

Teacher Staff and Salary Survey 2017-2018

Reporting Instructions

DUE

December 1, 2017

School Finance

(802) 479-4200



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What's New

Each staff category will now be broken out by Federal funds and Non-Federal funds, so we will be able to capture personnel costs associated with federal dollars, which is needed for federal reporting.

General Instructions

Each district and supervisory union must report the full-time equivalent amount of services provided by their staff at the location where the services were received. Services provided by an employee must be accompanied by the employee's payroll information and non-employee provided services must be accompanied by the amount paid for the contracted services. Please note the following when completing this data collection.

1. You must complete this form for each school and supervisory district/union which operates a program.
2. 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.
3. The FTE is as of October 1, 2017.
4. If you report an FTE for a particular category on this form, you must also report payroll information in the same category.
5. Do not report an FTE for services provided by an outside contractor, only the amount paid per the contract.

Due Date

The Teacher/Staff and Salary Survey is due no later than December 1, 2017.

Technical Help

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

School Finance at (802) 479-1026 or [email Sean Cousino](#)

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

Data Management & Analysis Team at (802) 479-1044

How to Calculate an 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:

$$\text{FTE} = \frac{\text{Amount of Time Engaged in a Functional Activity}}{\text{Amount of Time Required by a Full-Time Position}}$$

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

Example 1

A female teacher instructs first grade classes at one school for four periods of an eight period day and instructs classes at another school for the remaining periods.

FTE for the teacher at this school is $\frac{4}{8}$ or .5.

FTE for the teacher at the other school is $\frac{4}{8}$ 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.

Example 2

A male teacher instructs third grade music classes two days a week at one school and spends three days at another school.

FTE for the teacher at this school is $\frac{2}{5}$ or .4.

FTE for the teacher at the other school is $\frac{3}{5}$ 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.

Example 3

A female teacher instructs ninth grade classes at a school for seven periods of an eight period day and monitors a study hall for one period.

FTE for this teacher is $\frac{8}{8}$ 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 sixth grade classes for three periods with one free period, seventh grade classes for three periods with one free period, and coaches basketball after school hours.

FTE for this teacher is $\frac{4}{8}$ or .5 for elementary (sixth grade portion).

FTE for this teacher is $\frac{4}{8}$ or .5 for secondary (seventh 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 five, six, and seven. Out of a seven period day, he spends one period with fifth grade students, two periods with sixth grade students and four periods with seventh grade students. The FTE is broken out by the grade levels he instructs:

FTE for grade 5 = $\frac{1}{7}$ or .1.

FTE for grade 6 = $\frac{2}{7}$ or .3.

FTE for grade 7 = $\frac{4}{7}$ or .6.

Record an FTE of .4 (grade five + grade six) on the line for "Elementary Teachers" under the "Male" column and .6 on the line for "Secondary Teachers". Report $\frac{4}{10}$ ths of the corresponding salary and benefits figure in the "Elementary Teachers" category and the remaining $\frac{6}{10}$ ths 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 five out of six periods instructing students and spends one period performing administrative duties.

FTE for instructional duties = $5/6$ or .8.

FTE for administrative duties = $1/6$ or .2.

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

Food Service, Maintenance & Security and Student Transportation

FTE for someone who works five days a week - regardless of how many hours - is one.

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

Summary

FTE for someone working full time is one.

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

The collection also asks for payroll information about the staff employed directly by the Local Education Agency (LEA) and services provided under contract. Please follow these guidelines in reporting this information.

If you report payroll information 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 amounts reported in the 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 payroll 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 services to the community at large.

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.

Essential Early 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 K through six. 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.

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.

Itinerate Teachers:

Those who provide instruction to classes not organized on the basis of standard grade designations (Art, Music, Physical Education). This includes regular classes which have no grade designation and are not special education or EEE classes.

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 first grade.
does not include Headstart or EEE.

Librarians:

Professional staff members and supervisors who are assigned specific duties and school time for 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.

Paraeducator (Regular/Special Education):

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.

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, Athletic Directors, 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.

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 classes or special education students in classes which do not have grade designations.

Special Education Ungraded Teachers:

Special education teachers that provide instruction to classes not organized on the basis of standard grade designations. EEE teachers are included here.

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.

Vocational Teachers:

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

Work Based Learning Coordinator

Instructional Staff who provide support to students working in a community setting and earning credits toward graduation.