ISEE 2015-16 Staff Data Guidance

Staff Funding Reports & Salary Based Apportionment

Kathryn Vincen – Finance Coordinator

ISEE 2015-16 Staff Data Guidance Update
New for 2015-2016 School Year

Timelines for Data Submissions & Revisions:

- Submissions reduced to six uploads
- Staff revisions limited to 2 time periods: December 14, 2015 & March 25, 2016.
- No year-end staff revisions for July 2016 payment.

Data Elements:

- Additional funding source fields available for Contract 2 & Contract 3
- Removed Teacher Attendance Files
- Updated HQT data fields, definitions and option codes

Salary Based Apportionment:

- New Category of Staffing
- Instructional/Pupil Service Staffing Percent: 8.5% for districts with student/teacher ratio greater than 1 more than the state average. (Use It or Lose It Provision – n/a for Charters)

Career Ladder Mapping for instructional staff:

- Mapping FY15 Index to FY16 Career Ladder Rung
- Education Allocations
- Calculating average instructional salary

- **Staffing Reports:**
  - Updated SBA, All Personnel & Employment Placement Reports
  - New – Career Ladder Placement & Mapping
  - New - Instructional FTE & Salary Report, Parts I & II (for career ladder)
  - New – ISEE Form 8 (manual form)

Staff Reporting & Requirements

General information

ISEE is a comprehensive data submission consisting of eleven files. Each file consists of data elements pertaining to students, staff, courses and locations. For the purpose of this presentation only two files are covered; Staff Demographic & Employment and Staff Assignments, the files which are used for calculating the staff funding for salary based apportionment and benefits apportionment **(I.C.33-1004D).**

***NEW* for 2015-2016:** Monthly data submissions are reduced to six (6) uploads during the year. Refer to SDE ISEE data submission schedule for specific timelines **(http://www.sde.idaho.gov/site/isee/**).

Last Friday in September - District/Charter submits staff demographic and staff assignment data as of the last Friday in September (September 25, 2015) – a **"snapshot"** in time.

October 15th –All staff and assignment data must be uploaded using the SRM tool. Must include all files with new data elements. Must be free of errors and must be validated. No other method will be accepted (I.C. 33-1004D).

Monday, December 14, 2015 – Last day to submit staffing corrections for the February 15, 2016 payment. Corrections submitted *after* December 14, 2015 will be considered for the May 15, 2016 payment *only* if approved by Public School Finance (PSF). For approval, the following requirements must be met:

- **A letter of special circumstance must be sent to PSF.**
- **The letter must be signed by the district superintendent or charter school administrator.**
- **The letter must contain an explanation of the special circumstance(s) causing the revision(s).**
- **Each change to a data element must be identified.**
- **Supporting documentation may be requested.**

Corrected files submitted without the approval of PSF will not be processed. The last day to submit mid-term revised data is March 25, 2016.

New: Revisions submitted after March 25, 2016 will be processed in the following fiscal year. There will be no year-end revisions in July.

Annual Staff Statistical Data (staff salaries and staff activities) shall be published on January 1 each year (I.C.33-133). All data submissions must accurately reflect correct information with regards to classes, teachers, and teacher roles.

Flowchart – ISEE Data Submissions & Deadlines

Flowchart - 2015-16 ISEE Data Submission

ISEE Name	Collection Period	Deadline: Midnight on
ISEE Alt Summer School August Manifest	Approved Alternative Summer School (6/01/2015 to 9/11/2015)	9/18/2015
ISEE Oct 2015	7/01/2015 to 10/02/2015	10/15/2015
ISEE Nov 2015	10/03/2015 to 11/06/2015	11/20/2015
Last day to submit mid-term changes for February 15, 2016 payment.		Monday 12/14/2015

Note: Staff and student statistical data are published on January 1 each year using mid-term data. Subsequent revisions are not reflected in the reports.

Archived Mid-Term Uploads

Monday December 14, 2015 - Last day to submit revisions for February 15 payment, no exceptions.

February 15, 2016 Foundation Reports

1. All Personnel Report
2. Employment Placement Report (code 10) (Admin & Pupil Services)
3. Instructional Staff FTE Salary Report (code 10)
4. Salary and Benefits Apportionment Report

Adjustments to Mid-Term Data?

Yes

Approval Required

Superintendent or Charter School Administrator must send a letter of special circumstance identifying all revisions. Supporting documentation may be requested. Last day to submit final revised mid-term data is March 25, 2016.*

If approved, adjustment reflected in May 15 payment.

No

Process Completed

**Revisions submitted after March 25, 2016 will be processed in the following fiscal year.*

Website:www.sde.idaho.gov

Required Data Collection Elements 2015-2016:

- ID Unit Record Collection – **Items**
- ID Unit Record Collection – **Option Sets**
- ID Unit Record Collection – **Rules**

2015-2016 ISEE Manuals

- **2015-2016 Assignment Credential Manual**
- **ISEE 2015-2016 Summer School Data Guidance**
- **ISEE 2015-2016 Staff Data Guidance Manual**

Staff Reporting & Requirements

Employees Whom ISEE Information is Required

Public School Districts/Charters must report ***all positions employed on a regular basis.*** (Failure to submit accurate ISEE data may impact accreditation and/or state funding.)

Information must be updated each school year to reflect the activities of the district/charter for:

- Returning Employees
- New Employees
- **Employees terminated after July 1** (for those employees not terminated in the prior year and who are not returning to the district or charter school with a current year contract).

  Update records: years of experience (if applicable), employment status, termination date, and termination reason. ***Caution: conflicting demographic data records may impact funding and interfere with the teacher's Career Ladder placement.***

Employees Whom ISEE Information is Not Required

- Persons employed during emergencies.
- Irregular help (i.e., short term substitutes), volunteers and student food service employees.

2015-2016 Salary Based Apportionment (SBA)

Salary Based Apportionment Formula Factors:

1. **Support Units** - Foundation of how schools are funded - referred to as "classroom units" based on average daily attendance (ADA) through the first Friday in November (mid-term support units).

2. **Staff Allowance Ratios** - Ratios for each of the four staff categories. **Staff Ratios establish the number of staff positions to be funded by each support unit (I.C. 33-1004).**

For every one support unit, the state funds to the district/charter:

.075 Administrative Staff (certificated)

Examples: Superintendent, Charter Administrator, Principal, Curriculum Director, Special Education Director, etc. **(assignment code series 40000)**

.079 Pupil Services Staff (certificated)

Examples: Librarian, Counselor, School Nurse, School Psychologist, Teacher Support, **(assignment code series 31000,32000 & 33000**

1.021 Instructional Staff (certificated)

Teachers **(assignment code series** 00001 – 29000, 50000-72999)

.375 Classified Staff (non-certificated)

Examples: Business Managers, Instructional Aids, Office Support, Custodial Care, Tech Support, etc. **(assignment code series 90000)**

2015-2016 Salary Based Apportionment (SBA)

Salary Based Apportionment Formula Factors (continued):

3. FY 2016 Base Salaries (I.C. 33-1004E) Reviewed and set by the legislature each year.

a) Administrative	**$33,116**
b) Pupil Services	**$24,055**
c) Classified staff	**$19,826**
Minimum Pupil Services Salary:	**$32,703**

4. Experience/Education Index - Multiplier table for certificated Administrative & Pupil Service staff.

5. Instructional Staff Average Salary : I.C. 33104E (1) To determine the apportionment for instructional staff, take the amounts indicated on the career ladder table plus the amounts associated with the additional education allocation amounts pursuant to section 33-1004B, Idaho Code, and calculate the weighted average.

Minimum salary: $32,700 (the minimum dollar amount on the career ladder residency compensation rung).

Salary Based Apportionment Templates – District & Charter

2015-2016 Public School Finance / Budget Forms & Information

DIVISIONS | PROGRAMS | COMMUNICATION | RESOURCES | DATA COLLECTION | ADMINISTRATORS

IDAHO
STATE DEPARTMENT OF EDUCATION

Staff

Tim Hill
Deputy Superintendent
TDhill@sde.idaho.gov

Carol Piranfar
Administrative Assistant
CLPiranfar@sde.idaho.gov

- Finance Homepage
- Fall Enrollments
- Financial Audits
- Forms
  - 2015-2016 Budget Forms and Information
  - 2014-2015 Budget Forms and Information
  - 2013-2014 Budget Forms and Information
  - 2012-2013 Budget Forms and Information
- ISEE Information
- Tax Levy Data
- Statistics
- Staffing
- Student Ethnicity

2015-2016 Budget Forms and Information

Units

- Charter Support Unit Calculation Template - Revised 5/21/15
- District Support Unit Calculation Template - Revised 5/21/15
- Unit Table

Budget Forms

- Cover
- Certification Page
- 2016 Estimating State M & O Revenue
- SDE Summary - All Funds
- Publication Four Year Summary
- 2016 Expenditures
- 2016 Revenues
- IFARMS Revenue Codes
- L2 School (L2, L2 Worksheet, Voter Fund Tracker Forms)
- IFARMS Expenditure Codes

Salary Based Apportionment

- Salary Based Apportionment 2016 Template District
- Salary Based Apportionment 2016 Template Charter

Other Supporting Documents & Forms

- 2014-2015 District to Agency
- 2014-2015 Tuition Rates and Excess Cost Rate
- APPRO FY 2016
- Bond Interest Levy

Salary Based Apportionment & Benefits Apportionment - District

Idaho Department of Education
Basic Education Data System
Salary Based Apportionment and Benefit Apportionment
Computation

Statewide Information:		
Administrative Staff Index	0.00000	
Administrative Staff Index Cap	1.86643	100.00%
PERSI plus FICA Employer Rate	18.97%	

District Information:	
Administrative Staff Index	1.72885
Administrative Staff Index (adjusted for cap)	1.72885
Pupil Services Staff Index	1.24730
Mid-Term Support Units:	12.00
Instructional / Pupil Service Staffing Percent	9.5%

	Staff Allowance Ratio	Staff Allowance FTE	Small District Staff Allowance < 40 units then + 0.5 FTE	Small District Staff Allowance < 20 units then + 0.5 FTE	Separate Sec. School Allowance FTE	Adjusted Staff Allowance FTE	Actual FTE	Staff Allowance FTE	Staff Index	Base Salary	Average Salary	Certified Preliminary Salary Based Apportionment
	a	(Units x a) b	c	d	e	(b + c + d + e) f	g	h	i	j	(i x j) k	(h x k) l
Administrati	0.0750	0.90000	0.50000			1.40000	2.00000	1.40000 col (f)	1.72885	33,116.00	57,252.60	80,153.64
Instructional	1.0210	12.25200	0.50000	0.50000	0.00000	13.25200	12.00000	12.89005			37,285.92	480,617.24
Pupil Servic	0.0790	0.94800				0.94800	0.50000	0.92211	1.24730	24,055.00	30,003.80	27,666.72
Subtotal Instructional and Pupil Service						14.20000	12.50000	13.81215 smaller of (f) or (g)/(1-Staff %)				
Noncertified	0.3750	4.50000				4.50000	5.50000	4.50000 col (f)		19,826.00		
TOTAL						20.10000	20.00000	19.71215				

	Noncertified Preliminary Salary Based Apportionment	Minimum Salary Allocation for Pupil Service Staff	Preliminary Salary Based Apportionment	Actual Salary	Salary Based Apportionment Eligible for Benefits	Benefit Apportionment	Virtual Allowance	Ancillary Allowance	Salary Based Apportionment Plus Allowances	Maximum Salary Apportionment	Salary Based Apportionment Plus Allowances
	(h x j) m	(Min $32,700) n	(l + m + n) o	q	Smaller: o or q r	r x 18.97% s	(Max 15%) t	u	v	w	x
Administration			80,153.64	130,000.00							80,153.64 col (o)
Instructional			480,617.24	480,000.00			0.00	0.00	480,617.24	494,112.97 (f x k)	480,617.24 smaller: v or w
Pupil Service		1,350.00	29,016.72	30,000.00				0.00	29,016.72	29,793.60 [(f x k) + n]	29,016.72 smaller: v or w
Subtotal Instructional and Pupil Service			509,633.96	510,000.00			0.00	0.00 smaller of [(o or (q / (1-Staff%)] + t + u	509,633.96		
Noncertified	89,217.00		89,217.00	140,000.00							89,217.00 col (o)
TOTAL			679,004.59	780,000.00	679,004.59	128,807.17	0.00	0.00			679,004.60

Enter Data Elements | FY16 District SBA | Index - Admin | Career Ladder M... | Instructional Staff Worksheet | Career La...

Mid Term Units

Staffing %

Salary Based Apportionment

Benefit Apportionment

PROVIDED BY THE IDAHO STATE DEPARTMENT OF EDUCATION

Salary Based Apportionment Templates – District

Required Data Elements for Calculating Salary Based Apportionment
Include only staff paid from General Fund Money (Fund Code 10)
For Budgeting Purposes 2015-2016

District Number	999	District Enters
District Name	Example	District Enters
District February Support Units	12.00	Units - from 1st Reporting Period Support Unit Calculation
NEW - Instructional / Pupil Service Staffing Percent	9.5%	Enter 9.5%. *For districts with Teacher/Student Ratio greater than the statewide average plus 1, enter 8.5%* .
Separate Secondary School Allowance		Applies to School Districts with one or more Separate Secondary Schools (9-12) (I.C. 33-1004 (5)(d))
District Staff Index – Administration	1.72885	From "Index – Admin" worksheet (tabs at bottom of this worksheet) or district enters
Average Instructional Salary	37,285.92	From "Instructional Staff Wksht" worksheet (tabs at bottom of this worksheet) or district enters
District Staff Index – Pupil Services	1.24730	From "Index – Pupil Services" worksheet (tabs at bottom of this worksheet) or district enters
Actual FTE – Administration	2.00000	From "Index – Admin" worksheet (tabs at bottom of this worksheet) or district enters
Actual FTE – Instructional	12.00000	From "Instructional Staff Wksht" worksheet (tabs at bottom of this worksheet) or district enters
Actual FTE – Pupil Services	0.50000	From "Index – Pupil Services" worksheet (tabs at bottom of this worksheet) or district enters
Actual FTE – Noncertified	5.50000	District Enters
Actual Total Salary – Administration	130,000.00	District Enters
Actual Total Salary – Instructional	480,000.00	District Enters
Actual Total Salary –Pupil Services	30,000.00	District Enters
Actual Total Salary – Noncertified	140,000.00	District Enters
Minimum adj to $32,703	$1,350	From "Pupil Services MinSalary $32,703" worksheet (tabs at bottom of this worksheet) or district enters
Virtual Salary – Instructional	$0	From "Virtual Instruction" worksheet (tabs at bottom of this worksheet) or district enters
Virtual FTE – Instructional	0.00000	From "Virtual Instruction" worksheet (tabs at bottom of this worksheet) or district enters
Contracted Salary – Instructional	$0	From "Ancillary Instructional" worksheet (tabs at bottom of this worksheet) or district enters
Contracted FTE – Instructional	0.00000	From "Ancillary Instructional" worksheet (tabs at bottom of this worksheet) or district enters
Contracted Salary – Pupil Services	$0	From "Ancillary Pupil Services" worksheet (tabs at bottom of this worksheet) or district enters
Contracted FTE – Pupil Services	0.00000	From "Ancillary Pupil Services" worksheet (tabs at bottom of this worksheet) or district enters

INSTRUCTIONS:

Blue Cells require data entry.

Red Cells contain formulas. You may elect to complete the appropriate worksheet or override by entering the data

SUGGESTION: If you choose to override one of the "RED" numbers, change the font color to "BLUE", thus indicating the cell is no longer a formula.

Enter Data Elements | FY16 District SBA | Index - Admin | Career Ladder Mapping | Instructional Staff Worksheet | Car

Enter the data in the *blue cells*. The data in the *red cells* populates from data entered in the index tabs.

Reminder: FTE is always calculated on an annualized basis.

Salary Based Apportionment & Benefits Apportionment - Charter

Idaho Department of Education
Basic Education Data System
Salary Based Apportionment and Benefit Apportionment
Computation

School Year: 2015-2016

District 1000 Example 2

Statewide Information:		
Administrative Staff Index	1.84399	
Administrative Staff Index Cap	1.86643	100.00%
PERSI plus FICA Employer Rate	18.97%	

District Information:	
Administrative Staff Index	2.01260
Administrative Staff Index (adjusted for cap	2.01260
Pupil Services Staff Index	1.60510
Mid-Term Support Units:	15.00

Mid Term Units

	Staff Allowance Ratio	Staff Allowance FTE (Units x a)	Small District Staff Allowance: < 40 units then + 0.5 FTE	Small District Staff Allowance: < 20 units then + 0.5 FTE	Separate Sec. School Allowance FTE	Adjusted Staff Allowance FTE (b + c + d + e)	Actual FTE	Staff Allowance FTE col (f)	Staff Index	Base Salary	Average Salary (i x j)	Certified Preliminary Salary Based Apportionment (h x k)
	a	b	c	d	e	f	g	h	i	j	k	l
Administratic	0.0750	1.12500		N/A		1.12500	1.00000	1.12500	2.01260	33,116.00	66,649.26	74,980.42
Instructional	1.0210	15.31500				15.31500	9.50000	15.31500			37,500.00	574,312.50
Pupil Servic	0.0790	1.18500				1.18500	1.00000	1.18500	1.60510	24,055.00	38,610.68	45,753.66
Noncertified	0.3750	5.62500				5.62500	7.00000	5.62500		19,826.00		
TOTAL						23.25000	18.50000	23.25000				

	Noncertified Preliminary Salary Based Apportionment (h x j)	Minimum Salary Allocation for Pupil Service Staff (Min $32,700)	Preliminary Salary Based Apportionment (l + m + n)	Actual Salary	Salary Based Apportionment Eligible for Benefits Smaller: o or q	Benefit Apportionment r x 18.97%	Virtual Allowance	Ancillary Allowance	Salary Based Apportionment Plus Allowances	Maximum Salary Apportionment	Salary Based Apportionment col (o)
	m	n	o	q	r	s	t	u	v	w	x
Administration			74,980.42	75,000.00			N/A				74,980.42
Instructional			574,312.50	460,000.00							574,312.50
Pupil Service		0.00	45,753.66	40,000.00							45,753.66
Noncertified	111,521.25		111,521.25	200,000.00							111,521.25
TOTAL			806,567.83	775,000.00	775,000.00	147,017.50					806,567.83

Enter Data Elements | FY16 Charter SBA | AdminIndex | Instructional | apping | Instructional Staff Worksheet

Benefit Apportionment

Salary Based Apportionment

PROVIDED BY THE IDAHO STATE DEPARTMENT OF EDUCATION

Calculating Indexes – Staffing (I.C. 33-1004A)

Administrative & Pupil Service Index

EXPERIENCE AND EDUCATION MULTIPLIER TABLE
INSTRUCTIONAL INDEX 2009-2010

Year	BA	BA+12	BA+24	MA BA+36	MA+12 BA+48	MA+24 BA+60	MA+36 ES/DR
0	1.00000	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730
1	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410
2	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260
3	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290
4	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510
5	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930
6	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550
7	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380
8	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430
9	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430	1.73710
10	1.39290	1.49930	1.55550	1.61380	1.67430	1.73710	1.80220
11	1.39290	1.49930	1.55550	1.61380	1.73710	1.80220	1.86980
12	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	1.93990
13+	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	2.01260

QUALIFYING FTE PLACEMENT

Experience: Years of experience. Use the ***actual*** number of ***completed prior*** years of experience. Experience is not recognized until **after** the contract is completed. Do not count the current year since it is not completed.

Education: Degree - Highest Degree **claimed** for funding. Additional college transcript credits Earned **beyond the degree** reported ***AND after*** initial certification.
Initial certification - issue date of the first certificate.

- **Credits must be earned at an accredited institution of higher education (I.C. 33-1004A)**
- Reported in semester credit hours only.
- Do not report in-service credits.

Do not update degrees and credits earned after the contract is signed for the current year. The education and experience must reflect the data as of the last Friday in September.

Administrative Index

EXPERIENCE AND EDUCATION MULTIPLIER TABLE
ADMINISTRATIVE INDEX 2015-2016

Year	BA	BA+12	BA+24	MA BA+36	MA+12 BA+48	MA+24 BA+60	MA+36 ES/DR
0	1.00000	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730
1	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410
2	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260
3	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290
4	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510
5	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930
6	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550
7	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380
8	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430
9	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430	1.73710
10	1.39290	1.49930	1.55550	1.61380	1.67430	1.73710	1.80220
11	1.39290	1.49930	1.55550	1.61380	1.73710	1.80220	1.86980
12	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	1.93990
13 or more	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	2.01260

QUALIFYING FTE PLACEMENT

Year	BA	BA+12	BA+24	MA BA+36	MA+12 BA+48	MA+24 BA+60	MA+36 ES/DR
0							
1							
2							
3							
4							
5							
6					1.00000		
7							
8					-		
9							
10							
11							
12							
13 or more							1.00000
TOTALS	-	-	-	-	1.00000	-	1.00000
					Actual FTE	TOTAL FTE	2.00000

FACTORED FTE PLACEMENT

Year	BA	BA+12	BA+24	MA BA+36	MA+12 BA+48	MA+24 BA+60	MA+36 ES/DR
0	-	-	-	-	-	-	-
1	-	-	-	-	-	-	-
2	-	-	-	-	-	-	-
3	-	-	-	-	-	-	-
4	-	-	-	-	-	-	-
5	-	-	-	-	-	-	-
6	-	-	-	-	1.44510	-	-
7	-	-	-	-	-	-	-
8	-	-	-	-	-	-	-
9	-	-	-	-	-	-	-
10	-	-	-	-	-	-	-
11	-	-	-	-	-	-	-
12	-	-	-	-	-	-	-
13 or more	-	-	-	-	-	-	2.01260
TOTALS	-	-	-	-	1.44510	-	2.01260
					Administrative	FACTOR	3.45770
					FACTORED INDEX		1.72885

Pupil Services Index

EXPERIENCE AND EDUCATION MULTIPLIER TABLE
Pupil Services INDEX 2015-2016

Year	BA	BA+12	BA+24	MA BA+36	MA+12 BA+48	MA+24 BA+60	MA+36 ES/DR
0	1.00000	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730
1	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410
2	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260
3	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290
4	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510
5	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930
6	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550
7	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380
8	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430
9	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430	1.73710
10	1.39290	1.49930	1.55550	1.61380	1.67430	1.73710	1.80220
11	1.39290	1.49930	1.55550	1.61380	1.73710	1.80220	1.86980
12	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	1.93990
13 or more	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	2.01260

QUALIFYING FTE PLACEMENT

Year	BA	BA+12	BA+24	MA BA+36	MA+12 BA+48	MA+24 BA+60	MA+36 ES/DR
0							
1							
2					0.50000		
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13 or more							
TOTALS	-	-	-	-	0.50000	-	-
					Actual FTE	TOTAL FTE	0.50000

FACTORED FTE PLACEMENT

Year	BA	BA+12	BA+24	MA BA+36	MA+12 BA+48	MA+24 BA+60	MA+36 ES/DR
0	-	-	-	-	-	-	-
1	-	-	-	-	-	-	-
2	-	-	-	-	0.62365	-	-
3	-	-	-	-	-	-	-
4	-	-	-	-	-	-	-
5	-	-	-	-	-	-	-
6	-	-	-	-	-	-	-
7	-	-	-	-	-	-	-
8	-	-	-	-	-	-	-
9	-	-	-	-	-	-	-
10	-	-	-	-	-	-	-
11	-	-	-	-	-	-	-
12	-	-	-	-	-	-	-
13 or more	-	-	-	-	-	-	-
TOTALS	-	-	-	-	0.62365	-	-
					Pupil Services	FACTOR	0.62365
					FACTORED INDEX		1.2473

Factored Index = Total FTE/total Factor

PROVIDED BY THE IDAHO STATE DEPARTMENT OF EDUCATION

Career Ladder Mapping

2014-2015 Cohorts/Career Ladder Placement				MA	MA+12	MA+24	MA+36
Yrs.	BA	BA+12	BA+24	BA+36	BA+48	BA+60	ES/DR
0	RP2	RP2	RP2	RP2	RP2	RP2	RP2
1	RP2	RP2	RP2	RP2	RP2	RP2	RP2
2	RP2	RP2	RP2	RP2	RP2	RP2	RP2
3	RP2	RP2	RP2	RP2	RP2	RP3	RP3
4	RP2	RP2	RP2	RP2	RP2	RP3	P1
5	RP2	RP2	RP2	RP2	RP3	P1	P2
6	RP2	RP2	RP2	RP3	P1	P2	P3
7	RP2	RP2	RP3	P1	P2	P3	P4
8	RP2	RP3	P1	P2	P3	P4	P5
9	RP3	P1	P2	P3	P4	P5	P6
10	RP3	P2	P3	P4	P5	P6	P7
11	RP3	P2	P3	P4	P6	P7	P8
12	RP3	P2	P3	P4	P6	P8	P9
13+	RP3	P2	P3	P4	P6	P8	P10

2015-2016 Career Ladder Placement	2014-2015 Index	2014-2015 Salary	2015-2016 Salary Apportionment
R1	NA	NA	$ 32,700
RP2	1.00000 to 1.34260	$ 31,750	$ 33,200
RP3	1.39290	$ 32,530	$ 33,822
P1	1.44510	$ 33,749	$ 35,498
P2	1.49930	$ 35,015	$ 36,885
P3	1.55550	$ 36,327	$ 38,311
P4	1.61380	$ 37,689	$ 39,775
P5	1.67430	$ 39,102	$ 41,282
P6	1.73710	$ 40,568	$ 42,089
P7	1.80220	$ 42,089	$ 43,668
P8	1.86980	$ 43,667	$ 45,305
P9	1.93990	$ 45,304	$ 47,004
P10	2.01260	$ 47,002	$ 47,603

ENTER 2014-2015 Instructional FTE (excluding				MA	MA+12	MA+24	MA+36	
Yrs.	BA	BA+12	BA+24	BA+36	BA+48	BA+60	ES/DR	
0								
1	1.00							
2								
3			1.00					
4								
5								
6		-		1.00	1.00	1.00		
7								
8			1.00					
9				1.00		1.00		
10					1.00		1.00	
11		1.00						
12								
13+								
Total	1.00	1.00	2.00	2.00	2.00	2.00	1.00	11.00

Career Ladder Placement	fte by cohort
RP2	2.00
RP3	1.00
P1	2.00
P2	2.00
P3	1.00
P4	-
P5	2.00
P6	-
P7	1.00
P8	-
P9	-
P10	-
	11.00

1. Use FY 15 District Index report from ISEE, fund 10 (snapshot data)
2. Subtract the pupil services fte from the appropriate cells
3. Input the remaining instructional fte in the grid.
4. Adjust for terminated staff and new hires. First year teachers are entered on the next tab (instructional staff worksheet).
5. Data populates Instructional Staff Worksheet

PROVIDED BY THE IDAHO STATE DEPARTMENT OF EDUCATION

Career Ladder Worksheet

Enter Actual Number RP1 (new) FTE — Fund Code 10 Only

2015-2016

Residency/Prof	RP1 (Enter new)	RP2	RP3								Total	
FTE (actual)	1.00	2.00	1.00								4.00	(a)
Professional	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10		
FTE (actual)	2.00	2.00	1.00	-	2.00	-	1.00	-	-	-	8.00	(b)
											12.00	(c)

2015-2016 (yr1) Base Salary Allocations

Residency/Prof	RP1 (new)	RP2	RP3							
Salary	$ 32,700	$ 33,200	$ 33,822							
Professional	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10
Salary	$ 35,498	$ 36,885	$ 38,311	$ 39,775	$ 41,282	$ 42,089	$ 43,668	$ 45,305	$ 47,004	$ 47,603

Salary allocation (actual fte x base allocation)

2015-2016

Residency/Prof	RP1 (new)	RP2	RP3								Total	
Salary	$ 32,700	$ 66,400	$ 33,822								$ 132,922	(d)
Professional	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	Total	
Salary	$ 70,996	$ 73,770	$ 38,311	$ -	$ 82,564	$ -	$ 43,668	$ -	$ -	$ -	$ 309,309	(e)
Total revenue	$ 103,696	$ 140,170	$ 72,133	$ -	$ 82,564	$ -	$ 43,668	$ -	$ -	$ -	$ 442,231	(f)

Enter Number of Advanced Degrees — Fund Code 10

(Only applies to Instructional staff w/professional endorsement)

	Education Allocation	FTE	Premium	Total	
Enter	BA + 24	4	$ 400	$ 1,600	
Enter	MA	5	$ 700	$ 3,500	
		Total Ed Allocation		$ 5,100	(g)

Revenue from Advanced Degrees (g)	$ 5,100	(h)
Net Estimated Revenue (f) + (h)	$ 447,331	(i)
Average Salary (i) / (c)	37,277.58	(j)

Enter FTE for 1st year teachers and the education allocations. Total fte and average salary calculate automatically.

PROVIDED BY THE IDAHO STATE DEPARTMENT OF EDUCATION

Use it or Lose it Provision (n/a for Charters)

Staff Category	Adjusted Staff Allowance FTE (b+c+d+e)	Actual FTE	Staff Allowance FTE	
	f	g	h	
Administration	1.40000	2.00000	1.40000	
			col (f)	
Instructional	13.25200	12.00000	12.89005	(prorated: (13.252/14.20)*13.81215)
Pupil Service	0.94800	0.50000	0.92211	(prorated: (.9480/14.20)*13.81215)
Subtotal Instructional and Pupil Service	14.20000	12.50000	13.81215 (g)/(1-Staff %)	(smaller of 14.20 or 12.50 / .905)
Noncertified	4.50000	5.50000	4.50000 col (f)	
TOTAL	20.10000	20.00000	19.71215	

Adjusted Staff Allowance	SBA column (f)	14.20000	
Staff Allowance - Instructional & Pupil services	SBA column (h)	13.81215	
	Variance	0.38785	Unutilized FTE

School districts must employ at least 90.5%* of Instructional staff allowed in order to receive the full instructional allowance; commonly referred to as "use it or lose it". Virtual instructional expenses and non-district certificated ancillary contracts may be applied to the unutilized variance.

***Districts in which the average class size, as determined from prior fiscal year data was at least one (1) student greater than the statewide average class size, must employ 91.5% in order to receive the full allowance(I.C.33-1004(g)).**

All Personnel Employment Report

Effective Date :
Page: 1

Idaho State Department of Education
Basic Education Staffing System
All Personnel Employment Info

School Year: 2015 - 2016
Effective Date: 10/22/2015
Provider: 999 Example District

Certified Personnel Employment Info

				Initial			<- Hist Years -x Hi-Ed >					<---------- Contract ---------->				Extra Pay		Fund Src	
Bldg	Edu Id	Name	Assign(s)	Cert Yr	Degree	Credits	In	Out	NPub	In	Out	Salary	Days	FTE	Type	Cd	Amount	Cd	% FTE
999	1 xxxxxxxx	Aaron, Brock	01058 03051 03053 03061	2015	BA	0	0	0	0	0	0	32700		1				10	100
999	2 xxxxxxxx	Adams, Abigail	00011 00035 00063	1995	BS	60	16	0	0	0	0	48,000		1	C			10	100
999	3 xxxxxxxx	Brown, Harvey	22054 23007 58001 72206	2010	BS	24	5	0	0	0	0	35,000		1	C	A	2619	10	100
999	4 xxxxxxxx	Ceeley, Edward	080510 160523 192010 219980	1993	BS	48	22	0	0	0	0	45,000		1	C	E	2268	10	100
												0				A	1402		
												0				D	11380		
999	5 xxxxxxxx	Coffin, Sarah	184011 184015 184040 68001	1986	BS	60	25	0	0	0	0	48,000		1	C	G	3617	10	100
												0				E	3617		
			1054									4,000		0.16	AS			10	100
		Collins, Judy	05101 05111 55101	2015	BA	6	0	0	0	0	0	32,700							
999	6 xxxxxxxx	Denver, Georgia	**41010 42200**	1990	ES	0	23	0	0	0	0	80,000		1	A	A	817	10	100
999	7 xxxxxxxx	Dover, Edward	05101 05111 55101	1992	B	40	22	0	0	0	0	33,000		0.75	C	A	1343	10	100
999	8 xxxxxxxx	Fredericks, Julie	00011 00035 00041 00061	2008	M	12	6	0	0	0	0	38,000		1	C			10	100
999	9 xxxxxxxx	Goslin, Carol	00070	1994	ES	36	12	1	0	1	0	51,600		1	C			10	100
			22003									4,200		0.13	AS			10	50
																		1	50
999	10 xxxxxxxx	Howard, Harold	00011 00041 00061 00063	1980	MS	41	32	0	0	0	0	52,000		1	C	A	1051	10	100
999	11 xxxxxxxx	Jackson, Mary	180020 180523 185059 22051	1986	BS	85	19	0	0	0	0	48,000		1	C	E	3649	10	100
												0				A	234		
999	12 xxxxxxxx	Johnson, Robert	01058 03051 03053 03061	1992	BS	60	18	1	0	0	0	52,000		1	A	A	3803	10	100
												0				E	1216		
999	13 xxxxxxxx	Kendall, Anne	04101 04151 04310 22051	2010	MA	12	5	0	0	0	0	35,000		1	C	A	1168	10	100
999	14 xxxxxxxx	Lima, Anton	**32100 32110 72006**	1993	BA	60	21	0	0	0	0	48,000		1	C			10	100
999	15 xxxxxxxx	Lyon, Sue	02002 02157 03151 03159	2013	BS	12	2	1	0	0	0	36,000		1	2	A	234	10	100
999	16 xxxxxxxx	McClellan, Francis	00011 00035 00041 00061	2012	BA	12	3	0	0	0	0	36,000		1	3			10	100
999	17 xxxxxxxx	McClellan, George	00011 00035 00041 00061	2003	BS	6	1	0	0	0	0	33,200		1	2			10	100
999	**18 xxxxxxxx**	**Murphy, Catherine**	**43020**	**1983**	**MS**	**39**	**29**	**0**	**0**	**0**	**0**	**57,000**		**1**	**A**			**4**	**100**
			72006									**4,000**		**0.13**	**AS**			**10**	**100**
999	19 xxxxxxxx	Paddock, Janet	01001 01002 01003 01004	2010	BA	7	4	0	0	0	0	.		1	C			10	100
999	20 xxxxxxxx	Siegfried, Roy	00001 00083	1980	BA	60	16	5	0	0	0	48,000		1	C			10	100
999	21 xxxxxxxx	Starbuck, Dina	00005 00070	1998	BS	30	12	0	0	0	0	39,000		1	C	A	1685	01	85
												0						10	15
999	22 xxxxxxxx	Wallace, Eli	**42100**	1990	ES	0	25	0	0	0	0	70,000		1	A			10	100
	Certified Provider Totals											**$ 1,010,400**		**22.17**			**$40,103**		

Save the All Personnel Employment Report in an excel format. There are two tabs in the excel file. The opened tab is the certificated staff report and the second tab is the non certificated staff report.

- Review all data fields for accuracy. Assure all staff assignments and funding codes are correct. If an employee is paid from **multiple** funding sources, review the allocations to assure the sum of the fund source percentages equals 100 (%).

This report is the detail all certificated staff (all funds) reported as of the last Friday in September and includes alternative summer school staff. If data is incorrect or missing, review the Staff Assignments FTE report to assure all assignments are entered correctly. Make corrections in your records and resubmit the files.

All Personnel Employment Report – Non Certificated Staff

Effective Date :
Page: 2

Idaho State Department of Education
Basic Education Staffing System
All Personnel Employment Info

School Year: 2014 - 2015
Effective Date: 10/15/2014
Provider: 1000 DISTRICT EXAMPLE

Non-Certified Personnel Employment Info

Bldg	Edu Id	Name	Assign	Rate	Hours	Weeks	Funding Source Cd	% of FTE	FTE	Salary
1010	XXXXXXXX1	A1	97110	10.39	17.00	31	10	100	0.26000	$5,475.53
1010	XXXXXXXX2	A2	97401	13.46	40.00	52	10	100	1.00000	$27,996.80
1010	XXXXXXXX3	A3	97502	15.91	17.00	36	10	100	0.30000	$9,736.92
1010	XXXXXXXX4	A4	97405	12.16	40.00	52	10	100	1.00000	$25,292.80
1010	XXXXXXXX5	A5	97201	11.81	40.00	52	07	40	0.40000	$9,825.92
1010	XXXXXXXX5	A5	97201	11.81	40.00	52	10	60	0.60000	$14,738.88
1010	XXXXXXXX6	A6	97310	12.16	40.00	36	07	100	0.69000	$17,510.40
1010	XXXXXXXX7	A7	97502	13.95	30.00	36	04	100	0.52000	$15,066.00
1010	XXXXXXXX8	A8	97502	10.70	30.00	36	04	100	0.52000	$11,556.00
1010	XXXXXXXX9	A9	97502	13.95	30.00	36	04	100	0.52000	$15,066.00
1010	XXXXXXXX10	A10	97101	20.31	40.00	52	10	100	1.00000	$42,244.80
-Certified Provider Totals									**6.81**	**194,510**

Review all data fields for accuracy. Assure all staff assignments are correct. If an employee is paid from more than one funding source, review the allocation to assure the percentages equal 100 (%).

Non certificated FTE equals (hours per week x weeks per years) / 2080 hours. If the employee's total FTE is greater than 1.0, correct the errors and resubmit the files.

When an employee has more than one assignment, check the data entries for reasonableness. For example, in total the person would not work more than 40 hours per week or more than 52 weeks during the year.

Note: The sum of the funding code 10 FTEs and sum of the funding code 10 Salaries are the data used in the Salary and Benefit Apportionment.

Employment Placement Report

Date :

Page: 1

Idaho State Department of Education

Basic Education Staffing System

Employment Placement Schedule Including Summer School

School Year: 2015- 2016

Effective Date: 10/20/2015

Funding Code 10 Only

Provider: 999 Example DISTRICT

				Years of Service		Education	Pupil ServicesFTE		Administrative FTE	
Name	Edu Id	Degree	Credits	Actual	Placement	Actual	Qualifying	Factored	Qualifying	Factored
Denver, Georgia	6xxxx	ES	0	23	23	MA+36 / ES/DR			1.00	2.0126
Lima, Anton	14xxxx	BA	60	21	21	MA+24 / BA+60	0.7	1.30886		
Wallace, Eli	22xxxx	ES	0	25	25	MA+36 / ES/DR			1.00	1.39
						Provider Totals	0.70000	1.30886	2.00000	3.40550
						Factored Index	1.86980		1.70275	

Review all data elements for accuracy. Assure all certificated staff paid from the general fund code 10 are listed on this report with accurate education, years of experience, and index placement.

This report is the detail of the salary and benefit apportionment calculations for administrative and pupil service staff. If data is incorrect or missing, review the All Personnel Employment Report for possible discrepancies. Review the Staff Assignments FTE report to assure all assignments are entered correctly. Make corrections in your system and resubmit the files. This report includes summer school fte.

If certificated staff with assignment codes in the 3x,xxx series are missing from the report (pupil services), review the key staff assignment data elements. For example, the grade level field may be blank (use option code MX).

Note: Only certificated employees with accurate data paid from the general fund code 10 will populate Employment Placement Schedule

Instructional FTE & Salary Report including Summer School

Part I (New) (DRAFT)

Idaho State Department of Education

Basic Education Staffing System

Instructional FTE & Salary Report including Summer School

Provider: test **Fund 10** **Part I**

Effective Date 10/20/2015

Name	EDUID	Career Ladder Status (Res/Prof or Professional)	Base Salary	Qualifying Salary Adjustment (See Part II)	Ed Allocation BA +24	Ed Allocation MA	Total (d+e+f+g)	Allocated FTE	Allocated Salary (h x i)	Note
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(k)	(l)
Aaron, Brock	1 xxxxxxxxx	RP1	$ 32,700				$32,700.00	1.00	$ 32,700.00	
Adams, Abigail	2 xxxxxxxxx	P6	$ 42,089	$ 1,578.31	$ 400		$44,067.31	1.00	$ 44,067.31	
Brown, Harvey	3 xxxxxxxxx	RP2	$ 33,200		$ 400		$33,600.00	1.00	$ 33,600.00	
Ceeley, Edward	4 xxxxxxxxx	P6	$ 42,089			$ 700	$42,789.00	1.00	$ 42,789.00	
Coffin, Sarah	5 xxxxxxxxx	P8	$ 45,305		$ 400	$ 700	$46,405.00	1.00	$ 46,405.00	
Collins, Judy	6 xxxxxxxxx	RP1	$ 32,700				$32,700.00	1.00	$ 32,700.00	
Dover, Edward	7 xxxxxxxxx	P4	$ 39,775		$ 400		$40,175.00	1.00	$ 40,175.00	
Fredericks, Julie	8 xxxxxxxxx	P1	$ 35,498	$ 826.15	$ 400		$36,724.15	1.00	$ 36,724.15	
Goslin, Carol	9 xxxxxxxxx	P10	$ 47,603			$ 700	$48,303.00	1.07	$ 51,442.70	
Howard, Harold	10 xxxxxxxxx						$ -	1.00	$ -	(No FY15 record)
Jackson, Mary	11 xxxxxxxxx	P8	$ 45,305		$ 400		$45,705.00	1.00	$ 45,705.00	
Johnson, Robert	12 xxxxxxxxx	P8	$ 45,305			$ 700	$46,005.00	1.00	$ 46,005.00	
Kendall, Anne	13 xxxxxxxxx	RP2	$ 33,200			$ 700	$33,900.00	1.00	$ 33,900.00	
Lewis, Jennifer	14 xxxxxxxxx	RP1	$ 32,700			$ -	$32,700.00	1.00	$ 32,700.00	
Lima, Anton	15 xxxxxxxxx	P8	$ 45,305			$ 700	$46,005.00	0.30	$ 13,801.50	
Lyon, Sue	16 xxxxxxxxx	RP2	$ 33,200			$ 700	$33,900.00	1.00	$ 33,900.00	
McClellan, Francis	17 xxxxxxxxx						$ -	1.00	$ -	(No FY15 record)
McClellan, George	18 xxxxxxxxx	RP2	$ 33,200			$ 700	$33,900.00	1.00	$ 33,900.00	
Murphy, Catherine	19 xxxxxxxxx	P10	$ 47,603		$ 400		$48,003.00	0.13	$ 6,240.39	
Paddock, Janet	20 xxxxxxxxx	RP2	$ 33,200			$ 700	$33,900.00	1.00	$ 33,900.00	
Siegfried, Roy	21 xxxxxxxxx	P8	$ 45,305		$ 400	$ 700	$46,405.00	1	$ 46,405.00	
Starbuck, Dina	22 xxxxxxxxx	P3	$ 38,311		$ 400		$38,711.00	0.15	$ 5,806.65	
				$ 2,404.46	3,600.00	7,000.00	796,597.46	19.65	692,866.70	
						Average Instructional Salary			$ 35,269.37	
						(Total Allocated Salary / Total FTE)				

This report is the detail of the salary and benefit apportionment calculations for instructional staff with funding source code 10. Each instructor's base salary plus allocations and fte are used to derive the weighted average instructional salary.

PROVIDED BY THE IDAHO STATE DEPARTMENT OF EDUCATION

Instructional FTE & Salary Report including Summer School
Part II (New) (Draft)

Idaho State Department of Education
Basic Education Staffing System
Instructional FTE & Salary Report including Summer School

Provider: TEST | *Fund 10* | Part II
Effective Date 10/20/2015

Name	EDUID	FY15 Highest Degree	FY15 Credits	FY15 Total Years	Index 2014 - 2015	Additional Degree	Career Ladder Rung 2015-2016	2015-16 Salary	FY16 Highest Degree	Total credits earned as of Sept. 2015	FY16 Total Years	2015-16 index without the career ladder	Additional Degree	FY16 Salary without the career ladder. Use FY15 $23,354 base salary. ((m)x$23,354)	Salary Variance Over (Under) (o - i)	Qualifying Salary Adjustment
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)
Aaron, Brock	1 xxxxxxxxx						RP1	$ 32,700	BA	0	0	1.00000		na	na	n/a
Adams, Abigail	2 xxxxxxxxx	BS	58	15	1.7371		P6	$ 42,089	BS	60	16	1.86980		43,667.31	$ 1,578.31	yes
Brown, Harvey	3 xxxxxxxxx	BS	19	4	1.2022		RP2	$ 33,200	BS	24	5	1.29410		31,750.00	$ (1,450.00)	n/a
Ceeley, Edward	4 xxxxxxxxx	BS	48	21	1.7371		P6	$ 42,089	BS	48	22	1.73710	MA	40,568.23	$ (1,520.77)	n/a
Coffin, Sarah	5 xxxxxxxxx	BS	60	24	1.8698	MA	P8	$ 45,305	BS	60	25	1.86980	MA	43,667.31	$ (1,637.69)	n/a
Collins, Judy	6 xxxxxxxxx						RP1	$ 32,700	BA	6	0	1.00000		na	na	n/a
Dover, Edward	7 xxxxxxxxx	B	36	21	1.6138		P4	$ 39,775	B	40	22	1.61380		37,688.69	$ (2,086.31)	n/a
Fredericks, Julie	8 xxxxxxxxx	M	12	6	1.4451		P1	$ 35,498	M	24	7	1.55550		36,327.15	$ 829.15	yes
Goslin, Carol	9 xxxxxxxxx	ES	36	13	2.0126	MA	P10	$ 47,603	ES	36	14	2.01260	MA	47,002.26	$ (600.74)	n/a
Howard, Harold	**10 xxxxxxxxx**								MS	41	33	2.01260				
Jackson, Mary	11 xxxxxxxxx	BS	85	18	1.8698		P8	$ 45,305	BS	85	19	1.86980		43,667.31	$ (1,637.69)	n/a
Johnson, Robert	12 xxxxxxxxx	BS	60	18	1.8698	MS	P8	$ 45,305	BS	60	19	1.86980	MS	43,667.31	$ (1,637.69)	n/a
Kendall, Anne	13 xxxxxxxxx	MA	3	4	1.2941		RP2	$ 33,200	MA	12	5	1.34260		31,750.00	$ (1,450.00)	n/a
Lewis, Jennifer	14 xxxxxxxxx						RP1	$ 32,700	MA	0	0	1.11680		na	na	n/a
Lima, Anton	15 xxxxxxxxx	BA	60	20	1.8698		P8	$ 45,305	BA	60	21	1.86980	MA	43,667.31	$ (1,637.69)	n/a
Lyon, Sue	16 xxxxxxxxx	BS	0	1	1.0375		RP2	$ 33,200	BS	8	2	1.07640		31,750.00	$ (1,450.00)	n/a
McClellan, Francis	**17 xxxxxxxxx**								BA	12	3	1.11587				
McClellan, George	18 xxxxxxxxx	BS	0	0	1		RP2	$ 33,200	BS	6	1	1.03750		31,750.00	$ (1,450.00)	n/a
Murphy, Catherine	19 xxxxxxxxx	MS	39	28	2.0126		P10	$ 47,603	MS	39	29	2.01260		47,002.26	$ (600.74)	n/a
Paddock, Janet	20 xxxxxxxxx	BA	1	3	1.1168		RP2	$ 33,200	BA	7	4	1.15870		31,750.00	$ (1,450.00)	n/a
Siegfried, Roy	21 xxxxxxxxx	BA	60	20	1.8698		P8	$ 45,305	BA	60	21	1.86980	MA	43,667.31	$ (1,637.69)	n/a
Starbuck, Dina	22 xxxxxxxxx	BS	24	11	1.5555		P3	$ 38,311	BS	30	12	1.55550		36,327.15	$ (1,983.85)	n/a

Part II of the Instructional Staff FTE & Salary Report lists each instructor coded to fund 10. Fy15 and FY16 education and years of experience are listed. FY16 salaries are compared to the amounts the instructors would have made had the career ladder not been implemented. If an instructor would have earned more by using the FY15 method of calculating salaries, the difference is paid to the district. The adjustment is listed on Part I, column (e).

ISEE Form 8 (manual form) DRAFT

draft

Idaho State Department of Education
Basic Education Staffing System
ISEE Form 8 (Manual)

2014-15 Education & Experience History for New Certificated Hires with Experience.
(as of September 26, 2014)

District / Charter Number: _____

District / Charter Name: _____

Date _____

The purpose of this report is to establish the career ladder rung for certificated instructional staff who did not hold an Idaho contract during the 2014-15 school year. Submit education and experience records as of September 26, 2014. This is not applicable for instructional staff who are in their first year of holding a certificate.

Examples:

Instructional staff new to teaching in Idaho who hold a certificate from another state and who are approved to teach in Idaho.

Instructional staff with an Idaho certificate who did not hold an active contract during the 2014-15 school year.

Do not use this form to correct prior year data.

Name	EDUID	FY15 Highest Degree as of September 2014	FY15 Credits	FY15 Total Years	Index 2014 - 2015	Additional Degree	Career Ladder Rung 2015-16

Superintendent, Charter School Administrator, Business Manger or HR Director

Signature _____

Title _____

Submit form to:
Kathryn Vincen klvincen@sde.idaho.gov
LaRae Ashby lbashy@sde.idaho.gov

For new hires who hold a certificate but did not hold a contract in FY15, use this form to establish a permanent record for placement on the career ladder table. This does not apply to instructional staff who are in their first year of holding a certificate.

<u>Examples:</u> Certificated experienced staff who did not hold an active contract during the 2014-2015 school year and experienced staff new to Idaho who hold a certificate from another state and who are approved to teach in Idaho.

PROVIDED BY THE IDAHO STATE DEPARTMENT OF EDUCATION

Edit Report : Certificated Staff Career Ladder Placement (as of September 2014)

Idaho State Department of Education
Basic Education Staffing System
Certified Staff Career Ladder Placement

School Year: 2014 - 2015

Effective Date: 7/24/2015

Provider(s): 999 Example

Name	EDUID	Highest Degree	Credits	K12In State	K12Out State	K12Non Public	Higher Ed In State	Higher Ed Out State	Total Years	Salary Index 2014 - 2015	Add'l Degree	Career Ladder 2015-2016
Adams, Abigail	2 xxxxxxx	BS	58	14	1	0	0	0	15	1.7371		P6
Brown, Harvey	3 xxxxxxx	BS	19	4	0	0	0	0	4	1.2022		RP2
Ceeley, Edward	4 xxxxxxx	BS	48	21	0	0	0	0	21	1.7371		P6
Coffin, Sarah	5 xxxxxxx	BS	60	24	0	0	0	0	24	1.8698	MA	P8
Dover, Edward	7 xxxxxxx	B	36	21	0	0	0	0	21	1.6138		P4
Fredericks, Julie	8 xxxxxxx	M	12	6	0	0	0	0	6	1.4451		P1
Goslin, Carol	9 xxxxxxx	ES	36	6	7	0	0	0	13	2.0126	MA	P10
Jackson, Mary	11 xxxxxxx	BS	85	10	5	0	3	0	18	1.8698		P8
Johnson, Robert	12 xxxxxxx	BS	60	18	0	0	0	0	18	1.8698	MS	P8
Kendall, Anne	13 xxxxxxx	MA	3	4	0	0	0	0	4	1.2941		RP2
Lima, Anton	15 xxxxxxx	BA	60	18	2	0	0	0	20	1.8698		P8
Lyon, Sue	16 xxxxxxx	BS	0	1	0	0	0	0	1	1.0375		RP2
McClellan, George	18 xxxxxxx	BS	0	0	0	0	0	0	0	1		RP2
Murphy, Catherine	19 xxxxxxx	MS	39	28	0	0	0	0	28	2.0126		P10
Paddock, Janet	20 xxxxxxx	BA	1	3	0	0	0	0	3	1.1168		RP2
Siegfried, Roy	21 xxxxxxx	BA	60	20	0	0	0	0	20	1.8698		P8
Starbuck, Dina	22 xxxxxxx	BS	24	11	0	0	0	0	11	1.5555		P3

This report lists certificated staff as of September 2014 for the purpose of mapping to the career ladder. The instructional staff member's permanent history for placement on the career ladder table begins with this information. Although the staff demographic records will be updated as of September 2015, the Career ladder placement will not change.

If the data is incorrect, a prior year correction must be submitted to revise the information. The form for submitting prior year revision can be found at www.sde.idaho.gov/site/finance_tech/forms. For more information regarding staff revisions, contact Kathryn Vincen at klvincen@sde.idaho.gov or LaRae Ashby at lbashby@sde.idaho.gov.

Edit Report: Staff Assignment FTE Variance Report (Certificated Staff - all funds)

Idaho State Department of Education

Page: 1

Basic Education Staffing System
Staff Assignment FTE Variance Report

School Year: 2015- 2016

Provider: 999 Example DISTRICT

EDUID	Name	Assignment Code	Assignment Name	Contract Number1 FTE	Contract 1 Assignment FTE As Reported	Variance Contract 1	Contract Number2 FTE	Contract 2 Assignment FTE As Reported	Variance Contract 2
xxxxxxxxx	Abercrombie, Samuel			1.00					
xxxxxxxxx	Abercrombie, Samuel	00011	English - Elementary (Gr. 1-6)		0.845				
xxxxxxxxx	Abercrombie, Samuel	00035	Arts and/or Crafts/Visual Arts (Gr. K-6)		0.031				
xxxxxxxxx	Abercrombie, Samuel	00063	Social Studies (Gr. 1-6)		0.124				
	Abercrombie, Samuel		Subtotal	1.00	1.000	0.00			0
xxxxxxxxx	Ceeley, Mary			1.00			0.16		
xxxxxxxxx	Ceeley, Mary	22054	Tutoring Practicum (Gr. 9-12)		0.160				
xxxxxxxxx	Ceeley, Mary	23007	Developmental Support-Special Ed (Gr. 9-12)		0.400				
xxxxxxxxx	Ceeley, Mary	58001	Physical Education (Gr. 6-8)		0.080				
xxxxxxxxx	Ceeley, Mary	72206	Life Skills (Gr. 6-8)		0.080				
xxxxxxxxx	Ceeley, Mary	73005	Social Development/Resource Instruction-Spec Ed (Gr. 6-8)		0.200				
xxxxxxxxx	Ceeley, Mary	73007	Developmental Support-Special Ed (Gr. 6-8)		0.240				
	Ceeley, Mary		Subtotal	1.00	1.16	(0.16)	0.16	0	0.16
xxxxxxxxx	Dewey, Edward			1.00					
xxxxxxxxx	Dewey, Edward	00011	English - Elementary (Gr. 1-6)		0.286				
xxxxxxxxx	Dewey, Edward	00035	Arts and/or Crafts/Visual Arts (Gr. K-6)		0.027				
xxxxxxxxx	Dewey, Edward	00041	Mathematics (Gr. 1-6)		0.401				
xxxxxxxxx	Dewey, Edward	00061	General Science (Gr. 1-6)		0.134				
xxxxxxxxx	Dewey, Edward	00063	Social Studies (Gr. 1-6)		0.153				
	Dewey, Edward		Subtotal	1.00	1.001	0.00			0
			Total	3.00	3.16	(0.16)	0.16	0.00	0.16

The assignment variance edit report of certificated staff as of the last Friday in September and includes alternative summer school. Use this report as a tool to identify variances between contract ftes and assignment ftes.

Staff Salary Summary – All Funds

Effective Date :
Page: 1

Idaho State Department of Education
Basic Education Staffing System
Staff Salary Summary

School Year: 2014 - 2015
Effective Date:10/20/2014

Provider: 1000 Distrct Example
Funding Source: All

Activity	Employees Actual	FTE	Total Salaries	Base Salaries	Extra Pay
Superintendent	1	0.25	21,400	21,400	
Principal - Secondary	1	0.97	76,995	72,583	4,412
Head Teacher			0		
Counselor	1	0.57	32,895	32,895	
Teacher - Elementary	6	5.02	219,111	211,611	7,500
Teacher - Secondary	10	9.01	314,200	302,643	11,557
Total Certified	**19**	**15.82**	**664,601**	**641,132**	**23,469**
Distinct Certified Employees	**17**				
Business Manager/District Clerk	1	0.92	35,235	35,235	
Office Support Personnel - Building	1	0.79	20,090	20,090	
Custodian Supervisor	1	0.19	5,872	5,872	
Custodial Personnel	4	0.65	16,611	16,611	
Child Nutrition - Manager	1	0.18	5,253	5,253	
Child Nutrition - Other	2	0.22	5,562	5,562	
Building/Grounds Maintenance Personnel	3	0.32	11,046	11,046	
Instructional Assistant - Regular Education	4	1.78	44,020	44,020	
Instructional Assistant - Special Education	1	0.51	13,034	13,034	
Instructional Assistant - Title I	1	0.51	13,034	13,034	
Pupil Transportation - School Bus Mechanic	1	0.04	2,800	2,800	
Pupil Transportation - School Bus Drivers	4	0.45	16,785	16,785	
Other Non-Certified, Specify (Restricted)	1	0.07	513	513	
Child Nutrition – Food Preparation and Service	1	0.18	4,655	4,655	
Total Non-Certified	**26**	**6.810**	**194,510**	**194,510**	
Distinct Non-Certified Employees	**14**				
Provider Totals	**45**	**22.63**	**859,111**	**835,642**	**23,469**
Distinct Total Employees	**31**				

- **This report is a summary by activity of the All Personnel Employment Report.**
- **A format similar to this report will be used in the Annual Staff Statistical Staff Data publication on January 01, 2016 for each District / Charter School.**

ISEE Staff Form 6 – Non District Contracted Certificated Staff (Districts only, fund source 10 - due by November 15, 2015)

STATE OF IDAHO
DEPARTMENT OF EDUCATION
IDAHO BASIC EDUCATION DATA SYSTEM
ISEE Data Collection - Staffing
NON-DISTRICT CONTRACTED
CERTIFIED STAFF

1	STATUS
	ACTIVE
	INACTIVE
	TERMINATE
	CODE

EFFECTIVE DATE		
MM	DD	YY

2	SCHOOL YEAR

3	Idaho Staff ID (or Tax ID number)	4	DISTRICT	5	PRIMARY BUILDING

6	PERSONAL INFORMATION

NAME		
Last	First	Middle

EDUCATION	
Degree	Add. Credits

HISTORY - K-12		
State	Out of State	Non Public

History - HI ED	
Idaho	Other

7	CONTRACT INFORMATION

CONTRACT		
Contract Amount	Days	FTE
$		

CONTRACTOR FUNDING SOURCE					
1ST PROGRAM		2ND PROGRAM		3RD PROGRAM	
Code	% of FTE	Code	% of FTE	Code	% of FTE

ASSIGNMENT PERFORMED		
Code	Code	Code

SERVICE DESCRIPTION

ISEE Staff Form 6

Submit this manual form to Public School Finance to utilize ancillary staff fte.

Virtual Template: Due no later than January 09, 2016 - Districts Only.

Idaho Department of Education

Analysis of Virtual Education - In-Lieu of Instruction by District Certificated Employees

For School Year 2015-2016

District/Charter

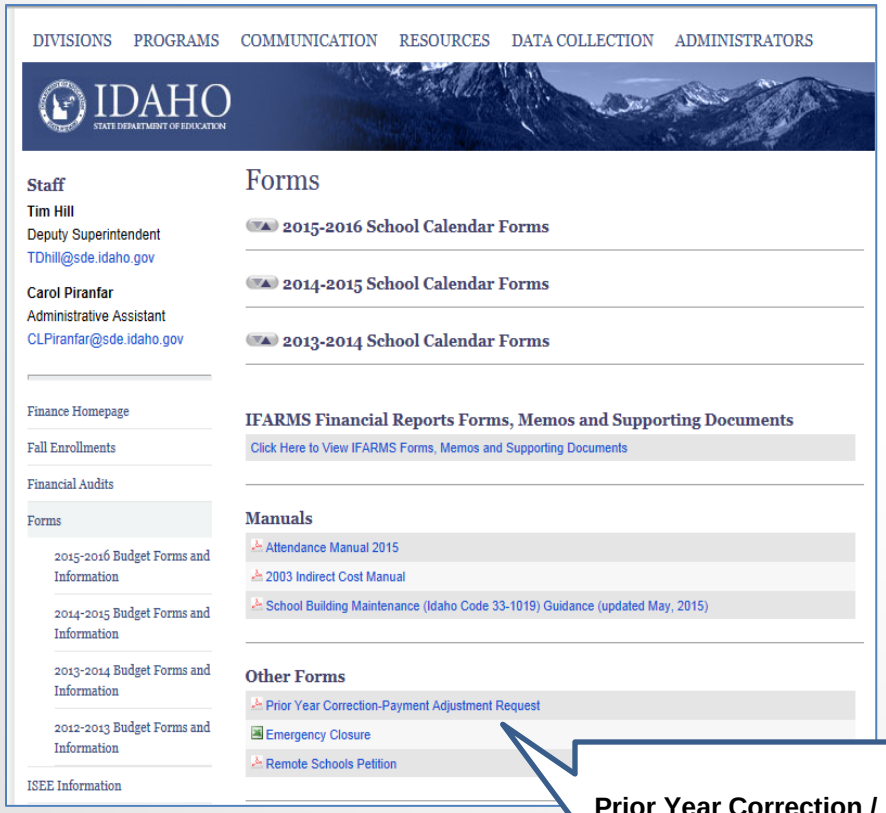
Name of Virtual School Instructor	Institution	Name of Class	ISEE Assign Code	Estimated Hours of Teacher Instruction per Class	Number of Students Enrolled	Number of Students Completed	Date Class Instruction Began	Date Class Instructed Ended*	Credits Granted Student for this Class
xxxxx	IDLA	Digital Photography & Communication - Sec 2 - Sep 16wk 2015	xxxxxx	80	2	2	9/12/2015	1/13/2016	1
xxxxx	IDLA	Earth Science A - Sec 1 - Sep 16wk 2015	xxxxxx	80	2	2	9/12/2015	1/13/2016	1
xxxxx	IDLA	English 11A - Sec 1 - Sep 16wk 2015	xxxxxx	80	3	3	9/12/2015	1/13/2016	1
xxxxx	IDLA	Fundamentals of Health Professions - Sec 1 - Sep 16wk 2015	xxxxxx	80	2	2	9/12/2015	1/13/2016	1
xxxxx	IDLA	Health - Sec 2 - Sep 16wk 2015	xxxxxx	80	2	2	9/12/2015	1/13/2016	1
xxxxx	IDLA	Lifetime Fitness - Sec 2 - Sep 16wk 2015	xxxxxx	80	2	2	9/12/2015	1/13/2016	1
xxxxx	IDLA	Speech - Sec 3 - Sep 16wk 2015	xxxxxx	80	1	1	9/12/2015	1/13/2016	1
xxxxx	IDLA	US History 10A - Sec 1 - Sep 16wk 2015	xxxxxx	80	1	1	9/12/2015	1/13/2016	1
xxxxx	IDLA	US History 10B - Sec 1 - Sep 16wk 2015	xxxxxx	80	1	1	9/12/2015	1/13/2016	1
xxxxx	IDLA	US History 11A - Sec 2 - Sep 16wk 2015	xxxxxx	80	1	1	9/12/2015	1/13/2016	1
			Total	800					
			fte	0.58					

(800 total hrs/1380 hrs)

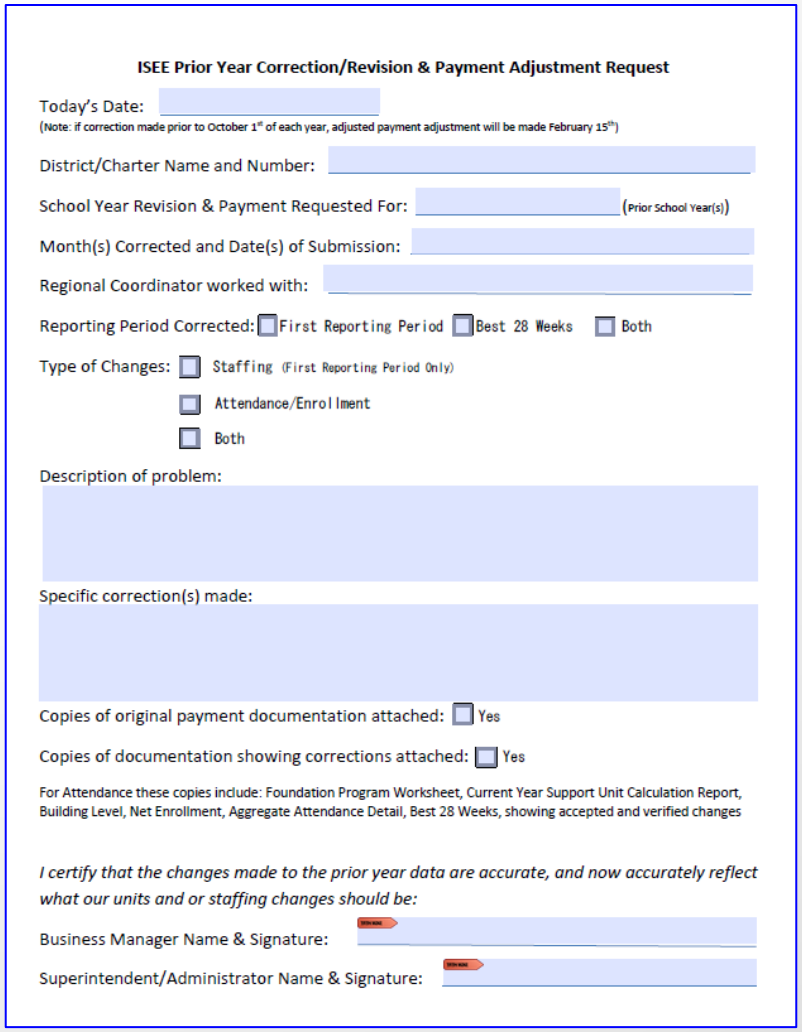
Name of virtual institution's certified staff employee.

Submit this manual form to Public School Finance to utilize virtual fte.

Prior year Correction / Payment Adjustment Request



Prior Year Correction / Payment Adjustment Request



ISEE Prior Year Correction/Revision & Payment Adjustment Request

Today's Date: _____

(Note: if correction made prior to October 1st of each year, adjusted payment adjustment will be made February 15th)

District/Charter Name and Number: _____

School Year Revision & Payment Requested For: _____ (Prior School Year(s))

Month(s) Corrected and Date(s) of Submission: _____

Regional Coordinator worked with: _____

Reporting Period Corrected: ☐ First Reporting Period ☐ Best 28 Weeks ☐ Both

Type of Changes: ☐ Staffing (First Reporting Period Only)

☐ Attendance/Enrollment

☐ Both

Description of problem:

Specific correction(s) made:

Copies of original payment documentation attached: ☐ Yes

Copies of documentation showing corrections attached: ☐ Yes

For Attendance these copies include: Foundation Program Worksheet, Current Year Support Unit Calculation Report, Building Level, Net Enrollment, Aggregate Attendance Detail, Best 28 Weeks, showing accepted and verified changes

I certify that the changes made to the prior year data are accurate, and now accurately reflect what our units and or staffing changes should be:

Business Manager Name & Signature: _____

Superintendent/Administrator Name & Signature: _____

www.sde.idaho.gov/site/finance_tech/forms

Data Submission Schedule

2015-2016 School Year

Data Submission Schedule

The following is the schedule for the 2015-2016 ISEE data collection and submission.

Submission Type	Collection Period (Data)	Submission Period	Notes
ISEE Summer Alternative 2015 v6	06/01/2015 – 09/11/2015	08/07/2015 - 09/18/2015	
ISEE October 2015 v6	07/01/2015 - 10/02/2015	10/02/2015 - 10/15/2015	
ISEE November 2015 v6	10/03/2015 - 11/06/2015	11/06/2015 - 11/20/2015	
Last day to submit mid-term revisions for February 15, 2016 payment is Monday, December 14, 2015. Revisions, submitted after December 14, 2015 will not be reflected in the February 15 payment.		Monday, December 14, 2015	Revisions submitted after December 14, 2015 requires a letter of special circumstance signed by the superintendent or charter school administrator. If approved, adjustments will be reflected in the May 15 payment.
ISEE March 2016 v6	11/07/2015 - 03/04/2016	03/04/2016 - 03/18/2016	
Last day to submit mid-term revisions for a May 15 payment adjustment is March 25, 2016. Revisions submitted after March 25, 2016 are prior year adjustments and may be considered for the February, 2017 payment.		Friday, March 25, 2016	March 25, 2016 is the last day to submit corrections for the year. Revisions submitted after March 25, 2016 are prior year adjustments and may be considered for the February, 2017 payment.
ISEE May 2016 v6	03/05/2016 – 05/06/2016	05/06/2016 – 05/20/2016	
ISEE End Of Year 2016 v6	05/07/2016 - 06/17/2016	05/20/2016 - 06/17/2016	No year-end staff revisions are allowed for the July payment

Staff Data ISEE Submission - Reminders

If an employee is on your payroll, report in ISEE.

Staff demographic and staff data are entered as annualized amounts.

Experience & Education History – Update at the beginning of the year. Review prior year work history to assure the fte reported is accurate.

For example, a teacher left unexpectedly in December and did not complete the entire year. Or, a new teacher hired in March working full weeks but the number of hours worked (400) for the remainder of the year divided by 1,380 hours is less than .50 - do not count the year.

Certificated Contract & Assignments: Sum of assignment fte(s) must equal contract FTE.

Contract Rules*

1. One contract shall not exceed 1 fte.
2. Each certificated employee may have up to 3 contracts (regular, summer, evening).
3. The sum of the contract FTE's may exceed 1, provided each contract does not exceed 1 fte.
4. Each contract must have corresponding certificated assignments.
5. The sum of the certificated assignment ftes must equal the contract fte.

*These rules do not apply to classified assignments.

Non-Certificated Employment: Assignment Fte = (hours per week x weeks per year) / 2080 hours. Leave the *contractNo* blank for classified assignments.

Certificated Staff Member Not Having the Proper Credentials: Funding may be withheld. Work with Teacher Certification to resolve these issues.

Run the staffing reports after submitting each mid-term upload: August Alternative Summer School, October & November. Staff demographics and staff assignments must be consistently reported in October and November. Be aware that the November upload overrides October data.

Review and reconcile employee data to budgeted estimates and system records: Compare the information in the reports to the actual number of employees, total fte, factored index and career ladder placement in your systems. Resolve all discrepancies as soon as possible.

Work with your HR department to assure staffing data is updated from prior year: Assure the years of experience are entered correctly and any additional degrees and credits are reported in the mid-term uploads. For the Education Allocation, the Master degree must be reported in the highest degree field or in the additional degree field.

Important: In order to advance on the career ladder in future years, the instructor must have worked at least a .50 fte and their years of experience must have increased.

Note: Only staff with active contracts and assignments as of the last Friday in September are funded. Anyone hired after the last Friday in September will not be funded. There are a few exceptions to this rule such as an unfilled advertised position. However, the district must provide documentation such as the job posting supporting such a claim and the board of trustees' minutes.

Questions ?

- **Contacts:**
- **Calculating Salary Based Apportionment**
  - **Kathryn Vincen**
    - Idaho Department of Education
    - Public School Finance
    - **208-332-6840**
    - Email – **klvincen@sde.idaho.gov**
    - **Fax 208-334-2228**

- **LaRae Ashby – Calculating salary based apportionment**

- **Brandon Phillips - Budgeting forms and reporting**

- **Shannon Wendling - Calculating support units**

- **Pam Brewer - Calculating support units & salary based apportionment**

- **Julie Oberle - IFARMS, Funds, function/program, object and revenue codes**