



Teacher Salary Increase Allocation December Preliminary Expenditure Report

- **Guidance for District and Charter School Teacher Salary Increase Allocation December Preliminary Expenditure Report**

In accordance with the requirements of the Teacher Salary Increase Allocation (TSIA), each school district must submit a preliminary detailed TSIA expenditure report and salary schedule along with the preliminary detailed TSIA expenditure report and salary schedule for each charter school in the district to the department by December 1, 2020. Each charter school governing board shall submit the required information to the district school board for inclusion in the school district's preliminary expenditure report to the department.

Requirements per HB 641 are as follows:

- Submit school district and charter school's TSIA preliminary expenditure report in a format specified by department (see District/Charter Preliminary Expenditure Report Template)
 - Submit detailed summary explaining the school district/charter school's planned expenditure of the entire allocation (see TSIA Salary Schedule Template)
 - Increase the minimum base salary for classroom teachers
 - Include the school district/charter school's salary schedule for the prior fiscal year (2019-20) and the fiscal year in which the base salary is increased (2020-21)(see TSIA Salary Schedule Template)
 - A district school board or charter school governing board that is unable to meet the reporting requirements due to a collective bargaining impasse must provide written notification to the department detailing the reasons for the impasse with a proposed timeline and details for a resolution.
- **Instructions for Teacher Salary Increase Allocation (TSIA) Preliminary Expenditure Report Submission**
 - Deadline: December 1, 2020.
 - Each charter school governing board shall submit the required information to the district school board for inclusion in the school district's preliminary expenditure report to the department.
 - If the district is at an impasse, the district must develop a document explaining reasons for the impasse, timeline and anticipated resolution of the impasse, and submit this information to the department in place of the preliminary expenditure report.
 - District collects TSIA preliminary expenditure report and teacher salary schedule from each charter school in the district using the attached templates.

- If a charter school is at impasse, the district must collect a document from the charter school explaining reasons for the impasse, timeline and anticipated resolution of the impasse, and submit this information to the department in place of the preliminary expenditure report.
- The school district submits the district TSIA preliminary expenditure report and salary schedule along with the TSIA preliminary expenditure report and salary schedule for each charter school in the district or impasse documents through the survey link: [TSIA Preliminary Expenditure Report Submission Survey](#).
- The District Preliminary Expenditure Report Template, the Charter School Preliminary Expenditure Report Template and the Teacher Salary Increase Allocation Salary Schedule Template can be accessed at the [Teacher Salary Increase Allocation](#) webpage.