

Guidance and Clarification on Reporting Teacher Compensation (TC) data for 2016-2017:

Instructional or district staff that should **NOT** be included in your staff listing – *do NOT add any of the below staff to the data pre-loaded for your district:*

- General education PK teachers – **OR** any portion of a teacher’s FTE associated with teaching general education PK
- Speech Pathologists or Speech Therapists
- Guidance Counselors
- Librarians
- Technology Directors/Coordinators
- School Principals
- School Superintendents
- Curriculum Directors
- Federal Grant Directors
- PDC Teachers
- Certified Teachers working as an aide or paraprofessional for the district
- Non-certified teachers
- Long Term Substitutes (filling a typically certified position but paid on a daily basis rather than a contract)
- Classified Staff

IF any of these positions also includes a “teaching” assignment for a portion of the day. Only that portion of the FTE associated with a teaching assignment should be reported in TC.

Eligible staff reported by June 9, 2017 to PRF (Personnel Record Form) will be pre-loaded to the TC reporting for your district. If adding a staff person to the TC report – please make sure that individual has been added to PRF before June 9, 2017.

The PRF and TC data reporting may NOT be the same:

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| <ul style="list-style-type: none"> ▪ SHARED TEACHER ▪ NON-CERTIFIED Teacher ▪ LONG TERM Substitute ▪ ALT CERT (Instructor Certificate) ▪ PDC <u>Mentor</u> Teachers ▪ PDC Teachers | <ul style="list-style-type: none"> PRF – Yes PRF – Yes PRF – Yes PRF – Yes* PRF – Yes* | <ul style="list-style-type: none"> TC – only the district employing the teacher will report the teacher. Districts “sharing” the teacher must remove from TC reporting. TC – No TC – No TC – Yes TC – Yes TC – No |
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*see Q&A #5 below for further instructions

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Other Q&A to help with TC reporting:

- 1) If a teacher has a number of unpaid leave days, does a district need to adjust the contract salary amount reported in TC to the actual cost to the district?**

No, a district – similar to what is reported in PRF – may report the total contractual obligation of the district to this teacher should he or she have been paid for all contract days. It would not be accurate if in 2018-2019 the teacher had no unpaid leave days to view the increase to be associated with his or her raise in salary.

- 2) If a teacher has left the district since reporting PRF in the fall should the district edit PRF and TC?**

Yes, both PRF and TC should reflect the appropriate FTE and salary for the time that the teacher was employed by the district.

- 3) What is the deadline to submit, verify and signoff on the TC data?**

Districts have until August 30th to complete and signoff on the annual report, the TC is a part of the annual report and therefore districts have until August 30th to complete all components of the annual report.

- 4) I have already “checked” the Edit Complete box and I am no longer able to make updates. If I find that I need to make adjustments to the reported TC data –how can I gain access to TC again?**

Call or email Susan Woodmansey (605) 773-4748

susan.woodmansey@state.sd.us or Bobbi Leiferman (605) 773-5407

bobbi.leiferman@state.sd.us and the check box can be cleared to allow for changes to the reported TC data.

- 5) How should I report PDC teachers and PDC mentors in my district?**

*PDC mentor teachers for the 2016-2017 school year have been reported in PRF as “No Longer Employed – PDC Mentor” and have \$0 reported as instructional contract amount. PDC mentor teachers will need to be **ADDED to TC** for the total FTE and contract amount (even if district is reimbursed a portion of their salary from USD for participation in the program). PDC teachers are similar to long term substitutes and should not be added to TC.*

- 6) Instructional salary, what should or should not be included?**

The instructional salary amounts reported for BOTH PRF and TC should not include hiring bonuses, extra duty pay, extended contract pay, or any other bonuses.

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7) What costs should be included in the “benefit” costs for each teacher?

Districts should include the cost for social security/Medicare, group health insurance, other insurance costs such as life, vision or dental (if applicable), South Dakota retirement and Workman’s Compensation.

8) Can a district report now what they know for each teacher and then amend or edit their data later but before August 30th?

Teacher Compensation data collection will open the end of June; to amend and have signoff removed contact Travis Jordan.

9) How will this data be used to determine compliance with the Accountabilities required for all districts by SB 131?

The total teacher compensation and average teacher compensation reported in FY2016 baseline data –will be compared to the TC data reported at the end of FY2017. If the amount of the increase meets both the total teacher compensation and average teacher compensation the districts will be determined to have met the accountabilities. If any district does not meet either one of the accountabilities it will be their responsibility to explain to the School Finance & Accountability Board.

10) When I run the Teacher Compensation Comparison Report I am still seeing differences between PRF and TC – even after I have made corrections to PRF. Why does this comparison report still report this difference?

The Teacher Compensation Comparison Report is comparing the data reported in TC to the June 9th extract of data from PRF. If there have been edits/corrections made to PRF since June 9th those updates are not reflected on this comparison report – you may want to keep a copy of the report and what corrections have been made if contacted by DOE for explanation or clarification.

11) Recently there have been a number of changes to the School District Chart of Accounts, effective FY2017 – will any of the expenditure data reported as a result of these changes be used to determine meeting SB131 accountabilities?

No, compliance to the required accountabilities will be based on the information reported in TC – comparing FY2016 to FY2017. The new salary object coding was added to help with federal reporting and will NOT be used to determine compliance with SB 131 Accountabilities.