

**2009-2010  
Teacher/Staff and Salary Survey  
as of October 1, 2009**



**Online Instructions**

**Due No Later Than December 1, 2009**



**IT: Data Management and Analysis  
(802) 828-3777**

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## SYSTEM REQUIREMENTS

Adobe Acrobat Reader (Free Download)

### Windows Users – Internet Explorer 5.0 or greater

**Use link:** <https://wave.ed.state.vt.us:4459/forms90/f90servlet?config=tchstf> Windows based machines require a j-initiator file to access Oracle applications. If you click on Start button, Control Panel and make sure you are looking at the Classic View, you should see an Icon that looks like the one at the end of this paragraph. This icon means you have the j-initiator loaded on your machine and should be able to access the Teacher Staff Collection. If you do not have the j-initiator, please contact our office at (802) 828-3777 and we will direct you to a downloadable version.



### Mac Users – Safari 1.0 or greater

**Use link:** <http://wave.ed.state.vt.us:4459/forms90/f90servlet?config=tchstfmac> If you are using a Mac OS 10(X) as an operating system, you have a MR J file on your computer that will enable you to access the Oracle application. However, if you are using a Mac OS 9.x as an operating system and you have not run a DOE application from your machine before you will need a **MRJ\_2.2.5.smi.bin** file. Please call the helpdesk and someone will help you get this file and assist you installing it onto your machine. DOE Help Desk (802) 828-3777.

## STARTING THE APPLICATION

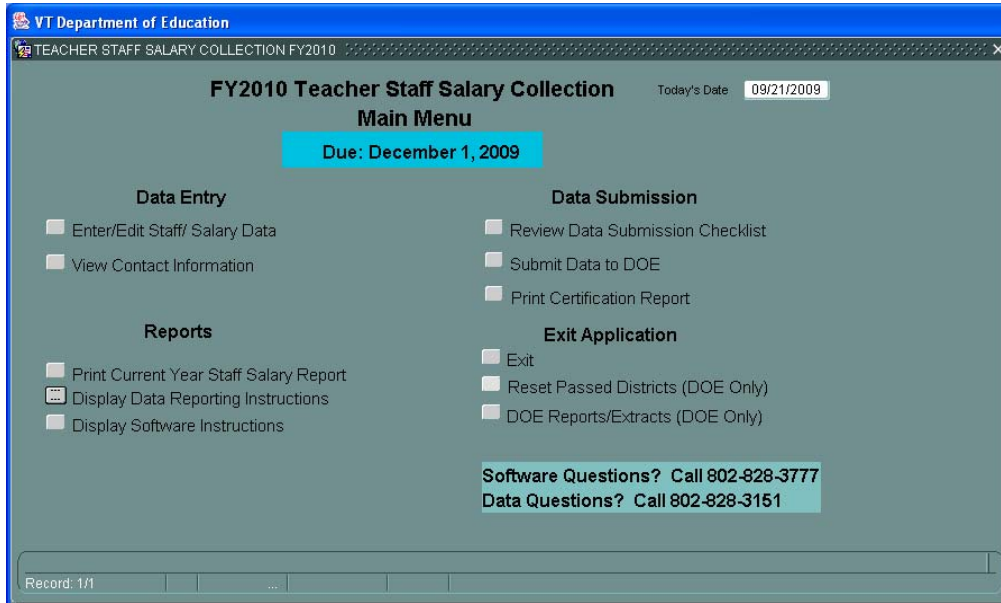
The screenshot shows a web browser window titled "VT Department of Education" and "Logon to Teacher Staff FY2010 Application". The main content area has a teal background with the text "FY2010 Teacher Staff Collection" and "Due: December 1, 2009". Below this, there are two input fields: "Username" and "Password (CASE SENSITIVE)". At the bottom, there are two buttons: "Submit" and "Exit". A status bar at the very bottom indicates "Record: 1/1".

Open Internet Browser using the appropriate link from above. Login to the program using the User Name and Password sent to you. The Username and Password are case sensitive.

## TECHNICAL SUPPORT

Call (802) 828-3777 for assistance with the data entry application.

## MAIN MENU OPTIONS



### *Data Entry*

**Enter/Edit Staff/Salary Data** – This button allows you enter or edit data into a school template or edit data already entered into a school’s template.

**View Contact Information** – This button allows you to view the name, phone number, and e-mail address of the person DOE should contact in the event we have a question about the Teacher Staff data submitted by your school.

### *Reports*

**Print Current Year Staff Salary Report** – This button allows you to print a report of all data entered for a school. You may print a report at any stage of data entry.

**Display Data Reporting Instructions** – This button allows you to print out a copy of the data reporting instructions.

**Display Software Instructions** – This button allows you to print out a copy of the software instructions.

### *Data Submission*

**Review Data Submission Checklist** – Click to display information relevant to submitting your data.

**Submit Data to DOE** – Click to display an instruction page on how to submit the Teacher Staff/ Salary data for your school.

**Print Certification Report** - Print the report, review the data, sign and send the report to the Department of Education.

### *Exit Application*

**Exit** – This button allows you to exit the application and the data will be saved before exiting.

## Data Entry

The screenshot shows a web application window titled "VT Department of Education" and "TEACHER STAFF SALARY COLLECTION FY2010". The date is 09/21/2009. The main heading is "Enter/Edit Teacher Staff & Salary Data". Below this, there are two dropdown menus: "Select School" (set to "PS002 - ADDISON CENTRAL SCHOOL") and "Select Function" (set to "1000 - DIRECT INSTRUCTIONAL SERVICES"). A "Return to Main Menu" button is located to the right of the "Select Function" dropdown. Below the dropdowns is a table with the following data:

Cat No	Staff Categories	Male FTE	Female FTE	Salary	Benefits	Contracted
101	Preschool/PreKindergarten Teachers	0	0	0	0	0
102	Kindergarten Teachers	0	0	0	0	0
103	Elementary Teachers (Grades 1-6)	0	0	0	0	0
104	Secondary Teachers (Grades 7-12)	0	0	0	0	0
105	Teachers of Ungraded Classes (include EEE, Special Ed.)	0	0	0	0	0
107	Teachers Aides - (PAID only)	0	0	0	0	0
108	Vocational Teachers	0	0	0	0	0

At the bottom of the table area, there is a "Return to Main Menu" button. At the very bottom of the window, there is a status bar that says "Record: 1/7".

### *Enter/Edit Staff/Salary Data*

To enter data, select a school from the “Select School” drop down box, and then select a function from the “Select Function” drop down box. The data template for that school and function will appear.

To move between cells you can either click in the appropriate cell or tab through them. The active cell will be highlighted in blue.

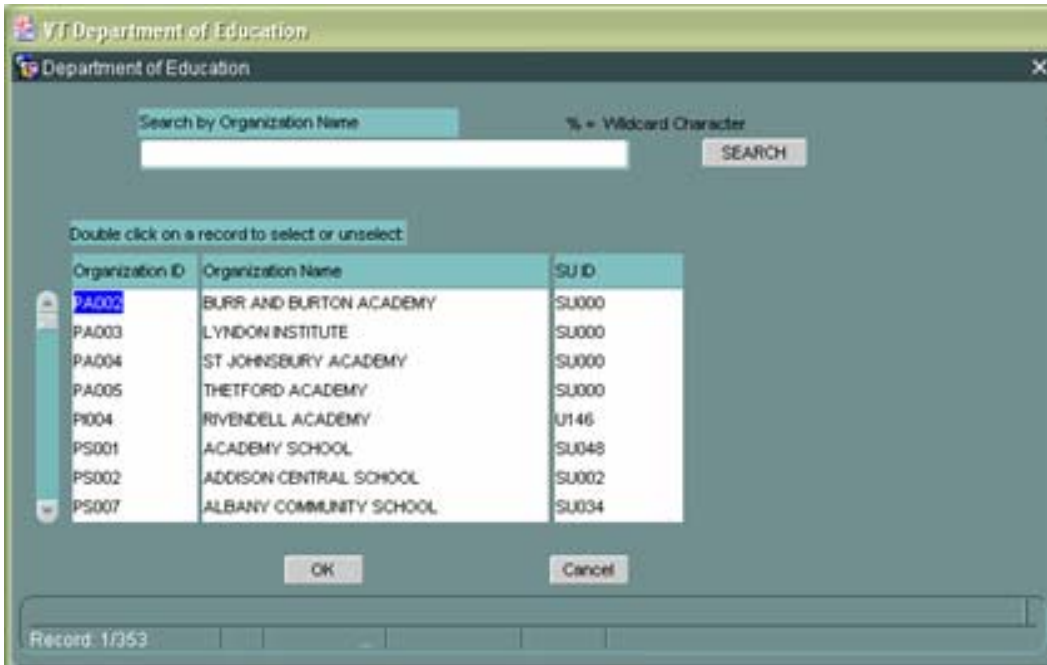
## Data Entry

The screenshot shows a web application window titled "VT Department of Education" and "TEACHER STAFF SALARY COLLECTION FY2010". The date is 09/21/2009. The main heading is "Contact Information" with a sub-heading "Teacher Staff Salary FY10 Collection". Below this, there is a "Select Schools" dropdown menu (set to "PS002 - ADDISON CENTRAL SCHOOL") and a "Return to Main Menu" button. Below the dropdown menu is a form with four fields: "First Name" (KATHLEEN), "Last Name" (CANNON), "Contact Phone" (802-877-3332), and "Contact Email" (KCANNON@ANWVSU.ORG). The "First Name" field is highlighted in blue. At the bottom of the window, there is a status bar that says "Record: 1/1".

**View Contact Information**

Update the name, phone number, and e-mail address of the person DOE should contact in the event we have a question about the Teacher Staff data submitted by your school.

**Reports**



**Print Current Year Staff Salary Report**

Select the “Print Current Year Staff Salary Report” button. A screen with schools on the top will appear. Double click on your school and then click “OK” to print reports for the selected district. You will need Adobe Acrobat Reader in order to view the report.

**Teacher Staff Salary FY09 Report**

Staff Category	Male FTE	Fem FTE	Salary	Benefits	Contracts
School Name PA002 BURR AND BURTON ACADEMY					
Function 1000 Direct Instructional Services					
Preschool/PreKindergarten Teachers	0	0	\$0	\$0	\$0
Kindergarten Teachers	0	1	\$46,000	\$0	\$0
Elementary Teachers (Grades 1-6)	0	0	\$0	\$0	\$0
Secondary Teachers (Grades 7-12)	25.5	24.83	\$2,751,072	\$687,063	\$0
Teachers of Ungraded Classes (include FEE Special Ed.)	1	7	\$428,592	\$82,815	\$0
Teachers Aides - (PAID only)	2	4	\$134,822	\$40,594	\$0
Vocational Teachers	1	0	\$50,949	\$11,548	\$0
<b>Total:</b>	<b>29.5</b>	<b>36.83</b>	<b>\$3,396,235</b>	<b>\$722,040</b>	<b>\$0</b>
Function 2100 Support Services - Students					
Staff Category	Male FTE	Fem FTE	Salary	Benefits	Contracts

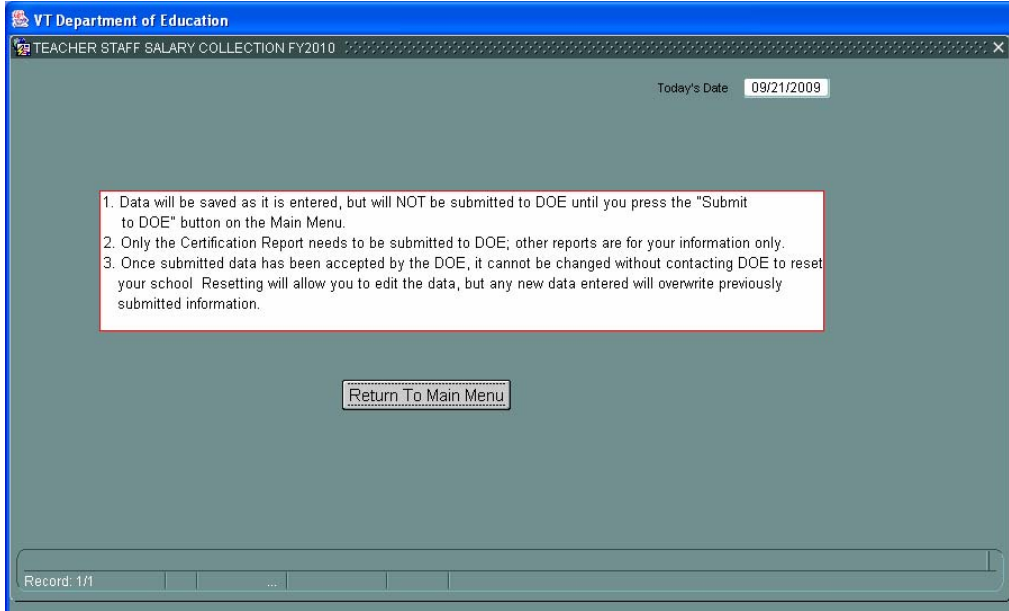
**Display Data Reporting Instructions**

Selecting this button will allow you to print out a copy of the data reporting instructions.

**Display Software Instructions**

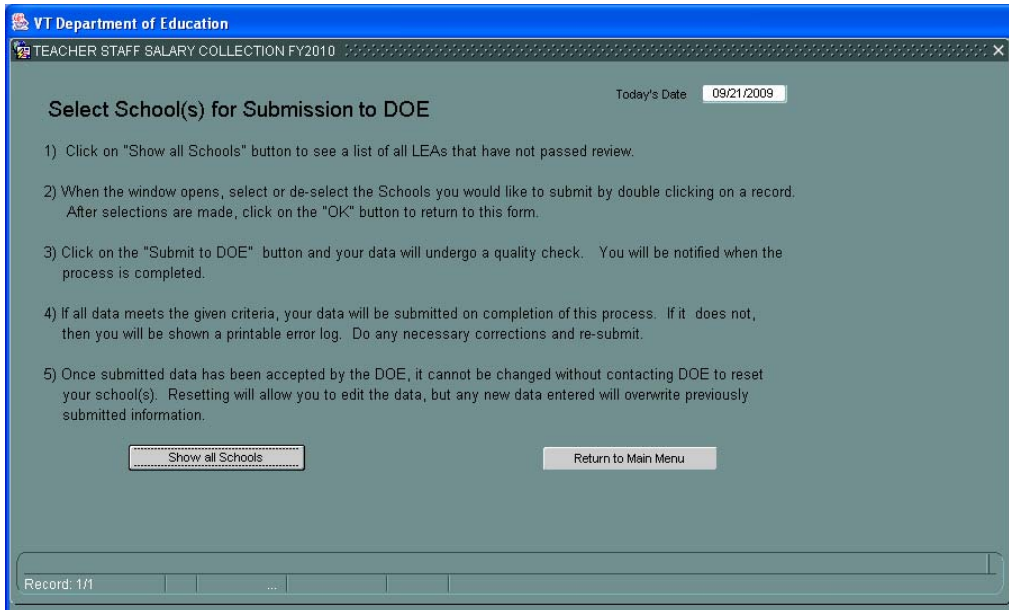
Selecting this button will allow you to print out a copy of the software instructions.

## Data Submission



### *Review Data Submission Checklist*

1. Data will be saved as it is entered, but will NOT be submitted to DOE until you press the "Submit Data to DOE" button on the Main Menu.
2. Reports provided in this application are provided for your information only and should not be submitted to the DOE. The signature page, however, must be returned to DOE.
3. Once the DOE has accepted submitted data, it cannot be changed without contacting DOE to reset your district. Resetting will allow you to edit the data, but any new data entered will overwrite previously submitted information.



**Submit Data to DOE**

Select School(s) for Submission to DOE - Click for the instruction page on how to submit the Teacher Staff data for your school. Click button labeled “Show all schools” to select your school for submission to DOE by double clicking on the School ID or name. Double click again to de-select. When the next screen appears, click on “Submit to DOE”.

**Teacher Staff Data FY10 Certification Signature Report**

School ID	Staff Category	FY09 FTE	FY10 FTE	FY09 Sal	FY10 Sal	FY09 Avg Sal	FY10 Avg Sal
0A002	101	.00	.00	0	0	0	0
	102	.00	.00	0	0	0	0
	103	.00	.00	0	0	0	0
	104	54.00	.00	3,015,825	0	55,834	0
	105	8.00	.00	451,898	0	56,487	0
	107	6.00	.00	133,122	0	22,187	0
	108	1.00	.00	54,000	0	54,000	0
	201	2.00	.00	123,623	0	61,812	0
	202	.00	.00	0	0	0	0
	203	4.00	.00	262,612	0	65,628	0
	204	2.00	.00	80,403	0	40,202	0
	205	2.00	.00	74,110	0	37,055	0
	206	1.00	.00	36,536	0	36,536	0
	207	2.00	.00	38,944	0	19,472	0
	209	.00	.00	0	0	0	0
	301	1.00	.00	74,012	0	74,012	0
	302	.00	.00	0	0	0	0
	303	.00	.00	0	0	0	0
	304	5.00	.00	114,596	0	22,919	0
	305	.00	.00	0	0	0	0
	306	.00	.00	0	0	0	0
	307	1.00	.00	52,579	0	52,579	0
	308	1.00	.00	22,714	0	22,714	0
	309	1.00	.00	79,580	0	79,580	0
	311	.00	.00	0	0	0	0
	401	.00	.00	0	0	0	0
	402	.00	.00	0	0	0	0
	403	.00	.00	0	0	0	0
	501	.00	.00	0	0	0	0
	502	1.00	.00	105,000	0	105,000	0
	503	2.00	.00	85,737	0	42,869	0
	504	.00	.00	0	0	0	0
	505	.00	.00	0	0	0	0
	601	1.00	.00	87,266	0	87,266	0
	603	3.00	.00	80,842	0	26,947	0
	604	10.00	.00	366,743	0	36,674	0
	605	.00	.00	0	0	0	0
	701	4.00	.00	183,782	0	45,946	0
	702	.00	.00	0	0	0	0
	703	6.00	.00	407,146	0	67,858	0
	704	3.00	.00	171,810	0	57,270	0
01004	101	.00	1.00	0	10,000	0	10,000
	102	.00	1.00	0	10,000	0	10,000
	103	2.00	1.00	96,189	10,000	48,095	10,000

I certify that the above data is correct to the best of my knowledge \_\_\_\_\_ Date \_\_\_\_\_

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**Print Certification Report**

Print the report, review the data, sign and send the report to:  
 Vermont Department of Education  
 Data Management and Analysis Team  
 120 State St.  
 Montpelier, VT 05620

**Exit Application**

**Exit**

Click, “Exit” to exit the online application.