



OAKLAND UNIFIED SCHOOL DISTRICT

MEMORANDUM

April 26, 2019

To: School Administrators (Charter);

From: Ofelia Roxas, CPA, Chief Financial Officer

Re: **Measure G1 Salary Increases 2018-19**

The Teacher Retention and Middle School Improvement Act Fund (“Measure G1”) was established to provide a salary increase to school-site educators and middle school grants in Oakland Unified School District (“OUSD”) schools as well as charter schools in Oakland. The following is a step- by-step guide to for charter school administrators responsible for calculating and implementing the salary increases provided by Measure G1. **Please note, each charter school must submit the enclosed Measure G1 Certification Form to OUSD’s Chief Financial Officer on or before May 15, 2019.** Pursuant to Measure G1 provisions, the salary increases will be subject to an audit conducted by an independent auditor and submitted to the Measure G1 Commission and Board of Education for review on or before December 31, 2019.

Charter school Measure G1 allocations for salary will be distributed on or before June 15, 2019, provided that a timely Measure G1 Certification Form is submitted by the charter. Please see the enclosed *Procedures for Implementing Measure G1 Salary Increase* for more information.

cc:

Nathan Edelman, Vavrinek, Trine, Day & Co., LLP
Linda Pulido- Esquivel
Mark Triplett
Jill Habig
Maxwell Daigh

Enclosures: Procedures for Implementing Measure G1 Salary Increase



PROCEDURES FOR IMPLEMENTING MEASURE G1 SALARY INCREASE

In order to receive Measure G1 allocations for salary increases, each charter school administrator responsible for implementation must follow the following process for collecting Measure G1 salary allocations and for calculating uniform salary increases.

I. Process for Collecting Measure G1 Funds for Salary Increase

Step 1: Complete the Measure G1 Cover Sheet

- a. Include all of the Employer's Oakland based schools.
- b. Consult with G1/OUSD Report to find available funds.

Step 2: Complete the Employer Roster

- c. Include all eligible employees at Oakland based schools (represented and/or school based).
- d. Exclude any non-represented staff who has not spent at least 75% of their time employed by the Oakland based school at a school site during the 2018-19 school year.
- e. The salary increase/bonus must be the same percentage for all eligible employees of the employer.

Step 3: Complete the Certification Form

- f. Use information in items 1 and 2 above to complete the Measure G1 Salary Increase Certification form.
- g. The Certification form must be completed and signed by the school administrator responsible for distributing funds to eligible employees.
- h. The Certification Form must be submitted to OUSD's Chief Financial Officer, or designee on or before May 15th annually.

Step 4: Complete the Acknowledgement of Receipt

- i. Upon receipt of funds, complete and sign the acknowledgement of receipt form.
- j. The acknowledgement of receipt form must be submitted to OUSD's Chief Financial Officer, or designee at the time of collection.



II. How to Calculate Uniform Salary Increases

Step 1: List all eligible position salaries and salary driven benefits (i.e. STRS, PERS).

Step 2: Add all salaries and salary driven benefits to create the annual “salary and salary driven benefits” for each employee.

Step 2: Add all salary driven benefits for employees.

Step 3: Multiply the total in step 3 above by 1% (this amount represents the cost of a 1% raise).

Step 4: Divide the total available G1 funds by the cost of 1% to get the percentage for the Measure G1 increase.

Step 5: For each employee, multiply the Measure G1 increase percentage by the salary to determine the final bonus amount or increase to the salary schedule.