



RETENTION GRANTS GUIDELINES

“Any State certified teacher who has worked at CSA for over 1,000 hours or a paraprofessional that has worked at CSA for over 5,000 hours and is currently working at CSA in that capacity is eligible for our retention grants.”

- ❖ The entire Board will be consulted in determining the application of these guidelines. In emergency situations (where time is of the essence), the President of the Board has the authority to make the ultimate decision whether someone qualifies under these guidelines.
- ❖ The teacher or paraprofessional must be currently working with students during regular school hours within the CSA School District in order to be eligible.
- ❖ The Board, by majority vote, has the authority to make exceptions to these guidelines or modify these guidelines in order to fulfill the intent and mission of the CSA Education Foundation.

STATE CERTIFIED TEACHERS

1. Must have current State certification
2. Must be currently working within the CSA School District during regular school hours
3. Must teach students in a classroom
 - a) Includes enhancement teachers (art, music, physical education, foreign language)
 - b) Includes special education teachers
 - c) Does not include custodial, secretarial, library coordinator, SEP personnel, administration, substitute teachers, teaching assistants or TST personnel (with the exception of certified special education teachers)
 - d) Staff not eligible under this section may qualify under the paraprofessional criteria below and become eligible for a bonus after 5 years of employment.
 - e) Teachers temporarily assigned to an internship position may still qualify upon majority vote by the Board.
4. Must have taught within the CSA School District for at least 1 full school year

The Foundation has determined that any teacher who commences employment as a teacher within the CSA School District prior to the first day of the second term of the previous school year is considered to have worked “1000” hours and 1 full school year. This determination takes into account (a) only scheduled hours; (b) a maximum of a 40 hour work week; (c) exclusion of summer hours; (d) fulfills the intent of the “1000 hours” requirement; and (e) provides a clear definition of eligibility.

If a teacher has taught within the CSA School District for 1 full school year as defined above but does not work a full FTE at the request of the Academy, then that teacher would still be eligible for a retention bonus the next year. That bonus, however, would be pro-rated based on the FTE worked that previous year.

PARAPROFESSIONALS

1. Do not need to be State certified
2. Must be currently working full-time within the CSA School District during regular school hours
3. Must work with students
 - a. Includes enhancement teachers (art, music, physical education, foreign language) if not currently state certified
 - b. Includes TST personnel, teaching assistants, or other personnel that work with children
 - c. Does not include custodial, secretarial, library coordinator, SEP personnel, administration, substitute teachers or other ancillary staff.
4. Must have worked within the CSA School District for at least 5 full school years

The Foundation has determined that any paraprofessional who commences employment within the CSA School District prior to the first day of the second term of the previous school year and continues employment for 5 school years (does not have to be consecutive) is considered to have worked “5000” hours and 5 full school years. This determination takes into account (a) only scheduled hours; (b) a maximum of a 40 hour work week; (c) exclusion of summer hours; (d) fulfills the intent of the “5000 hours” requirement; and (e) provides a clear definition of eligibility.