

Year End Web Survey for School Year 2008-09

DOCUMENTATION
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Finance and Statistics Section / Business Services Division
Utah State Office of Education

Introduction

The Year End Web Survey at ► <http://www.schools.utah.gov/yews> ◀ is used to collect data that are only required in district or school level aggregates. The survey comprises six miscellaneous forms or reports. The reports are due July 15, 2009, for the prior (2008-09) school year. Questions about specific reports should be directed to the person identified in the CONTACT statement of the relevant section. In this document, the acronym “LEA” means local education agency and includes school districts, charter schools and the Utah Schools for the Deaf and Blind. Substantive changes from last school year’s (2007-08) survey are indicated within red arrows (► *text* ◀).

Logon

To enter data into any report, you must first log on to the system. To do this, you must submit four pieces of information:

- The **school year** for which reports will be updated (or viewed)
- Your **first name** and **last name**. (The system will save this as the last person to have updated data for the district.)
- The **LEA’s name**.
- The **LEA’s password**. This password is the same one used to download AFR/APR files and is the same as last year. If you do not know the password, please contact Shaunna Ford @ 801-538-7672 for assistance.

Please note that the application will log you out after 30 minutes of inactivity, and, at that point, any changes that have not been saved will be lost.

1. Classified Personnel

CONTACT: Emily Eyre @ 801-538-7671

The Classified Personnel Report requires only simple counts. The following two rules should be observed in determining the counts:

- $FTE = (\text{work hours plus paid leave for pay period}) \div (8 \text{ hours per day multiplied by the numbers of weekdays in the pay period})$
- The preceding formula should be applied to every classified employee based on the first pay period in April.

Classified personnel include any employee of an LEA who receives a W-2 form, who is not in the CACTUS database, and who is not a substitute or seasonal employee. The one exception to this definition is a paraprofessional who, even if they are in CACTUS, should also be included in this survey.

Data cannot be entered directly into the cells on this page, but by clicking on the links at the left you can retrieve pop up forms, which can then be used to modify data in the rows of this table. Rows representing positions for which your LEA has not employed anyone may be left blank. The “Function Classification” in the chart of accounts [http://www.schools.utah.gov/finance/finance/chart_accounts/codes.htm], which governs the organization of this report, has not changed from last year, ► but an “Other Personnel” option for Transportation (2700) and the existing 3300 (Community Services) account have been added to the report. ◀

► 2. Paraprofessionals

CONTACT: Emily Eyre @ 801-538-7671

This new report asks for the counts of “Teacher Aides & Paraprofessionals” and “Media Center Aides” given in the Classified Personnel Report to be disaggregated by school. It is acceptable to leave one or both cells blank for any school and to allocate fractions of an FTE to two or more schools to represent the actual deployment of itinerant paraprofessionals throughout the year. However you choose to distribute FTEs across schools, the sum of school counts for each column in this report must match the corresponding counts in the LEA level Classified Personnel report. The list of schools is based on the Schools table in the Cactus database as of the date you log on and is arranged in ascending order by the official school number.

The goal in collecting this data is to satisfy a recommendation of the recent (January 2009) legislative performance audit regarding “elementary school class size” [http://le.utah.gov/audit/09_04rpt.pdf, pp. 37-43]. Specifically, this additional information on paraprofessionals (“instructional aides” in the audit report) will facilitate a more complete accounting for adults in computation of school level student-to-adult ratios [*Utah Code 53A-1-301(5)(b)*]. ◀

3. Driver Education

CONTACT: Alice Petersen @ 801-538-7674

The Driver Education Report comprises only seven pieces of data that are required to allocate Automobile Driver Education Tax Account funds by September 2 (*Utah Code 53A-13-202*) and meet reporting requirements (*Utah Code 53A-13-204*):

Type of Instruction	Completed & Fee Paid	Completed & Fee Waived	Completed but Did NOT Receive a Passing Grade
Behind the Wheel			
Classroom			

The “total amount (rounded to the nearest whole dollar) of the fees charged to a student who enrolls in driver education” is collected in a separate cell. School age private and home school students as well as adult students who are simultaneously enrolled in an adult education program leading to a regular high school diploma may also be included in the counts.

4. Fee Waivers

CONTACT: Shaunna Ford @ 801-538-7672

The list of schools is based on the Schools table in the Cactus database as of the date you log on and is arranged in ascending order by the official school number. Four pieces of data are requested for each school:

- Total amount of fees charged in whole dollars
- Total amount of fees waived in whole dollars
- Total number of students for whom fees were waived
- Total number of students who worked in lieu of a fee waiver

Fees charged should include all fees that have actually been collected at the time of reporting plus fees that are reasonably expected to be collected within 60 days of the end of the fiscal year. Fees charged should not include charges for class rings, letter jackets, school photos, school yearbooks, and similar articles, since they are not required for participation in a class or activity and therefore are not technically fees subject to the waiver requirements.

The goal in collecting this data is to meet a U-PASS school accountability reporting requirement, to inform the legislature regarding the financial impact of state fee waiver policy, and to comply with the injunction *Doe vs. Utah State Board of Education* (Finance Committee, 2-7-2007 meeting, Item 7), to collect “fees charged” (not just “fees waived”) by school.

5. Home Schooling

CONTACT: Shaunna Ford @ 801-538-7672

Districts are asked for a single piece of data: “How many school age minors were excused from public school attendance for home schooling by the local board of education in accordance with Utah Code 53A-11-102 during the 2008-09 school year?” This report is requested only of districts, since charter schools and the USDB do not have any geographic jurisdiction over which they are expected to enforce compulsory school attendance laws and, consequently, have no authority to exempt a student from public schooling for any reason. The goal in collecting this data is to produce a valid estimate of the extent of home schooling in Utah.

6. Teacher Benefits

CONTACT: Emily Eyre @ 801-538-7671

The average salary of classroom teachers is automatically calculated from the Cactus database as of June 30, which is why some of the cells are not activated until July 1. Here are instructions for determining the benefits in each category:

- **Social Security**
Fixed: $.0765 * \text{Average Salary}$
- **Retirement**
Default: $.1572 * \text{Average Salary}$, for all school districts except Murray (.1672) and Salt Lake (.1622), for which the figures in parentheses are used; ► zero (0) for charter schools, since some do not offer retirement benefits. ◀
Option: LEA may override default by manual entry of another value.
Constraint: If school district, value must be equal to or greater than the default value.
- **Unemployment Insurance**
Default: [blank]
Option: LEA may override default by manual entry of another value, including 0.
- **Industrial Insurance (Worker’s Compensation)**
Default: [blank]
Definition: Value should be the actual amount of the portion of the premium paid by the LEA for

an employee.

Constraint: LEA *must* enter a value greater than 0.

- **Long Term Disability**

Default: 0

Definition: Value should be the actual amount of the portion of the premium paid by the LEA for an employee.

Option: Charter school *may* override default by manual entry of another value.

Constraint: School district *must* enter a value greater than 0.

- **Health Insurance, Dental Insurance, Life Insurance**

Default: 0

Definition: Value should be the actual amount of the portion of the premium paid by the LEA for family coverage for an employee.

Option: LEA may override default by manual entry of another value.

Warning: When user exits the page, if value is 0, confirmation that 0 is correct value will be requested.

Finalize

The "check data" button applies rules to the data you have submitted to ensure that it meets minimal standards for completeness and accuracy. If any errors are discovered, they will have to be corrected before the data can be finalized. Once you finalize data for the year, it cannot be changed. If you discover any errors after you have finalized, please notify the person identified as the contact for the report.