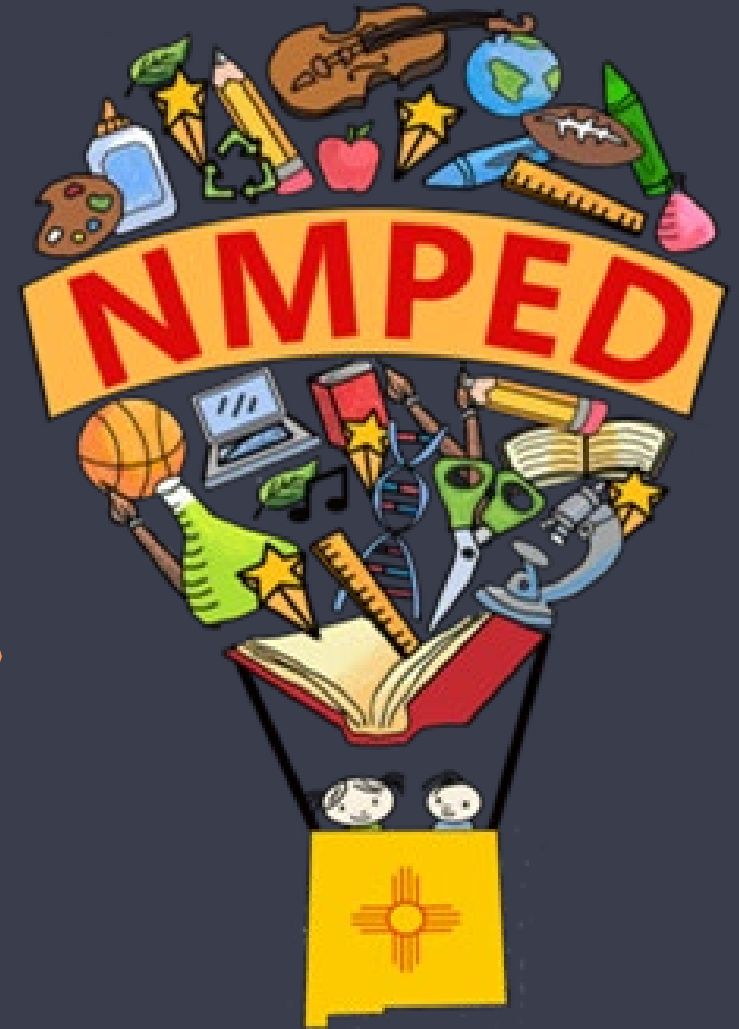


Teacher Cost Index (TCI)
National Board for Professional Teaching Standards (NBPTS)

School Budget Bureau

Investing for tomorrow, delivering today.



New OBMS Modules

- PED is being very mindful of your time! One stop shop in OBMS!
 - Teacher Cost Index
 - ✓ **LIVE in OBMS** (previously a SharePoint site)
 - National Board for Professional Teaching Standards (NBPTS)
 - ✓ **LIVE in OBMS** (previously an excel form)
 - Business Manager (BM) and Superintendent/Charter Rep (SP) role has access to enter the information for all items above. PED understands that the BM may not be the person with the information
 - ✓ Please do not add non-Business Managers or non-Superintendents to the BM and SP roles.
 - Consider using the templates for NBPTS to send to the person responsible for entering NBPTS. Have them return the completed template to the BM or SP for uploading.
 - There is not a template for TCI; however, you can use the blank matrix provided in the email to send to the person responsible for entering TCI. Have them return the completed matrix to the BM or SP for data entering.
 - SBB will prepare you with the tools to make this transition as smooth as possible.

Teacher Cost Index (TCI) – Information

- Manual of procedures can be found here: <https://webnew.ped.state.nm.us/wp-content/uploads/2022/10/Manual-of-Procedures-for-the-Calculation-of-the-Staffing-Cost-Multiplier.pdf>
- TCI will be due November 15, 2024 based on one of the October 2024 payrolls
 - will be utilized on the 2025-2026 910B5

2025-2026 PRELIMINARY STATE EQUALIZATION GUARANTEE (SEG) 910B-5 TOOL

ERROR, SELECT IF CHARTER BELOW
School District Geographical Location: PED NO

Is this a Charter School? Please enter Y or N:

Is this for the 40D Adjustment? Please enter Y or N:

Reporting Period	Start Date
Second Reporting Period (80D)	12/2/2024
Third Reporting Period (120D)	2/12/2025
First Reporting Period (40D)	10/8/2025

Program	80D/120D AVG MEM	Factor	Units
Early Childhood Education (ECE) Program			
PK	0.00		
KF	0.00		
Total ECE FTE (PK/2+KF)	0.00	1.440	0.000
Basic Program (Includes A/B, C & C-Gifted, D & D-Gifted):			
Grade 1	0.00	1.200	0.000
Grade 2	0.00	1.180	0.000
Grade 3	0.00	1.180	0.000
Grade 4	0.00	1.045	0.000
Grade 5	0.00	1.045	0.000
Grade 6	0.00	1.045	0.000
Grade 7	0.00	1.250	0.000
Grade 8	0.00	1.250	0.000
Grade 9	0.00	1.250	0.000
Grade 10	0.00	1.250	0.000
Grade 11	0.00	1.250	0.000
Grade 12	0.00	1.250	0.000
Total Grades 1-12	0.00		
Total FTE MEM	0.00		

Staffing Cost Multiplier (SCM): **OCT 2023 TCI** **WEIGHT**
subject to change based on TC audit

Total Membership Program Units **SCM**
0.000 0.000

TCI – Staffing Cost Multiplier (SCM) Statute

Statutory reference

22-8-2. Definitions.

Q. "staffing cost multiplier" means:

- 1) for fiscal year 2019, the instructional staff training and experience index;
- 2) 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;
- 3) 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;
- 4) 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
- 5) for fiscal year 2023 and subsequent fiscal years, the teacher cost index; and

TCI – SEG Calculation Statute

Statutory reference

22-8-25. State equalization guarantee distribution; determination of amount.

- A. To determine the amount of the state equalization guarantee distribution, the department shall:
 - 4) using the results of the calculations in Paragraph (1), (2) or (3) of this subsection and the staffing cost multiplier from the October report of the prior school year, establish a total program cost of the school district or charter school;

TCI – Statute

Statutory reference

22-8-49. Teacher cost index; licensure-experience factor; report.

A. The teacher cost index for each school district or charter school shall be calculated in accordance with instructions issued by the department. The teacher cost index for a school district in its first year of operations is 1.0. The teacher cost index for a school district or charter school in its second or subsequent year of operations is the greater of 1.0 or the average of the licensure-experience factors of all full-time-equivalent teachers on the school district's or charter school's payroll in October of that year who are assigned classroom teaching responsibilities. The licensure-experience factor of a teacher corresponds to the teacher's licensure level and years of experience and is as follows:

Licensure Level	Years of Experience				
	0 to 2	3 to 5	6 to 8	9 to 15	Over 15
1	0.755	0.785	0.800		
2		0.994	1.023	1.050	1.123
3			1.184	1.208	1.277.

C. As used in this section:

A. "licensure level" is the teaching licensure level as defined in the School Personnel Act [Chapter 22, Article 10A NMSA 1978]; and

B. "years of experience" is as defined by department rule.

National Board for Professional Teaching Standards (NBPTS) - Information

- 2023-2024 legislation amended the Public School Code to allow one time salary differential for all licensed school employees who are certified through National Board for Professional Teaching Standards (previously for teachers only)
- To be counted for NBPTS, three specific criteria must be met:
 - Employed on or before the first reporting date of the school year (October 9, 2024).
 - Employee must possess an active license with the Public Education Department (PED) on or before the first reporting date of the school year (October 9, 2024).
 - Employee must have an active National Board Certification on or before the first reporting date of the school year (October 9, 2024).

NBPTS – Date and 910B5

- NBPTS will be due November 15, 2024
 - This count of employees will be utilized on the 2024-2025 910B5 with the 40D adjustment
 - ✓ Note: the preliminary 2024-2025 910B5 contains 2023-2024 prior year employee counts.

2024-2025 PRELIMINARY STATE EQUALIZATION GUARANTEE (SEG) 910B-5 TOOL

ERROR, SELECT IF CHARTER BELOW
School District Geographical Location

0

PED NO _

Is this a Charter School? Please enter Y or N	Select...	Second Reporting Period (80D)	12/1/2023	
Is this for the 40D Adjustment? Please enter Y or N.	N	Third Reporting Period (120D)	2/14/2024	
National Board Certified Teachers (NBCTs):		First Reporting Period (40D)	10/9/2024	
	OCT 2023 # of NBPTS:	OCT 2024 # of NBPTS:	Factor	Units
	0	0	1.500	0.000

NBPTS - One Time Salary Differential

- 1.5 * unit value = one time salary differential
- Final unit value is set by January 31st of every school year.
 - Final unit value may go up, down or remain the same.
- For the 2024-2025 school year, final funding for NBPTS-licensed school employees will be disbursed after the final unit value is established and as part of the first reporting period (40D) adjustment.
 - The 40D adjustment is scheduled to occur sometime between February 2025 and June 2025.

NBPTS - Statute

Statutory reference

22-8-23.4. National board for professional teaching standards; program units.

The number of program units for licensed school employees certified by the national board for professional teaching standards is determined by multiplying by one and one-half the number of licensed school employees certified by the national board for professional teaching standards employed by the school district or charter school on or before the first reporting date of the school year and verified by the department. Department approval of these units shall be contingent on verification by the school district or charter school that these licensed school employees hold certification by the national board for professional teaching standards and are receiving a one-time salary differential equal to or greater than the amount generated by the units multiplied by the program unit value during the fiscal year in which the school district or charter school will receive these units.

OBMS Navigation to Modules

Roles:
Business Manager (BM)
Superintendent/Charter Rep (SP)



Navigation



Click "SEG"



NEW MEXICO
Public Education Department



OPERATING BUDGET MANAGEMENT SYSTEM (UAT)

Logged In: SaraCordova

OBMS BUDGET HOME

[Budget](#) | [BAR](#) | [Cash](#) | [Actuals](#) | [RfR](#) | [SEG](#) | [Accounts Payable](#) | [Bonds](#) | [Reports](#) | [Maintenance](#)


MESSAGES

DASHBOARD

CHANGE PASSWORD

[Home](#) | [Logout](#) | [Feedback](#)

Navigation

 Click relevant module from the left-hand tool bar.

OBMS

Select one of the modules on the sidebar to get started.

*New OBMS Site
Very Mindful
Very Demure*

OBMS Steps

TCI

Roles:

Business Manager (BM)

Superintendent/Charter Rep (SP)



BM Selection

TCI

- Select fiscal year "2024-2025" and entity name from the dropdowns. Then click "Retrieve."

NEW MEXICO
Public Education Department

OPERATING BUDGET MANAGEMENT SYSTEM (UAT) **Logged**

TEACHER COST INDEX

[TCI](#) | [Budget View](#) | [Budget Estimates](#) | [Budget](#)

TEACHER COST INDEX SEARCH

Budget Year: 2024-2025


Entity: Choose an entity...


Retrieve


[Home](#) | [Logout](#) | [Feedback](#)

BM Selection

TCI

 Navigate to the “FTE on October Payroll” section. Enter the number of FTE for each job class code (please see restrictions in the TCI Manual. Then click “Save.”

 **TEACHER COST INDEX ENTRY**

 **FTE ON OCTOBER PAYROLL FOR BELEN CONSOLIDATED SCHOOLS**

Job Class	October Payroll FTE
1411 - Teachers-Grades 1-12:	<input type="text" value="7.0000"/>
1412 - Teachers- Special Education:	<input type="text" value="3.0000"/>
1413 - Teachers-Early Childhood Ed:	<input type="text" value="1.0000"/>
1414 - Teachers-Preschool (exclude Special Ed):	<input type="text" value="1.0000"/>
1415 - Teachers-Vocational and Technical:	<input type="text" value="2.0000"/>
1416 - Teachers-Other Instruction:	<input type="text" value="3.0000"/>
1422 - Teachers- Special Education- Gifted:	<input type="text" value="1.0000"/>
Total:	18.0000

BM Selection

TCI

- Navigate to the “Licensure Level and Years of Experience (FTE)” section. Plot the FTE per Years of Experience and Licensure Level. Then click “Save.”

LICENSURE LEVEL AND YEARS OF EXPERIENCE (FTE)

Years of Experience	Licensure Level I	Licensure Level II	Licensure Level III	
0	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	0.0000
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0000
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0000
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0000
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	2.0000
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0000
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0000
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0000
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.0000
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	2.0000
	6.0000	4.0000	9.0000	19.0000

BM Selection

TCI



Navigate to “Teacher Cost Index Actions.” If the actions state “FTE Total and Licensure Total do not match,” revisit the TOTALS from the “FTE on October Payroll” section and the “Licensure Level and Years of Experience (FTE)” section and ensure they are equal. Revise the appropriate section and click “Save.”

INDEX SEARCH

024-2025

elen Consolidated Schools

Retrieve

INDEX SUMMARY

INDEX ACTIONS

Entity	Date Submitted to PED	TCI Status	Calculated TCI	Actions
Consolidated schools		Pending	2.054	FTE Total and Licensure Total do not match.

TEACHER COST INDEX ENTRY

FTE ON OCTOBER PAYROLL FOR BELEN CONSOLIDATED SCHOOLS

Job Class	October Payroll FTE
1411 - Teachers-Grades 1-12:	7.0000
1412 - Teachers- Special Education:	3.0000
1413 - Teachers-Early Childhood Ed:	1.0000
1414 - Teachers-Preschool (exclude Special Ed):	1.0000
1415 - Teachers-Vocational and Technical:	2.0000
1416 - Teachers-Other Instruction:	3.0000
1422 - Teachers- Special Education- Gifted:	1.0000
Total:	18.0000

Click Save once edited.

LICENSURE LEVEL AND YEARS OF EXPERIENCE (FTE)

Years of Experience	Licensure Level I	Licensure Level II	Licensure Level III	
0	1			0.0000
8				1.0000
9				2.0000
	6.0000	4.0000	9.0000	19.0000

Click Save once edited.

BM Approve

TCI



If data entry is complete, navigate to “Teacher Cost Index Actions.” Click “BM Approve.”

INDEX SEARCH

024-2025

Belen Consolidated Schools

Retrieve

INDEX SUMMARY

INDEX ACTIONS

Entity	Date Submitted to PED	TCI Status	Calculated TCI	Actions
Belen Consolidated Schools		Pending	2.025	BM Approve

INDEX EVENTS

Date	User	Comment
09/06/2024 09:36 AM	Monkey Luffy	
	1	


INDEX ENTRY

FOR PAYROLL FOR BELEN CONSOLIDATED SCHOOLS

October Payroll ETE

Note: Currently only BM role has access to this button. This may change in the future to add SP

BM Approve TCI

 A comment is not required. Click "BM Approve".

TEACHER COST INDEX SEARCH

Budget Year: 2024-2025

Entity: Belen Consolidated Schools

TEACHER COST INDEX SUMMARY

TEACHER COST INDEX ACTIONS

Comment:

No comment required

View	Entity	Date Submitted to PED	TCI Status	Calculated TCI	Actions
<input type="button" value="View"/>	Belen Consolidated Schools		Pending	2.025	<input type="button" value="BM Approve"/>

TEACHER COST INDEX EVENTS

Event	Date	User	Comment
-------	------	------	---------

Note: Currently only BM role has access to this button. This may change in the future to add SP

Reports

TCI

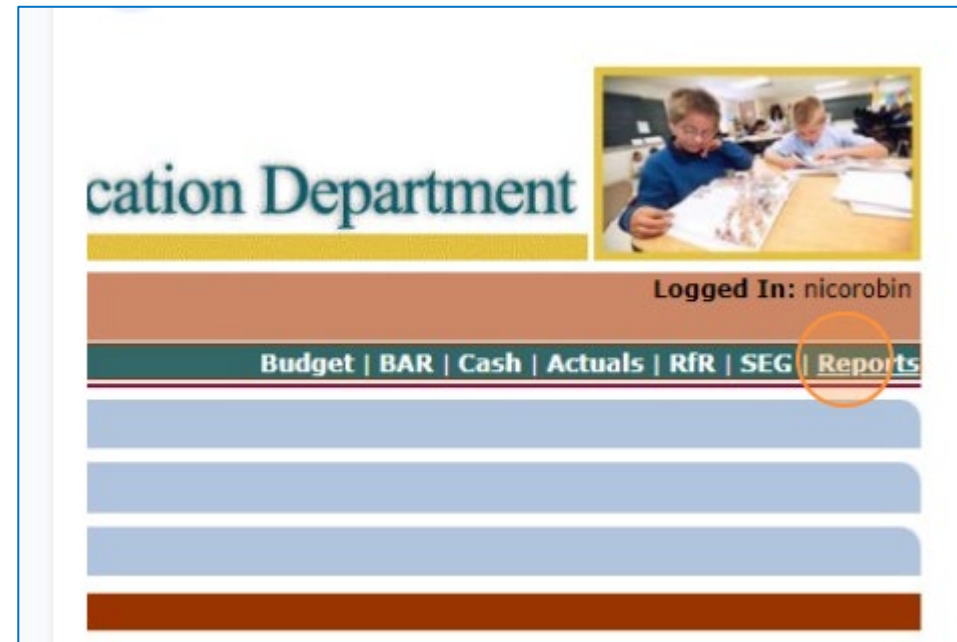
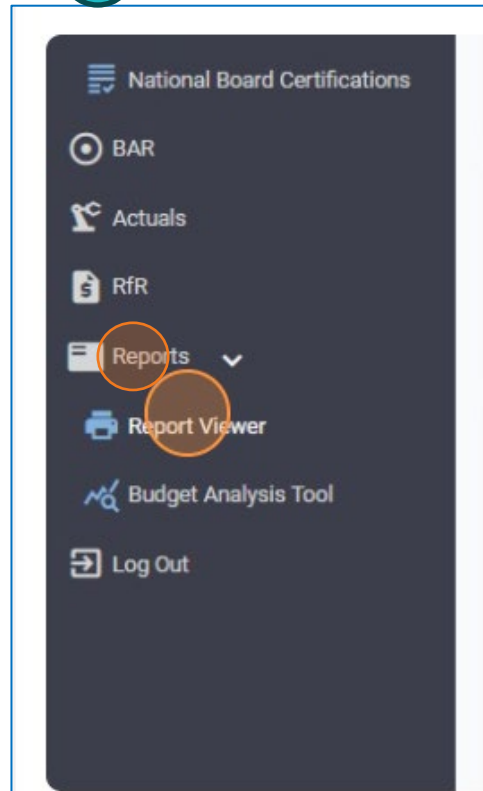
Roles:
Business Manager (BM)
Superintendent/Charter Rep (SP)



Reports Navigate

TCI

Click "Reports" and then click "Report Viewer" OR from the Home Page click "Reports."



Reports Selection

TCI



Select from dropdowns

- 1. Budget Prep Reports
- 2. Teacher Cost Index (TCI) Report
- 3. 2024-2025
- 4. Entity Name

Click "View Report."

To export, click the floppy disc and select the preferred format.

SELECT REPORT
Budget Prep Reports ▼ Teacher Cost Index (TCI) Report ▼

TEACHER COST INDEX (TCI) REPORT
Budget Year : 2024-2025 ▼ Entity Name : Hondo Valley Schools ▼ View Report

1 of 2 100% ▼

**State of New Mexico
Public School Operating Budget
Teacher Cost Index (TCI) Report
October 2024**

Entity: Hondo Valley Schools

Job Class	October Payroll FTE
1411 Teachers-Grades 1-12	1.0000
1412 Teachers- Special Education	2.0000
1413 Teachers-Early Childhood Ed	3.0000
1414 Teachers-Preschool (exclude Special Ed)	4.0000
1415 Teachers-Non-Instructional	1.0000

Word
Excel
PowerPoint
PDF
TIFF file
MHTML (web archive)

OBMS Steps

TCI

Roles:
Superintendent/Charter Rep (SP)



SP Selection

TCI

- Select fiscal year "2024-2025" and entity name from the dropdowns. Then click "Retrieve."

NEW MEXICO
Public Education Department

OPERATING BUDGET MANAGEMENT SYSTEM (UAT) **Logged**

TEACHER COST INDEX

[TCI](#) | [Budget View](#) | [Budget Estimates](#) | [Budget](#)

TEACHER COST INDEX SEARCH

Budget Year: 2024-2025

Entity: Choose an entity...

Retrieve

[Home](#) | [Logout](#) | [Feedback](#)

SP Disapprove TCI



Review all data in ALL sections to ensure accuracy. If a discrepancy is identified, click “SP Disapprove.”

024-2025

elen Consolidated Schools

INDEX SUMMARY

INDEX ACTIONS

Entity	Date Submitted to PED	TCI Status	Calculated TCI	Actions
Consolidated Schools		BM Approved	2.025	<input type="button" value="SP Approve"/> <input type="button" value="SP Disapprove"/>

INDEX EVENTS

	Date	User	Comment
TCI	09/06/2024 09:38 AM	Monkey Luffy	no comment required
	09/06/2024 09:36 AM	Monkey Luffy	

INDEX ENTRY

SP Disapprove Submit to BM

TCI

A comment is required. Click "SP Disapprove." This step will open the module for the BM to make revisions. BM would follow the BM TCI steps noted earlier.

TEACHER COST INDEX SEARCH

Budget Year: 2024-2025
Entity: Belen Consolidated Schools

Retrieve

TEACHER COST INDEX SUMMARY

TEACHER COST INDEX ACTIONS

Comment:

A comment is required

Cancel SP Disapprove

Comment must be at least 5 characters.

View	Entity	Date Submitted to PED	TCI Status	Calculated TCI	Actions
View	Belen Consolidated Schools		BM Approved	2.025	SP Approve SP Disapprove

TEACHER COST INDEX EVENTS

SP Approve

TCI



If no discrepancies are identified. Click "SP Approve."

TCI LEVEL

elen Consolidated Schools

Retrieve

INDEX SUMMARY

INDEX ACTIONS

Entity	Date Submitted to PED	TCI Status	Calculated TCI	Actions
Consolidated Schools		BM Approved	2.025	<input type="button" value="SP Approve"/> <input type="button" value="SP Disapprove"/>

INDEX EVENTS

	Date	User	Comment
TCI	09/06/2024 09:41 AM	Monkey Luffy	
TCI	09/06/2024 09:40 AM	Nico Robin	comment required

SP Approve Submit to PED

TCI

- 3 Click the "I certify that adequate payroll documents have been maintained and this data submission is in compliance with NMSA 22-8-49." field.
No Comment is required but is allowed. Click "SP Approve."

TEACHER COST INDEX SUMMARY

TEACHER COST INDEX ACTIONS

Comment:
no comment required

I certify that adequate payroll documents have been maintained and this data submission is in compliance with NMSA 22-8-49.

Cancel SP Approve

View	Entity	Date Submitted to PED	TCI Status	Calculated TCI	Actions
View	Belen Consolidated Schools		BM Approved	2.025	SP Approve SP Disapprove

TEACHER COST INDEX EVENTS

Event	Date	User	Comment
-------	------	------	---------

OBMS Steps

NBPTS

Roles:

Business Manager (BM)

Superintendent/Charter Rep (SP)



BM Navigate

NBPTS



Select fiscal year “2024-2025” and entity name from the dropdowns.



National Board Certifications

Fiscal Year: 2024-2025

Entity: Select an entity...

Please select an entity...

Guidance Document

Note: You can click the “Guidance Document” and the NMPED website will open to the location of the Guidance Document.

BM – NO EMPLOYEE ENTRY


NBPTS

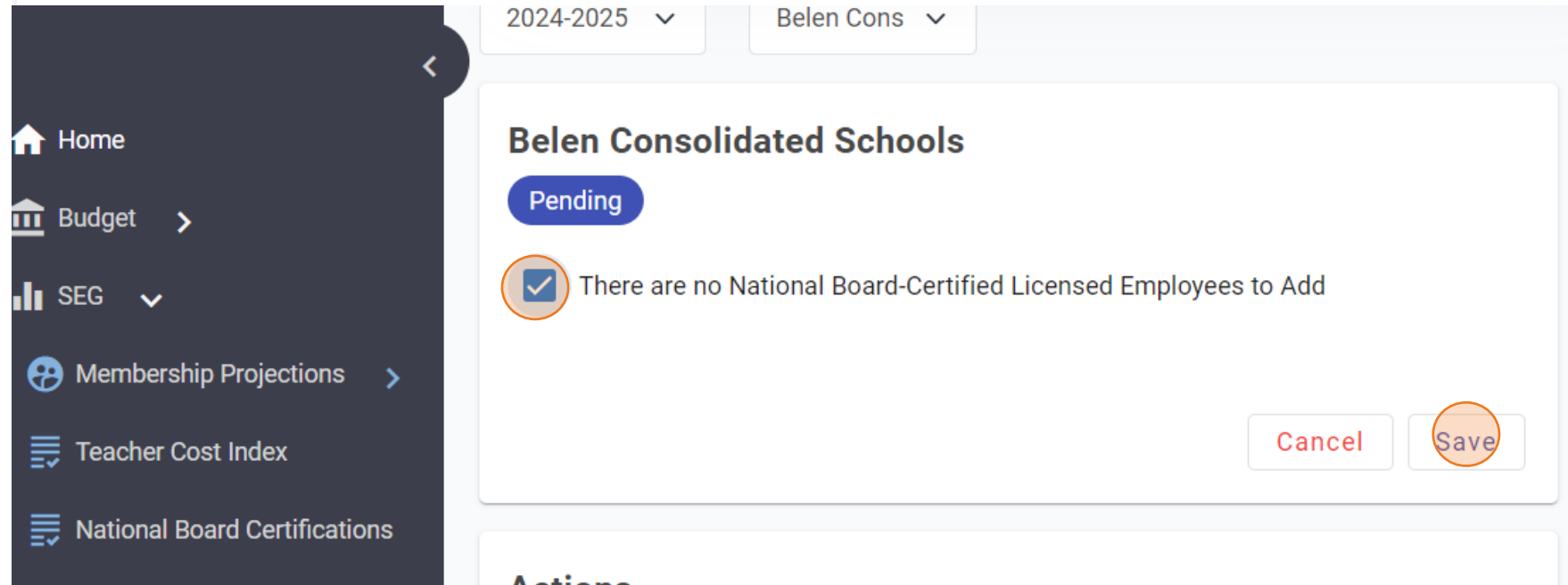
NO EMPLOYEE ENTRY
(page 33)



BM – NO EMPLOYEE ENTRY

NBPTS

 If there are 0 employee names to list, then BM clicks the "There are no National Board-Certified Licensed Employees to Add" field. Click "Save." **Continue to steps on page 44-51**



2024-2025 ▾ Belen Cons ▾

Belen Consolidated Schools

Pending

There are no National Board-Certified Licensed Employees to Add

Cancel Save

Actions

BM **MANUAL ENTRY**

NBPTS

MANUAL ENTRY
(page 35-38)



BM MANUAL ENTRY

NBPTS

- 1 Enter First Name (required), Middle Name (optional but recommended), and Last Name (required) of the licensed employee certified through NBPTS and in accordance with the guidance document. Click the “+” symbol. Continue this until all employee’s are listed.

Pending

There are no National Board-Certified Licensed Employees to Add

Employee List

Current Total: 0

Row	First Name	Middle Name	Last Name
	<input type="text" value="Enter first name.."/>	<input type="text" value="Enter middle name.."/>	<input type="text" value="Enter last name.."/>

Employee File Upload

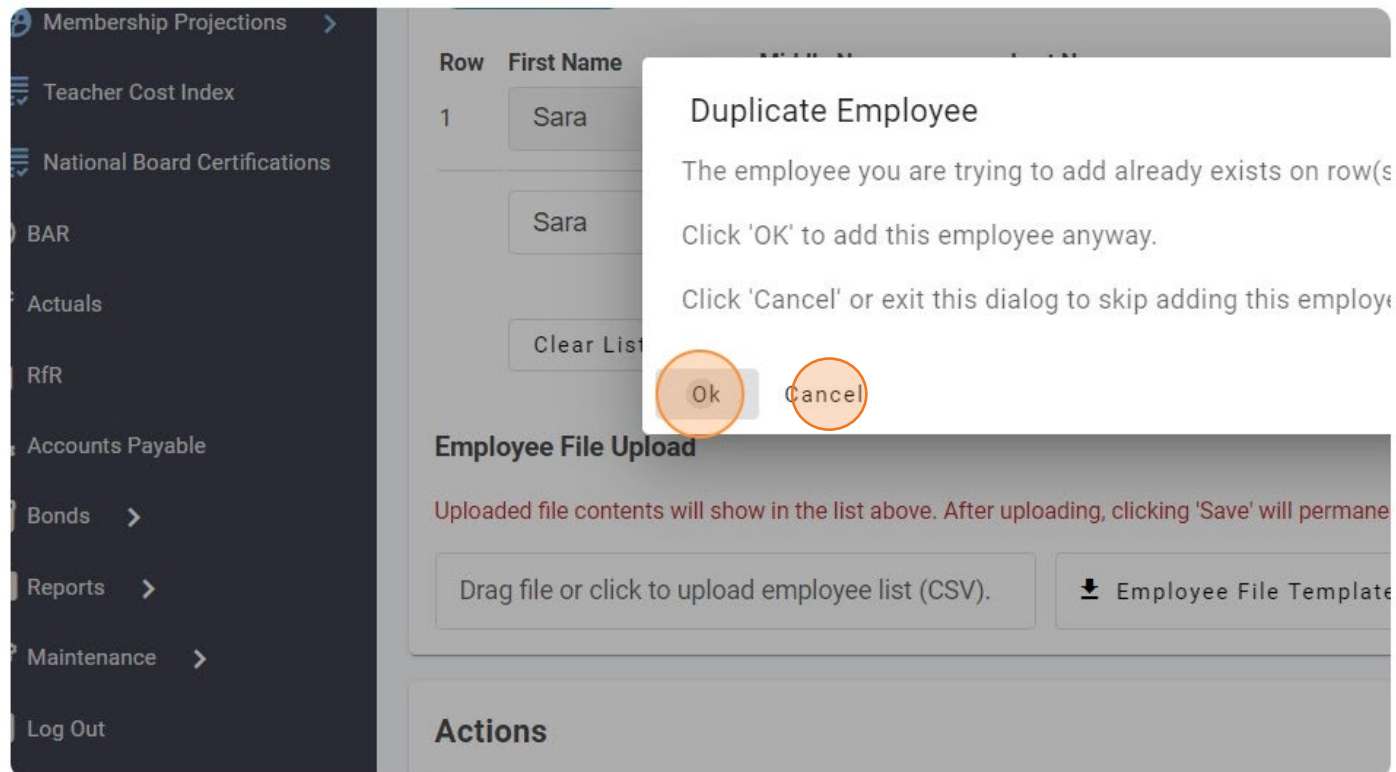
Uploaded file contents will show in the list above. After uploading, clicking 'Save' will perm...

Drag file or click to upload employee list (CSV)

BM **MANUAL ENTRY** - Duplicates

NBPTS

 If a duplicate name exists, click “Ok” in the pop-up window to add the duplicate name. Otherwise, if the duplicate name was an error, click “Cancel.”



The screenshot displays a software interface with a sidebar on the left containing menu items: Membership Projections, Teacher Cost Index, National Board Certifications, BAR, Actuals, RfR, Accounts Payable, Bonds, Reports, Maintenance, and Log Out. The main content area shows a table with columns 'Row' and 'First Name'. Row 1 contains the name 'Sara'. Below the table is a 'Clear List' button. A modal dialog box titled 'Duplicate Employee' is overlaid on the table, containing the text: 'The employee you are trying to add already exists on row(s)'. Below the text are two buttons: 'Ok' and 'Cancel', both of which are circled in orange. Below the dialog box is an 'Employee File Upload' section with a text input field containing 'Drag file or click to upload employee list (CSV)' and a button with a download icon labeled 'Employee File Template'. At the bottom of the interface is an 'Actions' section.

BM **MANUAL ENTRY** – Clear List

NBPTS



If the list is no longer valid and needs to be cleared, click “Clear List” to remove all the names that were previously entered.

- Teacher Cost Index
- National Board Certifications
- BAR
- Actuals
- RfR
- Accounts Payable
- Bonds >
- Reports >
- Maintenance >
- Log Out

Row	First Name	Middle Name	Last Name	
1	Sara		Cordova	–
2	Sara		Cordova	–
	Enter first name..	Enter middle name..	Enter last name..	+

Clear List Cancel Save

Employee File Upload


Uploaded file contents will show in the list above. After uploading, clicking 'Save' will per


Drag file or click to upload employee list (CSV). Employee File Tem



Actions

BM **MANUAL ENTRY** - SAVE

NBPTS

 Once data entry is complete. Click "Save." **Continue to steps on page 44-51**

Item Total: 1 

First Name	Middle Name	Last Name	
Sara		Cordova	
Enter first name..	Enter middle name..	Enter last name..	

Free File Upload

Upload file contents will show in the list above. After uploading, clicking 'Save' will permanently overwrite the previous version of the list.

Upload file or click to upload employee list (CSV).

BM **UPLOAD ENTRY**


NBPTS


UPLOAD ENTRY
(page 40-43)



BM UPLOAD ENTRY

NBPTS


 Click "Employee File Template"

Enter first name.. Enter middle name.. Enter last name.. 

Clear List Cancel Save

Employee File Upload

Uploaded file contents will show in the list above. After uploading, clicking 'Save' will permanently overwrite the previous version of the

Drag file or click to upload employee list (CSV).  Employee File Template

Actions

BM Submit

Event History

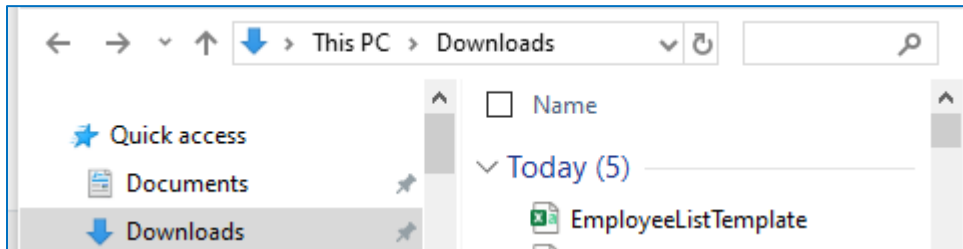
Note: Upload will overwrite any manual entry already saved.

BM **UPLOAD ENTRY** - Template

NBPTS



Navigate to Downloads on your computer and open the template. **Note:** Duplicate names are allowed in the NPBTS upload and will not flag once uploaded. Be mindful of duplicates when using the template.



Repeat "CEU" for each name

Middle Name is not required but helpful

	A	B	C	D	E
1	FileStatusCode	FirstName	MiddleName	LastName	
2	CEU	John	S	Doe	
3	CEU	Mary	H	Smith	
4					
5					

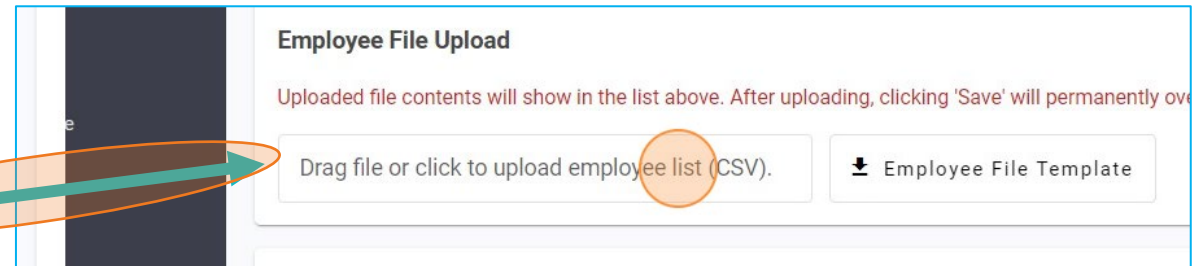
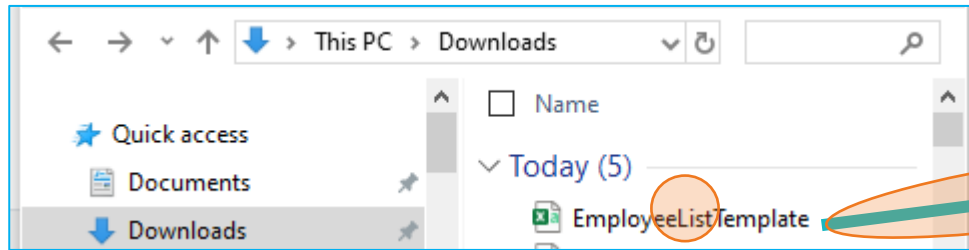
Do not leave these names in the template, override them since they are just examples

BM **UPLOAD ENTRY** - Upload

NBPTS

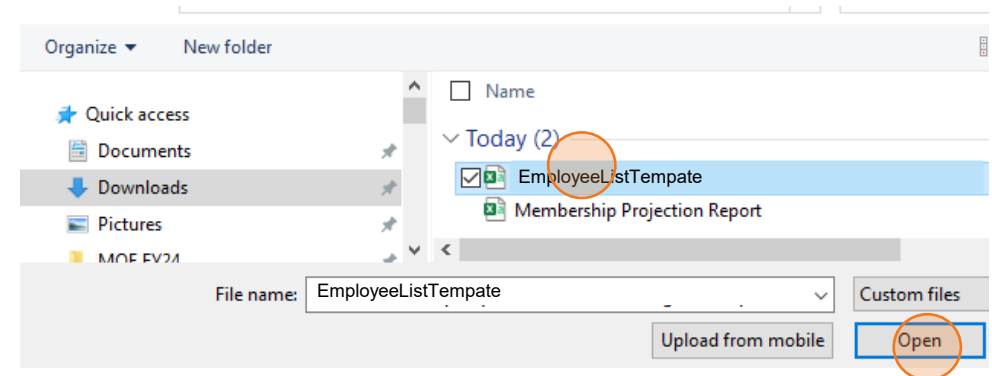
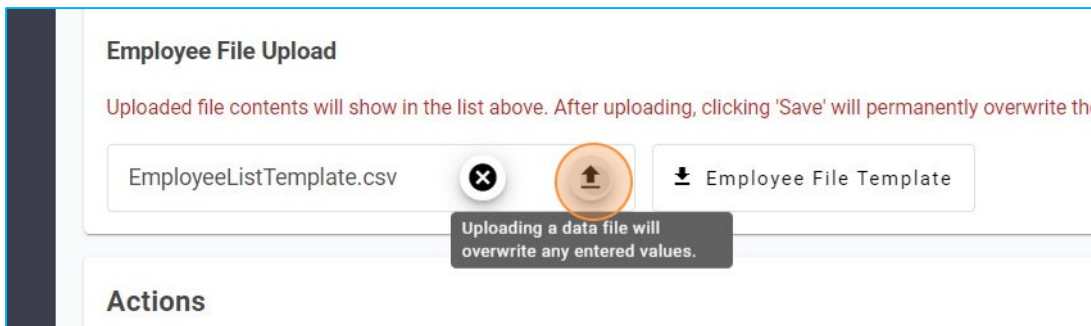


Drag and drop file from file explorer



OR

Click upload icon and select the file from the file explorer and click "open"



BM **UPLOAD ENTRY** – Save

NBPTS

1 Click "Save" **Continue to steps on page 44-51**

First Name	Middle Name	Last Name	
John	S	Doe	–
Mary	H	Smith	–
Enter first name..	Enter middle name..	Enter last name..	+

Employee File Upload

Uploaded file contents will show in the list above. After uploading, clicking 'Save' will permanently overwrite the previous version of the list.

Upload file or click to upload employee list (CSV).

BM Submit

NBPTS



Click "BM Submit"

- National Board Certifications
- BAR
- Actuals
- RfR
- Accounts Payable
- Bonds >
- Reports >
- Maintenance >
- Log Out

There are no National Board-Certified Licensed Employees to Add

Actions

BM Submit

Event History

Event	Date
Create NBCE Entity Year	2024/09/04 11:50 AM

BM Submit to SP

NBPTS

Click "Submit "BM Submit""

Unfunded Licensed Employees to Add

Cancel Save

Cancel *BM Submit* Submit *BM Submit*

Date	User	Comment
2024-08-13		

OBMS Steps

NBPTS

Roles:
Superintendent/Charter Rep (SP)



SP Selection

MEM and New Program MEM Projections

Select fiscal year "2024-2025" and entity name from the dropdowns. Then click "Retrieve."

The screenshot shows a web application interface for generating projections. At the top, a teal circle highlights the instruction: "Select fiscal year '2024-2025' and entity name from the dropdowns. Then click 'Retrieve.'" Below this, the interface features a dark sidebar on the left with a back arrow and menu items including "projections", "Entry", "List", and "Index". The main content area is titled "New Program and Membership Projections" and contains two dropdown menus: "Select a fiscal year..." and "Select an entity...". Both dropdowns and the "Retrieve" button to their right are circled in orange. Below the dropdowns are two expandable sections: "New Program Membership" with the instruction "Select an entity to see projections." and "Membership Projections" with the instruction "Select an entity or location to see projections."

SP Review

NBPTS



Review all data in ALL sections to ensure accuracy. If a discrepancy is identified, click "SP Disapprove."

- SEG
- Membership Projections
- Teacher Cost Index
- National Board Certifications
- BAR
- Actuals
- RfR
- Accounts Payable
- Bonds
- Reports
- Maintenance

Hondo Valley Schools

Submitted

There are no National Board-Certified Licensed Employees to Add

Actions

SP Approve

SP Disapprove

Event History

Event	Date
Submit NBCE Entity Year	2024/09/04 11:50 AM
Create NBCE Entity Year	2024/09/04 11:50 AM

SP Disapprove Submit to BM

NBPTS



A comment is required. Click "Submit "SP Disapprove"." This step will open the module for the BM to make revisions. BM would follow the BM steps noted earlier.

A screenshot of a software interface. It features a large, empty text input field. Below the field, there is a message that says "Comment required" with a small orange circle around the word "Comment". At the bottom right of the interface, there are two buttons: a light red button labeled "Cancel 'SP Disapprove'" and a light blue button labeled "Submit 'SP Disapprove'", with an orange circle around the "Submit" button.

SP Approve

NBPTS



If no discrepancies are identified. Click "SP Approve."

The screenshot displays a web application interface for 'SP Approve' under the 'NBPTS' section. On the left is a dark sidebar with navigation options: Teacher Cost Index, National Board Certifications, BAR (selected), Actuals, RfR, Accounts Payable, Bonds, Reports, Maintenance, and Log Out. The main content area features a 'Current Total: 1' indicator in a teal box. Below this is a table with columns for Row, First Name, Middle Name, and Last Name. The first row contains the name Sara Cordova. Underneath the table is an 'Actions' section with two buttons: 'SP Approve' (highlighted with an orange circle) and 'SP Disapprove'. At the bottom is an 'Event History' table with columns for Event and Date, showing two recent actions: 'Submit NBCE Entity Year' at 12:04 PM and 'Disapprove NBCE Entity Yr' at 11:51 AM.

Row	First Name	Middle Name	Last Name
1	Sara		Cordova

Actions

SP Approve SP Disapprove

Event History

Event	Date
Submit NBCE Entity Year	2024/09/04 12:04 PM
Disapprove NBCE Entity Yr	2024/09/04 11:51 AM

SP Submit to PED

NBPTS

Click the "I affirm that this list is compliant to statute 22-8-23.4." field.
A comment isn't required but allowed. Click "Submit "SP Approve""

The screenshot shows a sidebar on the left with navigation items: Teacher Cost Index, National Board Certifications, BAR, Actuals, RfR, Accounts Payable, Bonds, Reports, Maintenance, and Log Out. The main content area has a 'Current Total: 1' indicator. Below it is a table with the following data:

Row	First Name	Middle Name	Last Name
1	Sara		Cordova

Below the table is an 'Actions' section containing a checkbox labeled "I affirm that this list is compliant to statute 22-8-23.4." and a text area for a comment with the text "No comment required". At the bottom of the actions section are two buttons: "Cancel *SP Approve*" and "Submit *SP Approve*".