

Licensure, Staffing & Financial Impacts

PRESENTED BY: BEAVERCREEK CITY SCHOOLS

PENNY RUCKER, TREASURER

DERON SCHWIETERMAN, HUMAN RESOURCES DIRECTOR

KYLEA KIMMERLY, EMIS COORDINATOR



Collaborate to Solve the Puzzle



Human Resources

Treasurer/Finance

EMIS

Enrollment & Staffing

Student enrollment and staffing requirements are driving forces behind course offerings and district finances. To assist with this process in Beavercreek, we:

Hold monthly meetings that include our HR Director, Treasurer, Curriculum Director and EMIS Coordinator to review student enrollment and current trends (CCP, new courses, etc.).



Enrollment & Staffing Continued

During our monthly meetings, we review current enrollment numbers and trend data.

Student Enrollment - as of October 22, 2018					
	Elem 1	Elem 2	Elem 3	Middle School	High School
PS			44		
KG	101	101	78		
1	108	95	75		
2	86	92	72		
3	91	93	76		
4	90	122	83		
5	86	102	81		
6				176	
7				162	
8				181	
9					132
10					150
11					140
12				10	200
23					
Totals	562	605	509	519	632
Overall Enrollment Total: 2,752					
Fall CCP Data					
9	20				
10	42				
11	50				
12	90				
Total	202				
Fall CCP Percentage is 31.9%					

We also review historical enrollment data to help identify areas of growth, etc.

Enrollment & Staffing Continued

- ❖ Data determines staffing needs
- ❖ Example: decrease in 3rd grade enrollment, increase in 4th grade enrollment, can staff be reassigned?
- ❖ Questions we consider:
 - Licensure
 - Class Size
 - Negotiated Agreement

Elementary Current Headcount (including upcoming appointments)										
08/22/2018										
Grade	Fairbrook	FBK ALL	Main	Main ALL	Parkwood	PKWD ALL	Shaw	Shaw ALL	Trebein	Trebein ALL
Kdg	98.0	99.0	99.0	99.0	76.0	76.0	103.0	103.0	133.0	133.0
1st	105.0	105.0	93.0	93.0	73.0	73.0	114.0	114.0	124.0	124.0
2nd	83.0	83.0	91.0	91.0	73.0	73.0	120.0	120.0	140.0	140.0
3rd	91.0	91.0	92.0	92.0	75.0	76.0	108.0	108.0	141.0	141.0
4th	89.0	90.0	118.0	118.0	84.0	84.0	114.0	114.0	132.0	132.0
5th	83.0	83.0	99.0	99.0	83.0	83.0	102.0	102.0	152.0	152.0
Total	549.0	551.0	592.0	592.0	464.0	465.0	661.0	661.0	822.0	822.0

Current Number of Teachers										
	Fairbrook	FBK ALL	Main	Main ALL	Parkwood	PKWD ALL	Shaw	Shaw ALL	Trebein	Trebein ALL
Kdg	4.00	4.00	4.00	4.00	4.00	4.00	5.00	5.00	6.0	6.0
1st	4.00	4.00	4.00	4.00	3.00	3.00	5.00	5.00	5.0	5.0
2nd	3.00	3.00	4.00	4.00	3.00	3.00	5.00	5.00	5.0	5.0
3rd	4.00	4.00	4.00	4.00	3.00	3.00	5.00	5.00	5.0	5.0
4th	3.00	3.00	4.00	4.00	4.00	4.00	4.00	4.00	5.0	5.0
5th	3.00	3.00	4.00	4.00	3.00	3.00	4.00	4.00	6.0	6.0
Total	21.0	21.0	24.0	24.0	20.0	20.0	28.0	28.0	32.0	32.0

	Fairbrook	FBK ALL	Main	Main ALL	Parkwood	PKWD ALL	Shaw	Shaw ALL	Trebein	Trebein ALL
Kdg	24.50	24.75	24.75	24.75	19.00	19.00	20.60	20.60	22.17	22.17
1st	26.25	26.25	23.25	23.25	24.33	24.33	22.80	22.80	24.80	24.80
2nd	27.67	27.67	22.75	22.75	24.33	24.33	24.00	24.00	28.00	28.00
3rd	22.75	22.75	23.00	23.00	25.00	25.33	21.60	21.60	28.20	28.20
4th	29.67	30.00	29.50	29.50	21.00	21.00	28.50	28.50	26.40	26.40
5th	27.67	27.67	24.75	24.75	27.67	27.67	25.50	25.50	25.33	25.33
Average	26.42	26.51	24.67	24.67	23.56	23.61	23.83	23.83	25.82	25.82

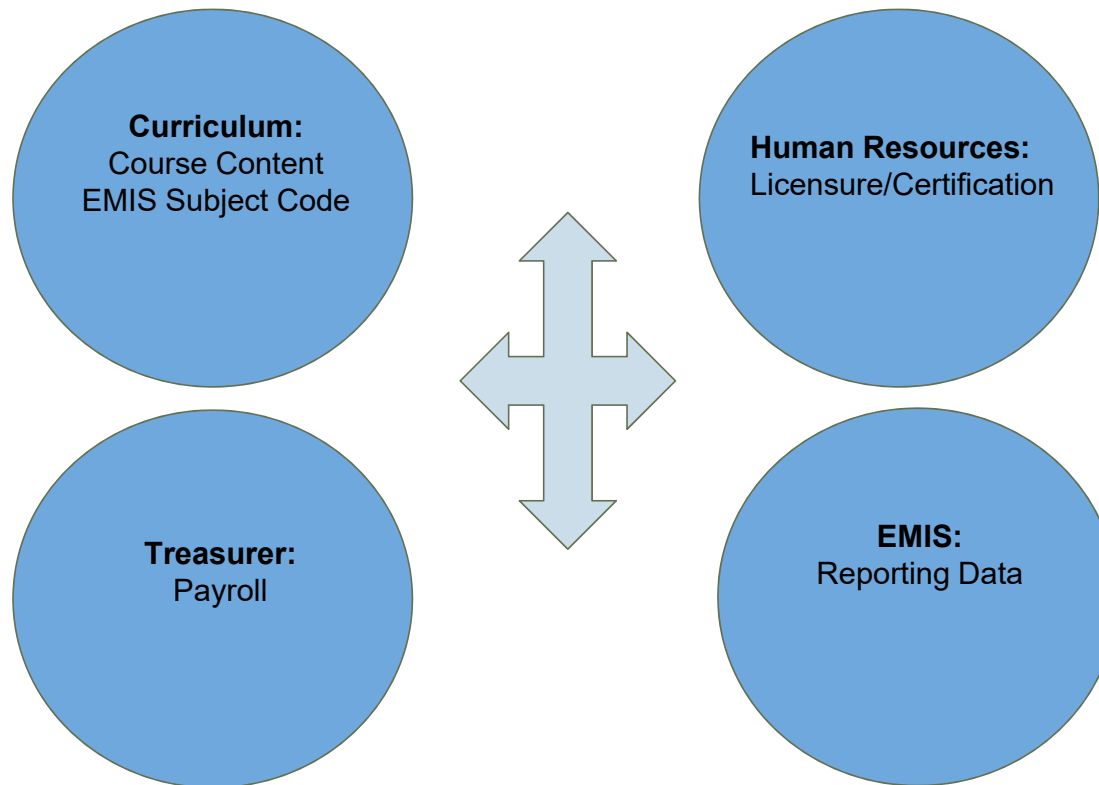
Enrollment & Staffing Continued

The Treasurer plays a significant role in budgeting based on the 5 year forecast and provides financial input regarding what options are available should additional staffing be required.

- ❖ Within the set parameters mandated at the state, federal and local level, what can we offer and what is best for students within these parameters and within budget?
- ❖ We strive for equity across the district
- ❖ Data is used to make decisions regarding course offerings, staffing needs, etc.

What process does your district have in place to review this information?

Courses, EMIS Subject Codes & Licensure



How do I check licensure?

First, identify the teacher's credential via the following link:

<https://coreprodint.ode.state.oh.us/CORE2.3/ODE.CORE.EducatorProfile.UI/EducatorSearch.aspx>

Once you have the credentials, you can check it against EMIS Subject Codes via the following link:

<http://education.ohio.gov/Topics/Data/EMIS/Certification-and-Licensure-Search>.

- ❖ Regular Education Teaching
- ❖ Special Education Teaching

A screenshot of a web browser displaying the Ohio Department of Education's Educator Search page. The page has a blue header with the Ohio.gov logo and the Department of Education name. A left sidebar contains a menu with links like Educator Profile, Educator Search, Demographic Info, Application Status, Credentials, Assignment Data, BCUIB, Disciplinary Info, Educator Data by Dist, and User Manual. The main content area is titled 'Educator Search' and includes a 'PLEASE NOTE' section about application processing. Below this is a 'Find Educator' section with a form containing fields for Educator State ID, First Name, Last Name, Date of Birth (mm/dd/yyyy), and Credential Number. There are 'Search' and 'Clear' buttons at the bottom of the form.

Regular Teaching Search

You have the option of searching by EMIS Subject Code

Ohio.gov | Department of Education

Home > Data > EMIS > Certification and Licensure Search > Teaching

CheckType: 0

[Printer Friendly Version](#)

Teaching Certificate & License Search

These are individuals for whom a course master has been submitted, i.e., with position code 230 and assignment area 999370 or 999800.

Search for Valid Certificates/Licenses by Subject Code (EMIS Manual Section 4.7):

OR

Search for Valid S... by

Cert./Lic. Type:

& Codes (up to 6):

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

License Types

AD Adolescence to Young Adult (7-12)
AE Adult Education
AI Educational Aide
AL Associate
AM Student Monitor
AS Administrative Specialist
AT Technologist
AU School Audiologist
BA Principal
BM EAS - Business Management
CH Comprehensive High School (7-12)
CR EAS - School-Community Relations
CT Career Technical (4-12)
CW Career Technical Workforce Development
DS Designated Subject (Grades K-12)
DS Designated Subject (4-12)
EA EAS - Educational Staff Personnel Administration

You may also search by licensure information

Special Education Teaching Search

 **Department of Education**

Home > Data > EMIS > Certification and Licensure Search > Teaching

[Printer Friendly Version](#)

[> Regular Course Search](#)

[> Special Education Course Search](#)

[SAFE ACCOUNT SIGN IN](#)

[About ODE](#)

[State Board of Education](#)

[Media](#)

Special Education Teaching Certificate & License Search

(for courses with student populations of SE or SP)

This section is for those teachers reported with position code 230 and assignment area 999414.

General Rule: Any teacher holding an education of the handicapped certificate (EH) or an intervention specialist license (IL or ES) can teach students—at the grade levels for which the teacher is certificated or licensed—with any disability.*

*Exceptions:

- Any SE or SP course that is comprised of all hearing impaired students must be taught by someone certificated or licensed to teach hearing impaired students. This includes the following:
EH 196010, 196015, 196070 (grades K-12)
IL 196116 (grades P-12)
- Any SE or SP course that is comprised of all visually impaired students must be taught by someone certificated or licensed to teach visually impaired students. This includes the following:
EH 196110 (grades K-12)
IL 196109 (grades P-12)



Criteria



Of course, there are exceptions!



Utilizing the Licensure Search

Proactive Approach:

- ❖ Review Courses and EMIS Subject Code and check ODE licensure website to list which license fields are eligible to teach each course.

1	Title	Buildings	Grade Level	District Code	EMIS Code	License Ty	License Field	Endorsment
621	Introductory Statistics	BHS	11-12	11496	119550	HS	110000 - Mathematics	7-12
622	AP Statistics	BHS	11-12	11420	119550	AD	110000 - Mathematics	7-12
623						AD	110094 - Integrated Mathematics	7-12
624						DS	110094 - Integrated Mathematics	K - 12
625	Discrete Math	BHS		11497	111300	AD	110094 - Integrated Mathematics	7-12
626						AD	110000 - Mathematics	7-12
627						DS	110094 - Integrated Mathematics	K-12
628						HS	110000 - Mathematics	7-12
629	Math Applications	BHS	11-12	11499	111850	HS	110000 - Mathematics	7-12
630	Transition to College Algebra	BHS	11-12	11498	111850	AD	110000 - Mathematics	7-12
631						AD	110094 - Integrated Mathematics	7-12
632						DS	110094 - Integrated Mathematics	K - 12
633	Treble Choir	BHS	9-10	12102	120400	HS	120010 - Music	7-12
634	Concert Choir	BHS	9-10-11-12	12101	120400	SP	120050 - Music	K - 12
635	Beavercreek Chorale	BHS	11-12	12104	120400	AD	120010 - Music	7-12
636	Women's Choir	BHS	10-11-12	12105	120400	DS	120010 - Music	K - 12
637						MA	120010 - Music	P - 12
638						MA	120050 - Music	P - 12
639	Varsity Band A/B	BHS	9-10-11-12	12003/12005	120500	HS	120010 - Music	7-12
640	Concert Band A/B	BHS	9-10-11-12	12003/12006	120500	SP	120050 - Music	K - 12
641	Symphonic Band	BHS	9-10-11-12	12002	120500	AD	120010 - Music	7-12
642	Wind Symphony	BHS	9-10-11-12	12004	120500	DS	120010 - Music	K - 12
643						MA	120010 - Music	P - 12
644						MA	120050 - Music	P - 12

Can I pay them?

Certified Staff:

Valid Teaching
License

Classified Staff:

Educational Aide
Student Monitor

Supplementals:

Pupil Activity
Permit

*At what point is this information
reviewed for your district?*

EMIS Staff & Course Reporting



If only it was that easy!!

Verify Staff Data

To help those responsible for updating and maintaining staff data, it helps to provide a “picture” of what they are reporting:

Data Collector – pull CI (staff demographic) and CK (staff employment) records for appropriate staff to review in an Excel file



DATA REVIEW

Verify Staff Data Continued

CI - Staff Demographic Key Records:

- ❖ State ID
- ❖ Staff Name
- ❖ Staff DOB
- ❖ Education Level
- ❖ Semester Hours
- ❖ Various Experience Year Records
- ❖ Attendance / Absences

Initial Staff and Course Collection (FY19)
Submission Number 1 (attempt 1), LEA: Beavercreek City Schools

Use the Generate Review Data link to review the data previously submitted.

Last Prepared: October 29, 2018 (4 days ago) at 12:52:11 PM

Review Types

☒ Detail

☒ Missing Data

Output Options

Zip File: ☐ Download file as a compressed .zip (for faster downloads)

File Format: ☐ HTML

☒ CSV

Include in CSV files: ☒ Data only

☐ Data and Fatal exceptions

☐ Data and All exceptions

Generate Review Data

File	Submission 1			Sub 0	
	Valid	Invalid	Total	Valid	Invalid
Career/Technical Education Correlated Class Record (CC) Log	0	0	0	0	0
Contract Only Staff Record (CO) Log	0	0	0	0	0
Contractor Staff Employment Record (CP) Log	0	0	0	0	0
Course Master Record (CM) Log	2804	0	2804	0	0
Excluded Records Log			34		
Hazard Classroom Code Record (CH) Log	0	0	0	0	0
Staff Course Record (SC) Log	2845	0	2845	0	0
Staff Demographic Record (SD) Log	1041	0	1041	0	0
Staff Employment Record (SE) Log	1478	0	1478	0	0
Staff Missing Override Record (SO) Log	0	0	0	0	0
Staff Missing Report Log					
Staff Summer Employment Separation Record (SS) Log	0	0	0	0	0
Student Course Record (SC) Log	57385	18	57403	0	0
Total counts:	65553	18	65605		

Verify Staff Data Continued

CK - Staff Employment Key Records:

- ❖ State ID
- ❖ Position Code
- ❖ Position Status
- ❖ FTE
- ❖ IRN
- ❖ Length of Work Day
- ❖ Scheduled Days
- ❖ Pay Amount
- ❖ Assignment Area
- ❖ Grade Levels
- ❖ Separation Date/Reason

Initial Staff and Course Collection (FY19)
Submission Number 1 (attempt 1), LEA: Beavercreek City Schools

Use the Generate Review Data link to review the data previously submitted.

Last Prepared: October 29, 2018 (4 days ago) at 12:52:11 PM

Review Types	
<input checked="" type="checkbox"/> Detail	
<input checked="" type="checkbox"/> Missing Data	

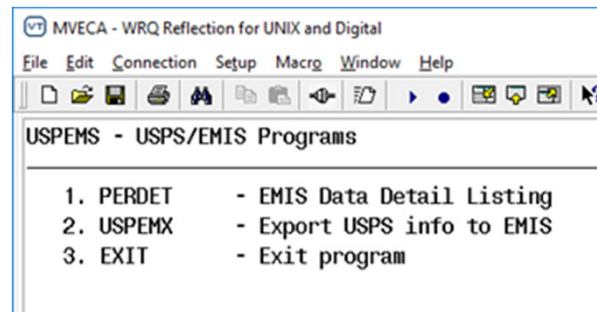
Output Options	
Zip File:	<input type="checkbox"/> Download file as a compressed .zip (for faster downloads)
File Format:	<input type="radio"/> HTML
	<input checked="" type="radio"/> CSV
Include in CSV files:	<input checked="" type="radio"/> Data only <input type="radio"/> Data and Fatal exceptions <input type="radio"/> Data and All exceptions

[Generate Review Data](#)

File	Submission 1		Total	Sub 0	
	Valid	Invalid		Valid	Invalid
Career/Technical Education Correlated Class Record (CCL) Log	0	0	0	0	0
Contract Only Staff Record (COS) Log	0	0	0	0	0
Contractor Staff Employment Record (CSE) Log	0	0	0	0	0
Course Master Record (CMR) Log	2804	0	2804	0	0
Excluded Records Log			34		
Hired Classroom Code Record (HCC) Log	0	0	0	0	0
Staff Course Record (SCR) Log	2845	0	2845	0	0
Staff Demographic Record (SDR) Log	1041	0	1041	0	0
Staff Employment Record (SER) Log	1478	0	1478	0	0
Staff Missing Override Record (SMO) Log	0	0	0	0	0
Staff Missing Record Log			0		
Staff Summer Employment Separation Record (SSESR) Log	0	0	0	0	0
Student Course Record (SCR) Log	57385	18	57403	0	0
Total counts:	65553	18	65605		

Verify Staff Data Continued

In addition to the CI and CK Record Review, our district uses the Perdet report from state software – reviewed by HR and payroll to verify/update information as appropriate for reporting.



If you are not using state software, what additional report options are available in your system?

Verify Staff Data Continued

HR Director, Treasurer and EMIS Coordinator review monthly FTE reports to confirm number of staff being reported.

	A	B	C	D	E	F	G	H	I	J
1				May	Sept	Changes	Oct			
2				1st	1st	Incr./	1st			
3	Job	Position	Totals	Totals	(Decr.)	Totals				
4	Official Administrative									
5	103	Asst/Deputy/Assoc. Superintendent	1.00	1.00	-	1.00				
6	104	Assistant Principal	6.00	7.00	-	7.00				
7	108	Principal	10.00	10.00	-	10.00				
8	109	Superintendent	1.00	1.00	-	1.00				
9	110	Supervisor/Manager Assignment	7.60	7.60	-	7.60				
10	113	Coordinator	-	-	-	-				
11	115	Director	2.00	2.00	-	2.00				
12		Subtotal	27.60	28.60	0.00	28.60				
13										
14	Professional - Educational									
15	202	Counseling*	17.00	17.00	-	17.00				
16	203	Librarian*	1.00	-	-	-				
17	208	Tutor/Small Group Instructor*	5.00	6.00	-	6.00				
18	212	Suppl. Service Teacher (Spec. Ed.)*	26.00	28.00	-	28.00				
19	230	Teacher*	415.50	417.50	-	417.50				
20	299	Other Professional*	4.00	4.00	-	4.00				
21		Subtotal	468.50	472.50	0.00	472.50				
22										
23	Professional - Other									
24	318	Psychologist	4.89	5.89	-	5.89				
25	320	Registered Nursing*	5.00	5.00	-	5.00				
26	334	Intern Psychologist*	2.00	1.00	-	1.00				
27	326	Speech and Language Therapist*	8.00	8.00	-	8.00				
28		Subtotal	19.89	19.89	0.00	19.89				
29										
30		Grand Total	509.49	520.99	0.00	520.99				
31										
32	Supplemental Contracts									
33	801	Advisor	161.00	60.00	-	60.00				
34	802	Coaching	51.00	62.00	-	62.00				
35	899	Extra/Intra Curricular Activities	45.00	60.00	-	60.00				
36		Total	257.00	182.00	0.00	182.00				

Verify Course Data – Check Key Records

- ❖ Course Start Date – CN280
- ❖ Course End Date – CN290
- ❖ Hours of Instruction – CN100
- ❖ Student Population - CN340
- ❖ Location IRN – CN110
- ❖ Staff Provider IRN - CU120
- ❖ Curriculum Source – CN310
- ❖ Delivery Method – CN320
- ❖ Educational Option - CN330
- ❖ Semester Code Element – CN090
- ❖ Local Classroom Code – CN060
- ❖ EMIS Subject Code – CN050
- ❖ Credit Flex – CN350
- ❖ Is the course reported to EMIS?

What reports are available in your student system?

Reporting Reminders

- ❖ Staff data should be reported in “real time”
- ❖ Once a staff member is reported, they should continue to be reported for the entire school year
- ❖ Update experience years, etc. each school year
- ❖ Become familiar with what is reported during the first and second L collection windows



Reporting Reminders Continued

- ❖ Verify FTE numbers for staff/ position codes – are the numbers accurate?
- ❖ Course data should be reported for the entire school year, regardless of L Collection Window
- ❖ Are you reporting the correct teacher(s) for each course
- ❖ Have Intervention Specialists been updated with the appropriate position code (212 vs. 230)?

Staff & Course Reporting

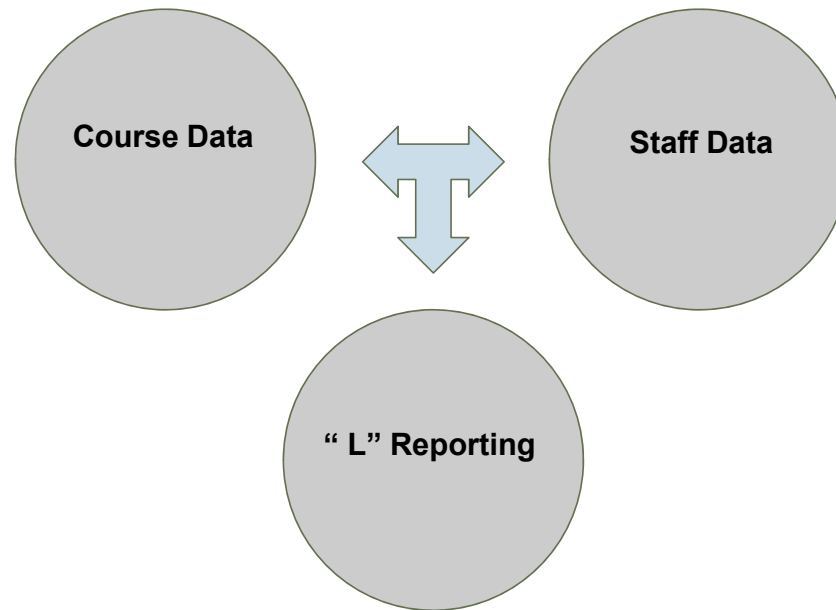
- ❖ Staff and Course Reporting is comprised of two reporting windows per school year:
 - First Window: October – January (data is used for the Local Report Card)
 - Second Window: February – July (data ending June 30)
- ❖ Most commonly known as “L” reporting among EMIS Coordinators, these collection windows include the following record types:

Record Type	Description
CC	Contract Only Staff Record
CI	Staff Demographic Record
CJ	Contractor Staff Employment Record
CK	Staff Employment Record
CL	Staff Summer Employment Separation Record
CM	Mapped Local Classroom Code Record
CN	Course Master Record
CP	Staff Missing Override Record
CU	Staff Course Record
CV	Career-Tech Education Correlated Class Record
GN	Student Course Record

Preparing “L” Data

Data is pulled from your student information system (course) and your payroll system (staff)

The information is pulled together in the “L” manifest located within the Data Collector



Preparing “L” Data Continued

- ❖ Check and review errors, this will require assistance from HR, Payroll and EMIS to reconcile
- ❖ Do you have any missing staff - work to resolve
- ❖ Check your excluded files - corrections may be needed

Note: You may run the “L” Manifest to check for errors prior to submitting data.

Submitting “L” Data

- ❖ Once errors have been reviewed and corrected, it’s time to submit updated data for ODE processing.
- ❖ Once data is submitted, ODE provides various reports that need to be checked for accuracy:
 - Teacher Licensure Course Status
 - General Issues
 - CTE Reports
 - Staff Equitable Access Analysis (located in the Received Files)

How are these reports reconciled in your district? Who are the key players?

Teacher Licensure Course Status Report (TLC)

When reviewing the TLC Report, be sure to reference the Teacher Licensure Course Status Report Explanation for information and tips. This report can be accessed via the following website link:

<http://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/FY16-EMIS-Validation-and-Report-Explanation-Docume/Teacher-Licensure-Course-Report-10-16-2018.pdf.aspx?lang=en-US>



Data Used in Creating the TLC Report

Element Name	Record Field #	Record/Source
Building Name		OEDS
Course End Date	CN290	Course Master Record
Course Enrollment End Date	GN170	Student Course Record
Course Enrollment Start Date	GN160	Student Course Record
Course Start Date	CN280	Course Master Record
Curriculum Code	CN310	Course Master Record
Delivery Method	CN320	Course Master Record
Disability Condition	FD130	Student Attributes- Effective Date Record
Education Level	CI100	Staff Demographic Record
Educational Option	CN330	Course Master Record
Employee ID	CI050	Staff Demographic Record
First Day of School	DL080	Grade Schedule Record
First Name	CI290	Staff Demographic Record
Last Day of School	DL090	Grade Schedule Record
Last Name	CI310	Staff Demographic Record
Local Classroom Code	CN060	Course Master Record.
	CU060	Staff Course Record
	GN080	Student Course Record
Location IRN	CN110	Course Master Record
Middle Name	CI300	Staff Demographic Record
Staff Course End Date	CU080	Staff Course Record
Staff Course Start Date	CU070	Staff Course Record
State Equivalent Grade Level	FD090	Student Attributes – Effect Date Record
Student Population	CN340	Course Master Record
Subject Code	CN050	Course Master Record
Type of Appointment	CK150	Staff Employment Record

Information & Tips to Reconcile TLC Report

The following slides will review ResultCodes TL0005 – TL0010:

Result Code	Result Code Description	Severity Code
TL0001	Course is Properly Certified and is a Core Course	I
TL0002	Course is Properly Certified and is Not a Core Course	I
TL0005	Course is Not Properly Certified as no students scheduled into the course	C
TL0006	Course is Not Properly Certified as no current valid credential or incorrect student population	F
TL0007	Course is Not Properly Certified as substitute credential is not valid as the teacher of record in a traditional district	F
TL0008	Course is Not Properly Certified as Org IRNs are not matching	F
TL0009	Course is Not Properly Certified as students enrolled are outside the grade range for the relevant credential	F
TL0010	Course is Not Properly Certified as no Staff Course Record reported	F

TLC Report – Result Code TL0005

Course is Not Properly Certified as no students scheduled into the course

What to check:

- ❖ Should students be scheduled into this course? If so, what corrections need to be made?
- ❖ If students should not be scheduled into the course, can the course be deactivated or marked not to report to EMIS?
- ❖ Check calendar, course and student enrollment start and end dates

Reminder: all courses should be reported in both first and second L Manifests regardless of course term.

TLC Report – Result Code TL0006

Course is Not Properly Certified as no current valid credential or incorrect student population

What to check:

- ❖ Teacher Licensure/Certification
- ❖ EMIS Subject Code (only for accuracy, NEVER change solely for the purpose of resolving an error)
- ❖ Course Delivery Method
- ❖ Student Population (RG, SE, etc.)
- ❖ Students in the course – if student population for the course is SE, are 51% or more of the students reported with a disability condition?

TLC Report – Result Code TL0007

Course is Not Properly Certified as substitute credential is not valid as the teacher of record in a *traditional* district.

What to check:

- ❖ Did you report the correct staff member for the course
- ❖ It is possible that this error is an accurate reflection of what is happening in the district and therefore, would not be able to be resolved.

Please Note: this error does NOT necessarily mean the Treasurer cannot pay the staff member

TLC Report – Result Code TL0008

Course is Not Properly Certified as Org IRNs are not matching

What to check:

- ❖ Is the teacher's credential tied to a specific organization's IRN? If so, you will need to work with the employee and the ODE Office of Educator Licensure to have this resolved.

TLC Report – Result Code TL0009

Course is NOT Properly Certified as students enrolled are outside the grade range for the relevant credential.

What to check:

- ❖ Teacher Licensure/Certification
- ❖ Grade level of students enrolled in course (51% rule applies)

TLC Report – Result Code TL0010

Course is Not Properly Certified as no Staff Course Record Reported

What to check:

- ❖ Check the CK Record - is the staff member reported with a 230 position code
- ❖ Check the CI Record – is the State ID correct (case sensitive)
- ❖ Check Level 1 Validations
- ❖ Check for missing CJ Records (ESC/contracted relationships)

Local Report Card Impacts

Staff and Course Reporting data will also appear on your district's Local Report Card... accuracy is important!

LRC Data based on Staff & Course Reporting:

- ❖ Average Teacher Salary
- ❖ Percentage of inexperienced Teachers and Principals
- ❖ Number of Lead or Senior Teachers
- ❖ Staff Attendance Rate
- ❖ Percentage of Teachers with a Bachelor's or Master's Degree
- ❖ Educator Profile Details (not properly certified)
- ❖ Teacher and Principal Evaluations (data pulled from eTPES)

Collaboration is Key... Learn the Language!

- ❖ Collaboration between HR, EMIS and Treasurer is essential
- ❖ Work together to create a common understanding of each other's job requirements
- ❖ Have an open door policy
- ❖ Learn each other's language so that you can effectively communicate

Examples of Understanding the Language and Collaborating

- ❖ Enrollment Reports
- ❖ ADM vs. Headcount

Resources

- ❖ District Staff
- ❖ EMIS Manual
- ❖ ODE Website
- ❖ ITC
- ❖ ODE Helpdesk
- ❖ Mentoring Programs
- ❖ OASBO
- ❖ OAEP
- ❖ OASPA

The Moral of Our Story: Collaboration Matters

The process of understanding the many different aspects of HR, Finance and EMIS functions boils down to a common respect among staff members who deliberately seek to understand each other's language and piece within the puzzle.

Collaboration increases our knowledge and our ability to report high quality data that best reflects the true picture of our district.



Questions???

Thank you for attending!!

Penny Rucker, Treasurer

penny.rucker@gocreek.org

Deron Schwieterman, HR Director

deron.schwieterman@gocreek.org

Kylea Kimmerly, EMIS Coordinator

kylea.kimmerly@gocreek.org

