



# Compensation Plan

## 2025-2026

*The Board of Trustees acknowledges that, due to the current legislative session and any subsequent called sessions, it may be necessary to consider providing additional funding, of an unknown amount and designation, toward designated staff raises. The Board intends that staff salaries may be retroactively adjusted as necessary to maintain compliance with the requirements of legislation as passed by the 89th Texas Legislature and its subsequent interpretations by appropriate authoritative bodies which were not known at the time of budget adoption.*

## Board of Trustees

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## Administrative Staff

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Frank Molinar	Superintendent	817-367-5349	fmolinar@wsisd.net
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Heather Crow	Asst. Superintendent of Curriculum & Instruction	817-367-1330	hcrow@wsisd.net
Sherry Taylor	Director of Human Resources & Community Relations	817-367-5391	sherry.taylor@wsisd.net
Desiree Coyle	Director of Communication	817-367-5389	dcoyle@wsisd.net
Kim Alexander	Director of Business	817-367-5315	kim.alexander@wsisd.net
Janette Owens	Director of Bonds & Financial Transparency	817-367-1305	janowens@wsisd.net
Karen Gonzales	Director of Federal Programs & Early Childhood Educ.	817-367-5392	kgonzales@wsisd.net
Christie Beaty	Director of Assessment & Program Evaluation	817-367-5318	cbeaty@wsisd.net
Roger Bowen	Director of Technology	817-367-1358	rbowen@wsisd.net
Kerry Cooper	Director of Elementary Education	817-367-5338	kcooper@wsisd.net
Crystal Intfen	Director of Secondary Education	817-367-5337	cintfen@wsisd.net
Amy Ferguson	Director of Bilingual/ESL	817-367-5325	aferguson@wsisd.net
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Bryan Bruce	Chief of Police	817-367-5910	bbruce@wsisd.net
Sharon Nelson	General Manager of Transportation	817-367-1298	snelson@wsisd.net
Theresa Paschall	Director of Counseling	817-367-5346	theresa.paschall@wsisd.net
Courtney Berry	Director of Special Programs	817-367-1327	courtney.berry@wsisd.net
Adam Whitten	Director of Child Nutrition	817-367-1310	adam.whitten@wsisd.net

## **Purpose**

The purpose of this document is to communicate White Settlement ISD's (WSISD) Annual Compensation Plan to all District employees.

Board policy DEA (Local) requires the Superintendent to recommend an annual compensation plan for WSISD employees to the School Board. The compensation plan may include wage and salary structures, benefits, and incentives. The recommended plan shall support District goals for hiring and retaining highly qualified employees.

The Board of Trustees shall review and approve the annual Compensation Plan as part of the annual budget development process. In addition, the Board shall determine the total compensation package for the Superintendent in conjunction with the approval of the Superintendent's employment contract.

The Superintendent, or designee, shall implement the Compensation Plan and establish procedures for plan administration consistent with the adopted budget.

The Compensation Plan shall be administered in compliance with all board policies and district procedures.

## **Job Classification**

Excluding teachers and librarians, all district jobs are assigned to one of four (4) job classifications/pay scales: Administrative/Professional, Clerical/Paraprofessional, Auxiliary, or Cafe. Within each job classification, jobs are assigned to pay grades based on required skills as well as job duties and responsibilities.

In summary, the pay scales are designed to compensate employees for their job duties, experience, and expertise. Our pay schedules are competitive with the relevant market to ensure that we attract and retain highly qualified staff in all positions.

## **Teacher and Librarian Hiring Schedule**

The Teacher and Librarian pay scale is used for the initial placement of teachers and librarians. The placement is based on the number of years of creditable service as specified in the TEA Commissioner's Rules on Creditable Years of Service (TAC 153.1021) and Minimum Salary Schedule for Certain Professional Staff (TAC 153.1022). The total years of creditable service must be verified by receipt of a Teacher Service Record (Form FIN-115) or other acceptable documentation.

The Teacher and Librarian pay scale includes additional annual compensation for a master's degree. An employee placed on the Teacher and Librarian pay scale shall be entitled to the additional compensation for their highest advanced degree earned after submitting an original, certified transcript.

## **Initial Employment**

Each pay scale and pay grade has a salary range, which is indicated as a minimum, midpoint, and maximum rate of pay. Once placed in a pay grade, a new employee's salary is determined based on years of experience and their job-related skills.

Employees placed on the *Administrative/Professional* pay scale are "exempt" under the Fair Labor Standards Act (FLSA) and shall be paid from a Professional Salaries account (object code 6119). All employee's placement on this pay scale shall meet the FLSA tests including salary level, salary basis and job duties test, as appropriate.

All employees placed on the *Clerical/Paraprofessional, Auxiliary, and Cafe* pay scales shall be categorized as non-exempt under the FLSA. Non-exempt employees shall be subject to the FLSA regulations including Minimum Wage, Overtime, Recordkeeping, and Child Labor Laws.

## **Substitute Pay Schedule**

The Substitute Pay Schedule shall be used to compensate employees categorized as a "substitute". Substitute employees include substitute teachers, nurses, aides, food service, etc.

## **Stipends & Extra Duty Pay Schedule**

The Stipend & Extra Duty Pay Schedule is used to compensate employees for extra assignments and/or extra duties that are not deemed to be part of the general job description for their position, are beyond their normal workday/duty calendar, and/or for hard to fill positions.

Assigned Stipends are defined as a flat amount that is paid to an employee for performing a specific assignment such as coaching a sport or leading a group such as a Team Leader or Department Head. Except as noted on the Stipends and/or Extra Duty Pay Schedules, assigned stipends are annualized over 12-months and the stipend shall be pro-rated if an employee does not complete their assigned duty days.

Unassigned Extra Duty Pay is defined as a rate of pay, either hourly or daily, for performing duties beyond the normal work schedule such as tutoring, summer school, attending professional development, etc.

Stipends for assignments/duties that are beyond the normal workday/duty calendar will generally not be paid to non-exempt staff. In the event an exception is made due to extenuating circumstances, the District shall ensure compliance with the Fair Labor Standards Act (FLSA).

## **Benefits**

Details about employee benefits can be found in the *Compensation and Benefits Handbook*, or on the WSISD website, on the Benefits page.

<https://www.wsisd.com/staff/benefits>

## Reward Programs

The District has three (3) reward programs, *Payment for Accumulated Leave Upon Retirement*, *Payment for Years of Service Upon Retirement*, and *Years of Service Award*.

### ***Payment for Accumulated Leave Upon Retirement***

An employee who retires from the District shall be eligible for payment for accumulated state and local leave under the following conditions:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
2. The employee provides advance written notice of intent to retire. Contract employees must provide written notice at least 30 days before the last day of employment. Noncontract employees must provide written notice at least two weeks before the last day of employment.
3. The employee has at least five years of service with the District.

#### State and Local Leave

The employee shall receive payment for each day of accumulated state and local leave, up to a maximum of \$10 per day. If the employee is reemployed with the District, any days for which the employee received payment shall not be available to that employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change. (*Board Policy DEC Local*)

#### Non-Duty Days

The employee shall receive payment for each unused non-duty day, up to 16, to be paid at their current daily rate on the last day worked. If the employee is reemployed with the District, any days for which the employee received payment shall not be available to that employee.

### ***Payment for Years of Service Upon Retirement***

An employee who retires through the Teacher Retirement System of Texas (TRS) from employment with the District shall receive payment of \$15 for each year of verifiable service to the District. (*Board Policy DEC Local*)

### ***Years of Service Award***

Employees will receive the following amounts for years of service within the District.

- 25 Years - \$500
- 30 Years - \$750
- 35 Years - \$1,000
- 40 Years - \$1,250
- 45 Years - \$1,500

Please see the current year *Compensation Schedules* for pay scales, stipends, and substitute pay rates.