources, at lori.stanton@wrps.net.

