



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

FINANCE TAM: 2009-014

CONTACT: Julie Perry, Budget Analyst
Budgeting & Financial Services

TELEPHONE: 833-5850

TO: School Principals – Elementary & Middle Schools
FROM: Debbie Bruce, Director – Budgeting & Financial Services
DATE: October 9, 2008
SUBJECT: Plan of Care (POC) – Project 6113
K – 8 Allocation – POC Tutoring (Session One)

Information Systems has provided the number of students eligible for Plan of Care Tutoring – Session One as of October 3, 2008. Based on the memorandum dated August 22, 2008, provided by Information Systems, all funds are to be used for tutoring outside the school day, and Sylvan Learning Center is no longer an option for services. Please find attached the following two spreadsheets: (1) “*POC Tutoring Allocation – Grades K-8 – Session One*” and (2) “*POC Tutoring – Grades K-8 – Session One – Student Detail*.”

The “*POC Tutoring Allocation – Grades K-8 – Session One*” spreadsheet includes the following information:

Number of Students (Column A)

Reflects the number of students eligible for POC tutoring. See “*POC Tutoring – Grades K-8 – Session One – Student Detail*” for more information.

Number of Teaching Units (Column B)

Reflects the number of teaching units allocated based on a teacher-student ratio of 1:3.

Hours Allocated (Column C)

Reflects the total number of hours allocated based on two (2) hours per week for eight (8) weeks.

Teacher Funding Allocation (Column E)

Funding is based on the Total POC Hours Allocated (Column C) times the average hourly rate of \$38. **These funds have been budgeted to 1010.5100.0102.Center.6113 and corresponding benefits (Object 0210 and 0220).** Teachers will be paid other compensation based on their degrees.

Supply Allocation (Column F)

Funding is provided for materials and allocated at a rate of \$10 per student. **These funds have been budgeted to 1010.5100.0510.Center.6113.**

Total Allocation (Column G)

Reflects the total Tutoring and Supply Allocations.

Additional POC Information:

1. Please see attached Information Services memorandum dated August 22, 2008.
2. If a school chooses to pay 50% of the transportation cost, this expenditure must be funded from a source other than Plan of Care – Project 6113.
3. Attached are payroll forms and instructions to facilitate submitting compensation for teachers and tutors participating in the POC program.
4. Attached are copies of Memorandums of Agreement between the School District and OCEA outlining the rules and processes to be used relating to personnel.

Should you have any questions or need additional information regarding POC, please contact the following individuals based on subject area:

1. Budget Issues – Julie Perry at 833-5850,
2. Payroll Issues – Debby Fetner at 833-5849,
3. Appropriate Use of Plan of Care funds – Guyla Hendricks, Quality Assurance, at 833-5860, and
4. Student Data – J.C. Connor or Wendy Meserve, Information Systems, at 689-7149.

Attachments

cc: Executive Staff
OCEA
School Budget Bookkeepers

**SCHOOL DISTRICT OF OKALOOSA COUNTY
PLAN OF CARE (POC) - PROJECT 6113
POC TUTORING - GRADES K - 8 SESSION ONE
FISCAL YEAR 2008-2009
OCTOBER 9, 2008**

		A	B	C	D	E	F	G
CENTER	SCHOOL	NO. OF STUDENTS	NO. OF TEACHING UNITS	HOURS ALLOCATED	AVERAGE HOURLY RATE	TEACHER FUNDING ALLOCATION	SUPPLY ALLOCATION	TOTAL ALLOCATION
		(A / 3)	(B X 16)			(C x D)	(A * 10)	(E + F)
0031	EDWINS ELEMENTARY SCHOOL	31	10	160	\$ 38	\$ 6,080	\$ 310	\$ 6,390
0041	BAKER SCHOOL (ES & MS)	37	12	192	\$ 38	7,296	370	7,666
0051	BOB SIKES ELEMENTARY SCHOOL	31	10	160	\$ 38	6,080	310	6,390
0082	MEIGS MIDDLE SCHOOL	14	5	80	\$ 38	3,040	140	3,180
0092	RICHBOURG MIDDLE SCHOOL	30	10	160	\$ 38	6,080	300	6,380
0121	RUCKEL MIDDLE SCHOOL	5	2	32	\$ 38	1,216	50	1,266
0131	DESTIN ELEMENTARY SCHOOL *	19	6	96	\$ 38	3,648	190	3,838
0151	EDGE ELEMENTARY SCHOOL	15	5	80	\$ 38	3,040	150	3,190
0161	EGLIN ELEMENTARY SCHOOL	13	4	64	\$ 38	2,432	130	2,562
0201	LAUREL HILL SCHOOL (ES & MS)	18	6	96	\$ 38	3,648	180	3,828
0222	NORTHWOOD ELEMENTARY SCHOOL	40	13	208	\$ 38	7,904	400	8,304
0241	SILVER SANDS SCHOOL	-	-	-	\$ 38	-	-	-
0251	SOUTHSIDE ELEMENTARY SCHOOL *	32	11	176	\$ 38	6,688	320	7,008
0261	VALPARAISO ELEMENTARY SCHOOL	20	7	112	\$ 38	4,256	200	4,456
0271	PRYOR MIDDLE SCHOOL	14	5	80	\$ 38	3,040	140	3,180
0281	WRIGHT ELEMENTARY SCHOOL	44	15	240	\$ 38	9,120	440	9,560
0431	SHALIMAR ELEMENTARY SCHOOL	13	4	64	\$ 38	2,432	130	2,562
0541	ELLIOTT PT. ELEMENTARY SCHOOL	23	8	128	\$ 38	4,864	230	5,094
0561	MARY ESTHER ELEMENTARY SCHOOL	31	10	160	\$ 38	6,080	310	6,390
0571	PLEW ELEMENTARY SCHOOL	7	2	32	\$ 38	1,216	70	1,286
0621	KENWOOD ELEMENTARY SCHOOL	22	7	112	\$ 38	4,256	220	4,476
0631	FLOROSA ELEMENTARY SCHOOL	18	6	96	\$ 38	3,648	180	3,828
0651	BRUNER MIDDLE SCHOOL	22	7	112	\$ 38	4,256	220	4,476
0671	LEWIS MIDDLE SCHOOL	9	3	48	\$ 38	1,824	90	1,914
0681	LONGWOOD ELEMENTARY SCHOOL	33	11	176	\$ 38	6,688	330	7,018
0731	WALKER ELEMENTARY SCHOOL	21	7	112	\$ 38	4,256	210	4,466
0741	BLUEWATER ELEMENTARY SCHOOL	6	2	32	\$ 38	1,216	60	1,276
0751	ANTIOCH ELEMENTARY SCHOOL	15	5	80	\$ 38	3,040	150	3,190
0761	DAVIDSON MIDDLE SCHOOL	20	7	112	\$ 38	4,256	200	4,456
0771	DESTIN MIDDLE SCHOOL *	2	1	16	\$ 38	608	20	628
0781	ECCI - SOUTH	27	9	144	\$ 38	5,472	270	5,742
0791	ECCI - NORTH	15	5	80	\$ 38	3,040	150	3,190
9810	GULF COAST YOUTH ACD	24	8	128	\$ 38	4,864	240	5,104
9812	OKALOOSA YOUTH ACD	12	4	64	\$ 38	2,432	120	2,552
9814	ADOL. SUBST. ABUSE PGM	5	2	32	\$ 38	1,216	50	1,266
9817	MILTON GIRLS JUV. RES. FAC.	11	4	64	\$ 38	2,432	110	2,542

TOTAL	699	233	3,728	\$ 141,664	\$ 6,990	\$ 148,654
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NOTES:

1. INFORMATION PROVIDED BY INFORMATION SYSTEMS AS OF OCTOBER 3, 2008.
2. SESSION ONE WILL BE EIGHT (8) WEEKS.
3. THE TEACHER-STUDENT RATIO IS ONE TO THREE (1:3).
4. TUTORING HAS BEEN FUNDED AT TWO (2) HOURS PER WEEK. (2 HOURS X 8 WEEKS = 16 HOURS)
5. EACH SCHOOL HAS RECEIVED A SUPPLY ALLOCATION OF \$10 PER STUDENT.

* OCTOBER 23, 2008 REVISION

School District of Okaloosa County

461 West School Avenue
Crestview, FL 32536
850-689-7149 Fax 850-689-7444



MANAGEMENT INFORMATION SERVICES

TO: PRINCIPALS
FROM: WENDY MESERVE
DATE: AUGUST 22, 2008

As you are aware, there are significant changes to the Plan of Care program for the 2008-2009 school year. Beginning this year, all funds are to be used for tutoring outside the school day and Sylvan Learning Center is no longer an option for services.

Grab dates are as follows
Elementary & Middle schools: October 3, 2008 & January 16, 2009
High School FCAT Tutoring: August 29, 2009 & January 16, 2009
High School Mathematics: August 29, 2008

You must have a S707 referral screen built at this time to receive funding for POC Students!!!

For all options MIS will provide finance with the number of students referred to the program at the beginning of each term. No adjustments will be made during the term. Transportation is provided at a ratio of 1 bus for a minimum of 15 students. The bus drivers will be asked to turn in a student transportation count each week. If the minimum is not maintained, the principal will pay 50% of the transportation cost or transportation will be discontinued.

Below is an outline of the program for the 2008-2009 school year.

Kindergarten— 8th grade:

There will be two terms for POC tutoring **September 29—November 21** and **January 12—March 13**.

- 1) \$10.00 per student will be provided for materials.
- 2) Funding is based on a ratio of 3 referred students to 1 teacher, times 2 hours per week, multiplied by the number of weeks in term.

As a reminder, only **RETAINED** students are eligible for Plan of Care funds and referrals are checked against the prior year's end of year status.

9th—12th Grade: High Schools will have two Plan of Care tutoring options.

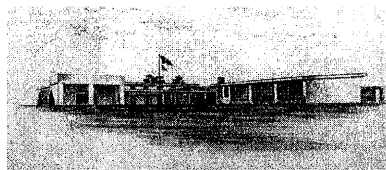
FCAT Retake Tutoring— Two sessions **August 18—October 3** and **January 12—March 13**.

- 1) \$10.00 per student will be provided for materials.
- 2) Funding is calculated by the number of referred students who must retake the 10th grade FCAT reading and / or math for graduation purposes.
- 3) Funding is based on a ratio of 5 referred students to 1 instructor, times 2 hours a week for those retaking one portion of the test or 3 hours a week for those retaking both portions of the test, times weeks in term.

Math Tutoring— One session **August 25—May 29** (excluding exam weeks, FCAT week and two weeks prior to Christmas.)
Funding is based on 8 hours per week times 30 weeks.

As a reminder, only students who have taken and failed the 10th grade FCAT are eligible for the FCAT retake tutoring and referrals are checked against the student's test record.

Carver-Hill Administration Complex



School District of Okaloosa County
Plan of Care – Project 6113
Instructions for Submitting Payroll
Fiscal Year 2008-2009

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

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

A) Current District employees who tutor before and/or after school (including substitutes/temporary personnel):

- 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 Plan of Care FCAT Retake or Math tutoring, date(s) of tutoring session, teachers' names, social security numbers, and job IDs. Separate Other Compensation Forms for FCAT Retake Tutoring and/or Math Tutoring must be submitted in order to account for each type of tutoring.
- 3) Refer to the Memorandum of Agreement (see attachment) 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.Center.6113).

B) New Hire:

- 1) The individual must complete the necessary paperwork through OASIS to become a District substitute. The Principal does not enter the job on OASIS.
- 2) Once the individual is a District substitute, follow the instructions in Item A.

Should you have any questions or need additional information, please call Debby Fetner at 833-5849.

**SCHOOL DISTRICT OF OKALOOSA COUNTY
FINANCE DEPARTMENT
OTHER COMPENSATION REPORT**

MIS 3180
Rev. 9/03

Activity Date: _____ Description: _____

Funding: _____

Fund	Function	Object	Center	Project
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INSTRUCTIONS:

- ◆ List only *one* entry per employee per activity.
- ◆ Attach a signed Other Compensation Report Time Sheet (MIS 3475) for *each* employee listed.
- ◆ Do not report substitutes on this form – all subs must be reported by school on a Substitute Time Report.

EMPLOYEE NAME	SOCIAL SECURITY #	JOB ID	TIME (HRS)	TOTAL \$

Approved: _____

Signature of Principal/Department Head

Date

FOR PAYROLL USE ONLY	
RUN #	_____
BATCH #	_____
DATE ENTERED	_____
INITIALS	_____

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:

Sheila J. Olsen
Signature
Date 8/08/02

For the School Board:

Mahalia E. Foye 8/07/02
Signature Date

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

Betty Jo Holloway
Notary Signature

Seal:



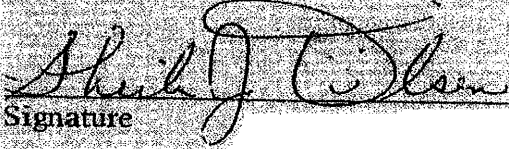
Memorandum of Agreement
between
Okaloosa County School Board
and
Okaloosa County Education Association

The Okaloosa County Education Association and the Okaloosa County School District agree to the following 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.

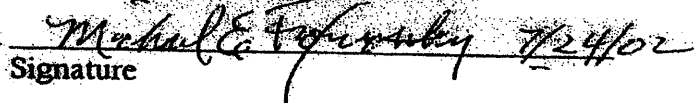
2. If the meeting occurs out of the 7.5 hour day, teachers will be compensated \$25.00 per hour for each meeting. They will be guaranteed a minimum of two (2) hours per student. No compensation will be given for hours beyond two (2) hours.
- 3 Teachers may request, on an individual meeting basis, the presence of an administrator if they feel it is warranted. Administrators shall honor such requests.

For OCEA:

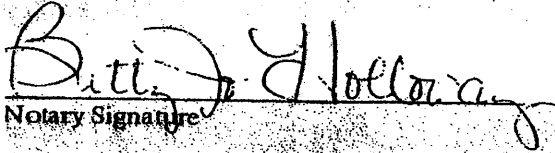

Signature

7-24-2002
Date

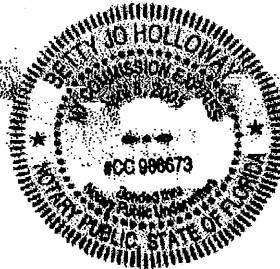
For the School Board:


Signature

Sworn 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 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:

Michael J. Olsen 7-24-2002
Signature Date

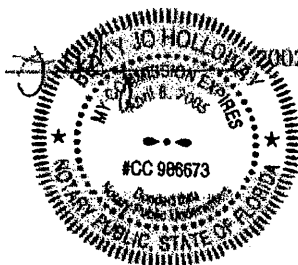
For the School Board:

Michael E. Fowles 7/24/02
Signature Date

Sworn to and subscribed before me this 24th day of

Betty J. 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:

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

1-14-99
Date

For the School Board

Rebecca Spencer

1.14.99
Date



Betty Jo Holloway
My Commission CC636783
Expires April 08, 2001

Betty Jo Holloway
1/14/99