



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

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**FINANCE TAM:** 2003-004  
**CONTACT:** Rita Scallan  
Program Director  
Budgeting  
**TELEPHONE:** 833-7652

**TO:** Selected Principals  
**FROM:** Patricia Wascom, Chief Financial Officer  
**DATE:** September 5, 2002  
**SUBJECT:** School Recognition Awards

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 Budgeting and Financial Services Department.** Finance will review your school's plan for mathematical accuracy. Finance will then forward your plan to the Superintendent for his review and approval. Once the plan is approved, 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 2002-2003 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.*

For additional information or to view "Frequently Asked Questions" regarding the Florida School Recognition Program please visit the Department of Education website at <http://www.firn.edu/doe/cgi-bin/doehome/menu.pl>.

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

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

EXHIBIT

121-635

*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.

Waiver of Contract and Authorization to  
Disburse School Recognition Funds

Attachment B

The Board and the Okaloosa County Executive Board agree to a waiver of the Collective Bargaining Agreement. The board authorizes the disbursement of school recognition funds in the cases of schools who submit the following to Rita Scallan, Finance and the OCEA office.

A copy of the plan and a statement signed by the Principal, School Advisory Council Chairman, and OCEA Building Representative indicating:

1. That any individual who desired was afforded the opportunity to submit a plan.

Yes \_\_\_\_\_ No \_\_\_\_\_

2. That the definition of staff as used by this process was as follows:

3. That the staff of the school has voted by majority vote in a secret ballot on \_\_\_\_\_ as to how to spend the funds:  
(date)

# in favor \_\_\_\_\_ # opposed \_\_\_\_\_ # not voting \_\_\_\_\_

4. That subsequent to the staff vote, the School Advisory Council has voted by majority vote on \_\_\_\_\_ to ratify the proposed expenditure.  
(date)

Yes \_\_\_\_\_ No \_\_\_\_\_

5. That the members of the instructional bargaining unit have voted by at least 80% majority vote in a secret ballot on \_\_\_\_\_ to waive the Contract to allow the expenditure to be made.  
(date)

# in favor \_\_\_\_\_ # opposed \_\_\_\_\_ # not voting \_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(School Advisory Council Chairman)

\_\_\_\_\_  
(OCEA Building Representative)

*Please attach Total Plan  
Send original to Rita Scallan, Finance  
Send copy to OCEA*



**School Recognition Awards - A+ Funds**

DISTRICT	SCHOOL NAME	AWARD \$	TOTAL
OKALOOSA	Clifford Meigs Middle School	\$ 72,008	
	Lance C. Richbourg Middle School	\$ 75,518	
	Combs New Heights Elementary School	\$ 29,120	
	C. W. Ruckel Middle School	\$ 102,200	
	Destin Elementary School	\$ 76,867	
	Lula J. Edge Elementary School	\$ 42,931	
	Laurel Hill School	\$ 41,613	
	Niceville Senior High School	\$ 211,106	
	Southside Elementary School	\$ 50,268	
	Valparaiso Elementary School	\$ 51,948	
	W. C. Pryor Middle School	\$ 85,226	
	Wright Elementary School	\$ 60,001	
	Shalimar Elementary School	\$ 54,386	
	Oak Hill Elementary School	\$ 53,853	
	Elliott Point Elementary School	\$ 56,579	
	Mary Esther Elementary School	\$ 46,843	
	James E. Plew Elementary School	\$ 66,488	
	Kenwood Elementary School	\$ 58,954	
	Florosa Elementary School	\$ 55,297	
	Ft. Walton Beach Senior High School	\$ 189,127	
	Max Bruner, Jr. Middle School	\$ 117,672	
	Addie R. Lewis Middle School	\$ 62,643	
	Longwood Elementary School	\$ 48,486	
	Walker Elementary School	\$ 60,803	
	Bluewater Elementary School	\$ 70,729	
	Antioch Elementary School	\$ 69,814	
	Davidson Middle School	\$ 81,983	
Destin Middle School/Regatta Bay	\$ 60,932		
Owcc Charter High School	\$ 16,964		
	<b>OKALOOSA DISTRICT TOTAL</b>		<b>\$ 2,070,359</b>