

School Personnel Reporting

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School Personnel Records

- ❖ **What does School Personnel Records mean to you?**
 - ❖ **Personnel Reports**
 - ❖ All certified and non-certified staff, salary and benefits, are reported to our office three times per year.
 - ❖ All certified substitute days and all compensation are due on end-of-year report.
 - ❖ **Teacher service records**
 - ❖ Our department maintains historical data on all certified teachers state-wide.
 - ❖ SPR also verifies all out-of-state/college/private school/military experience.
 - ❖ **“E” Teacher Numbers**
 - ❖ Requests are submitted to/processed by our department.
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School Personnel Records

- ❖ **What does School Personnel Records mean to you?**
 - ❖ **Salary Schedules**
 - ❖ All district salary schedules are submitted to our office each November.
 - ❖ You can also find the State Minimum Salary Schedule on our webpage.
 - ❖ **Superintendent/Head of School Contract**
 - ❖ All Superintendent/Head of School contracts are collected by SPR.
 - ❖ **On-line Directory**
 - ❖ Now found within SPR Application.
 - ❖ Needs to always be up-to-date.
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Certified/Support Personnel Reports

- ❖ **Certified/Support Personnel Reports**
 - ❖ **Demographic Information**
 - ❖ **Salary Information**
 - ❖ **Fringe Benefit Information**
 - ❖ **Project (Federal) codes and amounts**

Accreditation Class Assignments and Class Size Audit will populate from the Initial Personnel Reports.

Due Dates

- ❖ Initial Personnel Reports: October 15
 - ❖ Administrators' Salary and Fringe Benefit Report: Pulled from the Initial Personnel Report
 - ❖ Local School District's Salary Schedule: November 15
 - ❖ Mid-Year Personnel Reports: February 1
 - ❖ End-of-Year Personnel Reports and Certified Substitute Teachers: July 15
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Superintendent/Head of School Contracts

- ❖ Superintendent/Head of School contracts are now submitted with SPR.
 - ❖ **Current year** contracts will be collected during the October reporting period.
 - ❖ The contract attached to each Personnel Report should always correspond with the reporting period/school year.
 - ❖ **Upcoming year** contracts can be uploaded during the February report.
 - ❖ These will not be required but option to submit will be available.
 - ❖ Don't forget to name your file as follows:
 - ❖ *CountyNumberDistrictNumber DistrictName (55I052 MidDel)*
 - ❖ Any revisions/addendums need to be added to original contract and all scanned/uploaded as one file.
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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.
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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!*
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HQT/Personnel Data

SPR Summary (Total Experience) - 5 year max on Military or Out of State

Total Experience	Oklahoma Experience	Out Of State Experience	Military Experience
18	13	10	0

SPR History (in State)

FY	Co	Dist	District Name	FOD	Days Employed	Contract Days	Position
1993				1.000	180	180	61
1994				1.000	180	180	61
1995				1.000	180	180	61
1996				1.000	180	180	61
1997				1.000	180	180	61
1998				1.000	180	180	61
1999				1.000	83	181	70
2000				1.000	150	181	70
2007				1.000	204	204	NONINST PROG DIRECTOR
2008				1.000	204	204	NONINST PROG DIRECTOR
2009				1.000	204	204	NONINST PROG DIRECTOR
2010				1.000	204	204	NONINST PROG DIRECTOR
2011				1.000	204	204	NONINST PROG DIRECTOR
2012				1.000	123	204	NONINST PROG DIRECTOR

SPR History(Out of State, College, Private School, Substitute etc.)

Begin Date	End Date	State	County	Dist/Place	Type	FOD	Years	Months	Days
1987	1988	MO	PLATTE		OS	1.000	1	0	0.0
1989	1992	MO	JEFFERSON		OS	1.000	3	0	0.0
1998	1999	WA	BENTON		OS	1.000	0	0	90.0
1999	2000	TX	BRAZOS		OS	1.000	0	0	16.0
2000	2005	TX	BRAZOS		OS	1.000	5	0	0.0

Obtaining “E” Teacher Numbers

An “E” teacher number is issued, for charter schools, when a certified staff member does not hold a teaching certificate issued by the Oklahoma State Department of Education.

To obtain an “E” teacher number, e-mail a request to Heather.Butler@sde.ok.gov with the certified staff’s name and social security number.

You will then use the “E” teacher number as the “teacher number” on the Certified Personnel Report.

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.**

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.
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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
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School Personnel Records Staff

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