ADDENDUM .......... No. 01

SUBJECT .................. Answers to questions

DATE ISSUED ........... May 23, 2018

See questions and answers (in bold) below.

Attached please find a copy of the pre-proposal sign in sheet and a current salary schedule.

Important Note to Bidders:
Only the items referenced in this addendum shall be revised. All other provisions, requirements, and terms and conditions of RFP ESD 112-10-18 shall remain the same.

Instructions to Bidders:
Bidders shall sign, date and submit the form on this page with the rest of your company’s bid materials. Insert all signed addenda pages, in sequential order with your proposal documents.

Name of Company ________________________________________________________________

Name of Authorized Representative (Please print) ______________________________________

Signature of Authorized Representative ______________________________________________

Date Signed ______________________________________________________________________

Questions and Answers

1. How is time tracking occurring, what is being used? Brand/model of time clock if applicable.
   a. The centers currently use UAttend, however, this equipment is owned by the Contractor not ESD 112.

2. How do we deal with staff development issues?
   a. Currently ESD 112 Services Coordinators and the Contractor work together. Center Staff is supervised by Center Director and Center Directors are supervised by Contractor with input and feedback from the ESD 112 Services Coordinators.

3. If new issues are discovered by the Contractor, how are they resolved?
   a. Communicated to ESD 112 Operations Manager who serves as the liaison between ESD 112 and the Contractor.

4. What is the Pay frequency?
   a. Bi-monthly (24 pay periods)

5. Do contract employees have emails accounts?
   a. ESD 112 has email accounts by center, but Contractor should have emails for their internal use.

6. How do payouts work? And what is timeline for payment to Contractor by ESD 112?
   a. Contractors invoice ESD112 an estimated payroll twice a month based on staffing levels for a pay period as well as a reconciled payroll based on actual costs from the previous payroll. ESD112 will pay the estimate and any adjustment from prior pay period through an electronic funds transfer to the agency.

7. How do benefit offerings work?
   a. All employee costs, to include pay, mandatory benefits, medical, leave, etc should be included in the billable rate.

8. Number of 12 month vs. 10 month staff and how to pay them?
   a. Based on the last Contractor payroll paid April 30, 2018, there was 272 employees, 35 of which are less than 12 month employees. Currently the contractor pays employees less than 12 months on an even pay contract paid over a 12 month period. Contractors have the discretion to pay their employees the same way, or based on the hours worked within the pay period. However, the contractor should bill ESD based on the service hours worked within that pay period.

9. Vacancy number and recruitment methods?
   a. Currently about 20 positions to fill. Contractor is at various stages of hiring. Contractor is currently using social media, job fairs, local publications, school district and higher education partners to recruit.

10. What efforts are being made to address the workforce shortage?
    a. There are ongoing conversations between ESD 112 and Contractor. The Contractor has a substitute pool. ESD 112 has to run programs every day. Center Directors work together between sites to shuffle and share staff. Contractor steps in when necessary to ensure that all Centers have the required staff every day.
11. Are all staff in centers contract employees?
   a. Yes

12. What is meant by multiple awards? Would they be made by employee group or by center?
   a. We wanted to be clear that we reserve the right to make multiple awards in case that decision would have an impact on the RFP responses (pricing, staffing, etc.). ESD 112 has not yet decided how multiple awards would be divided.

13. On page 12 of the RFP under Section 4: Financial Compliance, item 1 states billable service rate monthly by position but Form F “Labor Costs” references billable hourly rate. Which is correct?
   a. Hourly rate is correct

14. Contractors would prefer that no harm come to the employees. Can Contractors be provided with a threshold of benefits?
   a. The current Contractor provides medical, dental, retirement, paid time off, and life insurance. The current salary schedules are attached.

15. If Contractor changes, would current employees go with new agency?
   a. That would be our preference.

16. Explain what is meant by billable hourly rate experience factors on Form F.
   a. We want hourly rates for each year which includes the experience factor not an increase factor by itself.

17. The RFP states on page 15, number 5 under Insurance Requirements, “The proposer will provide proof of Workers’ Compensation coverage with a minimum limit of $1,000,000.” Is this correct?
   a. Should be amended to read, “The proposer will provide proof of Industrial Insurance (Workers’ Compensation) coverage as required by Title 51 RCW (Revised Code of Washington).”

18. What is meant by number 6 under Insurance Requirements regarding premium costs for additional insurance?
   a. Should ESD 112 decide that Student Accident insurance or other additional insurance is necessary, we would ask the Contractor to add those coverages and we will reimburse them the premium costs. We would not expect such an unplanned expense to be absorbed by the Contractor.

19. Can you provide a definition of fully staffed?
   a. Enough staff must be provided to meet licensing standards and performance requirements.

20. What are the staff management deliverables?
   a. Employees are the responsibility of the Contractor, which includes hiring, terminating, performance evaluations, disciplinary actions, leave approvals, ensuring all Centers are fully staff every day, etc.

21. Will the Contractor be required to transport children on behalf of ESD 112?
   a. No. However, Directors and family support specialists will be required to conduct off site meetings and will need transportation. Transportation expenses to be requested by Contractor separately from hourly billable rate billings.
22. In regards to the sub-pool, what is the current number of employees in the pool now and is there a reasonable number requirement?
   a. We currently have about 20 but you will need whatever number is required to fully staff centers.

23. When we refer to Directors what do we mean?
   a. Early Learning Site Leads are what we refer to as Center Directors.

24. How many Directors are needed for the various sites and programs?
   a. All sites have at least one Director; some large or more complex sites have two. Some of the smaller Centers share Directors.

25. The RFP states the contract shall be one year renewable up to five, what is stability of funding to reach five years?
   a. Our EHS program is in 1st year of a 5 year grant. We can submit renewals after the fifth year. Our ECEAP program is on a 2 year bi-annual contract with the state, and ESD 112 has had ECEAP slots for over 25 years. ECEAP contracts are based on funded slots. If we are unable to fill slots within the program, our funding may be reduced, which could potentially impact the staffing that serves the ECEAP program. Childcare revenue is dependent upon enrollment and changes daily.

26. Are the Directors required to have accounting knowledge for billing & tuition collection?
   a. The Center Directors are responsible for billing and collecting payments that are paid on site. Directors are trained on these policies and procedures by ESD 112.

27. Indirect Rate – Can we provide an explanation of where that number came from and could it be addressed as the contract progresses? Does this cover administrative and profit or can profit be built into hourly billable rates? Can we list any inclusions or exclusions in this number?
   a. The Administrative Rate cap is based on the maximum budget capacity defined by ESD112. The Administrative Rate should cover the costs to administer the program and any profit. The billable rate should incorporate the cost of the employee.

28. Is professional development and partnership typically based on communication and reporting or can the Contractor have a physical presence on committees (Early Achievers, etc.) and be involved?
   a. ESD 112 is responsible for supporting the professional development and quality improvement efforts within the centers. Staff need to be aware of these efforts and the main linkage is between the Center Directors and the ESD 112 Services Coordinators.

29. Family support specialist supervisors and location?
   a. The Contractor is responsible for supervising these staff with input and feedback from the ESD 112 Services Coordinators. FSS staff are housed throughout our region in various Centers.

30. Are there other costs, besides travel for which reimbursement can be requested?
   a. Background checks and finger printing

31. How is security handled in the centers?
   a. We are currently in the process of badging all employees at the centers but not all badges will be activated to access the ESD 112 main office. When an employee is terminated, badges should be
collect any security access related to the badge can be deactivated by ESD 112 upon notification from the Contractor.

32. Are there any childcare benefits to ESD 112 staff?
   a. Currently there is a discount offered to childcare staff of 25%, not to exceed $5,000 in a calendar year. A few childcare staff have been grandfathered at a higher discount level for existing children.

33. Do the Contractors need to build the childcare benefit that becomes taxable to the employee into the billable rate? How many employees have childcare benefits that would become a taxable benefit?
   a. Based on our current policy, very few employees (10) have the potential to exceed the $5,000 benefit.

34. Regarding the pre-employment requirement for staff such as Stars Basic training etc. Is there an expectation/or desire that the vendor provide any of these resources/training in house or is it ok to use outside resources?
   a. Yes, the Contractor can access outside resources.

35. Is it ok for employees to be paid bi-weekly rather than twice a month?
   a. Contractors can pay their employees on whatever pay cycle they desire. Due to grant and agency year-end dates, ESD 112 can only pay twice a month based on the 1st and 2nd halves of the month, and invoices would need to be reflected based on the bi-monthly cycle.

36. Regarding references – the form appears to focus on contracts. Are other types of references accepted in addition to Contractors?
   a. References can be from various sources.

37. Can you clarify the meaning of total 2017 R&D Investments? I assume you mean research and development. Clarification on the meaning within this context would be helpful.
   a. It does mean research and development but it may not be applicable in this instance.

38. Will staff ever have overtime? If so how would that be managed?
   a. Overtime must be preapproved by ESD prior to being issued. Overtime is paid at 1 ½ times the billable rate.

39. I’ve been trying to think through substitute payment and how that fits with the loaded FTE?
   a. Substitutes will be billed at the billable rate for the position they are covering. Billable rates should be based on the Contractor’s cost to employ that position.

40. Are there certain positions that need the most subs?
   a. Sub positions are needed for every position, but are predominately needed within the classroom staff.

41. What is the frequency rate of using subs (daily?)
   a. Due to the amount of staffing, planned and unplanned absences happen on a daily basis. Either the sub pool is accessed to fill these positions, or staff from other centers and/or classrooms are leveraged to meet the needs.

42. How would we factor subs into the loaded FTE? For example if an employee calls in sick then we could pay them (if they have it) sick leave and if we have to bring in a sub we would also pay for the sub’s time. How would we be reimbursed for the sub’s time?
a. The billable rate should consist of the cost of the employee to include salaries, benefits and paid leave. When an employee is absent, the cost of the paid leave would be offset by the amount paid/allocated in their billable rate. The sub time would be reimbursed by ESD at the appropriate billable rate.

43. Is it possible to get birthdates of current employees?
   a. The employees are current employees with our Contractor. ESD does not have birth date records.

44. Would a new vendor be able to negotiate the final cost of the benefits prior to finalizing the contract?
   a. The billable rate should incorporate the true costs for the positions. Adjustments to the rate can be made up to 2.5% each year.

45. Would the ESD entertain a sign on bonus or some other incentives for employees to quickly get their applications completed and be on board by July 2? If so should we include this in our loaded FTE or would that be something to discuss and negotiate after the vendor chosen has been announced?
   a. Contracts can chose to provide sign on bonuses or incentives, but the ESD only reimburses on the billable rate.

46. How will hours worked, sick hours and vacation hours be reported to the Contractor?
   a. The Contractor will provide a report in an Excel format that shows, by employee, location, and position all hours worked. Sick and vacation hours are not reimbursable and do not need to be reported.

47. Are staff to begin working as an assistant or teacher in a classroom while waiting for a clear background check or must the process be complete before starting work at an ESD112 center?
   a. Staff need to ensure that all proper background checks and/or required medical tests have completed prior to working in the classroom.

48. Is paid time off (PTO) to be billed to ESD112 in the same manner in which hours worked are billed? Or is the cost of PTO to be estimated and included in the hourly billable rate and billed indirectly?
   a. PTO should be included in the billable rate.

49. Is the Contractor to have any responsibility for labor efficiency in the centers (i.e., making sure that Directors move staff out of classrooms as number of children declines at end of day, etc.)?
   a. This is the responsibility of the Center Director with support from the ESD 112 Services Coordinators.

50. Does ESD112 cover all or part of any of the following expenses for staff:
    Early Head Start teacher’s initial health exam
    STARS training
    First aid/CPR training
    Food handler’s card
    TB test
   a. The answer is no to all of these.

51. Are all staff required to have food handler’s cards?
   a. Only staff that are serving/handling food are required to have a food handler’s card. This includes most staff working in the classroom.
52. In the Pre-Proposal Meeting Ms. Wall said that “initial training” was by the Contractor and “on-going training” was by ESD112. Will you please clarify what is to be included in “initial training”.

a. The Contractor is responsible for ensuring that employees have all the initial position requirements, which include first aid/CPR, Food handler’s card, HIV/AIDS and blood-borne pathogens training, and mandatory reporting training.

END OF QUESTIONS
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<td>Children's Village</td>
<td><a href="mailto:Angela@childrensvillage.com">Angela@childrensvillage.com</a></td>
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<tr>
<td>David Anderson</td>
<td>360-944-0133</td>
<td>Children's Village</td>
<td><a href="mailto:David@childrensvillage.com">David@childrensvillage.com</a></td>
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<tr>
<td>Amy Howard</td>
<td>360-852-3370</td>
<td>ESD 112</td>
<td><a href="mailto:amy.howard@esd112.org">amy.howard@esd112.org</a></td>
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<tr>
<td>Heather Degroot</td>
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<td>Jodi Welling</td>
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<tr>
<td>Jeff Shink</td>
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Please print information legibly. Thank you.
# EARLY LEARNING TEACHER

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<th>45 ECE CREDITS</th>
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## SALARY GUIDELINES

Regular Employees:

1. Initial placement at Level 1. Step placement based on educational attainment. Exceptions must be approved by the Executive Director.
2. Advancement to Levels 2-4 may be recommended by the Center Director and approved by the Executive Director based on meeting all the following criteria:
   - satisfactory performance evaluation after a minimum of one year at current step
   - completion of 20 hours of on-going training
3. Advancement to Step 2 may be recommended by the Center Director and approved by the Executive Director based on meeting all the following criteria:
   - satisfactory performance evaluation after a minimum of one year at current step
   - completion of 45 and above ECE credits
4. Advancement to Step 3 may be recommended by the Center Director and approved by the Executive Director based on meeting all the following criteria:
   - satisfactory performance evaluation after a minimum of one year at current step
   - completion of Associate's degree or above in Early Childhood Ed, Elementary Ed or Special Ed

## CHILD CARE ASSISTANT *

| Hourly | 11.50 |

## COOK

| Hourly | 11.50 |

**STARS BASIC**

## LEAD CHILD CARE ASSISTANT

| Hourly | 11.75 |

* Rate is prevailing state or federal minimum wage, whichever is greater.

On-Call Substitutes:

1. Substitute rate is the lowest hourly rate for the position.
## ECEAP (Early Childhood Education and Assistance Program)

### Levels and Salaries

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<th>Step 3</th>
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### Salary Guidelines

**Step Advancement**
- Step advancements are determined annually based on available funding.
- Employees may advance one step annually contingent upon:
  - Satisfactory performance evaluation (overall performance meets standards).
  - Annual step advancements for eligible employees occur on September 1.
  - First year employees are eligible for a September 1 step advancement if hired no later than January 1.

**Bilingual Pay Differential**
- When bilingual fluency is required for the job, the following pay differentials will apply:
  - $.25 per hour for oral or written fluency
  - $.50 per hour for both oral and written fluency

**Temporary Employees**
- Temporary employees will be placed at the position level appropriate to responsibility and skills.
- Placement of employees in temporary positions designated on the salary schedule will be at Step 1.
## ADMINISTRATIVE SALARY SCHEDULE

**EFFECTIVE 6/1/17**

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### SALARY GUIDELINES

**LEVELS 1-5:**

1. Initial placement at Step 1 (exceptions must be approved by the Executive Director).

2. Advancement to Steps 2 - 4 may be recommended by the Executive Director after a minimum of one year on the job and a satisfactory performance evaluation.

3. Advancement to Steps 5 and 6 may be recommended by the Executive Director after a minimum of one year on the job, a satisfactory performance evaluation and achievement of established performance goals.
| LEVEL  | CHILD COUNT  | 45 Credits |  |  |  | AA |  |  |  |  | BA |  |  |  |  |  |  |  |  |  |
|        |              | Step 1     | Step 2 | Step 3 | Step 4 | Step 5 | | | | | | | | | | | | | | | | | | |
| 1      | Child Care Center Director | <50 FTE   | HR  | 15.50 | 16.00 | 16.50 | 17.00 | 17.50 | | | | | | | | | | | | | | | | |
|        | Assistant Director - Full Center | MO     | 2,686.67 | 2,773.33 | 2,866.00 | 2,946.67 | 3,033.33 | | | | | | | | | | | | | | | | |
|        |              | AN     | 32,240.00 | 33,280.00 | 34,320.00 | 35,360.00 | 36,400.00 | | | | | | | | | | | | | | | | |
| 2      | Child Care Center Director | 50-100 FTE | HR  | 16.00 | 17.00 | 18.00 | 19.00 | 20.00 | | | | | | | | | | | | | | | | |
|        | MO     | 2,773.33 | 2,946.67 | 3,120.00 | 3,293.33 | 3,466.67 | | | | | | | | | | | | | | | | |
|        | AN     | 33,280.00 | 35,360.00 | 37,440.00 | 39,520.00 | 41,600.00 | | | | | | | | | | | | | | | | |
| 3      | Child Care Center Director | 100+ FTE  | HR  | 17.50 | 18.50 | 19.50 | 21.50 | 22.50 | | | | | | | | | | | | | | | | |
|        | MO     | 3,033.33 | 3,206.67 | 3,380.00 | 3,726.67 | 3,900.00 | | | | | | | | | | | | | | | | |
|        | AN     | 36,400.00 | 38,480.00 | 40,550.00 | 44,720.00 | 46,800.00 | | | | | | | | | | | | | | | | |

**SALARY GUIDELINES**

1. Initial placement at Step 1 (Step 4 for Bachelor's degree). Exceptions must be approved by the Executive Director.

2. Advancement to Steps 2 - 3 may be recommended by the Executive Director based on meeting all the following criteria:
   - satisfactory performance evaluation after a minimum of one year
   - Associate's degree in Early Childhood Education or related field
   - completion of 30 hours of on-going training

3. Advancement to Step 4 and 5 may be recommended by the Executive Director based on meeting all the following criteria:
   - Bachelor's degree in Early Childhood Ed, Elementary Ed, Special Ed or Human Development; or
   - Bachelor's degree with an Associate's degree in Early Childhood Education
   - satisfactory performance evaluation after a minimum of one year
   - completion of 30 hours of on-going training

4. 3% annual increase after Step 5 may be recommended by the Executive Director based on meeting all the following criteria:
   - Bachelor's degree in Early Childhood Ed, Elementary Ed, Special Ed or Human Development; or
   - Bachelor's degree with an Associate's degree in Early Childhood Education
   - satisfactory performance evaluation after a minimum of one year
   - completion of 30 hours of on-going training
## SALARY SCHEDULE

**School Age Center Director**

**EFFECTIVE 6/1/17**

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### SALARY GUIDELINES

1. Initial placement at Step 1 (Step 4 for Bachelor's degree). Exceptions must be approved by the Executive Director.

2. Advancement to Steps 2 - 3 may be recommended by the Executive Director based on meeting all the following criteria:
   - satisfactory performance evaluation after a minimum of one year
   - Associate's degree in Early Childhood Education or related field
   - completion of 30 hours of on-going training

3. Advancement to Step 4 and 5 may be recommended by the Executive Director based on meeting all the following criteria:
   - Bachelor's degree in Early Childhood Ed, Elementary Ed, Special Ed or Human Development; or
   - Bachelor's degree with an Associate's degree in Early Childhood Education
   - satisfactory performance evaluation after a minimum of one year
   - completion of 30 hours of on-going training

4. 3% annual increase after Step 5 may be recommended by the Executive Director based on meeting all the following criteria:
   - Bachelor's degree in Early Childhood Ed, Elementary Ed, Special Ed or Human Development; or
   - Bachelor's degree with an Associate's degree in Early Childhood Education
   - satisfactory performance evaluation after a minimum of one year
   - completion of 30 hours of on-going training

5. Shift differential of $0.30/hr paid to all school age directors working a split shift during the months of September through June (10 months).