

**2011-2012
Teacher/Staff and Salary Survey
as of December 1, 2011**



Reporting Instructions

Due No Later Than December 1 , 2011



**School Finance
(802) 828-0289**

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What's New

For respondents with Public School Codes, if the school reports money in Function 1000, the collection expects to find a principal reported in Function 2400. Failure to report a principal will produce a critical error.

We recently added the following three categories to the collection.

- Category 3200, Enterprise Operations Staff, staffcat 321, enterprise operations staff.
- Category 3300, Community Services, staffcat 331, community services staff..
- Category 4000, Facilities Acquisition and Construction, staffcat 421, facilities acquisition and construction staff.

General Instructions

The collection asks for the full-time equivalent count of all staff employed by each school and supervisory district/union and their corresponding salaries and/or cost of contracted services. Please note the following when completing this data collection.

- You must complete this form for each school and supervisory district/union which operates a program.
- Calculate the FTE for each category and enter that number in the appropriate gender category. See the Glossary of Terms for category descriptions. For examples of calculating FTEs, see the section FTE Calculation Examples.
- The FTE is as of December 1, 2011.
- If you report an FTE for a particular category on this form, you must also report salary information in the same category.
- **Do not report an FTE for services provided by an outside contractor.**

Due Date

The Teacher/Staff and Salary Survey is due no later than December 1, 2011.

Technical Help

If you need assistance in determining where your data needs to be entered into the Survey, please contact:

School Finance at (802) 828-0289

If you need assistance in using the software program, please contact:

Data Management & Analysis Team at (802) 828-3777

How to Calculate and FTE for Teachers and Staff

A full-time equivalent (FTE) is the amount of time required to perform an assignment as a portion of a full-time position and is calculated as:

$$\text{FTE} = \frac{\text{Amount of Time Employed}}{\text{Amount of Time Required by Full-Time Position}}$$

- Please round all FTEs to the nearest tenth.
- The FTE for any teacher who instructs or monitors classes or programs all day, every day, is 1.
- The FTE for any teacher who instructs or monitors classes for part of the day, or part of the week, is calculated by dividing the amount of time classes are taught in this particular school by the number of periods in a day, or the number of days in a school week.
- Include only the FTE for time spent at this school during regular school hours. Do not include the FTE for time spent after school or in extra-curricular school activities.

FTE Calculations

Staff Working in One Staff Category

Elementary Teacher - Example 1

A female teacher instructs 1st grade classes at one school for 4 periods of an 8 period day and instructs classes at another school for the remaining periods.

- FTE for the teacher at this school is $4/8$ or .5
- FTE for the teacher at the other school is $4/8$ or .5

For this school, record an FTE of .5 for this teacher on the line entitled "Elementary Teachers" under the "Female" column. The other school will also record an FTE of .5 for this teacher. Report the corresponding salary and benefits figure in the same category.

Elementary Teacher - Example 2

A male teacher instructs 3rd grade music classes 2 days a week at one school and spends 3 days at another school.

- FTE for the teacher at this school is $2/5$ or .4
- FTE for the teacher at the other school is $3/5$ or .6

For this school, record an FTE of .4 for this teacher on the line entitled "Elementary Teachers" under the "Male" column. The other school will record an FTE of .6 for this teacher. Report the corresponding salary and benefits figure in the same category for each school.

Secondary Teacher - Example 3

A female teacher instructs 9th grade classes at a school for 7 periods of an 8 period day and monitors a study hall for 1 period.

- FTE for this teacher is 8/8 or 1

For this school, record an FTE of 1 on the line "Secondary Teachers" under the "Female" column. Report the corresponding salary and benefits figure in the "Secondary Teachers" category.

Staff Working in Multiple Staff Categories in the Same Function Category

If you have staff who work in different positions under the **same function category** - prorate the time spent in activities specific to **each** position to calculate the FTE. Report the FTE by each position.

Example 1:

A female teacher instructs 6th grade classes for 3 periods with 1 free period, 7th grade classes for 3 periods with 1 free period, and coaches basketball after school hours.

- FTE for this teacher is 4/8 or .5 for elementary (6th grade portion)
- FTE for this teacher is 4/8 or .5 for secondary (7th grade portion)

Record an FTE of .5 on the line "Elementary Teachers" under the "Female" column and also record an FTE of .5 on the line "Secondary Teachers" under the "Female" column. The time spent in coaching activities after school is not included. Report half of the corresponding salary and benefits figure in the "Elementary Teachers" category and the remaining half in the "Secondary Teachers" category.

Example 2:

A male teacher instructs students in grades 5, 6, and 7. Out of a 7 period day, he spends 1 period with 5th grade students, 2 periods with 6th grade students and 4 periods with 7th grade students. The FTE is broken out by the grade levels he instructs:

- FTE for grade 5 = 1/7 or .1
- FTE for grade 6 = 2/7 or .3
- FTE for grade 7 = 4/7 or .6

Record an FTE of .4 (grade 5 + grade 6) on the line for "Elementary Teachers" under the "Male" column and .6 on the line for "Secondary Teachers". Report 4/10ths of the corresponding salary and benefits figure in the "Elementary Teachers" category and the remaining 6/10ths in the "Secondary Teachers" category.

Staff Working in Multiple Staff Categories in Different Function Categories

If you have staff who work full-time but in **different function categories** - calculate the FTE for each position held and record the appropriate FTE for **all** function categories which apply.

Example 1:

A female teaching principal spends 5 out of 6 periods instructing students and spends 1 period performing administrative duties.

- FTE for instructional duties = $5/6$ or .8
- FTE for administrative duties = $1/6$ or .2

Report 8/10ths of the corresponding salary and benefits figure in the appropriate instructional category and the remaining 2/10ths in the Principal category.

Food Service, Maintenance & Security, and Student Transportation

- FTE for someone who works 5 days a week - regardless of how many hours - is 1
- FTE for someone who works 3 days a week - regardless of how many hours - is $3/5$ or .6

Summary

- FTE for someone working full time is 1
- FTE for someone who works 2 days out of a 5 day work week = $2/5$ or .4
- FTE for someone who works half days = $1/2$ or .5
- FTE for someone who works 2 periods out of 6 = $2/6$ or .3

Salary Information and Total Cost of Contracted Services for Teachers, Administrators and Other Staff

The collection also asks for salary information about the staff employed directly by the Local Education Agency (LEA) and staff whose salaries are paid through contracted services. Please follow these guidelines in reporting this information.

- If you report a salary amount for a particular category on this form, you must also report FTE information in the same category.
- This information is as of October 1.
- Do not include FTEs associated with amount reported as Total Cost of Services Provided by Outside Contractors column.
- Total the salaries for each function and category of teachers, administrators and other staff and record it under the correct column.
- If you have staff who work in more than one position; under the same function under one contract with the district, prorate the salary based on the FTE spent in each position.

- If you have staff who work in more than one position and have more than one contract with the district, report the salary amount for each position on the appropriate line and under the appropriate category.
- Do NOT include benefits in the salary amounts reported. Report benefits in the benefits column.

Glossary of Terms

Administrative Assistants, Clerical & Secretarial Support Staff:

Those who perform general office work for the supervisory district/union, local education agency or school. **Please be sure to report these staff under the function that they support.** For example, if a secretary works for the superintendent, he/she would be reported under Function 2300, Support Services-General Administration; if a secretary works for the principal, he/she would be reported under Function 2400, Support Services-School Administration, etc.

Attendance & Social Work Personnel:

Those who:

- act on non-attendance problems and enforce compulsory attendance laws
- investigate and diagnose student problems arising out of the home, school, or community
- perform casework and group work services for students, parents, or both
- interpret the problems of students for other staff members

Audiovisual & Instructional Technology Staff:

Those who select, prepare, care for, and make available to members of the instructional staff equipment, films, filmstrips, transparencies, tapes, TV programs and similar materials. These materials may be maintained separately or as part of an instructional materials center.

Community Service Personnel:

Those who provide community services to students, staff, or other community participants.

Curriculum Coordinators, EEE Directors, Title IX Coordinators:

Those who provide instructional programs at the supervisory district/union or school level. Does not include school-based department chairpersons.

Early Essential Education (EEE):

Those who provide special education or related services to eligible children ages birth through five with significant developmental delays or handicapping conditions.

Elementary Teachers:

Those who provide instruction to students in grades Pre-1st through 6. **Do not** include teachers of ungraded or special education students who are not in graded classes.

Enterprise Operations Staff:

Those staffing activities that are financed and operated in a manner similar to private business enterprises where the stated intent is to finance or recover the costs primarily through user charges. Food service staff are reported separately.

Facilities Acquisition and Construction Staff:

Those whose activities are concerned with acquiring land and buildings; remodeling buildings; constructing buildings and additions to buildings; initially installing or extending service systems and other built in equipment; and improving sites.

Food Service, Maintenance & Security, Student Transportation, In-Service Training Staff, Planning, Research & Development Staff, and Statistical & Data Processing & IT Staff:

Those professional and supervisory staff who provide non-instructional services to students.

Guidance Counselors/Directors:

- counsel students and/or parents
- consult with other staff members regarding learning problems
- evaluate student abilities and assist in making educational and career choices
- assist students in personal and social development
- work with other staff members in planning and conducting guidance programs for students
- assist students in making educational and career choices

Kindergarten Teachers:

Those who provide instruction to a group or class which:

- is part of a program in a public school
- is taught during the year preceding 1st grade
- **does not** include Headstart or EEE

Librarians:

Professional staff members and supervisors who are assigned specific duties and school time to professional library service activities including:

- selecting, acquiring, preparing, cataloging, and circulating books and other printed material
- planning the use of the library by students, teachers and other members of the instructional staff
- guiding individuals in their use of the library books and materials, whether maintained separately or as part of an instructional materials center

Nurses and Nurses Aides:

Those who provide students with health inspections, treatment of minor injuries, and referrals to other health services.

Preschool/Prekindergarten Teachers:

Those who provide instruction to a group or class which:

- is part of a program in a public school
- is taught during the year or years preceding the kindergarten grade
- does NOT include Headstart, EEE or those who provide strictly custodial care

Principals, Assistant Principals, Title 1 Coordinators, Special Education Directors, Vocational Education Directors, Bookkeepers, Department Heads/Chairpersons:

Those who direct and manage the operation of a particular school. Include staff who:

- supervise school operations
- assign duties to staff members
- supervise and maintain the school records
- coordinate school instructional activities with those of the local education agency
- prepare payrolls

Psychological, Speech Pathology, & Audiology, Occupational Therapy & Physical Therapy Staff:

Those who:

- perceive, clarify, and solve problems of adjustment and interpersonal relationships
- diagnose and appraise specific speech and language disorders
- identify children with hearing loss
- refer students with problems in speech or hearing to medical or other professional attention

School Library Support Staff:

Those staff members who assist the Librarian in providing library services. Include **paid** library aides.

School Registrars:

Those who acquire and maintain records of school attendance, location of home, family characteristics, and census data.

Secondary Teachers:

Those who provide instruction to students in grades 7 through 12. **Do not** include teachers of ungraded or special education students in classes which do not have grade designations.

Superintendents, Assistant Superintendents, Business Managers, Administrative Assistants:

Those individuals with district-wide administrative responsibilities. Does not include supervisors of instructional staff or student support programs.

Teachers of Ungraded Classes:

Those who provide instruction to classes not organized on the basis of standard grade designations. This includes regular classes which have no grade designation and special classes for exceptional students which have no grade designations. EEE teachers are included here.

Teachers Aides:

Paid staff members (not volunteers) assigned to assist teachers in:

- activities requiring minor decisions regarding students
- activities such as monitoring, conducting rote exercises, operating equipment and clerking

Vocational Teachers:

Those who provide vocational and technical instruction in technical centers and comprehensive high schools.