

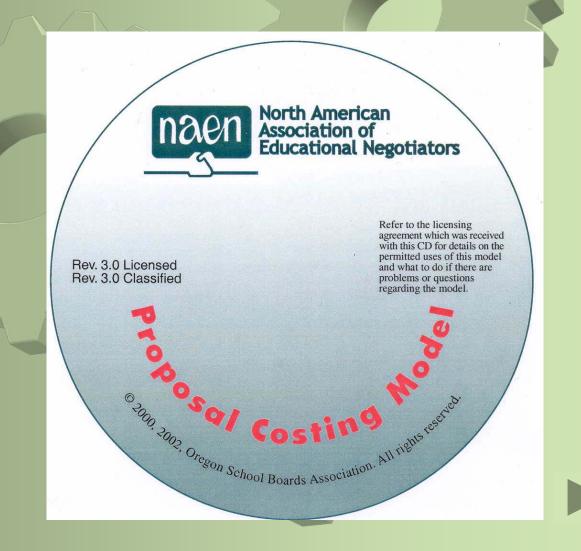
North American Association of Educational Negotiators

# Licensed Proposal Costing Software Demonstration

#### What is it?

- Spreadsheet model
- Calculates total compensation over multiple years
- Create "What-If" scenarios

# One CD with everything you need



#### Open the file





NAEN Costing Model - Licensed.xls

NAEN Instructions-Classified.pdf

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#### Accept the license





#### North American Association of Educational Negotiators Licensed Salary Costing Model

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NAEN PROPOSAL COSTING MODE! LICENSE AND WARRANTY



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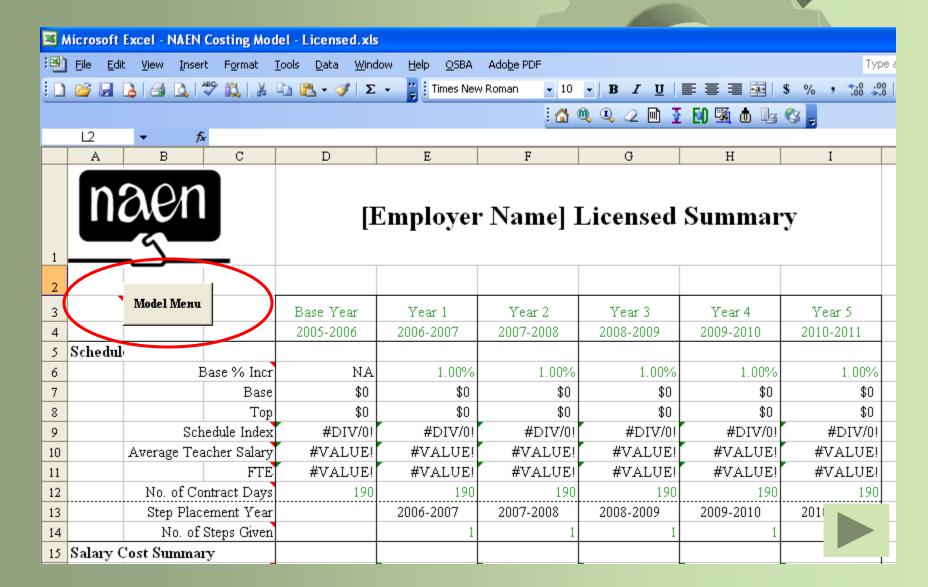
Licensor's (NORTH AMERICAN ASSOCIATION OF EDUCATIONAL NEGOTIATORS [NAEN]) proposal costing model (model) and the accompanying documentation are provided to the enduser by NAEN for use only under the following terms. NAEN reserves any right not expressly granted to the enduser. The end user owns the disk on which the model is recorded but NAEN



I Accept the License Terms

I DO NOT Accept the License Terms

# Click the Model Menu Button

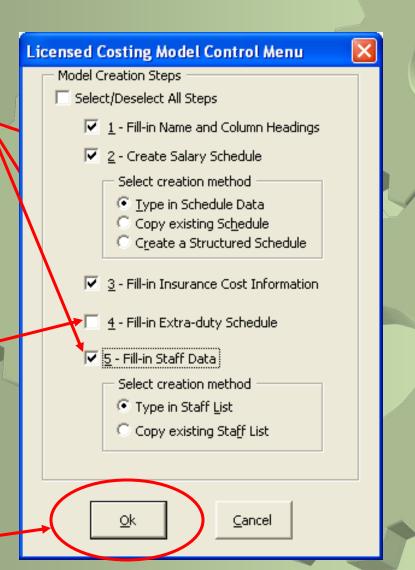


#### Select the desired steps

Select the steps to complete by clicking the boxes next to the step.

You can skip steps you don't need by leaving the box unmarked.

Click the [Ok] button to get started

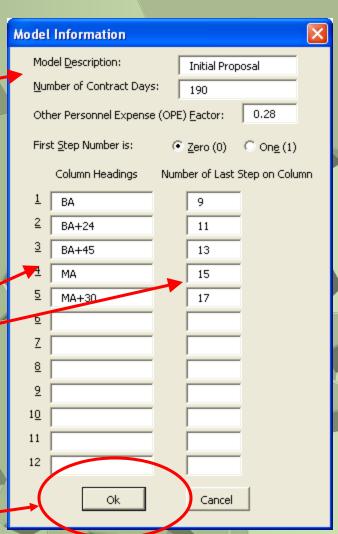


#### Step 1 – Fill in model information

Fill in the description for the model (appears on each sheet) and other requested information

Fill in the column headings and the number of the last step on the column

Click the [Ok] button to continue



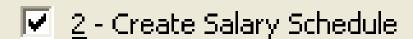
#### Step 2 – Create Salary Schedule

Step 2 gives you three methods for creating a salary schedule:

**Type in** allows you to type each salary in using an *Excel* data form

**Copy** allows you to copy the entire schedule from an existing *Excel* file

Create a structured schedule creates the schedule from a base salary, the column increment and the step increment



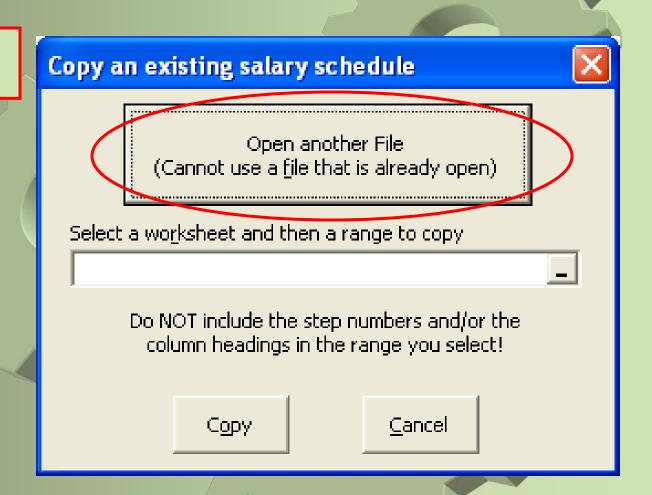
Select creation method

- Type in Schedule Data
- Copy existing Schedule
- Create a Structured Schedule.

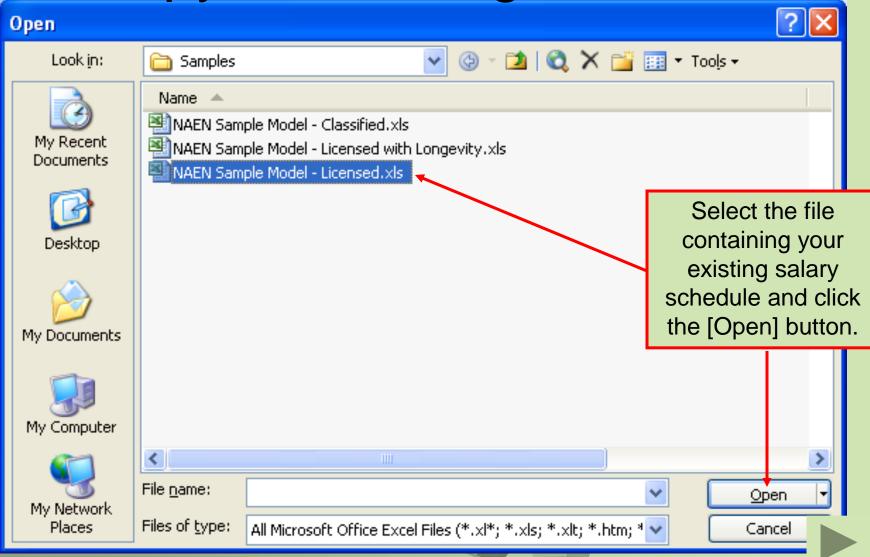
The most common method is to copy the schedule, so we'll choose this option.

### Copy existing schedule

Click the open file button



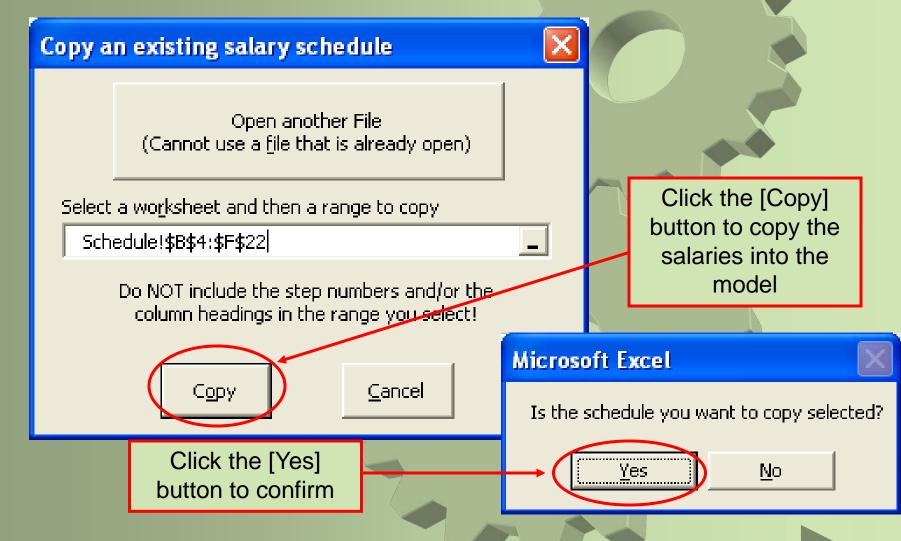
Copy an existing schedule



### Copy an existing schedule



# Copy an existing schedule



# Step 3 – Fill in Insurance Costs

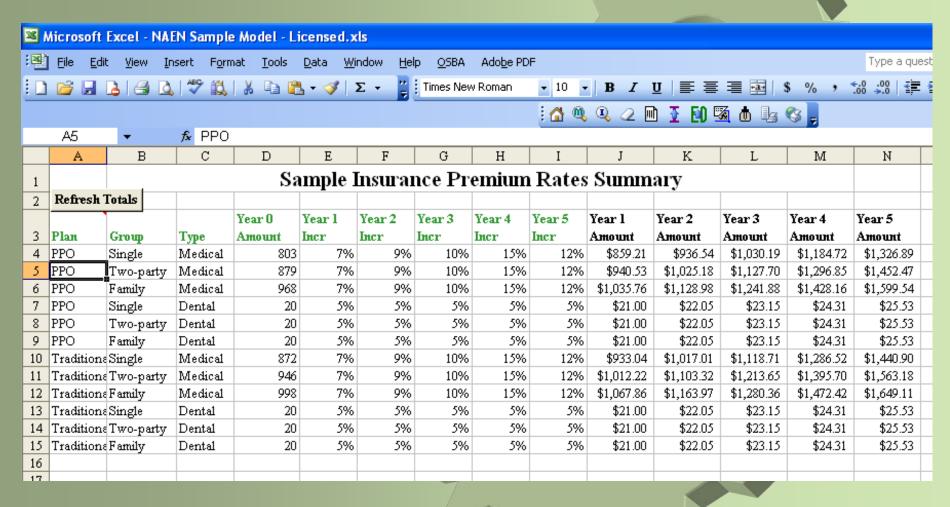
Type in the requested information



Click the [New] button to enter more insurance premium data

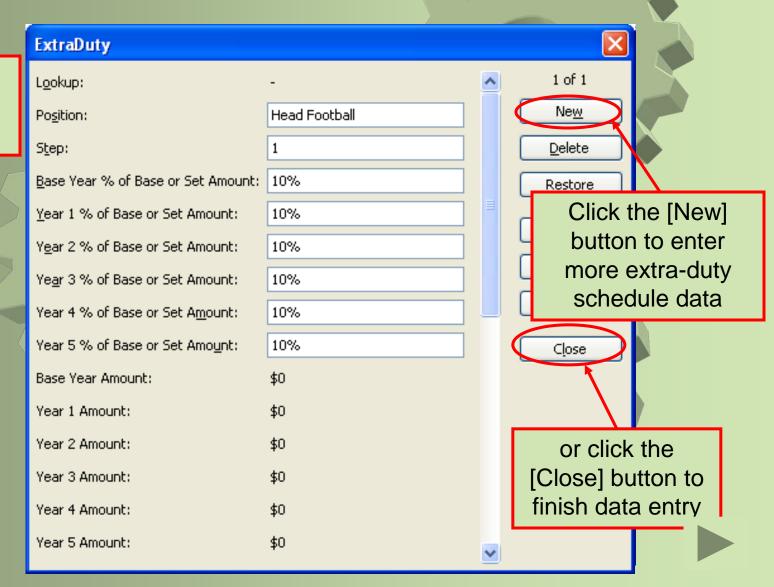
or click the [Close] button to finish data entry

#### Completed Insurance Information

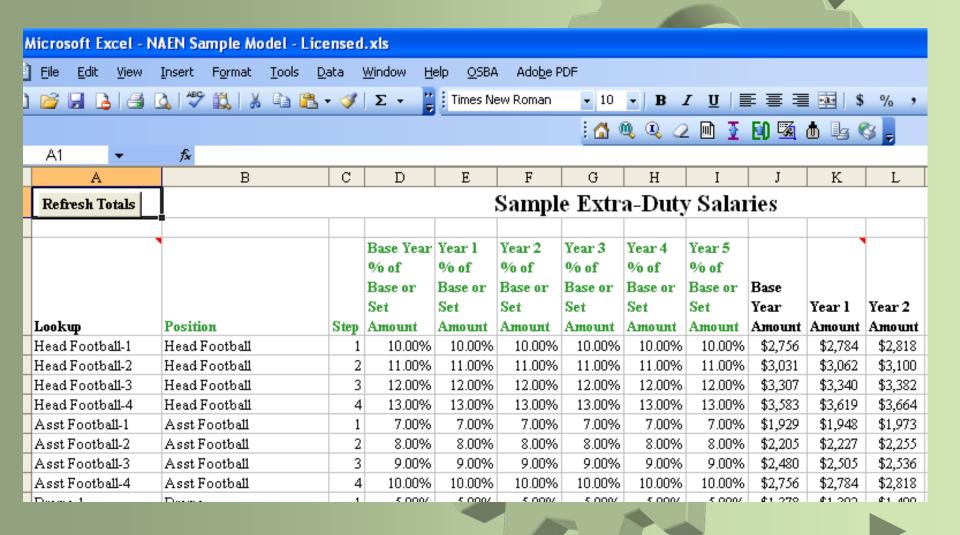


#### Step 4 – Fill in extra-duty schedule

Type in the requested information



#### Completed Extra-Duty Information

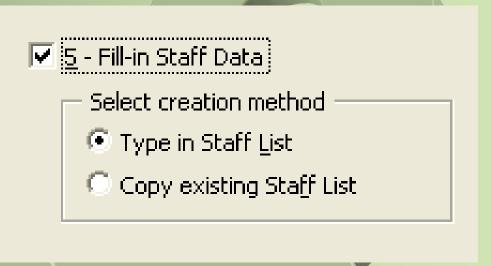


#### Step 5 – Fill in Staff Data

Step 5 gives you two methods for adding staff data to the model:

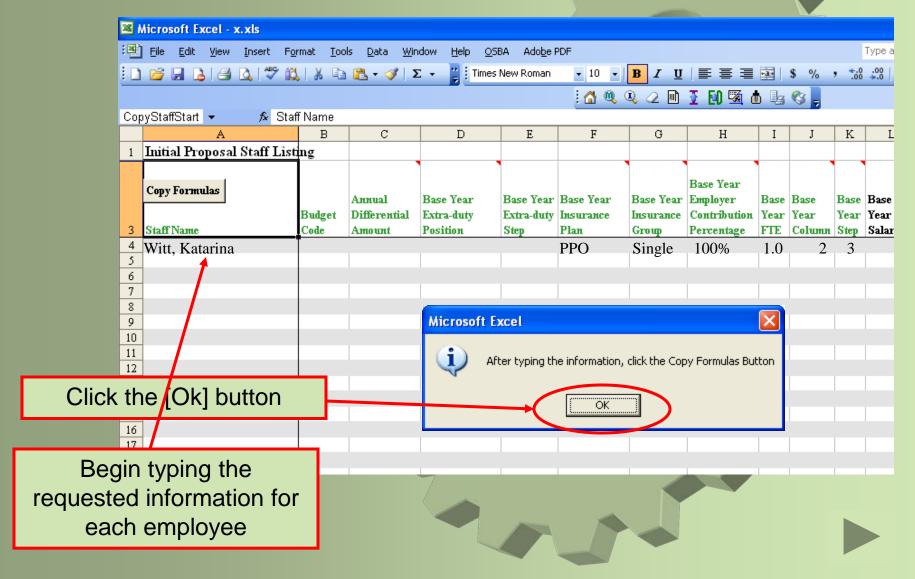
**Type in** allows you to type each staff person's information directly on the {Staff List} worksheet.

Copy allows you to copy the staff information from an existing *Excel* file. (The file must have the same 11 columns as the first 11 columns on the {Staff List} worksheet.

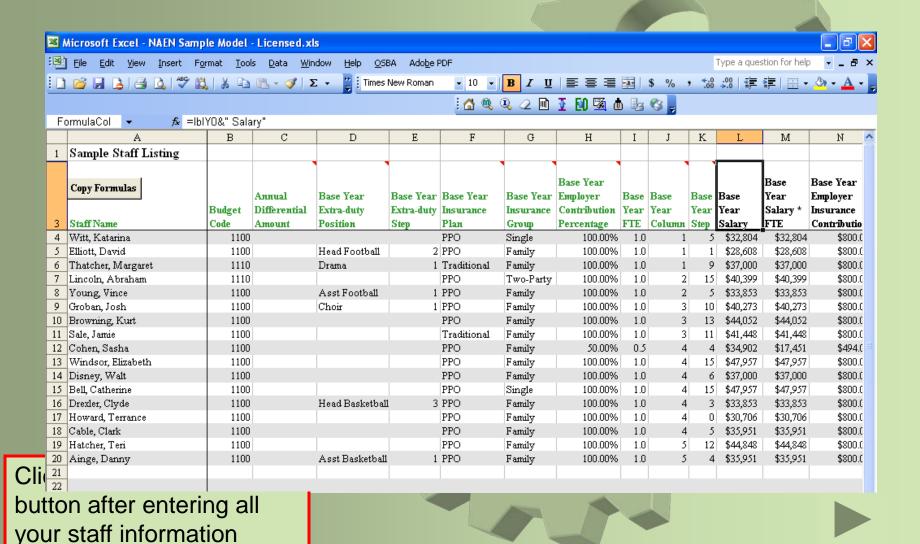


When you choose **Type in**, the system displays the {Staff List} worksheet as shown next...

#### Type in staff data



#### Type in staff data



#### Model Complete!



Click on the {Summary Sheet} tab to start using the model

# Adjust the Base % Increase

11				<u>.</u>	J /		
na	en		Samj	ple Licen	sed Sumi	nary	
Мо	del Menu	Base Year 2005-2006	Year 1 2006-2007	Year 2 2007-2008	Year 3 2008-2009	Year 4 2009-2010	Year 5 2010-2011
Schedule St	•						
	Base % Incr	NA	1.00%	1.25%	1.50%		2.00%
	Base	\$27,559	\$27,835	\$28,183	\$28,606	\$29,178	\$29,762
	Тор	\$51,862	\$52,381	\$53,036	\$53,832	\$54,908	\$56,007
	Schedule Index	1.8800	1.8800	1.8800	1.8800	1.8800	1.8800
Ave	erage Teacher Salary	\$38,189	\$39,348	\$40,643	\$41,985	\$43,497	\$45,000
	FTE	16.50	16.50	16.50	16.50	16.50	16.50
1	lo. of Contract Days	190	190	190	190	190	190
:	Step Placement Year		2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
	No. of Steps Given		1	1	1	1	1
Salary Cost	Summary						
Se	hedule Increase Cost	NA	\$4,596	\$7,580	\$9,521	\$13,296	\$13,798
	Step Cost	NA	\$14,539	\$13,779	\$12,632	\$11,641	\$11,012
	_		-	_	-	-	_
▶ ► Summar	y Sheet / Staff List / Year0	   Year1 / Year2 / Ye	ا ear3 / Year4 / Year5 ر	/ Insurance / ExtraDu	uty / ScatO /	<	··· >

# Adjust the Insurance Cap

naen		Samp	le Licens	sed Sumr	nary	
Model Menu						
Induct ment	Base Year	Year 1	Year 2	Year 3	Year 4	Year 5
	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
Other Personnel Expenses	\$176,431	\$181,789	\$187,769	\$193,972	\$200,954	\$207,901
(PERS, FICA, etc.) 0.28						
Benefits Summary						
Employer Cap % Increase	NA	5.00%	5.00%	5.00%	5.00%	5.00%
Employer Insurance Cap	\$800	\$840	\$882	\$926	\$972	\$1,021
Lowest Employee Contribution	\$23	\$40	\$77	\$127	\$237	\$331
Highest Employee Contribution	\$218	\$249	\$304	\$377	\$524	\$654
Total Employer Contribution	\$159,528	\$167,621	\$176,250	\$185,401	\$195,417	\$205,787
Yearly Increase	NA	\$8,093	\$8,630	\$9,151	\$10,015	\$10,371
Yearly % Increase	NA	5.07%	5.15%	5.19%	5.40%	5.31%
Total Salary & Benefits						
Grand Total	\$979,022	\$1,013,408	\$1,050,969	\$1,089,866	\$1,132,155	\$1,174,644
Yearly Increase	NА	\$34,386	\$37,561	\$38,897	\$42,289	\$42,489
Yearly % Increase	NА	3.51%	3.71%	3.70%	3.88%	3.75%
Summary Sheet / Staff Lis	t /YearO /Year1 /	Year2 X Year3 X	rear4 / Ŷear5 / In	surance / ExtraDi	uty / Scat0 /	*****

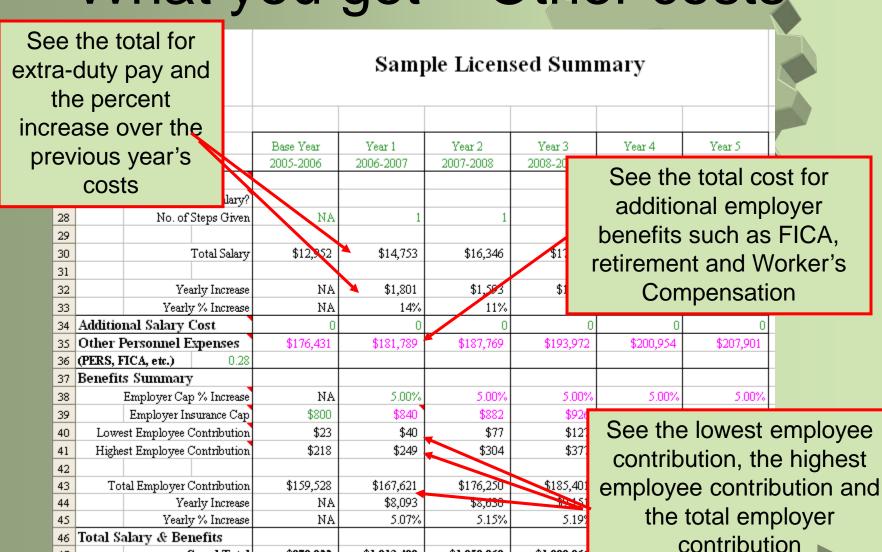
# See the top and you get — Salary Costs

See the top and bottom of your schedule at a glance.

#### Sample Licensed Summary

2								
3	Model Menu	BaseVear	Year 1	Year 2	Year 3	Year 4	Year 5	
4		2005-2006	2006-2007	2007-2008	2008-2	\		
5	Schedule Summary				S	See the a	verage t	eacher
6	Base %	Incr N	A 1.00%	1.25%	9	alary and	the tota	al FTF
7		Base \$27,55	9 \$27,835	\$28,183	\$1	alary art		<i>X</i> I I
8		Top \$51,86	2 \$52,381	\$52,036	\$53,832	\$54,908	\$56,007	
9	Schedule I	ndex 1.88	00 1.8800	1.8800	1.8800	1.8800	1.880(	
10	Average Teacher S	alary \$38,18	9 \$39,348	\$40,643	\$41,985	\$43,497	\$45,000	
11		FTE 16.	50 16.50	16.50	16.50	16.50	16.50	
12	No. of Contract	Days 1	90 190	190	190	190	190	
13	Step Placement	Year	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	
14	No. of Steps (	liven	1	1	1	1	:	
15	Salary Cost Summary							
16	Schedule Increase	Cost N	A \$4,596	\$7,580	\$9 S	See the c	ost of in	creasing
17	Step	Cost N	A \$14,539	\$13,770	Ø17			•
18						the base	Salary, I	ne cost
19	Total S	alary \$630,11	1 \$649,246	\$670,604	\$692	of giving	a step a	and the
20								
21	Yearly Inc	rease N	A \$19,135	\$21,359	\$22	total	salary c	ost
22	Yearly % Inc	rease N	A 3.04%	3.29%	3 <mark>.5070</mark>	3.0070	3. <del>10</del> n	
23								
24	Cum. Incr. from Base	Year N	A \$19,135	\$40,493	\$62,646	\$87,583	\$112,393	
25	Cum. % Incr. from Base	Year N	A 3.04%	6.43%	9.94%	13.90%	17.84%	
26	Extra-Duty Cost							
14 -	<b>→ → \</b> Summary Sheet ,	Staff List / YearO	/Year1 / Year2 /	, Year3 / Year4 /	, Year5 / Insuran	ce / ExtraDuty	/ ScatO /	
_								

#### What you get - Other costs



Crand Tatal

**\$070 022** 

♦ N Summary Sheet / Staff List / Year0 / Year1 / Year2 / Year3 / Year4 / Year5

\$1 013 A08

\$1 NSN QKQ

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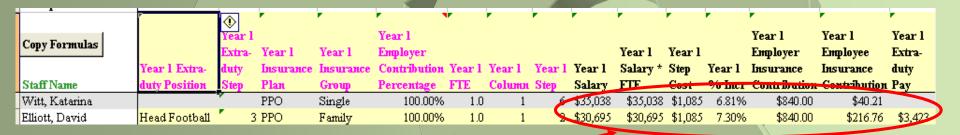
# What you get - Total Costs

n	aen		Samj	ole Licen	sed Sumi	mary	-
T - 16	Model Menu	Base Year 2005-2006	Year 1 2006-2007	Year 2 2007-2008	Year 3 2008-2009	Year 4 2009-2010	Year 5 2010-2011
Total Sa	alary & Benefits Grand Total	\$979,022	\$1,013,408	\$1,050,969	\$1,089,866	\$1,132,155	\$1,174,644
	Yearly Increase Yearly % Increase		\$34,386 3.51%	\$37,561 3.71%	\$38,897 3.70%	\$42,289 3.88%	\$42,489 3.75%
	um. Incr. from Base Year	NA.	\$34,386	\$71,947	\$110,844	\$153,133	\$195,622
Cum.	. % Incr. from Base Year	NA.	3.51%	7.35%	11.32%	15.64%	19.98%
► H\S	Summary Sheet / Staff Lis	t /YearO/Year1	/ Year2 / Year3 /	Year4 / Year5 / In	nsurance / ExtraD	Outy / ScatO /	

## What you get - Staff detail

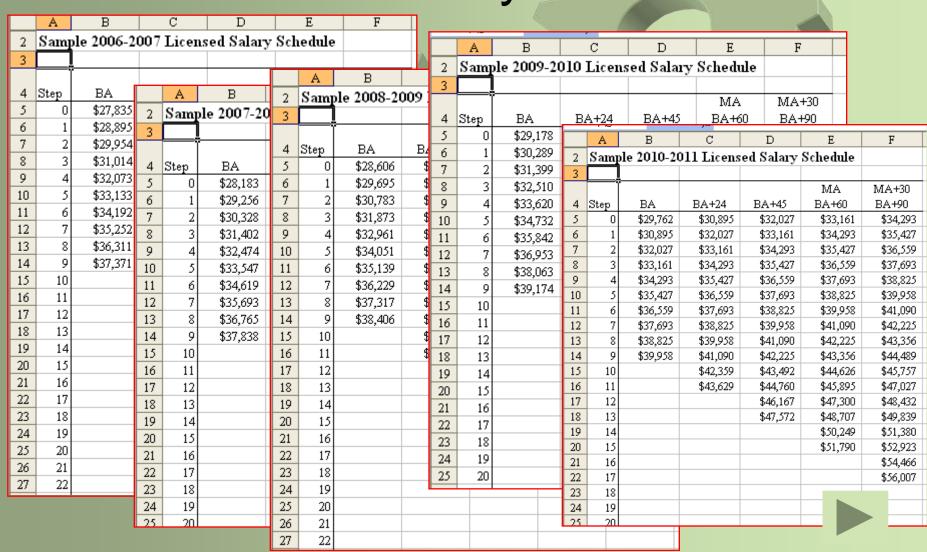
										4	N. 1	
	Copy Formulas						Base Year					В
	Сору Готишия	Annual	Base Year	Base Year	Base Year	Base Year	Employer	Base	Base	Base	Base	Y
		Differential	Extra-duty	Extra-duty	Insurance	Insurance	Contribution	Year	Year	Year	Year	S
	Staff Name	Amount	Position	Step	Plan	Group	Percentage	FTE	Column	Step	Salary	F.
	Witt, Katarina				PPO	Single	100.00%	1.0	1	5	\$32,804	
L	Elliott, David		Head Football	2	PPO	Family	100.00%	1.0	1	1	\$28,608	
	Thatcher, Margaret		Drama	1	Traditional	Family	<del>100.00</del> %	1.0	1	9	\$37,000	

Type in an employee's current information



See the employee's salary, step cost, total percent increase, insurance contributions and extra-duty pay for each year

# What you get – Salary Schedules for each year



### "What if" scenarios

		_					
3		Model Menu		Bas	se Year	Year 1	
4				200	5-2006	2006-2007	
5	Sch	edule Summary					
6		E	Base % Incr		NA	2.00%	
7			Base		\$27,559	\$28,110	
8			Тор		\$51,862	\$52,899	
9		Sch	edule Index		1.8800	1.8800	
46	Tot	al Salary & Ben	efits				
47		G	rand Total		\$832,788	\$868,115	
48				/.			
49		Enter your	initial		Ente	r the base	ı
50		proposal's	base		perce	nt increase	k
51		percent inc			•	ed by your	
52		poroont ino	Duse I val			ponent	
53	(	Cum. % Incr. from	Base Year		υμ	ponent	
54		See your tot	al	Ç	See the	cost of the	
14 4	•	200 7001 101	Year	0 / Y		figure	

	Year 1	
	2006-2007	
Ā	3.50%	$\forall$
,		4
	\$28,524	
	\$53,678	
	1.8800	
	\$880,689	
X	\$47,900	
\ \	\$47,900 5.75%	
\\		
1		
<i>Y</i>	5.75% \$47,900	
1	5.75%	
Ā	5.75% \$47,900	



