

**CHAPTER 3550**  
**STATE BOARD OF EDUCATION**  
**TRAINING AND EXPERIENCE INDEX**

3550.0100 METHOD OF DETERMINING THE TRAINING AND EXPERIENCE INDEX COMPONENT OF THE SCHOOL FOUNDATION AID FORMULA.

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**Subpart 1. Teachers only.** To determine the training and experience index, only the annual salary of teachers covered by the negotiated teacher salary schedule are included. Administrators and other support staff whose salaries are not covered by the negotiated teacher salary schedule are not included.

**Subp. 2. Submission of teacher personnel records.** By October 1 of each year, a school district shall submit to the Department of Education a school personnel record for each currently employed teacher. Data from these records shall include: annual base salary, level of training received in accredited institutions of higher education, and total years of teaching experience.

**Subp. 3. Matrix.** The Department of Education shall construct a matrix that classifies teachers by the level of training received in accredited institutions of higher education and by the total years of professional teaching experience.

A. The matrix shall contain 12 lanes representing different levels of training. The lanes are:

- (1) bachelor's degree;
- (2) bachelor's degree, plus 15 quarter hours;
- (3) bachelor's degree, plus 30 quarter hours;
- (4) bachelor's degree, plus 45 quarter hours;
- (5) bachelor's degree, plus 60 quarter hours;
- (6) master's degree;
- (7) master's degree, plus 15 quarter hours;
- (8) master's degree, plus 30 quarter hours;
- (9) master's degree, plus 45 quarter hours;
- (10) master's degree, plus 60 quarter hours;
- (11) specialist degree; and
- (12) doctoral degree.

B. The matrix shall have 20 steps, each representing a year of professional teaching experience. All professional teaching experience of teachers, whether in the present district or in other school districts, shall be included in the step placement. Teachers with more than 20 years of experience shall be included in the 20th step.

**Subp. 4. Statewide mean for each matrix cell.** The statewide mean of salaries paid to the teachers placed in each combination of training and experience is computed. Each such computation is placed in the appropriate cell of the matrix of steps and lanes.

**Subp. 5. Matrix of salary ratios.** For each cell of the matrix, the ratio of the mean salary in that cell to the mean salary in the cell for teachers with no prior years of experience and only a bachelor's degree shall be computed. A matrix of these ratios is thus computed.

**Subp. 6. Statistical methods for increasing ratios.** The Department of Education shall use statistical methods to ensure continuously increasing ratios as cells are higher in levels of training or experience, within each degree range.

**Subp. 7. Index is mean of ratios.** The index for each district is the mean of the ratios for the full-time equivalent teachers in that district. An appropriate ratio is attributed to each teacher based on his or her step and lane.

**Subp. 8. Biennial computation.** The Department of Education shall compute the training and experience index, using the method described, during the second year of each biennium from data for the second year of the biennium. The training and experience index so calculated shall be used to determine the school districts' foundation aid for the next biennium.

**Statutory Authority:** *MS s 124A.02 subd 23*