



**Meck Pre-K Supplemental Payment Policies
September 18, 2018**

On a monthly basis, providers participating in Meck Pre-K will receive supplemental funds (which are in addition to the per child payments used in the classroom construct for program contracts). These funds are intended to support the operation of Meck Pre-K in a high-quality manner to promote the school readiness of children.

Teacher Payroll/Benefits:

Salary

Teachers – Smart Start of Mecklenburg County will issue a salary memo to both the director and lead teacher in Meck Pre-K classrooms. The memo will list the teacher’s educational credentials, licensure status, and pay (both annual and monthly). Lead teacher pay is based on the CMS salary schedule for 2018-2019 based on credentials and experience. Meck Pre-K will provide a monthly salary supplement equal to 80% of the difference between the lead teacher’s years of experience and the base year (A02 on the CMS 2018-2019 salary table for all teachers with 3 or more years of experience).

Teacher Assistants – Center based, must meet minimum state guidelines; all teacher assistants work a maximum of **40 hours per week** and are paid accordingly.

Benefits

Health Insurance – Paid 12 months*

*Unless an employee’s Meck Pre-K contract will not be renewed for the next school year.

Payment to center - Meck Pre-K will pay up to \$200 toward the cost of health insurance and the center will pay up to \$175 toward the cost of insurance for a total of \$375 per month.

Example:

A lead teacher or assistant teacher’s health insurance is \$400 per month. Meck Pre-K will pay \$200 and the center will pay \$175 for a total of \$375. The employee will pay the difference of \$25.00 per month. If the employee’s health insurance is \$225 per month, then Meck Pre-K will pay \$200 and the center will pay \$25.00 per month. There will be no cost to the employee. *Health insurance is required unless an employee has other coverage (e.g., through a spouse or Medicaid). If health insurance is not needed, no supplemental payment will be made.

Please fax or email the Meck Pre-K Health Insurance Statement and proof of policy to Trinisha Dean at Smart Start of Mecklenburg County. tdean@smartstartofmeck.org

Life Insurance – Paid 12 months*

Lead and assistant teachers shall receive life insurance with a minimum benefit of \$9,500.00. Providers will be reimbursed up to \$10.00 per month for 12 months. Providers will need to provide a current statement with Meck Pre-K employees’ names, rates and amount of insurance.

Please fax or email the Life Insurance Statement and proof of policy to Trinisha Dean at Smart Start of Mecklenburg County. tdean@smartstartofmeck.org

Retirement

Retirement is paid for 10 months at 3% of salary or wages for lead and assistant teachers.

Mandatory Requirements for Contracts:

- General Liability
- Automobile Liability
- Workers Compensation
- Fidelity Insurance

Information required in Certificate Holder Section:

Smart Start of Mecklenburg County
601 E. Fifth Street
Charlotte, NC 28202

Please send Certificate of Insurance to Trinisha Dean at Smart Start of Mecklenburg County when insurance has been renewed. tdean@smartstartofmeck.org

Annual and Sick Leave

All Meck Pre-K lead teachers and teacher assistants are paid for:

177 school days
17 workdays
10** annual leave days
11 holidays
215 total days

****Annual leave days are earned at each center**

<u>Years of Aggregate Service</u>	<u>10-Month Employee</u>	<u>Days Minus Annual Leave</u>
Less than 5 years	11.70	1.70
5 but less than 10 years	14.20	4.20
10 but less than 15 years	16.70	6.70
15 but less than 20 years	19.20	9.20
20 years or more	21.70	11.70

****Note:** Ten annual leave days are built into the calendar each year (All teachers and assistants will be paid for these days).

Example:

If a teacher or teacher assistant has been employed for 5 years, she or he would receive 14.20 days for the 2018-2019 school year. Providers would subtract 10 days for mandatory annual leave (Spring break and Christmas break). This would leave the teacher or teacher assistant with 4.20 days for the 2018-2019 school year.

Sick days earned:

1 day per month (10 annually)

Child Transportation Subsidy

Families can be charged a nominal fee. The Mecklenburg County NC Pre-K policy limits fees to parents to \$20 per week for transportation. Meck Pre-K will also allow site administrators to charge parents up to \$20 per week for transportation.

Transportation scholarships will be provided at \$20 per week per child for round trip transportation for up to 5 children per Meck Pre-K classroom. Transportation logs must be maintained and submitted to Smart Start of Mecklenburg County monthly.

The transportation scholarship policy is under review with a potentially more generous scholarship policy post year one implementation.

Please send a transportation reimbursement form to Trinisha Dean at Smart Start of Mecklenburg County each month. tdean@smartstartofmeck.org

Advances and Other Reimbursement

An advance of \$15,000 per class is allowed with approval from Smart Start of Mecklenburg County. The advance will be subtracted from provider reimbursement for 3 months, October – December. Requests for advance payments should be sent to Trinisha Dean at Smart Start of Mecklenburg County.

tdean@smartstartofmeck.org

Reimbursement for substitutes and professional development must also be submitted to Trinisha Dean with approved expenses reimbursed as part of monthly supplemental payments.

Note: Smart Start of Mecklenburg County is working on an online secure system for documents to be uploaded to eliminate the need for faxing, scanning, or emailing substantiating documentation and monthly invoices/reimbursement forms.