



**SCHOOL DISTRICT OF OKALOOSA COUNTY  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE**

**FINANCE TAM:** 2002-002  
**CONTACT:** Rita Scallan  
Program Director  
Budgeting  
**TELEPHONE:** 833-7652

**TO:** Selected Principals  
**FROM:** Patricia Wascom, Chief Financial Officer  
**DATE:** September 20, 2001  
**SUBJECT:** School Recognition Awards

A handwritten signature in cursive script that reads "Patricia Wascom".

On September 10, 2001, the School Board agreed to a waiver of the collective bargaining agreement and authorized the disbursement of School Recognition funds. The waiver of the collective bargaining agreement relates to any bonus payments that may be awarded from School Recognition funds (See Attachment A). The Waiver provides specific requirements, including a statement of compliance which must be signed by the Principal, School Advisory Council Chairman, and Building Representative (See Attachment B). **In order for the District to budget and disburse School Recognition Funds, your school must comply with the provisions of the Waiver and must submit the information to the Superintendent.** The Superintendent will forward the budget information to Budgeting. Budgeting will then process the Budget Detail Form (MIS 3149).

**Budget Pointers**

- Budget Detail Form (MIS 3149) for your school for the School Recognition project is attached for your convenience. The Total on the bottom of the Budget Detail Form should equal the Total Allocation at the top of the form and should match your approved plan.
- All expenditures must comply with Section 231.2905, F. S. which requires school recognition funds to be used for nonrecurring bonuses for school faculty and staff, nonrecurring expenditures for educational equipment or materials, or for temporary personnel to assist schools in maintaining or improving student performance.
- If you are planning on paying a bonus to faculty and/or staff, remember to budget 7.65% times the total bonus payments for F.I.C.A.
- Schools are encouraged to use their award during the 2001-2002 school year. However, if you do not use all of the award during the school year, the available funds will carryover.

**Bonuses**

If your school has included a bonus payment for faculty and/or staff, Budgeting will notify Payroll when the Superintendent has received your school's plan. You will still need to send bonus information to Payroll on a MIS Other Compensation Form.

**What information does Payroll need?**

*Payroll needs a list of all recipients, including information as follows: name, social security number, job identification number, and the amount of the bonus award to each individual recipient. If any of the recipients are not current employees of the District, please also include the recipient's social security number, mailing address, and amount of the bonus.*

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**Who will process bonus payments for recipients selected to receive a bonus who are not a current employee of the School District?**

*For recipients not currently employed by the District, Payroll will send the information to Accounts Payable for processing with the next regular accounts payable check run. Accounts Payable will mail checks directly to the recipients who are not currently employed by the District.*

**When should the school send the list to Payroll?**

*The bonus list (MIS Other Compensation Form) should be attached to your regular payroll report for the month after you've submitted your plan, budget and compliance form to the Superintendent.*

**When will Payroll issue the bonus checks?**

*If the Superintendent has received your school's plan and budget prior to the payroll cutoff date, Payroll will process the bonuses with that month's regular payroll. If not, Payroll will wait for notification that the Superintendent has received your school's plan and budget. Then Payroll will process the bonus payments with the following month's payroll.*

If you have any questions relating to Budgeting for the School Recognition funds, please call Budgeting at 833-7652. If you have question relating to Payroll, please call your payroll clerk (Debbie Fetner 689-7116; Debbie Armor 689-7115; or Sandra Coleman 689-7330)

**Attachments**

SEP 10 2001

EXHIBIT 121-635

**Waiver of Contract and  
Authorization to Disburse School Recognition Funds  
(as discussed in the workshop session)**

*Recommended by the Superintendent:*

The Board agrees to a waiver of the collective bargaining agreement and authorizes the disbursement of school recognition funds in the cases of schools who submit the following to the Superintendent:

A statement signed by the Principal, School Advisory Council Chairman, and Building Representative indicating: That the process allowed any individual to submit a plan. That the definition of staff as used by that school be included in the information supplied to the Supt. That the staff of the school has voted by majority vote in a secret ballot on a date certain as to how to spend the recognition funds,

That, subsequent to the staff vote, the School Advisory Council has voted by majority vote in a secret ballot on a date certain to ratify the proposed expenditure,

That the members of the bargaining unit have voted by at least an 80 percent majority vote in a secret ballot on a date certain to waive the contract to allow the expenditure to be made, and

That the uses of the funds are described and conform to the statute governing such funds, and that all decisions were made in open meetings.

**Statement of Compliance**  
**"Waiver of Contract and Authorization to Disburse School Recognition Funds"**

\_\_\_\_\_ **School Name**  
\_\_\_\_\_ **Date**

- 1. The process for determining the use of School Recognition Funds allowed any individual to submit a plan.
- 2. The definition of "staff" as used by the school is as follows:
- 3. The staff of the school voted by majority vote in a secret ballot on a date certain \_\_\_\_\_ (date) as to how to spend the recognition funds.
- 4. That, subsequent to the staff vote, the School Advisory Council voted by majority vote in a secret ballot on a date certain \_\_\_\_\_ (date) to ratify the proposed expenditure.
- 5. That the members of the bargaining unit voted by at least an 80 percent majority vote in a secret ballot on a date certain \_\_\_\_\_ (date) to waive the contract to allow the expenditure to be made.
- 6. The use of the funds are described and conform to the statute governing such funds. (Attach a description of the planned use of the funds and a completed budget form MIS 3149. Section 231.2905, F. S., requires school recognition funds to be used for nonrecurring bonuses for school faculty and staff, non recurring expenditures for educational equipment or materials, or for temporary personnel to assist schools in maintaining or improving student performance.)
- 7. All decisions were made in open meetings.

**Principal:**  
\_\_\_\_\_ Signature  
\_\_\_\_\_ Print Name

**School Advisory Council Chairman:**  
\_\_\_\_\_ Signature  
\_\_\_\_\_ Print Name

**Building Representative:**  
\_\_\_\_\_ Signature  
\_\_\_\_\_ Print Name

# 001 FLORIDA SCHOOL RECOGNITION PROGRAM

## School Awards By District

*Project #2160*

SCHOOL DISTRICT	DISTRICT / SCHOOL NUMBER	SCHOOL NAME	AWARD \$	DISTRICT TOTAL
OKALOOSA	460031	Annette P. Edwins Elementary School	41,356	
	460041	Baker School	32,208	
	460092	Lance C. Richbourg Middle School	78,487	
	460121	C.W. Ruckel Middle School	111,825	
	460151	Lula J. Edge Elementary School	44,031	
	460211	Niceville Senior High School	205,144	
	460271	W.C. Pryor Middle School	87,108	
	460441	Oak Hill Elementary School	54,126	
	460541	Elliott Point Elementary School	62,825	
	460571	James E. Plew Elementary School	61,284	
	460581	Choctawhatchee Senior High School	178,849	
	460601	Crestview Senior High School	157,312	
	460651	Max Bruner, Jr. Middle School	117,057	
	460671	Addie R. Lewis Middle School	64,621	
	460761	Davidson Middle School	77,987	
	460771	Destin Middle School at Regatta Bay	51,712	
OKALOOSA DISTRICT TOTAL			\$ 1,425,932	

RECEIVED  
AUG 28 2001