



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

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FINANCE TAM: 2004-002  
CONTACT: Debbie Bruce, Specialist  
Budgeting & Financial Services  
TELEPHONE: 833-7634

TO: Selected Principals/Bookkeepers  
FROM: Rita Scallan, Director - Finance  
DATE: August 27, 2003  
SUBJECT: Fiscal Year 2003-2004 - Second Chance Project (#3113) Allocation

The Finance Department has received the final number of retained students for Fiscal Year 2003-2004 as of August 21, 2003. The Second Chance funds have been allocated based upon \$2,000 per retained student **less** the summer remediation allocation of \$400 per student. The new funds for fiscal year 2003-2004 have been placed in the Second Chance Project (#3113). The remaining funds in each school's "Plan of Care - Summer Remediation Project" (#3124) will be transferred into each school's "Second Chance Project" (#3113) after the August, 2003 payroll has posted. The Second Chance funds are ready to be released as soon as each school submits a budget for their Second Chance program approved by their respective Assistant Superintendent. Currently, the project is blocked until the Finance Department receives an approved budget plan from each school. Once the approved plan is received the funds will be released to each school.

Attached you will find a spreadsheet entitled "Second Chance Funds Allocation" which lists each school that had retentions in grades K - 8, the number of retentions by category and the total allocation per school. Section "A" of the spreadsheet reflects the number of retentions in grades K-8 for fiscal year 2003-2004 and the potential allocation amount (\$2,000 per student), based on information received from MIS. Section "B" of the spreadsheet reflects the number of student retentions K-6 for summer remediation and the amount (\$400 per student) which was allocated to your school in June, 2003. Section "C" reflects the additional amount of funding for each school (Section A less Section B). The MIS Department, on August 26, 2003, sent each school a report listing the names of the retained students.

Enclosed in the Second Chance Project packets are forms and instructions to facilitate each school in accessing their budget, submitting compensation for teachers and tutors participating in the program and providing students with much needed additional educational services. Enclosed are the following:

- Budget forms and instructions
- Payroll forms and instructions
- Copies of Memorandums of Agreement between the School District and OCEA outlining the rules and process to be used relating to personnel.
- Copy of 2003-2004 Plan of Care Initiative from the Superintendent

Should you have any questions or need additional information regarding budget issues, please contact Debbie Bruce at 833-7634. If you have questions regarding payroll issues, please contact Debby Fetner at 833-3646. If you have questions regarding the appropriate use of Second Chance funds, please contact the Quality Assurance Department at 833-3165.

***Remember, each school must submit an approved budget before funds will be released.***

C: Superintendent  
Cabinet Members  
OCEA

**Okaloosa County School District**  
**Second Chance Funds Allocations**  
**Project 3113**  
**K-8 Retained Students**  
**FY2003-2004**

SECTION A RETAINED STUDENTS @ \$2,000							SECTION B POC - SUMMER REMEDIATION @ \$400				SECTION C
Number	School Name	Reason:			TOTAL	TOTAL DOLLARS	RETAINED STUDENTS	ADJUSTMENTS	TOTAL	TOTAL DOLLARS	ADDITIONAL ALLOCATION
		R	O	RF							
0031	Edwins Elementary	42			42	\$84,000	46		46	\$18,400	\$65,600
0041	Baker School	25	2	18	45	90,000	28	14	42	16,800	73,200
0051	Bob Sikes Elementary	47			47	94,000	3	57	60	24,000	70,000
0082	Meigs Middle School			11	11	22,000	18		18	7,200	14,800
0092	Richbourg Middle School			38	38	76,000	39		39	15,600	60,400
0121	Ruckel Middle School		1	7	8	16,000	13		13	5,200	10,800
0131	Destin Elementary	19	2		21	42,000	23	1	24	9,600	32,400
0151	Edge Elementary	19			19	38,000	19		19	7,600	30,400
0201	Laurel Hill School	8		3	11	22,000	11	1	12	4,800	17,200
0222	Northwood Elementary	31	2		33	66,000	43		43	17,200	48,800
0251	Southside Elementary	37	3		40	80,000	41	(1)	40	16,000	64,000
0261	Valparaiso Elementary	32	1		33	66,000	36		36	14,400	51,600
0271	Pryor Middle School			17	17	34,000	25		25	10,000	24,000
0281	Wright Elementary	40	3		43	86,000	46		46	18,400	67,600
0431	Shalimar Elementary	42	2		44	88,000	48	1	49	19,600	68,400
0441	Oak Hill Elementary	7			7	14,000	10	(1)	9	3,600	10,400
0541	Elliott Point Elementary	56	1		57	114,000	51		51	20,400	93,600
0551	Ocean City Elementary	54			54	108,000	60	(1)	59	23,600	84,400
0561	Mary Esther Elementary	42	1		43	86,000	62		62	24,800	61,200
0571	Plew Elementary	22			22	44,000	27		27	10,800	33,200
0621	Kenwood Elementary	21			21	42,000	37		37	14,800	27,200
0631	Florosa Elementary	31	7		38	76,000	45		45	18,000	58,000
0651	Bruner Middle School			20	20	40,000	40		40	16,000	24,000
0671	Lewis Middle School			5	5	10,000	4		4	1,600	8,400
0681	Longwood Elementary	29			29	58,000	49		49	19,600	38,400
0731	Walker Elementary	44	1		45	90,000	41		41	16,400	73,600
0741	Bluewater Elementary	11	3		14	28,000	15		15	6,000	22,000
0751	Antioch Elementary	22	2		24	48,000	25		25	10,000	38,000
0761	Davidson Middle School			14	14	28,000	14		14	5,600	22,400
0771	Destin Middle School			3	3	6,000	3		3	1,200	4,800
9810	Gulf Coast Assignment Center(DJJ)			6	6	12,000					12,000
9811	Okaloosa Youth Development Center(DJJ)			8	8	16,000					16,000
9812	Okaloosa Youth Academy(DJJ)			10	10	20,000					20,000
9813	Okaloosa Detention Center(DJJ)										
9814	Adolescent Substance Abuse(DJJ)			3	3	6,000					6,000
9816	Gulf Coast Treatment Center			3	3	6,000					6,000
9817	Milton Girls Juvenile Res. Facility(DJJ)			2	2	4,000					4,000
9818	N.W. Florida Ballet Academic										
Totals		681	31	168	880	\$1,760,000	922	71	993	\$397,200	\$1,362,800

**Reason Key**

R - Retained K-5

O - Retained in Another District

RF - 6-8 Retained Due To FCAT

\*Pending information from Cherokee Elementary

August 26, 2003

Okaloosa County School District  
Second Chance Project – Project #3113  
**Budget Instructions**  
Fiscal Year 2003-2004  
August 26, 2003

The purpose of the Second Chance Project is to provide additional educational services to retained students and appealed students in elementary and middle schools. Funds should not be used to supplant other instruction. The additional services should be provided before school, after school, and/or on Saturday. These funds may be used to compensate teachers conducting Plan of Care meetings with parents, tutoring services, Sylvan Learning Center services, transportation services and any other appropriate expenditure as approved by the Quality Assurance Department.

Enclosed is a Budget Detail Sheet (MIS 3149 *see attachment*) which is the required form for submitting your school's budget. Each school's budget must be submitted to their respective Assistant Superintendent for approval prior to submitting their budget to the Budgeting and Financial Services Department. The budget should be signed by the Assistant Superintendent and then forwarded to Budgeting and Financial Services. The deadline for submitting the initial budget to the Budgeting and Financial Services Department is **September 8, 2003**. When the school's approved budget is received the funds will be allocated as submitted on the school's budget detail sheet. Schools will not be allowed to make budget amendments online in the TERMS system in this project.

**Budget Pointers:**

- 1) The school budget for this project must include an allocation for Other Compensation for Plan of Care Meetings - Teachers and Guidance Counselors. If the meeting occurs outside of the 7.5 hour day, teachers and guidance counselors (if the student is an ESE student) will be compensated at \$25 per hour for each meeting. They are guaranteed a minimum of two (2) hours per student. No compensation will be given for hours beyond two hours. In other words, at a minimum each school should allocate \$50 per retained student to Other Compensation (object 0102) plus benefits (7.65% for FICA and 7.39% for retirement) for the required Plan of Care Meetings. Most schools will be required to budget additional dollars if the student is an ESE student where a guidance counselor is needed to participate in the meeting.
- 2) Schools should budget for tutoring services to be provided to students pursuant to the Memorandum of Agreement dated July 24, 2002, between the School Board and OCEA. Teachers will be compensated based on the Memorandum of Agreement dated 1/14/99 and 3/1/99 (*see attachments*).

Second Chance Memorandum  
**Budget Instructions**  
Fiscal Year 2003-2004  
August 26, 2003

- 3) Schools should budget for transportation costs if the school is providing transportation services. Please contact the Transportation Department to arrange services. The school will be charged the field trip rate for these services and will be billed monthly.
- 4) Budget Detail Form (MIS 3149) for your school for the Second Chance project should equal the total allocation listed on the Second Chance Funds Allocation Sheet.

Schools must submit a written request to their Area Superintendent to make amendments or modifications to their budget. The request should include where the funds will be moved from (function, object, cost center, and project) and the amount AND where the funds will be moved to (function, object, cost center, and project) and the amount. The request should also include a description of the purpose of the budget amendment (changes in services, materials, supplies, etc.). Once the change is approved by their respective Area Superintendent, the Area Superintendent should forward an approved copy to the Budgeting and Financial Services Department and a copy to the school.

***All funds should be expended by May 2004.***

Should you have any questions or need additional information please call Debbie Bruce at 833-7634.

**Okaloosa County School District**  
**Second Chance Project - Project #3113**  
**Instructions for Submitting Payroll**  
**Fiscal Year 2003-2004**  
**August 26, 2003**

Pursuant to the Memorandums of Agreement, entered into between the School District and OCEA on July 24, 2002, regarding the compensation of instructional staff for teacher/parent meetings of retained students and the compensation of tutors for before and/or after school tutoring for retained students, the instructions listed below should be followed:

**1) Teacher/Parent Meetings of Retained Students**

- a) Submit an Other Compensation Form (MIS 3180 *see attachment*) to the Payroll Department with your regular monthly payroll.
- b) In the Description field, list the name of the student, date of the meeting, teacher's name, social security number and job ID.
- c) The Time column should reflect two (2) hours for each teacher. The Memorandum of Agreement **guarantees** compensation for two hours regardless of the number of actual hours worked,
- d) The Total column should reflect \$50 (two hours times \$25 per hour).
- e) Indicate the account strip to be charged (1010, 5100, 0102, your cost center number, 3113).
- f) Payments are eligible to be paid beginning with the September, 2003 payroll.

**2) Before and/or After School Tutoring (refer to memorandum of agreement for selection criteria)**

**A) Current employees who tutor before and/or after school:**

- 1) Submit an Other Compensation Form (MIS 3180 *see attachment*) to the Payroll Department with your regular monthly payroll.
- 2) In the Description field, indicate Second Chance tutoring, date of tutoring session, teacher's name, social security number and job ID.
- 3) Refer to the Memorandum of Agreement or call the Payroll Department for assistance in the appropriate hours and compensation to list in the Time and Total Columns.
- 4) Indicate the account strip to be charged (1010, 5100, 0102, your cost center, 3113).

**B) New Hire:**

- 1) Submit a Recommendation for Employment Form. (MIS 5047 *see attachment*) to the Human Resources Department hiring the individual as a temporary tutor. The account strip to be charged is (1010, 5100, 0750, your cost center, 3113).
- 2) Submit only the hours worked on the Payroll Time Report to the Payroll Department.

Should you have any questions or need additional information please call Debby Fetner at 833-3650.

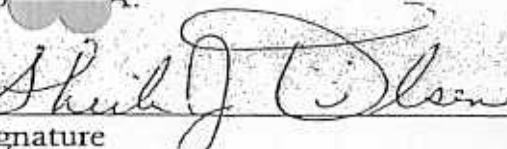
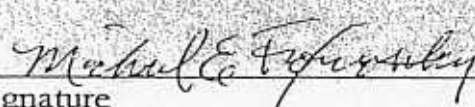
Memorandum of Agreement  
between  
Okaloosa County School Board  
and  
Okaloosa County Education Association

The Okaloosa County Education Association and the Okaloosa County School District agree to the following arrangements for teachers to meet with parents of retained students:

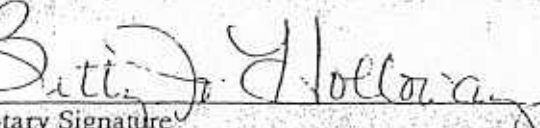
Teachers will be required to arrange meetings at mutually agreeable times with parents for each retained student they have. **NOTE:** This may require the presence of two teachers in the case of ESE students who are served by resource teachers.

If the meeting occurs out of the 7.5 hour day, teachers will be compensated \$25.00 per hour for each meeting. They will be guaranteed a minimum of two (2) hours per student. No compensation will be given for hours beyond two (2) hours.

Teachers may request, on an individual meeting basis, the presence of an administrator if they feel it is warranted. Administrators shall honor such requests.

D. A:  Signature 7-24-2002 Date	For the School Board:  Signature 7/24/02 Date
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Worn to and subscribed before me this 24th day of July, 2002.

  
Notary Signature

Seal:



Memorandum of Agreement  
between  
Okaloosa County School Board  
and  
Okaloosa County Education Association

The question has arisen as to whether counselors should sit in on meetings between parents and retained students.

The Okaloosa County Education Association and the Okaloosa County School District agree that if a teacher and the principal agree it is educationally necessary for the counselor to be present, counselors may be asked to attend for part of the meeting. Counselors should only be present when the discussion is about testing or issues the counselor is directly involved in. Counselors will be compensated \$25.00 per meeting. The decision about whether or not a counselor will attend the meeting must be decided on an individual basis. The principal and teacher should sign a document which indicates they have agreed that having the counselor for part of the meeting was educationally necessary.

For OCEA:

Heidi J. Olsen  
Signature Date 8/08/02

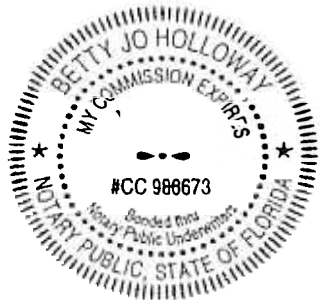
For the School Board:

Michelle F. Foy 8/27/02  
Signature Date

Sworn to and subscribed before me this 7th day of August, 2002.

Betty Jo Holloway  
Notary Signature

Seal:



Memorandum of Agreement  
between  
Okaloosa County School Board  
and  
Okaloosa County Education Association

The Okaloosa County Education Association and the Okaloosa County School District agree to the following which may relate to retention plans that involve before and after school tutoring:

**Selection of tutors**

- A Certification in the area to be taught shall be the first criteria. No position shall be offered to a person who is not certified in the area to be taught if there is a volunteer in the bargaining unit who is certified in that area.
- B Priority will be given to district employees who are members of the instructional bargaining unit.
- C If more than one bargaining unit member applies, the position should be offered based on criteria found in *Article IX, Section B, #5* of the Master Contract. (See attached)

**Pay.**

Compensation should be based on "Memorandum of Agreement" dated 1/14/99 and 3/1/99. (See attached)

**Security:**  
If a teacher feels security problems exist during the teaching period of the remediation program at his/her school, they should reference *Article V, Section E* of the Master Contract. If this does not resolve the problem, they should forward their concerns to the Superintendent. (See attached)

**Eligibility Recommendations:**

Tutoring classes should, under best practices, be limited to from 3 to 5 students at one time. Efforts should be made not to exceed 5 students in a tutoring situation.

**Discipline:**

Teachers should send written documentation of poor behavior to the principal, should a student be moved to another tutor or denied the right to continue in the program. *should*

**Resignation:**

If a teacher wishes to resign from their tutoring assignment, they may do so with two (2) weeks notice to the principal. The teacher shall suffer no penalty or recrimination as long as adequate notice is given. The principal shall make efforts to fill the position before the full two (2) weeks is up.

For OCEA:

Shirley J. Olsen 7-24-2002  
Signature Date

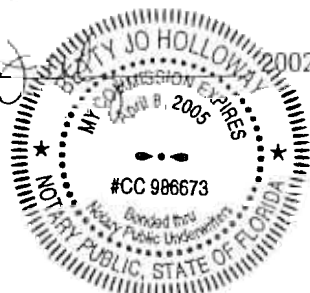
For the School Board:

Michael E. Fowles 7/24/02  
Signature Date

Sworn to and subscribed before me this 24th day of

Betty Jo Holloway  
Notary Signature

Seal





Memorandum of Agreement  
between  
Okaloosa County School Board  
and  
Okaloosa County Education Association

The Okaloosa County Education Association and the Okaloosa County School District agree to the following rates of compensation for district or school run programs:

- 1) Detention: The regular rate of pay for supervising detention outside the regular work day shall be \$10 per hour. Any employee who supervises a Saturday detention shall be paid for a minimum of 5 hours.
- 2) School or district tutoring programs: All certified personnel who tutor in a district or school program shall be compensated at the hourly rate found in Appendix G of the Master Contract. Noncertified personnel shall be compensated at the rate of \$15 per hour.

Employees shall participate in the above programs on a voluntary basis.

For OCEA

Michael E. Foxworthy

Date

1-14-99

For the School Board

Rebecca Spencer

Date

1.14.99



Betty Jo Holloway  
My Commission CC536783  
Expires April 08, 2001

Betty Jo Holloway  
1/14/99

Memorandum of Agreement  
Between  
Okaloosa County School Board  
and  
Okaloosa County Education Association

Regular teachers who teach a period beyond contractual obligation shall be reported for an additional hour under the hourly rate in the Contract for each of the 196 contractual days including paid holidays, workdays, and sick days. They should not be reported for the additional hour for any days they are not paid (example: unpaid sick leave, suspension without pay, etc.).

For OCEA

Michael Foxworthy  
Michael Foxworthy

3/1/99  
Date

For the School Board

Becky Spence  
Becky Spence

3.1.99  
Date


Sworn to and subscribed before me this 1st day  
of March, 1999.

Betty Jo Holloway  
Notary Public Signature

Seal:



Betty Jo Holloway  
My Commission CC636783  
Expires April 08, 2001




## Article IX - Transfers & Reassignments

### B. Voluntary Transfers

- 5 In acting on requests for voluntary reassignments and/or transfers the following criteria will be applied:
- a. length of continuous services within the bargaining unit,
  - b. instructional requirements,
  - c. individual or personal qualifications and evaluations,
  - d. specialty experience, and
  - e. principal's acceptance of applicant.

## Article V - Teaching Conditions

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- E. Each teacher shall report any unsafe or hazardous conditions, in writing, to the principal as soon as practicable.

# ***2003-2004 Plan of Care Initiative to continue providing a second chance to students who are retained***

*From the Superintendent  
August 18, 2003*

## **Introduction:**

When the Okaloosa School Board ended social promotions in 2001 and required students to earn their way to the next grade based solely on academic proficiency, the Board also committed Okaloosa Schools to changing traditional retention into a true second chance for success.

The Board's individualized Plan of Care for each student, supported by a Second Chance Fund of \$2,000 for each student, has become one of the most successful remediation programs in Florida K-12 education. More than 86 percent of students retained at the end of the 2002-2003 school year began the 2003-2004 school year with earned academic promotions to the next grade, most of them having made far more than one year's progress.

Because of its proven effectiveness, this approach to individualized remediation continues in the 2003-2004 academic year for students retained last spring. (For reference see attached Quality Assurance Technical Assistance Note dated August, 2002.)

- Each retained student's parent should have a meeting with the teacher to develop a Plan of Care by September 15, 2003.
- Each retained student shall have a \$2,000 "Second Chance Fund" to be allocated by the parent and teacher for extra services outside the regular curriculum and school schedule.
- "Second Chance Fund" eligibility is for retained K-8 students, not promoted students.

## **Plan of Care/Second Chance –**

### **More Effective Classroom Teaching + Intensive Efforts Outside the Classroom:**

At the heart of the Board's commitment is the Plan of Care, an individualized performance agreement linking the student, parent, and teacher to specific, measurable strategies to achieve learning gains. The Plan of Care calls for different approaches to teaching and learning than we used in the preceding year, intensive and directed effort by the student, and cooperation and support from the family.

The Plan of Care is dynamic. It is developed toward the beginning of the academic year in a face-to-face, unhurried meeting between the parent and teacher. Short-term and mid-term academic objectives are specified, not year-end goals like "pass the FCAT" or "be on grade level in math". Ongoing communication among the teacher, student, and parent is critical to accurately monitor progress, change tactics as necessary, and raise expectations as each objective is neared and accomplished.

The Plan of Care has two elements:

- (a) What the teacher and student will do differently inside the classroom this year in order to promote grade level proficiency in the area(s) in which the student is deficient;
- (b) What will be done outside the classroom, outside the normal curriculum and schedule, outside the usual school day to support the different approaches being used in the classroom.

It is clear that if a student has been retained in the fifth grade because he has reading or math skills at a fourth, third, or even second grade level, more time on task is needed. A retained fifth grade student needs every bit of instructional time during the school day, albeit with a different teacher and different teaching strategies. However, if a student who is a year or more behind is to have a legitimate opportunity to catch up and be promoted the following spring, he also needs extra help that goes beyond the usual curriculum and normal school schedule.

As was the case last year, a \$2,000 "Second Chance Fund" is created for each retained student in grades K-8. These are resources over and above the funds budgeted by the school for classroom instruction for that student during the school day. ~~The funds should not be diffused~~ into school programs but should be spent to implement that portion of the student's Plan of Care which calls for extra services outside the normal schedule and curriculum and directed specifically for that student's benefit. Last year a substantial share of "Second Chance" allocations were devoted to one-on-one and small group tutoring done before or after school or on Saturdays. Certified teachers, retired or active, were used as was Sylvan Learning Center.

Following our successful template from 2002-2003, the decision about how to allocate each retained student's \$2,000 "Second Chance Fund" is a joint determination by the parent and teacher, with approval by the principal. As administrator of the "Second Chance Fund" for each student, it is the principal's responsibility to ensure that tutoring, small group instruction after school or on weekends, or other individualized services are linked directly to the Plan of Care. Any tutor or tutoring service must be in regular contact with the classroom teacher to ensure that the Plan of Care, as developed by the teacher and parent, is being implemented.

**Financial Control Procedures:**

The same financial control procedures will apply to Plan of Care/Second Chance as in the preceding fiscal year. Please note the detail which follows.

**Questions and Answers about Plan of Care/Second Chance:**

**1 WILL WE IMPLEMENT AND MONITOR PLAN OF CARE IN THE SAME WAY WE DID IN AUGUST, 2002?**

Yes. The implementation will be the same as last year, using the AIP/Plan of Care MIS forms, meeting with teachers or parents, scheduling services for retained students (see attached T/A from August 2002).

The monitoring will be done by your entering information on screen S707 (AS 400) for each Plan of Care student. This screen must be completed before funds are released. Once the AIP/Plan of Care documentation is completed and entered on the AS 400, we can have reports on grades, NCLB categories, and any data archived in the AS 400.

**2. WHO QUALIFIES FOR THE PLAN OF CARE SECOND CHANCE FUNDS?**

- All retained students in grades K-8, retained from an Okaloosa school and retained entering our schools.  
Grade 6-8 students retained because of deficient FCAT scores or retained due to failing coursework *and* deficient FCAT scores qualify.

Middle school principals and teachers report that the relatively small number of students who pass the FCAT but who fail coursework are likely to have other issues such as poor attendance or failure to turn in homework or projects. These are issues unlikely to be resolved through typical Second Chance Fund allocations such as one-on-one tutoring, small group instruction outside of school hours, newspaper subscriptions, and home software programs.

**3. WHO DOES NOT QUALIFY FOR PLAN OF CARE/SECOND CHANCE FUNDS?**

- Students who are promoted.
- 6-12 students who were retained because of failed coursework only **do not** qualify for Plan of Care funds. See note above in question 2.
- High school students.

4. HOW MUCH WILL THE PER PUPIL ALLOCATION BE?

\$2,000.00 each for K-8 retainees as identified above.

5. ARE THE PLAN OF CARE FUNDS USED FOR SUMMER PLAN OF CARE TO BE DEDUCTED FROM THE \$2,000.00?

Yes. At the conclusion of the 2002-2003 school year, each school was informed that Plan of Care services should begin in June for retained students. School were informed then that \$400 per retained student would be released for over-the-summer tutoring and other services. As explained when we initiated year around Plan of Care, the per student appropriation is intended to be an annual amount to include the summer of 2003 and the school year of 2003-2004.

6. DO THE SAME INTERVENTION CHOICES APPLY?

Yes. See MIS 4291 for interventions/supports for elementary; MIS 4292 for middle.

7. WHEN WILL FUNDS BE ALLOCATED?

We are dependent on your completing the AS 400 Plan of Care screen for verifying your numbers. Your first step will be to enter students and as much information as possible; the remainder of the information regarding interventions, AIP date, etc., will be completed after you have had the parent/teacher meetings.

If you provide completed data by Wednesday, August 20<sup>th</sup>, Second Chance funds will be released to you by Friday, August 22<sup>nd</sup>. You will receive a detailed memo from Finance with your school's allocation and directions for expending the funds. Expect the school-by-school allocation data on August 22<sup>nd</sup>.

8. DO THE SAME PERSONNEL REQUIREMENTS APPLY?

Yes. There has not been a change in the district's agreement with OCEA. (see attached). As well, the district's contract with Sylvan Learning remains unchanged.

9. WHAT IF IT IS IMPOSSIBLE FOR A PLAN OF CARE STUDENT TO RECEIVE ADDITIONAL SERVICES OUTSIDE THE REGULAR SCHOOL SCHEDULE?

Please contact your Assistant Superintendent. Mr. Ansley, Dr. Fuller, and Dr. McEachern have authority to approve limited exceptional arrangements.

9. HOW WILL WE FUND THE EXTRA SUPPORT NEEDED BY STUDENTS WHO WERE PROMOTED BECAUSE THEY MADE SUFFICIENT PROGRESS OR WERE PROMOTED BASED ON STATUTORY "GOOD CAUSE" BUT WHO STILL NEED REMEDIAL SERVICES?

Each school has already received designated funding for this purpose. Schools received and have developed plans for expending what the Legislature calls "Supplemental Academic Instruction" funds. These funds are restricted by law to be used for support and intervention for students who need remedial assistance. Two thirds of SAI funds have already been distributed to schools for remedial programs for such students. Second Chance funds constitute the final one third of SAI appropriations to Okaloosa County from the Legislature.

**Excerpt from the 2002 Florida Statutes**

**1011.62(1)(f) Supplemental academic instruction; categorical fund. --**

**(f) *Supplemental academic instruction; categorical fund.--***

- 1 There is created a categorical fund to provide supplemental academic instruction to students in kindergarten through grade 12. This paragraph may be cited as the "Supplemental Academic Instruction Categorical Fund."
2. Categorical funds for supplemental academic instruction shall be allocated annually to each school district in the amount provided in the General Appropriations Act. These funds shall be in addition to the funds appropriated on the basis of FTE student membership in the Florida Education Finance Program and shall be included in the total potential funds of each district. These funds shall be used to provide supplemental academic instruction to students enrolled in the K-12 program. Supplemental instruction strategies may include, but are not limited to: modified curriculum, reading instruction, after-school instruction, tutoring, mentoring, class size reduction, extended school year, intensive skills development in summer school, and other methods for improving student achievement. Supplemental instruction may be provided to a student in any manner and at any time during or beyond the regular 180-day term identified by the school as being the most effective and efficient way to best help that student progress from grade to grade and to graduate.



*If you have questions, concerns, or need assistance  
please contact your Assistant Superintendent.*

Attachments referenced in this document have been sent  
in hard copy to all schools by courier