



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

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FINANCE TAM: 2012-016  
CONTACT: Julie Perry, Specialist  
Budgeting & Financial Services  
TELEPHONE: 833-5850

TO: School Principals  
FROM: Rita R. Scallan, Chief Financial Officer  
DATE: September 21, 2011  
SUBJECT: Plan of Care (POC) Allocation – Project 6113

The Plan of Care (POC) allocation method consists of three components: an allocation based on FCAT levels, Algebra I EOC scores, and proficiency levels; a base allocation; and a secondary core subject area tutoring allocation. **Funds are to be used strictly for before and after school tutoring.** Requests should not be made for teacher salaries, classroom assistant salaries, or other assistance offered during the school day. **All funds must be expended or encumbered by April 30, 2012; therefore, the last day of tutoring will be April 11, 2012.** Any remaining funds will be pulled back to the District.

Schools will determine which students would best be served through tutoring. This may include retained students, good-cause students, or students needing subject area support. Payroll forms and instructions to facilitate submitting compensation for teachers and tutors participating in the POC program are attached. Teacher compensation forms must be accompanied by attendance rosters with names of students who attended the tutoring sessions. Also included are copies of Memorandums of Agreement between the School District and OCEA outlining the rules and processes to be used relating to personnel.

Transportation will be provided depending on ridership. The District will pay transportation costs for buses with at least 15 students. Bus drivers are expected to maintain a daily log. **If transportation drops below 15 on a bus, the school has the option of paying 50% of the cost or eliminating the transportation.** 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.

The attached spreadsheet shows the allocation method and allocation per school. Each type of allocation and the corresponding sections of the spreadsheet are explained below:

*Allocation Based On FCAT Levels, Algebra I EOC Scores, and Proficiency Levels*

*FCAT & Algebra I EOC*

Information Systems provided the number of current students who scored a Level 1 or Level 2 in FCAT Math or Reading (Columns B – E) and the number of current students who obtained a T score of less than 40 (Column F). The total number of students is shown in Column G.

### Non-Proficient

The percentage of current students who are considered proficient was provided by Information Systems. This percentage was subtracted from 100% to obtain the non-proficient percentage for Math and Reading. The percentage was applied to the adjusted projected UFTE for fiscal year 2011-2012 to obtain an estimated number of students considered non-proficient. (Columns H – L)

### Weighted Non-Proficient Based on Corrective Action Category

Finance used the corrective action category data obtained from Curriculum, Instruction, and Assessment to weight the number of students considered non-proficient. (Columns M – O)

### Allocation Calculation

The total FCAT and Algebra 1 EOC students were added to the total weighted non-proficient students. This number was then multiplied by \$7.63 to obtain the allocation based on need. (Columns P – Q)

### Base Allocation

#### Allocation Calculation

Each school received a base allocation of \$2,500, with very small schools receiving a half or quarter of the base. These schools are noted at the bottom of the spreadsheet. (Column R)

### Secondary Core Subject Area Tutoring Allocation

#### Allocation Calculation

Each high school and middle school received funding to support six (6) hours of secondary core subject area tutoring per week for 31 weeks. (6 hours X 31 weeks X \$36/hour = \$6,696) Baker School and Laurel Hill School received two allocations since each school has both middle and high school students. (Column S)

### Total Allocation

The total allocation per school is shown in Column T.

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
4. Student Data – J.C. Connor or Wendy Meserve, Information Systems, at 689-7149
5. Transportation – Jay McInnis at 833-3551

#### Attachments:

- Spreadsheet
- Payroll forms and instructions
- Copies of Memorandums of Agreement

cc: Executive Staff  
Payroll Supervisor  
Chief Officer – Quality Assurance  
Chief Information Officer  
Transportation Program Director  
OCEA  
School Budget Bookkeepers



**School District of Okaloosa County**  
**Plan of Care – Project 6113**  
**Instructions for Submitting Payroll**  
**Fiscal Year 2011-2012**

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 Plan of Care 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 tutoring, date(s) of tutoring session, teachers' names, social security numbers (last 4 digits only), and job IDs.
- 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

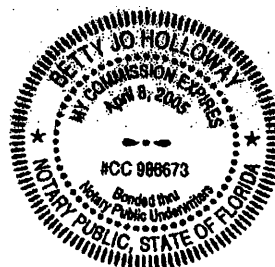
For the School Board:

*Marlene T. ...*  
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:

*Shirley J. Olson*  
Signature

7-24-2002  
Date

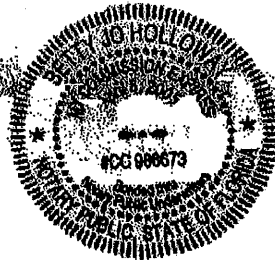
For the School Board:

*Michael E. Ferry* 7/24/02  
Signature

Sworn to and subscribed before me this 24th day of July, 2002

*Betty J. Holloman*  
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:

Keith J. Wilson 7-24-2002  
Signature Date

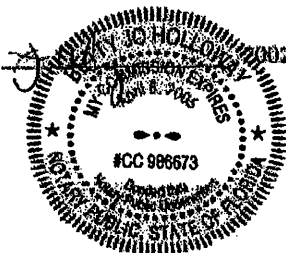
For the School Board:

Michael E. Forsyth 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