



SUMMER EDUCATION EVENT

# School Personnel Reporting FY16

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# FY15 Reporting

- ❖ Any additional changes to the 2014-2015 End-of-Year Certified/Support Personnel Reports will be done by opening the report(s), making the changes, and having the Superintendent “Certify” the report(s) back to School Personnel Records.
- ❖ Please recertify within a 24 hour period.

# 2015-2016 Due Dates

- ❖ Initial Personnel Reports: **Thursday, October 15, 2015\***
- ❖ Administrators' Salary and Fringe Benefit Report: Pulled from the Initial Personnel Report in October
- ❖ Local School District's Salary Schedule: Monday, November 16, 2015
- ❖ Final Personnel Reports: Monday, February 1, 2016
- ❖ End-of-Year Personnel Reports and Certified Substitute Teachers: **Friday, July 15, 2016\***

*\*Please note deadline changes effective FY16*

# Initial Personnel Report

- ❖ Add Reason For Not Returning (RFNR) to anyone not employed for current school year.
- ❖ Delete unused salary and/or fringe benefit records.
- ❖ Make any necessary site code adjustments.
- ❖ Enter salary and fringe benefit information.
- ❖ Add newly hired employees.
  - ❖ Teacher number and social security number must match the Teacher Certification file.
- ❖ Add Federal Project codes and amounts.
- ❖ ***Remember! Accreditation Class Assignment will populate from the Initial Personnel Reports.***

# FY16 State Minimum Salary Schedule

## STATE MINIMUM TEACHER SALARY SCHEDULE

2015-2016

70 O.S. § 18-114.13

Year of Experience	Bachelor's Degree	*Bachelor's + National Board Certification	*Master's Degree	Master's + National Board Certification	Doctor's Degree
0	\$31,600	\$32,600	\$32,800	\$33,800	\$34,000
1	31,975	32,975	33,175	34,175	34,375
2	32,350	33,350	33,550	34,550	34,750
3	32,725	33,725	33,925	34,925	35,125
4	33,100	34,100	34,300	35,300	35,500
5	33,500	34,500	34,700	35,700	35,900
6	33,900	34,900	35,100	36,100	36,300
7	34,300	35,300	35,500	36,500	36,700
8	34,700	35,700	35,900	36,900	37,100
9	35,100	36,100	36,300	37,300	37,500
10	35,950	36,950	37,575	38,575	39,625
11	36,375	37,375	38,000	39,000	40,050
12	36,800	37,800	38,425	39,425	40,475
13	37,225	38,225	38,850	39,850	40,900
14	37,650	38,650	39,275	40,275	41,325
15	38,075	39,075	39,700	40,700	41,750
16	38,500	39,500	40,125	41,125	42,175
17	38,925	39,925	40,550	41,550	42,600
18	39,350	40,350	40,975	41,975	43,025
19	39,775	40,775	41,400	42,400	43,450
20	40,200	41,200	41,825	42,825	43,875
21	40,625	41,625	42,250	43,250	44,300
22	41,050	42,050	42,675	43,675	44,725
23	41,475	42,475	43,100	44,100	45,150
24	41,900	42,900	43,525	44,525	45,575
25	42,325	43,325	43,950	44,950	46,000

*"\*Teachers eligible to receive the National Board Certification bonus shall not be eligible to receive the additional salary increment set forth in this salary schedule."*

\*National Board Certification columns are for teacher's who received National Board Certification after June 30, 2013.

# OCAS Coding Changes FY16

## ❖ Project Codes

### ❖ Deletions

- ❖ 366 – Third Grade Reading Summer Program
- ❖ 537 – ARRA

### ❖ Additions

- ❖ 502 – School Improvement Grants – Carryover from Cohort II and III
- ❖ 503 – School Improvement Grants – Cohort V
- ❖ 504 – School Improvement Grants – Cohort VI
- ❖ 785 – Schoolwide Consolidation of Federal Funds

### ❖ Changes

- ❖ 388 – ~~OPAT~~ – Program of Parent Education
- ❖ 431 – ~~Existing Industry Initiative~~ – EARN, Incubator
- ❖ 433 – ~~Industry Specific~~ – Customized Industry or Government Entity Training

# OCAS Coding Changes FY16

- ❖ Program Codes
  - ❖ Deletions
    - ❖ 276 – REAC<sup>3</sup>H Coaches Instructional Training Program
  - ❖ Additions
    - ❖ None
  - ❖ Changes
    - ❖ None

# OCAS Coding Changes FY16

## ❖ Job Class Codes

### ❖ Deletions

- ❖ 217 - REAC<sup>3</sup>H Coaches

### ❖ Additions

- ❖ 964 – Substitute Food Service/Custodial/All other Substitute Employees (S)

### ❖ Changes

- ❖ 107 – Executive Assistant/**Chief Financial Officer CFO (€ B)**
- ❖ 115 – Superintendent/~~Commissioner~~ **Chief Executive Officer (CEO) (C)**
- ❖ 214 – Substitute Professional **and Clerical Staff Teacher (B)**
- ❖ 413 – Teaching/Classroom Aide **(Non-Highly Qualified) (S)**
- ❖ 414 – Teaching Assistant **(Highly Qualified) (B)** – Title I Paras would be coded here
- ❖ 803 – Substitute Bus Driver/**Mechanic (S)**

# Superintendent Coding

- ❖ **Up to 40%** of Superintendent's salary can be coded to:
  - ❖ Principal (Job Class Code 112)
  - ❖ Counselor (Job Class Code 203)
  - ❖ Library/Media Consultant (Job Class Code 206)
  - ❖ Teacher\* (Job Class Code 210)
    - ❖ \*Only the fraction of day that a Superintendent is in a classroom as the teacher of record.
- ❖ **All other** Superintendent's salary should be coded to:
  - ❖ Superintendent (Job Class Code 115)
    - ❖ This includes any duties as Bus Driver, Coach, Director, etc.

# Edit Checks

- ✓ **Certified FTE Checklist**  
(Full Time Equivalency)
- ✓ **Part-Time FTE Checklist**  
(Full Time Equivalency)
- ✓ **Underpaid Teacher Report**
- ✓ **Certified – No Salary**
- ✓ **Support – No Salary**
- ✓ **Certified with no FBA**  
(Flexible Benefit Allowance)
- ✓ **Support with no FBA**  
(Flexible Benefit Allowance)
- ✓ **Certified Expired Report**
- ✓ **Certified Federally Funded**
- ✓ **Support Federally Funded**

# Just a Reminder...

- ❖ Substitute Teachers
  - ❖ Ninety (90) days per school year WITHOUT a degree or expired certificate.
  - ❖ One hundred (100) days per school year WITH a degree or expired certificate.
  - ❖ No limit on number of days with a valid teaching certificate.
  - ❖ Each school district shall adopt a policy which sets forth the maximum number of days a substitute may be employed for the same assignment if the substitute does NOT hold a valid certificate.

70 O. S. Supp. 2009, § 6-105

# Personnel

## ❖ ***New Employees***

### ❖ HQT Application

- ❖ Find Areas of Certification, Grade Levels approved to teach, HQ info, Certificate Dates, Degree, National Board Data as well as ALL reported teaching history/years of experience!
- ❖ Great tool/resource for Principals interviewing candidates.

## ❖ ***Returning Employees***

### ❖ Certificate Renewals

- ❖ Run each spring/fall to ensure all staff has valid certificate.
- ❖ SB29, effective 7/1/15, outlines backdating procedures. If a teacher has a lapse, this will affect their experience, pay, benefits, etc. **VERY IMPORTANT!**

# Change in Degree/Name

- ❖ A higher degree must be printed on the teaching certificate before it can be updated on the personnel report.
- ❖ Click “Save All Edits” at the bottom of the “Employee Information” box.
- ❖ This action will also update the first and last name from the certification file.

# Obtaining “Adjunct” Teacher Numbers

- ❖ Core subject area
  - ❖ Bunny Farley, Professional Services (405) 521-4527
- ❖ Non-core subject area
  - ❖ Heather Butler, School Personnel (405) 521-3360
    - ❖ Fax or E-Mail a request with class assignment number, description, and a copy of board minutes approving the adjunct teacher
- ❖ Noncertified coach
  - ❖ Report on Support Personnel Report with job class code “201” (Coach)

# School Directory/Employee E-mail

## ❖ School Directory

- ❖ Each time the personnel reports are due, the online school directory will need to be Updated and Certified.
- ❖ Please keep the contact information updated as personnel changes occur throughout the year.
- ❖ This information is posted on the SDE website and used by many departments when creating notification lists.

## ❖ Employee E-mail Addresses

- ❖ District issued e-mails only. No personal e-mail addresses.
- ❖ This is a great resource!
  - ❖ Notification groups can be pulled from site levels, subject codes, job codes, etc.

# FY15 Changes

- ❖ EEOC Reporting
  - ❖ Your district now indicates preference for EEOC-5 reporting.
    - ❖ This report is done every other year, so question will only appear in Personnel Report during reporting years.
- ❖ National Board Laws/Pay
  - ❖ National Board Salary Schedules now required for all districts.
  - ❖ Over the next 10 years, all teachers will transition from receiving the NBCT stipend to being placed on NBCT salary schedule.
  - ❖ Speech Paths/Psychs are not affected.
  - ❖ New data/reports available to you in Personnel Report!

# FY15 Changes

- ❖ Superintendent Contracts
  - ❖ **Current year** Supt contracts are now submitted with SPR.
    - ❖ The contract attached to each Personnel Report should always correspond with the reporting period/school year.
  - ❖ Don't forget to name your file as follows:
    - ❖ *CountyNumberDistrictNumber DistrictName (551052 MidDel)*
  - ❖ Any revisions/addendums need to be added to original contract and all scanned/uploaded as one file.
  - ❖ ***You no longer need to mail a copy. The electronic file is all we need!*** 😊

# FY16 Changes

## ❖ NEW REPORT NAME!

- ❖ February report is currently called *Final Report*.
- ❖ Will now be called *Mid-Year Report*!

## ❖ NEW REPORTING DEADLINES!

- ❖ Initial Report is currently due *October 1*.
- ❖ Initial Report will now need to be UPLOADED by October 1 but not CERTIFIED until *October 15*!
- ❖ End-of-Year Report is currently due *June 15*.
- ❖ End-of-Year Report will now be due *JULY 15*!

# FY16 Changes

## ❖ **NEW ACCESS!**

- ❖ Districts currently have to call/email to gain access into reports outside of the reporting period.
- ❖ *Superintendents will now be given access to Unlock reports during specified dates!*

- ❖ Sept 1 – Initial Reports Open
- ❖ Oct 1 – Initial Reports Uploaded
- ❖ Oct15 – Initial Reports Due
- ❖ Oct 16-Oct 31 – Reports Locked
- ❖ Nov 1-Dec 15 – Reports available for district access
- ❖ Dec 16-Dec 31 – Reports Locked
- ❖ Jan 1 – Mid-Year Reports Open
- ❖ Feb 1 – Mid-Year Reports Due
- ❖ Feb 2-Feb 14 – Reports Locked
- ❖ Feb 15-May 15 – District Access
- ❖ May 16-May 31 – Reports Locked
- ❖ June 1 – End-of-Year Reports Open
- ❖ July 15 – End-of-Year Report Due

# FY16 Changes

- ❖ Add SPR Contact(s) to Welcome Screen
- ❖ Additional “+ hour” columns to Salary Schedule
- ❖ Report for teacher certificates expiring end of fiscal year
- ❖ Adjustments to Underpaid Report to better address offset and district-paid retirement
- ❖ Teachers with expired certificates will not roll to new year
- ❖ Teachers with expired certificates will not be uploaded
- ❖ Teaching Experience is now calculated!
  - ❖ Change in HQT
  - ❖ Totals will pull from HQT. No longer entered by districts.
  - ❖ Updated automatically.
  - ❖ New report to verify degree/experience/step for all certified staff.

# SPR Tutorials and Other Info!

- ❖ **Training tutorials on Personnel Reports are now available online!**
- ❖ Please visit our webpage (<http://ok.gov/sde/school-personnel-records>) for tutorials and other up-to-date information on School Personnel.
  - ❖ SPR Calendar
  - ❖ Reporting Guide
  - ❖ State Minimum Salary Schedule
  - ❖ Personnel Law References
  - ❖ Proof of Teaching Form
  - ❖ Single Sign-on Link
  - ❖ Shared Superintendent Application

# School Personnel Records Staff

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