

Data Collection for Average Classroom Student-to-Teacher Ratio

Please choose 1 day from February 18 through March 11 to complete and return the survey.

Section 17 (2) of Act 153 (2009, Adj. Session) directs the Commissioner of Education to collect data to determine student-to-teacher ratios at the classroom level:

No. 153. An act relating to voluntary school district merger, virtual merger, supervisory union duties, and including secondary students with disabilities in senior year activities and ceremonies.

Sec. 17. STUDENT-TO-STAFF RATIOS; DATA

In order to develop meaningful proposals to determine optimal cost-effective student-to-staff ratios, the commissioner of education shall research and, on or before January 15, 2011, shall present to the senate and house committees on education the following statistics for the most recent academic year for which data is available:

- (2) classroom teacher-to-student ratios at a supervisory unionwide level, without including transportation, food service, maintenance, enterprise operations, or community service operations;

These data will be aggregated to the supervisory union level as per sec. 17 (2) and shall be presented to the House and Senate Education committees.

The accompanying Excel file ("Class Data template 2.xls") is designed to collect the data in as simple a fashion as possible. Data we are asking for are classroom teacher FTEs (by general subject for secondary teachers) and the number of students enrolled in a given teacher's class or classes. We are not looking for specifics such as teacher names, course names, etc.

Teachers of the following classes are excluded from the data collection as these classes may vary widely in number:

- a. special education
- b. band, orchestra
- c. physical education
- d. driver's education
- e. English for speakers of other languages

A word about macros

The Excel file has macros which must be enabled in order for the file to be fully operational. Data can be entered without enabling the macros, but none of the shortcut buttons will work. The two most common versions of Excel in use, Excel 2003 and Excel 2007, warn about macros in different fashions.

Generally, when opening a file with macros, Excel will display a warning message stating the file contains macros and whether or not they should be enabled. In Excel 2003, this occurs when the macro security setting is set on “medium”. If set on “high”, the file will open but the warning message will appear only when attempting to use a shortcut button. In Excel 2007, the warning appears at the “medium” setting or higher.

1. Excel 2003

- a. If the warning message appears, click on the “Enable Macros” button.
- b. If the warning message does not appear, click on a shortcut button.
 - i. If the button works, continue (macro security is set on “low”).
 - ii. If a warning message appears, change the security setting.
 1. Click on “Tools” in the top toolbar.
 2. Go down to “Macro”.
 3. Go over and down to “Security”.
 4. Set the security level to “Medium” and hit “OK”. You will now be asked to “Enable Macros” or “Disable Macros” when opening a file with macros.

2. Excel 2007

- a. A warning message will appear on the left-hand side below the top toolbar
 - i. If you see, “Security Warning: macros have been disabled”
 - ii. click the “Options” button to the right of the message
 - iii. click the “Enable this content” button and then hit “OK”

General

The file has two tabs, a green tab for Elementary teachers (K – 6) and a blue tab for secondary teachers (7 – 12). Please enter data in the yellow cells only. There is a drop-down menu to choose a specific school on each page. Schools are listed by supervisory union in the drop-down menu (e.g., “SU001 Beeman Elementary School”).

Please pick one day to complete the survey during the three week period beginning on Friday, February 18, 2011 and ending on Friday, March 11, 2011.

Elementary (grades K – 6)

Column A – enter each individual classroom teacher’s full-time equivalency (FTE)

Column B – enter the number of students enrolled in that teacher’s class in the “Class 1” column. If the teacher has more than one class with a differing enrollment, enter the second enrollment under the “Class 2” column, etc.

We recognize that the collection format provided will not accurately describe the daily schedule in every elementary school. Please do your best to re-interpret and enter data so that it best fits the format provided.

Secondary (grades 7 – 12)

Choose the broad subject category in the left-hand column (Language Arts; Social Studies; Mathematics; Sciences; Languages; Arts; and Other, such as business, health, technology, etc.)

Column A – enter each individual classroom teacher’s full-time equivalency (FTE)
Column B – enter the number of students enrolled in classes the teacher has by class (or period) in the appropriate column. If the teacher teaches more than one subject, please prorate the FTE between the subject categories and enter the class enrollments in the appropriate columns.

We recognize that the collection format provided does not accurately account for the varied secondary schedules around the state. Please do your best to interpret and enter data so that it best fits the provided format. As an example, if operating under a two block daily schedule, enter data in “Class 1” and “Class 2”.

Saving the Data File

A. Please save a file for each individual school. The file should be saved using the following naming convention, also found in cell C2 on each page:

S.U. Number followed by School District Number followed by School Name

Example:

Beeman Elementary School is in the New Haven School District (T138) and the Addison Northwest S.U. (SU001). These data can be found, respectively, in cells G6, M6, and M4 on each page. In this example, the name of the file should be:

SU001 T138 Beeman Elementary School.xls

B. Alternatively, and far more simply, use the “Save” button found on both pages. This will create and save an Excel file, using the correct naming convention.

Questions and Help

If you have general questions regarding macros or the data collection, please call any of these three numbers:

1. Help Desk – 828-3777
2. Brad James – 828-0471
3. Sean Cousino – 828-0474

If you have specific questions regarding the data to enter, please call or e-mail either Brad (brad.james@state.vt.us) or Sean (sean.cousino@state.vt.us).

Return Data File

Please send an electronic copy of the properly named Excel file via e-mail to Brad James at:

brad.james@state.vt.us