

CPI

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Technology Management

PERSONNEL & CTAE

CPI OVERVIEW

WHAT IS CPI?

- ✘ *Certified and Classified Personnel Information* (Board Rule 160-5-2-.50)
- ✘ Reporting of certified and classified personnel based on their role within your district



HOW IS CPI DATA USED?

- ✘ State funding for certified staff
(Training and Experience – T&E)
- ✘ Determine Teacher Shortage Areas
- ✘ Program Reviews
- ✘ State/Federal Reporting
- ✘ PSC for Highly Qualified Teacher determinations for NCLB

WHEN IS DATA COLLECTED?

Fiscal Year 2010



- ✘ Cycle One - October 6 -26 2009
 - ✘ Data used for T&E Funding
- ✘ Cycle Two - March 4-26, 2010
 - ✘ Data used for analysis and reports
- ✘ Cycle Three – Leave - July 1- 15, 2010

WHAT DATA IS REPORTED?

Georgia Department of Education		CPI Employee Record Detail							
March 2009 (CPI 2009-2)		234-SAMPLE County							
Personnel Demographic Information- A Record									
SSN:	xxxxx9935	Personnel ID:	00000001						
Full Name:	BUNKER, ARCHIE	Birth Date: (mm/dd/yyyy)	10/17/1965						
Gender:	M	Race:	2						
Employee Type									
Personnel Demographic Information- B Record									
Certified Emp Basis									
Contract Days-Certified									
Annual Contract Salary-Certified	Displaced Staff From								
Certified YRS Experience									
Certificate Level									
Termination Code									
Local Years Service									
Assignment Information- C Record									
School ID	School Name	Percent of Time	Assignment TYPE	In Field Status	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code
0103	Sample High School	66.0	C	I	T	109	400	748	00
0103	Sample High School	34.0	C	I	T	112	910	748	00
PSC Details if available									
	Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date		
	4	07/01/1994	F	T	748	05/20/2006	06/30/2014		

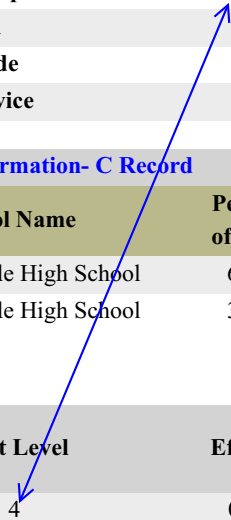
'A' Record - Basic Demographics

'B' Record - Contract Information

Calculated Amount

'C' Records - Assignments

Certification Data from PSC



LAYOUT CHANGES FOR 2010

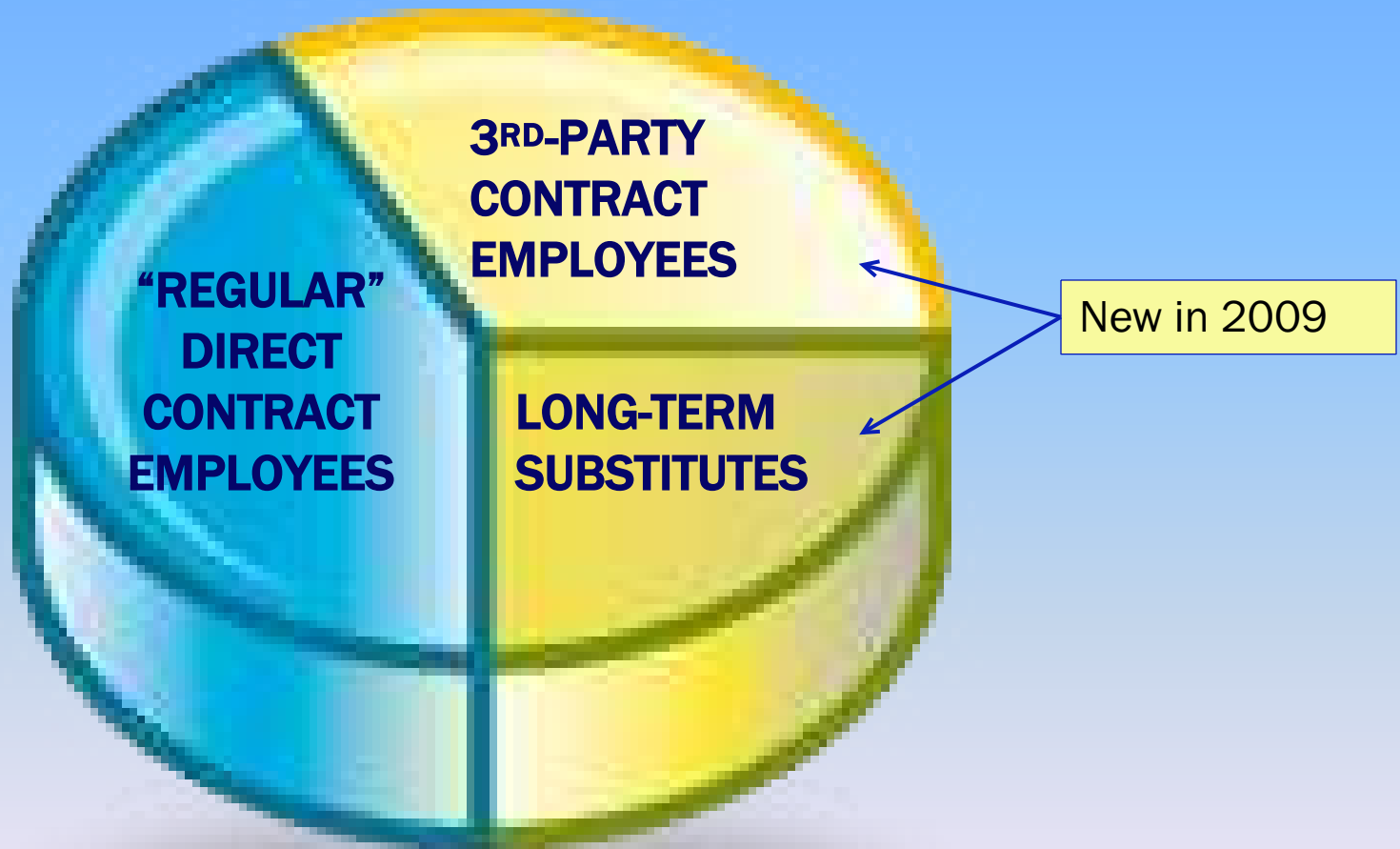
■ A Record Changes

- New Race and Ethnicity Changes
- Breaking Out of Full Name
- A-level Record Length Expanding

STAFF POPULATIONS

STAFF POPULATIONS

STAFF POPULATIONS REPORTED



STAFF POPULATIONS DEFINED

Regular Employee

EMPLOYEE TYPE = **blank/null**

- Direct contract with school district
- Visiting International Faculty (VIF)

OR

EMPLOYEE TYPE = **“B”**

Direct contract with school district

- **Retired teachers** who have come back to teach **full time**

STAFF POPULATIONS DEFINED

Long-Term Substitute

- EMPLOYEE TYPE = “L”
- Hired directly by the district.
- Must teach in the same vacant position, or replace the same permanent employee, for at least six weeks to be considered “long term”.

Third-Party Contract Employee

- EMPLOYEE TYPE = “P”
- Not hired directly by the district.
- Teachers and Special Ed Providers ONLY*

T&E FUNDING

EMPLOYMENT BASIS

DATA USED FOR T&E FUNDING

■ Certified Employees Only

Regular Employee's Data:

- Employment Basis
- Certification Level*** (PSC)
- Pay Step
- Years of Experience***

** Increase T&E dollars earned*

EMPLOYMENT BASIS FORMULA

Certified and Classified Employment Basis

How to calculate:

of **full-time** hours/day * # of days/week = # of hours/week

of hours/week * # of weeks worked/year = **Full-Time
hours/year**

+

of **additional** hours/day * # of days /week = # of hours/week

of hours/week * # of weeks worked/year = **Additional hours/year**

Once added together:

**Total of Hours *DIVIDED BY* Full-Time Hours
= EMPLOYMENT BASIS**

Example of Employment Basis

Example: Full-time CTAE teacher who works 2 additional hours 2 days a week teaching Extended-Day. Contracted days = 190

Calculation for
full-time hours:

8 hours/day
X5 days/week
40 hours/week
X38 weeks/year
1520 hours/year

Calculation for
additional hours:

2 hours/day
X 2 days/week
4 hours/week
X 38 weeks/year
152 hours/year


$$1520 + 152 = 1672$$

$$1672 \div 1520 = 1.10 \text{ (Employment Basis)}$$

Employment Basis VS Percent of Time

■ Employment Basis – B Record

- Related to CONTRACT SALARY
- Used to calculate FTE (full-time equivalent)
- Used in T&E calculation for certified employees
- Cannot be greater than 2.0



■ Percent of Time – C Record

- Related to TOTAL TIME ON THE JOB
- All assignments must total 100% of time
- Estimate % of time spent per assignment



Example: Employment Basis VS Percent of Time

■ Employment Basis – B Record

- ❑ Certified CONTRACT Salary = \$18,500.00
- ❑ Employment Basis = 0.50
- ❑ FTE calculated salary = $18500 / 0.50 = \$37,000.00$
- ❑ Yrs Exp = 5 (Step 3), Cert Level T4 (bachelors)
- ❑ Salary Schedule minimum = \$36,524.00 (met minimum)



■ Percent of Time – C Records

- ❑ Certified CONTRACT Days = 95 (full-time would be 190)
- ❑ Employee has 3 assignments:
 - 15% of time worked Extended Day
 - 75% of time worked as CTAE teacher
 - 10% of time worked teaching English remedial



ITEMS TO REMEMBER

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✘ Assignment Job Code

✚ Employee may have multiple Job Codes

✚ Assignments need to be broken out by Job Codes

Examples:

- Principal also serving as a CTAE teacher should have 2 assignment records with a percent of time serving as each.
- CTAE teacher who is teaching multiple subjects, such as Military Science and Technology Education should have multiple assignments for each Subject Matter Code.

✚ Employee may have certified as well as classified Job Codes reported

- Example: Teacher may also serve as bus driver

ITEMS TO REMEMBER

✘ Assignment Field Status

- ✘ *Determined and Reported by Local System*

- ✘ *Does NOT determine Highly Qualified Teacher (PSC)*

+ In-field (“I”)

- ✘ Teacher is working in their certified content area

+ Out-of-field (“O”)

- ✘ Teacher is certified, but is not working in the area of certification.

✘ Assignment Field Code

- + Must match against data received from PSC

TYPICAL CTAE COMBINATIONS

JOB CODE 150

Career, Technical and Agricultural Education (9-12) Teacher -
Teaches any Career, Technical and Agricultural Education subject to students in grades 9 through 12.

Field Code 783
Business Education
(6-12)

Subject Code 070
Business and
Computer Science

Field Code 790
Family and Consumer
Sciences (6-12)

Subject Code 200
Family & Consumer Sciences -
Include Culinary Arts & Early
Childhood Occupations

Field Code 650
Automotive Service
Technology

Subject Code 470
Mechanical -
Automotive, HVAC,
Aviation, Electronics
Occupations
(includes DCT)

OUT-OF-FIELD COMBINATIONS

JOB CODE 150

Career, Technical and Agricultural Education (9-12) Teacher Teaches any Career, Technical and Agricultural Education subject to students in grades 9 through 12.

Field Code 730
English (6-12)

Subject Code 480
Precision Production -
Drafting, Welding, Graphic
Arts, & Machining
Occupations

Field Code 748
Science (6-12)

Subject Code 480
Precision Production -
Drafting, Welding, Graphic
Arts, & Machining
Occupations

ITEMS TO REMEMBER

- ✘ Subject Matter Codes were originally patterned after the state course numbering
- ✘ However, expansion of courses required additional Subject Matter Codes that are not the same.

- ✘ Subject Matter Code (CPI Table)
 - ✘ **010** - Agricultural Business & Production Technology
 - ✘ 230 – English Language Arts
 - ✘ 2**R**0 – English Language Arts **Reading**

- ✘ State Board Rule Course Numbering
CAREER, TECHNICAL and AGRICULTURE EDUCATION
01. AGRICULTURAL BUSINESS AND PRODUCTION TECHNOLOGY

REPORTS TO VERIFY DATA



REPORTS TO VERIFY DATA

✘ **CP018** – Terminated Employees

✚ Listing of all employees that are being reported in current collection as being terminated

✘ **CP032** – Personnel Reported Active in Last Cycle

✚ Listing of all employees that were reported in last collection as active

✘ Compare this report to CP018

REPORTS TO VERIFY DATA

✘ **CP036** – Job Codes Summary by System

✚ Total number of employees reported by Job code.

✘ Can be viewed down to each facility within the school system

✘ **CP020** – Assignment Job Codes Not Reported

✚ Use as a check against what should be reported

REPORTS TO VERIFY DATA

✘ **CP040** – Long-Term Substitutes

✚ Demographics reported

✘ **CP041** – Third-Party Contract Employees

✚ Demographics reported

✚ Assignments reported

CTAE REPORTS TO VERIFY DATA



NEW

- ✘ **CP011** – Now split into two reports with added data elements
 - ✘ Contract data
 - ✘ Assignment data

CTAE REPORTS TO VERIFY DATA

A yellow starburst badge with the word "NEW" in white capital letters.

× **CP011a** – Contract Information

+ Detail of certified personnel meeting selection criteria with related **contract** data.

× **CP011b** – Assignment Information

+ Detail of certified personnel meeting selection criteria with related **assignment** data.

CTAE REPORTS – WHICH JOB CODES?

Job Code	Description
115	Military Science Teacher
116	Teacher - Extended Day (High School)
117	Teacher-Extended Day (6-8)
119	Extended Year Teacher
120	Middle School Connections (6-8) Teacher
142	Career Technical Instruction Teacher
150	Career, Technical and Agricultural Education (9-12) Teacher
151	Young Farmer Teacher
155	Adult Education Teacher
123	Middle School Career, Technical and Agricultural Teacher
124	Work Based Learning (WBL)Teacher (School Level
	ADMINISTRATIVE SELECTIONS
670	Career, Technical and Agricultural Education Director (LUA)
671	Career, Technical and Agricultural Education Director (RESA)
672	Career, Technical and Agricultural Education Supervisor (School level)
673	Youth Apprenticeship Coordinator

CTAE REPORTS – WHICH SUBJECT CODES?

Agricultural	01
Agricultural	02
Agricultural	03
Business	06
Business	07
Marketing	08
Communication Technologies	10
Information Technology	11
Personal Services Occupations	12
Education	13
Health	17
Family & Consumer Science	20
Technology Education	21
Public Health and Medical Occupations	25
Military Science	28
Intervention and Career Connections Programs	32
Public Safety	43
Construction Technology	46
Mechanical -	47
Precision Production	48
Manufacturing Sciences	49

First Two
Digits of
the CPI
Subject
Matter
Code

CTAE REPORTS – SELECTION COMBINATIONS

115	Military Science Teacher
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Military Science	28
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CTAE REPORTS – SELECTION COMBINATIONS

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Communication Technologies	10
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CTAE REPORTS – SELECTION COMBINATIONS

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119	Extended Year Teacher
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671	Career, Technical and Agricultural Education Director (RESA)
672	Career, Technical and Agricultural Education Supervisor (School level)
673	Youth Apprenticeship Coordinator

**999
OR
NO SUBJECT**

CTAE REPORTS – CP011A

Georgia Department of Education

CTAE - Contract Information

March 2009 (CPI 2009-2)

901-Sample County

0103 Sample County High School

SSN	Employee Name	Cert Employ Basis	Cert Contract Days	Payroll Years of Experience	State Pay Step	Pay Step Next Year	Annual Contract Salary
XXXXXX4551	GALLUP, TROTT N.	1	190	29	L6	L6	79,539.00
XXXXXX5874	OZ, DOROTHY S.	1	190	2	2	3	30,211.00
XXXXXX2121	SURE, IAM	0.5	85	32	L6	L6	44,589.00

- Employee Contract Information
- One record per certified employee
- Source (A record Demographics and B record contract data)

CTAE REPORTS - CP011B

Georgia Department of Education March 2009 (CPI 2009-2)	CTAE - Job Assignments
	901-Sample County

0103 Sample County High School

SSN	Employee Name	Assign % of Time	Job Code	Job Code Title	Subj Code	
XXXXXX4551	GALLUP, TROTT N.	100	119	Extended Year Teacher	018	A P
XXXXXX5874	OZ, DOROTHY S.	100	119	Extended Year Teacher	250	P C
XXXXXX2121	SURE, IAM	10	115	Military Science Teacher	280	M
		90	117	Teacher-Extended Day (6-8)	010	A P

- Employee assignment Information
- Employee can have > 1 record due to multiple assignments
- Source (A record Demographics and C record assignment data)

COMPARING THE 2 CTAE REPORTS

✘ Selection criteria the same

- ✘ Employee on one report should be on the other

✘ Employee working half-time

- + CP011a - Employment Basis is 0.5

- + CP011b - Percent of Time is per assignment

- + Total Percent of Time must = 100%

✘ An employee can be certified and classified

- + Teacher may also be a bus driver

- + Not all Assignments are always *instructional*

CTAE REPORTS – PRIVACY ISSUES

- ✘ **Reports contain confidential information**

- ✘ Social Security Number

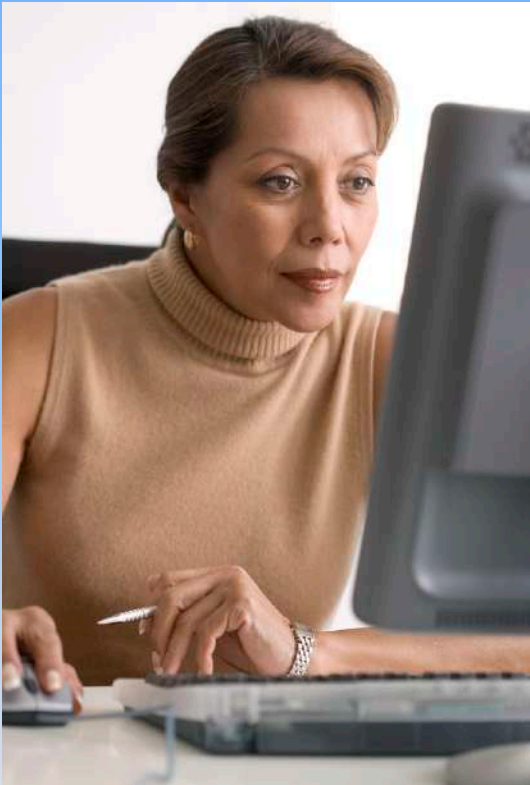
- ✘ Salary information

- ✘ **Keep reports secured**

- ✘ Do not leave out for others to see

- ✘ Share detail only on an as-needed basis

CPI QUESTIONS?



Please issue a dticket via email

dticket@doe.k12.ga.us

Or

call the Help Line at

800-866-1011

Please indicate that this is a

CTAE-Related QUESTION

For CPI.

Thank you for your kind attention!