To enter salary data in the budget document, open Codes.xlsx and select the Salaries tab at the bottom of the screen. Below is a screenshot of the table used to submit salary data.

**Note:** If salary negotiations are not finalized by August 25, enter the prior two years actual salary data and submit the budget. When negotiations are final, please contact School Finance to provide current year contracted salary data.

### AVERAGE SALARY

<table>
<thead>
<tr>
<th></th>
<th>2017-18 Actual</th>
<th>2018-19 Actual</th>
<th>2019-20 Contracted</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTE</td>
<td>Total Salary</td>
<td>Average Salary</td>
<td>Total Salary</td>
</tr>
<tr>
<td>Administrators (Cert/Non-Cert)</td>
<td>6.0</td>
<td>444,750</td>
<td>74,125</td>
</tr>
<tr>
<td>Teachers (Full Time)</td>
<td>67.0</td>
<td>2,898,250</td>
<td>43,110</td>
</tr>
<tr>
<td>Other Certified (Licensed) Personnel</td>
<td>5.0</td>
<td>235,516</td>
<td>47,103</td>
</tr>
<tr>
<td>Classified Personnel</td>
<td>59.0</td>
<td>1,323,347</td>
<td>22,430</td>
</tr>
<tr>
<td>Substitutes/Temporary Help</td>
<td>XXXXX</td>
<td>XXXXXXXXX</td>
<td>XXXXX</td>
</tr>
</tbody>
</table>

The following guidelines should be used to determine “full time equivalency” (FTE):

- **FTE for certified** administrators, teachers and other certified (licensed) personnel is defined by the local school board.

  Generally, 1.0 FTE is reported as:
  - teachers with a 9-10 month contract
  - principals with a 10-12 month contract
  - superintendents with a 12 month contract

- **FTE for 1.0 for non-certified** administrators and classified personnel should be based upon 2,080 hours.

**DEFINITIONS:**

- **Administrators Certified (Licensed)** - Superintendent; Assistant Superintendent; Administrative Assistants; Principals; Assistant Principals; Directors/Supervisors Special Education; Directors/Supervisors of Health; Directors/Supervisors of Voc Ed; Instructional Coordinators/Supervisors; All other Directors/Supervisors.

- **Non-Certified** - Assistant Superintendents; Business Managers; Business Services (Directors/Coordinators/Supervisors); Food Service (Directors/Coordinators/Supervisors); Transportation (Directors/Coordinators/Supervisors); Custodial/Maintenance (Directors/Coordinators/Supervisors); Other (Directors/Coordinators/Supervisors).

*Kansas leads the world in the success of each student.*
Teaching Staff and Average Salaries on the USD Budget

KANSAS STATE DEPARTMENT OF EDUCATION

Teachers (Full Time Only)
- Practical Arts/Vocational Teachers
- Special Education Teachers
- Pre-kindergarten Teachers
- Kindergarten Teachers
- Reading Specialists/Teachers
- All Other Teachers

Other Certified (Licensed) Personnel
- Part-time Teachers
- Library Media Specialists
- School Counselors
- Clinical or School Psychologists
- Speech Pathologists
- Audiologists
- Nurses (RN)
- Social Workers

Classified Personnel
- Attendance Services Staff
- Library Media Aides
- Security Officers
- Regular Education Teacher Aides
- Secretarial/Clerical
- Special Education Paraprofessionals
- Nurses (LPN)
- Food Service Workers
- Custodians
- Bus Drivers

Substitutes/Temporary
- Substitute Teachers
- Coaching Assistants
- Other short-term temporary help

Total Salary
- Report total salary including employee reduction plans\(^1\), supplemental and extra pay for summer school, and board paid fringe benefits (employer paid)\(^2\).

\(^1\) **Employee reduction plans include** benefits received by employees under a Section 125 Salary Reduction Agreement. Does **not** include social security, workers’ compensation, and unemployment insurance.

\(^2\) **Board paid fringe benefits (employer paid include** group life, group health, disability income, accidental death and dismemberment, and hospital surgical, and/or medical expense insurance. This should also include board paid tax-sheltered annuities. Does **not** include social security, workers’ compensation, and unemployment insurance.

For more information, contact:
- Craig Neuenswander, Director
  - School Finance (785) 296-3872
  - cneuenswander@ksde.org
- Sara Barnes, Coordinator
  - School Finance (785) 296-4972
  - sbarnes@ksde.org

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