# 2013-14
# SUPERINTENDENT'S ORGANIZATION REPORT (SO66)

THE SUPERINTENDENT MUST ELECTRONICALLY SUBMIT THE WEB APPLICATION TO KSDE ON OR BEFORE: THRUSDAY, OCTOBER 10, 2013

THIS FORM IS FOR REFERENCE ONLY AND MUST BE COMPLETED ON THE WEB AT:
https://svapp15586.ksde.org/authentication/login.aspx

**All districts are required to provide this information (K.S.A. 72-6419). The payment of state aid is contingent upon this report's receipt and accuracy.**

Items below shaded in gray are PREPOPULATED to the SO66 from the KSDE Directory Application, the KIDS Collection System, or the Principal's Building Report(s). If items do not populate correctly, an *authorized* user must log into these applications and update the source data where appropriate. Items are presented below in the order they appear on the online application. Some screens, or portions thereof, will not display in the online application if not applicable for certain districts.

**PBR WORK QUEUE**

Status of Principal Building Reports that the Superintendent is responsible for:

Not Yet Started In Progress Approved(by the building principal to the superintendent for review) Submitted (to KSDE)

**ADMINISTRATIVE DATA**

**District Info**

| | | |
|---|---|---|
| School Year: | District Name: | USD #: |
| Address: | City: | Zip code: |
| Superintendent Name: | | |
| Point of Contact Name: | Point of Contact Position/Title: | Point of Contact Number: |

**Attendance Buildings**

Number of accredited attendance centers operated by the district.
Number of attendance centers closed this school year.
Number of attendance centers opened this school year.

**SCHEDULE** – Refer questions to Kevin Mercer, (785) 296-4973 email: kmercer@ksde.org

**Yearly Schedule**

Number of hours school was in session during 2012-13. (Use the building with the least number of hours including parent teacher conferences, ½ of the in-service day, etc.)
Scheduled opening date of school (students in attendance) 2013-14
Scheduled closing date of school (students in attendance) 2013-14

**Inclement Weather Days**

List the dates scheduled in your 2013-14 calendar to compensate for days lost due to inclement weather. (K.S.A. 72-1106 et. seq.)

**In-Service Days**

List the dates scheduled in your 2013-14 calendar for staff development or in-service training. (K.S.A. 72-1106)

**BULLYING POLICY** – Refer questions to Kent Reed, (785) 296-8109 email, kreed@ksde.org

KSA 72-8256 Anti-Bullying Legislation requires school districts to adopt policies prohibiting bullying on school property, in school vehicles, or at school sponsored activities, and to adopt and implement a plan to address bullying, which must include provisions for training and education of staff and students.

Has your school district adopted and implemented a plan to address bullying either by any student, staff member or parent towards a student or by a student, staff member or parent towards a staff member on school property, in a school vehicle, or at a school-sponsored activity or event, including provisions for the training and education of staff members and students?
Yes/No

**SALARIES** – Refer questions to Kevin Mercer, (785) 296-4973 email: kmercer@ksde.org.

NOTE: Do not combine salary and fringe benefits. Report each on the appropriate line. Refer to the SO66 User's Manual for detailed instructions.

| (Code 02) | Total Actual 2012-13 | Total Contracted 2013-14 | Difference (Col2 - Col1) | Percentage Difference (Col 3 / Col1) |
|---|---|---|---|---|
| **(01)** Number of FTE principals (based on 10 mo. contract) (nearest tenth) | | | | |
| **(02)** Principals' salaries including supplemental salaries and fringe benefits (employee reduction) (prorate for part-time principals appropriate to the FTE reported in line 1) Do not include assistant or vice principals. | | | | |
| **(03)** Board paid fringe benefits for principals | | | | |
| **(04)** Total principals' salaries (line 2 + 3) | | | | |
| **(05)** Average contracted salary for principals (divide line 4 by line 1) | | | | |
| | | | | |
| **(06)** Number of FTE classroom teachers (nearest tenth) Regular contract teachers only – see help screen. | | | | |
| **(07)** Classroom teachers' salaries including fringe benefits (employee reduction) (prorate for part-time teachers appropriate to the FTE reported in line 6) Do not include salaries for teachers not included in line 6. | | | | |
| **(08)** Supplemental teacher salaries during the school year and extra pay for summer school | | | | |
| **(09)** Board paid fringe benefits for teachers | | | | |
| **(10)** Total classroom teachers' salaries (line 7+8+9) | | | | |
| **(11)** Average contracted salary for classroom teachers (divide line 10 by line 6) | | | | |
| | | | | |
| **(12)** What is the estimated average percent increase in salary (including fringe benefits) for returning teachers during 2013-14 (nearest tenth) | | | | |
| | | | | |
| **(13)** Superintendent's total salary including supplemental pay for other duties and fringe benefits (employee reduction and board paid) Report the TOTAL contracted salary, even if it was included in other lines. | | | | |

**CERTIFIED/LICENSED PERSONNEL** – Refer questions to Kevin Mercer, (785) 296-4973 email: kmercer@ksde.org

Note: Administrators' contracts may vary from nine to twelve months. Each certified employee should not be counted as more than 1.0 FTE.

| **Personnel (Include All Certified Personnel) (Code 04)** | **(01) Central Office** | **(02) Elementary** | **(03) Middle /Jr. High** | **(04) Sr. High** | **(05) Total** |
|---|---|---|---|---|---|
| **(01)** Superintendent | | | | | |
| **(02)** Assoc./Asst. Superintendents | | | | | |
| **(03)** Administrative Assistants (A) | | | | | |
| **(04)** Principals | | | | | |
| **(05)** Assistant Principals | | | | | |
| **(06)** Directors/Supervisors Spec. Ed (B) | | | | | |
| **(07)** Directors/Supervisors of Health | | | | | |
| **(08)** Directors/Supervisors Voc. Ed. (B) | | | | | |
| **(09)** Instructional Coordinators/Supervisors | | | | | |
| **(10)** All Other Directors/Supervisors (C) | | | | | |
| **(11)** Other Curriculum Specialists | | | | | |
| **(12)** Practical Arts/Vocational Teachers | | | | | |
| **(13)** Special Ed. Teachers (B) | | | | | |
| **(14)** Prekindergarten Teachers (D) | | | | | |
| **(15)** Kindergarten Teachers | | | | | |
| **(16)** All Other Teachers | | | | | |
| **(17)** Library Media Specialists (B) | | | | | |
| **(18)** School Counselors | | | | | |
| **(19)** Clinical or School Psychologists (B) | | | | | |
| **(20)** Nurses {RN or NP only} (B) | | | | | |
| **(21)** Speech Pathologists | | | | | |
| **(22)** Audiologists | | | | | |
| **(23)** School Social Work Services (B) | | | | | |
| **(24)** Reading Specialists/Teachers | | | | | |
| **(25)** Others (specify below) | | | | | |
| **(26)** TOTAL (Lines 1-25) See footnote (E) | | | | | |

(A)Report the total number of other certified employees that serve in an administrative capacity district wide. Include Area Directors.
(B)Report only those employed by this school district or system.
(C)Include federal programs, except Headstart.
(D)Include Headstart teachers and any other preschool teachers.
(E)This data may not match your Licensed Personnel Report. Do not exceed 1.0 FTE for any personnel.

NOTE: Sponsoring districts of special education co-ops only – do not forget to include all certified employees of the co-op in this report.

**NON-CERTIFIED PERSONNEL** – Refer questions to Kevin Mercer, (785) 296-4973 email: kmercer@ksde.org

| Personnel (Include All Noncertified Personnel) (Code 05) | Full-Time Equivalency (A) |
|---|---|
| **(01)** Assistant Superintendents | |
| **(02)** Business Managers | |
| **(03)** Business Services (B): Directors/Coordinators/Supervisors(C) | |
| **(04)** Business Services (B): All Other Personnel | |
| **(05)** Maintenance and Operation: Directors/Coordinators/Supervisors (C) | |
| **(06)** Maintenance and Operation: All Other Personnel | |
| **(07)** Food Service: Directors/Coordinators/Supervisors | |
| **(08)** Food Service: All Other Personnel | |
| **(09)** Transportation: Directors/Coordinators/Supervisors | |
| **(10)** Transportation: All Other Personnel | |
| **(11)** Technology: Directors/Coordinators/Supervisors | |
| **(12)** Technology: All Other Personnel | |
| **(13)** Other: Directors/Coordinators/Supervisors | |
| **(14)** All Other: Attendance Services Staff | |
| **(15)** All Other: Library Media Aides | |
| **(16)** All Other: Nurses (LPN only) | |
| **(17)** All Other: Security Officers | |
| **(18)** All Other: Social Services Staff | |
| **(19)** All Other: Regular Education Teacher Aides | |
| **(20)** All Other: Coaching Assistants | |
| **(21)** All Other: Secretarial/Clerical (Central Admin) | |
| **(22)** All Other: Secretarial/Clerical (School Admin) | |
| **(23)** All Other: Secretarial/Clerical (Student Support Services) | |
| **(24)** All Other: Special Education Paraprofessionals | |
| **(25)** All Other: Parents as Teachers | |
| **(26)** All Other: School Resource Officers | |
| **(27)** Others (Specify) | |
| **(28)** TOTAL (Lines 1-27) | |

(A) A full-time equivalency of one (1.0) should be based upon 2,080 hours (260 work days times 8 hours).Compute to the nearest tenth, not to exceed 1.0.
(B) Include data processing, purchasing, accounting, insurance, payroll, etc.
(C) Include only supervisory personnel receiving an annual salary of at least $32,000. All other supervisory personnel should be counted as "All Other Personnel" in their employment classification.

**FEDERAL TITLE PROGRAMS** – Refer questions to Nicole Clark, (785) 296-4925 email: nclark@ksde.org or Dean Zajic (785) 296-2425 email: dzajic@ksde.org
The Title II-A and Title II-D Programs utilize nonpublic school enrollment within the unified school district to calculate annual allocations. These programs require the use of the enrollment of those schools who DESIRE to participate in each program. These enrollment numbers will be used to calculate 2013-14 allocations.

List the nonpublic schools located within your district by BOTH Name and City. Report the total FTE enrollment as of September 20, 2013 for the nonpublic school, and check the programs they intend to participate in the 2014-15 school year.

Name & City of Nonpublic School* Total FTE Title II-A: Yes/No Title II-D: Yes/No
*Nonpublic schools include all private accredited and non-accredited schools.

**HEADCOUNT** – Information required to administer the School District Finance Act – Report September 20, 2013 Enrollment (Headcount) by grade.

| Grade (Code 03) | Building Report Total | Central Office Total | District Total (01) | FTE (02) |
|---|---|---|---|---|
| (01) Kindergarten | | | | |
| (02) Grade 1 | | | | |
| (03) Grade 2 | | | | |
| (04) Grade 3 | | | | |
| (05) Grade 4 | | | | |
| (06) Grade 5 | | | | |
| (07) Grade 6 | | | | |
| (08) Grade 7 | | | | |
| (09) Grade 8 | | | | |
| (10) Grade 9 | | | | |
| (11) Grade 10 | | | | |
| (12) Grade 11 | | | | |
| (13) Grade 12 | | | | |
| (14) Nongraded | | | | |
| (15) 3 Yr, 4 yr, and 5 yr (IEP) | | | | |
| Sub Total | | | | |
| (16) 4 year-old At-Risk | | | | |
| (17) Total Headcount | | | | |
| (18) Pre-Kindergarten (non IEP) | | | | |

**CENTRAL OFFICE HEADCOUNT** – Information required to administer the School District Finance Act – Report September 20, 2013 Enrollment (Headcount) by grade. This section will only have data on students who are counted at the district office, if applicable.

| Grade (Code 03) | Building Report Total | Central Office Total | District Total (01) | FTE (02) |
|---|---|---|---|---|

**CENTRAL OFFICE WEIGHTINGS TABLE** – Refer questions regarding schedules to Kevin Mercer, (785) 296-4973 email: kmercer@ksde.org
**Vocational information is to be reported by High Schools only**
(a) Career and Technical Education Contact Minutes _____
(b) Seminar Minutes (Report whole minutes) on September 20, 2013. Do NOT duplicate seminar minutes counted at the building level _____
(c) Total number of vocational student contact hours* for all students in an approved vocational education course on September 20, 2013 _____
Total number of ESOL/Bilingual student contact hours* for all students in an approved ESOL/Bilingual education course on September 20, 2013. _____
Total number of Part Time Students. _____
Number of students enrolled in an approved virtual education program _____

*Cannot exceed six (6) hours for any individual student.

**HEADCOUNT AND ENROLLMENT AT A GLANCE** – Refer questions to Kevin Mercer, (785) 296-4973 email: kmercer@ksde.org

| Category | 9/20/13 District Total Headcount or Hours | 9/20/13 Simple FTE | Military 2/20/14 District Total Headcount or Hours | Military 2/20/14 FTE |
|---|---|---|---|---|
| Regular Enrollment (includes Virtual) | | | | |
| 4 Yr old At-Risk | | | | |
| Out-of-State Students | | | | |
| Part-time Students (calculated FTE) | | | | |
| Career and Technical Education (CTE) Contact Hours | | | | |
| ESOL/Bilingual Student Contact Hours | | | | |
| Students Eligible for Free Lunches | | | | |
| Students Eligible for Reduced Lunches (info only) | | | | |
| Non-Proficient Headcount | | | | |
| KAMS Students | | | | |
| Students in Juvenile Detention Centers on September 20 | | | | |
| Number of transported students who live 2.5 miles or more from attendance centers | | | | |
| Number of transported students who live less than 2.5 miles from attendance centers | | | | |
| Number of Non-Resident (Out of District) transported students | | | | |
| | | | | |
| 9/20 FTE Virtual Enrollment | | | | |
| Non Proficient Virtual (Headcount) | | | | |
| Virtual Students Taking AP Courses | | | | |
| Total Weighted FTE Virtual Enrollment | | | | |
| | | | | |
| FTE Students housed in new facilities (nearest tenth) | | | | |
| Names of new school building(s) or building(s) with new additions: | | | | |
| Names of buildings that qualify for second year new facilities: | | | | |
| | | | | |
| Amount of tax appeal approved (Ancillary) | | | | |
| Amount of tax appeal approved (Declining Enrollment) | | | | |
| Amount of tax appeal approved (Cost of Living) | | | | |
| | | | | |
| FY 2008-09 Special Education State Aid | | | | |
| Current Year Special Education State Aid | | | | |