

Sweet Home ISD
2024-2025 Compensation Plan
Adopted by the SHISD Board: June 10, 2024



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Pay Structures – Administrative and Professional Staff (Exempt) Salary Notes

The following pay structures were approved by the Board of Trustees of Sweet Home ISD on June 10, 2024 and are effective for the 2024-2025 school year.

PURPOSE The pay systems for certified and professional personnel shall be approved by the Board of Trustees and shall comply with all minimum pay entitlements established by state and federal law. In order to pay employees fairly and attract and retain qualified employees, local pay systems shall be based on the assessed worth of jobs and shall be administered to support the following objectives:

- To stay competitive with appropriate labor markets for the various categories of personnel
- To recognize the levels of skill, effort, and responsibility required of different jobs
- To reward continued length of service to the district and
- To be fiscally controlled and cost-effective

PAY STRUCTURE The pay structure for all personnel shall be established and maintained by daily or hourly base rates to promote consistent treatment of employees who have different work year periods. The pay structure for each position shall be based on a “Teacher Model” to recognize years of work history and updated based on a thorough review of the job's worth when compared with similar jobs at other school districts within the region. Information provided by an outside agency, personnel staff, and other district officials is carefully reviewed before determining pay structure for positions. The superintendent shall determine job classification or reclassification of positions based on an assessment of job requirements and comparability to other positions within the district and region. The only administrator authorized to make deviations to the Administrative and Professional Staff Salary Guides is the Superintendent.

NEW HIRE SALARY PLACEMENT New employees must provide evidence of job-related professional work experience at the time of employment in order to be appropriately placed in a pay range. The salary guides shall determine salary placement based on experience allotted.

PAY CYCLE The pay cycle will be determined by the job’s exemption status. Salaried, professional jobs are paid MONTHLY. The time in which employees receive pay will align with when the work is completed. Specific pay calendars will be distributed each year by SHISD Administration.

PROMOTION Employees within the district may be promoted to a new job position with a higher salary guide. When being placed in a higher salary paygrade, the salary will be based on the employee's experience in the same or similar job and/or years of experience in education.

DEMOTION A voluntary demotion in position will require that the employee earn the salary associated with the paygrade of the new position. An involuntary demotion or reassignment determined by SHISD may or may not result in the employee retaining his/her existing salary. The time of year and amount of notice given to the employee regarding the involuntary demotion or reassignment will be factored into the salary decisions.

RETIRE-REHIRE All retire/rehire employees' salaries will be established and maintained by daily or hourly base rates according to the position and years of work experience. Retire/rehire employees are responsible for contacting TRS for updated rules and guidelines related to returning to work. If you are receiving or have received retirement benefits through the Teacher Retirement System of Texas (TRS) or any other retirement program (Retirement Benefits):

- a. the District cannot and does not make any guarantees regarding your continued right to receive the Retirement Benefits.
- b. you are relying on your own investigation and understanding of the law and upon the guidelines, rules, and regulations regarding employment after retirement of the program(s) under which you retired. You are not relying on any statements made by the District regarding the effect of District employment on your Retirement Benefits.
- c. you agree not to sue or otherwise bring any claim against the District, its Board of Trustees, its Superintendent, or any other employee or agent of the District for any loss or reduction in the value of your Retirement Benefits.
- d. if you retired under the TRS, the District must report your employment to the TRS. You agree not to sue or otherwise bring any claim against the District, its Board of Trustees, its Superintendent, or any other employee or agent of the District based on such reports.

EXTRA-DUTY ASSIGNMENTS The total salary for an employee who earns a stipend for certain extra-duty assignments shall be calculated by adding the annual base salary plus the stipend. The Superintendent will assign persons accordingly. Stipends are provided to employees for performing extra duties beyond the regular campus workday or employment day schedule. Individuals should not be assigned extra duties that will overlap each other. Exceptions may be made on an individual basis by the Superintendent.

CREDITABLE YEARS OF SERVICE Calculated in accordance with rules set by the Commissioner of Education.

Pay Structures – Paraprofessional, Clerical, Classified (Non-Exempt) Staff Salary Notes

PURPOSE The pay systems for non-exempt staff shall be approved by the Board of Trustees and shall comply with all minimum pay entitlements established by state and federal law. In order to pay employees fairly and attract and retain qualified employees, local pay systems shall be based on the assessed worth of jobs and shall be administered to support the following objectives:

- To stay competitive with appropriate labor markets for the various categories of personnel
- To recognize the levels of skill, effort, and responsibility required of different jobs
- To reward continued length of service to the district and
- To be fiscally controlled and cost-effective.

PAY STATUS All non-teaching support employees are considered non-exempt employees, and therefore, eligible for compensation of overtime at time and a half for all work performed in excess of 40 hours in a work week. All overtime requires the Superintendent's approval. Disciplinary action may be taken against employees who claim overtime without the Superintendent's prior approval. Employees earning comp time in place of overtime pay are expected to use their earned comp time as it is accrued instead of banking the hours.

TIMECLOCK All time spent working must be recorded using SHISD's timekeeping system. Any work in excess of 40 hours during a work week will be accrued as overtime at time and a half and tracked. Written prior approval must be obtained by the Superintendent.

PAY STRUCTURE The pay structure for all personnel shall be established and maintained by daily or hourly base rates to promote consistent treatment of employees who have different work year periods. The superintendent shall determine job classification or reclassification of positions based on an assessment of job requirements and comparability to other positions within the district and region. The only administrator authorized to make deviations to the Non-Exempt Salary Guides is the Superintendent.

NEW HIRE SALARY PLACEMENT New employees must provide evidence of job-related professional work experience at the time of employment in order to be appropriately placed in a pay range. The salary guides shall determine salary placement based on experience allotted.

PAY CYCLE The pay cycle will be determined by the job's exemption status. Non-exempt paraprofessional, clerical, and classified positions are paid MONTHLY. The time in which employees receive pay will align with when the work is completed. Specific pay calendars will be distributed each year by SHISD Administration.

PROMOTION Employees within the district may be promoted to a new job position with a higher salary guide. When being placed in a higher paygrade, the salary will be based on the employee's experience in the same or similar job and/or years of experience in education.

DEMOTION A voluntary demotion in position will require that the employee earn the salary associated with the paygrade of the new position. An involuntary demotion or reassignment

determined by SHISD may or may not result in the employee retaining his/her existing salary. The time of year and amount of notice given to the employee regarding the involuntary demotion or reassignment will be factored into the salary decisions.

RETIRE-REHIRE All retire/rehire employees' salaries will be established and maintained by daily or hourly base rates according to the position and years of work experience. Retire/rehire employees are responsible for contacting TRS for updated rules and guidelines related to returning to work. If you are receiving or have received retirement benefits through the Teacher Retirement System of Texas (TRS) or any other retirement program (Retirement Benefits):

- a. the District cannot and does not make any guarantees regarding your continued right to receive the Retirement Benefits.
- b. you are relying on your own investigation and understanding of the law and upon the guidelines, rules, and regulations regarding employment after retirement of the program(s) under which you retired. You are not relying on any statements made by the District regarding the effect of District employment on your Retirement Benefits.
- c. you agree not to sue or otherwise bring any claim against the District, its Board of Trustees, its Superintendent, or any other employee or agent of the District for any loss or reduction in the value of your Retirement Benefits.
- d. if you retired under the TRS, the District must report your employment to the TRS. You agree not to sue or otherwise bring any claim against the District, its Board of Trustees, its Superintendent, or any other employee or agent of the District based on such reports.

Pay Structures – Compensation for Non-Certified Teachers

Alternative Certification Program (ACP) Teachers

Compensation will be set at 100% of a first-year teacher's daily rate (i.e. zero years of experience based on the teacher salary schedule approved by the School Board for the 2024-25 school year.) ACP Teachers are paid on a monthly basis. If an ACP Teacher is employed after August 5, 2024 or leaves employment prior to May 21, 2025, his/her annual compensation will be pro-rated based on the actual number of days employed during the 2024-2025 school year.

NOTE: the month you will receive your first paycheck is based on your start date—please contact SHSID Administration to verify the date of your first paycheck.

To be eligible for this level of compensation, the ACP Teacher must have already provided SHSID Administration within one calendar month from the date of hire written proof of enrollment in an Alternative Certification Program (ACP) to obtain teacher certification. If this proof is not provided by this deadline, the ACP Teacher's salary will automatically decrease to 75% of a first-year teacher's daily rate, as per the 2024-25 SHSID Employee Compensation Plan. It is only upon being accepted and enrolled into an ACP and providing proof to Administration that the ACP Teacher's daily pay reverts back to 100% of a first-year teacher's daily rate.

If the ACP Teacher is still employed with the district for the following school year but no longer holds either an Intern or Standard Certificate, his/her pay will be reduced to 75% of a first-year teacher's daily rate. Upon earning the Intern or Standard Certificate, the daily rate will revert back to 100% of a first-year teacher's daily rate. ACP Teachers remain on Pay Step 1 until they obtain their Intern or Standard Certificate regardless of the number of years he/she has taught. The ACP Teacher must also hold an Intern or Standard for at least one full semester in order to advance to Pay Step 2 the following school year. Finally, ACP Teachers do not receive credit for holding a master's degree until they also hold an Intern or Standard Certificate.

DOI Classroom Instructors

Compensation will be set at 75% of a first-year teacher's daily rate (i.e. zero years of experience based on the teacher salary schedule approved by the School Board for the 2024-25 school year.) Classroom Instructors are paid on a monthly basis on the 25th of each month. If a Classroom Instructor is employed after August 5, 2024, or leaves employment prior to May 21, 2025, his/her annual compensation will be pro-rated based on the actual number of days employed during the 2024-2025 school year.

NOTE: the month you will receive your first paycheck is based on your start date—please contact SHSID Administration to verify the date of your first paycheck.

Upon graduating with a bachelor's degree, the Classroom Instructor will become eligible to be paid 100% of a first-year teacher's daily rate (Pay Step 1) for the remaining days of employment. He/she also becomes an ACP Teacher at this point (see above).

CTE Teachers

CTE Teachers with assignment-related experience will be placed on the teacher salary schedule based on work experience that is directly related to the career and technical field in which he/she will be teaching. The CTE teacher will receive 1 year of placement credit on the teacher pay scale for every 1 full-year of work-related experience up to 10 years (acceptable proof of work is required) and 1 year of placement credit on the teacher pay scale will be awarded for every 2 full years of work-related experience for more than 10 years (acceptable proof of work is required) up to the teacher hiring schedule maximum, as per the Board adopted 2024-25 SHISD Employee Compensation Plan.

2024-2025 Teachers/Nurse – 182 Day Contract

Pay Step	Salary for Bachelor's Degree	Daily Rate
0	\$35,660	\$195.93
1	\$36,390	\$199.95
2	\$37,100	\$203.85
3	\$37,830	\$207.86
4	\$39,350	\$216.21
5	\$40,880	\$224.62
6	\$42,410	\$233.02
7	\$43,830	\$240.82
8	\$45,170	\$248.19
9	\$46,440	\$255.16
10	\$47,630	\$261.70
11	\$48,770	\$267.97
12	\$49,850	\$273.90
13	\$50,850	\$279.40
14	\$51,810	\$284.67
15	\$52,710	\$289.62
16	\$53,570	\$294.34
17	\$54,370	\$298.74
18	\$55,140	\$302.97
19	\$55,860	\$306.92
20	\$56,540	\$310.66
21	\$57,040	\$313.41
22	\$57,540	\$316.15
23	\$58,040	\$318.90
24	\$58,540	\$321.65
25	\$59,040	\$324.40
26	\$59,540	\$327.14
27	\$60,040	\$329.89
28	\$60,540	\$332.64
29	\$61,040	\$335.38
30	\$61,540	\$338.13

2024-2025 Administrative Professional Pay Plan

Pay Grade	Job Title	Employment Dates	Contracted Days	Daily Rate Additional
TS	Assistant Principal	7/22/2024 – 5/29/2025	197	+15
TS	Counselor	7/29/2024 – 5/29/2025	192	+10

The salaries listed above are based on 10-month employment for the 2024-2025 school year. Salary plans are determined on an annual basis and salary advancement is not guaranteed. Pay increases are based on the annual pay raise budget approved by the Board of Trustees.

2024-2025 Clerical & Paraprofessional Pay Plan

Pay Grade	Job Title	Employment Dates	Contracted Days
PS	Aide, Instructional	8/5/2024-5/21/2025	182
PS	Aide, PE	8/5/2024-5/21/2025	182
PS	Aide, Prekindergarten	8/5/2024-5/21/2025	182
PS	Aide, Special Education	8/5/2024-5/21/2025	182
PS	Aide, Music & Art	8/5/2024-5/21/2025	182
PS	Administrative Assistant	7/25/2024-6/11/2025	200
PS	Administrative Assistant	6/24/2024-6/3/2025	220
PS	Cafeteria Manager	8/5/2024 – 5/21/2025	182
PS	Cafeteria Assistant	8/5/2024 – 5/21/2025	182

Pay Step	Instructional Aide		Cafeteria Manager		Cafeteria Assistant		Administrative Assistant (200)		Administrative Assistant (220)	
	Salary	Hourly	Salary	Hourly	Salary	Hourly	Salary	Hourly	Salary	Hourly
0	\$17,930	\$13.14	\$20,658	\$15.13	\$16,302	\$11.94	\$27,016	\$18.01	\$29,722	\$18.01
1	\$18,337	\$13.43	\$21,054	\$15.42	\$16,698	\$12.23	\$28,776	\$19.18	\$31,658	\$19.19
2	\$18,744	\$13.73	\$21,450	\$15.71	\$17,094	\$12.52	\$30,536	\$20.36	\$33,594	\$20.36
3	\$19,151	\$14.03	\$21,846	\$16.00	\$17,490	\$12.81	\$32,296	\$21.53	\$35,530	\$21.53
4	\$19,558	\$14.33	\$22,242	\$16.29	\$17,886	\$13.10	\$32,736	\$21.82	\$36,014	\$21.83
5	\$19,965	\$14.63	\$22,638	\$16.58	\$18,282	\$13.39	\$33,176	\$22.12	\$36,498	\$22.12
6	\$20,372	\$14.92	\$23,034	\$16.87	\$18,678	\$13.68	\$33,616	\$22.41	\$36,982	\$22.41
7	\$20,779	\$15.22	\$23,430	\$17.16	\$19,074	\$13.97	\$34,056	\$22.70	\$37,466	\$22.71
8	\$21,186	\$15.52	\$23,826	\$17.45	\$19,470	\$14.26	\$34,496	\$23.00	\$37,950	\$23.00
9	\$21,593	\$15.82	\$24,222	\$17.75	\$19,866	\$14.55	\$34,936	\$23.29	\$38,434	\$23.29
10	\$22,000	\$16.12	\$24,618	\$18.04	\$20,262	\$14.84	\$35,376	\$23.58	\$38,918	\$23.59
11	\$22,407	\$16.42	\$25,014	\$18.33	\$20,658	\$15.13	\$35,816	\$23.88	\$39,402	\$23.88
12	\$22,814	\$16.71	\$25,410	\$18.62	\$21,054	\$15.42	\$36,256	\$24.17	\$39,886	\$24.17
13	\$23,221	\$17.01	\$25,806	\$18.91	\$21,450	\$15.71	\$36,696	\$24.46	\$40,370	\$24.47
14	\$23,628	\$17.31	\$26,202	\$19.20	\$21,846	\$16.00	\$37,136	\$24.76	\$40,854	\$24.76
15	\$24,035	\$17.61	\$26,598	\$19.49	\$22,242	\$16.29	\$37,576	\$25.05	\$41,338	\$25.05
16	\$24,442	\$17.91	\$26,994	\$19.78	\$22,638	\$16.58	\$38,016	\$25.34	\$41,822	\$25.35
17	\$24,849	\$18.20	\$27,390	\$20.07	\$23,034	\$16.87	\$38,456	\$25.64	\$42,306	\$25.64
18	\$25,256	\$18.50	\$27,786	\$20.36	\$23,430	\$17.16	\$38,896	\$25.93	\$42,790	\$25.93
19	\$25,663	\$18.80	\$28,182	\$20.65	\$23,826	\$17.45	\$39,336	\$26.22	\$43,274	\$26.23
20	\$26,070	\$19.10	\$28,578	\$20.94	\$24,222	\$17.75	\$39,776	\$26.52	\$43,758	\$26.52

2024-2025 Auxiliary Pay Plan

Pay Grade	Job Title	Employment Dates	Contracted Days
	Bus Driver	8/14/2024-5/20/2025	180
AS	Custodian & Maintenance	7/18/2024-6/4/2025	200

Bus Driver = \$20.00 per hour driving route/field trip

Pay Step	Custodian & Maintenance	
	Salary	Hourly
0	\$21,881	\$14.59
1	\$22,593	\$15.06
2	\$23,305	\$15.54
3	\$24,016	\$16.01
4	\$24,728	\$16.49
5	\$25,440	\$16.96
6	\$26,151	\$17.43
7	\$26,863	\$17.91
8	\$27,575	\$18.38
9	\$28,287	\$18.86
10	\$28,998	\$19.33
11	\$29,710	\$19.81
12	\$30,422	\$20.28
13	\$31,133	\$20.76
14	\$31,845	\$21.23
15	\$32,557	\$21.70
16	\$33,268	\$22.18
17	\$33,980	\$22.65
18	\$34,692	\$23.13
19	\$35,404	\$23.60
20	\$36,115	\$24.08

Extra Duty/Project-Specific Pay Rates

The following extracurricular duty pay structures were approved by the Board of Trustees of Sweet Home ISD on June 10, 2024 and are effective for the 2024-2025 school year.

When an Extra Duty/Project Specific payment is contingent upon the successful completion of specific tasks, the staff member responsible must submit Extra Duty documentation to the Administration Office.

CATEGORY	RATE OF PAY	REQUIRED DOCUMENTATION
Extended Day Targeted Instruction (intentionally planned to meet the needs of a specific student group)	\$25.00 hourly	MOU & Timecard/Tutoring Log
Extended Day/Week/Year – Paraprofessionals & Classified Staff	Current Hourly Rate	MOU & Timecard
Special Project Completion (outside of regular work schedule, contract dates, or job responsibilities) including: 1. Curriculum Development 2. Assessment Creation 3. Instructional Planning 4. Project or Initiative Required by Dept. 5. Coordination or Supervision of a Special Project (as approved by Supt.)	Compensation amount will vary depending on the scope of the project.	Project-Specific MOU (task criteria must be outlined in MOU and total to be paid should be based on estimated hours at \$30 per hour for professional staff and hourly rates for non-professional staff. Superintendent approval required.
Professional Development (plan, instruct, facilitate, or participate in professional development) *For PD OUTSIDE OF YOUR CONTRACTED DAYS*		
1. <i>Designing and leading a PD session</i>	\$25 hourly	Project-Specific MOU (based on estimated hours), Timecard
2. Participation in District-Required PD * (certified staff, degreed staff)	\$150 full day \$75 half day	MOU, Timecard, Agenda, Sign-In Sheet/Certification
3. Participation in in District-Required PD*: paraprofessional, clerical, & classified staff	Current hourly rate	MOU, Timecard, Agenda, Sign-In Sheet/Certification
*Superintendent will determine District-Required PD		
Transportation		
Mileage	Current Rate	Prior Approval Required
Lodging	\$107	Prior Approval Required
Meals & Incidentals (M&IE)	\$59 Total \$13 Breakfast \$15 Lunch \$26 Dinner \$5 Incidentals \$44.25 First & Last day of travel	Prior Approval Required

Supplemental Stipends

Guidelines regarding SHISD stipends:

1. The SHISD Board of Trustees will approve a schedule of stipends for extra duties annually. The list of stipends is reviewed and modified periodically throughout the year with board approval.
2. Not all items on the stipend schedule are utilized each year.
3. There is no guarantee of or employment right to a supplemental stipend.
4. Exempt employees (see Preface on page 3) assigned supplemental duties that accrue extra pay will be compensated according to the district's schedule for extra duty stipends.
5. Nonexempt employees (see Preface on page 5) assigned supplemental duties will be paid hourly, including overtime compensation when hours exceed 40 in a workweek. The hours worked in supplemental duties must be combined with the hours worked in the regular job assignment for determining the total hours worked each week. This is in addition to any stipend payment.
6. If employment does not begin on the first day and continue through the last day of the employee's respective employment calendar, the stipend and associated extra days shall be pro-rated.
7. When a stipend payment is contingent upon the successful completion of specific tasks, the employee responsible for overseeing the stipend must submit the extra duty pay sheet to the Administration office to be eligible for compensation.

Assignment	Qualification Criteria	Proposed Stipend	Payment Schedule
Certification Stipends			
Secondary Math Teacher	Must be secondary math certified and teaching Algebra 1	\$1,000	Annualized
Academic Stipends			
Department Chair	All Dept. Chairs are determined by Principal and will receive the stipend for the specified subject.	Math = \$1,000 Science = \$1,000 Soc. Studies = \$1,000 RLA = \$1,000*	Annualized
NJHS Chapter Advisor		\$500	May
Student Council Advisor		\$500	May
Yearbook Coordinator		\$500	May
Amplify Implementation 1 st Year	Grant Funded	\$2,500	December
Amplify Planning 1 st Year	Grant Funded	\$2,500 per grade level	September/December/May
Additional Amplify	Grant Funded	Superintendent Approval	
JH Elective Instruction	Paraprofessional Only	\$1,000 per semester	December/May
Accelerated Reader Coordinator		\$500	May
8 th Grade Class Sponsor		\$500	May
Contingent Stipends			
Mentor of Zero Year Teacher(s)	Teacher must be designated by Principal and complete required tasks by deadlines	\$1,200	Annualized

UIL Coordinator - JH	Coordinates all campus-level academic event participation	\$500	April
UIL Coordinator - Elem	Coordinates all campus-level academic event participation	\$500	April
UIL Coach – per event not per grade level	Coach students participating in UIL Academic events – <i>must be completed outside of the regular school day and a timesheet must be provided</i>	\$125 (max 3 events)	April
Athletic Stipends			
Cheer Coach		\$1,250	December/May
Coordinator, Athletics		\$1,500	December/May
Assistant Coach	Soccer/Softball/Track	\$250 per sport	December/May
Fine Art Stipends			
Drama Sponsor		\$500	May
Drama, Asst		\$250	May
Other Stipend			
District Guardian	Board-Approved Staff Only	\$800	December/May

Incentives and Performance Pay

The following incentives and performance pay were approved by the Board of Trustees of Sweet Home ISD on June 10, 2024 and are effective for the 2024-2025 school year.

Incentive Pay

CATEGORY	RATE OF PAY	AUDIENCE
Fall Retention Stipend	\$1,500	Exempt Staff (Certified staff)
Fall Retention Stipend	\$1,000	Nonexempt Staff (Paraprofessional, Clerical, Auxiliary, and Classified Staff)

Performance Pay: Teacher Incentive Allotment

For any funds received by Sweet Home ISD for a designated teacher under the Teacher Incentive Allotment (TIA), 90 percent will be paid to the designated teacher. The remaining 10 percent will be used for training and support of the system, expansion of the system, and professional development. Should the district receive funding for a designated teacher who has resigned or retired, the district will forward payment to the resigned or retired teacher as soon as practicable.

Substitute Pay Rates

The following substitute pay rates were approved by the Board of Trustees of Sweet Home ISD on June 10, 2024 and are effective for the 2024-2025 school year.

1. At least 10 consecutive days in the same assignment is considered long-term.
2. The pay rate for any long-term substitute reverts to the regular daily rate when the sub assumes a different sub job or if there is a break in service during the required 10 consecutive days in one position or thereafter.
3. Half-day substitute jobs (A.M. or P.M.) will be paid at half of the respective daily rate.
4. Current SHISD Paraprofessional/Clerical Staff who work as a classroom teacher substitute will be paid an additional \$25 above their current daily rate (per full day of substituting; \$12.50 for half=day; anything less than half-day is "other duties as assigned" with no extra pay).

Substitute Type	Pay Rate Daily	Pay Rate Long-Term
Texas Certified (must hold a valid Texas Teaching Certificate)	\$85 w/free lunch	\$90 w/free lunch
Degreed (Must have a Bachelor's or Master's Degree)	\$80 w/free lunch	\$85 w/free lunch
High School Diploma/GED/Non-Degreed	\$75 w/free lunch	\$80 w/free lunch