



SUPERINTENDENT OF PUBLIC INSTRUCTION

Randy I. Dorn Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

January 12, 2012

(X) Action Required
(X) Informational

ADDENDUM TO BULLETIN NO. 081-11 SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

TO: Educational Service District Superintendents
Chief School District Administrators
Assistant Superintendents for Business and/or Business Managers
School District Personnel Directors
School District Data Administrators

FROM: Randy I. Dorn, State Superintendent of Public Instruction

RE: 2011–12 S-275 Personnel Reporting Handbook Addendum Materials

CONTACT: Ross Bunda, (360) 725-6308, ross.bunda@k12.wa.us
Agency TTY number (360) 664-3631

Purpose

Since its publication in November 2011, some changes/corrections have become necessary to the 2011–12 *S-275 Personnel Reporting Handbook*. The purpose of this addendum is to provide school districts with this additional guidance to the 2011–12 *S-275 Personnel Reporting Handbook*.

Effective Date

The effective date of this addendum is January 12, 2012, and the changes are applicable to S-275 personnel reporting for the 2011–12 school year.

Guidance Overview

This guidance covers the following topics:

1. Attachment A makes changes to the reporting of grade group codes.
2. Attachment B covers the addition of duty code suffix “4” for the purposes of recording the costs of specific innovative activities.

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Assistance

Questions regarding instructions for reporting data addressed in Attachments A and B should be directed to Ross Bunda in School Apportionment and Financial Services at (360) 725-6308 or ross.bunda@k12.wa.us.

K-12 FINANCIAL RESOURCES

Shawn Lewis
Chief Financial Officer

SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

JoLynn Berge
Director

RD:rb

Attachments

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Attachment A

Background

The 2011–12 S-275 Personnel Reporting Instructions, Item D.3 on pages 58–59, instruct the reporting of the appropriate grade group codes:

- Blank** *Item D.3* may be left **blank** for an assignment that is not a certificated instructional assignment in basic education or special education program 21.
- P** Use for reporting of an assignment in a preschool program. This code should not be used for assignments in programs 01, 02, 31, 34, 45, or 97.
- K** An assignment with kindergarten students.
- E** An assignment with elementary Grades 1, 2, or 3 students or an assignment with ungraded students aged 6, 7, or 8.
- F** An assignment with elementary Grades 4, 5, or 6 students or an assignment with ungraded students aged 9, 10, or 11.
- M** An assignment with middle school Grades 7 or 8 students or an assignment with ungraded students aged 12 or 13.
- H** An assignment with high school Grades 9, 10, 11, or 12 students or an assignment with ungraded students aged 14 through 20.

The grade group code “H” (high school grades) is new for 2011–12 and was reported as grade group code “S” (secondary school grades) in previous school years.

Guidance

For 2011–12 only, school districts that require additional time to implement this reporting change may continue to report grade group code “S” for assignments with high school grade students.

Since the S-275 edits have been updated to align with the new group code reporting, Error 70, Incorrect Grade Group for Assignment, will generate for assignments reported with the “old” grade group code “S.” For 2011–12 only, school districts that are still reporting grade group “S” for assignment with high school grade students may disregard S-275 edit Error 70 for those assignments.

Attachment B

Background

E2 SSB 6696, Education Reform, was passed during the 2010 Legislative Session. As a result of this legislation, RCW 28A.400.200 was amended to provide the following:

“(4) Salaries and benefits for certificated instructional staff may exceed the limitations in subsection (3) of this section only by separate contract for additional time, for additional responsibilities, for incentives, or for implementing specific measurable innovative activities, including professional development, specified by the school district to: (a) close one or more achievement gaps, (b) focus on development of science, technology, engineering, and mathematics (STEM) learning opportunities, or (c) provide arts education. Beginning September 1, 2011, school districts shall annually provide a brief description of the innovative activities included in any supplemental contract to the office of the superintendent of public instruction. The office of the superintendent of public instruction shall summarize the district information and submit an annual report to the education committees of the house of representatives and the senate.”

Guidance

These “innovative activities” are to be coded as supplemental assignments reported with duty code suffix “4” in the school district’s S-275 personnel reporting process, beginning in the 2011–12 school year. School districts that have separate contracts, as of October 1, 2011, for implementing specific measurable innovative activities, pursuant to E2 SSB 6696, should report those activities with duty code suffix “4” in their S-275 report. It is anticipated that brief descriptions of these innovative activities included in supplemental contracts will be reported, as needed, in school districts’ end-of-year F-196 reporting.