



Staffing Cost Multiplier Policy

- I. **Purpose.** The purpose of this Policy is comply with state law regarding the Coral Community Charter School's (School) staffing cost multiplier.
- II. **Index Used.** As used in the Public School Finance Act "staffing cost multiplier" means:
 - A. For fiscal year 2019, the instructional staff training and experience index;
 - B. For fiscal year 2020, the weighted average of the instructional staff training and experience index at seventy-five percent and the teacher cost index at twenty-five percent;
 - C. For fiscal year 2021, the weighted average of the instructional staff training and experience index at fifty percent and the teacher cost index at fifty percent;
 - D. For fiscal year 2022, the weighted average of the instructional staff training and experience index at twenty-five percent and the teacher cost index at seventy-five percent; and
 - E. For fiscal year 2023 and subsequent fiscal years, the teacher cost index.
- III. **Training and Experience (T&E) Placement Requirements.**
 - A. The School will include only operational personnel as defined in 22-8-24(A)(1) NMSA 1978.
 - B. For individuals who have a half year of experience the School will round up and recognize the full year of experience for salary purposes. For purposes of this Policy, "Half-year of experience" means having worked the equivalent of half of the School's the instructional hours.
 - C. Because the School is a charter school its student population is not restricted by geographical district boundaries. Therefore, the School will recognize all out of district in-state experience related to instruction provided it is verifiable. For out-of-state experience the School will accept all experience related to instruction provided it is verifiable.
 - D. Per the Public Education Department (Department) in order to be eligible for T&E placement, T&E job class codes will be uniquely identified within the teacher contract. The contract will also indicate the amount of work days that personnel are working in these job class codes and over a current school year, as well as funding sources.
- IV. **T&E Full Time Equivalency (FTE) Requirements.**
 - A. The School will report FTE as 1.0 for full-time individuals in the position and in hundredths for part-time employees.
 - B. A 1.0 FTE is determined by the length of contract and hours per day of the majority of personnel in a given personnel category paid from the School's salary schedule as adopted by the governing board.

- C. To derive FTE for part-time employees, the School will divide the amount of employed time by the amount of time normally required in a full-time assignment.
- D. Less than one school year but more than half of a school year experience will be rounded to one year so long as the experience was gained in one position in one span of time; a series of unconnected experiences may not be combined. The School will recognize the full year for salary increment purposes.

V. T&E Experience Requirements.

- A. Reported experience must be related to instruction, in accordance with governing board policy and verified by use of an experience year verification form; a verifiable, signed, and dated experience year letter, or a contract.
- B. Verified employment for trade and industry instructors may be counted as experience for training and experience purposes in their licensed or instructional area.
- C. Verified employment for higher education instructors may be counted as experience for training and experience purposes in their licensed or instructional area.
- D. Verified employment for support service personnel may be counted as experience for training and experience purposes in their licensed or instructional area.
- E. Military service will be counted only when verified as instructionally related.
- F. All foreign job verification letters/forms must be accompanied by English translations where applicable.

VI. T&E Training Requirements.

- A. Training reported must be that which is in accordance with governing board policy and verified by official transcripts of an accredited university, college, or postsecondary institution.
- B. Hours added to a university, college, or postsecondary institution's transcript for academic achievements such as attaining certain grades or for any other outstanding achievements are not to be reported for training and experience purposes.
- C. For training and experience purposes, additional hours of credit are to be counted only after each academic degree is awarded. Further, additional hours added after the completion of one degree do not carry over after the completion of another degree.
- D. For training and experience purposes education must fall within the following guidelines:
 - 1. Undergraduate and graduate credit hours earned before the bachelor's degree is completed may not be counted.
 - 2. All credit hours, either undergraduate or graduate, may be counted if earned after the bachelor's degree has been attained.

VII. Teacher Cost Index (TCI) Placement Requirements.

- A. The School will include only teacher job classes, with classroom teaching responsibilities, as required by NMSA Section 22-8- 49(1978).
- B. For individuals who have a half year of experience the School will round up and recognize the full year of experience for salary purposes.
- C. Because the School is a charter school its student population is not restricted by geographical district boundaries. Therefore, the School will recognize all out of district in-state experience related to instruction provided it is verifiable. For out-of-

state experience the School will accept all experience related to instruction provided it is verifiable.

- D. Per the Public Education Department (Department) in order to be eligible for TCI placement all TCI job class codes will be uniquely identified within the teacher contract.

VIII. TCI FTE Requirements.

- A. The School will report FTE as 1.0 for full-time individuals in the position and in hundredths for part-time employees.
- B. A 1.0 FTE is determined by the length of contract and hours per day of the majority of personnel in a given personnel category paid from the School's salary schedule as adopted by the governing board.
- C. To derive FTE for part-time employees, the School will divide the amount of employed time by the amount of time normally required in a full-time assignment.
- D. Less than one school year but more than half of a school year experience will be rounded to one year so long as the experience was gained in one position in one span of time; a series of unconnected experiences may not be combined. The School will recognize the full year for salary increment purposes.

IX. TCI Experience Requirements.

- A. Reported experience must be related to instruction, in accordance with governing board policy and verified by use of an experience year verification form; a verifiable, signed, and dated experience year letter, or a contract.
- B. Verified employment for trade and industry instructors may be counted as experience for training and experience purposes in their licensed or instructional area.
- C. Verified employment for higher education instructors may be counted as experience for training and experience purposes in their licensed or instructional area.
- D. Verified employment for support service personnel may be counted as experience for training and experience purposes in their licensed or instructional area.
- E. Military service will be counted only when verified as instructionally related.
- F. All foreign job verification letters/forms must be accompanied by English translations where applicable.

X. TCI Licensure Requirements.

- A. Licensure levels reported must be that which is in accordance with the Department's Licensure Bureau and verified by either a copy of a signed license certificate indicating staff is licensed for the year in question or a copy of the PED AS400 I-series screen shot with appropriate date of screenshot included.
- B. Staff that is unlicensed cannot be placed on the matrix and will not be given classroom teaching responsibilities.

Approved by the Coral Community Charter School Governing Council on May 4, 2021.