



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


---

FINANCE TAM: 2009-027

CONTACT: Julie Perry, Budget Analyst  
Budgeting & Financial Services

TELEPHONE: 833-5850

TO: High School Principals

FROM: Debbie Bruce, Director – Finance 

DATE: January 27, 2009

SUBJECT: Plan of Care (POC) – Project 6113  
High School Allocation – FCAT Tutoring (Session Two)

Information Systems has provided the number of students eligible for Plan of Care FCAT Tutoring – Session Two captured on January 16, 2009. Per Information Systems memorandum dated August 22, 2008, 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 spreadsheets: (1) “FCAT Retake Allocation – High Schools – Session Two,” (2) “FCAT Retake Tutoring – Math and Reading,” and (3) “FCAT Retake Tutoring – Math or Reading.”

The “FCAT Retake Allocation – High Schools – Session Two” spreadsheet includes the following information:

FCAT Retake Tutoring – Session One – Math AND Reading (Columns A, B, and C)

This section indicates the number of students eligible, the number of teaching units allocated, and the number of hours allocated. These students have failed both the Math and Reading FCAT. The number of hours were calculated based on a teacher-student ratio of 1:5 and tutoring sessions of three (3) hours per week for nine (9) weeks. See “FCAT Retake Tutoring – Math and Reading” for detailed student information.

FCAT Retake Tutoring – Session One – Math OR Reading (Columns D, E, and F)

This section indicates the number of students eligible, the number of teaching units allocated, and the number of hours allocated. These students have failed either the Math or Reading FCAT. The number of hours were calculated based on a teacher-student ratio of 1:5 and tutoring sessions of two (2) hours per week for nine (9) weeks. See “FCAT Retake Tutoring – Math or Reading” for detailed student information.

Total FCAT Tutoring Hours Allocated (Column G)

This is the total number of hours allocated for the two types of students requiring FCAT Retake Tutoring.

Teacher Funding Allocation (Column I)

Funding is based on the Total POC Hours Allocated (Column G) 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 J)

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

Total Allocation (Column K)

This is the total of the FCAT 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 each school in submitting compensation for teachers and tutors participating in the POC program. **The last day of FCAT Retake tutoring is March 13, 2009; however, math tutoring continues until May 29, 2009. All other compensation forms for FCAT Retake tutoring must be submitted to Payroll in time to be processed in the April payroll period. The last date to process Math tutoring other compensation forms will be the June payroll period.**
4. Copies of Memorandums of Agreement between the School District and OCEA outlining the rules and process to be used relating to personnel are also attached for your information.
5. Any remaining funds will be pulled back to the District.

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 - PROJECT 6113  
 FCAT RETAKE ALLOCATION  
 HIGH SCHOOLS - SESSION TWO  
 FISCAL YEAR 2008-2009  
 JANUARY 26, 2009

CENTER	SCHOOL	FCAT RETAKE TUTORING - SESSION TWO						TOTAL FCAT TUTORING HOURS ALLOCATED (C + F)	AVERAGE HOURLY RATE	TEACHER FUNDING ALLOCATION (G X H)	FCAT TUTORING SUPPLY ALLOCATION [(A + D) X 10]	TOTAL ALLOCATION (I + J)
		MATH AND READING			MATH OR READING							
		NO. OF STUDENTS (A / 5)	NO. OF TEACHING UNITS (B X 5)	HOURS ALLOCATED (B X 27)	NO. OF STUDENTS (D / 5)	NO. OF TEACHING UNITS (E X 5)	HOURS ALLOCATED (E X 18)					
0041	BAKER SCHOOL	3	1	27	21	4	72	99	\$ 38	\$ 3,762	\$ 240	\$ 4,002
0201	LAUREL HILL SCHOOL	1	-	-	10	2	36	36	\$ 38	1,368	110	1,478
0211	NICEVILLE HIGH SCHOOL	7	1	27	45	9	162	189	\$ 38	7,182	520	7,702
0581	CHOCTAW HIGH SCHOOL	11	2	54	57	11	198	252	\$ 38	9,576	680	10,256
0601	CRESTVIEW HIGH SCHOOL	32	6	162	100	20	360	522	\$ 38	19,836	1,320	21,156
0641	FT. WALTON BEACH HIGH SCHOOL	15	3	81	73	15	270	351	\$ 38	13,338	880	14,218
0701	OATC	10	2	54	11	2	36	90	\$ 38	3,420	210	3,630
0781	ECCI - SOUTH	-	-	-	2	-	-	-	\$ 38	-	20	20
0791	ECCI - NORTH	1	-	-	1	-	-	-	\$ 38	-	20	20
9810	GULF COAST YOUTH ACADEMY	11	2	54	2	-	-	54	\$ 38	2,052	130	2,182
9812	OKALOOSA YOUTH ACADEMY	3	1	27	-	-	-	27	\$ 38	1,026	30	1,056
9814	ADOLESCENT SUBSTANCE ABUSE	9	2	54	3	1	18	72	\$ 38	2,736	120	2,856
9817	MILTON GIRLS JUVENILE RES. FAC.	4	1	27	1	-	-	27	\$ 38	1,026	50	1,076
9819	TEACHING ADJ. YOUTH FAC.	1	-	-	-	-	-	-	\$ 38	-	10	10
<b>TOTAL</b>		<b>108</b>	<b>21</b>	<b>567</b>	<b>326</b>	<b>64</b>	<b>1,152</b>	<b>1,719</b>		<b>\$ 65,322</b>	<b>\$ 4,340</b>	<b>\$ 69,662</b>

**NOTES - FCAT RETAKE TUTORING (SESSION ONE):**

1. POC CAPTURE DATE - JANUARY 16, 2009
2. DATA PROVIDED BY INFORMATION SYSTEMS ON JANUARY 26, 2009.
3. SESSION TWO WILL BE NINE (9) WEEKS.
4. THE TEACHER-STUDENT RATIO IS ONE TO FIVE (1:5).
5. TUTORING FOR STUDENTS NOT PASSING THE MATH **AND** READING PORTIONS OF THE FCAT HAS BEEN FUNDED AT THREE (3) HOURS PER WEEK. (3 HOURS X 9 WEEKS = 27 HOURS)
6. TUTORING FOR STUDENTS NOT PASSING THE MATH **OR** READING PORTION OF THE FCAT HAS BEEN FUNDED AT TWO (2) HOURS PER WEEK. (2 HOURS X 9 WEEKS = 18 HOURS)
7. EACH SCHOOL HAS RECEIVED A SUPPLY ALLOCATION OF \$10 PER STUDENT.

# 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:

**1) 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
------	----------	--------	--------	---------

**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:

For the School Board:

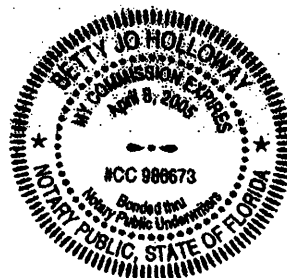
Sheila J. Olsen  
Signature  
Date 8/08/02

Maubelle Foye  
Signature  
Date 8/07/02

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

Betty Jo Holloway  
Notary Signature

Seal:



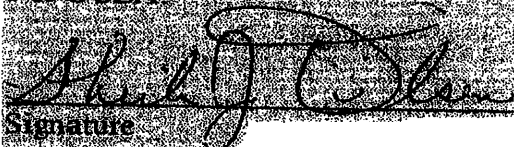
Memorandum of Agreement  
between  
Okaloosa County School Board  
and  
Okaloosa County Education Association

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.

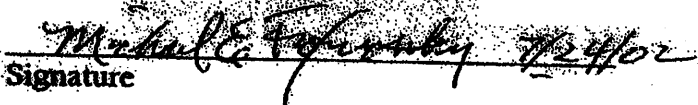
2. If the meeting occurs out of the 7.5 hour day, teachers will be compensated \$25.00 per hour for each meeting. They will be guaranteed a minimum of two (2) hours per student. No compensation will be given for hours beyond two (2) hours.
3. Teachers may request, on an individual meeting basis, the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

For OCEA

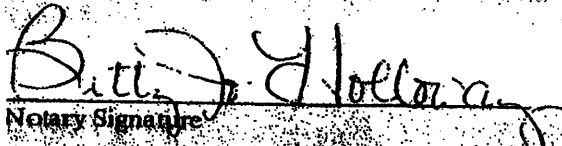
  
Signature

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.

**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. Wilson 7-24-2002  
Signature Date

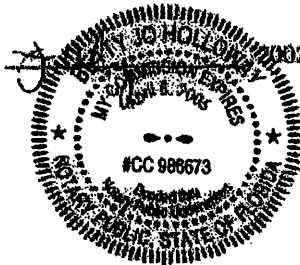
For the School Board:

Michael E. Forsythe 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. Foxworth

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