SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

Salary Based Apportionment and Benefit Apportionment

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ISEE Roadshow, August 2016

Staff Reporting & Requirements

General information

General Information

ISEE is a comprehensive data submission consisting of twelve files. Each file consists of data elements pertaining to students, staff, courses and locations. For the purpose of this manual, only two files are covered: Staff Demographic & Employment and Staff Assignments.

2016-2017: There are six (6) data uploads during the year. Refer to SDE ISEE data submission schedule for specific timelines **(http://www.sde.idaho.gov/tech-services/isee**).

Last Friday in September - District/Charter submits staff demographic and staff assignment data as of the last Friday in September (September 30, 2016) - a "**snapshot"** in time.

***October 17, 2016** –All staff and assignment data must be uploaded using the SRM tool. The data must be free of errors and validated. No other format will be accepted. (I.C. §33-1004D).
***When October 15 falls on a weekend or holiday, the report is due on the next business day.**

Friday December 09, 2016 – Last day to submit staffing corrections for the February 15, 2017 payment. Revisions submitted *after* December 09, 2016 will not be reflected in the February 15 payment.

Corrections submitted after December 09, 2016 will be considered for the May 15, 2017 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 Friday, March 24, 2017. *Revisions submitted after March 24 will be processed in the following fiscal year. There will be no year-end staffing revisions for the July payment.*

Annual Staff Statistical Data (staff salaries and staff activities) shall be published on January 1 each year (I.C. §33-135). All data submissions must accurately reflect correct information with regards to classes, teachers, and teacher roles.

Flowchart – ISEE Data Submissions & Deadlines

ISEE Name	Collection Period	Deadline: Midnight on
ISEE Alt Summer School August Manifest	Approved Alternative Summer School (5/23/2016 to 8/19/2016)	8/19/2016
ISEE Oct 2016	7/01/2016 to 9/30/2016	10/17/2016* I.C.33-1004(D)
ISEE Nov 2016	10/01/2016 to 11/04/2016	11/18/2016
Last day to submit mid-term changes for February 15, 2017 payment.		Friday 12/09/2016

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.

*When this deadline falls on a weekend or holiday, the upload is due on the next business day.

Archived Mid-Term Uploads

Friday December 9, 2016 - 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 Only)
3. Instructional Staff FTE Salary Report (code 10)
4. Pupil Services FTE & Salary Report (fund10)
5. 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 Friday, March 24, 2017.**

If approved, adjustment reflected in May 15 payment.

No

Process Completed

***Revisions submitted after Friday, March 24, 2017 will be processed in the following fiscal year.*

2016-2017 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)**

1.021 Instructional Staff (certificated)

Teachers **(assignment code series 00001 – 31000, 32990 (Prevention Specialist), 33000 (Education Media Generalist), 50000-72999)**

1.1

.079 Pupil Services Staff (certificated)

Examples: Counselor, School Nurse, School Psychologist

(assignment code series 32000, except for 32990)

.375 Classified Staff (non-certificated)

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

2016-2017 Salary Based Apportionment (SBA)

Salary Based Apportionment Formula Factors (continued):

FY 2017 Base Salaries (I.C. 33-1004E) Reviewed and set by the legislature each year.

a) Administrative **$34,109**

b) Classified staff **$20,421**

Experience/Education Index - Multiplier table for certificated Administrative staff.

Instructional Staff Average Salary : I.C. 33-1004E (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.

Pupil Service Staff Average Salary: Calculate the weighted average salary in the same manner as instructional staff.

Minimum salary for Instructional and Pupil Service staff: $33,400 (the minimum dollar amount on the career ladder residency compensation rung).

Salary Based Apportionment Templates – District & Charter

2016-2017 Public School Finance Budget Forms & Information

General files:

- ISEE Staff Data Guidance
- Summer Alternative Secondary School Guidance

Other Forms:

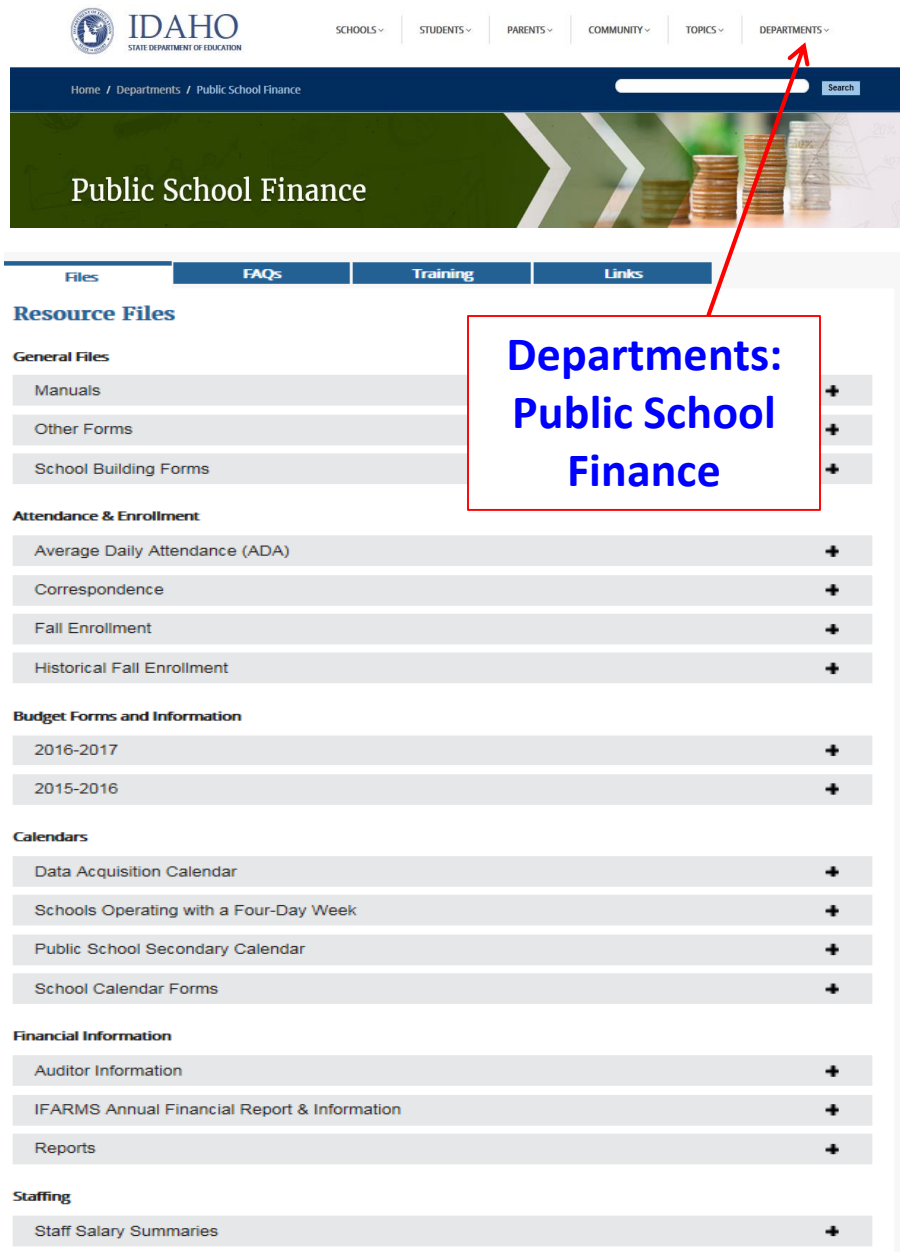
- ISEE Form 6
- ISEE Form 8 (2015-16 & 2016-17)
- ISEE Form 9
- Prior Year Correction-Payment Request

Budget Forms:

- Salary Based Apportionment – District Template
- Salary Based Apportionment – Charter Template

Calendars:

- Data Acquisition Calendar



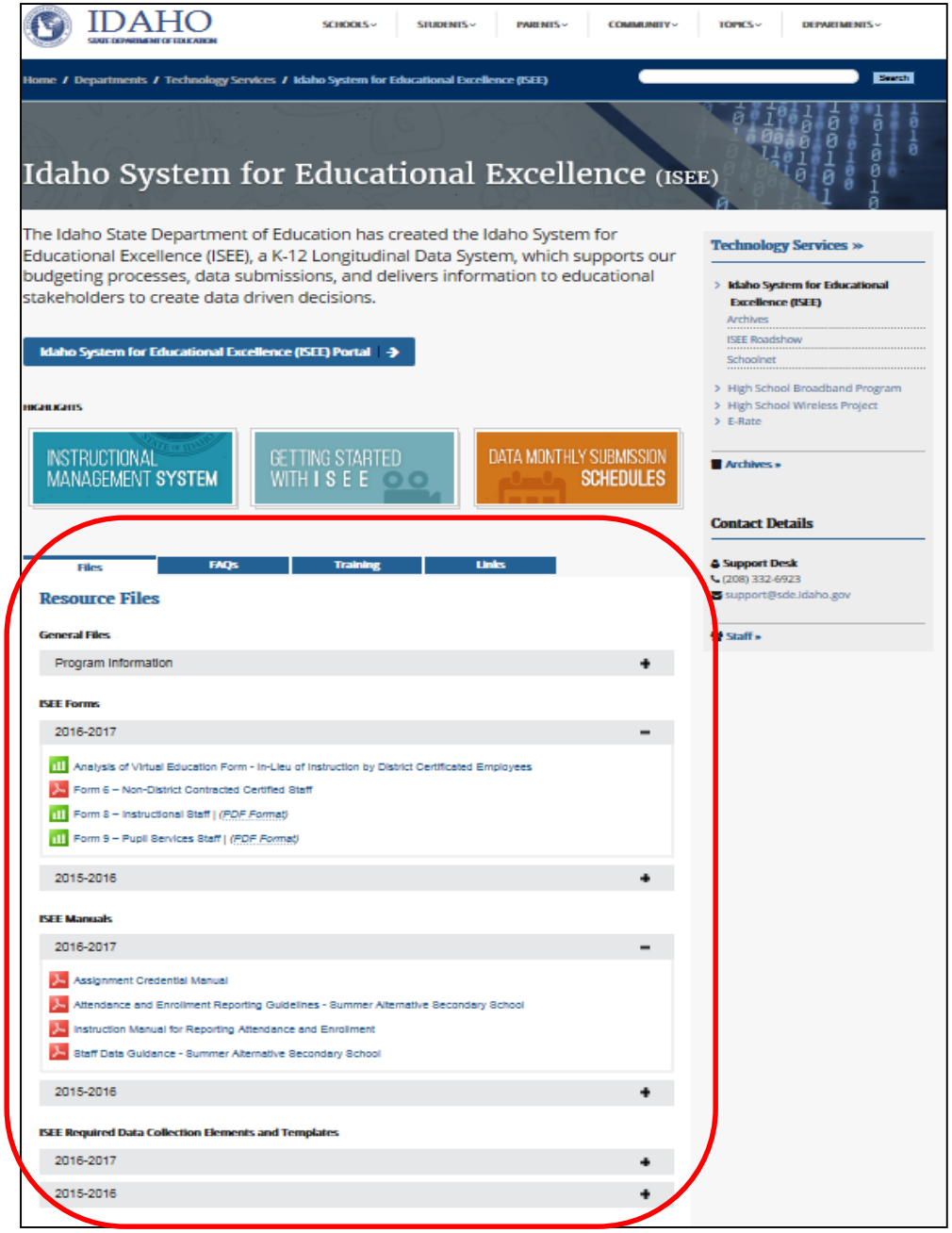
Website:
http://www.sde.idaho.gov/tech-services

ISEE General Files

- **2016-2017 ISEE Forms**
  - *Virtual FTE Template*
  - *ISEE Form 6*
  - *ISEE Form 8*
  - *ISEE Form 9*

- **2016-2017 ISEE Manuals**
  - *Staff Data Guidance*
  - *Staff Summer School Guidance*
  - *SDE Assignment Credential Manual*

- **Required Data Collection Elements & Templates**
  - *ID Unit Record Collection Items and Option Sets*
  - *Other Templates*



Salary Based Apportionment – Charter School Example

Basic Education Data System
Salary Based Apportionment and Benefit Apportionment
Computation

School Year: 2016-2017

District 999 Example Charter

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	1.86980
Administrative Staff Index (adjusted for c	1.86980
Mid-Term Support Units:	16.01

Mid Term Units

	Staff Allowance Ratio	Staff Allowance FTE	Small District Staff Allowanc < 40 units then + 0.5 FTE	< 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
		(Units x a)				(b + c + d + e)		col (f)			(i x j)	(h x k)
	a	b	c	d	e	f	g	h	i	j	k	l
Administra	0.0750	1.20075				1.20075	1.00000	1.20075	1.86980	34,109.00	63,777.01	76,580.24
Instruction	1.0210	16.34621				16.34621	13.50000	16.34621			45,742.46	747,715.83
Pupil Servi	0.0790	1.26479				1.26479	1.00000	1.26479			49,602.00	62,736.11
Noncertifie	0.3750	6.00375				6.00375	1.00000	6.00375		20,421.00		
TOTAL						24.81550	16.50000	24.81550				

	Noncertified Preliminary Salary Based Apportionment (h x j)	Preliminary Salary Based Apportionment (l + m)	Actual Salary	Salary Based Apportionment Eligible for Benefits Smaller: n or	Benefit Apportionment	Virtual Allowance	Ancillary Allowance	Salary Based Apportionment Plus Allowance	Maximum Salary Apportionment	Salary Based Apportionment
					p x 18.97%	(Max 15%)				col (n)
	m	n	o	p	q	r	s	t	u	v
Administration		76,580.24	89,545.00							76,580.24
Instructional		747,715.83	771,283.75							747,715.83
Pupil Service		62,736.11	64,318.00							62,736.11
Noncertifie	122,602.58	122,602.58	23,688.00							122,602.58
TOTAL		1,009,634.76	948,834.75	948,834.75	179,993.95					1,009,634.76

Benefit Apportionment

Salary Based Apportionment

Salary Based Apportionment – District Example

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

School Year: 2016-2017 — Computation — District Example

District ## 0

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	1.58206
Administrative Staff Index (adjusted for cap)	1.58206
Pupil Services Staff Index	0.00000
Mid-Term Support Units:	35.66
Instructional / Pupil Service Staffing Percent	9.5%

Mid Term Units

	Staff Allowance Ratio	Staff Allowance FTE	District Staff Allowance < 40 units then + 0.5 FTE	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
Administratic	0.0750	2.67450	0.50000			3.17450	2.50000	3.17450 col (f)	1.58206	34,109.00	53,962.48	171,303.91
Instructional	1.0210	36.40886	0.50000	0.00000	0.00000	36.90886	32.73000	34.91514			36,896.63	1,288,251.17
Pupil Servic	0.0790	2.81714				2.81714	1.28000	2.66497			41,225.46	109,864.44
Subtotal Instructional and Pupil Service						39.72600	34.01000	37.58011 smaller of (f) or (g)/(1-Staff %)				
Noncertified	0.3750	13.37250				13.37250	9.89000	13.37250 col (f)		20,421.00		
TOTAL						56.27300	46.40000	54.12711				

	Noncertified Preliminary Salary Based Apportionment (h x j) m		Preliminary Salary Based Apportionment (l + m + n) o	Actual Salary q	Salary Based Apportionment Eligible for Benefits Smaller: o or q r	Benefit Apportionment r x 18.97% s	Virtual Allowance (Max 15%) t	Ancillary Allowance u	Salary Based Apportionment Plus Allowances v	Maximum Salary Apportionment w	Salary Based Apportionment Plus Allowances x
Administration			171,303.91	166,515.00							171,303.91 col (o)
Instructional			1,288,251.17 0.00	1,426,334.00			36,896.63	36,664.75	1,361,812.55	1,361,812.55 (f x k)	1,361,812.55 smaller: v or w
Pupil Service			109,864.44	55,846.00				6,273.45	116,137.89	116,137.89 (f x k)	116,137.89 smaller: v or w
Subtotal Instructional and Pupil Service			1,398,115.62	1,482,180.00			36,896.63	42,938.20 smaller of [(o or (q / (1-Staff%)] + t + u	1,477,950.45	1,477,950.44	
Noncertified	273,079.82		273,079.82	289,680.00							273,079.82 col (o)
TOTAL			1,842,499.35	1,938,375.00	1,842,499.35	349,522.13	36,896.63	36,664.75			1,922,334.17

Benefit Apportionment

Salary Based Apportionment

Salary Based Apportionment – Supporting Staff Reports:

1. Employment Placement Report (fund 10):

- **SBA Actual Administrative Fte (col. g)**
- **SBA Factored Administrative Index (weighted average) (col. i)**

2. District Index (fund 10):

- **SBA Actual Administrative Fte (col. g)**
- **SBA Factored Administrative Index (weighted average) (col. i)**

3. Instructional Staff FTE & Salary Report (fund 10):

- **SBA Actual Instructional FTE (col. g)**
- **SBA Average Salary – Instructional (col. k)**

4. Pupil Services FTE & Salary Report (fund 10):

- **SBA Actual Pupil Services FTE (col. g)**
- **SBA Average Salary – Pupil Services (col. k)**

5. Staff Summary Report (fund 10):

- **SBA Actual Salaries by activity (col. o)**
- **SBA Actual FTE by activity (col. g)**

6. Personnel Employment Report v6, Part 2:

- **SBA Actual Classified Staff FTE (col. g) & salaries (col. o)**
- **SBA Note: Save to Excel and sort Part 2 of the report by funding source 10**

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

Administrative Index

EXPERIENCE AND EDUCATION MULTIPLIER TABLE
INSTRUCTIONAL INDEX 2009-2010

				MA	MA+12	MA+24	MA+36
Year	BA	BA+12	BA+24	BA+36	BA+48	BA+60	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).
- All credits must be in a relevant pedagogy or content are as determined by SDE.
- 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.

PROVIDED BY THE IDAHO STATE DEPARTMENT OF EDUCATION

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

Factored Index = Total FTE/total Factor

PROVIDED BY THE IDAHO STATE DEPARTMENT OF EDUCATION

Career Ladder - Overview

2015-16: Effective July 1, 2015, all existing instructional staff are mapped to a career ladder cohort based on their experience and education index as applied in 2014-15.

- **A permanent table of each instructor's base year index and cohort is created in the core database (base year 2014-15).**
- **Experienced instructional staff new to teaching in Idaho or, experienced Idaho instructional staff who were not active in 2014-15, are placed in a cohort equivalent to active experienced instructional staff. In order to establish a permanent record for each instructor in the database table, the information is reported on ISEE Form 8, a manual form.**
- **Instructional staff who are their first year of holding a certificate are placed on the first cell residency.**
- **An instructional staff employee who has held a certificate for three or more years prior to July 1, 2015 automatically obtain an Idaho professional endorsement status.**
- **Districts receive additional education allocations for instructional staff with professional endorsement status:**
  - **BA/BS/OS Degree + 24 credits, $400 or**
  - **Master Degree (or higher), $700.**

2016-17: Effective July 1, 2016, all existing instructional staff who were active in 2015-16 move one step on the career ladder based on their 2015-16 performance for the applicable years.

- **Effective July 1, 2016, all existing pupil service staff are mapped to a career ladder cohort based on their experience and education in 2015-16.**
- **A permanent table of each pupil service staff base year index and cohort is created in the core database (base year 2015-16).**
- **Instructional staff and pupil service who are their first year of holding a certificate are placed on the first cell residency.**
- **Experienced instructional staff or pupil service new to teaching in Idaho or, experienced Idaho instructional staff who were not active in 2014-15, and pupil service staff who were not active in 2015-16, are placed in a cohort equivalent to active experienced Idaho instructional staff or active experienced Idaho pupil service staff. In order to establish a permanent record for each instructor in the database table, the information is reported on 2016-17 ISEE Form 8, or for each pupil service staff, ISEE Form 9.**
- **An instructional staff employee who has held a certificate for three or more years prior to July 1, 2015 automatically obtains an Idaho professional endorsement. A Pupil service employee who has held a pupil personnel services certificate for three or more years prior to July 1, 2016 automatically obtains an Idaho professional endorsement.**
- **Districts receive additional education allocations for instructional and with professional endorsement status (2nd yr phase in):**
  - **BA/BS/OS Degree + 24 credits, $800 or**
  - **Master Degree (or higher), $1,400.**
- **In addition to the education allocations, districts receive an additional allocation for career technical education (CTE) for instructional staff holding an occupational specialist certificate (OS) for which they are teaching of $3,000.**
- **NEW for 2016-17: Staff with assignment codes 31xxx (Teacher Support), 32990 (Prevention Specialist), and 33001 (Education Media Generalist) are categorized as instructional staff and are mapped as instructors using 2014-15 as the base year index.**

2016-17 Instructional Salary Schedule

Cohort Mapping

2014-2015 Index	2015-2016 Career Ladder Placement	2015-2016 Salary Apportionment	2016-2017 Salary Apportionment
NA	R1	$ 32,700	$ 33,400
1.o to 1.34260	RP2	$ 33,200	$ 34,250
1.39290	RP3	$ 33,822	$ 35,117
1.44510	P1	$ 35,498	$ 37,249
1.49930	P2	$ 36,885	$ 38,758
1.55550	P3	$ 38,311	$ 39,546
1.61380	P4	$ 39,775	$ 41,113
1.67430	P5	$ 41,282	$ 41,961
1.73710	P6	$ 42,089	$ 43,591
1.80220	P7	$ 43,668	$ 44,503
1.86980	P8	$ 45,305	$ 46,201
1.93990	P9	$ 47,004	$ 47,183
2.01260	P10	$ 47,603	$ 48,202

For Instructional Staff with professional endorsement.	
Education Allocation	2016-2017 Premium
BA + 24	$ 800
MA	$ 1,400

For Instructional Staff with Occupational Specialist Certificate	
CTE Allocation (OS Degree)	$3,000

Teacher A	Career Ladder Placement	Salary
2015-2016	RP2	$ 33,200
2016-2017	RP3	$ 35,117

Teacher B	Career Ladder Placement	Salary
2015-2016	P1	$ 35,498
2016-2017	P2	$ 38,758

Teacher C	Career Ladder Placement	Salary
2015-2016	P4	$ 39,775
2016-2017	P5	$ 41,961

All returning teachers advance to the next step on the career ladder. For example, all instructors in the RP3 cohort advance to P1.

PROVIDED BY THE IDAHO STATE DEPARTMENT OF EDUCATION

2016-17 ISEE Form 8 (manual form)

The purpose of this report is to establish the career ladder rung for certificated instructional staff who did not hold an active Idaho contract during the 2014-15 school year **and/or the 2015-16 school year. Submit education and experience records as of September 26, 2014 (as if the instructor was hired in September 2014).**

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.

Data submitted on ISEE Form 8 will be added as a permanent employee record in the core database. Without this information, the teacher will not be placed on the career ladder or funded properly.

(N/A for instructional staff who are in their first year of holding a certificate.)

Idaho State Department of Education
Basic Education Staffing System
2016-17 ISEE Form 8 (Manual)

2014-15 Education & Experience History for New Certificated Instructional Hires with Experience.

(as of the last Friday in September)

District / Charter Number: _____

District / Charter Name: _____

Date: _____

The purpose of this report is to establish the career ladder cohort for certificated instructional staff who did not hold an Idaho contract during the 2014-15 and/or the 2015-16 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 and/or the 2015-16 school year.

Do not use this form to correct prior year data or to report staff who are in their first year of holding a certificate.

Instructional Staff Demographic Information:	1		2		3	
EDUID						
Last Name						
First Name						
Middle Name						
Former Name(s)						
School Years	2014-2015	2015-2016	2014-2015	2015-2016	2014-2015	2015-2016
Date of last K-12 experience						
Place of Last K-12 Experience (enter state other than Idaho or Idaho district)						
Highest Degree as of the last Friday in September						
Additional credits as of the last Friday in September						
Prior K-12 Idaho Teaching Experience as of the last Friday in September						
Prior K-12 Other States Teaching Experience (exclude Idaho) as of the last Friday in September						
Prior K-12 Private or Parochial Teaching Experience as of the last Friday in September						
Prior Idaho Higher Ed Teaching Experience as of the last Friday in September						
Prior Higher Ed Teaching Experience - other states as of the last Friday in September						
Total Years of Experience as of the last Friday in September						
Additional Degree, as of the last Friday in September						

Superintendent, Charter School Administrator, Business Manger or HR Director

Signature _____

Title _____

Submit form to:

Kathryn Vincen klvincen@sde.idaho.gov
LaRae Ashby lbashby@sde.idaho.gov
Pam Brewer pbrewer@sde.idaho.gov

Examples – 2016-17 ISEE Form 8

Do not use this form to correct prior year data or to report staff who are in their first year of holding a certificate.

Instructional Staff Demographic Information:	1		2		3	
EDUID	xxxxxxxx		xxxxxxxx		xxxxxxxxx	
Last Name	Smith		Tanner		Ceely	
First Name	Mary		Robert		Emily	
Middle Name	L		M		M.	
Former Name(s)	Jones					
School Years	2014-2015	2015-2016	2014-2015	2015-2016	2014-2015	2015-2016
Date of last K-12 experience		2015-16		2015-16	2014-15	
Place of Last K-12 Experience (enter state other than Idaho or Idaho district)	WA	WA		CA	Pocatello	
Highest Degree as of the last Friday in September	BA	BA		BA	MA	
Additional credits as of the last Friday in September	24	36		6	6	
Prior K-12 Idaho Teaching Experience as of the last Friday in September	0	0		0	8	
Prior K-12 Other States Teaching Experience (exclude Idaho) as of the last Friday in September	10	11		0	2	
Prior K-12 Private or Parochial Teaching Experience as of the last Friday in September	0	0		0	0	
Prior Idaho Higher Ed Teaching Experience as of the last Friday in September	0	0		0	0	
Prior Higher Ed Teaching Experience - other states as of the last Friday in September	0	0		0	0	
Total Years of Experience as of the last Friday in September	10	11	0	0	10	0
Additional Degree, as of the last Friday in September	MA	MA				

- **Mary Smith: Out of state teacher with 12 years of competed experience:**
  - **2014-15 BA+24, 10 yrs., index 1.55550**
  - **Maps to P3 in 2015-16**
  - **Active in 2015-16. Advances to P4 in 2016-17**
- **Robert Tanner: Out of state teacher with one year of experience:**
  - **RP1 in 2015-16 and advances to RP2 in 2016-17.**
- **Emily Ceeley: Experienced Idaho teacher with 10 years of experience who did not hold a contract in 2014-15 or 2015-16.**
  - **2014-15 MA+6 credits, 10 yrs., index 1.61380**
  - **Maps to P4 in 2015-16**
  - **Inactive in 2015-16 ,does not advance, remains in P4 cohort in 2016-17.**

Pupil Services
Mapping to Career Ladder

- Pupil services staff move to the career ladder.
- Pupil services staff are mapped based on their index as of September 2015. (Base year Index 2015-16.)
- To align experienced out of state pupil service staff with experienced Idaho pupil service staff, determine their cohort by establishing their FY16 index as of September 2015, map to a cohort in FY 17. A manual form ISEE Form 9 is available for entering the information.
- Pupil service staff must hold a Pupil Personnel Services Certificate.
- Pupil service staff may qualify for Education allocations.
- Pupil service staff do not qualify for career technical education allocation (CTE). (Assignment codes are incompatible)

2015-16 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

2016-17 Placement BA	BA+12	BA+24	MA BA+36	MA+12 BA+48	MA+24 BA+60	MA+36 ES/DR
RP2	RP2	RP2	RP2	RP2	RP2	RP2
RP2	RP2	RP2	RP2	RP2	RP2	RP2
RP2	RP2	RP2	RP2	RP2	RP2	RP2
RP2	RP2	RP2	RP2	RP2	RP3	RP3
RP2	RP2	RP2	RP2	RP2	RP3	P1
RP2	RP2	RP2	RP2	RP3	P1	P2
RP2	RP2	RP2	RP3	P1	P2	P3
RP2	RP2	RP3	P1	P2	P3	P4
RP2	RP3	P1	P2	P3	P4	P5
RP3	P1	P2	P3	P4	P5	P6
RP3	P2	P3	P4	P5	P6	P7
RP3	P2	P3	P4	P6	P7	P8
RP3	P2	P3	P4	P6	P8	P9
RP3	P2	P3	P4	P6	P8	P10

2016-17 Pupil Service Salary Schedule

2015-16 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

2016-17 Placement BA	BA+12	BA+24	MA BA+36	MA+12 BA+48	MA+24 BA+60	MA+36 ES/DR
RP2	RP2	RP2	RP2	RP2	RP2	RP2
RP2	RP2	RP2	RP2	RP2	RP2	RP2
RP2	RP2	RP2	RP2	RP2	RP2	RP2
RP2	RP2	RP2	RP2	RP2	RP3	RP3
RP2	RP2	RP2	RP2	RP2	RP3	P1
RP2	RP2	RP2	RP2	RP3	P1	P2
RP2	RP2	RP2	RP3	P1	P2	P3
RP2	RP2	RP3	P1	P2	P3	P4
RP2	RP3	P1	P2	P3	P4	P5
RP3	P1	P2	P3	P4	P5	P6
RP3	P2	P3	P4	P5	P6	P7
RP3	P2	P3	P4	P6	P7	P8
RP3	P2	P3	P4	P6	P8	P9
RP3	P2	P3	P4	P6	P8	P10

Pupil Service Cohort Mapping

2015-2016 Index	2016-2017 Career Ladder Placement	2016-2017 Salary Apportionment
NA	R1	$ 33,400
1.o to 1.34260	RP2	$ 34,250
1.39290	RP3	$ 35,117
1.44510	P1	$ 37,249
1.49930	P2	$ 38,758
1.55550	P3	$ 39,546
1.61380	P4	$ 41,113
1.67430	P5	$ 41,961
1.73710	P6	$ 43,591
1.80220	P7	$ 44,503
1.86980	P8	$ 46,201
1.93990	P9	$ 47,183
2.01260	P10	$ 48,202

For Instructional Staff with professional endorsement.

Education Allocation	2016-2017 Premium
BA + 24	$ 800
MA	$ 1,400

***I.C.331201A(2)** Instructional staff employees who have held a certificate that qualifies them to teach in a classroom to (3) or more years prior to July 1, 2015**, or pupil service staff employees who have held a pupil personnel services certificate for (3) or more years *prior to July 1, 2016*, shall automatically obtain an Idaho professional endorsement under this section.**

Pupil Services - ISEE Form 9

The purpose of this report is to establish the career ladder rung for certificated pupil services staff who did not hold an active Idaho contract during the 2015-16 school year**.** Submit education and experience records as of September 25, 2015.

Examples:

- Pupil Service staff new in Idaho who hold a certificate from another state and who are approved in Idaho.

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

Data submitted on ISEE Form 9 will be added as a permanent employee record in the core database. Without this information, the pupil service staff member will not be placed on the career ladder or funded properly.

This is not applicable for pupil service staff who are in their first year of holding a certificate.

Idaho State Department of Education
Basic Education Staffing System
2016-17 ISEE Form 9 (Manual)
2015-16 Education & Experience History for New Certificated Pupil Service Hires with Experience.
(as of the last Friday in September)

District / Charter Number:
District / Charter Name:
Date:

The purpose of this report is to establish the career ladder cohort for certificated pupil service staff who did not hold an active Idaho contract during the 2015-16 school year. Submit education and experience records as of September 25, 2015. This is not applicable for pupil service staff who are in their first year of holding a certificate.

Examples:
Pupil Service staff new to Idaho who hold a certificate from another state and who are approved in Idaho.
Pupil Service staff with an Idaho Pupil Services Certificate who did not hold an active contract during the 2015-16 school year.

Do not use this form to correct prior year data or to report staff who are in their first year of holding a Pupil Services Certificate.

Pupil Service Staff Demographic Information:	1	2	3	4
EDUID				
Last Name				
First Name				
Middle Name				
Former Name(s)				
School Years	2015-2016	2015-2016	2015-2016	2015-2016
Date of last K-12 experience				
Place of Last K-12 Certificated experience (enter state other than Idaho or Idaho district)				
Highest Degree as of the last Friday in September				
Additional credits as of the last Friday in September				
Prior K-12 Idaho certificated Experience as of the last Friday in September				
Prior K-12 Other States Certificated Experience (exclude Idaho) as of the last Friday in September				
Prior K-12 Private or Parochial Certificated Experience as of the last Friday in September				
Prior Idaho Higher Ed Teaching Experience as of the last Friday in September				
Prior Higher Ed Certificated Experience - other states as of the last Friday in September				
Total Years of Experience as of the last Friday in September				
Additional Degree, as of the last Friday in September				

Superintendent, Charter School Administrator, Business Manger or HR Director
Signature
Title
Submit form to:
Kathryn Vincen klvincen@sde.idaho.gov
LaRae Ashby lbashby@sde.idaho.gov
Pam Brewer pbrewer@sde.idaho.gov

PROVIDED BY THE IDAHO STATE DEPARTMENT OF EDUCATION

All Personnel Employment Report – v6

Effective Date :
Page: 1

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

School Year: 2016 - 2017
Effective Date: 10/22/2016
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	33,400		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	33,400							
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	33,400		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	33,400		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											**$ 1,012,400**		**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.

Extra Pay Codes _ Definitions and Fund Sources

Extra Pay Code (section 6) (***For certified staff, the code for the special or supplemental duties performed which are not in the base pay. The option code determines the funding source.***

A = *Extracurricular activities; e.g. coaching, debate, special music, drama (fund source 10)

B = Driver training (fund source 09)

C = Fringe Benefit Cash Amount (fund source 10)

Report cash amounts that are paid to employees in lieu of another benefit as code C. Include all taxable income that is paid to an employee from a fringe benefit.

D = Special curriculum assignments and department heads (fund source 10)

E = Extended Summer Contracts (paid from funds other than general maintenance and operation) (fund source 09)

F = Stipend or Bonus paid from the general fund (fund source 10)

O = Stipend or Bonus paid from federal funds (fund source 09)

P = Stipend or Bonus paid from other state funds (fund source 08)

G = Extended Summer Contracts (*not* reimbursed by Professional-Technical) (fund source 09)

L = Leadership Premiums as described in I.C. §33-1004J (fund source 09)
Enter this data during the month in which the premium is received by the employee. Do not estimate the amount for the snapshot date collection (as of the last Friday in September) unless the amount is known.
N = National Board Certification Benefit (fund source 09)

*** Do not use classified assignments for extracurricular activities. The amount of the extra pay will be duplicated and the assignment fte may dilute the contract fte.**

PROVIDED BY THE IDAHO STATE DEPARTMENT OF EDUCATION

All Personnel Employment Report – Non Certificated Staff - v6

Idaho State Department of Education

School Year: 2016 - 2017 All Personnel Employment Info

Effecti

Provider:

Non-Certified Personnel Employment Info

Bldg	Edu Id	Name	Assign	Rate	Hours	Weeks	Fte	Salary	Cd	% of FTE	Total Salary
1	xxxxxxxxxx	A	97101	20.00	35.00	35	0.59	$24,500.00			
									10	100.00	$24,500.00
1	xxxxxxxxxx	B	97310	12.94	38.00	35	0.64	$17,210.20			
									07	100.00	$17,210.20
1	xxxxxxxxxx	C	97310	14.56	40.00	35	0.67	$20,384.00			
									07	100.00	$20,384.00
1	xxxxxxxxxx	D	97601	16.00	15.00	35	0.25	$8,400.00			
			97605	13.43	15.00	35	0.25	$7,050.75			
									06	100.00	$15,450.75
1	xxxxxxxxxx	E	97115	15.65	40.00	38	0.73	$23,788.00			
									10	100.00	$23,788.00
1	xxxxxxxxxx	F	97502	13.03	18.00	35	0.3	$8,208.90			
									10	100.00	$8,208.90
1	xxxxxxxxxx	G	97115	14.24	10.00	35	0.17	$4,984.00			
			97502	14.24	25.00	35	0.42	$12,460.00			
									04	71.00	$12,385.24
									10	29.00	$5,058.76
1	xxxxxxxxxx	H	97502	13.03	35.00	35	0.59	$15,961.75			
									10	100.00	$15,961.75
1	xxxxxxxxxx	I	97501	14.67	2.00	35	0.03	$1,026.90			
									10	100.00	$1,026.90
1	xxxxxxxxxx	J	97502	13.83	35.00	35	0.59	$16,941.75			
									10	100.00	$16,941.75
1	xxxxxxxxxx	K	97501	14.67	37.00	35	0.62	$18,997.65			
									10	100.00	$18,997.65
2	xxxxxxxxxx	L	97502	14.24	38.00	35	0.64	$18,939.20			
									04	100.00	$18,939.20
	Non-Certified Provider Totals						6.49	$198,853.10			$198,853.10

- Review all data fields for accuracy. Assure 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.

Staff Salary Summary – All Funds

Effective Date :
Page: 1

Idaho State Department of Education
Staff Salary Summary

School Year: 2016 - 2017
Effective Date: 10/15/2016

Provider: DISTRICT Example
Funding Source: All Funds

Activity	Employees Actual	FTE	Total Salaries	Base Salaries	Extra Pay
Superintendent	1	0.75	$ 60,817	$ 60,000	$ 817
Principal - Elementary	1	1	$ 70,000	$ 70,000	
Principal - Secondary	1	0.25	$ 20,000	$ 20,000	
Supervisor/Coordinator	1	1	$ 57,000	$ 57,000	
Counselor	1	1	$ 48,000	$ 48,000	
Teacher - Elementary	9	9.00	$ 398,343	$ 378,700	$ 19,643
Teacher - Secondary	10	9.17	$ 398,343	$ 378,700	$ 19,643
Total Certified	24.00	22.17	$ 1,052,503	$ 1,012,400	$ 40,103
Distinct Certified Employees	22				
Business Manager/District Clerk	1	0.59	$ 24,500		
Office Support Personnel - Building	2	0.90	$ 28,772		
Child Nutrition - Supervisor	2	1.31	$ 37,594		
Instructional Assistant - Special Education	3	2.24	$ 64,303		
Related Services Assistant - Special Educatio	4	0.95	$ 28,233		
Pupil Transportation Supervisor	1	0.25	$ 8,400		
Pupil Transportation - School Bus Drivers	1	0.25	$ 7,051		
Total Non-Certified	14	6.49	$ 198,853		
Distinct Non-Certified Employees	12				
Provider Totals	38	28.66	$ 1,251,356		$ 40,103.00
Distinct Total Employees	34				

- **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, 2017 for each District / Charter School.**

Employment Placement Report

Date :

Page: 1

School Year: 2016- 2017

Effective Date: 10/20/2016

Provider: 999 Example DISTRICT

Idaho State Department of Education

Basic Education Staffing System

Employment Placement Schedule
Including Summer School

Funding Code 10 Only

				Years of Service		Education	Administrative FTE	
Name	Edu Id	Degree	Credits	Actual	Placement	Actual	Qualifying	Factored
Denver, Georgia	6xxxx	ES	0	23	23	MA+36 / ES/DR	1.00	2.01260
Wallace, Eli	22xxxx	ES	0	25	25	MA+36 / ES/DR	1.00	1.39290
						Provider Totals	2.00000	3.40550
						Factored Index	1.70275	

•Review all data elements for accuracy. Assure all certificated administrative 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 staff. If data is incorrect or missing, review the All Personnel Employment Report V-6 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.

•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

Effective Date :

Page: 1

Idaho State Department of Education

Basic Education Staffing System

Instructional FTE & Salary Report Including Summer School

EXAMPLE

School Year: 2016 - 2017

Effective Date:

Preliminary 2016-17

Provider(s):

Part 1		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
Provider	Dist #	Name	EDUID	Current Career Ladder	Current Base Salary	Qualifying Salary Adjustment	Ed Allocation BA24	Ed Allocation MA	CTE Allocation	Total (d+e+f+g+i)	contract FTE	Subtotal Salary (h x i)
		xxx,xxx	1	P9	47,183			$ 1,400		$ 48,583	1.00	$ 48,583.00
		xxx,xxx	2	RP2	34,250					$ 34,250	1.00	$ 34,250.00
		xxx,xxx	3	P10	48,202			$ 1,400		$ 49,602	1.00	$ 49,602.00
		xxx,xxx	4	P9	47,183			$ 1,400		$ 48,583	1.00	$ 48,583.00
		xxx,xxx	5	P9	47,183			$ 1,400		$ 48,583	1.00	$ 48,583.00
		xxx,xxx	6	P7	44,503			$ 1,400		$ 45,903	1.00	$ 45,903.00
		xxx,xxx	7	P5	41,961		$ 800			$ 42,761	1.00	$ 42,761.00
		xxx,xxx	8	RP3	35,117			$ 1,400		$ 36,517	1.00	$ 36,517.00
		xxx,xxx	9	P5	41,961	127.58		$ 1,400		$ 43,489	1.00	$ 43,488.58
		xxx,xxx	10	P9	47,183		$ 800			$ 47,983	0.75	$ 35,987.25
		xxx,xxx	11	P9	47,183			$ 1,400		$ 48,583	1.00	$ 48,583.00
		xxx,xxx	12	P1	37,249				3,000	$ 40,249	0.75	$ 30,186.75
		xxx,xxx	13	P2	38,758			$ 1,400		$ 40,158	1.00	$ 40,158.00
		xxx,xxx	14	RP1	33,400					$ 33,400	1.00	$ 33,400.00
					Subtotal						13.50	$ 586,585.58
											Average Salary	$ 43,450.78

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. NEW: Career Tech Education Allocation (CTE).

Instructional FTE & Salary Report including Summer School – Part II

Effective Date :

Page: 2

Idaho State Department of Education

Basic Education Staffing System

Instructional FTE & Salary Report Including Summer School

School Year: 2016-2017

Preliminary 2016-17

Effective Date:

Example

Part 2

FY 17

Provider	Dist #	Name	EDUID	FY15 Highest Degree	FY15 Credits	FY15 Total Years	FY15 Index	FY15 Additional Degree	FY17 Career Ladder Placement	FY17 Base Salary	FY17 Highest Degree	FY17 Total Credits	FY Total Years	FY17 Index	FY17 Index x $23,354	Qualifying Salary Adjustment
		xxx,xxx	1	M	60	11	1.8698		P9	47,183	M	60	13	2.01260	47,002.26	
		xxx,xxx	2	B	0	0	1		RP2	34,250	B	0	2	1.07640	25,138.25	
		xxx,xxx	3	MA	36	30	2.0126		P10	48,202	MA	36	32	2.01260	47,002.26	
		xxx,xxx	4	M	24	11	1.8698		P9	47,183	M	28	13	1.86980	43,667.31	
		xxx,xxx	5	M	25	15	1.8698		P9	47,183	M	25	17	1.86980	43,667.31	
		xxx,xxx	6	BA	48	15	1.1587	MA	P7	44,503	BA	48	17	1.73714	40,569.17	
		xxx,xxx	7	BA	24	12	1.5555		P5	41,961	BA	24	14	1.55550	36,327.15	
		xxx,xxx	8	BA	24	5	1.2473	MA	RP3	35,117	M	0	7	1.29410	30,222.41	
		xxx,xxx	9	MA	24	9	2.0126		P5	41,961	MA	24	11	1.80220	42,088.58	127.58
		xxx,xxx	10	BA	60	21	1.8698		P9	47,183	BA	60	23	1.86980	43,667.31	
		xxx,xxx	11	MA	24	12	1.2022		P9	47,183	ES		14	2.01260	47,002.26	
		xxx,xxx	12	OS	0	11	1.8698		P1	37,249	OS	0	13	1.39290	32,529.79	
		xxx,xxx	13	M	36	32	2.0126		P2	38,758	M	36	34	2.01260	47,002.26	
		xxx,xxx	14						RP1	33,400	BA	0		1.00000	23,354.00	

Part II of the Instructional Staff FTE & Salary Report lists each instructor fund source code 10. FY15 and FY17 education and years of experience are listed on the report. FY17 career ladder base 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 added to the teacher's base salary. Adjustments are listed on Part I, column (e).

PROVIDED BY THE IDAHO STATE DEPARTMENT OF EDUCATION

NEW: Pupil Services FTE & Salary Report including Summer School - Part I

Effective Date :

Page: 1

Idaho State Department of Education

Basic Education Staffing System

Pupil Services FTE & Salary Report Including Summer School

School Year: 2016-2017

Effective Date:

Provider(s):

Part 1		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(i)		(j)
Provider	Dist #	Name	EDUID	Current Career Ladder Placement	Current Base Salary	Qualifying Salary Adjustment	Ed Allocation BA24	Ed Allocation MA	Total (d+e+f+g+i)	contract FTE	Subtotal Salary (h x i)
				P8	$46201.00	$ 463.29		$ 700	$47364.29	0.67	$ 31,734.08
				P8	$46201.00		$ 400		$46601.00	0.49	$ 22,834.49
					Subtotal					1.16	54,568.57
										Ave. Salary	$ 47,041.87

Pupil Services FTE & Salary Report including Summer School - Part 2

Effective Date:

Idaho State Department of Education

Page: 2 Basic Education Staffing System

Pupil Services FTE & Salary Report Including Summer School

School Year: 2016-2017

Effective Date:

FY17 Index x FY16 Base Salary $24, 055

Part 2																
Provider	Dist #	Name	EDUID	FY16 Highest Degree	FY16 Credits	FY16 Total Years	FY16 Index	FY16 Additional Degree	FY17 Career Ladder Placement	FY17 Base Salary	FY17 Highest Degree	FY17 Total Credits	FY Total Years	FY17 Index	FY17 Index x $24,055	Qualifying Salary Adjustment
				M	60	11	1.8698		P8	46,201	M	60	12	1.9399	46,664.29	463.29
				BA	60	33	1.8698		P8	46,201	BA	60	34	1.8698	44,978.04	

PROVIDED BY THE IDAHO STATE DEPARTMENT OF EDUCATION

Unutilized FTE (Use it or Lose It)
(n/a for Charter Schools)

Adjusted Staff Allowance FTE (b + c + d + e) f	Actual FTE g	Staff Allowance FTE h	Staff Index i	Base Salary j	Average Salary (i x j) k	Certified Preliminary Salary Based Apportionment (h x k) l
3.17450	2.50000	3.17450 col (f)	1.58206	34,109.00	53,962.48	171,303.91
36.90886	32.73000	34.91514			36,896.63	1,288,251.17
2.81714	1.28000	2.66497			41,225.46	109,864.44
39.72600	34.01000	37.58011 smaller of (f) or (g)/(1-Staff %)				
13.37250	9.89000	13.37250 col (f)		20,421.00		
56.27300	46.40000	54.12711				

Benefit Apportionment s	Virtual Allowance t	Ancillary Allowance u	Salary Based Apportionment Plus Allowances v	Maximum Salary Apportionment w	Salary Based Apportionment Plus Allowances x
r x 18.97%	(Max 15%)				
					171,303.91 col (o)
	0.00	0.00	1,288,251.17	1,361,812.55 (f x k)	1,288,251.17 smaller: v or w
		0.00	109,864.44	116,137.89 (f x k)	109,864.44 smaller: v or w
	0.00	0.00 smaller of [(o or (q / (1-Staff%)] + t + u	1,398,115.62	1,477,950.44	
					273,079.82 col (o)
349,522.13	0.00	0.00			1,842,499.34

Adjusted Staff Allow	39.72
Less Staff Allow.	37.58
Unutilized fte	2.14

PROVIDED BY THE IDAHO STATE DEPARTMENT OF EDUCATION

Unutilized FTE (Use it or Lose It)
n/a for Charter Schools

Adjusted Staff Allowance FTE (b + c + d + e) f	Actual FTE g	Staff Allowance FTE h	Staff Index i	Base Salary j	Average Salary (i x j) k	Certified Preliminary Salary Based Apportionment (h x k) l
3.17450	2.50000	3.17450 col (f)	1.58206	34,109.00	53,962.48	171,303.91
36.90886	**32.73000**	**34.91514**			**36,896.63**	**1,288,251.17**
2.81714	**1.28000**	**2.66497**			**41,225.46**	**109,864.44**
39.72600	**34.01000**	**37.58011** smaller of (f) or (g)/(1-Staff %)				
13.37250	9.89000	13.37250 col (f)		20,421.00		
56.27300	46.40000	54.12711				

Benefit Apportionment r x 18.97% s	Virtual Allowance (Max 15%) t	Ancillary Allowance u	Salary Based Apportionment Plus Allowances v	Maximum Salary Apportionment w	Salary Based Apportionment Plus Allowances x
					171,303.91 col (o)
	36,896.63	**36,664.75**	**1,361,812.55**	**1,361,812.55** (f x k)	**1,361,812.55** smaller: v or w
		6,273.45	**116,137.89**	**116,137.89** (f x k)	**116,137.89** smaller: v or w
	36,896.63	**42,938.20** smaller of [(o or (q / (1-Staff%)] + t + u	**1,477,950.45**	**1,477,950.44**	
					273,079.82 col (o)
349,522.13	**36,896.63**	**36,664.75**			**1,922,334.17**

ISEE Form 6 (Non District Contracted Staff)

STATE OF IDAHO
DEPARTMENT OF EDUCATION
IDAHO BASIC EDUCATION DATA SYSTEM
NON-DISTRICT CONTRACTED CERTIFIED STAFF

1	STATUS
X	ACTIVE
	INACTIVE
	TERMINATE
	CODE

EFFECTIVE DATE		
MM	DD	YY
10	15	2016

2	SCHOOL YEAR
	2016-17

3	EDUID	4	DISTRICT	5	PRIMARY BUILDING
	xxxxxx		999		123

6 PERSONAL INFORMATION

NAME		
Last	First	Middle
Ceeley	Elias	C

EDUCATION	
Degree	Add. Credits
MA	10

HISTORY - K-12		
State	Out of State	Non Public

History - HI ED	
Idaho	Other

7 CONTRACT INFORMATION

CONTRACT		
Contract Amount	Days	FTE
$ 25,000	600	0.4

BIRTH DATE		
MM	DD	YY
01	01	1980

SEX (M/F)	ETHN.
M	W

EDUID xxx

CONTRACTOR FUNDING SOURCE					
1ST PROGRAM		2ND PROGRAM		3RD PROGRAM	
Code	% of FTE	Code	% of FTE	Code	% of FTE
10	100				

ASSIGNMENT PERFORMED		
Code	Code	Code
32080		

SERVICE DESCRIPTION School Psychologist

When the Staff Allowance FTE is less than the Adjusted Staff Allowance FTE, report ancillary instructional and pupil services staff on ISEE Form 6 to utilize FTE.

Due date: November 15.

Not applicable to Charter Schools

2016-2017 Virtual Template

Idaho Department of Education
Analysis of Virtual Education - In-Lieu of Instruction by District Certificated Employees
For School Year 2016-2017

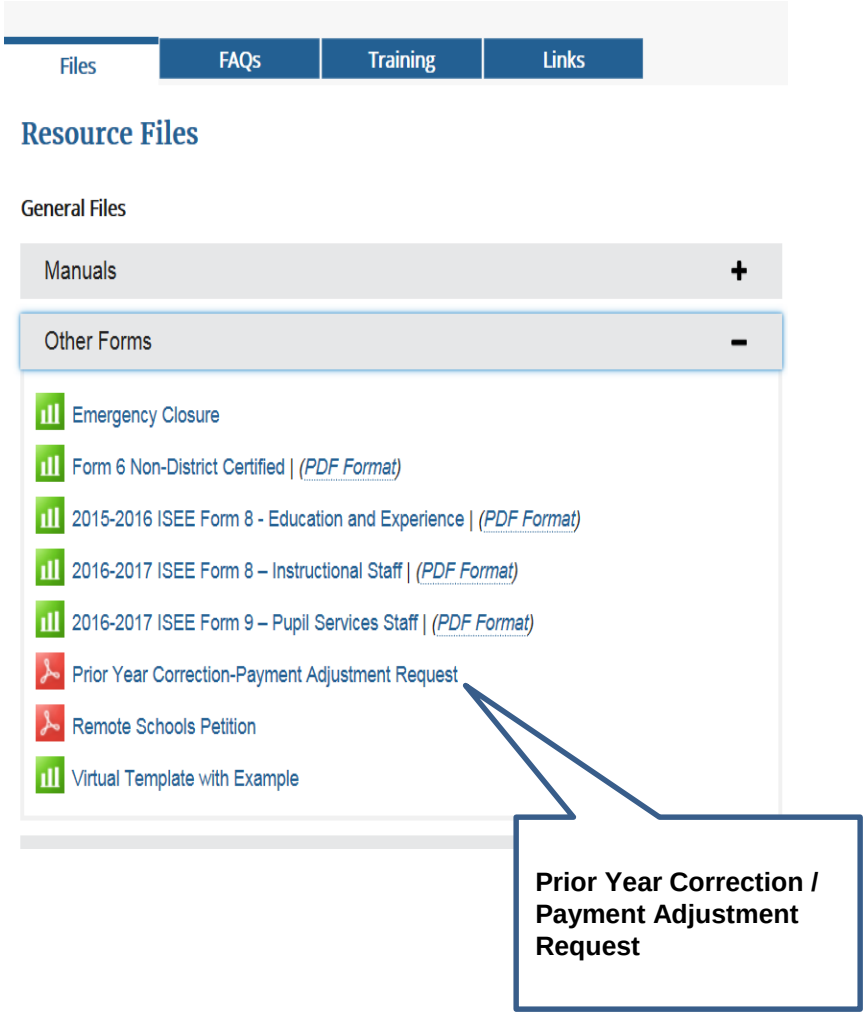
District/Charter

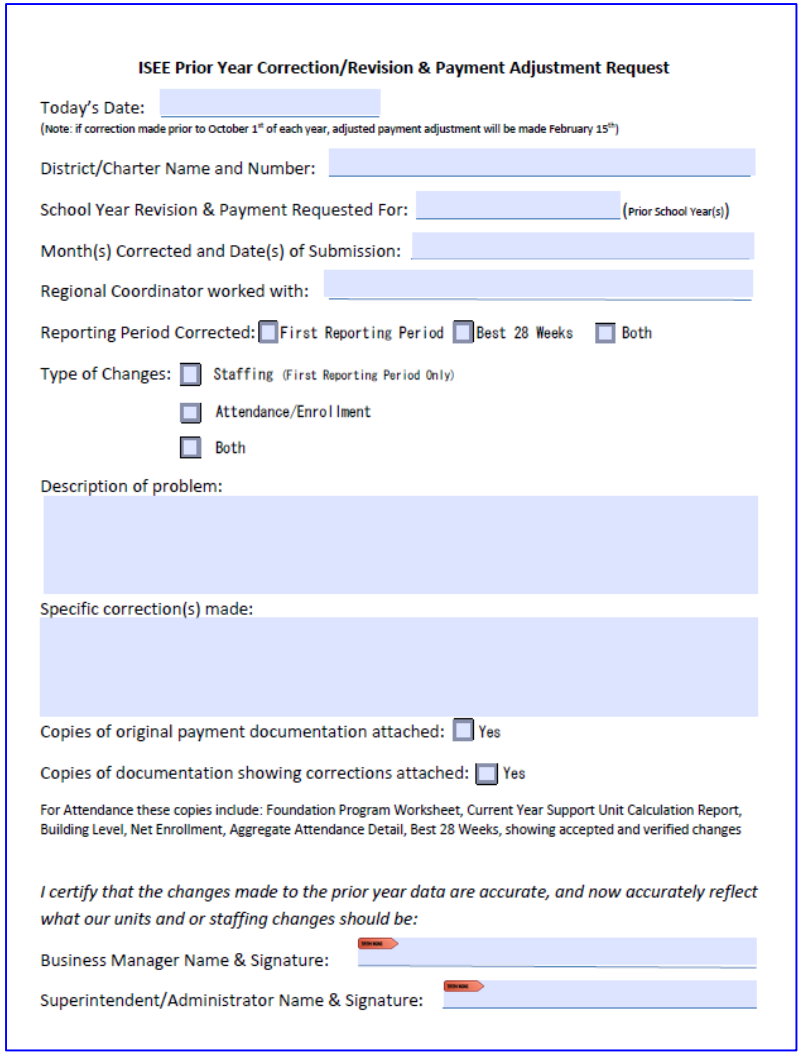
Name of Virtual School Instructor	Institution	Name of Class	ISEE Assign Code	Estimated Hours of Teacher Instruction per Class	Number of Students Enrolled	Number of Students Completed	Date Class Instruction Began	Date Class Instructed Ended*	Credits Granted Student for this Class
xxxxx	IDLA	Digital Photography & Communication - Sec 2 - Sep 16wk 2015	xxxxxx	80	2	2	9/12/2016	1/13/2017	1
xxxxx	IDLA	Earth Science A - Sec 1 - Sep 16wk 2015	xxxxxx	80	2	2	9/12/2016	1/13/2017	1
xxxxx	IDLA	English 11A - Sec 1 - Sep 16wk 2015	xxxxxx	80	3	3	9/12/2016	1/13/2017	1
xxxxx	IDLA	Fundamentals of Health Professions - Sec 1 - Sep 16wk 2015	xxxxxx	80	2	2	9/12/2016	1/13/2017	1
xxxxx	IDLA	Health - Sec 2 - Sep 16wk 2015	xxxxxx	80	2	2	9/12/2016	1/13/2017	1
xxxxx	IDLA	Lifetime Fitness - Sec 2 - Sep 16wk 2015	xxxxxx	80	2	2	9/12/2016	1/13/2017	1
xxxxx	IDLA	Speech - Sec 3 - Sep 16wk 2015	xxxxxx	80	1	1	9/12/2016	1/13/2017	1
xxxxx	IDLA	US History 10A - Sec 1 - Sep 16wk 2015	xxxxxx	80	1	1	9/12/2016	1/13/2017	1
xxxxx	IDLA	US History 10B - Sec 1 - Sep 16wk 2015	xxxxxx	80	1	1	9/12/2016	1/13/2017	1
xxxxx	IDLA	US History 11A - Sec 2 - Sep 16wk 2015	xxxxxx	80	1	1	9/12/2016	1/13/2017	1
			Total	800					
			fte	0.58					
			(800 total hrs/1380 hrs)						

Name of virtual institution's certified staff employee.

- **When the Staff Allowance FTE is less than the Adjusted Staff Allowance FTE , report virtual instructional information on this form to utilize FTE.**
- **Due date: January 10**
- **Not applicable to Charter Schools**

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/finance

Leadership Premiums

On May 10, 2016 the Leadership Premium Payment was distributed to all districts and charter schools. The payment included $850.00 per Instructional and Pupil Service FTE employed (all funding sources). The State Department of Education is required to report relevant information to the governor, the senate education committee and the house of representatives education committee by January 15, 2017 (I.C. 33-1004J).

In September, we will be sending the form for Districts and Charters to fill out regarding the FY2016 payment with the due date of October 31, 2016.

Updates for FY 2017 :

33-1004J. LEADERSHIP PREMIUMS. (1) Of the moneys available to the educational support program, **eight hundred fifty dollars ($850)** shall be distributed per full-time equivalent instructional and pupil service staff position employed by each school district. Such moneys shall be paid to instructional and pupil service staff employees for leadership activities as provided in paragraphs (a) through (g) of this subsection. Such premiums shall be valid only for the fiscal year for which the premiums are made and shall be made for (1) or more of the following reasons as identified as leadership priorities by a committee consisting of teachers, administrators and other school district stakeholders and shall be approved by the board of trustees:

(2) Local School district boards of trustees may provide leadership premiums to instructional or pupil service staff employees consistent with the provisions of this section. The decision as to whom and how many receive leadership premiums, and in what amounts, shall not be subject to collective bargaining, any other provision of law notwithstanding. A board may provide multiple leadership premiums to an instructional or pupil service staff employee. **However, no such employee shall receive cumulative leadership premiums in excess of twenty-five percent (25%) of the base salary amount designated in section 33-1004E, Idaho Code, nor less than nine hundred dollars ($900).**

2016- 2017 Data Submission Schedule

The following is the schedule for the 2016-2017 ISEE data collection and submission.

Submission Type	Collection Period (Data)	Submission Period	Notes
ISEE Summer Alternative 2016 v6	05/23/2016 – 08/19/2016	08/05/2016 - 08/19/2016	
ISEE October 2016 v7	08/20/2016 - 09/30/2016	9/30/2016 - 10/17/2016	
ISEE November 2016 v7	10/01/2016 - 11/04/2016	11/04/2016 - 11/18/2016	
Last day to submit mid-term revisions for February 15, 2017 payment is Monday, December 09, 2016. Revisions, submitted after December 09, 2016 will not be reflected in the February 15 payment.		Friday, December 09, 2016	Revisions submitted after December 09, 2016 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 2017 v7	11/05/2016 - 03/03/2017	03/03/2017 - 03/17/2017	
Last day to submit mid-term revisions for a May 15 payment adjustment is March 24, 2017. Revisions submitted after March 24, 2017 are prior year adjustments and may be considered for the February, 2017 payment.		Friday, March 24, 2017	March 24, 2017 is the last day to submit corrections for the year. Revisions submitted after March 24, 2017 are prior year adjustments and may be considered for the February, 2018 payment.
ISEE May 2017 v7	03/04/2017 – 05/05/2017	05/05/2017 – 05/19/2017	
ISEE End Of Year 2017 v7	05/06/2017 - 06/16/2017	05/20/2017 - 06/16/2017	No year-end staff revisions are allowed for the July payment

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

Pam Brewer - Calculating support units & salary based apportionment

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