

# MASBO 2017 FALL CONFERENCE

## Calculation of Teacher Units

Friday, September 15, 2017



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

Ensuring a bright *future* for every child

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Career & Technical Education (CTE) Teacher Units

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## VISION

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To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

## MISSION

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To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

1. All Students Proficient and Showing Growth in All Assessed Areas
2. Every Student Graduates from High School and is Ready for College and Career
3. Every Child Has Access to a High-Quality Early Childhood Program
4. Every School Has Effective Teachers and Leaders
5. Every Community Effectively Uses a World-Class Data System to Improve Student Outcomes
6. Every School and District is Rated “C” or Higher

# CTE Teacher Units – Approved Programs

- The CTE Slot Usage Report identifies the total number of CTE approved programs offered at the school.
- **MSIS Menu Path:** Reports>CTE Data>Slot Usage Report
- The total number of approved programs are expressed as a percentage. {1 approved program = 1 full-time teacher slot (100%)}
- The report identifies active teachers and percentages of time taught in each slot. {1 full-time teacher slot (100%) = 1 CTE teacher unit (1.00).
- NOTE: {1 full-time teacher slot (100%) = 50% CTE MAEP or .5 teacher unit.}

# CTE Teacher Units – Slot Usage Example

- A district has 24 Approved Programs (24 Total Teaching Slots).
- In FY17, only 14 full-time positions (1400%) and one half-time position (50%) are filled.
- The district slot usage percentage is 1450%, the equivalent of 14.50 Actual CTE Teacher Units.
- The district should have 7.25 Actual CTE MAEP Teacher Units, if the Personnel MAEP Report for CTE is accurate.

# CTE Teacher Units – Calculations & Funding

- **CTE Teacher Units** are calculated and funded in MSIS through the CTE Teacher Budget Report.
- **MSIS Menu Path:** Reports>CTE Data>Teacher Budget Report
- MSIS data-entry screen is granted to **CTE Director/Contact Person only** to input actual data for the accurate calculation of CTE Salary Reimbursements for every Actual CTE teaching slot/teaching unit.
- A **valid teaching license, years of teaching experience, and percentage of time taught** are major requirements for MSIS to calculate CTE salary reimbursement for each CTE teacher.

# CTE Teacher Units – Calculations & Funding

- **CTE MAEP Teacher Units** are calculated and funded in MSIS through the Personnel MAEP Report for CTE.
- **MSIS Menu Path: MSIS Menu Path:** Reports>Personnel Data>MAEP>TU Edit>District>Click Cancel (selects ALL schools)>Program Type>CTE> Click Green Traffic Light
- Several variables go into the CTE MAEP calculations.
- The **CTE Teacher Unit (TU) Edit Checklist** should be used to troubleshoot error messages on the Personnel MAEP report.
- Print, review, and correct the Personnel CTE MAEP Report in October after Month 1 data is captured.

August 11, 2010  
Wednesday, 08:49 AM

Page 30 of 39

# Full-Time CTE Teacher

NAME: \_\_\_\_\_

RACE GENDER: \_\_\_\_\_

YEARS OF EXPERIENCE: 14      DISTRICT TIME: 100      DAYS EMPLOYED: 230      LEVEL ASSIGNMENT:      ANNUAL SALARY: 58014

ADDRESS: \_\_\_\_\_      CITY: \_\_\_\_\_      STATE/ZIP: \_\_\_\_\_

SPECIAL EDUCATION      TOTAL 3 AND 4 YEAR OLDS:      TOTAL ENROLLMENT:      INSTRUCTIONAL TIME MORE THAN 100%:

| TERM/ PRD<br>SEM NO. | COURSE | MIN    | GIFTED |     | LO<br>STUD | SPED<br>STUD | LO<br>GRADE | HI<br>GRADE | UNITS | FED<br>PROG | RES | SCHE<br>TYPE | COURSE TITLE                         | VOCATIONAL NO. OF STUDENTS<br>BY GRADE LEVEL |   |   |    |    |    |        |     |
|----------------------|--------|--------|--------|-----|------------|--------------|-------------|-------------|-------|-------------|-----|--------------|--------------------------------------|----------------------------------------------|---|---|----|----|----|--------|-----|
|                      |        |        | MIN    | MIN |            |              |             |             |       |             |     |              |                                      | 7                                            | 8 | 9 | 10 | 11 | 12 | SCHOOL |     |
| S1                   | 1      | 170691 | 110    |     | 8          |              | 12          | 12          | 020   | 2           |     | NM           | ALLIED HEALTH CLUSTER II (VOCATIONA  | 0                                            | 0 | 0 | 0  | 0  | 0  | 8      | 090 |
| S1                   | 10     | 902001 | 10     |     | 0          |              | 07          | 12          | 000   | 0           | XX  | NM           | NATIONAL BOARD - CERTIFIED TEACHER/( | 0                                            | 0 | 0 | 0  | 0  | 0  | 0      | 090 |
| S1                   | 3      | 170691 | 110    |     | 18         |              | 12          | 12          | 020   | 2           |     | NM           | ALLIED HEALTH CLUSTER II (VOCATIONA  | 0                                            | 0 | 0 | 0  | 0  | 0  | 18     | 090 |
| S1                   | 6      | 170690 | 110    |     | 11         |              | 11          | 11          | 020   | 2           |     | NM           | ALLIED HEALTH CLUSTER I (VOCATIONA   | 0                                            | 0 | 0 | 0  | 0  | 11 | 0      | 090 |
| S1                   | 7      | 851001 | 50     |     | 0          |              | 07          | 12          | 000   | 0           |     | NM           | INSTRUCTIO                           |                                              |   |   |    |    |    |        |     |

**MAEP Percent 50 is correct.**

CERTIFICATION

| CERTIFICATE NO | CLASS | TYPE | ENDORSEMENT AREAS |     |     |     | VALID FROM | VALID TO | ISSUED   |          |
|----------------|-------|------|-------------------|-----|-----|-----|------------|----------|----------|----------|
|                | 2     | ST   | 355               | 188 | 181 | 000 | 000        | 07/01/09 | 06/30/14 | 02/27/09 |

MAEP CLASS 2      MAEP PERCENT 50      MAEP SALARY 20770      MAEP SELECTED - VOCATIONAL EDUCATION.

~~CERTIFICATION DATA HAS BEEN UPDATED. MAEP NEEDS TO BE RE-RUN. RE-APPROVE PERSONNEL DATA.~~  
 SCHEDULE HAS BEEN UPDATED. MAEP NEEDS TO BE RE-RUN. RE-APPROVE PERSONNEL DATA.  
 STUDENT MONTH 9 DATA HAS BEEN APPROVED. MAEP NEEDS TO BE RE-RUN. RE-APPROVE PERSONNEL DATA.

**MAEP Percent 25 is incorrect.**

VOCATIONAL EDUCATION

VOC EDIT - FORCE SELECT MAEP PERCENT 25  
 TOTAL VOCATIONAL % 50

VOC EDIT - FORCE SELECT MAEP SALARY 10385  
 TEACHER BUDGET - HEALTH SERVICES/ALLIED HEALTH, GEN. % 100



# CTE Teacher Units – Calculations & Funding

- For an accurate CTE MAEP Personnel Report, the **CTE Teacher's General Schedule** must be entered correctly.
- **MSIS Menu Path:** Modules>Personnel>View General Schedule
- **CRITICAL:** In order for MAEP to be calculated on ALL CTE Instructors, the Special Program Indicator (**CTE is "2"**) **must be entered** on the Teacher's schedule for each CTE course taught.
- Failure to do so will result in **NO Personnel MAEP Report or Funding** generating for that CTE teacher.

# CTE Teacher Units – Calculations & Funding

Mississippi Student Information System : View General / Schedule Employee Data

File Interfaces Maintenance Modules Reports Security Query Block Help

Employee | Select District | District Info | Schedule | Salary | Special Ed

District Name Last Name First Name MI SSN School Year

| Schedule Term / Semester | Period | Course | Minutes | School | Low Grade | High Grade | Students | Carnegie Units | Special Program | Schedule Type    | Reserved | Time Frame Taught |
|--------------------------|--------|--------|---------|--------|-----------|------------|----------|----------------|-----------------|------------------|----------|-------------------|
| S1                       | 0      | 029999 | 55      | 024    | 09        | 11         |          | 010            | 2               | 7 Periods - N... |          |                   |
| S1                       | 0      | 010103 | 55      | 024    | 12        | 12         |          | 010            | 2               | 7 Periods - N... |          |                   |
| S1                       | 0      | 029999 | 55      | 024    | 10        | 10         |          | 010            | 2               | 7 Periods - N... |          |                   |
| S1                       | 0      | 851001 | 50      | 024    | 07        | 12         |          | 000            | 0               | 7 Periods - N... |          |                   |
| S1                       | 0      | 029999 | 55      | 024    | 09        | 10         |          | 010            | 2               | 7 Periods - N... |          |                   |
|                          |        | 030102 | 55      | 024    | 10        | 12         |          | 010            | 2               | 7 Periods - N... |          |                   |
|                          |        | 030102 | 55      | 024    | 11        | 11         |          | 010            | 2               | 7 Periods - N... |          |                   |

Course Title: SCIENCE OF AGRICULTURAL MECHANIZATION

**Course Codes** (points to Course column)

**CTE Flag "2"** (points to Special Program column)

# CTE Teacher Units – Calculations & Funding

| CTE Instructors                              | Special Program Indicator | Percentage of Time Taught    | MAEP Teacher Units | MAEP Salary          |
|----------------------------------------------|---------------------------|------------------------------|--------------------|----------------------|
| CTE Instructor (CTE)                         | 2                         | 100%                         | 0.50               | \$20,770.00          |
| CTE Instructor (CTE)                         | 2                         | 100%                         | 0.50               | \$20,770.00          |
| CTE Instructor (CTE)                         | 2                         | 100%                         | 0.50               | \$20,770.00          |
| CTE Instructor (CTE)                         | 2                         | 50%                          | 0.25               | \$10,385.00          |
| CTE Instructor (CTE)                         | 2                         | 84%                          | 0.42               | \$17,447.00          |
| CTE Instructor (CTE)                         | 2                         | 66%                          | 0.33               | \$13,708.00          |
|                                              |                           | <b>Total: 500%</b>           |                    |                      |
|                                              |                           | <b>Total CTE Units: 5.00</b> |                    |                      |
| <b>**TOTAL MAEP TEACHER UNITS and SALARY</b> |                           |                              | <b>2.50</b>        | <b>\$ 103,850.00</b> |

**\*\*\*EXAMPLE ONLY\*\*\***



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