

**NONPUBLIC SCHOOL
MANDATED SERVICES AID
WORKSHEET**

SCHOOL NAME _____

BEDS Code

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1. Number of exams written: Elementary and Intermediate Assessment in English Language Arts and Math (EIA)

Grade 4 ELA _____ Grade 8 ELA _____
Grade 4 Math _____ Grade 8 Math _____

of teachers that attended test-related workshops _____

2. Total number of Regents and Occupational Education Proficiency exams written

#Global History & Geography	_____	#Living Environment	_____
#Math A	_____	#Math B	_____
#Comp. English	_____	#Earth Science	_____
#Math A Component Retest	_____	# US History	_____
#Physics	_____	#Chemistry	_____
#Comp. English – Multiple Choice/Short Response	_____	#Comp. English Extended Response	_____
# of all other Regents & OEP	_____		

of teachers that attended test-related workshops _____

3. Total number of Regents Competency Tests and Native Language Writing Tests written: _____
Number of subject areas administered (max.7) _____

4. Total number of 8th Grade Math, Math A, Math B, Regents papers written

5. Number of pupils that were candidates for graduation _____

6. Number of Scholarship for Academic Excellence Applications _____

7. Number of exams written: **Grade Four Science** _____
of teachers that attended test-related workshops _____

8. Number of exams written: **Grade Eight Science** _____
of teachers that attended test-related workshops _____

9. Number of exams written: **Grade Eight Social Studies** _____
of teachers that attended test-related workshops _____

10. Number of exams written: **Grade Five Social Studies** _____
 # of teachers that attended test-related workshops _____
11. Number of exams written: **NYS English as a Second Language** _____
Achievement Test _____
 # of teachers that attended test-related workshops _____

CALCULATION OF HOURLY RATES

1. **Hours worked** – If actual hours worked are determined based on a standard workday, the number of hours in that workday must be in accordance with established school policy. If based on other than a standard workday, documentation of hours worked must be maintained by the school. **Only include hours worked during the July 1-June 30 period.** **NOTE:** Hours worked are for the employee(s) providing the mandated service.

2. **Annual Salary** – Salary shall mean only gross wages paid to the employee providing the mandated service. Salary shall not include any cost to the employer for such expenditures as those made for social security, retirement, any form of employee insurance, fringe benefits, dues or reimbursement to the employee for any expense incurred as result of employment.

3. **Fringe Benefits** – The employer’s share of the following benefits, to the extent such share is actually paid for the benefit of employees engaged in providing required services: Retirement, Social Security, Workmen’s Compensation Insurance, Life Insurance, Unemployment Insurance, Disability Insurance, Health Insurance and Union Welfare benefits. The following items cannot be included as fringe benefits:
 - Dues;
 - Reimbursement to the employee for any expense incurred as a result of employment;
 - Room and board;
 - Parsonage;
 - Housing, meals and clothing;
 - The value of an automobile provided to any employee;
 - Car insurance, maintenance, parking, parking tickets and gasoline;
 - Day care;
 - The value of tuition provided to the children of employees.

4. **Records** – Separate financial records for the Nonpublic Mandated Services Aid Program must be maintained for a minimum of 7 years and be available for audit purposes. A copy of Schedule A, the SA-186 and supporting documentation must be included with those records.

MANDATES

1. Pupil Attendance Reporting (PAR)

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1. Total number of staff employed by school who participated in Pupil Attendance Reporting (PAR).			
2. Total hours of work for all assigned tasks performed by employees reported in item 1.			
3. Total salaries paid for all services performed by employees in item 1.			
4. Total employee benefits paid on salaries reported in item 3.			
5. Total salaries and benefits paid for employees reported in item 1. (Item 3 plus Item 4)			
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.			

2. Elementary and Intermediate Assessment in English Language Arts and Math (EIA)

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1. Total number of staff employed by school who participated in Elementary and Intermediate Assessment in English Language Arts and Math (EIA)			
2. Total hours of work for all assigned tasks performed by employees reported in item 1.			
3. Total salaries paid for all services performed by employees in item 1.			
4. Total employee benefits paid on salaries reported in item 3.			
5. Total salaries and benefits paid for employees reported in item 1. (Item 3 plus Item 4)			
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.			

3. Basic Educational Data System Reporting (BEDS)

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1. Total number of staff employed by school who participated in Basic Educational Data System Reporting (BEDS).			
2. Total hours of work for all assigned tasks performed by employees reported in item 1.			
3. Total salaries paid for all services performed by employees in item 1.			
4. Total employee benefits paid on salaries reported in item 3.			
5. Total salaries and benefits paid for employees reported in item 1. (Item 3 plus Item 4)			
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.			

4. Regents Examinations (RE) and/or Occupational Education Proficiency Examinations (OEP)

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1. Total number of staff employed by school who participated in Regents Examinations (RE) and/or the Occupational Education Proficiency Examinations (OEP).			
2. Total hours of work for all assigned tasks performed by employees reported in item 1.			
3. Total salaries paid for all services performed by employees in item 1.			
4. Total employee benefits paid on salaries reported in item 3.			
5. Total salaries and benefits paid for employees reported in item 1. (Item 3 plus Item 4)			
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.			

5. Regents Competency Testing Program (RCTP) and/or The Native Language Writing Test (NLW)

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1. Total number of staff employed by school who participated in Regents Competency Testing Program (RCTP) and/or the Native Language Writing Test (NLW).			
2. Total hours of work for all assigned tasks performed by employees reported in item 1.			
3. Total salaries paid for all services performed by employees in item 1.			
4. Total employee benefits paid on salaries reported in item 3.			
5. Total salaries and benefits paid for employees reported in item 1. (Item 3 plus Item 4)			
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.			

6. Calculator Expense (CE) – NA

7. Registration of High School (RHS)

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1. Total number of staff employed by school who participated in Registration of High School (RHS).	NA		
2. Total hours of work for all assigned tasks performed by employees reported in item 1.	NA		
3. Total salaries paid for all services performed by employees in item 1.	NA		
4. Total employee benefits paid on salaries reported in item 3.	NA		
5. Total salaries and benefits paid for employees reported in item 1. (Item 3 plus Item 4)	NA		
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.	NA		

8. State School Immunization Program (SSIP) – NA

9. Documentation of Integration of Required Instruction in 7th and 8th Grade (DIRI)

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1. Total number of staff employed by school who participated in Documentation of Integration of Required Instruction in 7 th & 8 th grade (DIRI).			
2. Total hours of work for all assigned tasks performed by employees reported in item 1.			
3. Total salaries paid for all services performed by employees in item 1.			
4. Total employee benefits paid on salaries reported in item 3.			
5. Total salaries and benefits paid for employees reported in item 1. (Item 3 plus Item 4)			
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.			

10. High School Graduation Report (HSGR)

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1. Total number of staff employed by school who participated in High School Graduation Report (HSGR).	NA		
2. Total hours of work for all assigned tasks performed by employees reported in item 1.	NA		
3. Total salaries paid for all services performed by employees in item 1.	NA		
4. Total employee benefits paid on salaries reported in item 3.	NA		
5. Total salaries and benefits paid for employees reported in item 1. (Item 3 plus Item 4)	NA		
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.	NA		

11. Grade Four Science Test (GFST)

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1. Total number of staff employed by school who participated in Grade Four Science Test (GFST).			
2. Total hours of work for all assigned tasks performed by employees reported in item 1.			
3. Total salaries paid for all services performed by employees in item 1.			
4. Total employee benefits paid on salaries reported in item 3.			
5. Total salaries and benefits paid for employees reported in item 1. (Item 3 plus Item 4)			
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.			

12. Travel to Storage Sites (TSS)

	GFST (May)	GFSST (May)	GEST (performance) (May)	GEST (written) (June)	NYSESLAT	GESST (June)	EIA (Jan./ June)	RE, OEP, RCT, NLW (Aug.)	RE, OEP, RCT, NLW (Jan.)	RE, OEP, RCT, NLW (June)
1. Total number of staff employed by school who participated in Travel to Storage Sites (TSS).										
2. Total hours of work for all assigned tasks performed by employees reported in item 1.										
3. Total salaries paid for all services performed by employees in item 1.										
4. Total employee benefits paid on salaries reported in item 3.										
5. Total salaries and benefits paid for employees reported in item 1. (Item 3 plus Item 4)										
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.										

13. Scholarship for Academic Excellence Application (SAE)

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1. Total number of staff employed by school who participated in the Scholarship for Academic Excellence Application (SAE).	NA		
2. Total hours of work for all assigned tasks performed by employees reported in item 1.	NA		
3. Total salaries paid for all services performed by employees in item 1.	NA		
4. Total employee benefits paid on salaries reported in item 3.	NA		
5. Total salaries and benefits paid for employees reported in item 1. (Item 3 plus Item 4)	NA		
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.	NA		

14. Grade Eight Science Test (GEST)

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1. Total number of staff employed by school who participated in the Grade Eight Science Test (GEST).			
2. Total hours of work for all assigned tasks performed by employees reported in item 1.			
3. Total salaries paid for all services performed by employees in item 1.			
4. Total employee benefits paid on salaries reported in item 3.			
5. Total salaries and benefits paid for employees reported in item 1. (Item 3 plus Item 4)			
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.			

15. Grade Eight Social Studies Test (GESST)

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1. Total number of staff employed by school who participated in the Grade Eight Social Studies Test (GESST).			
2. Total hours of work for all assigned tasks performed by employees reported in item 1.			
3. Total salaries paid for all services performed by employees in item 1.			
4. Total employee benefits paid on salaries reported in item 3.			
5. Total salaries and benefits paid for employees reported in item 1. (Item 3 plus Item 4)			
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.			

16. Grade Five Social Studies Test (GFSST)

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1. Total number of staff employed by school who participated in the Grade Five Social Studies Test (GFSST)			
2. Total hours of work for all assigned tasks performed by employees reported in item 1.			
3. Total salaries paid for all services performed by employees in item 1.			
4. Total employee benefits paid on salaries reported in item 3.			
5. Total salaries and benefits paid for employees reported in item 1. (Item 3 plus Item 4)			
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.			

17. Pesticide Neighbor Notification (PNN) - NA

18. New York State English as a Second Language Achievement Test (NYSESLAT)

	TEACHERS	ADMINISTRATORS	SUPPORT STAFF
1. Total number of teachers employed by school who participated in the New York State English as a Second Language Achievement Test (NYSESLAT).			
2. Total hours of work for all assigned tasks performed by employees reported in item 1.			
3. Total salaries paid for all services performed by employees in item 1.			
4. Total employee benefits paid on salaries reported in item 3.			
5. Total salaries and benefits paid for teachers reported in item 1. (Item 3 plus Item 4)			
6. Average hourly rate. (Item 5 divided by Item 2). Do not round.			

Did you remember?

- Hourly Rates must be for the employee(s) providing the service and must be reported in dollars and cents.
- When completed, mail the new **MSA-1**, with
 An explanation:
 1. If your claim exceeds the previous year’s claim by 20% or more.
 2. If your opening or closing enrollment exceeds your BEDS enrollment by more than 20%.