



## SY2024-2025 Definitions & Calculations

Office of Religious & Independent School Support (ORISS)

**Mandated Services Aid (MSA) &  
Comprehensive Attendance Policy (CAP)**



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## Enrollment

Schools may choose to claim BEDS # on-file or Opening or Closing enrollment numbers.

- When selecting either Opening or Closing enrollment, if the enrollment varies from the reported BEDS data, a clear and detailed explanation of the variance must be provided, and additional documentation may be requested.
- **Do not** include enrollment of nursery school or pre-kindergarten pupils, postgraduate students or pupils with disabilities who are enrolled pursuant to a contract with a public-school district or the New York State Education Department (NYSED).
- Only include children who are 5 years old by December 31 of the school year when listing kindergarten students.

## Time & Effort

### **Categories of Personnel**

- **Administrators**-school leadership; administrators, principals, and teachers performing administrative functions.
- **Classroom Teachers**-classification includes a homeroom teacher for attendance purposes, and those acting as proctors during examination periods, scoring examinations, or interpreting test results.
- **Support Staff**-including staff in support of Administrators or Teachers such as clerks, typists, office staff, and aides.

### **Hours in Workday**

Total number of hours an employee is expected to perform required duties. This excludes time for lunch.

- Hours may be claimed based on either a 5 (elementary) or 5.5 (secondary) hour standard instructional day.
- Hours that may be claimed for another workday as certified by the R&I school official, in accordance with the methodology for computing salary and benefits applied by NYSED in paying aid for the 2012-13 and prior school years.

### **Days in Year**

Total number of days an employee is required to work during the school year period from July 1st to June 30th of each year.

**In late 2018, the Governor signed legislation revising the methodology for calculating the hourly rate. Following the enactment of this legislation, technical issues were identified that must be resolved before the new calculation method**

can be implemented. We have requested guidance from the relevant authorities and are currently awaiting their response.

Until official guidance is received, schools are directed to submit claims using the previous standard of practice. This includes accounting for both instructional and non-instructional days when calculating hourly rates.

### ***Total Hours Worked***

Total number of hours an employee is required to work during the period of July 1st to June 30th of each year. It is calculated by multiplying the number of hours in a workday by number of days in the school year.

### ***Hourly Rate (Calculation)***

Hourly Rates must be for the employees providing the mandated service. Hourly rates are auto-calculated by the MSA-CAP system when entered online. Hourly salary and fringe benefit rates can be calculated manually in the Religious and Independent School MSA-CAP Workbook.

- When calculating hourly salary and fringe benefit rates, if the total number of hours the employee is expected to perform required duties is determined based on a standard workday, the number of hours in that workday must be in accordance with established school policy. In accordance with NYS Law, employees who work six hours are to receive at minimum  $\frac{1}{2}$  hour unpaid lunch period, which may be subtracted from the total hours required to be performing required duties. If the total hours worked is based on other than a standard workday, documentation of hours worked by each employee must be maintained by the school and be readily accessible.
  - Example: Reimbursement for Pupil Attendance Reporting (PAR) is provided for recording attendance **once per day**. The salaries used in the calculation of the hourly rate must include the gross wages and fringe benefits for only those employees performing the task of taking attendance. Typically, the homeroom teacher takes the attendance claimed for the PAR mandate.

### ***Time and Effort Standards***

The amount of time and effort that can be reasonably expected for each mandate is provided in the Time and Effort Standards chart (formerly in the MSA-1, or Schedule A form) now within the MSA-CAP Workbook.

- The standards are the required measure of time and effort and cannot be exceeded. For certain mandates and salary groups within mandates, the standards are fixed and have been pre-entered in both the system and the Workbook which will perform the calculations.

# Compensation & Benefits

## Annual Salary

An annual salary is the total gross wages paid to an employee during the SY, which is defined as July 1 to June 30. When calculating the average hourly rate, keep in mind:

- The annual salary paid must be for the services provided during the above period of the corresponding year for which reimbursement is claimed.
- Institutions must be able to provide evidence that the salaries claimed in the hourly rate of calculation match the individuals providing that mandated service. If an outside payroll company is not used to record salary data, signed staff contracts will be required in addition to in-house payroll.
- Stipends that are directly related to teaching and instructional duties only may be claimed as annual salary.
- The amount of benefits deducted from the employee's gross salary should only be counted once—either in the benefits section or the salary section, but not in both.

***The following items cannot be included in annual salary calculations:***

- Religious stipends for any additional functions beyond teaching and instructional duties, such as after-school activities, including tutoring, should be excluded.
- Parsonage and other forms of compensation should be excluded from annual salary calculations.

## Fringe Benefits

The employer's share of the following benefits paid for the employees engaged in providing required services should be included in the claim amount:

- Retirement, pension
- F.I.C.A (Social Security plus Medicare taxes)
- Workers' Compensation Insurance
- Life Insurance
- Unemployment Insurance,
- Disability Insurance
- Health Insurance, including dental & vision
- Union Welfare benefits

The following items cannot be claimed as fringe benefits:

- Dues
- Reimbursement to the employee for any expense incurred because of employment
- Room and board
- Parsonage
- Housing, meals, and clothing

- The value of an automobile provided to an employee
- Car insurance, maintenance, parking, parking tickets and gasoline
- Day care
- The value of tuition provided to the children of employees

## Professional Development

### ***Teacher Workshop Expenditures***

These are the allowable costs for participating in training workshops designed to enhance preparation and knowledge of the New York State testing program, including the 3rd through 8th grade English and Math exams, Regents Exams, Grade 5 & 8 Science Tests, and the NYS English as a Second Language Achievement Test. The workshops may include pre-exam, exam, and post-exam training sessions.

### ***Teacher Workshop Eligibility***

For the workshop to qualify for reimbursement, the workshop must meet all the following criteria and produce upon request:

- An agenda which includes the date and time of, and topics covered in the workshop from the provider.
- Documentation that verifies a teacher's attendance. Examples include but are not limited to a sign-in sheet, certificate of attendance or dated statement from the workshop provider.
- Workshop hours and days have been included in the calculation of the average hourly rate.

Note: The time used for the actual scoring of administered exams is not a reimbursable workshop expense, nor is time allotted during the training for lunch.

### ***Teacher Workshop Fees***

Workshop fees paid by the school for test-related training are reimbursable.

- These fees may be charged on a per-person basis or as a flat fee.
- Documentation of the payment must be maintained and accessible upon request.
- Teacher workshop expenditures incurred this year for exams scheduled for next year should be included in this year's claim. As schools are individually reimbursed for printing costs under Mandate 2 for ELA/Math, any claim for workshop fees which include a cost for the printing of practice sets and/or Teacher Directions must be adjusted accordingly. In addition, expenditures already paid for with other State and/or federal funds cannot be included for reimbursement.

## Supplies & Materials

The costs of test kits will be reimbursed as follows:

- All Science exams—including Grade 5 Science, Grade 8 Science, and Regents exams in Earth and Space Sciences, Life Science: Biology, Physical Science: Physics, Physical Science, and Chemistry—include required investigations

designed to provide students with hands-on experience in scientific practices and concepts aligned with state learning standards. These investigations are provided through test kits containing 30 set-ups, sufficient for up to 30 students. Schools with fewer than 30 students participating in an exam must retain any unused set-ups for future administrations.

- Set-Ups are reusable and generally last a minimum of 3 years. The set-ups contain some items that are discarded after each exam. These set-ups must be replenished before administering the next scheduled exam. Allowance for the disposable items in the set-ups is included in the reimbursement of fees for supplies and materials.
- The Regents Science Kits may be purchased in different sizes, depending on the number of teachers and students. Reimbursement is restricted to complete kits only, not replacement material.
- Schools must maintain inventory records of the test kits.

<b>Grade / Exam</b>	<b>Focus of Required Investigations</b>	<b>Key Activities</b>
<b>Grade 5 Science</b>	Structure and properties of matter when substances are mixed, the contribution of weather variables to cloud formation, energy conversion during a chemical reaction, and patterns in organism life cycles.	Plan and carry out investigations, use mathematical and computational thinking, analyze and interpret data, construct explanations and design solutions, develop and use models, engage in argument from evidence, and obtain, evaluate, and communicate information.
<b>Grade 8 Science</b>	Structures and properties of matter when mixtures are separated, relationships between variables during thermal energy transfer, interaction of air masses and weather conditions, and living and nonliving things at the microscopic level.	Plan and carry out investigations, use mathematical and computational thinking, analyze and interpret data, construct explanations and design solutions, develop and use models, engage in arguments from evidence.
<b>Regents: Earth and Space Sciences</b>	Role of water and its effect on Earth materials and surface processes, weather patterns and the relationship between air temperature, atmospheric density, atmospheric pressure and altitude, laws of orbital motion, principles of relative motion and perspective.	Plan and carry out investigations to produce data as evidence, obtain, evaluate and communicate scientific ideas, construct a model, design solutions, construct explanations, use mathematics and computational thinking.
<b>Regents: Life Science: Biology</b>	Feedback mechanisms and the maintenance of homeostasis, the reduction of human impact on the environment through engineering design, DNA mutation, and the variation and distribution of a trait in populations.	Plan and carry out investigations, use mathematical and computational thinking, analyze and interpret data, construct explanations and design solutions, develop and use models, engage in arguments from evidence, and ask questions and define problems.
<b>Regents: Physical Science: Physics</b>	Electromagnetic forces and interactions, calorimetry and thermal energy transfer, and mechanical energy transfer and conservation	Develop and use models, analyze and interpret data, plan and conduct investigations, construct

		explanations, design and refine solutions.
<b>Regents: Physical Science: Chemistry</b>	Structure and function of designed materials, electrical forces within and between molecules, & properties and behaviors of acids and bases	Develop and use models, plan and conduct investigations, analyze and interpret data, construct explanations, and communicate scientific information.

<b>Supplies &amp; Materials</b>	<b>Cost</b>
Elementary/Intermediate Assessment in English Language Arts & Math (EIA)	\$110
EIA Printing Costs	\$86*
Regents Examinations (RE)	\$125
High School Graduation & Dropout Report (HSGR)	\$10
Grade Five Science Test (GFST)	\$118
Scholarship for Academic Excellence Application (SAE)	\$10
Grade Eight Science Test (GEST)	\$145
NY S English as a Second Language Achievement Test (NYSESLAT)	\$110
<b>Science Investigations</b>	<b>Cost</b>
Grade Five Science Test (GFST)	\$250
Grade Eight Science Test (GEST)	\$250
Regents exams in Earth and Space Sciences, Life Science: Biology, Physical Science: Physics, Physical Science, and Chemistry.	At actual cost for the 2024-25 school year

**\*Per grade level tested**